TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, December 1, 2026| 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street

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1. **CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**
   This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. **ADDITIONS/ DELETIONS TO AGENDA**

4. **APPROVAL OF AGENDA**
   4.1 December 1, 2026 Committee of the Whole Meeting Agenda

   Recommendation: That Committee of the Whole approve the agenda for the December 1, 2026 meeting as presented.

5. **APPROVAL OF MINUTES**
   5.1 October 6, 2026 Committee of the Whole Meeting Minutes

   Recommendation: That Committee of the Whole approve the minutes from the October 6, 2026 meeting as presented.

6. **PRESENTATIONS**

7. **CORRESPONDENCE**
   Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

8. BUSINESS ARISING AND UNFINISHED BUSINESS

9. NEW BUSINESS

9.1 Report on Kent Fields Development

Recommendation: Based on the information in this Report, Staff shall require further direction from Council if/how to procced further with this item.

10. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11. MOTION ACTION LIST

12. CLOSED SESSION

13. ADJOURNMENT

October 06, 2026

COMMITTEE OF THE WHOLE
TOWN OF LUNENBURG

Tuesday, October 06, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber

Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
Also present	Paul Nopper, CAO Kristi Tibbo, Director of Recreation and Parklands Tyson Joyce, Director of Public Works Lisa Dagley, Director of Finance Jamie Deans, Communications and Events Coordinator
Call to Order	The Chair called the meeting to order at 6:00 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Additions to the Agenda	That Committee of the Whole add the following item to today's agenda: - 12.3 Closed Session: Personnel Matter
Approval of Agenda	**Councillor Strachan moved** that Council approve the Whole agenda for the October 06, 2026, meeting as amended. **Seconded by Deputy Mayor Bailey. Motion carried unanimously**
Approval of Minutes	**Deputy Mayor Bailey moved** that Council approve the September 01, 2026 meeting minutes with recommended amendment to Motion Action List item. **Seconded by Councillor Babineau**. **Motion carried unanimously**
Correspondence	Council received correspondence. There were no items requiring immediate action.
Certificate of Recognition Policy	The Committee of the Whole reviewed and provided direction to staff regarding any amendments Council wants to be considered prior to the Certificate of Recognition Policy being presented in a Regular Council meeting. Members emphasized the importance of ensuring the policy and application process are simple, clear and user-friendly. Discussion included the following considerations:

- Compare the draft policy to other government level processes for recognition
- Removing volunteerism (policy already in place)
- Removing Town flags from the policy or addressing their distribution separately, given their cost and the different considerations associated with gifting or lending flags
- Update wording, simplifying definitions and shortening policy
- Add sample form

Council agreed that the draft provides a good foundation and directed staff to consider the feedback provided and bring a revised policy back to Council for further consideration.

Council Correspondence Processes Discussion

The Committee of the Whole discussed the current process for receiving and managing correspondence from residents, businesses, community organizations. Members supported maintaining the existing approach while introducing measures to make correspondence requiring Council's attention or an action easier to identify and ensure correspondence received is appropriately acknowledged.

The Committee of the Whole provided direction on the preferred approach to the receipt, classification, and consideration of correspondence addressed to the Mayor and Council. Council provided direction to Staff to return with updates for Council's consideration for incorporation in existing Council Procedural Policy.

Lunenburg War Memorial Arena – Holiday Closures and Operating Schedule 2026–2027

The Committee of the Whole provided direction to staff regarding the holidays and/or dates on which the Lunenburg War Memorial Arena should be closed or operate under modified hours during the period of October 2026 through March 2027, to allow staff to finalize the arena operating schedule and ice allocation accordingly.

Discussion focused on balancing community demand for ice time with staffing availability, holiday operating costs, and opportunities for facility maintenance. Direction was given to staff to bring forward a report outlining the cost of hiring part-time staff and to confirm demand based on the schedule.

Storm Separation Master Plan

Council received an overview of the Storm Separation Master Plan, a long-term planning document intended to guide future separation of stormwater and sewer systems. The report identifies priority projects, proposed outfalls, and estimated costs to improve system performance, reduce wastewater treatment volumes, and support climate change resilience.

Discussion focused on the cost of full system separation and the need to implement projects in phases over many years. Council and staff reviewed priority areas, including Brook Street, Bluenose Drive, and the proposed Kempt Street project, noting the importance of pursuing projects that provide the greatest operational benefit and build on previous infrastructure investments.

Electric Utility Update

Council received an update on the Electric Utility Capital Program and reviewed progress on key projects for the current fiscal year. Staff advised that some project timelines have shifted due to regulatory approval processes and scheduling considerations; however, the overall five-year capital plan remains unchanged.

Councillor Strachan moved and Councillor Babineau seconded that Council move this report forward to the October 13, 2026 Council Meeting for approval of the following motions regarding the 2026/27 Capital Budget for the Town's Electric Utility:

1. Approval of additional feeder upgrade projects:
    a. 81W-321 – Old Town Feeder for $130,000
    b. 81W-322 – Industrial/Blue Rocks Feeder for $120,000
2. Revise the budget for Knock Lane Upgrade to $250,000
3. Increase the Blue Rocks Feeder Upgrade (Sawpit Rd to Hospital Rd) Project to $250,000
4. Revise the budget for Green Street Double Circuit to $1,127,000
5. Approve the addition of Starr Street Substation (81W) Recloser installation for $10,525
6. Approve the addition of Starr Street Substation (81W) Bushing installation for $39,000

Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports

Councillor Strachan provided notice of motion related to issuing a call for nominations for the recognition of prominent Lunenburg residents. The matter is expected to proceed following discussion by the Heritage Advisory Committee

Deputy Mayor Bailey reported attending a consultation session with the Nova Scotia Federation of Municipalities regarding the development of regulations for mandatory municipal councillor training. Council members were encouraged to participate in upcoming consultation opportunities.

Deputy Mayor Bailey noted receipt of public feedback regarding the yellow curb markings at street corners. Staff will provide information on possible alternatives and any associated budget implications at a future Council meeting. Deputy Mayor Bailey requested information on the maintenance of public gardens and green spaces, including the role

of staff and community volunteers, and opportunities to recognize residents who contribute to the upkeep of these areas.

Motion Action List

Council reviewed the Motion Action List and discussed the status and prioritization of several outstanding items. Council requested that the cemetery review be moved from Priority B to Priority A, citing the need for further discussion on the matter.

Additional discussion focused on the status of several ongoing matters, including traffic and parking initiatives, speed limit reviews, the cemetery review, and the Cornwallis Street renaming process. Council emphasized the importance of continuing work on the renaming process in consultation with Indigenous communities and ensuring the public remains informed about the status of the project.

Closed Session

Councillor Fullerton moved and seconded by Councillor Babineau that Council move in closed session at 7:54 p.m. to discuss agenda items 12.1 Contract Negotiation, 12.2 Lease of Municipal Property and 12.3 Personnel Matter. **Motion carried unanimously**

Returned to Open Session 9:27 p.m. **Moved by Councillor Babineau. Seconded by Deputy Mayor Bailey. Motion carried unanimously**

Open Session

Council returned to open session. There was no report from the closed session.

Adjournment

There being no further business, **Councillor Babineau moved** the Council meeting adjourned at 9:28 p.m. **Seconded by Councillor Fullerton. Motion carried unanimously**

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Minutes were read and approved.

Subject: Kent Fields Development Concept Wastewater Infrastructure for Town Funding and Ownership Preliminary Review

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

Reviewed by: Lisa Dagley, CPA, CGA, Interim CAO/Finance Director

Date: November 24, 2026

Recommendation

Based on the information in this Report, Staff shall require further direction from Council if/how to procced further with this item.

Background

Council received a presentation and accompanying information package relating to a residential development concept on Centennial Avenue at the September 8, 2026 Meeting from the Kent Fields team. Within this presentation, Kent Fields identified the need for a sanitary sewage pump station, forcemain and connection to the Town's wastewater infrastructure. Further to this, the Developer requested to Council that the Town provide capital funds and then own/operate this infrastructure for the development concept to proceed.

Following the presentation, Council moved the following:

"….motioned staff to prepare a report, with input from Public Works and Finance, evaluating the request for a municipally owned sanitary sewer lift station and outlining the associated costs, implications, and considerations for the proposed development."

The intent of this Report is to provide further analysis of Kent Fields's request relating to the publicly funded wastewater infrastructure for their development concept. No other formal review relating to servicing the development concept, such as water, electricity, etc. has been included as a part of this process.

Discussion

Staff have reviewed Council's motion with respect to the Kent Fields development concept outlined in their presentation on September 8, and provide the following breakdown for Council's consideration:

1. **Kent Fields's Development Concept Servicing Implications for the Town's Existing Wastewater Collection System**

One of the challenges identified relating to the Kent Fields's development concept location is the lack of an existing sewer main at the frontage of the proposed development along Centennial Avenue. Due to the existing topography along the S-turn of Centennial Avenue, having a gravity sewer is not a reasonably possible option, so they have requested the Town install a new lift station and forcemain to directly service their concept as a more practical alternative to this.

The Kent Fields's development concept site is located within the Old Town/New Town 2 and New Town 1 Form Zones. Clause 7.2.1 of the Town's Land Use Bylaw states the following relating to servicing:

Plumbed development in all form zones except the Rural Form Zone shall be serviced by the Town sewer and water systems where these services are available. If availability is disputed or unclear the Town Engineer shall be solely responsible for making a determination.

Staff's opinion is that Kent Field's development concept has clearly established their preference for making connection to the Town's wastewater infrastructure through the request they have provided to Council.

Staff and Consultants have reviewed the preliminary details included in the Kent Fields development concept in conjunction with the Town's existing wastewater collection infrastructure to provide our assessment.

The proposed development concept site is located adjacent to two existing wastewater sheds:

1. The Knickle Road lift station wastewater shed, accessible via existing sewer main on Centennial Avenue;
2. The Brook Street lift station wastewater shed, accessible via existing sewer main on Green Street.

These wastewater sheds were analyzed for their dry-weather and wet-weather conditions based on the presence of combined sanitary and storm infrastructure within both. With reference to the Town's Sanitary & Storm System Collection System Modelling, both wastewater sheds perform relatively well in dry weather conditions, but both operate at full capacity in 1 in 5-year storm conditions with the existing infrastructure. For further clarification, a 1 in 5-year storm can be considered as a storm we have a 20% chance of receiving each year.

The Brook Street lift station wastewater shed is considered to have greater overall capacity, so that is currently preferred connection point for the development concept. Connecting to this wastewater shed rather than the upper part of Centennial Avenue would require a greater length of forcemain to reach Green Street (approximately 200m rather than 75m identified in the development concept documentation). Staff are also aware of existing developments (such as the new Harbourview Haven Site) that are already known to directly impact on the Knickle Road lift station wastewater shed in the near future.

To better mitigate the 1 in 5-year storm conditions outlined above, an additional measure considered could be to include wastewater storage at the potential lift station location. This would be intended to provide time for the downstream wastewater collection system conditions system to stabilize and/or moderate before the development concept's accumulated wastewater is added into the Brook Street watershed collection system. For example, a 45m3 (5m x 3m x 3m) storage tank or wet well is estimated to provide 1-3 days of wastewater storage (depending on the development concepts level of build out). Further information may be required from the Developer to better assess the viability of this option and what it necessitates for aspects like the Wastewater System's SCADA system.

Where wastewater storage is being considered as likely to be required to support Kent Fields's development concept itself, it does make it challenging to foresee the lift station also servicing other future developments within this vicinity as was suggested within the development concept presentation and package without significant upgrades occurring to the Town's wastewater collection system.

In summary of the above, the wastewater servicing for Kent Fields's development concept on Centennial appears to be possible but still requires further analysis to resolve the remaining complexities relating to it if the process is to progress.

2. **Kent Fields's Development Concept Cost Estimate for Requested Town Provided Infrastructure**

Within the Kent Fields development concept package, Appendix A, Sheet 5 including the proposed lift station and forcemain (connecting to the Town's wastewater collection system at Centennial Avenue rather than the Town's preferred location at Green Street) the cost breakdown included is $540,000. This includes allowances for items such as engineering design, procurement and installation for electrical, pumps, wet well, valves, forcemain, etc.

Kent Fields's development concept estimate for the wastewater infrastructure capital costs has been reviewed, and with what is understood at this point, appears to be within the order of magnitude expected for construction (+/-20%). This would need to be further monitored and assessed if the development concept is to progress.

In terms of quantifying the annual operating costs that could be reasonably expected, within the Town's Environmental Health Services Expenditure Operating Budget for 2026/27, there was a total of $162,100 (including net HST) to cover the wastewater collection system's nine (9) existing lift stations. Although in practice this amount is unlikely to be spread evenly, as a guide the expenditure forecast averages approximately $18,000 per lift station, per year.

3. **Other Considerations within Existing Town Policy**

The Town's Street Services Extension Policy is intended to provide guidance to Town Staff, the public and developers regarding processes for installing items like wastewater infrastructure and requests for cost-sharing by the Town of project components that are typically borne by the developer. The Policy

applies to all properties, both existing and new developments, within the Town of Lunenburg that require street services extensions and requires municipal funding towards the street services extensions.

Kent Fields' development concept request relating to the public wastewater infrastructure appears to fit within the category of existing lots on public streets with inadequate services requiring extensions of mains within the Policy.

Section 8 of the Streets Services Extension Policy covers Cost Sharing Provisions, and Clause 8.1 states the following:

Cost sharing requests will be limited to 50%, or maximum of $200 000, whichever is lower, of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions and apply to the portion of costs normally borne by the developer.

Streets Service Extension Policy Appendix A, Section 8 also includes the following provision:

Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services, under the Town's Sustainable Infrastructure Fund. To be eligible for funding under this program Developers must apply through a formal agreement with the Town and must have at minimum, a development permit in place before entering into an agreement with the Town. Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

This second quoted clause is less objective on the limitations applied to cost sharing within the Policy, although it still includes the term "cost share" within the description of the funding relationship. No formal assessment of the "Criteria for Clear Benefit for Public Investment" (Appendix B of the Street Services Extension Policy) has not yet been performed by Staff but shall be if the Developer submits the Street Services Extension Cost-Sharing Application form.

At the time of writing this Report, the Developer is yet to receive their development permit relating to the project.

Strategic Plan Relevance

The Town's wastewater collection infrastructure is part of the Infrastructure and Asset Management: Planning for Long Term Sustainability, of the Town of Lunenburg Strategic Priorities – 2026/27.

Financial

The Town's Sustainable Infrastructure Fund, established in September 2025 currently holds $200,000, funded from the Housing Accelerator Fund (HAF).

The funding streams suggested by Kent Fields within the development concept package (Canada Housing Infrastructure Fund and Build Communities Strong Fund) are being further investigated by Staff at this time. Council should be aware that if we commit to applications under these programs relating to this particular development concept, it may preclude us from submitting to the same applications for alternative Town purposes. Alternatively, if the Town has already submitted grant applications under these programs, they may not be available to be used as proposed by Kent Fields.

Attachments
Street Services Extension Policy
Kent Fields Presentation from September 8th, 2026

Policy Title: Street Services Extension Policy

Date adopted by Council: December 13, 2022
Dated amended by Council: September 22, 2025

1. POLICY STATEMENT

The Town of Lunenburg is committed to servicing developments in an equitable, cost-effective and responsible manner. To support development and the development of housing growth areas, the Town of Lunenburg encourages cost-sharing opportunities when Council has identified a clear benefit for public investment.

By implementing appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices, and projects financed with municipal funds will maximize community benefit.

2. PURPOSE

This policy and its accompanying administrative procedures provide guidance to Town staff, the public and developers regarding processes for installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs, gutters and sidewalks, to existing and new developments within the Town of Lunenburg and requests for cost-sharing by the Town of project components that are typically borne by the developer.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions and requests for additional municipal funding towards street service extensions.

4. DEFINITIONS

The definitions in this policy are the same as those defined in the Town's Land Use By-law, the Town's Subdivision By-law, and the Town's Specifications for Subdivision.

5. ELIGIBILITY FOR COST-SHARING OF STREET SERVICE EXTENSIONS

Applications may be submitted for cost-sharing by property owners or developers requiring extensions of municipal storm, sewer, or water services, or associated street infrastructure such as curbs, gutters, and sidewalks.

Eligible projects include:

- New subdivisions on new public streets where service extensions are required.
- New subdivisions on existing public streets where municipal services are not yet in place.
- Existing lots on street reserves (not yet declared as public streets) where services must be installed to Town standards.
- Existing lots with no street frontage that can only be serviced through a utility easement, at the discretion of the Town Engineer.
- Existing lots on public streets with inadequate services requiring extensions of mains.

These scenarios are described in further detail in Appendix A (Street Services Extension Procedures.)

All eligible cost-sharing applications will then be evaluated against the criteria in Appendix B.

6. AUTHORITY, LEGISLATION, AND REGULATIONS

The extension of water mains and water laterals will be undertaken according to the Lunenburg Water Utility Schedule of Rules and Regulations, known as the Town's Water Regulations. Where there is a conflict between this policy and the Town's Water Regulations, the provisions of the Town's Water Regulations will prevail.

7. RESPONSIBILITIES

7.1 Council

Council may:

- Approve cost-sharing for development projects as defined in this policy.
- Declare a Town road reserve as a public open street

7.2 Town Engineer

The Town Engineer will:

- Approve all work related to the extension of municipal services as defined in this policy.
- Ensure all extension of services, as defined in this policy, adhere to this policy.

7.3 The CAO or their delegate

The CAO or delegate will:

- Designate roles for staff to help administer this policy and accompanying administrative procedures.
- Approve cost-sharing for development projects as defined under this policy and within delegated authority.

8. COST SHARING PROVISIONS

8.1 Cost sharing requests will be limited to 50%, or maximum of $200 000, whichever is lower, of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions and apply to the portion of costs normally borne by the developer.

8.2 Cost sharing applications related to new residential development shall be limited to developments of more than single-unit dwellings.

8.3 To be eligible for funding, developers must have a formal agreement in place with the Town and apply through the Town's Sustainable Infrastructure Fund program.

8.4 Developers must have at minimum, a development permit in place before entering into an agreement with the Town.

8.5 Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

8.6 All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

8.3 Monitoring and Reporting

The CAO or their delegate will provide an annual report to Council on the Sustainable Infrastructure Fund program. The report will include:

- the number of applications received,
- the number of applications approved and denied,
- the total funds allocated and disbursed, and
- the remaining balance of program funds.

Council may request additional updates as required.

9. REVIEW AND AMENDMENT OF POLICY AND RELATED APPENDICES

This policy and related appendices will be reviewed annually by Council, or earlier on Council request. Amendments to any appendix may be made by motion of Council, with staff authorized to propose amendments as needed to reflect changing circumstances or operational requirements. All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or the CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

VERSION LOG

Amendment Description	Council Approval Date
Updated to clarify eligibility and cost-sharing provisions. The amended version introduces formal application processes, links funding to the Town's Sustainable Infrastructure Fund, and requires developments larger than single-unit dwellings to qualify.	Sept. 22, 2025

TOWN OF LUNENBURG
Appendix A
Street Service Extension Procedures
Last reviewed: Sept.22, 2025

1. **Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets**

   a. The extension of storm mains, sewer mains and water mains will lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension will be borne by the subdivider (applicant).

   b. Each lot on a Plan of Subdivision on a proposed public street will be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral will be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

   c. The proposed public street and services will be constructed in accordance with the Town's Subdivision By-law and Subdivision Specifications.

   d. The boundaries of the proposed street will be surveyed and upon completion, and in compliance with the Town's Subdivision By-law and Subdivision Specifications, will be transferred over to the Town and the Town will declare said lands as a public open street and name the public street. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry will be borne by the applicant.

2. **Extension of Services for lots created by Subdivision on Existing Public Open Streets**

   a. Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.

   b. Where an extension is undertaken pursuant to Section 2a, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.

   c. Where an extension is undertaken pursuant to Section 2a and 2b, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

3. Extension of Services for lots on existing street reserves that are not Public Open Streets

a. Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, will be borne by the applicant. These costs include bringing the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.

b. Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

4. Extension of Services for existing lots with no Public Open Street frontage

a. Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 ft.) easement vested to the owner of said lands being serviced. This will only be considered at the absolute discretion of the Town Engineer if there are no practical alternatives presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street will be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement will be borne by the owner of the lot being serviced.

5. Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services

a. Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the

subdivider (applicant) so that the main directly fronts on the proposed lot.

b. Where an extension is undertaken pursuant to Section 9.5.1 the extension of the storm main, sewer main or water main will be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.

c. Where an extension is undertaken pursuant to Section 9.5.1 and 9.5.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

6. Extension of Services will be Mains

Notwithstanding anything contained in this policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town will not be in the form of sewer or water laterals. Such extensions will be undertaken to the specifications of storm, sewer and water mains.

7. Lateral Attachments to Mains within an Easement

Notwithstanding anything contained in this policy, the extension of storm mains, sewer mains, and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternatives presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternatives presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.

8. Cost Sharing for Clear Public Benefit and application to the Town's Sustainable Infrastructure Fund

Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services, under the Town's Sustainable Infrastructure Fund. To be eligible for funding under this program Developers must apply through a formal agreement with the Town and must have at minimum, a development permit in place before entering

into an agreement with the Town. Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

TOWN OF LUNENBURG

Appendix B

Criteria for Clear Benefit for Public Investment

To ensure Street Service Extension projects supported with municipal funds maximize community benefit, Council will consider applications for public investment using the goals and metrics listed below. Note that the evaluation of each application is on a case-by-case basis, and not all evaluation criteria necessarily apply.

Goals	Evaluation Criteria Consideration
Immediate Impact: Initial Applicant Commitments and Suitability	**1. Experience**: Does the applicant have the experience to successfully implement this project efficiently? **2. Supply Commitment**: The number of residential, affordable, and accessible units the developer commits to and the timeframe in which it is committed. **3. Community Consultation**: Level of public support based on community feedback sessions, surveys, or engagement events conducted by the applicant, if applicable.
Long-Term Impact: Future Growth Potential	**4. Service Expansion Capacity**: Potential of the service extension to accommodate or improve land for future developments. **5. Multi-Property Benefit:** Number of additional properties/developments served by the extension. **6. Property Tax Revenue Impact:** Does the extension or services positively impact the Town's property tax revenues? To what degree?
Ensure and Improve Public Safety	**7. Fire Protection Enhancement**: Impact on fire protection flows. **8. Emergency Preparedness**: Number of evacuation routes or preparedness improvements created.

Community Health and Wellbeing	**9. Public Amenities**: Types and quantity of public amenities (e.g., parks, sidewalks, active transportation routes). **10. Educational or Community Service Enhancement**: Types and quantity of public services/programs.
Sustainability	**11. Environmental Impact Mitigation**: The degree to which service extension minimizes impact on sensitive areas like wetlands and natural habitat for animals and/or vegetation **12. Climate Resilience**: The degree to which service extension minimizes adverse climate change effects (e.g., flooding)
Support Overall System Improvements	**13 Water Pressure Improvement**: the increase or decrease in water pressure flow efficiency in the area and surrounding area **14 Future Infrastructure Cost Reduction**: Estimated increase or reduction in future infrastructure and maintenance costs **15 Wastewater Management**: Estimated increase or reduction in wastewater treatment costs or strain or relief on the Town's distribution systems **16 Maintenance Cost Reduction**: Projected increase or reduction in the Town's infrastructure maintenance costs

August 6, 2026

Subject: Request for Municipal Sanitary Lift Station to Support Proposed Multi-Unit Residential Development

Dear Mayor Jamie Myra,

We are writing to provide an update on the status of our proposed multi-unit residential development and to formally request that the Town provide a municipal sanitary sewer lift station to support this project.

We have completed the required development application and site plan submission. The only remaining item preventing issuance of the Development Permit is the consolidation of the subject properties, which is currently underway. Attached is the letter from Alan Howell stating that the submission meets the general requirements of the Land Use By-law and is waiting for the consolidation process to be completed.

With the planning process now substantially complete, we are requesting that the Town commits to providing a municipal sanitary sewer lift station required to service the proposed development.

The proposed development will include 32 additional dwelling units, with the potential for additional units in the future which supports continued residential growth within the Town. We appreciate the Town's cooperation throughout the review process and look forward to continuing to work collaboratively toward bringing this project to completion.

Should you require any additional information to assist in this request, we would be pleased to provide it or meet with staff to discuss the project further.

Sincerely,



Kent Fields
RENTAL PROPERTIES

SUBMISSION TO THE MAYOR AND COUNCIL, TOWN OF LUNENBURG

Centennial Avenue: A Town-Owned Wastewater Growth Asset

A request that the Town design, tender, construct, fund, own and permanently operate a sanitary pump station enabling purpose-built year-round rental housing — and a suggestion that it be sized for the Town's future growth.

PROPONENT	Kent Fields Estates Limited Kentville, Nova Scotia
SUBJECT LANDS	Centennial Avenue, Town of Lunenburg PIDs 60719739, 60719747, 60719721, 60388006, 60709482
DESIGN ENGINEER	Peter L. Snow, P.Eng. — DeWolfe & Morse Consulting Engineers
PROPOSED WORKS	Sanitary sewage pump station, forcemain, and connection to the Town's collection system
DELIVERED TO	Office of the Chief Administrative Officer, Town of Lunenburg
DATE	28 August 2026

Letter of transmittal

The Mayor and Members of Council
Town of Lunenburg
Lunenburg, Nova Scotia

Re: Sanitary pump station servicing proposed purpose-built rental housing on Centennial Avenue

Your Worship and Members of Council,

Kent Fields Estates Limited proposes to build purpose-built, year-round residential rental housing on Centennial Avenue. The site cannot be serviced by gravity alone; it requires a sanitary pump station, a forcemain, and a connection to the Town's collection system.

This submission asks the Town to deliver that station as a municipal capital project — designed, tendered and constructed by the Town, funded in full by the Town, owned by the Town from the outset, and operated and maintained by the Town for the life of the asset. Kent Fields is not proposing to build the station and hand it over. It is proposing that the Town build its own infrastructure, on land Kent Fields will convey to the Town at nominal cost before construction begins.

Council is entitled to ask why a private development's servicing should be a public expense. This submission answers that question directly, and the answer turns on an engineering constraint: because a forcemain must move enough flow to stay self-cleansing, the smallest lawful station that can be built at this location already carries several times the flow this development will ever produce. What the Town would be funding is, unavoidably, a piece of public growth infrastructure.

Two further points follow. First, only a municipality can access the federal and provincial wastewater funding for which this asset class is expressly eligible, and neighbouring municipalities are receiving that funding now; Town ownership is therefore the structure under which the Town's own net cost is lowest. Second, because the station's spare capacity exists whether or not anyone plans for it, we suggest — as a suggestion only, and not as a condition of our proposal — that the Town consider sizing the station for future development across the wider drainage basin. Kent Fields would gain nothing from that additional capacity, seeks no allocation of it, and will proceed on a minimum-sized station if Council prefers.

We have tried to put the difficulties in front of Council rather than leave them to be discovered. We put forward no capital cost figure at all — what the Town requires here, and what it costs, is the Town's to determine on its own engineering. Permanent ownership carries a permanent maintenance obligation, which we state and quantify. The federal program is an application, not an allocation. And this model places the engineering burden on the Town, for which we offer our engineer's cooperation and all work to date at no cost.

On timing, the development is ready to move. Kent Fields is prepared to **begin construction within six months of the Town's approval of the pump station**, and asks that the Town's schedule be set with that in mind.

We are not asking Council to commit funds today. We are asking Council to direct the five steps set out in Section 8, so that the Town can establish, on its own information, whether this is a sound municipal investment. We believe it is.

Respectfully submitted,

Kent Fields Estates Limited
Kentville, Nova Scotia · Established 1975

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A **Site plan and concept engineering**
The plan set prepared by DeWolfe & Morse Surveying Limited, five sheets

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> This is not a developer amenity. It is a permanent, Town-owned wastewater growth asset that immediately enables year-round rental homes, adds uncapped assessment to the tax roll, and — because of how pump stations must be sized — can unlock future high-density development across a defined service basin at little additional cost.

1 The request

Kent Fields Estates Limited proposes purpose-built, year-round residential rental housing on Centennial Avenue. The site requires a sanitary sewage pump station, forcemain and connection to the Town's existing system.

The proponent asks the Town to **design, tender and construct the station as a Town capital project from the outset**, to fund **100% of the capital cost**, to **own the asset from the beginning**, and to assume **all operation, maintenance, emergency response, renewal and lifecycle costs for the life of the asset**, with eligible federal and provincial infrastructure funding applied to reduce the Town's net cost.

The proponent is **not** proposing to build the station and transfer it. This is put forward as municipal infrastructure delivered by the Town, in the Town's name, under the Town's procurement, on land the Town owns before construction begins.

What is requested, and what is only suggested

	Status	Detail
Town designs, tenders and constructs the station	**Requested**	Delivered as a Town capital project under Town procurement
Town funds 100% of capital cost	**Requested**	Inclusive of design, contingency, escalation and net HST
Town owns the asset from the outset	**Requested**	Fee simple; land and easements conveyed before construction
Town operates, maintains and renews in perpetuity	**Requested**	Alongside the Town's nine existing lift stations
Station sized for future basin growth	*Suggested*	Optional. Proponent gains nothing and will proceed without it

The suggestion in the final row is made because the station must be built once, in one location, at one depth, and because the moment to build capacity into it is now rather than later. Section 3 sets out the reasoning and the numbers; the decision is entirely the Town's. Section 6 sets out why the full capital cost is properly a municipal cost, and why full Town funding is the structure under which the Town's own net cost is lowest.

2 The proponent

Kent Fields Estates Limited is a family-owned Nova Scotia rental housing company, in business since **1975**, with its head office in Kentville.[1] It owns and **self-manages more than 1,000 rental units** across the Annapolis Valley and the South Shore, with a property manager resident in each community.

Three of its communities are directly comparable to what is proposed here — purpose-built, multi-building, walk-up rental development delivered in phases and retained in ownership:

Community	Buildings	Units
Cobbs Ridge, Liverpool	Six eight-unit buildings and two sixteen-unit buildings	80
Victoria Grove and River Grove, Bridgewater	Eight eight-unit buildings	64
Blockhouse, Lunenburg County	Six eight-unit buildings	48

The Liverpool holding began with land purchased from Region of Queens Municipality in 2017[2] and has been expanded in phases as the market allowed — the same pattern of phased delivery proposed on Centennial Avenue. Blockhouse lies within Lunenburg County, a short distance from the Town. **Aerial photographs of all three communities are reproduced in Appendix B**, together with photographs of completed buildings. Building and unit counts in the table are proponent-supplied facts and can be verified by the Town against assessment records in each municipality.

Three consequences matter to the Town

- **These will remain rentals.** The company's model is to build, hold and self-manage for decades. It has no sell-and-exit incentive, and it is willing to register a long-term rental covenant to that effect, binding on successors in title.
- **The Town's operating cost is protected by who is on the other end of the pipe.** A pump station's operating cost is driven largely by inflow and infiltration from the buildings connected to it. A self-managing owner that intends to hold the asset for decades, with a property manager living on site, has a direct and permanent interest in keeping its own laterals tight — unlike an owner that sells and exits.
- **The Town can verify the revenue case against real buildings.** Rather than relying on the projections in Section 4, Town staff or Property Valuation Services Corporation can examine assessed values for comparable Kent Fields buildings that the Town and its neighbours already assess.

What this does not establish. An operating track record demonstrates capability and durability. It is not, by itself, a reason for the Town to fund infrastructure. The case for public funding rests on Sections 3 and 6, not on the proponent's history.

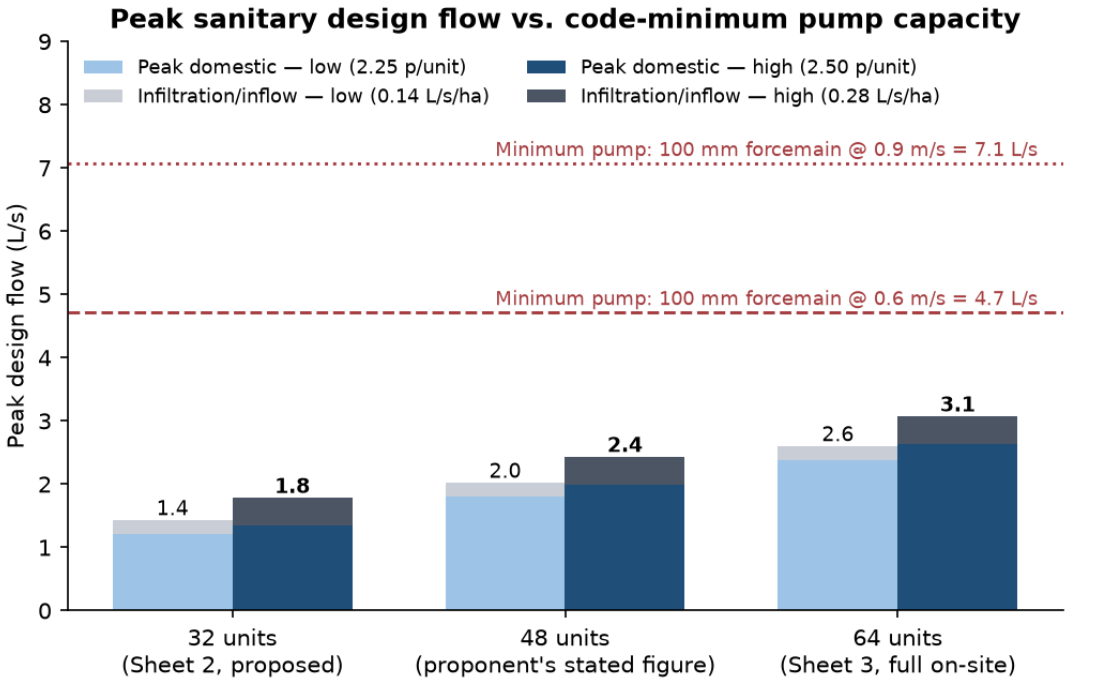
3 A suggestion: size it for the Town's growth, not just this project

The proponent raises this on the Town's behalf, not its own. Two distinct points are involved, and it is worth keeping them separate — the first is unavoidable, the second is optional and entirely at the Town's discretion.

A forcemain must carry enough flow to maintain a self-cleansing velocity, or it accumulates solids and fails. Halifax Water specifies 0.9 m/s; the Atlantic Canada guidelines accept 0.6 m/s as a floor.[3, 4] On a 100 mm forcemain, that means **4.7 to 7.1 L/s**. The development's own peak design flow is a small fraction of that.

Scenario	Peak design flow
Initial phase (32 units, as drawn)	1.4 – 1.8 L/s
48 units	2.0 – 2.4 L/s
Full on-site build-out (64 units)	2.6 – 3.1 L/s
Minimum required by forcemain velocity	**4.7 – 7.1 L/s**

Flows computed on the Atlantic Canada 2006 guidelines at 340 L per capita per day with Harmon peaking and an inflow/infiltration allowance. Planning-level only.



Even the smallest code-compliant station has roughly 3–5 times the capacity the full 64-unit on-site build-out requires. Minimum pump size is set by forcemain cleansing velocity, not by the number of homes.

Point one — surplus capacity already exists, at no cost to anyone

The smallest station that can lawfully and reliably be built already carries roughly two to five times the capacity this development will ever generate. That is not a request and not an upgrade; it is a consequence of the Town's own design standards. Modelled at the Halifax Water velocity standard, the minimum compliant station could serve on the order of **140 units** within the basin.

So before any decision is made about oversizing, the Town is already acquiring substantial growth capacity for which it has not been asked to pay a premium. The question is only whether it chooses to plan around it.

Point two — the suggestion, which the Town is free to decline

A modestly upsized station — deeper wet well, larger forcemain diameter, higher-capacity pumps, electrical service sized ahead — could serve on the order of **200 units or more**. The proponent offers no cost figure for that upsizing, and does not ask Council to accept one. What can be said without an estimate is structural: the incremental cost of specifying a larger wet well, forcemain and pump set within a station that is being built anyway is a fraction of the cost of building a second station later, because the mobilisation, excavation, road opening, electrical service, controls and commissioning are paid for once instead of twice. **The Town's engineer should price both options and put the difference in front of Council.**

> **The proponent gains nothing from this.** Its on-site build-out is capped by its own land at roughly 64 units, which the minimum station already serves comfortably. The additional capacity would serve third-party lands the proponent does not own or control. The proponent is not asking to be compensated for it, does not seek any allocation of it, and takes no position on which lands should receive it.

The reason to raise it now is timing. Retrofitting is the expensive path: deepening a wet well, upsizing a forcemain within an existing alignment, or extending an electrical service after commissioning all require taking the station out of service and reopening a road. **The cheapest moment to build capacity is the first one — and for this basin, that moment is this project.** If the Town declines, the project proceeds on the minimum station and the opportunity simply passes to whenever the next station is built.

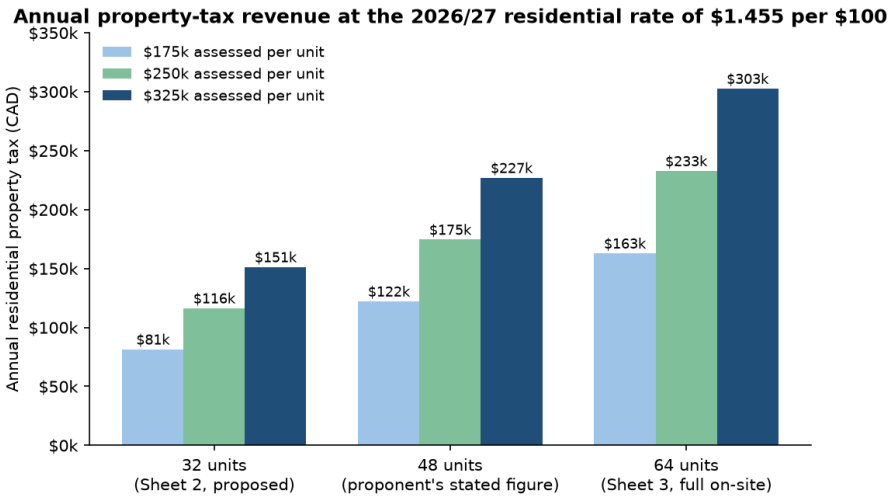
The basin unit counts above are illustrative planning figures, not a Town-adopted service area. Confirming them requires Town hydraulic modelling and a Council-defined basin boundary.

4 What the Town receives

Annual property-tax revenue at the 2026/27 residential rate of **$1.455 per $100** of assessment,[5] across illustrative per-unit assessed values:

Units	$175k per unit	$250k per unit	$325k per unit
32	$81,480	$116,400	$151,320
48	**$122,220**	**$174,600**	**$226,980**
64	$162,960	$232,800	$302,640

Plus annual sewer charges of **$750.82 per dwelling unit** — approximately $36,039 per year at 48 units[6] — and 1.5% deed transfer tax on any future sale.



Excludes the separate sewer charge of $750.82 per dwelling unit per year and the 1.5% deed transfer tax on sale.

The assessment is uncapped. Because the Capped Assessment Program does not apply to residential properties of more than three units, nor to new construction, this building's assessment tracks market value rather than being held down by the cap that suppresses growth across much of the existing residential roll.[7] Over a 30-year horizon that difference compounds materially.

It also answers a documented local need. The Town's own Housing Needs Report identified a 65-unit shortage at the end of 2022, rising to 120 units by 2027 and 170 by 2032, against a construction rate of roughly 10 units per year; 37% of households rent; lone-parent households grew 58%; and approximately 52 units have been lost to short-term rental conversion.[8]

Two things this submission does not claim. These are long-term rentals for year-round residents — not tourist accommodation, not seasonal housing, and not units for individual sale. But the proponent makes no affordability claim, because no verified rent-to-income analysis has been prepared; and it does not claim that this project will resolve the Town's housing shortage, reduce market rents, or halt short-term rental conversion. It is a contribution, not a remedy.

5 Cost and funding

This submission deliberately puts forward no capital cost figure. The station is proposed as a Town capital project, so its scope, configuration, standard of construction and therefore its cost are properly the Town's to determine.

Cost is for the Town to determine

The proponent asks Council to have the Town Engineer establish what the Town requires at this location and what it costs, on the Town's own information and to the Town's own standards — wet well configuration and depth, pump selection, standby power, controls and telemetry integration, forcemain diameter and alignment, site works and access. A Class C estimate prepared by the Town's engineer, followed by a competitive tender under Town procurement, is the only figure Council should rely on.

The proponent will make its concept engineering, site survey, grading and elevation information available at no cost to support that work, and does not seek reimbursement for engineering already completed. It takes no position on the specification, and asks Council to build only to the Town's own standard.

Ongoing cost, stated plainly

Permanent Town ownership carries a permanent operating, maintenance and renewal obligation. Benchmarks for a small station cluster around **$20,000 to $45,000 per year**, with pump and control renewal at roughly 15-year intervals.[9, 10] The Town already operates nine lift stations, so marginal cost is lower than standalone cost — existing operators, existing controls, existing on-call rotation.[11]

Federal and provincial funding

Lift stations and forcemains are expressly eligible under the Canada Housing Infrastructure Fund and the Canada Community-Building Fund.[12, 13]

The live channel is the **CHIF provincial-territorial stream** administered by Nova Scotia's Department of Municipal Affairs and Housing — $170.9M over ten years, federal share up to **50%** for municipalities under 30,000 population, provincial minimum 33.33%, projects complete by 30 September 2031.[14]

Neighbouring municipalities are receiving this funding now for the same asset class: **Municipality of Chester, $7M federal** (March 2026) and **Town of Antigonish, $1.65M federal** (February 2026), both at approximately 40 / 33 / 27 federal / provincial / municipal.[15, 16]

The Town's own Canada Community-Building Fund allocation is **$238,284.69 annually**, may be banked or pooled, and expressly covers lift stations.[17]

The significance is proportional rather than absolute. At the cost share neighbouring municipalities have actually received, **the Town's residual capital share falls to roughly a quarter of whatever the project costs**, and less again at the maximum federal share available to small municipalities — whatever figure the Town's engineer arrives at.

Two cautions the proponent states plainly. CHIF is an **application, not an allocation**, and the provincial GRID program — through which the Town previously received $1,046,500 toward its treatment plant upgrade — was removed from the 2026-27 provincial budget.[18] Written eligibility confirmation from the Department of Municipal Affairs and Housing should precede any Town commitment.

6 Why the full cost is properly a municipal cost

The request is for 100% Town funding, permanent Town ownership, and permanent Town operation and maintenance. Three reasons support that structure, and the first is the one that matters most.

First — there is no smaller station to charge the proponent for

A "developer's share" presumes a code-compliant station sized only for this development. As Section 3 shows, no such station exists. Self-cleansing velocity requires 4.7 to 7.1 L/s on a 100 mm forcemain; the development generates 2.0 to 2.4 L/s at 48 units. **The minimum lawful station is already a basin station.** Apportioning cost by flow share would charge the proponent for public capacity it neither requested nor can use — capacity that exists because of the Town's own design standards, not because of this development.

Second — this is ordinary municipal servicing, not an exception

The Town already owns and operates **nine lift stations**.[11] Wastewater collection is a municipal utility function. A privately owned station embedded in the Town's collection system would be the anomaly — it would leave the Town dependent on a private party for public service continuity, unable to direct capacity, and without authority over who connects downstream.

Third — the operating obligation is covered many times over from year one

Annual operation, maintenance and renewal provision for a small station benchmarks at **$20,000 to $45,000**.[9, 10] Against **$174,600** in annual property tax at 48 units and **$36,039** in annual sewer charges, the asset covers its full lifetime operating cost **roughly five to ten times over**, every year, in perpetuity. Marginal cost is lower still, because the Town's operators, controls platform and on-call rotation already exist.

How the Town funds it without touching the debt ceiling

The proponent acknowledges the 2026/27 capital plan is fully committed, with planned debt of $1,094,000 against a $1,100,000 maximum.[19] Full funding does not require new debt:

Source	Share of project cost
CHIF federal share, municipalities under 30,000 population	up to 50%
CHIF provincial share, agreement minimum	33.33%
Canada Community-Building Fund — Town allocation of $238,284.69 per year, bankable and poolable, expressly covers lift stations	applied to the balance
Residual requiring Town own-source or new debt funding	**Potentially nil**

Because these are shares rather than fixed sums, the structure holds at whatever cost the Town's engineer establishes. Banked CCBF years can be directed at the Town's residual share. **The full ask is fundable from senior-government sources already flowing to the Town, without competing against the Town's other capital priorities and without new borrowing.**

Proposed terms

Element	Proposed
Delivery model	**Town designs, tenders and constructs** the station as a Town capital project, under Town procurement policy and CHIF requirements. The proponent does **not** build the station and does not transfer it
Capital cost	**Town funds 100%**, including design engineering, geotechnical, permitting, contract administration, electrical service and standby power, controls and telemetry, site works, contingency, escalation and net HST
Ownership	**Town, in fee simple, from the outset.** Proponent conveys the station parcel at nominal consideration and registers easements over the full forcemain alignment **before construction commences**, so the Town builds on land it already owns
Site access	Proponent provides construction access, laydown and staging on its lands at no cost to the Town for the duration of the work
Operation, maintenance, emergency response	**Town, in perpetuity**, alongside its existing nine stations
Renewal and lifecycle	**Town, in perpetuity** — pump and control renewal, wet-well rehabilitation, generator and SCADA replacement, and eventual station reconstruction
Cost overruns	Town, as owner and funder
Warranty and bonding	Held under the Town's own construction contract, in the usual way. The proponent carries no warranty, bonding or maintenance obligation for the station
Schedule	Proponent asks only that the Town's design and construction schedule be coordinated with the development's construction and occupancy sequence, and that a target commissioning date be agreed
Growth sizing	Offered as a **suggestion, not a condition**. Proponent will proceed on a minimum-sized station if Council prefers, and seeks no allocation of, or compensation for, any additional capacity
Capacity allocation	Town retains sole authority over connections, allocation and basin boundary
On-site works	Proponent designs, funds and builds the **on-site gravity collection system and service connection** to the Town's station at its own cost — fully separated, tested and certified before connection, with no stormwater, foundation drain or roof-leader connection to sanitary
Long-term rental covenant	Proponent will register a covenant binding on successors in title: minimum lease terms, no short-term rental operation, no condominium conversion, for a defined term
Local improvement charges	Proponent's position is that its lands should not bear a redevelopment charge under *MGA* s.81(2)(a), given that it is delivering the housing the asset is intended to enable and conveying land and easements at nominal cost
Funding condition	Council commitment may be made conditional on written CHIF eligibility and cost-share confirmation from the Department of Municipal Affairs and Housing

The **$15,000 check valve** on Centennial Avenue identified in the Town's 2023 wastewater modelling[20] is a pre-existing Town system item and should be included in the Town's project scope.

7 Division of responsibility

Because the station is proposed as a Town-delivered capital project, the engineering, procurement and construction of the station sit with the Town. The proponent's role is to provide everything the Town needs to design it, to convey the land, and to build its own works to the Town's standard.

The proponent will provide, at no cost to the Town

1. The station parcel in fee simple and registered easements over the full forcemain alignment, conveyed at nominal consideration before construction
2. Construction access, laydown and staging on its lands
3. All concept engineering completed to date by DeWolfe & Morse, including proposed station location, forcemain alignment and connection point, with no claim for reimbursement
4. Site survey, existing and proposed grades, and invert elevations of the on-site gravity system serving the station
5. Design flow projections, unit counts, unit mix and anticipated occupancy for the Town's engineer to verify
6. A drawing set and unit schedule reconciling the phasing and final unit count
7. Stormwater pond and culvert sizing for its own development
8. A schedule of its existing rental portfolio by municipality, demonstrating capacity to build, hold and self-manage the completed development
9. Assessment and rent information for comparable Kent Fields buildings, so the Town can test the revenue case in Section 4 against local data
10. Cooperation with any Town-commissioned geotechnical, environmental, archaeological or survey work on the subject lands

Within the Town's project scope

1. Detailed design of the station, wet well, valve chamber, forcemain, controls and standby power
2. Class C and subsequent cost estimates with quantities
3. Geotechnical investigation, and environmental and archaeological screening for the station and forcemain
4. Total dynamic head calculation, pump and system curve selection
5. Electrical service arrangement with Nova Scotia Power
6. Controls and telemetry integration with the Town's existing SCADA platform
7. Tendering, contract administration, inspection and commissioning
8. The Centennial Avenue check valve identified in the Town's 2023 wastewater modelling

The proponent recognises that this places the engineering and procurement burden on the Town, and offers its consulting engineer's cooperation and existing work product to reduce that burden.

8 Requested Council action

The proponent asks Council to fund and own this asset in full. It does not ask Council to do so before the funding and capacity questions are answered. **None of the five directions below commits capital.**

1. **Direct staff to seek written confirmation** from the Department of Municipal Affairs and Housing on CHIF eligibility and cost share for a sanitary pump station and forcemain;
2. **Direct the Town Engineer** to issue a servicing-availability determination under Land Use By-law s.7.2.1, including capacity at the Starr Street facility following the sequencing batch reactor upgrade and hydraulic capacity of the receiving Centennial Avenue sewer;
3. **Direct staff to negotiate** a servicing agreement with the proponent on the basis set out in Section 6 — the station delivered as a Town capital project, Town funding of the full capital cost, Town ownership in fee simple from the outset, Town operation and maintenance in perpetuity, conveyance of the station parcel and easements at nominal consideration before construction, a registered long-term rental covenant, and a fully separated on-site collection system certified before connection;
4. **Direct the Town Engineer to commence conceptual design and estimating** for a Town-delivered station at this location, drawing on the proponent's existing concept engineering, so that a Class C estimate and a CHIF application can be prepared on the Town's own information; and
5. **Consider whether to size the station for basin capacity**, recognising that substantial surplus capacity is inherent in any compliant station and that the incremental cost of deliberate growth-sizing is far lower now than at any later date. The proponent offers this for the Town's consideration and will proceed on a minimum-sized station if Council prefers.

> The proponent's request in one sentence: build it as the Town's own asset, fund it with the federal and provincial money only a municipality can receive, own and operate it permanently, and — if Council sees the value — build it once, big enough for what comes next.

Notes on evidence

Flow, lifecycle and revenue figures in this submission are **planning-level** and are not engineering design, a tender estimate, or an assessment determination. Flows follow the Atlantic Canada 2006 guidelines; capacity and configuration benchmarks follow Halifax Water specifications. No capital cost estimate is offered; cost is left to the Town's engineer. Basin unit counts are illustrative — the Town has not adopted a service basin, and the "areas of potential lift station connectivity" shown on the proponent's drawings are indicative only and carry no planning status. Tax figures apply the published 2026/27 residential rate to illustrative per-unit assessments and are not Property Valuation Services Corporation determinations. Corporate and portfolio facts in Section 2 are drawn from the proponent's own publications and independent public reporting and have not been independently audited. Unit count is subject to the drawing-set reconciliation described at item 6 of Section 7. All sources accessed 28 August 2026.

Source hierarchy used in this submission

Category	How it appears
Verified local facts	Town of Lunenburg by-laws, budgets, agendas, staff reports and provincial statute
Project facts supplied by the proponent	Unit counts, tenure, unit sizes, servicing requirement, land ownership
Evidence from the plan set	Station location, forcemain alignment, connection point, phasing, grades
External benchmarks	Halifax Water and Atlantic Canada design standards; Canadian small-station operating and lifecycle cost references
Assumptions	Per-unit assessed values, occupancy, absorption, inflation and discount rates
Modelled scenario results	Design flows, funding shares, tax projections

Complete list of sources

Numbering follows first appearance in the text. All sources accessed 28 August 2026. Every entry is a live hyperlink.

1. Kent Fields Rental Properties. https://kentfields.ca/

2. Region of Queens Municipality, "Region of Queens Municipality to sell land to developer of housing units" (10 May 2017). https://www.regionofqueens.com/2017/05/10/region-of-queens-municipality-to-sell-land-to-developer-of-housing-units/

3. Halifax Water, Design Specifications (2023). https://halifaxwater.ca/sites/default/files/2023-06/2023_design_specifications.pdf

4. Atlantic Canada Standards and Guidelines Manual for the Collection, Treatment and Disposal of Sanitary Sewage (2006). https://novascotia.ca/nse/water/docs/atlcanstdguidesewage.pdf

5. Town of Lunenburg, Town Budget and Tax Rates. https://townoflunenburg.ca/town-budget-and-tax-rates.html

6. Town of Lunenburg, Annual Sewer Charges By-law and Amendment. https://townoflunenburg.ca/bylaws-2/bylaws/924-annual-sewer-charges-bylaw-and-amendment/file.html

7. Property Valuation Services Corporation, Capped Assessment Program. https://www.pvsc.ca/understand-your-assessment/capped-assessment-program

8. Town of Lunenburg, Municipal Housing Needs Report. https://townoflunenburg.ca/1490-town-of-lunenburg-municipal-housing-needs-report/file.html

9. Indigenous Services Canada, wastewater asset operating and maintenance cost reference. https://www.sac-isc.gc.ca/eng/1734037821474/1734037869905

10. District of West Vancouver, Sanitary System Asset Management Plan. https://westvancouver.ca/sites/default/files/media/documents/DWV-%235552469-v1-Sanitary%20System%20Asset%20Management%20Plan%20(SSAMP)

11. CBCL Limited for the Town of Lunenburg, Wastewater Treatment Plant Long-Term Expansion Report. https://townoflunenburg.ca/public-works/904-210803-01-re-04-rev0-tol-wwtp-long-term-expansion-report-final/file.html

12. Housing, Infrastructure and Communities Canada, Canada Housing Infrastructure Fund — Applicant Guide. https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/chif-applicant-guide-demandeur-fcil-eng.html

13. Canada Community-Building Fund, eligible project categories — wastewater. https://www.buildingcommunities.ca/about-the-fund/agreements/eligible-categories/wastewater

14. Canada–Nova Scotia Canada Housing Infrastructure Fund agreement. https://housing-infrastructure.canada.ca/housing-logement/chif-fcil/pt/ns-eng.html

15. Government of Canada, "Canada and Nova Scotia partner with the Municipality of Chester to invest in wastewater infrastructure" (March 2026). https://www.canada.ca/en/housing-infrastructure-communities/news/2026/03/canada-and-nova-scotia-partner-with-the-municipality-of-chester-to-invest-in-wastewater-infrastructure-that-will-support-more-housing.html

16. Government of Canada, "Canada and Nova Scotia partner with the Town of Antigonish to invest in water and wastewater infrastructure" (February 2026). https://www.canada.ca/en/housing-infrastructure-communities/news/2026/02/canada-and-nova-scotia-partner-with-the-town-of-antigonish-to-invest-in-water-and-wastewater-infrastructure-that-will-support-more-housing.html

17. Province of Nova Scotia, Canada Community-Building Fund 2025-26 municipal allocations. https://beta.novascotia.ca/sites/default/files/documents/1-3794/canada-community-building-fund-2025-26-municipal-allocations-en.pdf

18. CBC News, "More than $17M in municipal infrastructure grants cut for N.S. budget". https://www.cbc.ca/news/canada/nova-scotia/more-than-17m-in-municipal-infrastructure-grants-cut-for-n-s-budget-9.7113470

19. Town of Lunenburg, 2026/27 General Capital Budget (approved). https://townoflunenburg.ca/finance/2100-town-general-26-27-capital-budget-approved/file.html

20. Town of Lunenburg, Council Agenda, 24 February 2026. https://townoflunenburg.ca/council-2026/2026-council-and-cotw-agendas-minutes/2112-02-24-2026-council-agenda/file.html

Appendices

The drawings and photographs that follow are reproduced from the plan set prepared for this submission by DeWolfe & Morse Surveying Limited, designed by Peter L. Snow, P.Eng., issued for review 28 August 2026. All sheets are reproduced here reduced to letter size so that the submission prints on a single paper size; the drawings are drawn at 24 inches by 36 inches and full-size copies are available to the Town on request.

Appendix A — Site plan and concept engineering

Sheet 1 of 5	Site plan showing existing conditions
Sheet 2 of 5	Site plan showing proposed conditions
Sheet 3 of 5	Site plan showing future conditions
Sheet 4 of 5	Site plan showing extents of connectivity
Sheet 5 of 5	Site plan showing lift station

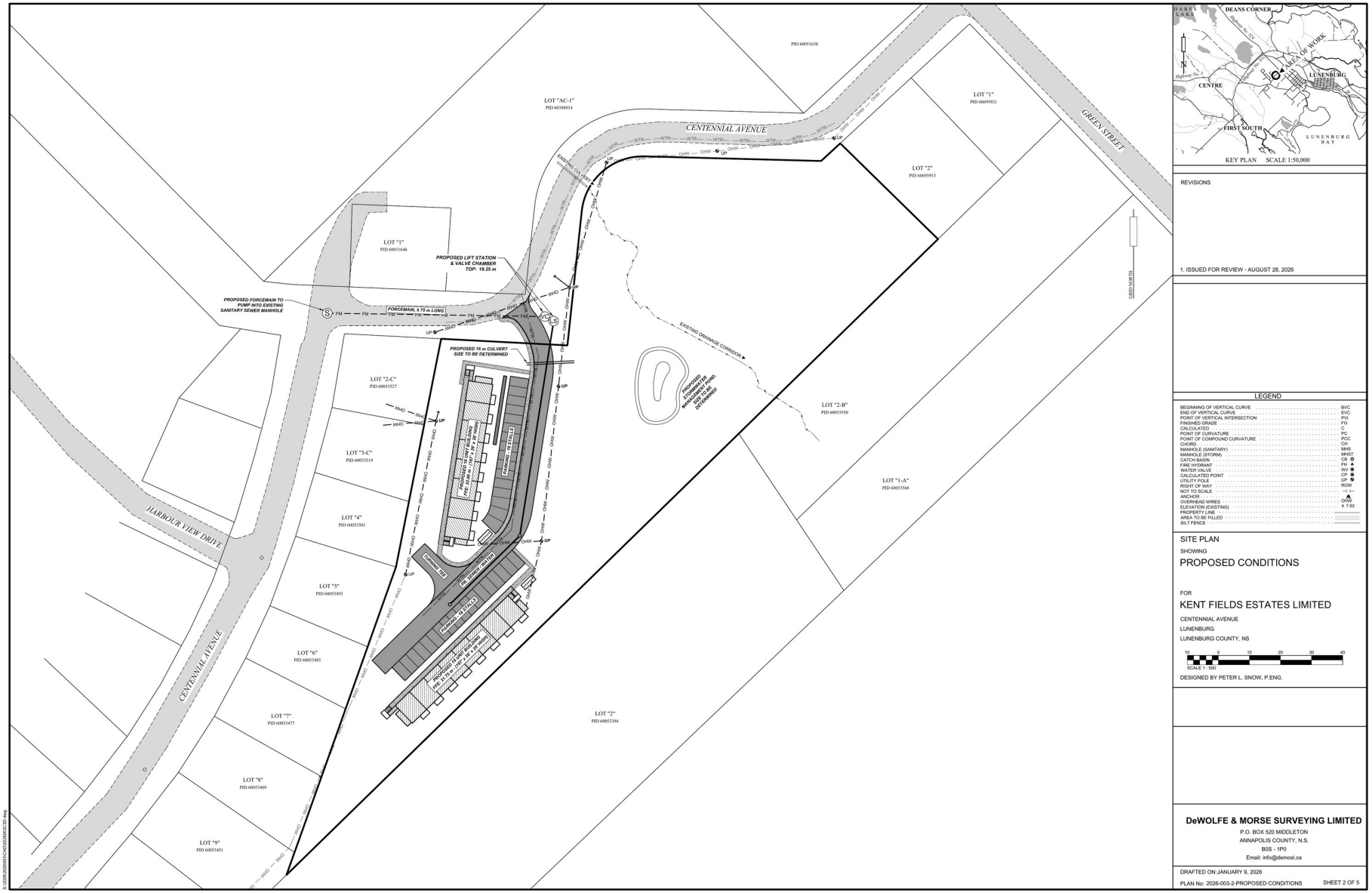
> A note on the cost breakdown shown on Sheet 5. The figures on that sheet are the proponent's consulting engineer's rough order-of-magnitude allowances, prepared for concept purposes only. They are not a tender price, a Class C estimate, or a figure Council should rely on. As set out in Section 5, the real cost of what the Town requires at this location must be established and confirmed by the Town's engineer.

Appendix B — Existing Kent Fields rental communities

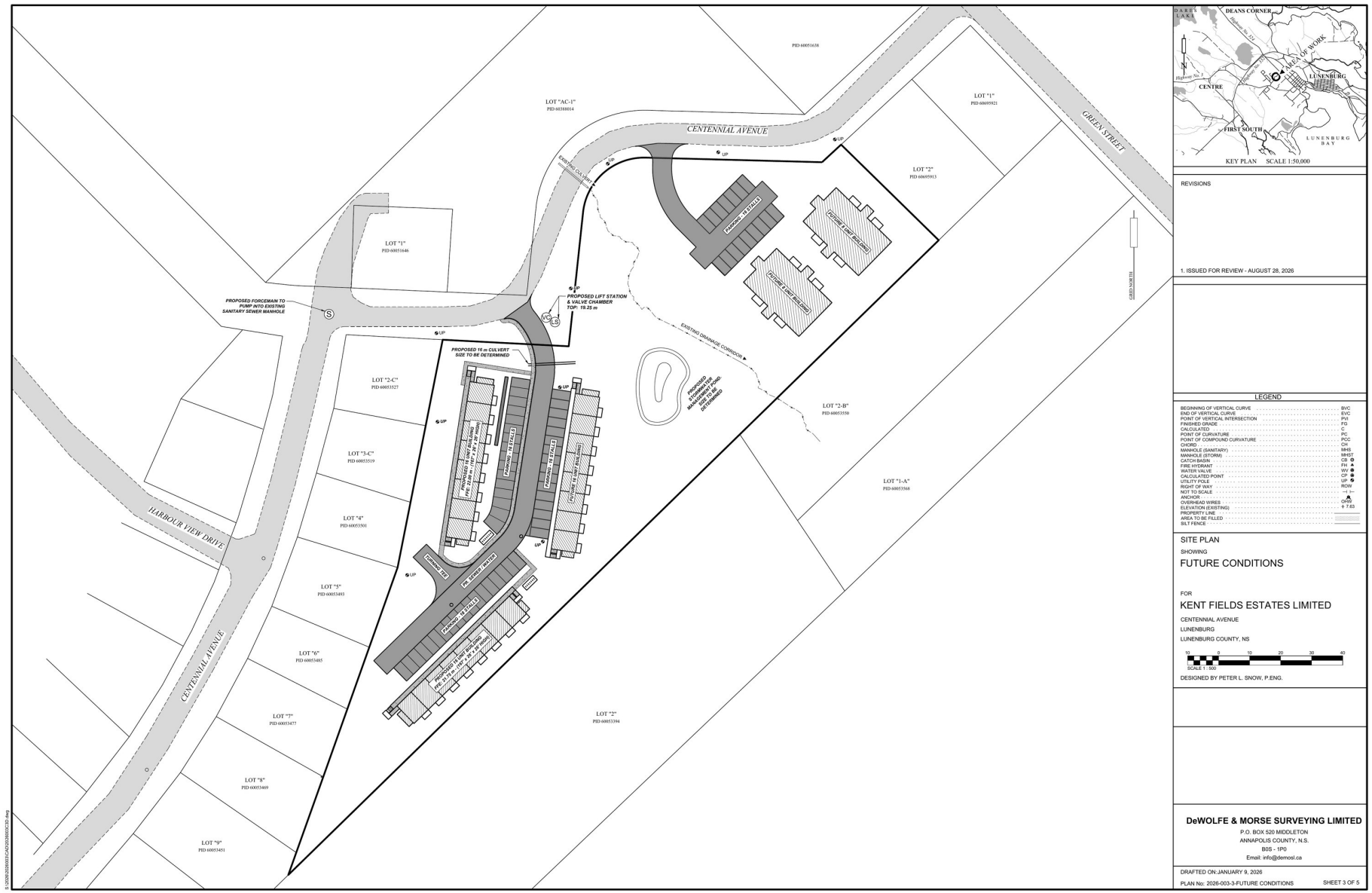
Aerial photographs of the three existing rental communities described in Section 2 — Cobbs Ridge in Liverpool, Victoria Grove and River Grove in Bridgewater, and Blockhouse in Lunenburg County — followed by two photographs of completed buildings showing the form of construction and standard of finish proposed for Centennial Avenue.



APPENDIX A · SHEET 1 OF 5 — Site plan showing existing conditions



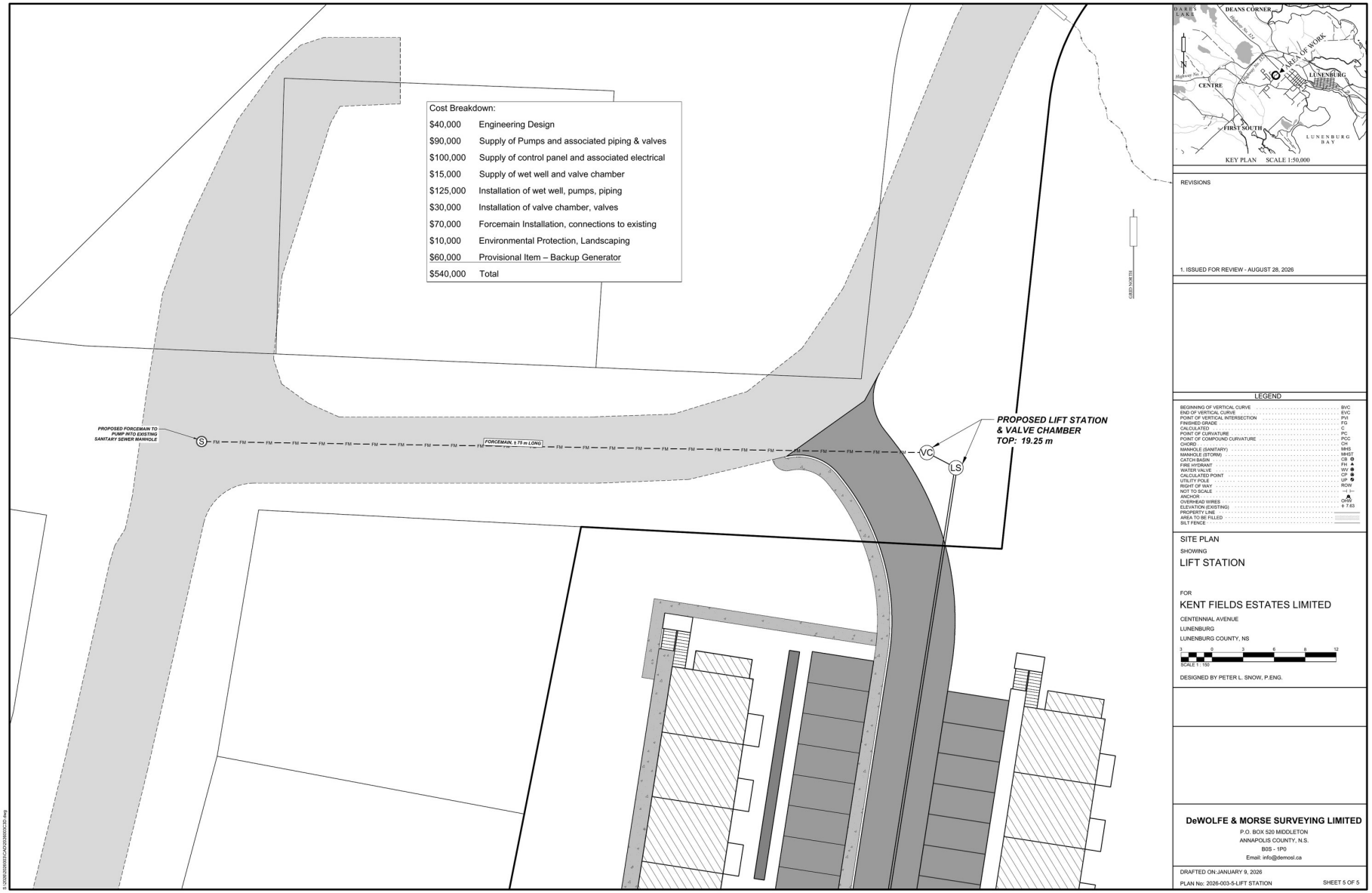
APPENDIX A · SHEET 2 OF 5 — Site plan showing proposed conditions



APPENDIX A · SHEET 3 OF 5 — Site plan showing future conditions



APPENDIX A · SHEET 4 OF 5 — Site plan showing extents of connectivity



APPENDIX A · SHEET 5 OF 5 — Site plan showing lift station



APPENDIX B · PHOTOGRAPH 1 OF 5 — Cobbs Ridge, Liverpool — six eight-unit and two sixteen-unit buildings



APPENDIX B · PHOTOGRAPH 2 OF 5 — Victoria Grove and River Grove, Bridgewater — eight eight-unit buildings



APPENDIX B · PHOTOGRAPH 3 OF 5 — Blockhouse, Lunenburg County — six eight-unit buildings



APPENDIX B · PHOTOGRAPH 4 OF 5 — Completed Kent Fields Estates purpose-built rental building



APPENDIX B · PHOTOGRAPH 5 OF 5 — Completed Kent Fields Estates purpose-built rental building

Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Nov. 2026 – Jan. 2027)

PRIORITY B = Action within 6 months (Feb. 2027 – Apr. 2027)

PRIORITY C = Longer-term (Beyond Apr. 2027)

MOTION ACTION LIST

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
PRIORITY A					
Comprehensive MPS/LUB Review and Amendments	Original directions 2024–2025; updated May 5, 2026 COTW, In process as of October 2026 with Consultants	Committee of the Whole directed staff to proceed with a comprehensive review and potential amendments to the Municipal Planning Strategy and Land Use By-law, including: discretionary planning tools such as development agreements and site plan approval; parking provisions including parking requirements and cash-in-lieu options; short-term rental regulations including consideration of primary residence restrictions and licensing approaches; Main Street Form Zone considerations; and staff-identified housekeeping amendments outlined in Schedule B of May 5 Staff report, inclusive of additional amendments identified by staff. Committee of the Whole further directed staff to proceed with Option 2 as outlined in Schedule C of May 5 staff report, consisting of housekeeping and Council motion amendments.	Community Development	**This is an ongoing long-term project: Estimated end date July 2027**	Oct 27, 2026 Update: Staff are working with FOTENN Consulting on the background review of the MPS and LUB. Anticipating discussions with Council and consultations with HAC, PAC, Staff and the public into November. Staff are meeting Oct 30 to review next steps with FOTENN.
Reducing Speed Limits	April 15, 2025	Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton	Public Works	**PRIORITY A (in progress)**	October 27, 2026 Update: Staff have been reviewing

		Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective. Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.			traffic monitoring data and will be preparing a report for Council. Data has been sent for feedback by the RCMP. Additionally, a review of the new regulations of the Traffic Act will impact processes associated with speed limit reductions and will be highlighted in the upcoming report.
Community Grants Policy Amendment	Aug. 19, 2025	Review and propose any possible edits to the policy. Sept. 2, 2025: Council indicated a desire to have a Grants Committee. March 17, 2026 update: It was noted that the current Community Grants Policy (Policy #74) should be used for this year's grant cycle and that staff proceed with the 2026 intake process while policy updates are developed.	Communications & Events Coordinator	**PRIORITY A**	October 15, 2026. Staff and members of the Grant Sub-Committee met to review the Sponsorship Policy, Special Events Policy, and Community Grant Policy. Staff will be working on an updated version to bring forward to Council within the next few months and look for approval before April 1, 2027.
Cemetery Review	Dec. 9, 2025	Council received an information report on Hillcrest Cemetery operations and reached consensus to schedule a future Committee of the Whole discussion to undertake a comprehensive review of cemetery care, rates, and future needs.	Multiple Departments	**PRIORITY A**	October 6, 2026, Update: Council has requested to start the discussion on the Cemetery prior to budget processes. A report to start the discussion on the Cemetery is scheduled for

					November. The item was moved from Priority B to A at the request of Councillor Fullerton.
Draft Lunenburg Certificate of Recognition Policy	October 10, 2026	The Town receives requests and identifies opportunities to recognize residents, businesses, organizations, volunteers, teams, and community groups for significant achievements, milestones, service, and contributions. In the absence of a formal policy, recognition requests are considered on a case-by-case basis, which may result in varying approaches to eligibility, approval, and presentation. The draft policy proposes a framework for municipal recognition that establishes eligibility criteria, recognition categories, nomination requirements, approval authorities, administrative processes, presentation protocols, and record-keeping requirements. The policy also includes provisions for considering exceptional or community-wide circumstances. It identifies circumstances where requests would be ineligible, including activities that are contrary to legislation, municipal policies, or the Town's obligation to maintain a respectful and inclusive environment.		**PRIORITY A**	October 10, 2026 Update: Staff have received direction from Council on changes and updates to the proposed Policy. Staff will work to bring to the December 2026 COTW.
Vending By-law	March 10, 2026	Direct staff to review the current vending rules and bring forward options for increased flexibility and modernization, and that this report be presented at a future COTW Meeting. March 17, 2026 COTW: Members noted the need for comprehensive consultation and agreed the work should	Municipal Clerk/ Community Development	**PRIORITY B**	October 27, 2026 Update: Staff are working on the review of the Vending By-Law with processes to bring to Council for review in early 2027. This By-Law also has links to the MPS and LUB and should be

		not be rushed, particularly given seasonal considerations and engagement with the business community.			reviewed in similar processes.
Lunenburg Athletic Facility Fund Policy Update	September 1, 2026	Council considered a staff report regarding a request from the Lunenburg Curling Club to enable donations through an investment account with capital dividends. Staff explained that the current LAFF structure does not accommodate this type of donation and that establishing a process would require the creation of an appropriate investment account and related administrative procedures. Council's direction was requested before staff undertook further work. Council also discussed the need to review and update the existing LAFF policy to reflect any new donation mechanisms and to address outdated provisions.	Finance		October 27, 2026 Update: A report with suggested changes to the LAFF Policy will be brought forward to the COTW meeting November 17, 2026.
PRIORITY B					
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Community Development	**PRIORITY B**	Community Development has a Traditional Knowledge Study budgeted to be completed before March 31, 2027. This will help provide steps and processes associated with indigenous consultations and build steps to review the Cornwallis St. renaming process.
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	**PRIORITY B**	September 22, 2026. Council directed staff to review options for the banner policy following the request for banners by Doc

					Fest. This request could reflect on further banner requests from other organizations. Staff will work over the winter to have a policy in place for spring 2027.
Traffic and Parking Budget Considerations	March 4, 2025 COTW	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: • ~~Reconfiguration of the Community Centre parking lot~~ • ~~Accessible parking considerations~~ • ~~Paid parking options *if this is too much perhaps this considered in a different year per Council discussion~~ • Consistent signage improvements • King St barricades and Montague St Barricade	Public Works Community Development Finance	**PRIORITY B** Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting
Property Tax Relief Policy	March 9, 2026	Develop a policy to guide Council consideration of property tax relief and exemptions under Section 71 of the Municipal Government Act. Direction arose during Council discussion respecting the Lunenburg Curling Club tax relief request.	Finance / CAO / Municipal Clerk	**PRIORITY B**	Finance will bring forward in early 2027.
PRIORITY C					
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	**PRIORITY C**	This was a request from ABCO contingent on ABCO paying for the amendments, but no

				Requires ABCO to follow-up with Town	follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	**PRIORITY C**	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	**PRIORITY C**	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of Lunenburg.	Municipal Clerk	**PRIORITY C** Prior to next election cycle	Before next election
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW Moved to Priority C on March 3, 2026	Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026. Council voted to remove the preparation site from the 2026/27 Capital Budget, and possibly re-consider it the following year.	Public Works	**PRIORITY C** In consideration of next budget cycle	

OTHER DIRECTION ITEMS OF COUNCIL					
Prominent Lunenburger Recognition	October 6, 2026 COTW	Councillor Strachan provided notice of motion related to issuing a call for nominations for the recognition of prominent Lunenburg residents. The matter is expected to proceed following discussion by the Heritage Advisory Committee	Community Development		Follow-up is needed for the next steps on promotion and calls for Prominent Lunenburger Recognition and processes for nomination.
King St. Yellow Corner barricades	October 6, 2026 COTW	Deputy Mayor Bailey noted receipt of public feedback regarding the yellow curb markings at street corners. Staff will provide information on possible alternatives and any associated budget implications at a future Council meeting.	Public Works		
Maintenance on Green Spaces	October 6, 2026	Deputy Mayor Bailey requested information on the maintenance of public gardens and green spaces, including the role of staff and community volunteers, and opportunities to recognize residents who contribute to the upkeep of these areas.	Public Works/ Recreation		
Kent Field Request for Sanitary Lift Station	September 8, 2026	Council received a presentation from Kent Fields Estates Ltd. regarding a proposed residential development (two 16-unit apartment buildings and two 8-unit apartment buildings) on Centennial Avenue and a request that the Town consider constructing and operating a municipal sanitary sewer lift station to service the development and future growth in the area.	Public Works		Staff are working with CBCL Ltd on a review of the requirement for the lift station and how it will affect infrastructure downstream. Staff anticipate a report back to Council by December.
ABCO Water Lot Purchase Letter of Support	September 8, 2026	Council received a presentation from Greg Huskilson, co-owner of ABCO Industries, regarding a proposed shipyard enhancement project and the acquisition of a water lot adjacent to the company's waterfront property. ABCO advised that the project is intended to support the construction, maintenance, and servicing of larger vessels,			Staff have been working to meet with Transport Canada to get information on the processes for sale of a water lot. Once a meeting is

		including opportunities associated with federal defence and marine procurement initiatives. The proposed project includes expansion of the shipyard slipway, installation of a travel lift system, expansion of manufacturing facilities, increased automation, workforce growth, and investment in employee training. An anticipated start date was estimated for spring / summer of 2027.			established, staff will bring forward questions and concerns of Council. Once information is received, a report will come before Council for consideration.
Noise By-Law Review		Staff presented the annual review of the Noise Bylaw, reporting that the bylaw continues to function effectively as an enforcement tool. Most complaints received during the year involved residential or isolated incidents, such as construction outside permitted hours and prolonged music. These matters were resolved through voluntary compliance, and no summary offence tickets were issued. Staff noted that the primary enforcement challenge involved recurring complaints related to amplified outdoor music from a registered business. While the business was cooperative and responded to requests to reduce volume, concerns were raised regarding the frequency of events and the cumulative impact on nearby residents.	By-Law Enforcement		Council has directed staff to work with the business in question regarding amplified music and to report back in January 2027. If mitigating measures do not meet the satisfaction of Council, then Council can proceed to make amendments to the By-Law at that time. Additionally, the Noise By-Law will need updating based on the new Traffic Act and the authority of Municipalities to manage loud vehicle noises. This change was made as of October 19, 2026.
Expression of Interest Lunenburg Academy		Staff are finalizing the Expression of Interest for the rental spaces of the Lunenburg Academy. There has been some interest in changing spaces at the Academy by some tenants and working through the processes with those renters before releasing the EOI	Administration/ CAO		