

AGENDA

Town of Lunenburg Council Meeting



Tuesday, October 25, 2022 at 6 p.m.

Council Chamber, 120 Townsend Street and Zoom Webinar/YouTube Live

Note: Agenda is subject to change due to additions, deletions, and/or amendments.

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

Draft Motion: Moved and seconded approval of the agenda as presented.

4. **Minutes**

Draft Motion: Moved and seconded approval of the Council meeting minutes of September 27, 2022 as presented.

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

- a. Ashley Nunn-Smith, South Shore Public Libraries: Community Highlights Presentation

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

- a. Correspondence to Minister Champagne re Hurricane Fiona – Vernon Pitts, Warden, Municipality of the District of Guysborough
- b. Yarmouth Ferry Letter of Support – Pam Moody, Yarmouth Mayor

Draft Motion: Moved and seconded that Council send a letter of support to the Premier of Nova Scotia and all Members of the Legislative Assembly with respect to the Nova Scotia to Maine ferry.

7. **Business Arising from the Minutes/Unfinished Business** (Nil)
8. **Committee Meeting Minutes, Recommendations, Reports and Notices of Motion**
 - a. Project Lunenburg Steering Team September 28, 2022 Meeting Minutes – for information

9. New Business

- a. Green Street Sidewalk Design and Cost Estimates – staff report and recommendation(s)

Draft Motion: Moved and seconded that the Green Street Sidewalk Renewal Project be carried over to 2023-24 Fiscal Budget, with an increased budget of \$325,000 with funding Capital Reserves (surplus asset reinvestment).

- b. 2022 Municipal Boundary Review Application – staff report and recommendation(s)

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

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

- c. Noise Bylaw Exemption Request: Lunenburg & District Fire Department

Draft Motion: Moved and seconded to approve a Noise By-law exemption to allow fireworks for Guy Fawkes Day on November 4, 2022.

- d. Tennis Club LAFF Grant Application

Draft Motion: Moved and seconded the approval of the Lunenburg Tennis Club's Lunenburg Athletic Facility Fund application in the amount of \$5,000 for an accessible washroom.

- e. Lunenburg Board of Trade: "Light Up Lunenburg" Special Events Application

Draft motion: Moved and seconded to approve the Light Up Lunenburg Holiday Festival special event and parade application, along with all requested Town services including street closures; and that a donation of \$500 will be provided for Holiday Decorating Contest prizes.

10. Meet in camera

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

- (Potential) Acquisition, sale, lease and security of municipal property.

11. Resumption of Council meeting in public session – motion to consider any in camera meeting notices of motion and/or recommendations pursuant to section 22 (3), Municipal Government Act.

12. Adjournment – Mayor

Agenda items awaiting staff reports, etc. for further consideration

<i>Agenda Item</i>	<i>Assigned to</i>	<i>Council Meeting Assigned</i>	<i>Status</i>	<i>Anticipated Return Date</i>

Town of Lunenburg Council Meeting

Tuesday, September 27, 2022 at 6:00 p.m.
Council Chamber



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

ALSO PRESENT: Lisa Dagley, Finance Director
Jamie Doyle, Chief Administrative Officer (CAO)
Trevor Hume, Planning Technician/Development Officer
Tyson Joyce, Director of Public Works
Lisa Kendall, Municipal Engineer/Project Manager
Arthur MacDonald, Director of Community Development
Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Jenni Birtles

1. Call to Order

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

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

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

3. Agenda

Regrets were received from Councillor Birtles.

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

4. Minutes

Motion: moved and seconded approval of the Council meeting minutes of September 13, 2022 as presented. Motion carried.

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration

- a. Municipality of the District of Lunenburg: Notice regarding proposed amendments regarding Small Option Homes

The notice was received for information.

7. Business Arising from the Minutes/Unfinished Business (Nil)

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion (Nil)

9. New Business

- a. Proposed Street Services Extension Policy

The Director of Community Development presented his report ([Schedule A](#)). He and the Finance Director responded to questions from Council.

Council agreed by unanimous consensus to defer this decision to a future meeting so that criteria for evaluation of individual cases can be developed and added to the draft policy.

- b. Proposed Land Divestiture Policy

The Director of Community Development presented his report ([Schedule B](#)). He responded to questions from Council.

Council agreed by unanimous consensus to defer this decision to a future meeting so that criteria for evaluation regarding Public Information Meetings can be developed and revisions to the Appendix A "Land Profile Evaluation Tool" can be completed.

- c. Fire Hall Vehicle Exhaust Extraction System RFP Award

The Finance Director presented her report ([Schedule C](#)).

Motion: moved and seconded to increase the budget for the Fire Hall Vehicle Exhaust System for fiscal 2022/23 to \$125,000 with the funding split 50/50 between the Town and District and to award the Fire Hall Vehicle Exhaust Extraction System RFP to Atlantic Air Cleaning Specialists for the price of \$110,995 plus HST. Motion carried.

- d. Wastewater and Water Treatment Quarterly Information Reports

The Director of Public Works presented the April-June 2022 quarterly reports for information ([Schedule D](#)).

He also confirmed that the new flood protection infrastructure for the Wastewater Treatment Plant worked very well during Hurricane Fiona this past weekend.

Council thanked staff for their emergency management work in preparing for and dealing with the storm.

e. Special Event Application: South Shore Mutual Aid Parade

Motion: moved and seconded to approve the Lunenburg & District Fire Department's South Shore Mutual Aid Parade event on October 12, 2022 at 7:00 p.m. ([Schedule E](#))
Motion carried.

Staff was asked to help promote this community event.

f. Lunenburg Curling Club LAFF Application

The Deputy Mayor declared a conflict and moved to the public gallery.

Motion: moved and seconded the approval of the Lunenburg Curling Club's Lunenburg Athletic Facility Fund application in the amount of \$5,550 for sprinkler upgrades ([Schedule F](#)). Motion carried.

The Deputy Mayor resumed his seat at the Council table.

10. Meet in camera

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

- Potential lease of municipal property
- Personnel matters

Motion carried.

6:43 p.m. Council recessed and met in camera.

11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 7:16 p.m. There was nothing to report.

12. Adjournment

The meeting was adjourned at 7:17 p.m. by the Mayor.

Jamie Doyle
CAO

DRAFT



Community Highlights

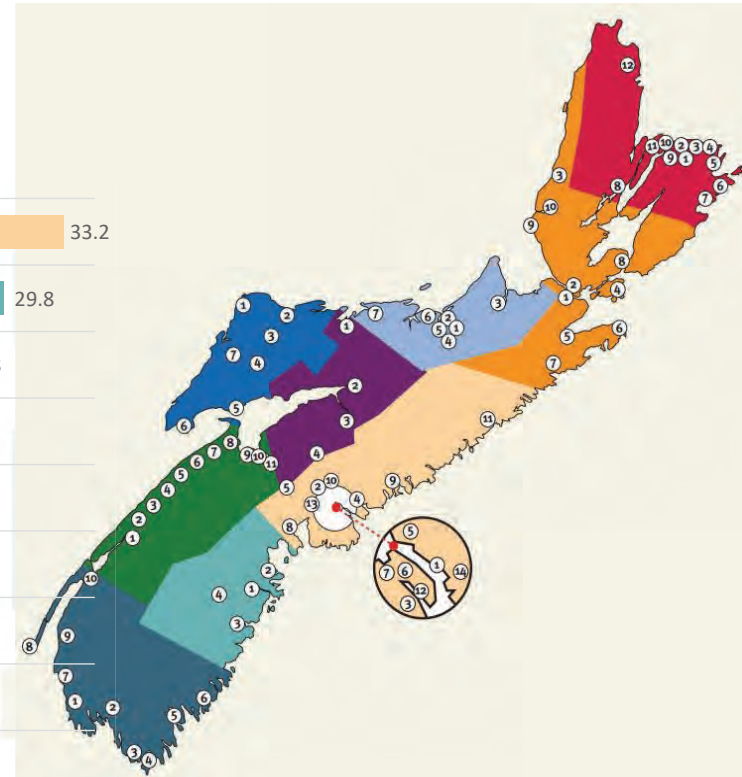
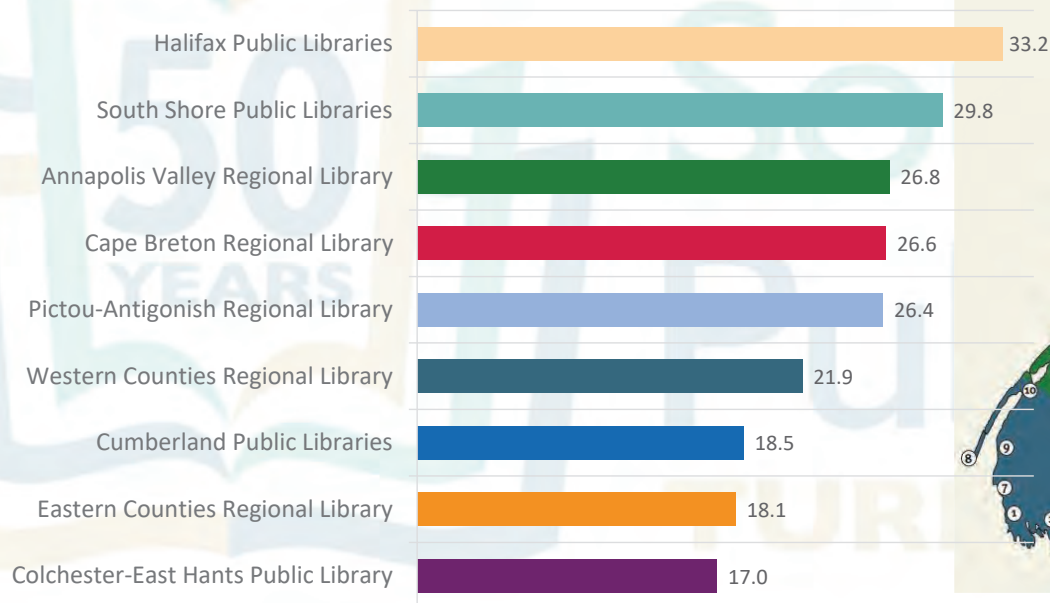
Town of Lunenburg Council

October 25, 2022

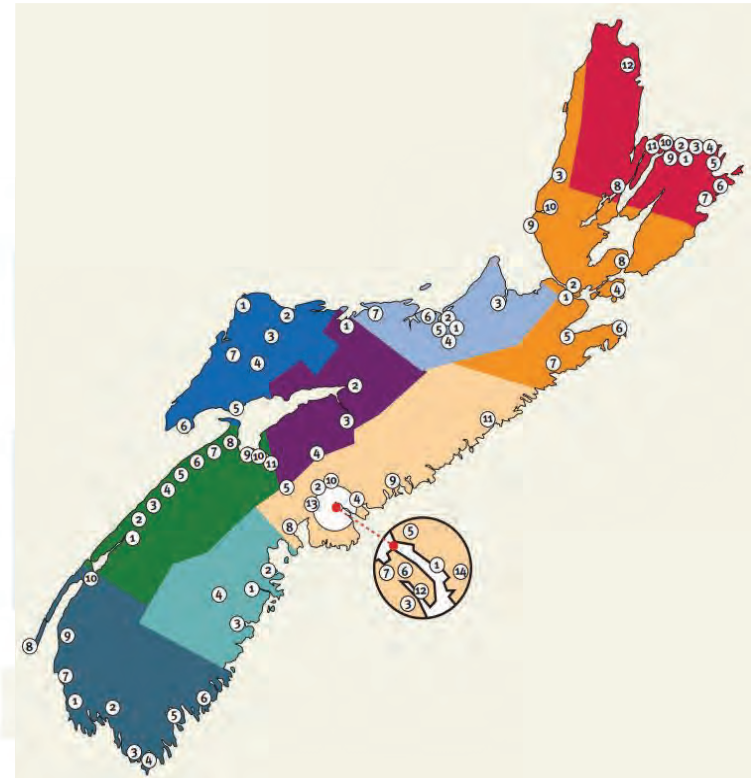
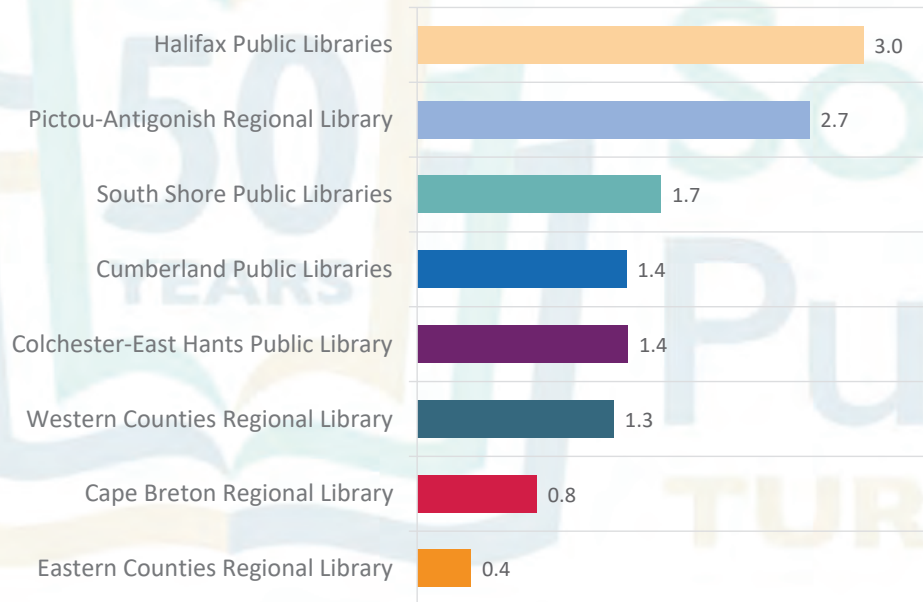
SOMETHING FOR EVERYONE



Weekly Open Hours per Location (2021-2022)



Annual In-Person Visits per Capita (2021-2022)



Supporting Family Literacy

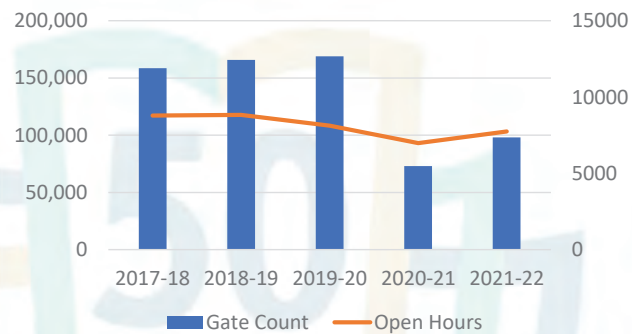
- Board books, picture books, toys and games
- Reading together as a family contributes to early literacy
- Sets kids up for success in school and beyond



Imagination & Play



Study & Work Space



- In-person visits, despite several lockdowns, remain high
- Many who study or work from home rely on the library as a quiet “third place”
- Wifi connections and computer terminal use address the digital divide

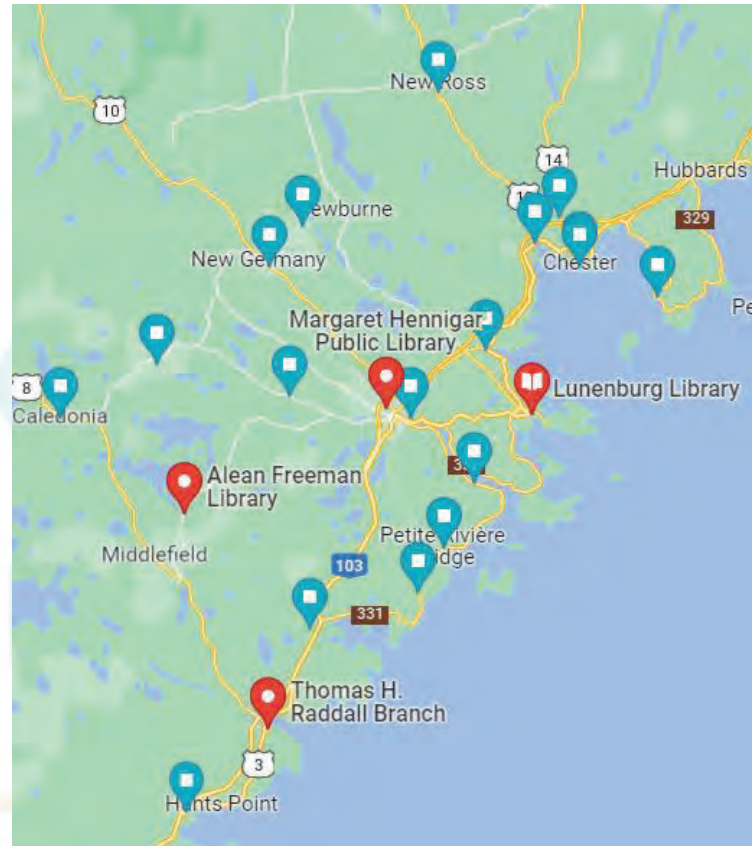


CORE AND INNOVATIVE LIBRARY SERVICE



Bookmobile

- New bookmobile launched 2021
- In-person visits and circulation remain high
- 8 weekly stops and 10 tri-weekly stops



Gold River AFN – *Gather & Grow*

- Department of Canadian Heritage contribution for \$91,574 over 2022/23 and 2023/24
- Offer SSPL borrowing and programming on-reserve at Gold River
- Working directly with the AFN Council to develop services
- Attended the Mawio'mi (Powwow) on Sunday, September 11

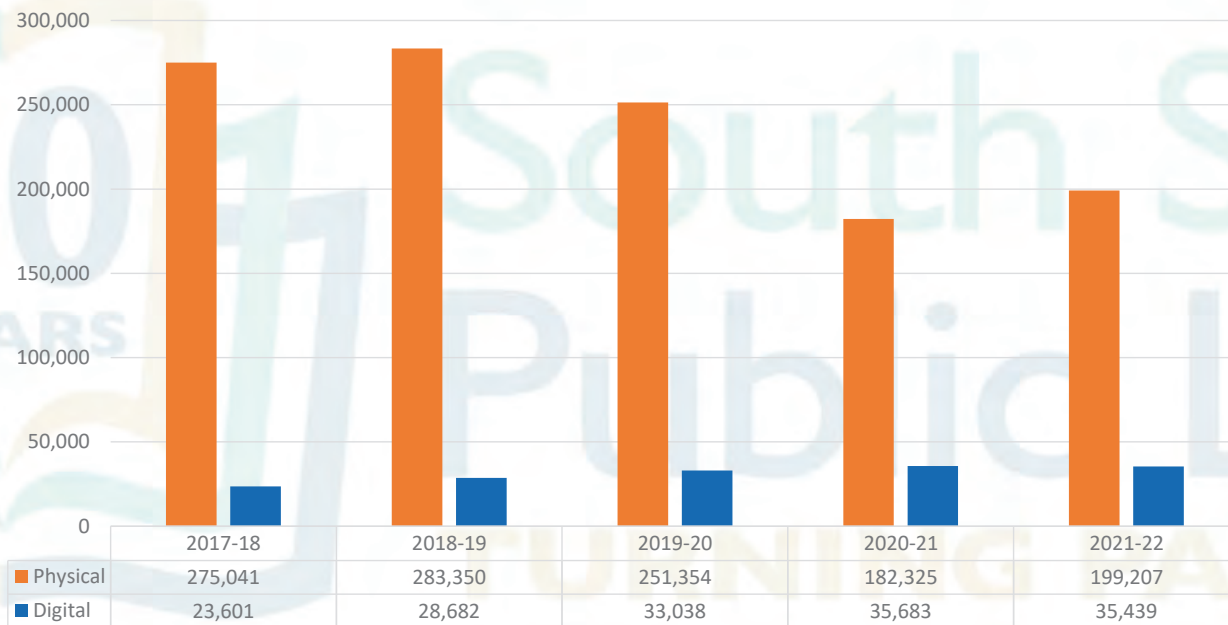


Same Page

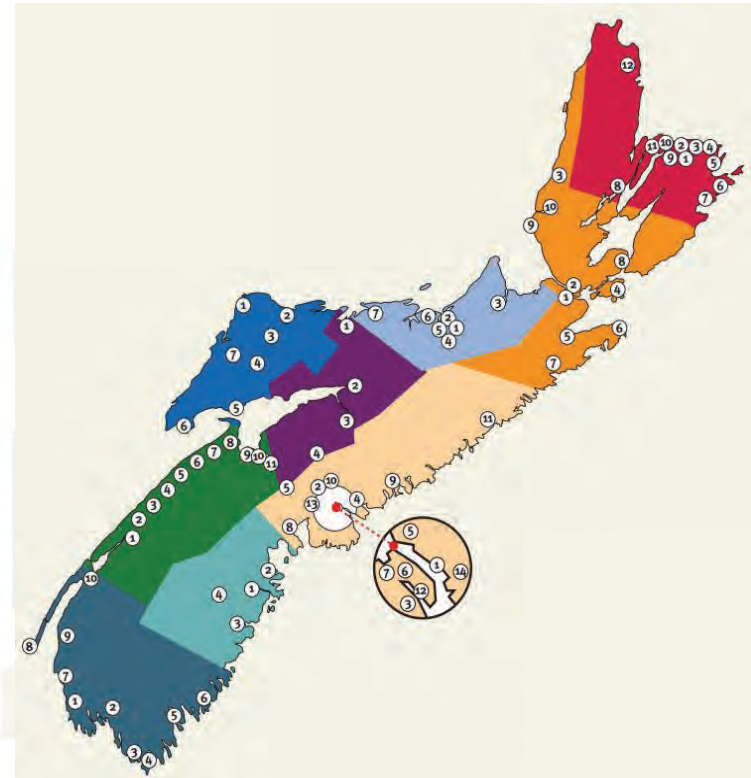
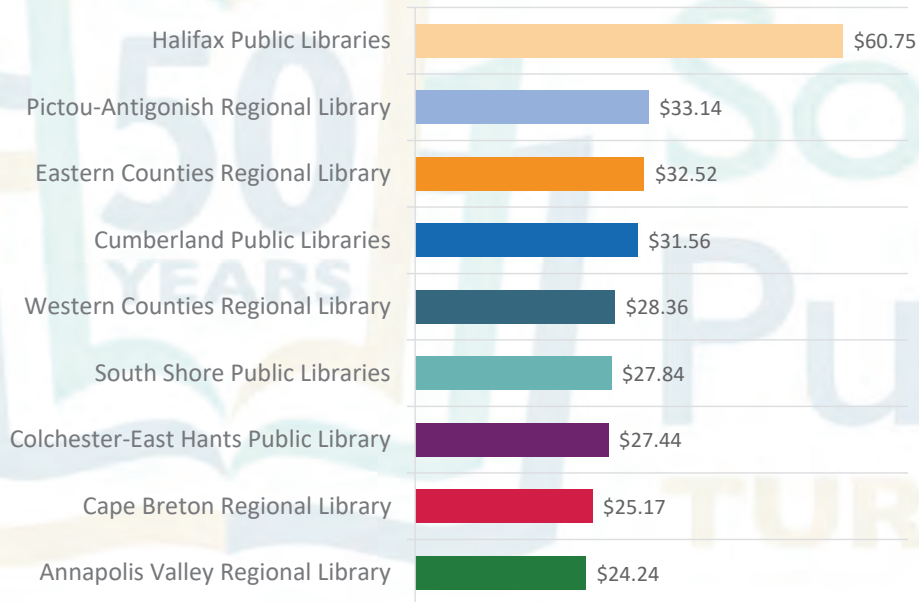
- Same Page launched in January 2022
- Consortia catalogue of 8 regional NS library systems
- 1,000,000+ items to borrow



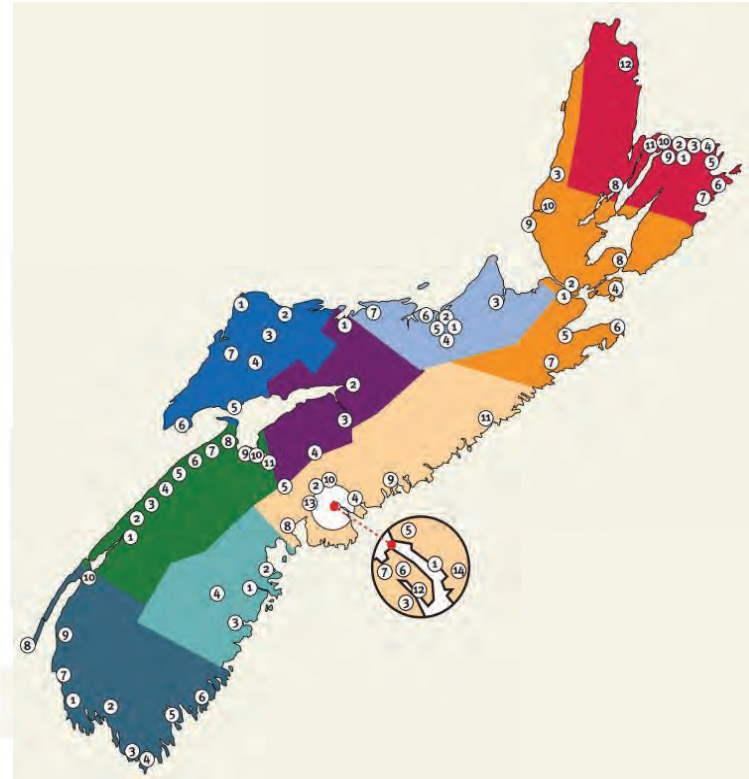
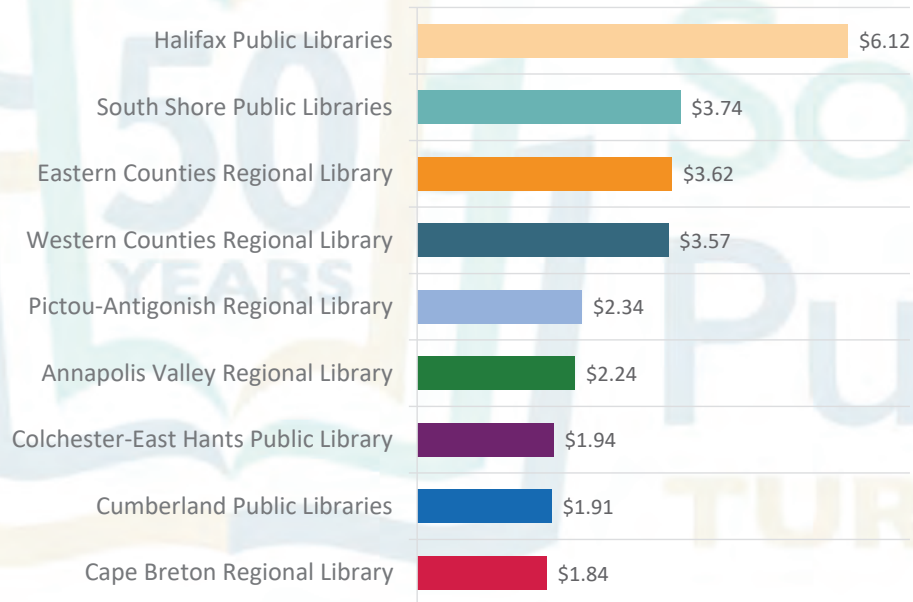
Physical & Digital Borrowing (5-year trend)



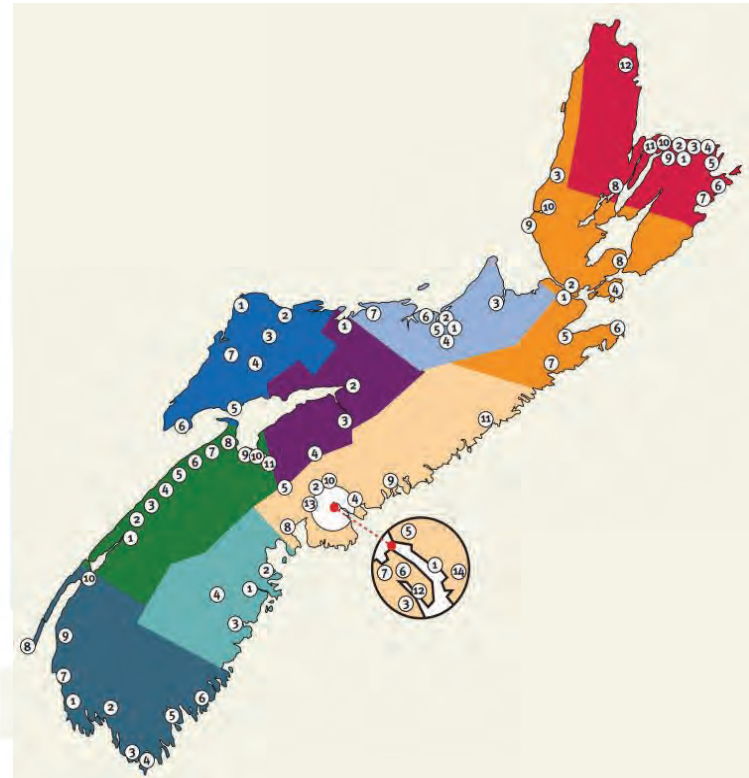
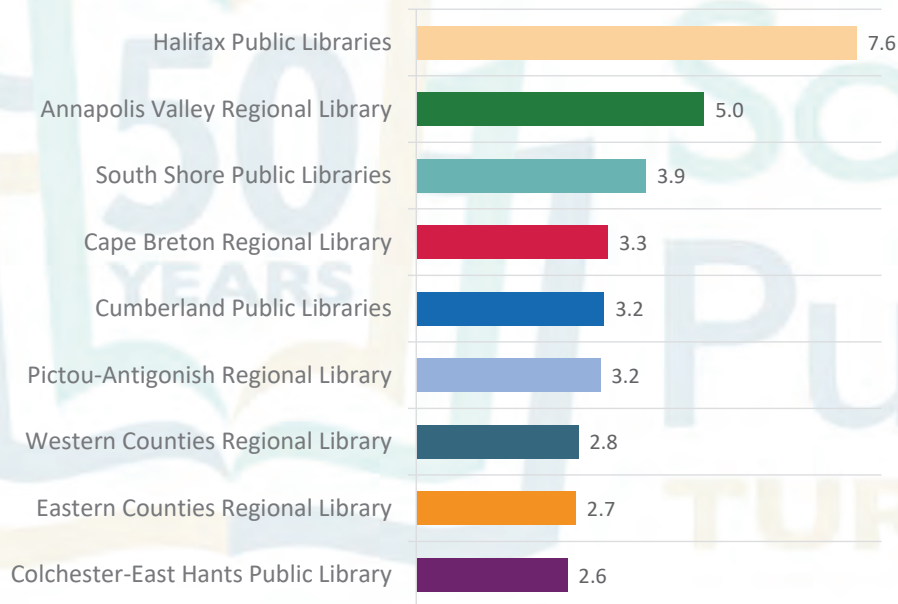
Per Capita Expenditure (2020-2021)



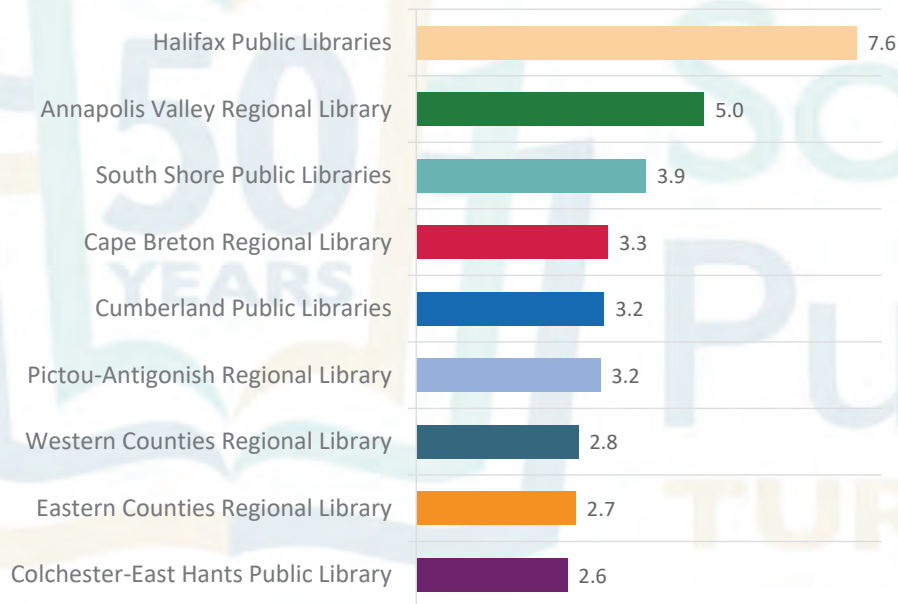
Collection Spending per Capita (2020-2021)



Annual Borrowing per Capita (2021-2022)



Annual Borrowing per Capita (2021-2022)



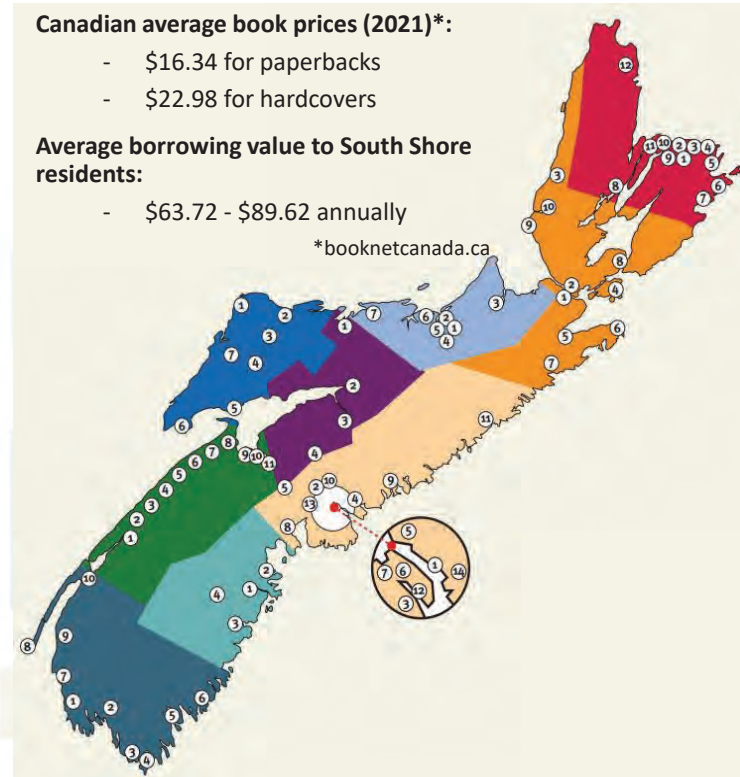
Canadian average book prices (2021)*:

- \$16.34 for paperbacks
- \$22.98 for hardcovers

Average borrowing value to South Shore residents:

- \$63.72 - \$89.62 annually

*booknetcanada.ca



COVID-19 Rapid Test Distribution

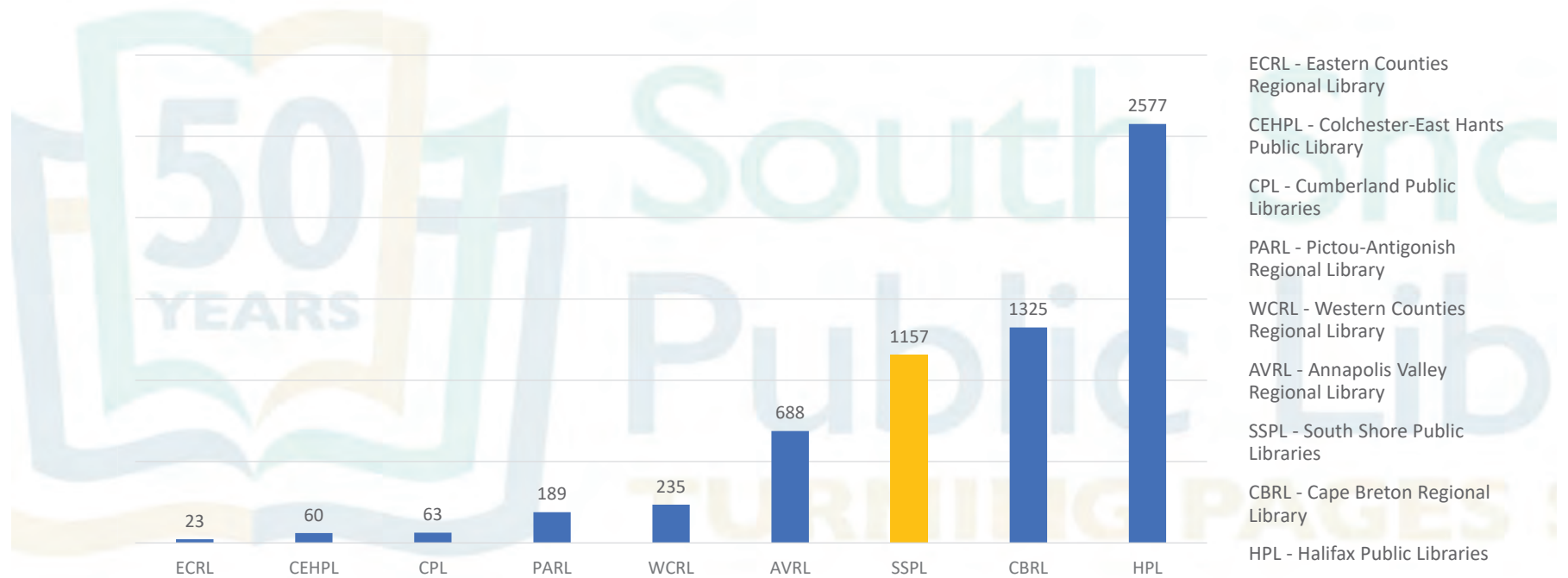
- Vaccine Appointment Booking assistance
- Printing Proof of Vaccination papers
- ALA award-winning *Caring Calls*



ENGAGING PROGRAMS



Total in-person programs (2021-2022)



ECRL - Eastern Counties Regional Library

CEHPL - Colchester-East Hants Public Library

CPL - Cumberland Public Libraries

PARL - Pictou-Antigonish Regional Library

WCRL - Western Counties Regional Library

AVRL - Annapolis Valley Regional Library

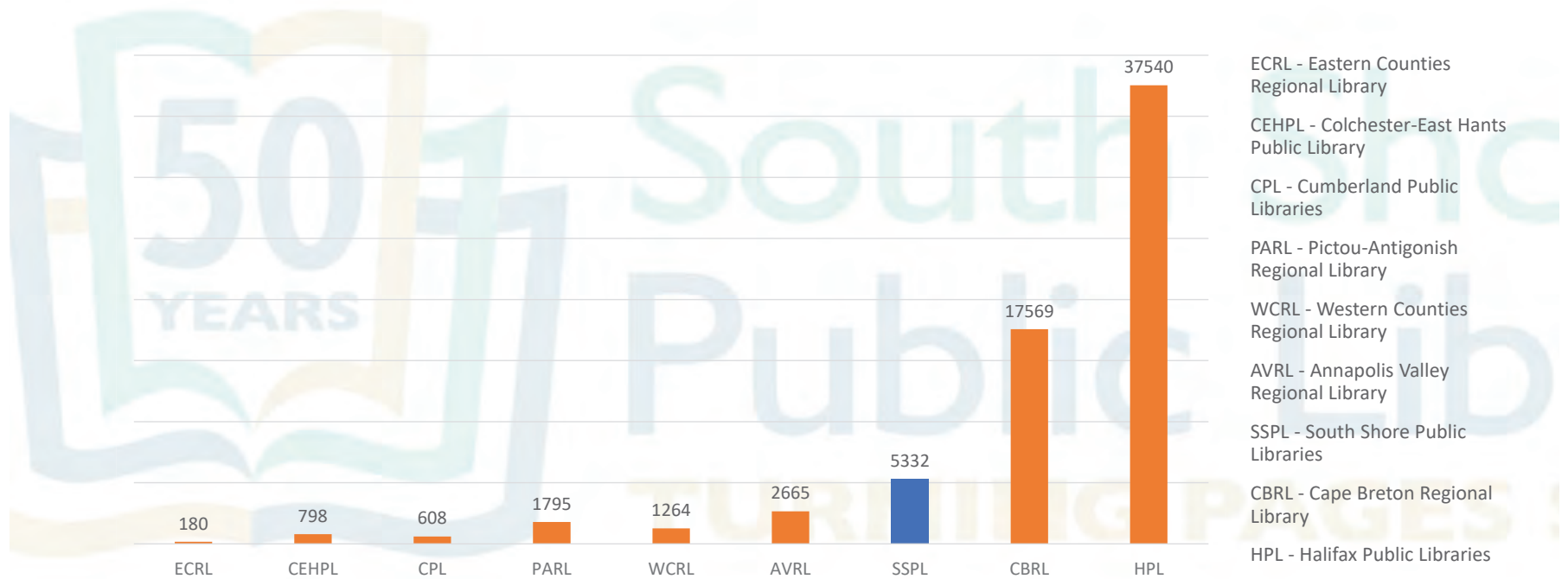
SSPL - South Shore Public Libraries

CBRL - Cape Breton Regional Library

HPL - Halifax Public Libraries



In-person program attendance (2021-2022)



Babies & Books

- Babies 0-18 months
- Early literacy sets up for lifelong success
- Social setting for parents battles isolation and post-partum depression



Garden Club

- Innovative new program for adults and children
- All summer at Lunenburg Library
- Supports food literacy



Drag Queen Storytime

- Hosted at the MHPL August 2022
- First-time partnership with Lunenburg Pride
- Over 125 in attendance!



Clay Club

- Popular program ran from Jan-Mar 2022 in Lunenburg
- Kids explored 3 types of clay: Model Magic, polymer clay and earth clay



Mi'kmaw Moons

- Facilitated by Cathy Leblanc and Dave Chapman
- Stories related to Mi'kmaq tradition of time-keeping and astrology
- 26 in attendance
- Education goals of the Truth & Reconciliation Calls to Action



Teen Summer Book Club

- Hosted weekly on Discord
- Online tool allows teens to easily participate without transportation barriers
- Average of 5 participants weekly



Lunenburg Lit Festival

- 7th annual Lunenburg Lit Festival was a success September 22-23, despite adjustments for post-tropical storm Fiona
- Festival continued in-person with modifications in 2020 and 2021
- Draws authors and visitors locally and from afar



Big 50 Picnic

- SSPL celebrates its 50th anniversary
- July picnic partnership with Lunenburg Art Gallery & Lunenburg Heritage Society
- Over 100 in attendance





Office of the Warden

October 6, 2022

Premier Tim Houston
PO Box 726
Halifax, NS
B3J 2T3

Dear Premier Houston:

Re: Correspondence to Minister Champagne

I write with respect to the above referenced matter. The Council of the Municipality of the District of Guysborough is writing to provide our support for your recent correspondence to Hon. Francois-Philippe Champagne regarding the lack of support and participation from telecommunications companies before, during and after Hurricane Fiona. The Council firmly agrees that telecommunications companies must be held accountable for their lack of action during this historic storm event in our Province.

In today's society, reliable telecommunications services are a necessity for small businesses and families who live, work and travel throughout the Province from a social and economic perspective, but more importantly from a safety perspective. And, although improvements have been made, there is certainly more to be done as was evident following Hurricane Fiona.

The Municipality of the District of Guysborough would like to also take this opportunity to encourage all municipalities in the Province of Nova Scotia to show their support for your very important correspondence to Minister Champagne.

Again, thank you for the position you have taken on this matter on behalf of all residents of the Province of Nova Scotia.

Yours Truly,

Vernon Pitts
Warden

c. NS Municipalities

From: Pam Mood <mayor.mood@townofyarmouth.ca>

Sent: Tuesday, October 4, 2022 3:28 PM

Subject: Urgent Request from Mayor Mood :)

Good day Mayors and Wardens!

I reach out to you today in the hopes you will lend your voices to an issue that I strongly believe affects us all. That is the NS to Maine ferry. The vessel may land in Yarmouth, and we are thrilled to roll out the very best welcoming mat for our tens of thousands of visitors to Nova Scotia yearly, yet we know they don't stay here. They are visiting each of you. In the spirit of "A rising tide floats all boats..." this is a good thing! When one of us wins, we all win.

Moreso, the Province wins. We are each, as leaders, in the business of putting our hearts and souls into the grueling (and satisfying) work of building the very best communities possible, each of which adds to the growth of the Province. Folks are not coming to NS because the health care is perfect. They're not coming here because housing is plentiful. Or because education has been sorted out. They're here because they visit our communities and see the quality of life we offer and decide to make NS home. Whether it's in Lunenburg, Yarmouth, Halifax, Sydney, Wolfville, Port Hood or anywhere in between, it's the work we do, the commitment local leadership has to building communities that makes this Province what it is. I believe that and am proud and thankful to be part of that.

So I would humbly ask that each of you write, in your own words, about a) your support for the ferry b) the impact it has on your community c) the impact you know it has on the Province and d) reach out to as many businesses as you can for them to do the same. It needn't be long. It simply needs to be from the heart. We know our communities and the work we've put in.

Letters need to be sent to the Premier and to each of his MLAs. I would strongly suggest copying the leaders of the opposition as well.

Following are some (I could write 50 pages) of the dangers of no ferry that I can see without thinking to deeply:

- Over 50 million folks on the northeastern seaboard of the U.S. will not have a direct link to NS.
- Tens of thousands of people will not make their way yearly to NS
- Folks in the US will stop purchasing properties in our communities. Personally, I like and need the taxes to make things even better!
- Job losses: thousands are hired under the tourism umbrella. From fixed roof accommodations to restaurants, gas stations, shops... all of it. It's all connected.
- No jobs, folks leave. Trust me when I say that when the NDP government took away the ferry, we went into a downward spiral that has taken a decade of slugging away to get back to some semblance of hope. People are coming back. Not to Yarmouth, but to NS. We all want that.
- What part of "Learn from history so we don't repeat it" is someone forgetting?
- Playing political football with any of our communities is simply wrong
- This one brings me to tears: In the first 24 hours after the words about possibly cancelling the ferry were uttered, I had three phone calls and a visit: two calls from folks who were in the process of purchasing land to build AirBNBs on were putting their plans on hold, one backed out altogether from purchasing a property and a 7-digit investor put his on hold pending what would happen with the ferry. Devastated? Understatement. Please don't think this is not happening in your community. We may not have heard it as quickly and bluntly as I did.

- This is not an issue between the Province and any municipal unit. This belongs with the Province and the Federal Government coming up with a plan to fund an INTERNATIONAL link. That the Town and our neighbouring units have already put millions into the ferry terminal is testament to our doing our part, although it again, should be a federal issue.
- Consumer confidence goes down. Folks thinking of starting a business are suddenly realizing without the ferry, they won't last long, so plans are put on hold or cancelled.

I could go on but will leave it here. I know Yarmouth benefits because they land here and depart from here. But our tourism tells us they don't stay. Again, we are great with that. As long as they are spending money in one of your communities we all win. If you're looking for tourism data, let me know and I'll send it out to you. It's unbelievable the impact this ferry has.

If you would consider doing the letter to the Premier and making sure copies go to each MLA and the opposition, and if you would somehow reach out to your business community and have them do the same, we will all benefit and of course I'll be beyond grateful. Feel free to cc me as well, although not necessary.

Thanks for all you do to build this Province through your own community building. We just can't go backwards. Not one of us.

Any questions, let me know! For those who know me well, I'm sure you're shocked at just how diplomatic this is! 😊 But you also know exactly what I'm feeling.

Thank you sincerely.

Mayor Pam Mood

Town of Yarmouth

MINUTES

Town of Lunenburg Project Lunenburg Steering Team Meeting Notes



Wednesday, September 28, 2022 at 3:00 p.m.
Zoom Meeting

- PRESENT:**
- Voting members of the Steering Team:**
Councillor Susan Sanford, Chair (departed at 3:30 p.m.)
Deputy Mayor Peter Mosher, Acting Chair
Peter Goforth
Bill Rice
- Non-voting, ex-officio members:**
Mayor Matt Risser
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg
- ALSO PRESENT:** Jamie Doyle, Chief Administrative Officer
Chrystal Fuller, Brighter Community Planning & Consulting
Trevor Hume, Planning Technician/Development Officer
Arthur MacDonald, Director of Community Development
Christophe Rivet, EVOQ Strategies
- ABSENT:** Councillor Stephen Ernst
Terry Drisdelle, Senior Planner, Develop Nova Scotia
-

1. Call to Order

The Chair called the meeting to order at 3:03 p.m. The Chair noted that she has to leave at 3:30 p.m.; Deputy Mayor Mosher will step to take over the chair at that time.

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

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

The Chair acknowledged the recent passing of one of the long-time Steering Team members, Gerry Rolfsen. His invaluable contribution to the group will be missed.

3. Agenda

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

4. Minutes

Motion: moved and seconded approval of the Project Lunenburg Steering Team meeting notes of July 27, 2022 as presented. Motion carried.

5. Public Participation, Presentations and Questions (Nil)

6. Correspondence and Petitions Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business (Nil)

8. Notices of Motion (Nil)

9. New Business

- a. Review of Progress Report– Brighter Community/EVOQ Strategies

Ms. Fuller provided a status report ([Schedule A](#)).

A Draft Heritage Conservation District (HCD) Plan and By-law will be circulated to Town staff in the coming days for a first review. An information presentation to the Heritage Advisory Committee will be scheduled as well as a Public Participation Meeting.

Mr. Rivet outlined the values and structure of the pending Draft HCD Plan and By-law. He also noted that the Federal government has introduced new legislation to protect historic places under Federal jurisdiction, and there is a specific mention of World Heritage Sites.

- b. Next Meeting Date

The next meeting is scheduled for Wednesday, October 26, 2022 at 3:00 p.m. via Zoom Meeting.

10. Meet in camera (Nil)

11. Resumption of Committee meeting in public session (Nil)

12. Adjournment

The meeting was adjourned at 3:51 p.m. by the Acting Chair.

Heather McCallum
Assistant Municipal Clerk

Lunenburg - Heritage Conservation District Plan & Bylaw Review (Updated for PPST - September 28, 2022)

			PROJECTS		DELIVERABLE(S)		
AT RISK	STATUS	DEADLINE	TASK	DESCRIPTION	ASSIGNED TO	DELIVERABLE	% DONE
<input type="checkbox"/>	Complete	01-05-2022	1.1 Kick-Off	Meeting with Art and identifying timelines	Chrystal	revised project schedule	100%
<input type="checkbox"/>	Complete	01-21-2022	1.2 Review Background Studies	Review background information	Mark/Katie	Understanding of existing situation. Summary document for sharing with team and ultimate inclusion in final report	100%
<input type="checkbox"/>	Complete	01-28-2022	1.3 Key Informant Interviews	Seek input from key stakeholders	Chrystal	Up to 7 people	100%
<input type="checkbox"/>	Complete	02-11-2022	1.4 Methodology and Background	develop methodolgy for next steps	Mark/Christophe	methodology	100%
<input type="checkbox"/>	Complete	03-08-2022	1.5 Committee Meeting # 1	First Committee meeting	Chrystal	Presentation of methodology and summary of background; PPT presentation	100%
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	Complete	03-07-2022	2.1 Site Visit #1	To conduct building analysis	Chrystal/Mark	Built form data acquired	100%
<input type="checkbox"/>	Complete	03-18-2022	2.2 Built Form and Landscape Analysis	Create data base and conduct analysis	Mark	Input into GIS and analysis complete	100%
<input checked="" type="checkbox"/>	Complete	07-25-2022	2.3 Revised Background Study	revise background study as needed	Chrystal/Mark	redrafting of background study	100%
<input type="checkbox"/>	Overdue	27-09-2022	2.4 Committee Meeting # 2/ HAC Presentation of Outline of Bylaw	Present outline of proposed bylaw	Chrystal/Mark	Outline of bylaw and summary of built form analysis; PPT presentation	0%
<input type="checkbox"/>							
<input type="checkbox"/>	In Progress	27-09-2022	3.1 Draft Bylaws	draft bylaw to staff for review	Chrystal/Mark	draft bylaw	87%
<input type="checkbox"/>	Not started	10-15-2022	3.2 Public Participation	Public engagement as per policy	Chrystal	PPM requirements met	0%
<input type="checkbox"/>	Not started	11-15-2022	3.3 Final Draft Bylaws	provide final draft bylaw & WWH report	Chrystal/Mark	draft bylaw and reports to staff	0%
<input type="checkbox"/>							
<input type="checkbox"/>	Not started	11-30-2022	4.1 First Reading and Public Hearing	Attend first reading and prepare PPT presentation	Chrystal	First reading report, PPT and draft bylaw	0%
<input type="checkbox"/>	Not started	12-15-2022	4.2 Submission of Final Documents & Reports	Submit final documents and datasets	Chrystal/Mark	All documents as identified in proposal	0%

MEMORANDUM

TO: TOWN COUNCIL

FROM: TYSON JOYCE, TOWN ENGINEER

DATE: OCTOBER 12, 2022

RE: GREEN STREET SIDEWALK DESIGN AND COST ESTIMATE

1. FACTS

The Green Street Sidewalk Renewal Project is included in the Fiscal Budget for 2022-23. Staff have worked with the Consultant (Eastpoint) to develop the design. This report includes an update on the status of the design Class A cost estimate to review against the Budget.

2. ISSUES AND OPTIONS ANALYSIS

The scope of the Green Street Sidewalk Renewal Project includes the removal and replacement of the existing sidewalk between High Street and Victoria Street.

Status of Design

The new sidewalk design meets the criteria based on the following items:

- Increases the width from 4 feet to 5 feet and adds tactile warning strips to better align with accessibility requirements;
- Sections of the existing sidewalk are in poor condition, and the new sidewalk would improve this considerably for pedestrians requiring access to the Hospital, Bluenose Academy, Victoria Rd, etc. via Green St;
- The increased width also shall better support snow clearing with existing plow equipment.

Green St runs up/down the length of a large hill, but the drainage patterns across the right-of-way (and sidewalk) are inconsistent. The design looks to maintain these existing flows, but it can't improve them within the scope of the sidewalk only. Upgrades to the storm water system and further improvements to the road would be required to properly address this issue.

Budget/Cost Estimate for the Work

The amount approved in the 2022/23 Public Works Capital Budget for the Green St Sidewalk Renewal is \$115,000 including net HST. The Consultant has provided a Class A Estimate for their sidewalk design of approximately \$325,000 including net HST, so a significant shortfall exists in the Fiscal 22-23 Budget.

We are also approaching the part of the construction season where costs associated with concrete work raise further (heating, tarping, etc.), so Staff recommend that this work be deferred until the 23-24 Fiscal Budget to avoid this additional budgetary impact.

3. FINANCIAL IMPACT

Currently the amount approved in the 2022/23 Public Works Capital Budget for the Green St Sidewalk Renewal is \$115,000 (including net HST) funded with Capital Reserves (surplus asset reinvestment).

It is estimated that \$210,000 of additional funds shall need to be sourced within the 23-24 Fiscal Budget to proceed with the Project.

If the scope of the Project was to be increased to include the storm system and road infrastructure upgrades, this would need a further significant increase to the Budget for the work.

4. STRATEGIC PLAN RELEVANCE

This project is 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.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

Moved and seconded that the Green Street Sidewalk Renewal Project be carried over to 2023-24 Fiscal Budget, with an increased budget of \$325,000 with funding Capital Reserves (surplus asset reinvestment).

Acknowledged only by:

Jamie Doyle
CAO

MEMORANDUM

TO: TOWN COUNCIL

FROM: SENIOR MANAGEMENT STAFF

DATE: OCTOBER 14, 2022

RE: 2022 MUNICIPAL BOUNDARY REVIEW APPLICATION

1. FACTS

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

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

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

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

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

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

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

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

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

Public Consultation

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

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

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

2. ISSUES AND OPTIONS ANALYSIS

NSUARB Application

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

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

Next Steps

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

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

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

3. FINANCIAL IMPACT

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

4. STRATEGIC PLAN RELEVANCE

Strategic Direction

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

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

5. RECOMMENDATION AND DRAFT MOTIONS

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

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

Attachments - 5

Acknowledged only by:

Jamie Doyle
CAO

FACT SHEET

2022 Municipal Boundary Review



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

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

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

Public Consultation

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

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

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

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

The Questions

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

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

- Number of Councillors (not including the Mayor)

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

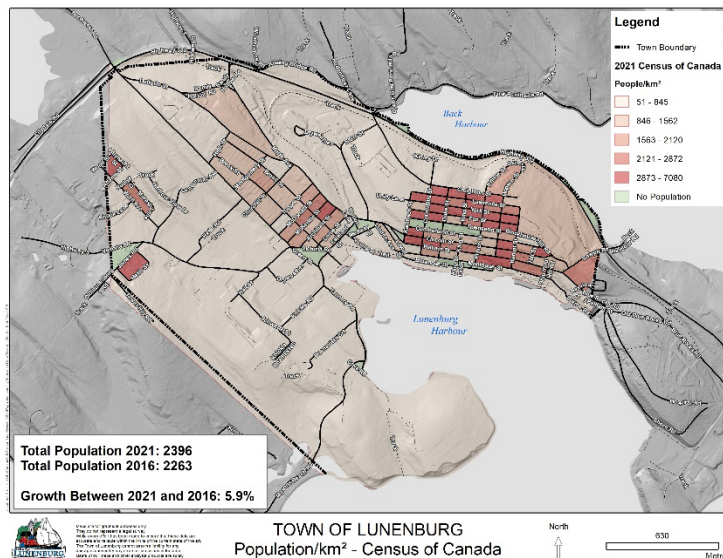
in the background report including workload, expertise, candidate attraction, and quorum.

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

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

NOVA SCOTIA TOWNS - DATA CHART

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



Resources

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

For further information, please contact:

Heather McCallum
Assistant Municipal Clerk
Town of Lunenburg
902-634-4410, ext. 240
hmccallum@townoflunenburg.ca

2022 Boundary Review Survey

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

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

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

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

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

* Required

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

*

Check all that apply.

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

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

*

Mark only one oval per row.

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

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

Mark only one oval.

- Very knowledgeable
- Somewhat knowledgeable
- Unsure
- Not knowledgeable

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

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

NOVA SCOTIA TOWNS - DATA CHART

Nova Scotia Towns (x25)	Population (2021 Census)	# of Electors (2020)	Total Private Dwellings (2021)	Land Area (km²)	# Councillors (excluding Mayors)	# of Wards	Councillor: Population	Councillor: Electors
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish	4,656	3,937	2,675	4.98	6	1	776	656
Berwick	2,455	1,799	1,080	6.53	6	1	409	300
Bridgewater	8,790	7,200	4,493	13.63	6	1	1,465	1,200
Clark's Harbour	725	650	399	2.82	6	1	121	108
Digby	2,001	1,512	1,133	3.16	4	1	500	378
Kentville	6,630	4,913	3,090	17.08	6	1	1,105	819
Lockeport	476	n/a	307	2.32	4	1	119	n/a
Lunenburg	2,396	1,939	1,242	4.04	6	1	399	323
Mahone Bay	1,064	876	599	3.12	6	1	177	146
Middleton	1,873	n/a	977	5.55	6	1	312	n/a
Mulgrave	627	580	316	17.83	4	1	157	145
New Glasgow	9,471	7,462	4,782	9.96	6	3	1,579	1,244
Oxford	1,170	931	576	10.68	6	1	195	155
Pictou	3,107	2,551	1,600	7.99	4	2	777	638
Port Hawkesbury	3,210	2,602	1,523	8.10	4	1	803	651
Shelburne	1,644	1,334	917	8.75	4	1	411	334
Stellarton	4,007	3,265	2,017	8.99	4	2	1,002	816
Stewiacke	1,557	1,059	739	17.62	6	1	260	177
Trenton	2,407	1,967	1,167	6.07	4	1	602	492
Truro	12,954	10,421	6,658	37.52	6	3	2,159	1,737
Westville	3,540	2,745	1,660	14.24	4	2	885	686
Wolfville	5,057	4,463	2,856	6.46	6	1	843	744
Yarmouth	6,829	5,352	3,569	10.57	6	1	1,138	892
AVERAGE	3,863	3,028	1,982	9.68	5.20	1	716	610

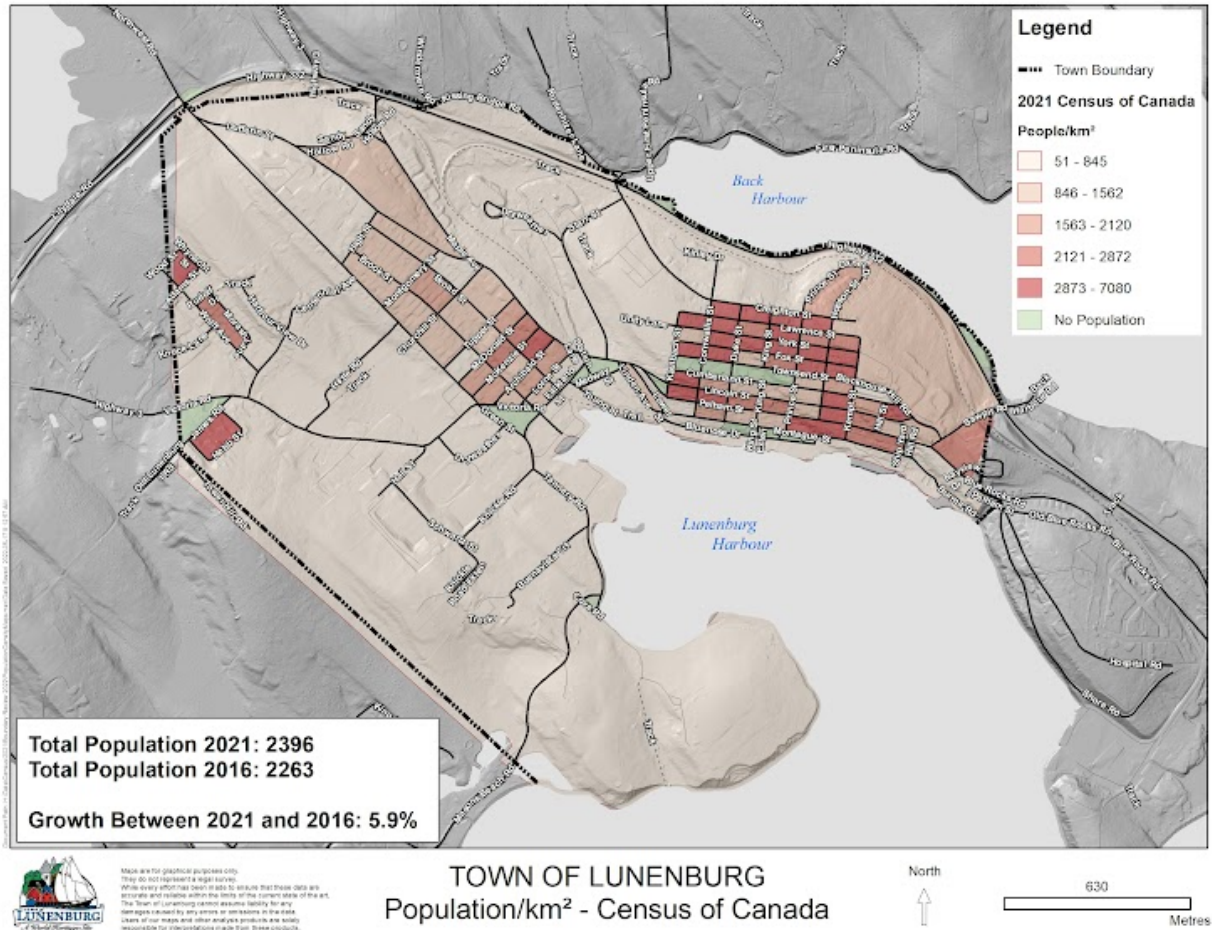
Mark only one oval.

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

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

6. With a land area of 4.04km², the Town of Lunenburg has been a single polling district * for over 100 years, with councillors “at large” representing all residents of the Town. At one time a ward system of three polling districts was the practice but was discontinued in 1909.

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



Mark only one oval.

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

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

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

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

Check all that apply.

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

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

PUBLIC INFORMATION MEETING: MUNICIPAL BOUNDARY REVIEW

SEPTEMBER 13, 2022



5

MUNICIPAL BOUNDARY REVIEW: BACKGROUND



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

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

6

MUNICIPAL BOUNDARY REVIEW: BACKGROUND



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

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

7

MUNICIPAL BOUNDARY REVIEW: BACKGROUND



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

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

8

MUNICIPAL BOUNDARY REVIEW: PUBLIC ENGAGEMENT



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

9

MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



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

10

MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



NOVA SCOTIA TOWNS - DATA CHART

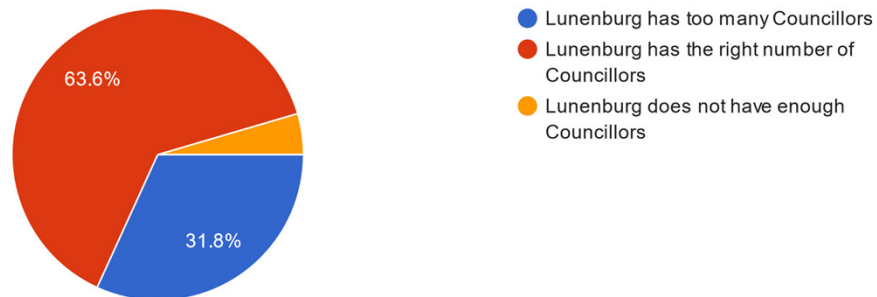
Nova Scotia Towns (x25)	Population (2021 Census)	# of Electors (2020)	Total Private Dwellings (2021)	Land Area (km ²)	# Councillors (excluding Mayors)	# of Wards	Councillor: Population	Councillor: Electors
Amherst	9,404	7,676	4,799	12.07	6	1	1,567	1,279
Annapolis Royal	530	471	364	1.98	4	1	133	118
Antigonish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

11

MUNICIPAL BOUNDARY REVIEW: SURVEY RESULTS - # OF COUNCILLORS



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



12

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



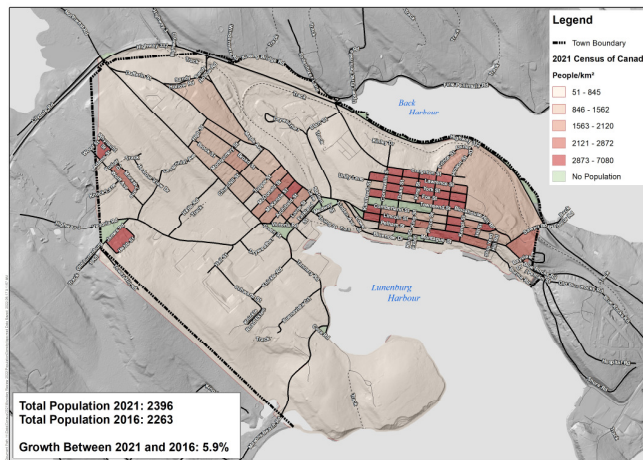
■ Question:

With a land area of 4.04km², the Town of Lunenburg has been a single polling district for over 100 years, with councillors “at large” representing all residents of the Town. At one time a ward system of three polling districts was the practice but was discontinued in 1909.

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

13

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



Maple and Birch are registered trademarks of the Town of Lunenburg. All other trademarks are the property of their respective owners. This map is for informational purposes only. It is not intended to be used for legal or financial purposes. The Town of Lunenburg is not responsible for any errors or omissions in this map. The Town of Lunenburg is not responsible for any damages or losses resulting from the use of this map. The Town of Lunenburg is not responsible for any claims or liabilities resulting from the use of this map. The Town of Lunenburg is not responsible for any claims or liabilities resulting from the use of this map.

TOWN OF LUNENBURG
Population/km² - Census of Canada



600
Metres

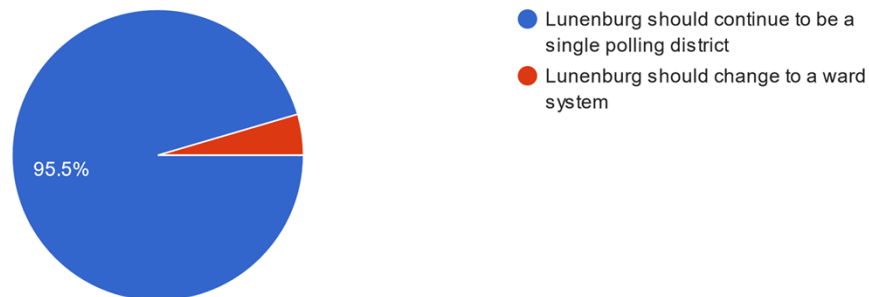
14

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



With a land area of 4.04km², the Town of Lunenburg has been a single polling district for over 100 years, with councillors “at large” representing all residents. Which best represents your views on polling districts?

22 responses



15

MUNICIPAL BOUNDARY REVIEW: SUMMARY



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

16

MUNICIPAL BOUNDARY REVIEW: SUMMARY



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

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

Municipal boundaries

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

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

the following information:

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

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

31 (1) Every application shall be accompanied by

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

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

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

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

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

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

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

Schedule A – Information Request(s)

Matter No. M_____

Nova Scotia Utility and Review Board

In the matter of: The Act

- and -

In the matter of: insert application / matter name

Information Requests



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

The Council of the Town of Lunenburg

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

- confirm the number of councillors
alter the number of councillors

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

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

OR

- 5. a) The following changes to the number of councillors to be elected are proposed:
5. b) The reasons for these proposed changes are as follows:

DATED at
County of Lunenburg
this
day of 20
Mayor
Clerk

FACT SHEET

2022 Municipal Boundary Review



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

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

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

Public Consultation

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

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

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

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

The Questions

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

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

- Number of Councillors (not including the Mayor)

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

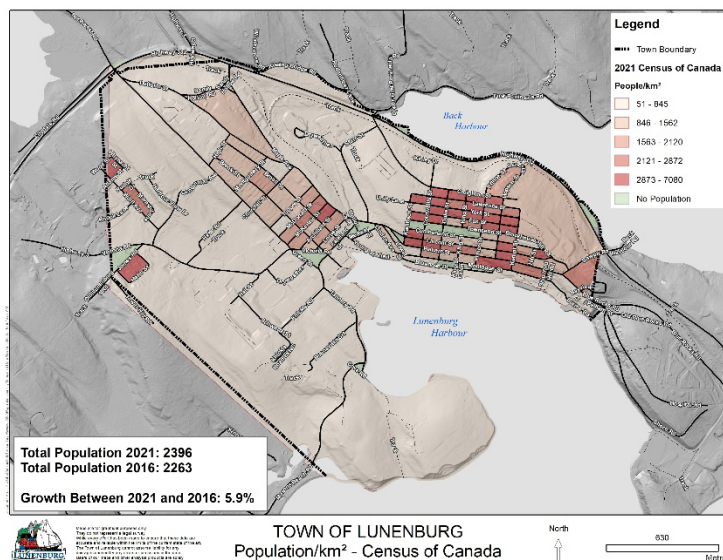
in the background report including workload, expertise, candidate attraction, and quorum.

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

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

NOVA SCOTIA TOWNS - DATA CHART

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



Resources

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

For further information, please contact:

Heather McCallum
Assistant Municipal Clerk
Town of Lunenburg
902-634-4410, ext. 240
hmccallum@townoflunenburg.ca

Lunenburg shop marks milestone, in running for national award

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

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

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

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



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

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

By KEITH CORCORAN

keith.corcoran@lighthouseNOW.ca

@LHNOWnews

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

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

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

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

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

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

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

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

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

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

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

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

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

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



CELEBRATING
LABOUR DAY

EARLY DEADLINE

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

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

This includes classifieds, family album announcements
and display advertising.


A DIVISION OF ADVOCATE MEDIA INC.

LIGHTHOUSENOW

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

204146

Visit lighthouseNOW.ca
for the latest in local news.



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

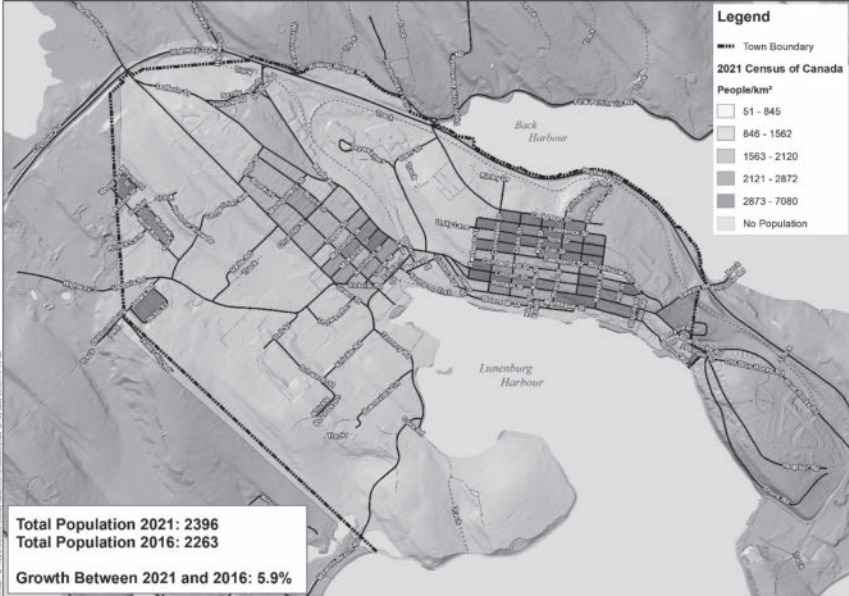
Date/Time: Tuesday, September 13, 2022 at 6:00 p.m.
Location: Council Chambers – Town Hall, 120 Townsend Street, Lunenburg, N.S.

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

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

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


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



Legend


- Town Boundary
- 2021 Census of Canada
- People/km²
- 51 - 845
- 846 - 1562
- 1563 - 2120
- 2121 - 2872
- 2873 - 7080
- No Population

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



TOWN OF LUNENBURG
Population/km² - Census of Canada

North



Metres

204047



**MUNICIPALITY OF THE
DISTRICT OF CHESTER**

**NOTICE REGARDING
BY-LAW ADOPTION**

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

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

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

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

Pamela M. Myra
Municipal Clerk
Chester, NS
August 2022

203894

IN YOUR COMMUNITY

TOWN OF BRIDGEWATER 902-543-2274

Registration for all TOB programs can be done online at www.Connect2Rec.com or by calling 902-530-4100.

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

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

ant Street, Town Hall (back entrance).

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

DISTRICT OF LUNENBURG RECREATION 902-541-1343

Pre-registration is required for all programs. Register online: www.connect2rec.com

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

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

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

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

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

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

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

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

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

LUNENBURG CO. LIFESTYLE CENTRE 902-530-4100

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

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

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

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

Boot Camp – Saturdays 8-9 a.m.

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

WHAT'S NEW @ THE LIBRARY?

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

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

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

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

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

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

Pat Hines – September 21, 6-9 p.m.

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

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

BRIDGEWATER SENIORS CARD PARTY RESULTS

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

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

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

GOLDEN YOUTH CARD PARTY RESULTS

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

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

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

The winners

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

South Shore Public Libraries Mobile Branch Schedule

For the week of September 2-8, 2022

FRIDAY - September 2

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

SATURDAY - September 3

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

TUESDAY - September 6

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

WEDNESDAY - September 7

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

THURSDAY - September 8

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



TOWN OF LUNENBURG PUBLIC INFORMATION MEETING MUNICIPAL BOUNDARY REVIEW

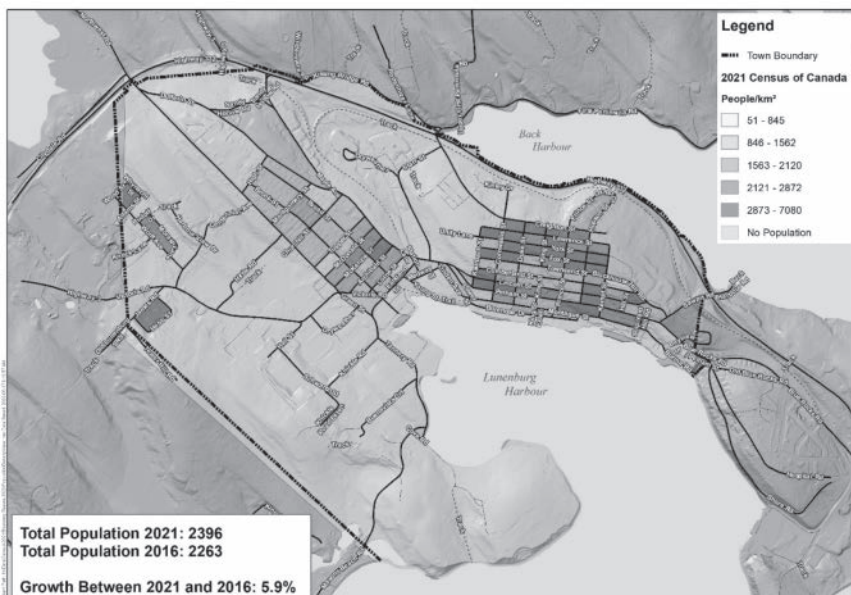
Date/Time: Tuesday, September 13, 2022 at 6:00 p.m.
Location: Council Chambers – Town Hall, 120 Townsend Street, Lunenburg, N.S.

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

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

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

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



HIRING?

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



We're

HIRING!

Local Jobs Marketplace

In Print to over 6,000 subscribers & online lighthousenow.ca capturing an audience over 70,000 monthly

Advertise your job opening to local candidates by calling Michele @ 902-818-2904 or email mwhite@metroguide.ca

Brought to you by

LIGHTHOUSENOW
PROGRESS BULLETIN

advocate media inc.



MINUTES

Town of Lunenburg Council Meeting

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

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

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

1. Call to Order

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

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

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

3. Agenda

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

4. Minutes

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

5. Public Hearings, Presentations and Questions

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

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

There were no public submissions.

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

6. Correspondence, Petitions and Proclamations Consideration

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

7. Business Arising from the Minutes/Unfinished Business

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

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

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

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

9. New Business

- a. Heritage Conservation District Background Study

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

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

- b. **Municipal Boundary Review Process**

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

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

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

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

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

d. Tannery Road Watermain Replacement – Tender Award

The Town Engineer summarized the report (Schedule F).

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

e. Solar Project Update

The Town Engineer summarized the report (Schedule G).

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

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

f. Town Vehicles Update

The Recreation Director summarized the report (Schedule H).

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

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

Cst. Upshaw reviewed the report (Schedule I).

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

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

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

and

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

10. Meet in camera

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

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

Motion carried.

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

11. Resumption of Council meeting in public session

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

- a. Lunenburg Academy Lease Renewal for LAMP

Motion: moved and seconded that:

WHEREAS:

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

BE IT THEREFORE RESOLVED THAT:

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

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

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

Motion carried.

12. Adjournment

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

Jamie Doyle
CAO

Town of Lunenburg Council Meeting

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



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

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

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

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

3. **Agenda**

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

4. **Minutes**

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

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

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

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

There were no public submissions.

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

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

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

6. Correspondence, Petitions and Proclamations Consideration

- a. Breaking Barriers Together Association

7. Business Arising from the Minutes/Unfinished Business

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

- a. Proposed Street Services Extension Policy

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

- b. Proposed Land Divestiture Policy

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

9. New Business

- a. Appointment of Development Officer

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

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

b. RFP Consultants for Upper King Street

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

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

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

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

The Finance Director summarized the report (Schedule G).

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

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

The Finance Director summarized the report (Schedule H).

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

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

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

The Finance Director summarized the report (Schedule I).

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

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

f. RFP Award – Electric Utility Sustainability Assessment

The Finance Director summarized the report (Schedule J).

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

g. Lunenburg Arena: New Sound System Donation

The Recreation Director summarized the report (Schedule K).

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

h. GIS Masterplan RFP Award

The Town Engineer summarized the report (Schedule L).

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

i. The Duke & Prince St Reconstruction Tender Award

The Town Engineer summarized the report (Schedule M).

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

j. Building Permit Reporting

The report was provided for information (Schedule N).

k. Capital Status Update

The report was provided for information (Schedule O).

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

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

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

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

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

10. Meet in camera

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

- Potential sale of municipal property

Motion carried.

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

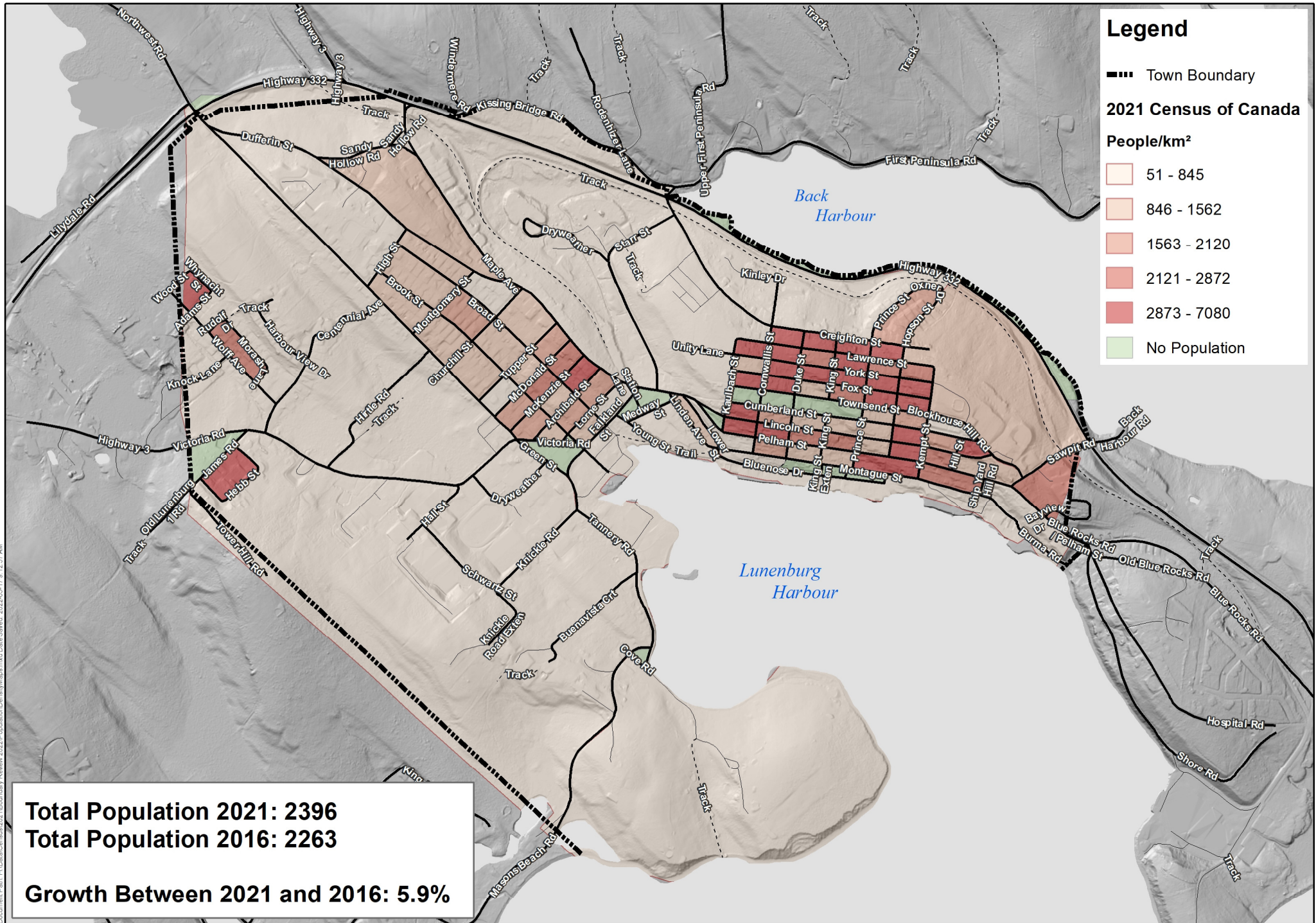
11. Resumption of Council meeting in public session

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

12. Adjournment

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

Jamie Doyle
CAO



Legend

- Town Boundary

2021 Census of Canada

People/km²

- 51 - 845
- 846 - 1562
- 1563 - 2120
- 2121 - 2872
- 2873 - 7080
- No Population

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

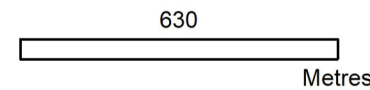
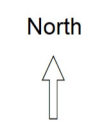
Document Path: H:\Data\Census\2021\Boundary_Review_2022\PopulationDensityMaps.mxd Data Stored: 2022-05-17 9:12:57 AM



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

TOWN OF LUNENBURG

Population/km² - Census of Canada



From: [Kayla Byrne](#)
To: [Kayla Byrne](#)
Subject: FW: Fireworks
Date: October 19, 2022 7:14:41 AM

From: Darren <dromkey@eastlink.ca>
Sent: October 17, 2022 6:22 PM
To: Kayla Byrne <kbyrne@townoflunenburg.ca>
Subject: Re: Fireworks

Hi Kayla

We are celebrating Guy Fawkes day on Nov 4th. (Guy Fawkes day is actually Nov 4th but the auditorium is rented)

We are celebrating this in memory of one of our active members who suddenly passed away unexpectedly last October

He was from England

The window has purchased the fire works and I have a technician who is qualified to set them off

They are not the huge fireworks, they are the ones that can be purchased in a store

We plan to set them off in the back corner of the fire hall parking lot Nov 4th between 730pm and 8pm

They should only last about 10 minutes

Of course there will be several fire fighters on hand for safety

If you need anything else please let me know

I do plan on attending the council meeting

Thanks

Darren

Rec'd
Oct 6/22

TOWN OF LUNENBURG



LUNENBURG ATHLETIC FACILITY FUND (LAFF)

APPLICATION FOR GRANT FROM LAFF. APPROVAL FOR A GRANT WILL BE CONSIDERED IN ACCORDANCE WITH LAFF GUIDELINES (AS ATTACHED) AND AVAILABILITY OF FUNDS

I. APPLICANT

Your Organization: Lunenburg Tennis Club
 (Must be an Athletic or an Athletic and Social Organization)

Contacts : Carolyn McAllister

Address: [REDACTED] B0J 2C0

Phone: [REDACTED]

E-mail: [REDACTED]

II. Please explain how your organization meets the following conditions - (Council may by Resolution make a grant or contribution from the LAFF to any "not for profit" athletic, or athletic and social, organization in the Town operating facilities located on Town owned land)

We are a private "not for profit" club run by volunteers. We hired three instructors for a Junior 8 week program with a youth membership of about 125. We also have a very active adult membership of about 80. We offer tennis as a recreational opportunity and healthy activity for everyone in the Town and surrounding communities.

III. TYPE OF ORGANIZATION

Are you a registered charity? YES NO

If yes - Registration # _____

Type of Organization : Profit Not for Profit

Facility use is: Private Public
 (Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.

(If registered please provide current documentation)

Date Incorporated : May 10, 1982 Reg. # 1447133

Articles or constitution and By-laws attached : YES NO

IV. LEADERSHIP

Please attach a current list of Executive and Board Members with civic address and telephone numbers.

V. FINANCIAL INFORMATION

Fiscal year end : March 31 , 20 22 .

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

Location of Town of Lunenburg lands which your facility is located on and service provided :

Provides tennis opportunities to members and visitors. Also to Bluenose Academy for P.E. classes Located at 17 Green Street

VII. DISPOSITION OF ASSETS UPON WINDUP

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) Town of Lunenburg

(If residual assets revert to the Town of Lunenburg on windup, acceptance of same will be at the Discretion of the Town)

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Intact Insurance Policy # 501259244 6504

Town has approved the policy and have a copy.

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

We are constructing a 10' by 10' accessible washroom with storage space. We are also replacing the bulbs in our overhead court lights to LED's. There are 8 of them. We are also resetting the position as over the years they have shifted.

Cost of Project (if over a period or years provide breakdown by year)

The two projects together have estimated cost of \$25000.

Benefits to the Town of Lunenburg and its citizens :

A washroom has become a necessity for our members. We have talked about one for about 30 years. We are also in need of more storage space. Our clubhouse has become overcrowded.

We have more and more people interested in playing at night, especially in the fall, and three lights have burned out plus several areas of the court are not lit up because the bulbs are facing the wrong way.

What other sources of funding do you have for this project? _____

Each year we try to put money away in a savings account for projects such as this so we have some money built up in an account but not enough to cover this expense.

X. REQUESTED LAFF GRANT

Assistance Requested \$5,000.00

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

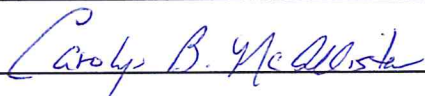
YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details In 2019 we received \$2000. when an anonymous donor gave money
to the LAFF fund for removing posts and doing repair work on our badly cracked surface.

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application October 5, 2022

Signature 

Print Name & Position Carolyn McAllister, President, Lunenburg Tennis Club

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

Lunenburg Tennis Club			
Income Statement		April 1/21 to March 31/22	
INCOME			LAST YEAR
Bank Interest	0.00		0.00
Canteen	938.75		891.55
Court Fees	1,025.60		715.00
Donations	503.34		405.00
Grants	5,215.00		7,202.00
Membership Dues	13,365.33		9,578.00
Program Fees	0.00		0.00
Tennis Balls	255.00		345.00
Tournament Fees	115.00		370.00
TOTAL	21,418.02		19,506.55
EXPENSES			
Bank Service Charges	19.48		19.85
Canteen	414.80		206.26
Capital Equipment	0.00		1,150.00
Casual Wages	910.00		0.00
Club Equipment	119.49		432.18
Electric	204.35		184.77
Employers CPP	155.16		0.00
Employers E.I.	156.33		150.77
Employee Training	0.00		0.00
Equipment Rental	618.13		668.44
Insurance	1,210.00		962.00
Licenses & Permits	31.15		31.15
Membership Fees	300.00		150.00
Miscellaneous	0.00		0.00
Office Supplies	0.00		0.00
Rent	1.15		0.00
Repairs & Maintenance	1,355.28		528.27
Telephone	0.00		0.00
Tennis Balls	155.20		153.19
Trophies	98.77		96.05
Catering	189.11		134.34
Wages	7,068.88		6,852.24
Water	529.67		525.92
TOTAL	13,536.95		12,245.43

NET INCOME

7,881.07

7,261.12

2022 LIST OF DIRECTORS
LUNENBURG TENNIS CLUB

Carolyn McAllister, President

Heather White, Vice-President

Joan Burtch, Treasurer

Lori Keelty, Secretary

Graham Mowbray, Grounds & Maintenance

Lunenburg Tennis Club			
Balance Sheet At March 31, 2022			
Assets			
	Bank	5,198.58	
	GIC Investments	26,872.36	
	Petty Cash	57.00	
	Canteen Float	41.55	32,169.49
Liabilities	A/cs Payable	0.00	
	CPP Deducted	0.00	
	E.I. Deducted	0.00	
	Tax Deducted	0.00	
Equity			
	Opening Equity	1,371.09	
	Retained Earnings	30,798.40	32,169.49



#6. TOWN OF LUNENBURG - L.A.F.F. GUIDELINES

1. The Town of Lunenburg shall establish an athletic facilities fund known as the Lunenburg Athletic Facility Fund (LAFF).
2. The fund shall be a segregated fund administered by the Town of Lunenburg.
3. Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Town with a direction that the donation(s) be added to the LAFF.
4. The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Town from time to time.
5. A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to the donor.
6. Council may by Resolution:
 - A. Make a grant or contribution from the LAFF to any “not for profit” athletic, or athletic and social, organization in the Town operating facilities located on Town owned land; or
 - B. Expend money on athletic, or athletic and social, facilities owned by the Town.
7. Grants or contributions to an organization (or utilization of funds by the Town on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Provided that notwithstanding the foregoing, fencing, playgrounds and playground equipment shall be deemed to be qualified expenditures.
8. The athletic and social organization, as referred to in number 6 must make a written application to the Town for a grant or contribution, enclosing a specific description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and demonstrating that the organization is a Not For Profit Organization. A grant or contribution would be paid either after completion of the capital project or, in the discretion of the Council, through progress payment after satisfactory proof of completed work.

9. Council may request that the Lunenburg War Memorial Community Center Committee (or other committee of the Town) receive, review, report upon and make recommendations to Council for grants or contributions to qualified organizations (or make recommendations to Council for capital expenditures by the Town on athletic (or athletic and social) facilities owned by the Town.
10. Council shall annually publish in a newspaper circulating in the Town a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by S.65 (au) of the Municipal Government Act.
11. Receipts and receipt books shall be under the supervision and control of the Town Treasurer or designate.

Light Up Lunenburg 2022 – Event Permit Details

The following are being requested to be donated by the Town of Lunenburg:

Friday, November 25th:

Waterfront Outdoor Movie: 5:30 PM start time

- Use of the Community Centre as an alternate location to set up large screen in the event of bad weather.

Lighting of the Vessels: (covered by Museum insurance) 6pm start time

- Requesting street closure on Bluenose Drive at Montague St and Rum Row 5pm – 9pm (this has been done by Town staff in-house traffic control in previous years)
- Extra Garbage Receptacles

Saturday, November 26th:

Live Music at the Bandstand: 12-2pm and 4pm – 5:30pm (Covered by LBoT insurance)

- Requesting usage of Bandstand during the above hours.

Parade – 2pm (insurance provided by Rotary Club)

- Street Closures to Traffic along parade route (see map) prior to and during parade event.

Outdoor Market – Setup begins 8am, Market from 10am – 10pm (Covered by LBoT insurance)

- The use of Town owned electrical boxes at the Bandstand and for the market.
- Street Closures - King Street between Cumberland and Pelham.
- Transport of our market booths, and 2 picnic tables to and from the event site (evening before if possible)

Tree Lighting 7pm– 8pm (Covered by LBoT insurance)

- Requesting use of Public Works staff to assist with tree set up on November 13/14 and tear down January 7/8.
- Use of Electricity for Tree Lighting
- Use of Bandstand

Town Crier:

We would like to involve the town crier at the opening of the Lighting of the Vessels (6pm Friday night), The opening of the Outdoor Market (10am Saturday), Along the front of the Parade (Saturday 2pm – 3pm approx.) and at the Lighting of the Trees (Saturday at 7pm)

Contest Prizes:

We would ask that, as in the past few years that the Town donate \$500 towards prizes in our Holiday Decorating contest. The Lunenburg Board of Trade will match this donation for the remainder of the prizes.

Lobster Trap Tree:

We'd like to request assistance of Public Works with the delivery and removal of Lobster Traps. This would include pick up of traps located in Riverport with drop off at waterfront the week of November 14th and removal the week of January 3rd. This request is dependent on the sourcing of the appropriate number of traps.

Snowflake Lights:

The LBoT would once again like to hang our new snowflake lights this holiday season. We would also ask that the town assist with installing and removing them after the holidays.

Light installation date – Week of November 14th

Light removal date – Week of January 9th

**TOWN OF LUNENBURG
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia B0J 2C0

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):

2. Name of organization hosting/planning event:

3. Type of organization: (please give tax number if applicable)

Athletic _____
Special Interest Group _____
Community Non-profit _____
Commercial (private sector) _____
Religious _____
Political _____
Charitable _____
Incorporated Society _____
Other ____ Please Specify _____

4. Key contact for event:

Name: _____
Address: _____
Postal Code _____
Phone No. _____ (H) _____ (O) _____ (F)

Secondary contact for event:

Name: _____
Address: _____
Postal Code _____
Phone No. _____ (H) _____ (O) _____ (F)

5. Name and main theme of event:

6. (A) Main activities of event:

(B) For parade approval please review, complete and return the attached Parade Safety Requirements document:

- Yes this is for parade approval and we have attached the completed Parade Safety Requirements document; or
 No parade.

7. Objectives of event in order of priority:

8. Date(s) and times to held:

9. Please identify the frequency of this event:

Annual _____ One time only _____
Biennial _____ Other (Please specify) _____

10. Locations/Route of event (please include site maps or route plan):

11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

12. Will you require Town Services? If so, please describe:

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

14. Please note any additional information below you feel would be helpful.

(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:



TOWN OF LUNENBURG SPECIAL EVENT PERMIT APPLICATION

PARADE SAFETY REQUIREMENTS

For the safety of all Parade participants and the general public, the Town of Lunenburg has developed the following Parade Safety Requirements (PSR). The PSR are based on the Province of Nova Scotia Department of Transportation and Infrastructure Parade standards. The PSR forms part of the Town's Special Event Permit Application (Schedule "A") approval process and must be signed and agreed to by the Parade Organizer as noted at the end of this document.

Parade Organizers and participants must adhere to the PSR. Failure to comply may result in Parade organizers and/or participants from hosting or entering any future Parades in the Town of Lunenburg.

It is a further PSR requirement that each Parade float, vehicle, oxen and/or horse owner Parade participant sign and agree to the attached Waiver document attached as Schedule "B" to this document.

DEFINITIONS:

- a. "CSA" means the Canadian Standards Association.
- b. "Float" means a vehicle, trailer or other apparatus with a platform used to carry an exhibit in a Parade.
- c. "Parade" means a public procession, march, etc. celebrating a special day or event which may include floats, marching bands, etc.
- d. "Parade Organizer" is the individual or incorporated society or company assuming responsibility for the Parade, its planning and related arrangements.
- e. "PSR" means Parade Safety Requirements as set out in this document.
- f. RCMP" means Royal Canadian Mounted Police.
- g. "REMO" means the Lunenburg County Regional Emergency Measures Organization.

REQUIREMENTS:

1. No throwing of objects, etc. during Parades
 - Throwing of candy, promotional materials or any other object, including water, is prohibited during a Parade.
 - Spectators are not allowed to throw anything at the Parade itself, including individual participants and Parade floats.
 - Individual Parade participants may walk in a Parade and distribute approved items person-to-person without disrupting the Parade flow.
 - A Parade is not a fundraising opportunity for Parade participants to directly solicit business or donations during the Parade.

2. Vehicles and Floats

- All Parade vehicle and float entries must register with the Parade organizer one week in advance and provide the following information which shall be shared with the Town Traffic Authority and RCMP:
 - Valid NS Driver's License for the driver of each vehicle entered into the Parade. No novice drivers (License for two years or less) shall be permitted to operate a vehicle or float in the Parade.
 - Valid registration for all vehicles, including trailers entered in the Parade.
 - Current insurance documents for all vehicles, including trailers entered in the Parade. Anyone driving a vehicle or float in the Parade must notify their automobile insurer that they are participating in the Parade and provide a certificate of insurance one week in advance to the Parade Organizer adding the Parade Organizer and the Town of Lunenburg as additional insureds.
- Failure to provide this information one week in advance of the Parade may result in the late entry not being permitted in the Parade.
- RCMP will be on site to verify that drivers and insurance match the vehicles entered.
- All Parade entries are subject to approval by on-site personnel.
- Float trailers must be securely attached to the towing vehicle in compliance with Provincial Trailer Couplings and Other Safety Devices Regulations.
- Drivers of Parade entries must have unimpeded vision to the front and sides of the vehicle and float.
- All Parade entries must be a maximum of 4.15 m from the ground to the highest point on the entry.
- Participants riding on floats must remain securely seated or the perimeter of the float must be surrounded by a secure guardrail. The guardrail must be constructed such that participants cannot easily pass over or through it. The top rail must be a minimum of 1 m meter above the walking surface float deck.
- Float drivers and participants must have rapid means of escape in an emergency. No person shall be fastened to the float in a manner which interferes with them exiting the float quickly in such an emergency.
- Participants are not permitted to be transported to or from the Parade on a float; but rather, shall access the float at the designated Parade marshalling area before the start of the Parade.
- All vehicle and float entries must have adult (18 years of age or older) spotters at walking on EACH side of a vehicle and float. The spotters will walk behind the last set of wheels to prevent someone from coming into contact with moving vehicles and floats. If the registered weight of a trailer or vehicle exceeds 4500 kg, there must be an adult spotter at each axle group behind the front axles and on both sides of the Parade entry. All spotters are present strictly for safety purposes and therefore must not be performing other functions in the Parade or engaged in distributing or collecting items along the Parade route.
- Participants riding in Parade vehicles are not permitted to sit on the roof, hood, trunk lid or in the case of a convertible, on the body of the vehicle.

3. Animals and Livestock

- All Parade entries with live animals must have at least one adult (18 years of age or older) handler per animal.
- All live animals shall be at or near the end of the Parade.
- Any Parade entries with live animals must immediately clean up after their animals.
- No stopping along the Parade route for spectators petting or playing with animals shall be allowed. Entrants must keep pace with the Parade.
- Oxen and horse Parade entries require \$2,000,000 liability insurance coverage evidenced by copies of a Certificate of Insurance with the Parade Organizer and Town of Lunenburg noted as additional insureds.

4. Parade Route Approvals and Compliance

The event must only take place on the route indicated and approved by Lunenburg Town Council as indicated on the Town of Lunenburg Special Event/Parade Application Form (Schedule "A" attached).

The Parade Organizer is responsible for obtaining separate permission to hold event on any Provincial roads the Parade will also be held on.

The Parade Organizer is responsible for ensuring the necessary measures are taken to protect the safety of all participants, spectators, staff, volunteers, and other users of Town roads impacted by the Parade. All spectators must be kept off the travelled portion of the road and safely away from the moving Parade entries by the Parade Organizer.

The Town streets on which the Parade is taking place must be closed to all other traffic one hour before the Parade by the Parade Organizer in consultation with the Town's Traffic Authority and RCMP. Appropriate measures to reroute traffic away from the Parade is also the responsibility of the Parade Organizer.

Parade marshalling and dispersal activities shall be conducted off Town streets in a location set out in the Town Of Lunenburg Special Event/Parade Application Form (Schedule "A") as approved by Lunenburg Town Council, unless the streets are closed as approved by Council to ensure the safety of all participants.

5. General Parade Safety Requirements

- The Parade Organizer shall have a written safety plan and an emergency response plan to address unexpected emergencies which shall be provided to the Traffic Authority and RCMP one week before the Parade.
- All Parade participants and spectators are expected to perform courteously, respectful of the community and with safety in mind at all times during the formation, execution and dismissal of the Parade.
- The Parade Organizer and the Town of Lunenburg reserve the right to refuse entry to any group deemed unsuitable to the Parade.
- Smoking or the consumption of alcohol or any other controlled substance that may cause the impairment of Parade participants is not allowed.

- All Parade entries will maintain a safe and consistent distance from the entry in front of them. Marching bands and other performing or walking groups are not to unduly delay the Parade.
- Parades entries shall have no open flames.
- Only CSA approved generators are permitted on floats which shall be operated in accordance with manufacturer instructions and have an appropriate fire extinguisher readily available.
- Each float must have a current ABC fire extinguisher on board, which may also be used as the fire extinguisher for the generator as noted above if of the appropriate classification.
- Parade marshals and spotters are required to ensure no spectators enter the Parade route while the Parade is in motion.
- A reliable means of communication (e.g. cell phones, radios, walkie-talkies) will be used for communication between RCMP, Parade Organizers, and any other personnel involved in the safeguarding of the Parade. Through the REMO Coordinator, radios can be requested from the RCMP with one month's notice.
- Once the Parade begins, unauthorized persons will not be allowed to enter the Parade by the Parade Organizer. Nor may a Parade participant leave a float or vehicle until the Parade is safely concluded without the authorization of the Parade Organizer or RCMP.
- It is the driver and float organizer's responsibility to ensure that all individuals are securely seated, and children are supervised. All passengers must be seated while the vehicle or float is in motion.
- Parade participants must be a minimum of six years of age and all participants under the age of ten years of age must at all times be supervised by an adult at the ratio of a maximum of two children to one adult.
- No children under the age of ten years shall be on a Parade float.
- The Parade Organizer shall require each Parade float, vehicle, oxen and horse participant to sign the attached Parade Waiver and Registration Form.
- The Parade Organizer further agrees to comply with any applicable Provincial or Federal government Parade safety requirements.

PARADE ORGANIZER AGREEMENT:

By signing below the Parade Organizer hereby agrees to comply with the above noted Town of Lunenburg Parade Safety Requirements and Special Event Permit (Schedule "A") and will educate and ensure all entrants adhere to same. It is further agreed by the Parade Organizer that if they fail to comply with them they may be prohibited from hosting and/or entering in this or any future Parades in the Town of Lunenburg and be subject to potential liability.

Name of Parade Organizer(s): _____

Signature of Parade Organizer(s):  _____

Date: 14 / 10 / 22 _____



Outdoor Market



Parade Route



Tree Lighting
& Live Music



Warming Station



Lighting of The Vessels
Outdoor Drive Up Movies