COUNCIL MEETING AGENDA

TOWN OF LUNENBURG

Tuesday, December 13, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live

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

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1. **Call to Order**

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

3. **Approval of Agenda**

   Draft motion: Moved and seconded that Council approve the agenda for the December 13, 2022 meeting as presented.

4. **Approval of Minutes**

   4.1 November 22, 2022 Minutes

   Draft motion: Moved and seconded that Council approve the minutes of the November 22, 2022 meeting as presented.

   4.2 November 28, 2022 Special Meeting Minutes

   Draft motion: Moved and seconded that Council approve the minutes of the November 28, 2022 special Council meeting as presented.

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

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

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

   7.1 Proposed Land Divestiture Policy

   Draft motion: Moved and seconded that Council approve the Land Divestiture Policy as presented in Attachment A of agenda item 7.1.

   7.2 Proposed Street Services Extension Policy

   Draft motion: Moved and seconded that Council approve the Street Services Extension Policy as presented in Attachment F of agenda item 7.2.

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

   8.1 2023/24 Capital Budget Approval for Town General Fund and Water Utility

   Draft motion: Moved and seconded that Council approve the 2023/24 Capital Budget for the Town General Fund and Water Utility as presented in agenda item 8.1, totalling $2,340,000 for the Town General Fund and $1,595,000 for the Water Utility.

8.2 Renaming Blockhouse Hill Park, 250th Anniversary Park, and Cornwallis Street – *Anti-Racism Special Committee Recommendations*

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename Blockhouse Hill Park to Sylvia Park.

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename 250th Anniversary Park to Labrador Park.

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename Cornwallis Street to Samqwan Street.

8.3 Project Lunenburg Steering Team October 26, 2022 meeting minutes – *for information*

9. New Business

9.1 Town Hall Exterior Restoration Update – *for information*

9.2 Building Permit Reporting – *for information*

9.3 Honorarium Change for Deputy Mayor and Councillors

Draft motion: Moved and seconded that Council approve a $1,000 reduction from the Deputy Mayor annual honorarium for a revised amount of $24,324 per annum and that this $1,000 be used to increase the annual honorariums for each councillor, excluding the Mayor, by $200, for a revised amount of $15,910 per annum for each councillor; and that this change takes effect starting December 19, 2022.

Draft motion: Moved and seconded that Council direct staff to update the Council and Committee Member Honorarium Policy to reflect any approved changes to Council's annual honorariums.

9.4 Quarterly Report Update – *verbal report*

9.5 Council appointments to committees and organizations

Draft motion: Moved and seconded that Council give notice to amend the Town of Lunenburg's Committees of Council Policy to remove (insert name(s) of organization(s)) from its Committee Structure, ceasing all Council representation on each respective organization.

or

Draft motion: Moved and seconded that Council direct staff to present a report at a future Council meeting to reappoint members as required to committees as currently outlined in the Committees of Council Policy's Committee Structure; and to advertise committee member vacancies as required.

9.6 Chief Administrative Officer By-law – 1st reading

Draft motion: Moved and seconded that Council give first reading to the Chief Administrative Officer By-law as presented and advertise for a public hearing prior to holding second reading of the by-law.

10. In Camera Meeting

Motion that Council meet in camera at _____ p.m. to consider the following matter pursuant to section 22 (2), Municipal Government Act:

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

Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	*Assigned to*	*Council Meeting Assigned*	*Status*	*Anticipated Return Date*

COUNCIL MEETING MINUTES

TOWN OF LUNENBURG

Tuesday, November 22, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live

Present	Mayor Matt Risser, Deputy Mayor Peter Mosher, Councillors Jenni Birtles, Councillor Melissa Duggan, Stephen Ernst, Susan Sanford, and Ed Halverson
Also present	Lisa Dagley, Director of Finance Jamie Doyle, Chief Administrative Officer Tyson Joyce, Town Engineer Arthur MacDonald, Director of Community Development Heather McCallum, Public Engagement Specialist Kayla Byrne, Municipal Clerk
Call to Order	The Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the November 22, 2022 meeting as presented. **Motion carried**
Approval of Minutes	Moved and seconded that Council approve the minutes of the November 8, 2022 meeting as presented. **Motion carried**
Public Hearings, Presentations and Questions	None.
Investigate transferring the management of the Common Lands	Moved and seconded that Council direct staff to support the Trustees in investigating the donation of the Lunenburg Common Lands to the Nova Scotia Nature Trust for its protection; and authorize up to $5,000 in legal expenses. *(Schedule A)* **Motion carried**
Correspondence to Minister Champagne re Hurricane Fiona	Council received, for information, a letter from John Cunningham, Warden, Municipality of the District of Yarmouth to Minister Champagne with respect to Hurricane Fiona and telecommunications.
Business Arising /Unfinished Business	None.
Committee Meeting Minutes, Recommendations, Reports and Notices of Motion	None.

Town of Lunenburg Quarterly Police Report	The Town of Lunenburg quarterly police report was not presented. This item will be rescheduled for a future meeting.
Annual Deputy Mayor Appointment	Following an election by secret ballot, Council voted on the following motion: Moved and seconded that Council appoint Councillor Peter Mosher as Deputy Mayor until the second regular meeting of Council in November 2023. **Motion carried** Councillors discussed possible changes to the existing remuneration structure for the Deputy Mayor.
Capital Project Status Update	Staff presented a capital project status update.
Grant Request: Society of Saint Vincent De Paul	Staff noted this grant application was missed during the 2022 grant intake period earlier this year. Moved and seconded that Council approve increasing the 2022/23 Grants Budget to $19,000 by transferring $1,500 from Operating Reserves; and that Council approve the 2022/23 Community Grant for the Society of Saint Vincent de Paul in the amount of $1,800. **Motion carried**
Adjournment	There being no further business, the November 22, 2022 Council meeting adjourned at 6:13 p.m.

COUNCIL SPECIAL MEETING MINUTES

TOWN OF LUNENBURG

Monday, November 28, 2022 at 6 p.m.

Council Chamber, 120 Townsend St. and Zoom Webinar/YouTube Live

Present	Mayor Matt Risser, Deputy Mayor Peter Mosher, Councillors Melissa Duggan, Stephen Ernst, and Susan Sanford
Present via Zoom	Councillor Ed Halverson
Absent	Councillor Jenni Birtles
Also present	Jamie Doyle, Chief Administrative Officer Heather McCallum, Public Engagement Specialist Kayla Byrne, Municipal Clerk
Call to Order	The Mayor called the meeting to order at 6 p.m.
Land acknowledgment	The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved and seconded that Council approve the agenda for the November 28, 2022 special meeting of Council as presented. **Motion carried**
Approval of Minutes	None.
Public Hearings, Presentations and Questions	None.
Correspondence, Petitions and Proclamations Consideration	None.
Business Arising /Unfinished Business	None.
Committee Meeting Minutes, Recommendations, Reports and Notices of Motion	None.
New business	None.
In Camera	Moved and seconded that Council meet in camera at 6:01 p.m. to consider the following matter pursuant to section 22 (2), Municipal

Government Act:

- Acquisition, sale, lease and security of municipal property.

Motion carried

Resumption of Council Meeting in Public Session	There were no items to report following the in camera session.
Attendance update	Deputy Mayor Mosher left the meeting during the in camera session at 7:05 p.m.
Adjournment	There being no further business, the November 28, 2022 special meeting of Council adjourned at 7:11 p.m.

Circulated: _____

Document No:
Meeting: Council December 13, 2022
Circulate To: Council, JD, HM, LD, TJ
File:

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **ARTHUR MACDONALD, DIRECTOR OF COMMUNITY DEVELOPMENT**

DATE: **NOVEMBER 25, 2022**

RE: **PROPOSED LAND DIVESTITURE POLICY**

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1. FACTS

A. Background

The Department of Community Development has been working on a proposed Land Divestiture Policy to help facilitate the disposal of Town surplus lands in-keeping with the Municipal Government Act (MGA). In consultation with the Town's Management Team, staff has developed a Land Divestiture Policy for Council's consideration and approval.

A notice of motion was approved by Council on September 13, 2022 and Council considered the Policy during the September 27, 2022 Council meeting. Council referred the matter back to staff to consider their comments. Staff has reviewed the Policy and inserted changes to the Policy outlined in purple in the attached revised Land Divestiture Policy, **Attachment A**.

B. Proposal

The proposal is to have Council approve a Land Divestiture Policy to identify the approach with regards to the sale of Town surplus lands. The Policy deals solely with the divestiture of land and does not entertain other assets of the Town. Other assets, such as vehicles and machinery will be dealt with under an Asset Divestiture Policy.

In keeping with the Town's Comprehensive Community Plan (CCP) a public engagement process has been outlined in Part 7 of the Policy. This would require the Town to undertake a Public Information Meeting (PIM) for the sale of any surplus Residential Use (RL, RM, RH, RUR) Zone lands as defined under the Town's Land Use By-law. Any sale of any lands not zoned Residential (RL, RM, RH, RUR), the requirement to hold a PIM will be at the discretion of the CAO. Other exemptions are noted in Part 7 of the revised Land Divestiture Policy. A map has been provided in

Attachment B outlining the location of Town lands zoned residential that would be subject to a Public Information Meeting, as outlined in "yellow" on **Attachment B**.

The Policy requires a staff report to be filed with Council prior to declaring land as surplus. As outlined in the Policy, a staff report will include items as identified in Appendix A - Land Profile Evaluation Tool. A new criterion has been added to the Land Profile Evaluation Tool to consider the current and future carrying costs associated with not proceeding with the potential sale, including, but not limited to, cost of operation, maintenance and utilities.

2. ISSUES AND OPTIONS

The proposed Policy enables Council to follow a procedure with regards to the sale of surplus lands.

The Town has three options:

1) To proceed with the approval of the proposed Land Divestiture Policy as outlined in **Attachment A**;

2) To proceed with the approval of the proposed Land Divestiture Policy as outlined in **Attachment A** with amendments; or

3) Maintain status quo. This is not a viable option as it provides uncertainties as to how the Town will proceed with the sale of surplus lands.

To enable the sale of surplus Town lands in a coherent fashion, it is recommended to approve the Land Divestiture Policy. The Policy has been reviewed by the Town's Management Team and is in compliance with the MGA and the Town's CCP.

3. FINANCIAL IMPACT

There will be financial impacts associated with preparing lands for sale, including but not limited to, lawyer fees for clear title and migration, survey plans/subdivision plans and fair market appraisals. However, it is anticipated that these costs will be recouped through the sale of the surplus lands. In addition, once the lands are transferred into private hands, the lands would have an opportunity to enhance economic growth through new developments as well as improve the Town's overall budget through increased property assessments.

4. STRATEGIC PLAN RELEVANCE

To proceed with a Land Divestiture Policy would be in-keeping with the Town's CCP, in particular:

Economic Development: Direction to support economic development.

Community Structure: Direction regarding how the town will be structured and how land will be used.

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use. Plan for the long term of all municipal facilities, including renovation, sale or lease.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approves the Land Divestiture Policy as outlined in Attachment A.

Motion: Moved and seconded that Council approve the Land Divestiture Policy as presented in Attachment A.

ATTACHMENTS:

A. Proposed Revised Land Divestiture Policy
B. Map of Town Owned Lands

Acknowledged only by:

_____
Jamie Doyle
CAO

Policy Title: Land Divestiture Policy

Policy #: TBD

Date adopted by Council: TBD

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1. POLICY STATEMENT

To encourage community growth and contribute to the social and economic development of the Town of Lunenburg, the Town will divest of surplus land in an open and transparent process and ensure that the consideration for such disposal is fair, reasonable, and in the best interest of the Town.

2. PURPOSE

This policy is intended to serve as guidance for the Town of Lunenburg when proposing to divest of surplus land that is no longer needed for the purposes of the Town, and to ensure an open and transparent process.

3. SCOPE

This policy and procedures apply to the divesture of surplus land owned by the Town of Lunenburg.

4. DEFINITIONS

"*Appraisal*" means an opinion on the fair market value of the surplus land provided by an Accredited Land Appraiser or such other qualified person as the CAO deems suitable.

"*CAO*" means the Chief Administrative Officer of the Town of Lunenburg.

"*Development*" means any erection, construction, alteration, replacement, or relocation of or any addition to any structure and/or any change or alteration in the use made of land, buildings, or structures.

"*Divestiture*" means the sale, exchange, or transfer of any portion of the Town's surplus land.

"*Fair Market Value*" means the amount that the land might be expected to realize if sold in the open market by a willing seller and buyer.

"*Immediate Family Member*" means any spouse of a Council member or employee of the Town, and any son, daughter, mother, father, brother or sister of a Council member or employee and those of the Council members' or employee's spouse; or any other

person who normally resides in the same home as a Council member or employee of the Town.

"*Land*" means lands owned by the Town, whether vacant or not, or any other proprietary interests in lands owned by the Town, and, without limiting the generality of the foregoing, includes easements, rights-of-way, leaseholds, and includes any interest in lands under an agreement of purchase of sale.

"*Lot*" means any existing lot and includes any lot to be created by the filing of a Plan of Subdivision.

"*Subdivision*" means the division of any area of land into two or more parcels and includes a re-subdivision or a consolidation of two or more parcels.

"*Surplus Land*" means any land declared surplus by the Town that is no longer required for Town purposes.

"Town" means the Town of Lunenburg.

5. AUTHORITY, LEGISLATION, AND REGULATIONS

In declaring surplus property for divestiture, the Town shall comply with the Municipal Government Act (MGA) with particular attention to Sections 50, 51, 51A, and 218.

6. RESPONSIBILITIES

4.1 **Council**

Council declares the land surplus and declares that the lands are no longer required for Town purposes.

4.2 **CAO**

The CAO may:

- Negotiate and include additional items not in conflict with any specific provisions of this Policy in consideration of the best interest of the Town. The CAO may seek legal advice in the drafting of the terms and conditions of the Purchase and Sale Agreement and/or the Real Estate Broker Agreement.

- Consider a variance in price in the Purchase in Sale Agreement, in accordance with the MGA.

- Obtain the services of a legal firm to execute the divestiture of Town lands.

- Approve and/or amend the provisions and/or terms of a Purchase and Sale Agreement and/or the Real Estate Broker Agreement, in accordance with the

MGA.

7. GENERAL

7.1 If any provisions of this Policy are inconsistent with the provision of the MGA, its' Regulations or any other Act, the provisions of the Act or Regulations will prevail.

7.2 This Policy will be consistent with the Town's objectives, by-laws and approved policies as well as all Provincial and Federal legislation governing the operation of the Town. Where there is a conflict, the higher or more stringent regulation or provision will prevail.

7.3 Any Council reports dealing with any divestiture of any Town lands, including the determination of the sale price and/or negotiations related thereto, shall be dealt with in-camera in accordance with Section 22(2)(a) of the MGA until such time as required to be dealt with at an open meeting of Council.

7.4 The Town may refuse any offer of purchase at its sole and absolute discretion.

7.5 Divesting of surplus land will be subject to any pre-existing benefits, burdens, and/or interests (including, but not limited to easements) of title.

7.6 To avoid conflict of interest the following persons are precluded from purchasing Town surplus property, except when said property directly abuts their existing property in-keeping with Section 51A of the MGA:

a. A member of Town Council;
b. an employee of the Town;
c. an immediate family member; or
d. a company in which a person referred to in clause (a), (b), or (c) has an interest.

8. ADMINISTRATIVE PROCEDURES

8.1 **Requests for Municipal Property**

8.1.1 Council may consider the divesting of Town lands upon written request prepared by the prospective purchaser or their agent.

8.1.2 Council may deem properties surplus without a request if it is felt that the property is no longer required for Town purposes.

8.2 **Determination of Surplus Land**

8.2.1 Prior to divesting any lands, Council shall, by resolution, declare the land surplus and declare that the lands are no longer required for Town purposes.

8.2.2 Before declaring a property to be surplus, a report and recommendation shall be submitted for Council's consideration.

8.2.3 The evaluation criteria in Appendix A will be used to create a land profile and will form part of the report referred to in Section 8.2.2.

8.2.4 Prior to divesting any surplus land, the Town may wish to obtain or require:

a. clear title and migration into the Land Registration Office;
b. a legal survey plan;
c. a subdivision plan, if required; and
d. an appraisal for Fair Market Value.

8.3 **Public Information Meeting (PIM)**

8.3.1 Prior to divesting any surplus Residential Use (RL, RM, RH, RUR) Zone lands as defined under the Town's Land Use By-law, Council shall hold a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land.

8.3.2 Prior to divesting any surplus lands not zoned as Residential Use (RL, RM, RH, RUR) Zone as defined under the Town's Land Use By-law the holding of a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land shall be at the discretion of the CAO.

8.3.3 Notwithstanding Article 8.3.1 above, those lands intended for sale under Section 51A of the Municipal Government Act, "Sale to Abutting Owner", the holding of a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land shall be at the discretion of the CAO.

8.3.4 Notwithstanding Article 8.3.1 above, those lands that are less than the area and/or frontage requirements of the Lot Zone as described on the Lot Zone Map of the Land Use By-law, the holding of a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land shall be at the discretion of the CAO.

8.3.5 A notice of a Public Information Meeting pursuant to this Policy may be advertised solely through the Town's website and social media posts a minimum of five (5) clear days prior to the meeting. Such notice may also be published in the local paper a minimum of five (5) clear days prior to the meeting at the discretion of the CAO.

8.4 **Purchase and Sale Agreement**

8.4.1 The following conditions may be included in a purchase and sale agreement:

a. Deposit:

i. A 10% deposit against the final purchase price within specified timeline of an accepted offer.

ii. Any deposit shall be returned to the purchaser, without interest, if the Town fails to fulfil the Terms of the Purchase and Sale Agreement.

iii. Any deposit shall be forfeited should the purchaser fail to complete the sale in accordance with the Terms of the Purchase and Sale Agreement in addition to any other rights, costs or damages that the Town may otherwise be entitled to.

b. Sale of the property shall be completed within specified timeline of an accepted offer.

c. Construction Timelines:
   i. if construction of a development is relevant to the sale of the property, the Purchase and Sale Agreement may require that Commencement of Construction shall be not later than a specified timeline from the Date of Closing.
   ii. If construction of a development is relevant to the sale of the property, the Purchase and Sale Agreement may require the Development to be completed no later than a specified timeline from the Date of Closing.

8.4.2 Purchase and Sale Agreements should, if applicable, include clear direction related to any buy-back provisions. If any buy-back provisions are incorporated within the Purchase and Sale Agreement, the Agreement shall layout the provisions to recoup any costs associated with returning the lot to its original pre-purchased condition.

8.5 **Real Estate Broker**

8.5.1 The CAO may decide, at their discretion, to use the services of a real estate broker.

8.5.2 The following conditions may be included in a real estate broker agreement:

a. Commission:
   i. the percentage of the real estate commission;
   ii. the timeline when the real estate commission is payable to the broker within a specified timeline of closing.

b. Municipal Liability:
   i. a clause regarding, if for any reason, the transaction does not close, the Town is not responsible for the payment of the real estate commission nor is the Town liable for any other payments, penalty, action, or future consideration to the broker.

9. EXEMPTIONS

Properties that are up for sale due to tax arrears pursuant to Section 134 of the MGA are exempt from this Policy.

10. APPENDICES

- Appendix A: Land Profile Evaluation Tool

Policy Title: Land Divestiture Policy

Policy #: TBD

Appendix: A – Land Profile Evaluation Tool

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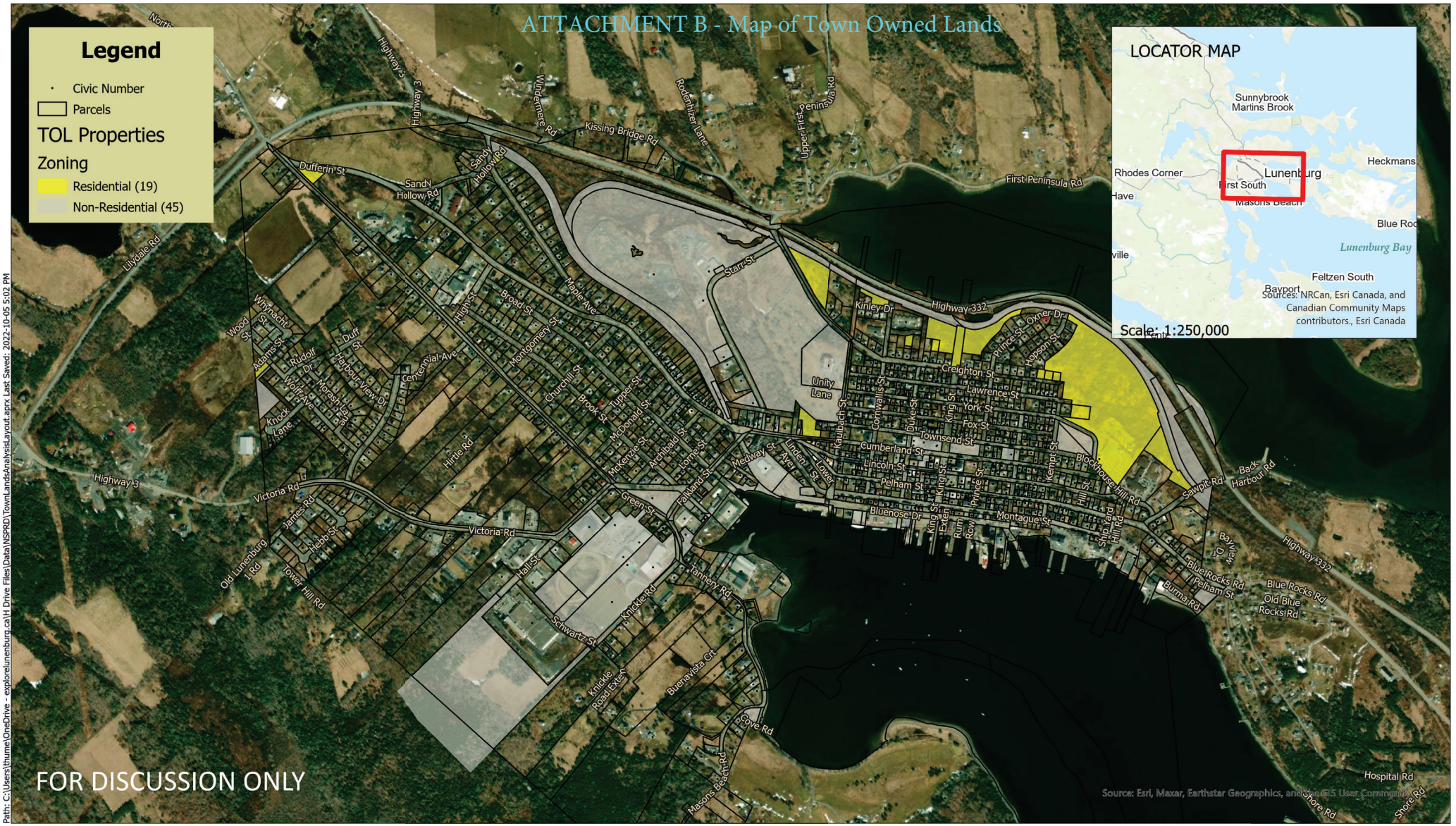
1. Specify the location and area of the land (i.e. civic address, PID #, survey)
2. Specify the monetary value of the land (assessed/appraised value).
3. What form of access is there to the property? (public road, private road, easement).
4. Does the property have any known contamination/environmental concerns based on previous environmental studies, if any, or does an environmental assessment need to be conducted?
5. Does the property have any architectural, historical, or recreational value? Does the Town's ownership have a role in preserving these values or are they protected by other means.
6. Does the property have any ecological/conservation value? Does the Town's ownership have a role in preserving these values or are they protected by other means.
7. Has fair Market Value for the land been determined?
8. Is the land adjacent or nearby water (river, lake, ocean)?
9. Is the land already in use? Is there a lease agreement in place?
10. Are there any known public concerns relating to the divestiture of the property?
11. Is there possible future liability/gain (i.e. useful site in future, or site features such as erosion that suggest any divestiture would result in a liability)?
12. Has an electrical scoping evaluation taken place?
13. Do stakeholders such as nearby landowners, community associations, and/or members of the public need to be consulted?
14. Consideration of the current and future carrying costs associated with not proceeding with the potential sale, including, but not limited to, cost of operation, maintenance and utilities.



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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
Town Properties
with Residential Zoning Highlighted

GN

Scale: 1:10,000

630

Metres

Circulated: _____

Document No:
Meeting: Council December 13, 2022
Circulate To: Council, JD, HM, LD,TJ
File:

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **ARTHUR MACDONALD, DIRECTOR OF COMMUNITY DEVELOPMENT**

DATE: **NOVEMBER 25, 2022**

RE: **PROPOSED STREET SERVICES EXTENSION POLICY**

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1. FACTS

A. Background

The Department of Community Development has been working on a service extension policy to help facilitate the extension of public services for development proposals. In consultation with Public Works and the Department of Finance, staff has developed a *Street Services Extension Policy* for Council's consideration and approval.

A notice of motion was approved by Council on September 13, 2022 and Council considered the Policy during the September 27, 2022 Council meeting. Council referred the matter back to staff to consider their comments. Staff has reviewed the Policy and inserted changes to the Policy outlined in purple in the attached revised *Street Services Extension Policy*, **Attachment F.**

B. Proposal

The proposal is to have Council approve a *Street Services Extension Policy* to identify the approach with regards to the extension of street services and to identify when and how cost sharing scenarios may be deemed appropriate. The Policy deals with the extension of services for the following scenarios:

1) Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets (Article 9.1 – Attachment A);

2) Extension of Services for lots created by Subdivision on Existing Public Open Streets (Article 9.2 – Attachment B);

3) Extension of Services for lots on existing street reserves that are not Public Open Streets (Article 9.3 – Attachment C);

4) Extension of Services for existing lots with no Public Open Street frontage (Article 9.4 - Attachment D); and
5) Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services (Article 9.5 – Attachment E).

The proposed Policy outlines where cost sharing of services may be deemed appropriate, upon the approval of the Town Engineer, and the means of ensuring that budgetary considerations are considered by Council through the following year budget deliberations.

The Policy also provides a map of Public Open Streets (Schedule A) to help distinguish between Public Open Streets and existing road reserves.

2. ISSUES AND OPTIONS

The proposed Policy enables Council to consider cost sharing scenarios for the extension of storm, sewer and water services. This will only be considered when there is a clear benefit for public investment at the absolute discretion of Council on a case-by-case basis. When a request is made, the public expenditure will be reviewed during the following year's budget deliberations and approved through the budget process prior to entering any cost-sharing arrangements. This would have the potential to impact the Town's budget from time to time. The Policy includes criteria to help Council determine if the proposal can be considered to be a clear benefit for public investment.

The Town has three options:

1) To proceed with the approval of the proposed *Street Services Extension Policy* as outlined in **Attachment F**;

2) To proceed with the approval of the proposed Street Services Extension Policy as outlined in **Attachment F** with amendments; or

3) Maintain status quo. This is not a viable option as it provides uncertainties as to how and who pays for service extensions.

To encourage developments and to attempt to make servicing arrangements clearer to all involved, it is recommended to approve the *Street Services Extension Policy.* The Policy has been reviewed by Public Works and the Department of Finance. The proposed *Street Services Extension Policy* is in-keeping with the Town's Subdivision By-law, Policy #3: Installation/Repairs to Sanitary, Storm Sewer and Water Laterals as well as the Town's Water Regulations.

3. FINANCIAL IMPACT

There will be financial impacts for those applications requesting cost-sharing of service extensions. The lack of services is one of the major barriers to growth. A *Street Services Extension Policy* would enable staff to outline to the public what is feasible and what work is required to be undertaken at the applicant's expense and what work may be considered through cost-sharing arrangements with the Town.

4. STRATEGIC PLAN RELEVANCE

To proceed with a *Street Services Extension Policy* would be in-keeping with the Town's CCP, in particular:

Economic Development: Direction to support economic development.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approves the *Street Services Extension Policy* as outlined in Attachment F.

Motion: Moved and seconded that Council hereby approves the *Street Services Extension Policy* as outlined in Attachment F.

ATTACHMENTS:

A. Article 9.1 – Attachment A
B. Article 9.2 – Attachment B
C. Article 9.3 – Attachment C
D. Article 9.4 – Attachment D
E. Article 9.5 – Attachment E
F. Proposed Street Services Extension Policy

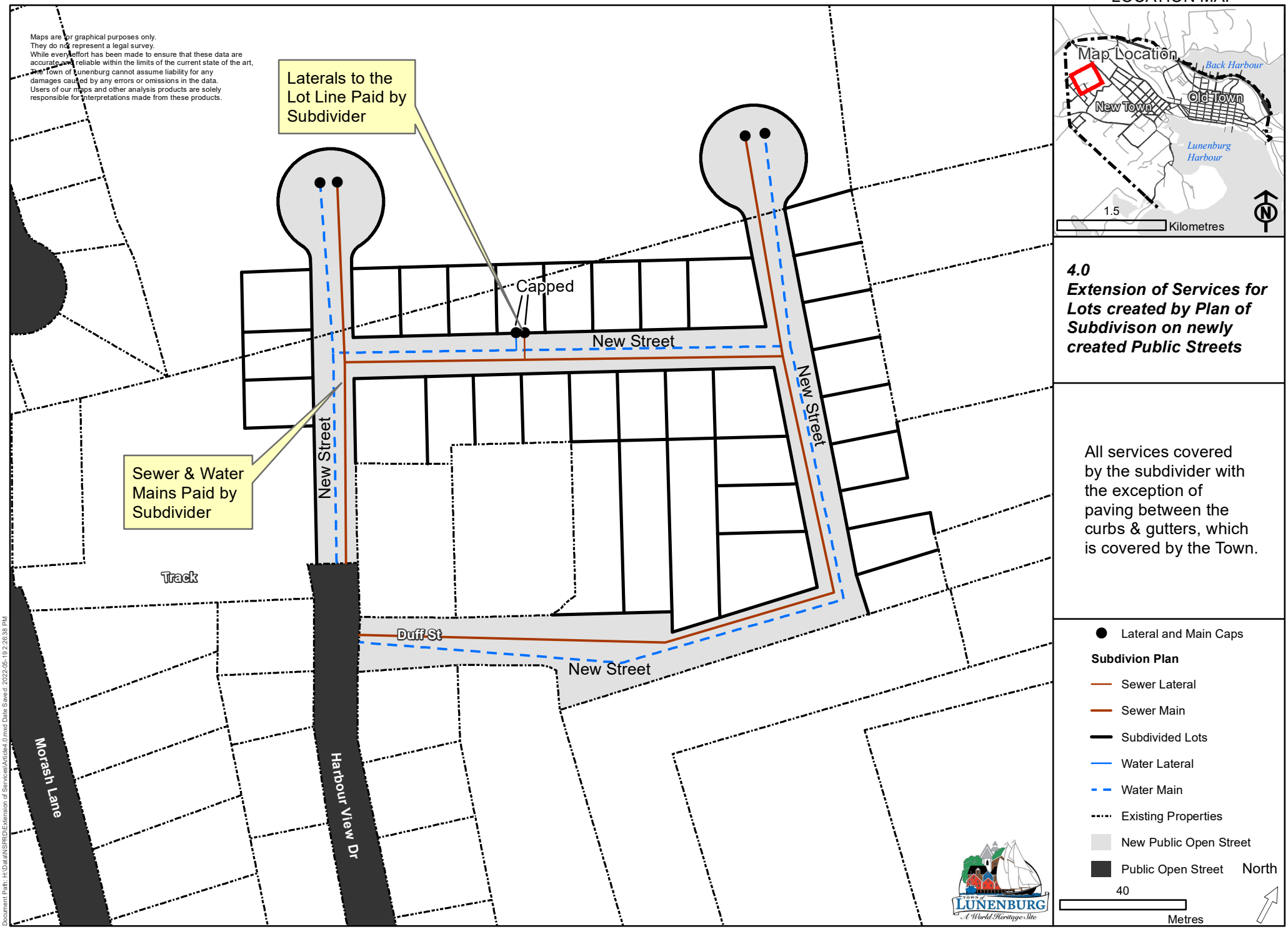
Acknowledged only by:

_____

Jamie Doyle
CAO

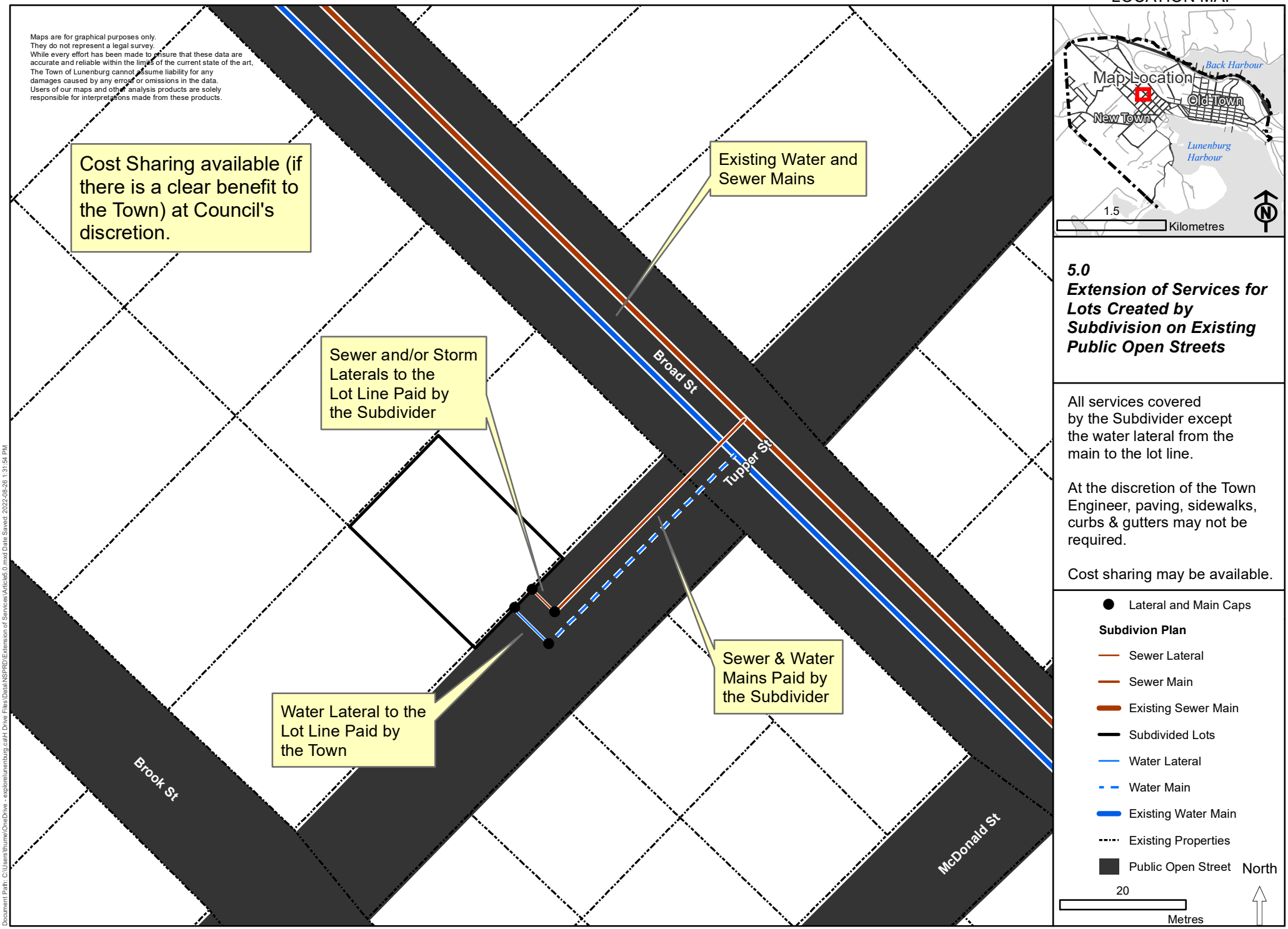
ATTACHMENT A

ARTICLE 9.1 - EXAMPLE SKETCH



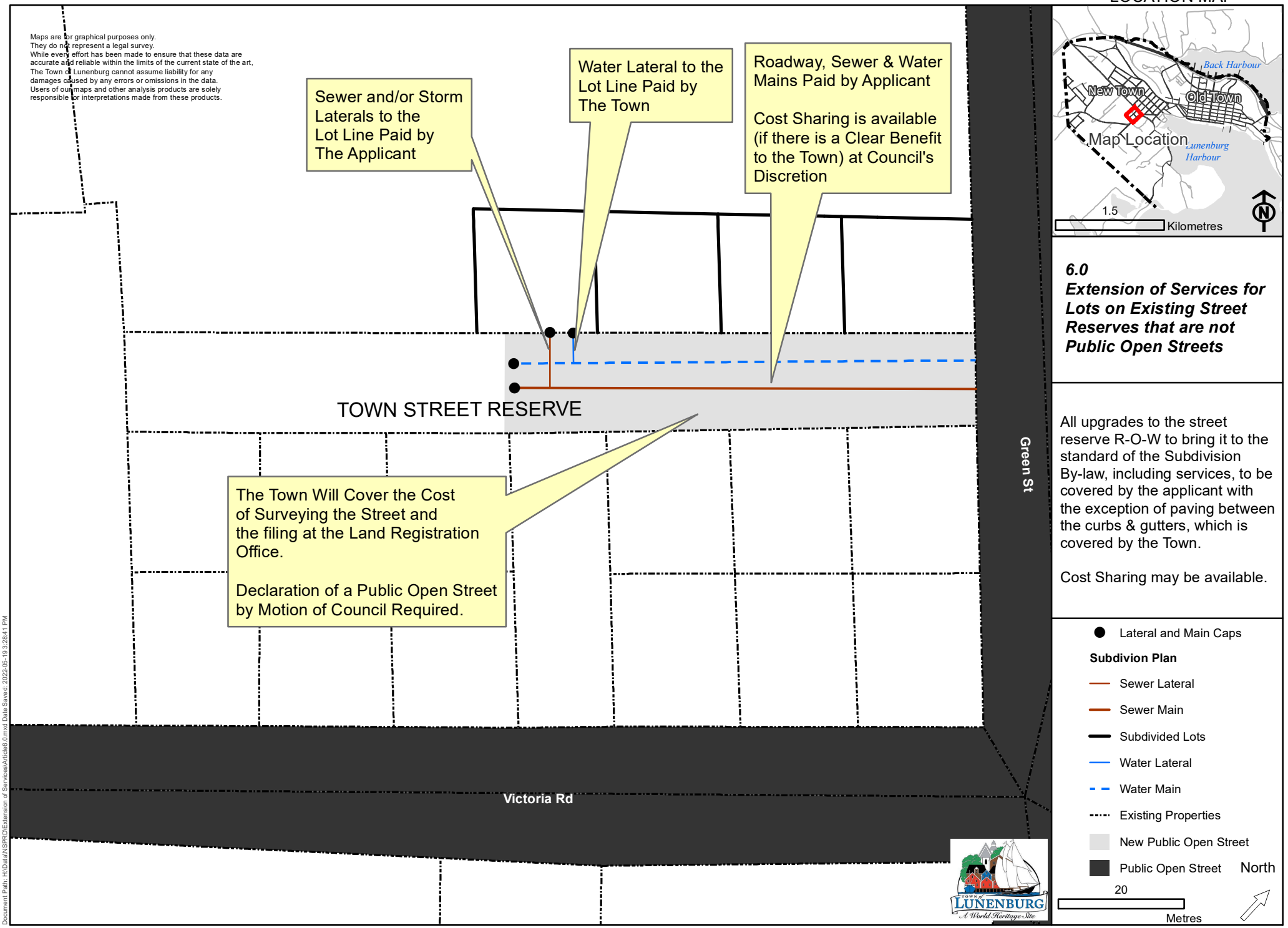
ATTACHMENT B

ARTICLE 9.2 - EXAMPLE SKETCH



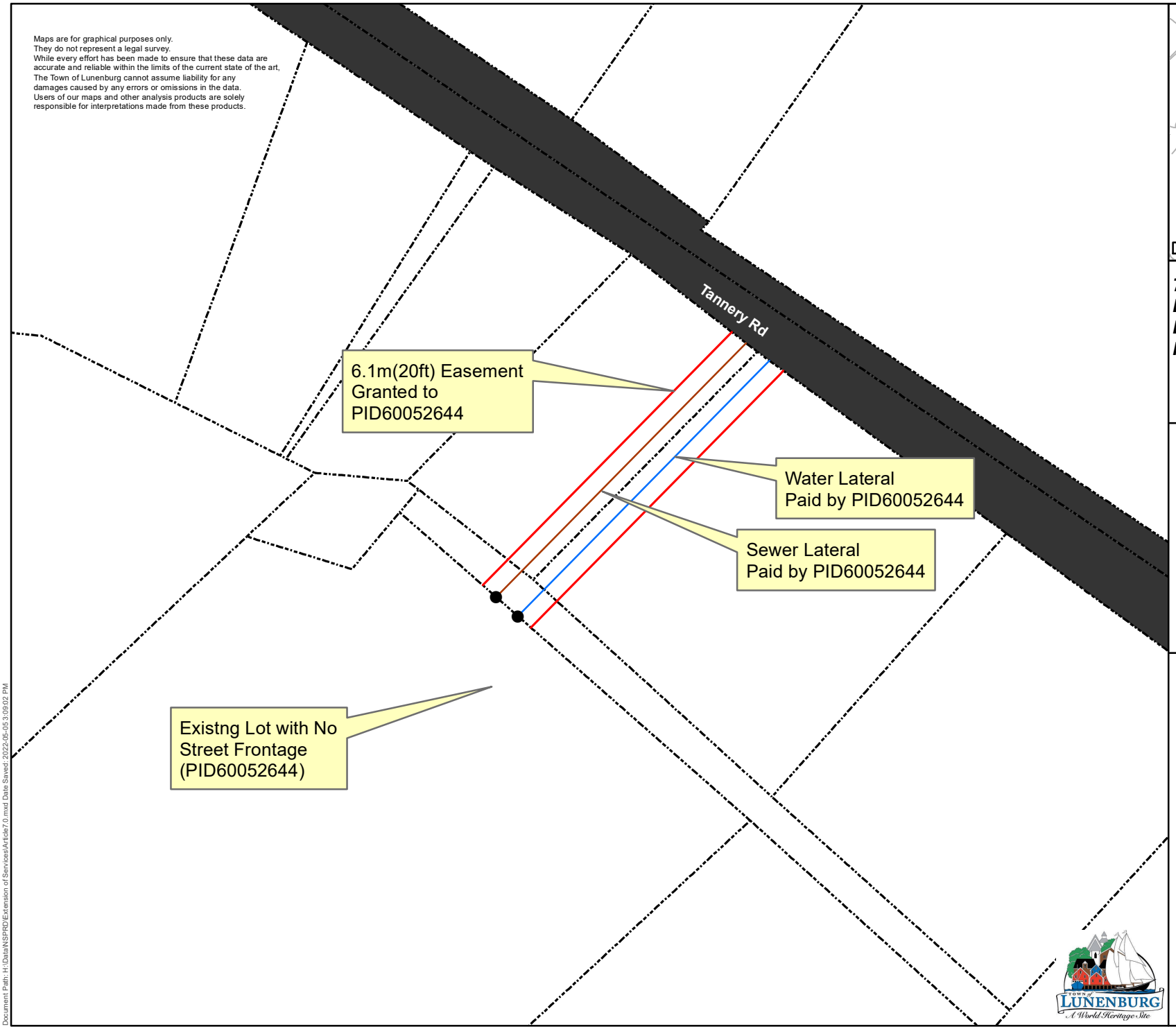
ATTACHMENT C

ARTICLE 9.3 - EXAMPLE SKETCH

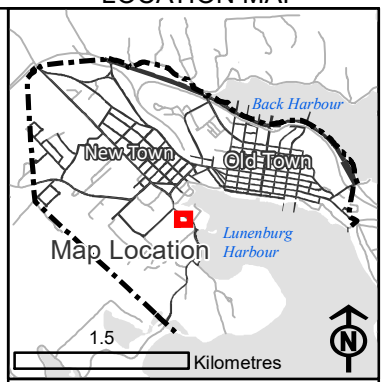


ATTACHMENT D

ARTICLE 9.4 - EXAMPLE SKETCH



LOCATION MAP



7.0
Extension of Services for Existing Lots with no Public Open Street Frontage

At the discretion of the Town Engineer, lots in this category may be serviced via laterals placed within a 6.1m (20ft) easement vested to the owner of said lands.

This option to be available only if no other practical alternatives are present.

- Lateral and Main Caps

Servicing Plan

- Service Easement
- Sewer Lateral
- Water Lateral
- Existing Properties
- Public Open Street

North

10
Metres

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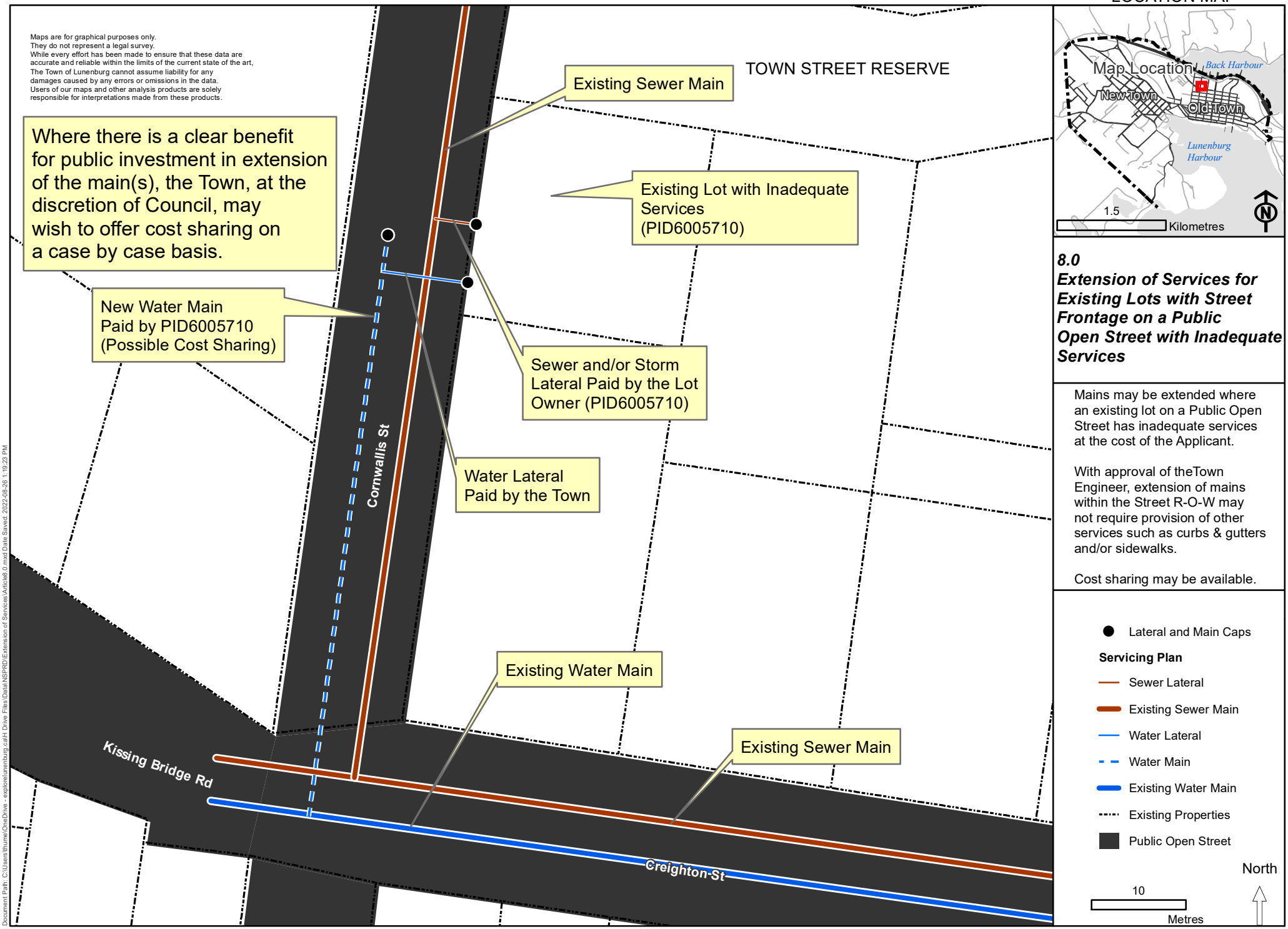
ATTACHMENT E

ARTICLE 9.5 - EXAMPLE SKETCH



ATTACHMENT F

Policy Title: Street Services Extension Policy

Policy #: TBD

Date adopted by Council: TBD

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1. POLICY STATEMENT

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

Through the implementation of appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices.

2. PURPOSE

This policy provides guidance to Town staff, the public and developers regarding cost and procedures for delivering and installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs and gutters and sidewalks, to existing and new developments within the Town of Lunenburg.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions.

4. DEFINITIONS

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

5. AUTHORITY, LEGISLATION, AND REGULATIONS

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

6. RESPONSIBILITIES

6.1 Council

Council may:

- Approve cost sharing for respective development projects as defined in this policy.
- Declare a Town road reserve as a public open street in compliance with Section 312 of the Municipal Government Act.

6.2 Town Engineer

The Town Engineer will:

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

7. GENERAL

Criteria to Consider for Clear Benefit for Public Investment

In reviewing applications for public investment in the extension of services, Council will consider the following:

- Does the extension of services have the potential to serve future potential developments?
- Does the extension of services positively impact fire protection flows in the surrounding areas?
- Does the extension of services positively impact water pressure flows in the surrounding areas?
- Does the extension of services reduce future costs associated with future public infrastructure projects?
- Does the extension of services reduce wastewater treatment costs or alleviates any strain on the Town's collection and/or distribution systems?
- Does the extension of services serve more than one (1) property or development?
- Does the extension of services positively impact the Town's property tax revenues?
- Does the extension of services reduce the Town's infrastructure maintenance costs?
- Does the extension of services improve public health and wellbeing?
- Does the extension of services improve public recreational services and/or programs?
- Does the extension of services improve public educational services and/or programs?
- Does the extension of services improve public festivals or community events?
- Does the extension of services minimize impacts on the environment or environmental sensitive areas, including but not limited to, watercourses and wetlands?
- Does the extension of services help to minimize adverse affects associated with climate change, such as, but not limited to, sea level rise and flooding?
- Does the extension of services positively impact the natural habitat for animals and/or vegetation?
- Does the extension of services positively impact the Town's active transportation network?

- Does the Town have the financial resources to cover the costs associated and if the Town is required to borrow, what is the total anticipated costs, including borrowing costs, and has this been factored into the cost sharing arrangement?

8. COST SHARING PROVISIONS

8.1 Cost sharing requests will be limited to 50% of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions up to a maximum of $300,000 which ever is less per application.

8.2 Cost sharing for any work outlined in this policy will be at the absolute discretion of Council on a case-by-case basis. The public expenditure will be reviewed at the following year's budget deliberations and approved through the budget process prior to entering any cost sharing scenarios.

9. ADMINISTRATIVE PROCEDURES

9.1 Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets

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

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

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

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

9.2 Extension of Services for lots created by Subdivision on Existing Public Open Streets

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

9.2.2 Where an extension is undertaken pursuant to Section 9.2.1, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.

9.2.3 Where an extension is undertaken pursuant to Section 9.2.1 and 9.2.2, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

9.2.4 Notwithstanding Section 9.2.1, 9.2.2 and 9.2.3, where there is a clear benefit for public investment into the extension of services, the Town may wish to cost share in the development of the extension of said services.

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

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

9.3.2 Notwithstanding Section 9.3.1, where there is a clear benefit for public investment into the creation of a public open street from the Town's road reserves, the Town may wish to cost share in the development of the public open street.

9.3.3 Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section

312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

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

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

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

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

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

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

9.5.4 Notwithstanding Section 9.5.1, 9.5.2 and 9.4.3, where there is a clear benefit for public investment into the extension of the storm main, sewer main or water main, the Town may wish to cost share in the extension of the storm main, sewer main or water main.

9.6 Extension of Services will be Mains

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

9.7 Lateral Attachments to Mains within an Easement

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

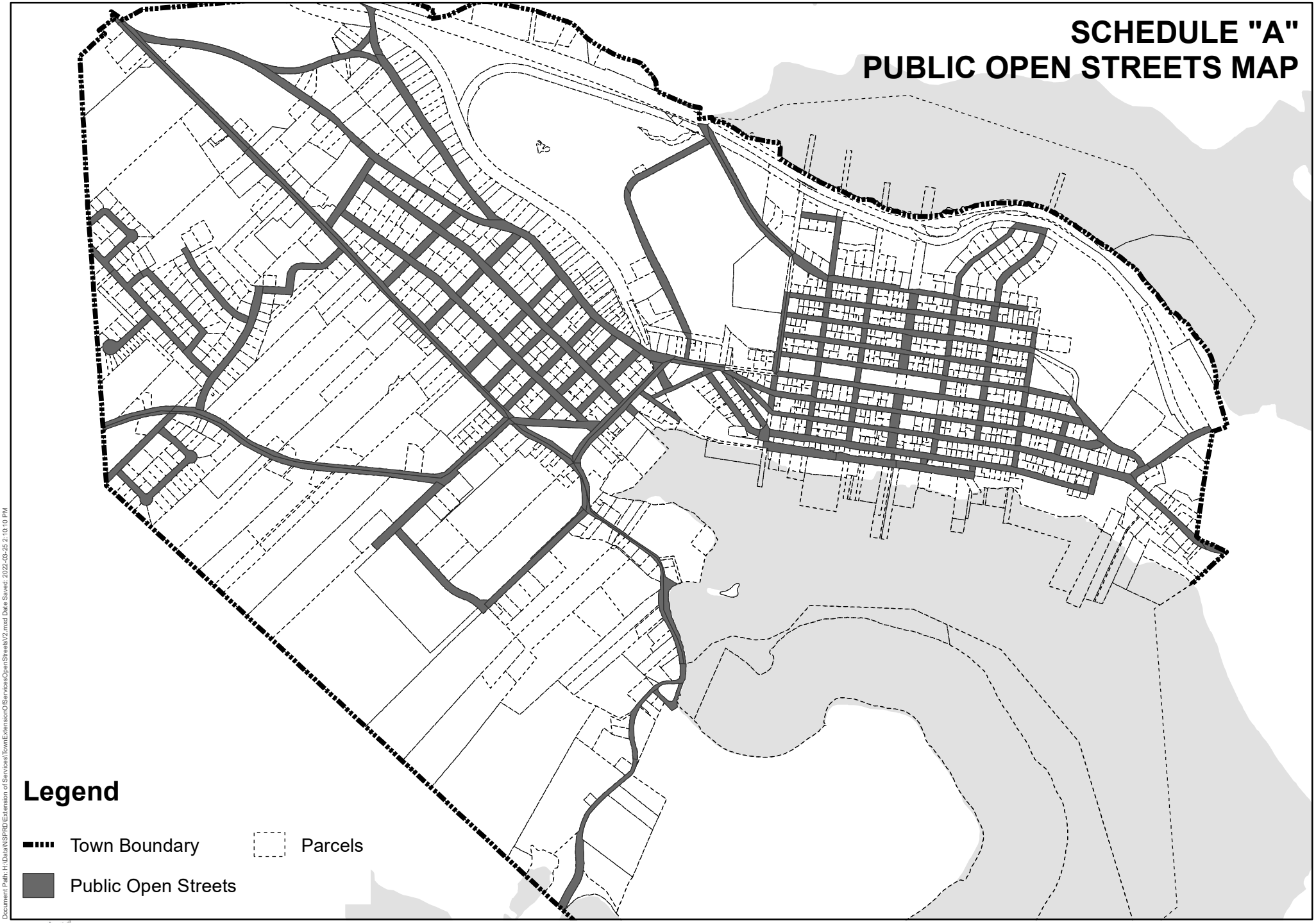
9.8 Identification of Public Open Streets

Public open streets owned and maintained by the Town will be limited to those public open streets as shown on Public Open Streets Map (Schedule A).

10. SCHEDULES

- Public Open Streets Map (Schedule A)

SCHEDULE "A"
PUBLIC OPEN STREETS MAP



Legend

- Town Boundary
- Parcels
- Public Open Streets

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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
Public Open Streets Map

North

510
Metres

Document No:
Meeting: Council – Dec.13, 2022
Circulate to:
File: Budget 23-24

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **LISA DAGLEY, FINANCE DIRECTOR**

DATE: **NOVEMBER 30, 2022**

RE: **2023/24 CAPITAL BUDGET APPROVAL FOR TOWN GENERAL FUND AND WATER UTILITY**

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1. FACTS

At the Committee of the Whole meeting on November 29, 2022, the Committee recommended Council approve the 2023/24 Capital Budget for the Town General Fund and Water Utility as presented, totalling $2,340,000 for the Town General Fund and $1,595,000 for the Water Utility.

2. RECOMMENDATION AND DRAFT MOTION

To approve the following draft motion:

DRAFT MOTION:

Moved and seconded that Council approve the 2023/24 Capital Budget for the Town General Fund and Water Utility as presented, totalling $2,340,000 for the Town General Fund and $1,595,000 for the Water Utility.

Attachments –
2023/24 Draft Capital Budget for the Town General Fund
2023/24 Draft Capital Budget for the Water Utility

Acknowledged only by:

Jamie Doyle
CAO

Town of Lunenburg - Town General Fund
Capital Budget 2023/24

	2023/24 (Yr 1)	2024/25 (Yr 2)	2025/26 (Yr 3)	2026/27 (Yr 4)	2027/28 (Yr 5)	Funding 2023/24: 22-23 CF	Deed Transfer Taxes	Op Rsv	Surplus Asset Reinvest	CCFB/Gas Tax	Debt	PW Equip Reserve	Sewer Rsv	Grant or Donation	Fire District
Town General															
Town Hall															
Retaining Wall - Townsend Street	$100,000										$100,000				
Exterior Restoration **(pending report Dec.13/22)**					$4,200,000										
Interior Restoration **(pending report Dec.13/22)**					$4,100,000										
Council Chamber Heat Pump **(pending report Dec.13/22)**					$25,000										
Public Works															
PW Relocation Fesibility Study		$40,000													
New Facility (Planning, Design, Construction)					$2,700,000										
Victoria Road Building															
Overhead Door	$10,000							$10,000							
Re-Siding (portions only)		$40,000													
Public Washrooms															
CN Station															
Lunenburg Academy															
Beautification															
Tree Planting	$40,000	$40,000	$40,000				$40,000								
Equity, Diversity & Inclusion															
Project to be Determined	$30,000							$30,000							

Town of Lunenburg - Town General Fund
Capital Budget 2023/24

	2023/24 (Yr 1)	2024/25 (Yr 2)	2025/26 (Yr 3)	2026/27 (Yr 4)	2027/28 (Yr 5)	Funding 2023/24 22-23 CF	Deed Transfer Taxes	Op Rsv	Surplus Asset Reinvest	CCFB/Gas Tax	Debt	PW Equip Reserve	Sewer Rsv	Grant or Donation	Fire District
Public Works															
Sidewalk Renewal															
Green St Sidewalk Renewal - *CF approved Oct.25/22*	$325,000					$115,000			$210,000						
Pelham - Shipyard Hill to Town Limits		$35,000	$215,000												
Victoria - Green to 180 Victoria Rd			$35,000	$126,000	$132,000										
New Sidewalk															
Tannery Rd Sidewalk - construction only	$271,000					$145,000					$126,000				
Tannery Rd Sidewalk - land purchases	$115,000					$115,000									
Linden Avenue	$35,000	$185,000							$35,000						
Centennial/Wolff					$200,000										
Street Reconstruction/Resurfacing															
Linden Avenue	$40,000	$515,000							$40,000						
Dufferin/Lincoln/Falkland	$40,000						$40,000								
Victoria Road - Resurfacing	$230,000										$230,000				
Kissing Bridge - Cemetery Hill - Resurfacing					$400,000										
Maple Avenue - Resurfacing					$500,000										
Duke Street Extension (Upper King St Access)					$500,000										
Chipsealing															
Various Streets		$30,000		$30,000											
Street Improvements															
Accessibility Improvements		$20,000	$20,000	$25,000	$25,000										
Flashing Beacon Lights	$50,000	$20,000	$20,000					$50,000							
Downtown Traffic Improvements	$50,000						$50,000								
Solar Garden				$30,000	$300,000										

Town of Lunenburg - Town General Fund
Capital Budget 2023/24

	2023/24 (Yr 1)	2024/25 (Yr 2)	2025/26 (Yr 3)	2026/27 (Yr 4)	2027/28 (Yr 5)	Funding 2023/24: 22-23 CF	Deed Transfer Taxes	Op Rsv	Surplus Asset Reinvest	CCFB/Gas Tax	Debt	PW Equip Reserve	Sewer Rsv	Grant or Donation	Fire District
Public Works (continued)															
Equipment															
Plow for New Truck (02 Replacement)	$20,000											$20,000			
New Salt Truck (09 Replacement)			$250,000												
3/4 Ton Truck Replacement				$75,000											
Asphalt Hot Box		$150,000													
Hydraulic Snow Blower for Trackless					$30,000										
Survey Rover					$40,000										
Tools	$15,000		$30,000	$30,000	$30,000							$15,000			
Wastewater Utility															
Plant															
WWTP - UV Upgrades *	$264,000									$264,000					
WWTP - Headworks Screen *		$810,000													
WWTP - Fornier Consulting	$30,000												$30,000		
WWTP - Roof Replacement *			$286,000												
WWTP - Biofilter Media			$100,000												
WWTP - Various Items	$35,000	$35,000	$35,000	$35,000	$35,000								$35,000		
WWTP - Drilled Well for Biofilter	$20,000						$20,000								
Storm System															
CSK-3 Churchill & Broad		$80,000													
CSK-4 Chruchill & Dufferin			$120,000												
Tannery Road Culvert Assessment	$105,000	$380,000	$380,000	$380,000			$105,000								
CSK-6 Lincoln & Dufferin					$100,000										
Sanitary System															
Flowmeter at Fishermans Wharf Stn	$20,000												$20,000		
Flowmeter at Bluenose Stn		$20,000													
Suction Line Upgrades	$50,000												$50,000		
Back Harbour Stn Upgrades					$300,000										
Pump Upgrades					$150,000										

Town of Lunenburg - Town General Fund
Capital Budget 2023/24

	2023/24 (Yr 1)	2024/25 (Yr 2)	2025/26 (Yr 3)	2026/27 (Yr 4)	2027/28 (Yr 5)	Funding 2023/24 22-23 CF	Deed Transfer Taxes	Op Rsv	Surplus Asset Reinvest	CCFB/Gas Tax	Debt	PW Equip Reserve	Sewer Rsv	Grant or Donation	Fire District
Community Development															
Civic Square and Bandstand															
Bandstand Restoration & Accessible Walkway	$80,000	$250,000					$80,000								
Wolff Park Project			$75,000												
Recreation															
LWMCC Gym Floor Refinish		$35,000													
Arena: Accessible Exterior Entrance, *CF*	$30,000						$30,000								
Arena: Compressor Overhaul	$20,000							$20,000							
Skate Park	$165,000													$165,000	
Parking Lot				$100,000											
Lawn Tractor (replacement of '07)			$30,000												
Fire Department															
Fleet															
GMC Tanker (02) #6 Replacement			$798,000												
Other															
Breathing Pack Washer	$60,000							$30,000							$30,000
Roof - Reseal & Repainted	$90,000						$45,000								$45,000
Concrete Apron Replacment (bay doors)			$145,000												
	$2,340,000	**$2,685,000**	**$2,579,000**	**$831,000**	**$13,767,000**	**$375,000**	**$410,000**	**$140,000**	**$285,000**	**$264,000**	**$456,000**	**$35,000**	**$135,000**	**$165,000**	**$75,000**
Maximum Funding Avaiable 2023/24							*$400,000*	*$150,000*	*$300,000*	*$275,000*	*$500,000*	*$35,000*	*$140,000*		

CAPITAL BUDGET NOTES

Town General

Town Hall

Retaining Wall – Townsend Street
Rehabilitation of the Town Hall retaining wall by re-facing the exposed concrete faces.

Victoria Road Building

Overhead Door
Replacing the wooden barn doors with an overhead garage door on the side of the building.

Beautification

Tree Planting
Annual tree planting program. This budget is to cover costs of the trees and the labour to install.

Equity, Diversity & Inclusion

Project to be Determined
EDI initiatives to be determined by Regional EDI Committee once established.

Public Works

Sidewalk Renewal

Green Street Sidewalk Renewal
Renewal of existing sidewalk on Green Street between High & Victoria. Widens the existing 4 foot sidewalk to 5 foot and adds accessibility features. Length of sidewalk renewal approximately 660m.

New Sidewalk

Tannery Road Sidewalk/Land Purchases
Construction of new sidewalk along Tannery Road from Knickle Road intersection to past #97 Tannery Road. Design to be completed in 2022/23 fiscal year. Land acquisitions required and noted as a separate budget item. Approximate length of new sidewalk 280m.

Linden Avenue Sidewalk
Construction of a new sidewalk along Linden Avenue from Lincoln up to Bluenose intersection. Design in 2023/24 fiscal year. Length of new sidewalk approximately 225m.

Street Reconstruction/Resurfacing

Liden Avenue – Design
Reconstruction of Linden Avenue from Lincoln up to Bluenose intersection. Design in 2023/24 fiscal year. Length of street reconstruction approximately 225m.

Dufferin/Lincoln/Falkland Intersection
Review applicability of 2009 Traffic and Parking Study to determine any safety improvements required. 2023/24 work will include scoping, detail designed and tender package preparation. Construction to be completed in fiscal 2024/25.

Victoria Road – Resurfacing
This is a combined project between the Town and the Water Utility. The Water Utility will remove and replace the existing water main on Victoria Road from Green Street to either the Community Centre Entrance or Hall Street (depending on condition). The Water Utility's portion of this project will include trench reinstatement costs associated with the replacement. Once the Water Main work is completed Victoria Road will have planer work completed to remove top 40mm as well as paving reinstatement. Total project cost $530,000 (Town $230,000 and Water $300,000).

Street Improvements

Flashing Beacon Lights
Supply of flashing crosswalk beacon lights. Locations to be determined.

Downtown Traffic Improvements
Review of 2009 Traffic and Parking Study combined with upcoming Traffic Study for operational improvements to increase pedestrian and vehicle safety.

Equipment

Plow for New Truck (02 Replacement)
A new snow plow for the new dump truck that is scheduled to arrive early spring 2023. This plow is to replace the 2002 plow. The existing 2002 plow and truck will be sold as surplus once the new truck and plow arrive.

Tools
A new saw for cutting concrete, pipes, etc., new drills, and other larger tools required for day-to-day operations.

Wastewater Utility

Plant

WWTP - UV Upgrades
Replacement of existing UV lights used in WWTP process to improve quality of process. The intent is to retain these in the WWTP Upgrades when they eventuate.

WWTP - Fornier Assessment Report
Fornier to come to the WWTP, assess the function and condition of existing infrastructure and recommend improvements. This purchase can be reviewed based on outcome of WWTP upgrade project.

WWTP - Various Items
Allowance for various items to upgrade plant/WW system.
Items include the following:
1) pH probe for daily testing
2) Scada updates
3) D.O cap replacements
4) Conductivity probe for laboratory
5) Portable multi-meter
6) Headworks probe
7) Scada upgrades for Starr St and Effluent panels
8) Composite sampler

WWTP – Drilled Well for Biofilter
To drill a well for water usage at the Biofilter. Treated water is not required for this application. Estimated payback period is under two years.

Tannery Road Culvert Assessment
Engineering assessment of condition of the existing storm culvert from outfall at Harbour back to Victoria Road. It is assumed there will be some repairs/replacements in following years.

Flow Meter Install at Fisherman's Wharf
Install flow meter at Fisherman's Wharf lift station to measure overflows.

Suction Line Upgrades
Suction line upgrades to Bluenose and Starr St lift stations.

Community Development

Civic Square and Bandstand

Restoration and Accessible Walkway
Design and tender preparation work for the restoration of existing bandstand, and the installation of a new accessible walkway to begin early in fiscal 2024/25.

Recreation

Arena: Accessible Exterior Entrance
Project carried over from 2022/23 due to fiscal constraints. An Accessibility Audit Assessment was conducted of the Arena in fiscal 2021/22. A recommendation from the Accessibility Audit was improvements to the accessible exterior entrance to the Arena, as well as the automatic door control button. The path of travel that leads from the parking area to the main entrance is fairly level until it approaches the exterior doors. Work to include redesigning the entry ramp to create a more gradual approach that provides a path that does not exceed a slope of 5% in any area of approach. Further, to move the automatic door control button to a mounted surface that is encountered in the level area upon approach of door; ideally it would have two areas of activation, or a full push bar for multiple levels.

Compressor Overhaul - Arena
As the Arena operates with only one compressor, it is critical that it be maintained on a regular basis to minimize the likelihood of breakdown during the ice season. One important component of the maintenance routine is a complete overhaul carried out by a refrigeration technician every five years. This task normally takes about five days and done during the summer months.

Skate Park
To enhance the Lunenburg skate park to address mobility issues, safety and accessibility. Project highlights will include repairs and maintenance to the surface of the park (remove asphalt and replace with concrete), adding an accessible walkway to the park from the parking area, installing a gazebo to protect users from sun and rain, and to add additional concrete elements to the park expansion. A portion of the project was completed in 2022/23 (addition of lighting surrounding the facility). The remaining will be completed in early spring 2023, as a private donation enhanced the original scope of work.

Fire Department

Other

Breathing Pack Washer
To extend the useful life of the Breathing Packs the department wishes to purchase a Decon/Washer kit.

Roof – Reseal & Repainted
Capital maintenance program to extend useful life of Fire Hall roof.

Town of Lunenburg - Water Utility
Capital Budget 2023/24

	2023/24 (Yr 1)	2024/25 (Yr 2)	2025/26 (Yr 3)	2026/27 (Yr 4)	2027/28 (Yr 5)	Funding Fiscal 2023/24 Depr Reserve	Membrane Reserve	Future Capital Reserve
Water Utility								
Plant/Water Production								
Membrance Replacement	$200,000						$200,000	
Cleaning System at Intake	$35,000					$35,000		
Lighting for Process & Chemical Room	$9,500					$9,500		
Combination Analyzer for Garden Lots	$9,000					$9,000		
Chlorine Analyzer	$6,500					$6,500		
Building Improvements								
Repair Spillway	$200,000					$200,000		
Raw Water Pumphouse Waterproof Foundation	$25,000					$25,000		
Armouries Exterior Improvements		$50,000						
Solar Array at WTP	$350,000							$350,000
Water System								
Water Meter Rollout	$300,000	$300,000	$300,000			$300,000		
New Services	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000		
Replacement Hydrants	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000		
Harbourview/Morash Loop - New	$120,000					$120,000		
Victoria Road - Renewal	$300,000					$300,000		
Knickle Road - Renewal		$50,000						
Maple - Renewal				$10,000	$300,000			
Various Renewals		$70,000	$500,000	$300,000	$300,000			
Total	**$1,595,000**	**$510,000**	**$840,000**	**$350,000**	**$640,000**	**$1,045,000**	**$200,000**	**$350,000**

CAPITAL BUDGET NOTES

Water Utility

Plant/Water Production

Membrane Replacement
Following on from work in 2022/23 for design and Skids 1 & 2, this would be to replace/upgrade membranes in Skids 3 & 4 at the WTP.

Cleaning System at Intake
Engineering and tender package to be completed in 2022/23. Automatic cleaning system for the raw water intake screens. This item will keep the screens clean more frequently and eliminate necessity to clean with divers. This budget is for the installation of the cleaning system.

Lighting for Process & Chemical Room
Replacement of overhead lighting in the WTP process room and chemical room from sodium florescent to LED. There are 19 fixtures in the process room and 8 fixtures in the chemical room, for a total of 27 fixtures to be replaced.

Combination Analyzer for Garden Lots
One replacement chlorine/PH/temperature combination analyzer for Garden Lots standpipe chlorination.

Chlorine Analyzer
One replacement chlorine analyzer module for measure free chlorine residual at the WTP.

Building Improvements

Repair Spillway
Including construction inspection, engineered design of spillway, and construction to be completed in 2023/24. This project is carried over from 2022/23.

Raw Water Pumphouse Waterproof Foundation
Pumphouse has a history of leaks through the foundation. Foundation to be waterproofed to eliminate leaking. This project was approved on the 22/23 budget it is anticipated the project will span fiscal 2022/23 and 2023/24.

Solar Array at WTP
Construction and installation of a solar array at the WTP. Engineering design expected to be completed in 2022/23.

Water System

Water Meter Rollout
This project consists of planning for the water meter program, purchasing materials required for the program, and the installation and implementation of the water meters for all customers.

New Services
If a new water service is required, the cost of the service installation is allocated to this account. This item is placed in the budget yearly in the event that new installations are required.

Replacement Hydrants
New hydrants are installed as required and funds placed in the budget yearly in the event new hydrants are required.

Harbourview/Morash Loop Main – New
A water main loop connection from Morash Street to Harbourview Drive to eliminate the dead-end water main on Harbourview Drive. Design and tender package to be completed in 2022/23. This estimate is based on similar past projects. A cost estimate for this project is anticipated soon from the consultant completing the design work.

Victoria Road Main – Renewal
Remove and replace the existing water main on Victoria Road from Green Street to either the Community Centre Entrance or Hall Street (depending on condition). The Water Utility's portion of this project will include trench reinstatement costs associated with the replacement.

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **KAYLA BYRNE, MUNICIPAL CLERK**

DATE: **DECEMBER 13, 2022**

RE: Anti-Racism Special Committee's Recommendations to Rename Blockhouse Hill Park, 250th Anniversary Park, and Cornwallis Street

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1. FACTS

In 2020 Council received a presentation from a resident, encouraging the Town of Lunenburg to rename Creighton Street and Cornwallis Street. The presentation also included advice on the formation of an anti-racism body for the Town.

Shortly after, also in 2020, the Town of Lunenburg created the Anti-Racism Special Committee to identify solutions and recommendations to aid in supporting equity, diversity, inclusion and dignity of all people.

At its Dec. 6, 2022 meeting, the Anti-Racism Special Committee passed the following recommendations:

- **That the Committee recommend to Council that Blockhouse Hill Park be renamed to Sylvia Park.**

  Motion carried unanimously

- **That the Committee recommend to Council that 250th Anniversary Park be renamed to Labrador Park.**

  Motion carried unanimously

- **That the Committee recommend to Council that Cornwallis Street be renamed to Samqwan Street.**

  Motion carried unanimously

Anti-Racism Special Committee selection process

Sylvia Park was selected in recognition of one of Colonel Creighton's slaves, only known by the name Sylvia, who helped with defence efforts during an invasion of Lunenburg in the 1700s.

Labrador Park was selected in recognition of the Labrador Family, one of the original Indigenous families of the area.

Samqwan is the Mi'kmaw word for water. The name was selected to represent the street's connection to the back and front harbours, and the community's overall ties to water.

Following these recommendations, the Committee will continue to work on identifying names within Town that could be renamed in alignment with the Committee's and the Town's objectives to aid in supporting equity, diversity, inclusion and dignity of all people.

Committee members discussed the importance of education and public engagement with respect to name changes. An example to help facilitate education is to install interpretive panels at both parks.

Other names discussed and considered by the Committee include:

- Reconciliation
- Queen
- Gta'n: Mi'kmaw word for Ocean
- Matlot: Mi'kmaw word for Sailor
- E'se'katik: Mi'kmaw place name for Lunenburg means place of clams
- Nitap: Mi'kmaw word for Friend
- Merligueche: Mi'kmaw word for "whitecaps which topped the waves" in the harbour
- Kluscap (Glooscap)

2. ISSUES AND OPTIONS

- Approve the Anti-Racism Special Committee's recommendations as presented.

- Approve portions of the Anti-Racism Special Committee's recommendations as presented and defer other recommendations to a future Council meeting for further discussion and consideration.

- Reject the Anti-Racism Special Committee's recommendations as presented and refer the matter back to the Anti-Racism Special Committee.

- Reject the Anti-Racism Special Committee's recommendations and rename Blockhouse Hill Park, 250th Anniversary Park, and Cornwallis Street using the other names considered by the Committee as outlined above in this report.

Legislation

The Town does have a Road Naming Procedures Policy, which states "there shall be no duplication between the proposed road name and the road names on the Road Name List for the Town of Lunenburg and the Provincial Road index for Lunenburg County."

3. FINANCIAL IMPACT

There will be a cost associated with changing street signs for Cornwallis Street and costs associated with changing the mailing addresses of those living on the street. There will also be costs with designing and installing potential interpretive panels at the parks.

Street tag signs associated with renaming Cornwallis Street could be paid for through the Town's Operating Budget.

In the 2022/23 Capital Budget for the Town General Fund there is $20,000 for interpretive panels.

In the 2023/24 Capital Budget for the Town General Fund there is $30,000 earmarked for Equity, Diversity, and Inclusion. A project for this funding has yet to be determined as initiatives are expected to be set by a new regional committee.

4. STRATEGIC PLAN RELEVANCE

Historical Interpretation

Build relationships with local Mi'kmaq community members and organizations and Black Nova Scotian community members and organizations, to inform how best to broaden the historic narrative and commemoration of Lunenburg through an anti-racism and decolonization lens.

5. RECOMMENDATION AND DRAFT MOTION

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename Blockhouse Hill Park to Sylvia Park.

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename 250th Anniversary Park to Labrador Park.

Draft motion: Moved and seconded that Council approve the recommendation of the Anti-Racism Special Committee to rename Cornwallis Street to Samqwan Street.

Acknowledged only by:

_____

Jamie Doyle
CAO

MEETING MINUTES
Project Lunenburg Steering Team Meeting
Wednesday, October 26, 2022 at 3 p.m.
Zoom Meeting

Present (voting members): Councillor Stephen Ernst (acting Chair), Deputy Mayor Peter Mosher, Peter Goforth, and Bill Rice

Ex-officio members (non-voting): Mayor Matt Risser

Also present: Jamie Doyle, Chief Administrative Officer
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Chrystal Fuller, Brighter Community Planning & Consulting
Trevor Hume, Planning Technician/Development Officer
Arthur MacDonald, Director of Community Development
Heather McCallum, Public Engagement Specialist
Kayla Byrne, Municipal Clerk (recorder)

Absent: Councillor Susan Sanford (chair)
Norma Schiefer, MODL Development Officer

1. Call to Order

The Chair called the meeting to order at 3:01 p.m.

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.

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 September 28, 2022 as presented. **Motion carried**

5. Public Participation, Presentations and Questions
None.

6. Correspondence and Petitions Consideration
None.

7. Business Arising from the Minutes/Unfinished Business
None.

8. Notices of Motion
None.

9. New Business

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

Ms. Fuller reviewed the recent progress report (Schedule A); and noted the final version Heritage Conservation District Plan & Bylaw Review is expected in the near future. Once the final version has been reviewed by staff, it will be shared with the Heritage Advisory Committee (HAC) and then a public participation meeting will be scheduled.

b. Next Meeting

The next meeting will be Wednesday, November 23, 2022.

10. Meet in camera

11. Resumption of Committee meeting in public session

12. Adjournment

The meeting was adjourned at 3:16 p.m.

_____

Kayla Byrne
Municipal Clerk

Document No:
Meeting: Council – Nov. 22/22
Circulate
File:

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **LISA KENDALL, MUNICIPAL ENGINEER / PROJECT MANAGER**

DATE: **NOVEMBER 1, 2022**

RE: **TOWN HALL EXTERIOR RESTORATION UPDATE**

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1. FACTS

The Town Hall Exterior Restoration Tender Package is included in the Capital Budget for 2022/23. A Consultant, Fishburn Sheridan Atlantic Inc. was contracted by the Town to develop a Tender Package which included a Building Condition Assessment and Cost Estimation. The draft Building Condition Assessment report was received by Staff on October 24, 2022.

2. ISSUES AND OPTIONS ANALYSIS

Building Condition Assessment

The Town Hall Exterior Restoration Tender Package included a Building Condition Assessment to determine the scope of work to restore the building envelope and provide an approximate 25 year life expectancy for all major components, while recognizing the need for ongoing maintenance. The Class C estimates for improvement costs associated with the recommended repairs presented below. Please note that the items in ***italics*** indicate the Consultant's recommended option:

Window Repair Options	Cost Estimate
Option 1 – in-place rejuvenation	***$ 258,200***
Option 2 – complete restoration	$ 341,000
Option 3 – restore + IGU upgrade	$ 425,200
Option 4 – complete replacement	$ 489,900
Staging Allowance – windows only	$ 45,000

Masonry Repairs	Cost Estimate
Masonry Repairs – North Elevation	***$ 513,800***
Masonry Repairs – East Elevation	***$ 682,300***

Masonry Repairs – South Elevation	***$ 519,400***
Masonry Repairs – West Elevation	***$ 768,100***
South Entrance Steps	***$ 74,000***
Staging Allowance – masonry only	$ 90,000
TOTAL	$ 2,647,600

Roofing – Option 1	**Cost Estimate**
Roof Replacement – asphalt and colour match aluminum	$ 332,300
Gutters and Downspouts - aluminum	$ 22,000
Staging Allowance – roof only	$ 15,000
TOTAL	$ 369,300

Roofing – Option 2	**Cost Estimate**
Roof Replacement – synthetic shingles and copper flash	$ 479,600
Gutters and Downspouts - copper	$ 73,200
Roof Vents - copper	$ 15,600
Staging Allowance – roof only	$ 15,000
TOTAL	$ 583,400

Roofing – Option 3	**Cost Estimate**
Roof Replacement – hybrid w/ copper towers & alum. flash	***$ 432,100***
Gutters and Downspouts – aluminum	***$ 29,800***
Roof Vents – copper	***$ 15,600***
Staging Allowance – roof only	$ 15,000
TOTAL	$ 492,500

Based on the Consultant's assessment and the above recommendations, the Class C cost estimate for the exterior restoration of Town Hall is as follows:

Item	**Cost Estimate Excluding HST**
Masonry Repairs	$ 2,483,600
South Entrance Steps	$ 74,000
Windows – Option 1 – in-place rejuvenation	$ 258,200
Roofing – Option 3 – hybrid w/ copper towers & alum. flash	$ 432,100
Roofing – Option 3 – roof vents - copper	$ 15,600
Gutters and Downspouts - aluminum	$ 29,800
Staging Allowance – to complete all above work	$ 90,000
TOTAL	**$ 3,383,300**

Options for Discussion

Status Quo: If the building is left in the current condition and the major components continue to deteriorate, there is risk of creating conditions that would adversely affect the construction and the health and safety of the building and its occupants.

Relocate Temporarily and Restore: This includes the items listed above for the exterior restoration, totalling $3,383,300 excluding tax and contingency. This would also involve

an interior restoration to bring the interior of building up to codes and accessibility standards. The interior restoration would require additional costs that we cannot quantify at this time. Also, Town Hall Staff would need to be relocated for the duration of construction which would likely require rental costs associated with the temporary location.

Permanent Relocation of Town Hall: This includes finding a new location for town hall, whether it be a new building or renovation of an existing building. This would involve planning, design, and construction. This option would require acquisition costs or rental costs associated with the new location.

Relocate Temporarily and Replace Town Hall: This option includes the demolition of the existing Town Hall building and replacing the Town Hall with a purpose-built new construction. This would involve planning, design, and construction. Town Hall Staff would need to be relocated for the duration of construction which would likely require rental costs associated with the temporary location.

3. FINANCIAL IMPACT

The Town has an upper borrowing limit of 15% as set by province. The Town's Debt Servicing for fiscal 2022/23 is 7.8%. Once the 2022/23 capital debt financing is included it is estimated to be 9.9%.

The Town is currently budgeting $3M in debt to be able to fund 1/3 of the anticipated Waste Water Treatment Plant Upgrade which impacts our overall ability to finance additional new debt to approximately $500,000 per year to remain within our borrowing maximum.

While there are opportunities for grants for a project such as a Town Hall restoration they are likely to require at least a 50% contribution from the Town. Other capital projects will have to be deferred if the remaining debt financing capacity is allocated to a Town Hall restoration project.

Another potential option for capital financing of at Town Hall restoration would be a special purpose tax. Assuming a 50% grant it would require a two-year special purpose tax of $0.25 for the exterior portion only based on 2022/23 assessment values.

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

For Council's information only.

Acknowledged only by:

Jamie Doyle
CAO

Attachments:

Heritage Implications

Building Condition Assessment - Fishburn Sheridan Atlantic Inc.

Heritage Implications:

Preamble:

The Outstanding Universal Values of the World Heritage Site **(Attachment A)** as well as the Character-Defining Elements of the Old Town National Historic District and the Character-Defining Elements of the Provincially Designated Old Town Lunenburg Heritage District recognizes the importance of the Charles Morris 1753 Model Town Plan, in particular, the layout of the grid and the civic area shown as “Lands in Trust” and bounded by Cornwallis Street to the west, Cumberland Street to the south, Hopson Street to the east and Townsend Street to the north as shown in **Attachment B**. These four civic blocks were reduced to three civic blocks and today consists of lands bounded by Cornwallis Street to the west, Cumberland Street to the south, Prince Street to the east and Townsend Street to the north. The further erosion of the civic square will have an impact on the heritage value of Old Town Lunenburg.

The importance of the civic square is recognized in the current Old Town Lunenburg Heritage Conservation District (HCD) Plan and By-law, the proposed HCD Plan and By-law, the Town’s Comprehensive Community Plan (CCP) as well as the Town’s Municipal Planning Strategy and Land Use By-law by having this civic area zoned as Institutional (INS) Use Zone.

1) Permanent relocation outside of Civic Square:

The permanent relocation outside of the civic square may result in the loss of the centralized civic square as the prominent feature of the Charles Morris 1753 Model Town Plan. The question remains, what civic use(s) will replace the Town Hall if the Town Hall is removed. Upon discussions with Parks Canada and ICOMOS Canada, they cannot truly complete their analysis of the impacts until we provide them with what will be developed in it place. They have provided their responses as outlined in **Attachment C and D** with regards to the possibility of losing the Old Fire Hall civic use. If the civic area uses changes from “Institutional” (public use) to private uses, we stand to lose this civic square, and as of a result, this loss will impact the heritage value of Old Town Lunenburg.

The Town Hall is also registered as a Municipal Heritage Property as shown in **Attachment E**. If the building is sold, the new owner will be subject to the requirements of the Heritage Property Act as well as the Old Town Lunenburg HCD Plan and By-law.

2) **Relocate Temporarily and Replace Town Hall:**

The rebuilding of a new Town Hall on the Civic Square will help preserve the integrity of the 1753 Model Town Plan as the civic square will remain as a public civic square for many years to come.

If the existing Town Hall is intended to be demolished or removed, it will require a public Hearing pursuant to the HCD Plan and By-law (both existing as well as proposed HCD Plan and By-law). Under the Heritage Property Act (HPA), Council may consider the demolition or removal of a Registered Municipal Heritage Property pursuant to Section 17(5) of the Heritage Property Act. The HPA provisions respecting the deregistration of a municipal heritage property as well as the demolition or removal of a registered municipal heritage property is attached in

Attachment F. Alteration Guidelines for Municipal Heritage properties is attached in **Attachment G.** These guidelines require that any application to demolish or remove a registered heritage property needs to be referred to the HAC for comments to Council.

Recommendation:

It would be recommended that the Town notifies Parks Canada and ICOMOS Canada if they wish to consider the permanent relocation of the Town Hall outside the Civic Square or to consider a proposal to replace the Town Hall inside the Civic Square.

Attachments:

A. Outstanding Universal Values of the World Heritage Site
B. Charles Morris 1753 Model Town Plan
C. Parks Canada Comments
D. ICOMOS Canada Comments
E. Town Hall Statement of Significance – Registered Municipal Heritage Property
F. HPA provisions respecting the deregistration of a Municipal Heritage Property as well as the demolition or removal of a Registered Municipal Heritage Property
G. Alteration Guidelines for Municipal Heritage Properties

Old Town Lunenburg

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

Outstanding Universal Value

Brief synthesis

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

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

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

Integrity

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

Authenticity

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

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

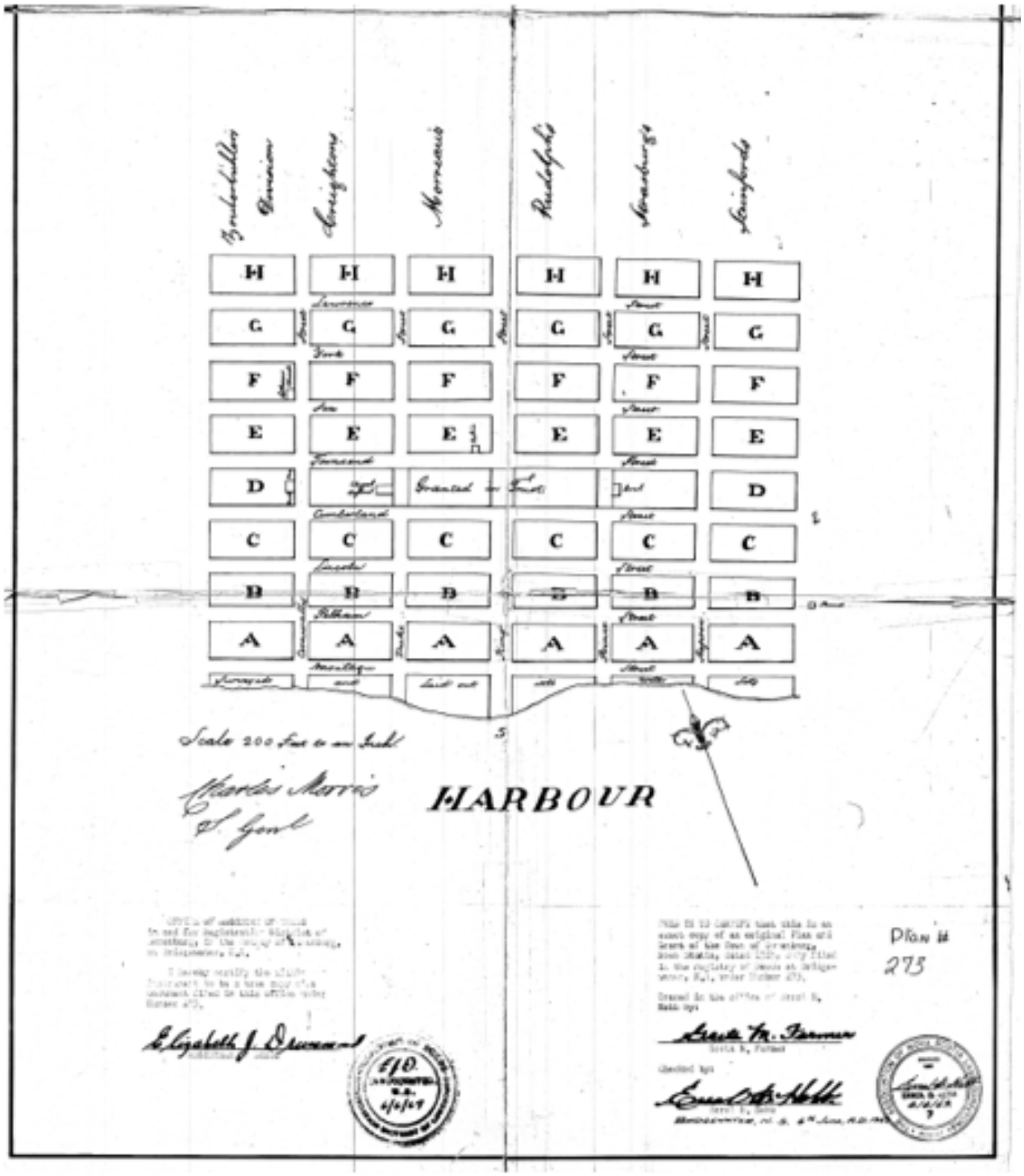
Protection and management requirements

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

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

Attachment B

Charles Morris 1753 Model Town Plan



ATTACHMENT C

From: Arthur MacDonald
To: Arthur MacDonald
Subject: FW: Old Fire Hall Station
Date: Friday, April 9, 2021 9:33:39 AM
Attachments: Parks Canada input-potential development in Old Town Lunenburg World Heritage Site.pdf
Attachment A - Old Town Lunenburg OUV Statement.pdf
Attachment C - Map of 1753 Model Town Plan and other maps.docx.pdf

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Good morning Arthur,

Attached please find Parks Canada's input to the inquiry regarding the potential sale or private sector lease redevelopment of the Old Fire Hall and whether this could potentially impact the Outstanding Universal Value of the UNESCO World Heritage Site.

The **Background** section is based on information you have provided to me.

The **Considerations** section is Parks Canada's input to the inquiry, and references the relevant paragraphs of the *Operational Guidelines.*

You will see that two attachments are referenced in this document, so I have included them as well – one of the attachments is the document with the maps that you originally sent to me (Attachment C).

Thank you for bringing this to our attention, and please provide me with an update following the meeting of Council.

Don't hesitate to let me know if you have any questions.

All the best,
Heather

ATTACHMENT C

Parks Canada input on potential development in Old Town Lunenburg World Heritage Site
Possible sale of Old Fire Hall property
April 7, 2021

Issue

- Parks Canada received a request from the Heritage Manager of the Town of Lunenburg to provide input to Lunenburg Town Council on the potential sale or private sector lease of the Old Fire Hall property. Supporting documentation was provided. It was specified that this request was to be kept confidential, as it arose during an in-camera session of the Lunenburg Town Council meeting held on 28 January 2021.

  Reference: Item 1. B. Heritage Aspects (from Lunenburg Town Council Memorandum 28 Jan 2021)
  "Council has requested UNESCO World Heritage's opinion regarding the potential sale or private sector lease redevelopment of the Old Fire Hall. Primarily we are seeking Parks Canada and ICOMOS Canada opinions as to whether this would impact the character-defining elements of the National Historic Site or the Outstanding Universal Values (OUV) of the UNESCO World Heritage Site."

Background

- The Town of Lunenburg is interested in selling or entering into a private sector lease agreement for private uses of the Town's Old Fire Hall and Electric Utility Building located at PID 60060753.

- The Old Fire Hall, dating from 1928 and annexed by the more recent Electric Utility Building *circa* 1950, is located on the same lot as the Lunenburg Town Hall (former Court House), bound by Duke Street, Cumberland Street, King Street and Townsend Street.

  This property is part of the "Parade Square" common public lands.
  (Old Town Lunenburg World Heritage Site map:
  whc.unesco.org/en/list/741/multiple=1&unique_number=875)

- The 1753 Model Town Plan set aside four blocks bounded by Townsend, Cumberland, Cornwallis and Hopson Streets for public purposes (uses) "in trust" as noted on the 1753 Model Town Plan by Charles Morris.
  (Attachment A – OUV Statement and **Attachment C – Map of 1753 Model Town Plan)**

- The Town issued a Request for Expression of Interest (REOI) in August 2020, and is considering launching a RFP in the near future for private sector purchase or lease of the property, and potential development of residential and/or commercial units. In issuing the RFP, the Town intends to reserve the right not to proceed with any proposal that it may receive from proponents.

- Four expressions of interest (EOI) were received; two of which propose a lease and adaptive re-use of the existing buildings on the property, and one of which proposes purchase and development of 10 - 12 residential units and commercial facilities. The fourth EOI was incomplete.

- The property is currently designated Institutional (I) on the Municipal Planning Strategy Future Land Use Map and is zoned Institutional on the Land Use Bylaw zoning map. The Town has stated it will consider re-designation to Residential (R) and rezoning to either Residential or Old Town Residential (OTR) to enable low density residential development under the current provisions.

- Should the property be sold into private ownership, subdivision of the existing property would be required to meet the Land Use By-law requirements as well as the Building Code requirements. The Old Fire Hall property is adjacent to a public space, which in turn is adjacent to the Town Hall.

- Should the Town enter into a long-term lease, this would maintain public ownership of the lands that were originally held in trust on the 1753 Model Town Plan and would not require subdivision of the property.

Considerations

- A RFP issued by the Town of Lunenburg that would offer the option for 1) sale of the property into private ownership; 2) development for private residential use; and 3) subdivision of the property would result in the need for Parks Canada, as State Party representative, to advise the Town of Lunenburg, as manager of the World Heritage site, of the responsibility to inform the World Heritage Centre (WHC) per Paragraph 172 of the *Operational Guidelines*. This report to the World Heritage Centre would be coordinated with Parks Canada and conveyed under the signature of Christine Loth-Bown, as Head of the Canadian delegation to the World Heritage Committee:

  Para 172.
  The World Heritage Committee invites the States Parties to the Convention to inform the Committee, through the Secretariat, of their intention to undertake or to authorize in an area protected under the Convention major restorations or new constructions which may affect the Outstanding Universal Value of the property. Notice should be given as soon as possible (for instance, before drafting basic documents for specific projects) and before making any decisions that would be difficult to reverse, so that the Committee may assist in seeking appropriate solutions to ensure that the Outstanding Universal Value of the property is fully preserved.

- The World Heritage Centre and its expert advisor on cultural heritage, ICOMOS International, would study the circumstances and determine whether there is potential impact to the Outstanding Universal Value of the property, and may recommend a Heritage Impact Assessment in accordance with Paragraphs 110 and 118bis of the *Operational Guidelines*:

  Para 110.
  [...] *Impact assessments for proposed interventions are essential for all World Heritage properties.*

  Para 118bis.
  Notwithstanding Paragraphs 179 and 180 of the Operational Guidelines, States Parties shall ensure that Environmental Impact Assessments, Heritage Impact Assessments, and/or Strategic Environmental Assessments be carried out as a pre-requisite for development projects and activities that are planned for implementation within or around a World Heritage property. These assessments

should serve to identify development alternatives, as well as both potential positive and negative impacts on the Outstanding Universal Value of the property and to recommend mitigation measures against degradation or other negative impacts on the cultural or natural heritage within the property or its wider setting. This will ensure the long-term safeguarding of the Outstanding Universal Value, and the strengthening of heritage resilience to disasters and climate change.

- Before providing an opinion, the World Heritage Centre may engage experts from ICOMOS International to determine whether to:

  1) recommend the Town of Lunenburg undertake a Heritage Impact Assessment conforming with ICOMOS guidance (https://www.iccrom.org/sites/default/files/2018-07/icomos_guidance_on_heritage_impact_assessments_for_cultural_world_heritage_properties.pdf);

  2) undertake an ICOMOS Technical Review of the property and issue.

  Both potential interventions could possibly result in increased scrutiny by the WHC, ICOMOS, the media, and the public.

- It should be noted that the ICOMOS evaluation of the Old Town Lunenburg nomination, from the 19th session (1995): https://whc.unesco.org/en/documents/154160 makes reference to the Lunenburg Model Town Plan, saying it includes the characteristic *"… surviving allocation of public spaces,"* and notes that *"One section of the town was not divided into lots, to serve as a public parade ground."*

  A résumé of the comparative analysis in this evaluation concludes that *"Lunenburg is the only one of over twenty British settlements in North America to retain all the elements of its original [British model town] plan virtually intact."* It notes that *"Savannah has lost its common land and garden plots (still surviving at Lunenburg)."*

- The attributes that express the OUV per criterion (iv) are summarized in the Periodic Report – Second Cycle https://whc.unesco.org/en/documents/164084. This document also references the *"…surviving allocation for public spaces."* (section 2.3)

- It is most likely that a Heritage Impact Assessment and a Technical Review would both make reference to the ICOMOS evaluation (1995), the Periodic Report – Second Cycle (2014), as well the Statement of Outstanding Universal Value, to determine which attributes support the OUV, authenticity and integrity of the property.

Attachments
Attachment A - Old Town Lunenburg Outstanding Universal Value Statement
Attachment C - Map of 1753 Model Town Plan and other maps
Note there is no Attachment B; "Attachment C" is the Heritage Manager's existing document

Old Town Lunenburg

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

Outstanding Universal Value

Brief synthesis

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

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

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

Integrity

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

Authenticity

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

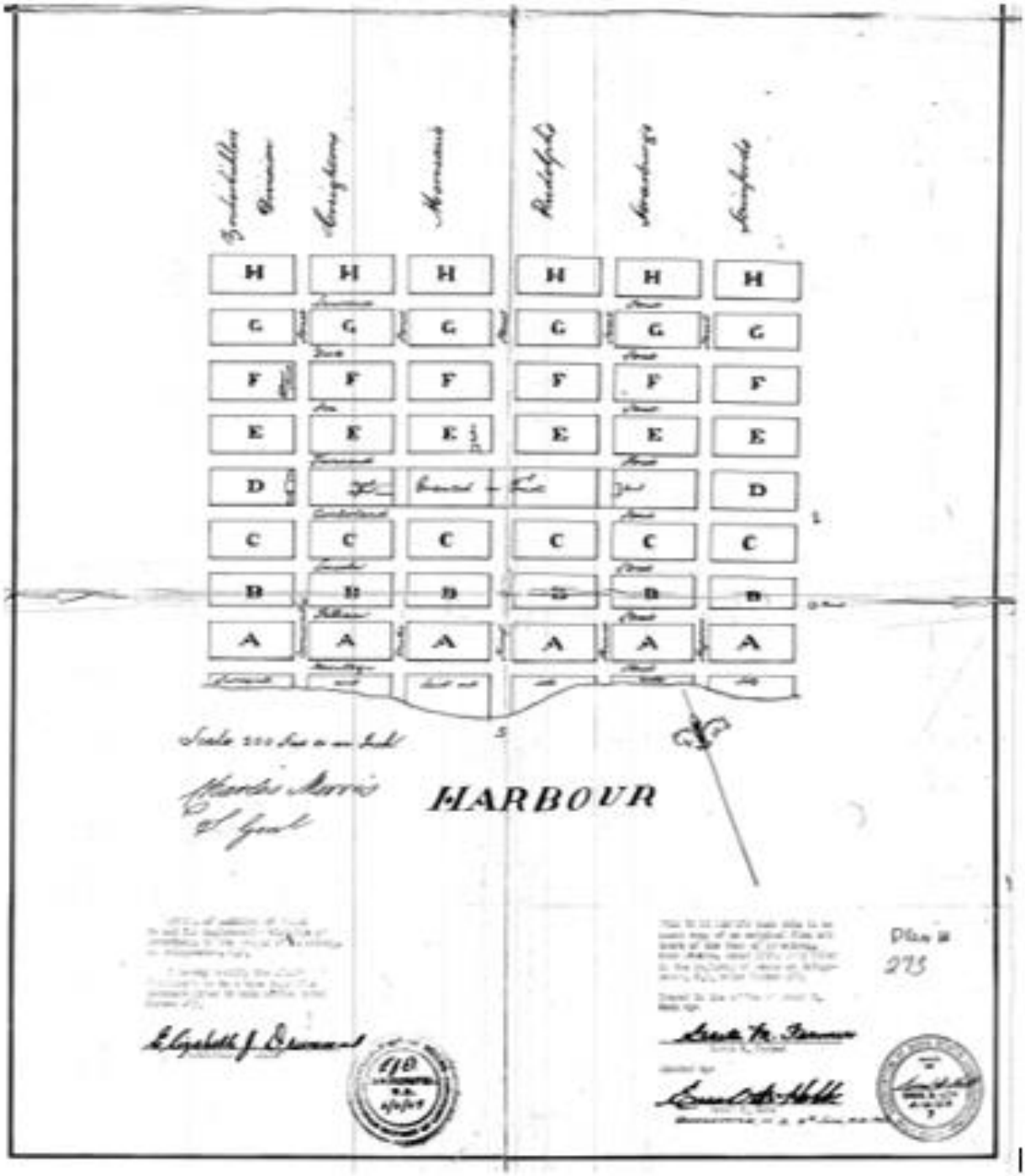
Most of the recent changes to the property are renovations to specific buildings, some of which have better conveyed the heritage value of Old Town Lunenburg than others. Due to long-term economic circumstances, there are also ongoing pressures on property owners in terms of rising property values, maintenance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

Protection and management requirements

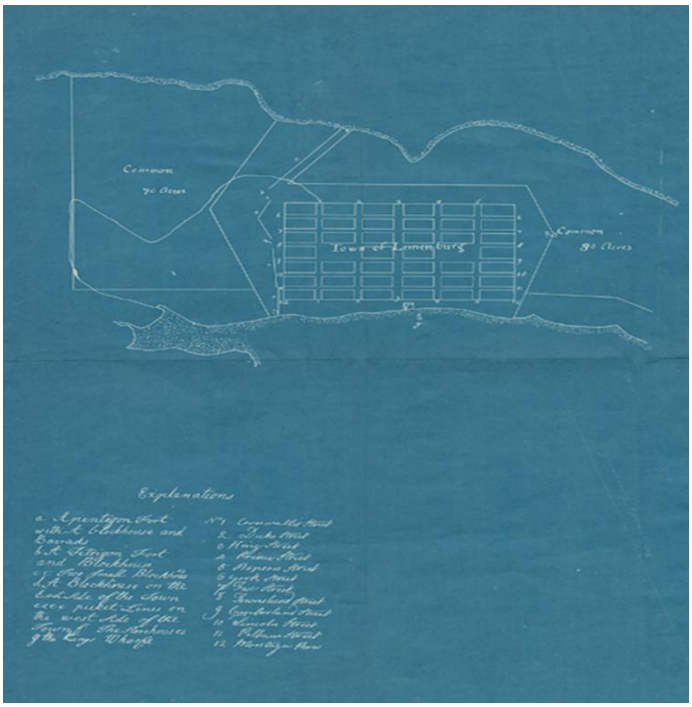
Old Town Lunenburg, which is almost entirely in private ownership, is commemorated by the Government of Canada as a National Historic Site (1991) and protected under two key pieces of provincial legislation, the *Municipal Government Act* (1998) and the *Heritage Property Act* (1989), which enable the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

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

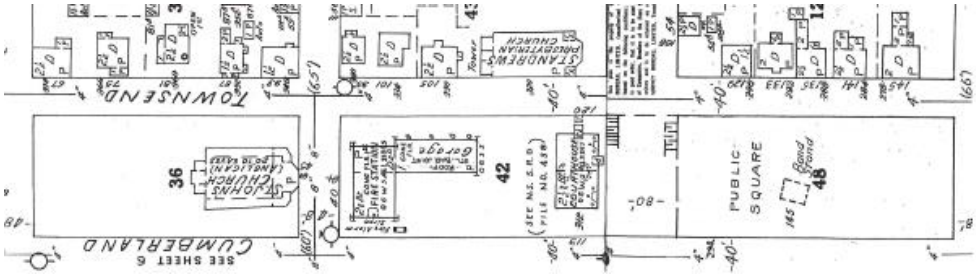
Attachment E
Map of Town of Lunenburg's 1753 Model Town Plan



Note the four blocks of the Parade Square "Granted in Trust" in the heart of the community as the Town's administrative centre connected to the harbour by King Street which was oversized in width (80 foot wide compared to the surrounding 40 foot wide streets parallel with harbour and the 48 foot wide streets perpendicular to the harbour) to give prominence to the Town's administrative centre and its ties to the harbour.



Portions of the common land in the Armouries block were sold off in 1894 by the Town to Charles Smith, a merchant. Until 1894 this block functioned as the easternmost of the 4 blocks which were originally laid out for public use on the Old Town Plan.



Key Players of the World Heritage Convention in Canada

Parks Canada 2021

Canada's Tentative List Sites
As of 2021 there are 12 Canadian Tentative List sites, including:
- 4 sites that remain from the 2004 list
- 8 sites that were added in 2017

Nominations of these Tentative List sites are at various stages of development.

Parks Canada has full or shared responsibility for four of Canada's Tentative List sites.

Tentative List Site Management / Nomination Team
Most Tentative List sites will need the following team members in place at the appropriate stages in the nomination development process:
- Site Management Authority
- Project Leader / Manager, who could be involved in the following (and more):
  - Project management of the nomination
  - Community engagement with Indigenous leaders and other community leaders and stakeholders
  - Regional development
  - Tourism development
- Media and communications advisor
- Administrative support

Canada's World Heritage Sites
As of 2021, there are 20 Canadian World Heritage sites.

Parks Canada has full or shared responsibility for twelve of Canada's World Heritage sites.

The additional 8 Inscribed World Heritage sites are managed by other jurisdictions — such as municipal or provincial authorities — and/or management authorities and/or a stewardship board.

Canadian Commission for UNESCO (CCUNESCO)
Involved with civic engagement, with an emphasis on connecting Canadians to the work of UNESCO, including a strong focus on youth engagement.

Led by a Secretary-General, CCUNESCO supports numerous networks, including the 18 UNESCO Biosphere Reserves, 3 UNESCO Geoparks, and ~20 UNESCO Chairs in Canadian universities.

While CCUNESCO supports the promotion of the World Heritage Convention in Canada, it is not involved in conservation reporting, nominations, management or operations of World Heritage sites in Canada.

Canada
State Party / Member State to the World Heritage Convention.
Canada ratified the World Heritage Convention in 1976.

Parks Canada
Head of Delegation responsible for implementing the World Heritage Convention in Canada

Global Affairs Canada and the
Ambassador to the Permanent Delegation of Canada to UNESCO
The Ambassador works closely with Parks Canada, several other Federal Departments, provinces and territories and the CCUNESCO.

Canadian Commission for UNESCO
The Canadian Commission for UNESCO connects Canadians with the work of UNESCO, the United Nations Educational, Scientific and Cultural Organization.

Parks Canada Agency
Designated by Cabinet Decision as the lead Agency for the implementation of the World Heritage Convention in Canada in 1976.

The Head of Delegation to the World Heritage Convention is the Vice President, Indigenous Affairs and Cultural Heritage (IACH).

International and Intergovernmental Affairs (IIA) is the lead within IACH at Parks Canada.

The Parks Canada Agency is Canada's States Party representative to the World Heritage Convention, with the mandate to:
- Report regularly to the WH Centre on the State of Conservation (SOC) of Canada's World Heritage sites.
- Facilitate Canada's participation in implementing the Convention.
- Provide guidance to Canada's World Heritage sites.
- Prepare and maintain Canada's Tentative List – currently 12 sites.
- Provide guidance to Tentative List sites as they prepare nominations.
- Manage all communications between Canadian World Heritage sites and the World Heritage Centre and the Advisory Bodies.

Advisory Bodies
Three international non-governmental or intergovernmental organizations with expertise in natural and cultural heritage conservation that advise the World Heritage Committee on its deliberations. Involved in expert research, evaluation, on-site missions, technical evaluations and reports, and recommendations to the World Heritage Committee.

International Council on Monuments and Sites (ICOMOS)
Located in Paris, France (est. 1965).
Provides the World Heritage Committee with evaluations of nominated cultural sites and mixed cultural/natural sites.
Consults with nominating States Parties as part of the evaluation process.
Evaluation process includes a desk review, comparative analyses and an on-site mission (Annex 6)
Desk review – each nomination is assessed by ICOMOS experts, its National and International Committees, and individuals from other specialist networks.
On-site missions are carried out by experts from the ICOMOS network with experience in the management, conservation, and authenticity aspects of the individual site.

International Union for Conservation of Nature (IUCN)
Located in Gland, Switzerland (est. 1948)
Provides the World Heritage Committee with evaluations of nominated natural sites and mixed cultural/natural sites.
Consults with nominating States Parties as part of the evaluation process.
Evaluation includes a desk review and comparative analyses, evaluation mission, and input from stakeholders and other sources of information (Annex 6)
External review – each nomination is assessed by independent experts who are primarily members of IUCN's specialist Commissions and networks, or expert members of IUCN's partner organizations.
IUCN experts participate in on-site evaluation missions to assess the nomination with relevant authorities and stakeholders.
Experts are selected for their global perspective on conservation and natural history as well as their knowledge of the Convention.

International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM)
Located in Rome, Italy (est. 1956).
May, in rare cases, review nominations if there is a museum closely associated with the property.
Provides conservation expertise and training.
Provides input to the World Heritage Committee on the development of World Heritage policy.

World Heritage Convention
The *Convention Concerning the Protection of World Cultural and Natural Heritage* is an international treaty regarding the protection of world cultural and natural heritage between member states of the United Nations Educational, Scientific and Cultural Organization (UNESCO).

Adopted in 1972, there are currently 193 countries (known as "States Parties") that have ratified the Convention.

World Heritage Committee
21 representatives from the States Parties – Canada is not currently on the World Heritage Committee. Canada has been a committee member for four terms in the past (4-year terms).

Meets once a year in June / July to review State of Conservation reporting, new nominations to the World Heritage List and policy decisions.

As of 2021, the World Heritage committee will examine a maximum of 35 nominations and no more than one nomination per State Party each year.

Committee also manages the list of World Heritage in Danger.

World Heritage Centre
Located in Paris, France.

Secretariat to the World Heritage Convention, responsible for carrying out the work prescribed by the World Heritage Committee.

Focal point for coordination and management of the World Heritage reviews, communications, education and training.

Responsible for processing nominations, then sending them to the Advisory Bodies.

Responsible for all communications with the States Parties.

ICOMOS Canada (National Committee)
Contributes to the development of the theory and practice of cultural heritage conservation at national and international levels.

Coordinates communication and information sharing between ICOMOS International and Canadian practitioners.

May provide education and networking opportunities to Canadian World Heritage sites and Tentative List sites.

Canadian Committee for IUCN (CCIUCN)
While CCIUCN assists and promotes national and international nature conservation initiatives, it is not actively involved in World Heritage in Canada.

Coordinates communication and information sharing between IUCN International and the Canadian IUCN membership.

Stimulates and fosters nature conservation and research in Canada.

Pathways / Responsibilities:

1. World Heritage Convention informs the work of the World Heritage Committee.
2. World Heritage Centre serves the World Heritage Committee, and oversees coordination of Committee meetings.
3. World Heritage Centre coordinates interaction of Canada and other States Parties with the Committee and the Advisory Bodies.
4. The Advisory Bodies provide expert advice and recommendations to the World Heritage Committee regarding new nominations to the World Heritage List.
5. The Advisory Bodies undertake the review of World Heritage nominations for Canada's Tentative List, including field missions and technical evaluations.
6. The Advisory Bodies are also involved in the State of Conservation of Canada's Inscribed World Heritage sites, including ad hoc and reactive monitoring.
7. Parks Canada works with the Advisory Bodies to coordinate the evaluation of Canada's Tentative List site nominations, including field missions.
8. Parks Canada provides training, guidance and expert advice to Tentative List sites for preparing nominations.
9. Parks Canada coordinates nomination development, communications and field missions with Tentative List sites.
10. Parks Canada is responsible for State of Conservation reporting (6 year and P. 172), implementation of the Convention, all communications to the World Heritage Centre on behalf of Canadian World Heritage sites, as well as ad hoc and reactive monitoring pertaining to Canada's World Heritage sites.
11. ICOMOS Canada may provide education and networking opportunities to Canadian World Heritage and Tentative List sites.

Attachment D

ISSUE

The future of the fire hall which is located at 40 Duke St. and on whether changes to the Fire Hall and the ownership of the land it sits on would affect its UNESCO World Heritage status.

PREAMBLE

The Advisory Committee on World Heritage of ICOMOS Canada deliberated on questions surrounding Old Town Lunenburg and development proposals. ICOMOS Canada will provide a short description of the Outstanding Universal Values (OUVs) as well as a series of considerations to ensure that decision-makers are in a position to make the best informed decisions on the matter. ICOMOS Canada has been approached by Lunenburg municipal staff to provide guidance and expertise on matters related to World Heritage.

Disclaimer: This document is in no way representative of ICOMOS, UNESCO, or the Government of Canada.

OUTSTANDING UNIVERSAL VALUE

Old Town Lunenburg was inscribed to the UNESCO World Heritage List because it met two criteria of the OUVs. The Site demonstrated that it is:

1. an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history (Criterion IV)
2. an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change (Criterion V)

Furthermore, as per UNESCO's Operational Guidelines for the Implementation of the World Heritage Convention, *"to be deemed of Outstanding Universal Value, a property must also meet the conditions of integrity and/or authenticity and must have an adequate protection and management system to ensure its safeguarding."*

Old Town Lunenburg meets both conditions. It meets the condition of integrity because *"the property encompasses the intact original town plan in its entirety, missing only the fortifications that surrounded the town in its early years, but of which there are no surviving above-ground remains."* It *"is authentic in location and setting, forms and designs, materials and substances, and uses and functions."*

It is also important to note that in 2010, the Town of Lunenburg adopted a management strategy to ensure the safeguarding of the site while recognizing the needs of the town.

CONSIDERATIONS

Old Town Lunenburg was inscribed as a UNESCO World Heritage Site in light of being the "*best surviving example of a planned British colonial settlement in North America."* Given this description, it is important to note that there are other examples of planned British colonial settlements in North America and that Lunenburg stands out as exceptional as it is.

As mentioned above, among other things, Old Town Lunenburg meets the condition of authenticity because of the *"uses and functions"* of its buildings and public spaces. This is an important consideration because *the function and use of a space is as important as the function of a building*.

ICOMOS Canada advises that any decision regarding Old Town Lunenburg should consider the following three questions:

1. How might a particular decision set new precedents that could impact the OUVs for years to come since its designation in 1995?
2. How might a particular decision affect the condition of integrity? For example, how might we ensure that the 'Colonial Town Plan' (understood not only as grid pattern but also as the distribution of buildings and public functions in the Old Town) and all the elements that contribute to its authenticity and integrity including the 'central public space', the key community structures, will be safeguarded, protected and maintained?
3. How might we ensure that the Fire Hall continues to contribute to the community wellbeing or remains for civic and/or public purposes?

ATTACHMENT E

Lunenburg Town Hall

119 Cumberland Street, Lunenburg, Nova Scotia, B0J, Canada

Formally Recognized: 1996/05/03

Cumberland Street elevation

Town Hall, west elevation

Townsend Street elevation

OTHER NAME(S)

n/a

LINKS AND DOCUMENTS

Overview of Lunenburg, including architectural tour and town history provided by the Town of Lunenburg.

CONSTRUCTION DATE(S)

1891/01/01 to 1893/12/31

LISTED ON THE CANADIAN REGISTER: 2004/09/29

STATEMENT OF SIGNIFICANCE

DESCRIPTION OF HISTORIC PLACE

Lunenburg Town Hall is a prominent three-and-a-half storey, red brick building, centrally located in Old Town, Lunenburg, NS, a Heritage Conservation District. Its mass, height and proximity to the street make it an integral part of the viewplane and streetscape. The building is surrounded by public park space on the east and west of the building, and has main entrances on both Cumberland and Townsend Streets. The heritage designation applies to the building and the lot on which it sits.

HERITAGE VALUE

The heritage value of Lunenburg's Town Hall lies in its role in the community and as a landmark building. It is a key anchor building located in the heart of Old Town Lunenburg. It was built in 1893 by well known architect Henry Busch to serve as the Town's administrative and judicial offices, and continues to operate in that function. In the early 1890s there was considerable debate over whether Lunenburg or Bridgewater would be home to a new courthouse, and the debate continued even after both communities had commenced construction of their buildings. This was only resolved in 1893 with the "Act to Settle Difficulties That Have Arisen With Regard to the Courthouse in the County of Lunenburg", and sessions have since that time been held jointly with Bridgewater.

Built in the Second Empire style of red brick with granite embellishments, the building is unusual in a town where wooden construction has always been more common. The Town Hall is a key contributing building to the streetscape and viewplanes in Old Town Lunenburg and is a central building to the institutional area of the Old Town.

Source: Heritage Designation File 66400-40-35, Town of Lunenburg.

CHARACTER-DEFINING ELEMENTS

Character-defining elements of the Lunenburg Town Hall relate to its function as a public building and its architectural style, including:

- the location in the institutional area as originally laid out in Old Town Lunenburg's 1753 town plans, surrounded by park space;
- the mass of the building, and its height in relation to neighbouring buildings;
- Second Empire elements, such as the mansard roof, with projecting dormer windows and a curb at the roofline, tall round headed windows, and on three of the four façades, central projecting pavilions with separate convex-sloping roofs, adding height;
- brick exterior, accented with granite coursing, keystones above the windows, steps and foundation;

- large central doorways formed by Tuscan pilasters meeting above the door in a semi-circular fanlight, with the words "Town Hall" and "Courthouse" over the Cumberland and Townsend Street entrances respectively, reflecting the dual use of the building;
- significant original interior ornamental work remaining: entablatures and cornices over doorways, wooden stair rails, newel posts and bannisters, wooden wainscotting.

RECOGNITION

JURISDICTION

Nova Scotia

RECOGNITION AUTHORITY

Local Governments (NS)

RECOGNITION STATUTE

Heritage Property Act

RECOGNITION TYPE

Municipally Registered Property

RECOGNITION DATE

1996/05/03

HISTORICAL INFORMATION

SIGNIFICANT DATE(S)

n/a

THEME - CATEGORY AND TYPE

Governing Canada

Government and Institutions

FUNCTION - CATEGORY AND TYPE

CURRENT

Government

Town or City Hall

HISTORIC

Government

Courthouse and/or Registry Office

ARCHITECT / DESIGNER

Henry Busch

BUILDER

n/a

ADDITIONAL INFORMATION

LOCATION OF SUPPORTING DOCUMENTATION

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

CROSS-REFERENCE TO COLLECTION
FED/PROV/TERR IDENTIFIER

37MNS0035

STATUS

Published

ATTACHMENT F

HPA provisions respecting the deregistration of a Municipal Heritage Property as well as the demolition or removal of a Registered Municipal Heritage Property

Deregistration of municipal heritage property

16 (1) On the application of an owner of a municipal heritage property or on its own motion, the council may deregister a municipal heritage property where

(a) the property has been destroyed or damaged by any cause; or

(b) the continued registration of the property appears to the council to be inappropriate as a result of the loss of the property's heritage value, as identified in the property's heritage file or notice of recommendation, unless the loss of the heritage value was caused by neglect, abandonment or other action or inaction of the owner,

after holding a public hearing to consider the proposed deregistration.

(2) Such a public hearing shall be held not less than thirty days after a notice of the hearing is served on the registered owner of the municipal heritage property and published in a newspaper circulating in the area.

(3) Where a municipal heritage property is deregistered, the council shall cause notice of the deregistration to be sent to the registered owner of the property and a copy thereof to be deposited in the registry of deeds for the registration district in which the property is situate. *R.S., c. 199, s. 16; 2010, c. 54, s. 12.*

Approval to alter or demolish municipal heritage property

17 (1) Municipal heritage property shall not be substantially altered in exterior or public-building interior appearance or demolished without the approval of the municipality.

(2) An application for permission to substantially alter the exterior or public-building interior appearance of or demolish municipal heritage property shall be made in writing to the municipality.

(3) Upon receipt of the application, the municipality shall refer the application to the heritage advisory committee for its recommendation.

(4) Within thirty days after the application is referred by the municipality, the heritage advisory committee shall submit a written report and recommendation to the municipality respecting the municipal heritage property.

(5) The municipality may grant the application either with or without conditions or may refuse it.

(6) The municipality shall advise the applicant of its determination. *R.S., c. 199, s. 17; 2010, c. 54, s. 13.*

Consideration by municipality of application to alter or demolish

18 (1) The municipality may take up to three years to consider an application under Section 17.

(2) In its consideration of the application, the municipality may require public notice of the application and information meetings respecting the application to be held.

(3) Where the municipality does not approve the application, the property owner may, notwithstanding Section 17, make the alteration or carry out the demolition at any time after three years from the date of the application but not more than four years after the date of the application.

(4) Where the property owner has made the alteration or carried out the demolition in accordance with this Section, the municipality may deregister the property if the municipality determines that the property has lost its heritage value. *2010, c. 54, s. 14.*

Attachment G

Alteration Guidelines for Municipally Registered Heritage Properties
Town of Lunenburg
Approved by Council on October 13, 2020

1.0 Scope

These guidelines apply to all municipally registered heritage properties in the Town of Lunenburg, whether located outside of or inside the Heritage Conservation District.

2.0 Background

The Heritage Property Act allows municipalities to identify and protect structures of heritage significance. The Lunenburg Heritage Advisory Committee, established in March of 1981, has registered sixty-one (61) properties following a request from the owner and investigation by the Heritage Advisory Committee. These properties are located throughout Town, including within the Heritage Conservation District. The adoption of the Heritage Conservation Plan and By-law in 2000 effectively registered all of the buildings within the Heritage Conservation District, so further individual registrations within the Heritage Conservation District are not possible.

For those individually registered properties within the District, both a Heritage Permit and a Certificate of Appropriateness issued under the Heritage Conservation By-law are required for any external alterations.

3.0 Process

All applications to alter a registered heritage property shall made to the Heritage Officer, who will review each application and determine whether the proposed change is a substantial or non-substantial alteration. If the Heritage Officer is unable to determine whether a proposed change is substantial or non-substantial, the application shall follow the process for a substantial change.

If the proposed changes are determined by the Heritage Officer to be non-substantial, the Heritage Officer will send a letter to the applicant advising that a Heritage Permit is not required.

If the proposed changes are determined to be substantial, a report will be prepared by the Heritage Officer for consideration by the Heritage Advisory Committee and recommendation to Council.

4.0 Substantial and Non-Substantial Alterations

For clarity, both substantial and non-substantial alterations are listed. Any non-substantial alteration must meet the Design Guidelines of the Heritage Conservation District.

The following shall be considered substantial alterations:

- additions, including porches, verandas, entries, stairways and dormers unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- addition or removal of windows or window openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

* addition or removal of doors or door openings unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- changes to the openings for doors or windows unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- change in roof pitch or style (including pitch or style of a dormer) unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- removal of porches, verandas, entries, stairways, dormers, windows, trim materials of any type, or chimneys unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- change in style or design of railing or guards on porches or stairs unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- addition to an existing accessory building or the erection or placement of a new accessory building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District (in cases where the land as well as the main building have been registered as a Municipal Heritage Property);

- addition of utilities structures such as, but not limited to, air conditioning units, kitchen vents and heat pumps unless said development is in conformance with the Design Guidelines of the Heritage Conservation District;

- accessory structures such as, but not limited to, fences, stairways, decks, garden trellises, pergolas, awnings, pavilions, and similar items which are connected or otherwise not connected to the main building unless said development is in conformance with the Design Guidelines of the Heritage Conservation District; and

- re-shingling of roofs where not required for maintenance, including changes in the type of shingle unless said development is in conformance with the Design Guidelines of the Heritage Conservation District.

Notwithstanding anything herein contained above, the following shall be considered substantial alterations:

• any development that does not conform to the Design Guidelines of the Heritage Conservation District By-law;

• any demolition or removal of

a) more than 10 % of the total usable floor area of all floors including the usable floor areas of any basement and attic; or

b) any part of a building for which the cumulative sum of all areas of its horizontal dimensions exceeds 25% of the area of the building’s existing footprint.

Usable Floor Area means the floor area that has a minimum height clearance of 1.2 m (4 ft.) or higher.

and

• any addition to a building which is greater than 25% of the area of the existing building's footprint either as an addition to the sides of the building or on top such as an additional storey.

For the sake of clarity the following shall be considered non-substantial alterations:

- changes in storm windows from painted wood to aluminum;
- replacements or repairs where no changes are intended;
- use of vinyl window inserts if no other changes taking place;
- replacement of shingles with clapboard with the same exposure, and replacement of clapboard with shingles with the same exposure;
- the erection or placement of signage;
- items which the Heritage Officer considers to be maintenance (ie. re-shingle roof if needed);
- replacement of doors or storm doors with doors which meet the Design Guidelines of the Heritage Conservation District;
- replacement of non-traditional elements with traditional (ie clad concrete steps with wood; shingle a wall now covered in plywood) which meet the Design Guidelines of the Heritage Conservation District;
- addition of glass doors inside wooden storm doors;
- rain barrels and other minor accessory structures; and
- the installation of gutters and downspouts which meet the Design Guidelines of the Heritage Conservation District.

Building Condition Assessment

Lunenburg Townhall
119 Cumberland Street
Lunenburg, Nova Scotia

Prepared for:

Town of Lunenburg
119 Cumberland Street
Lunenburg NS B0J 2C0

Attention:
Lisa Kendall, EIT
Katie MacMillan, BBA
Arthur MacDonald, MCIP, LPP

Prepared by:

Fishburn Sheridan Atlantic Inc.

40 Albert Street, Windsor NS B0N 2T0
T: 506-651-9159 | www.fsaeng.com

FSA Project No.: 22057DA

2022-10-24

TABLE OF CONTENTS

PAGE

EXECUTIVE SUMMARY

Pursuant to the request of the Town of Lunenburg, Fishburn Sheridan Atlantic (FSA) was commissioned to perform a Building Condition Assessment (BCA) of the Lunenburg Town Hall located at 119 Cumberland Street in the Town of Lunenburg, Nova Scotia. The visual, non-intrusive investigation was conducted on Thursday May 19, 2022. A LiDar scan of the building was also performed on this date. A subsequent return visit was made on July 12, 2022.

The subject building is located at 119 Cumberland Street in Lunenburg, Nova Scotia. A distinguishing element of its design is the inclusion of two separate entrances reflecting the building's dual-purpose use. The south facing entrance features an arched sign which reads "Town Hall" whereas the north facing entrance located on Townsend Street features a similar, yet smaller arched sign reading "Court House". The building, constructed between 1891 – 1893 is of red, solid brick construction with a faced granite foundation and granite coursing. The edifice stands out in an area where wood construction and cladding are most common.

The building is designed in notable Second Empire fashion with defining elements such as the mansard roof with embellished roofline, elaborate projecting dormer windows, a central pavilion, and tall round headed windows across all elevations. The exterior of the building is clad almost entirely with clay brick masonry including masonry arches, especially above windows and granite keystones. The majority of windows are single-hung, single-glazed, wood frame construction some featuring decorative wood and glazed arches. Each elevation features unique fixed, arched, or rounded, single-glazed, wood frame windows as well. Most windows include aluminum framed storm windows.

The main roof at the north is of wood framed hip construction with an asphalt composite shingle roof, while the neighbouring lower, south roof area is of relatively flat, wood frame construction with a modified bitumen (mod. bit.) roof membrane. A prominent mansard roof surrounds the upper elevations which is clad in asphalt composite shingle. Dormers are featured at all elevations within the mansard roof. The sidewalls of dormers are typically clad in copper while their roofs are clad in copper while some have mod. bit. membranes. Original gutters were likely of copper as suggested by some copper downspouts still visible at the exterior of the building. The existing gutter is of galvanized metal, painted to suit the style of the building. Copper is used as flashing material at masonry and around the perimeter of the main roof areas. Two prominent copper roofs are featured at the north and east facades, respectively. The north tower features a domed copper roof while the east tower features a pyramid shaped copper roof.

Exterior property elements include granite slab steps at the south facing, Town Hall entrance. At the north facing Townsend Street, Court House entrance, a newer steel ramp and stairway have been installed to provide accessibility access to the building as well as fire egress from upper floors. The building is surrounding by green space, including a heritage bandstand located east of the Town Hall.

The Lunenburg Town Hall is a registered heritage property within the Province of Nova Scotia and is situated within the Town of Lunenburg, a designated UNESCO World Heritage Site since 1995. Lunenburg is further considered a National Historic Site of Canada.

Overall, most property elements are in good to fair condition. However, readers are advised to examine the full content of the report herein. Some property elements vary from fair to satisfactory condition and will require repairs or replacement work to ensure that they continue to perform as designed and intended. Some exterior building elements have exceeded their life expectancy and require major repairs or replacement within the near future.

This report covers commentary concerning the condition of all major components of the building envelope, including observations in respect to heritage elements and architectural details with particular focus on items that exhibit distress or deficient circumstances. Although the surrounding exterior grounds and interior finish elements are not included within the scope of this assessment, comments and observations have been made where these elements may affect the overall design, aesthetic or proposed building envelope repairs.

Upon completion of this assessment and interpretation of the collected data, a series of prescriptive recommendations were generated for consideration by the Town of Lunenburg. The main goal of this report, as set out by the Town of Lunenburg, is to restore the building envelope and provide an approximate 25-year life expectancy for all major components, while recognizing the need for ongoing maintenance. The estimated improvement costs associated with the recommended repair selections are as follows:

Masonry Repairs	$ 2,483,560
South Entrance Steps	$ 74,000
Windows – Option 1 – In-place rejuvenation	$ 258,200
Roofing – Option 3 – Hybrid w/ copper towers & alum. flash	$ 432,110
Roofing – Option 3 – roof vents – copper	$ 15,600
Gutters and Downspouts – aluminium	$ 29,800
Staging Allowance – to complete all above work	$ 90,000
TOTAL	$ 3,383,270

1.0 INTRODUCTION

Pursuant to the request of the Town of Lunenburg, Fishburn Sheridan Atlantic (FSA) was commissioned to perform a Building Condition Assessment (BCA) of the Town Hall building located at 119 Cumberland Street, in the town of Lunenburg, Nova Scotia.

This report has been prepared specifically and solely for the Town of Lunenburg and contains a summary of our findings. The predominant purpose of this BCA is to establish a conditional evaluation of the building to be used by the Town in the development of a complete exterior restoration of the building envelope. Areas of focus include all roof areas, dormers, windows, exterior wood trim, soffits, gutters, and downspouts as well as all exterior masonry and stonework. Based on the findings of this report, a repair recommendations and Class C construction budget have been developed so as to restore or rejuvenate all elements of the building envelope to provide a 25-year life expectancy with appropriate, ongoing maintenance.

To meet this objective, FSA observed and reported on the current physical condition of the main elements of the subject property supplemented by a LiDar scan to provide accurate measurements and facilitate the creation of detailed CAD drawings. Although the use of LiDar was not part of the original deliverables, FSA determined that the use of this technology would collect the most accurate data to be used in the development of CAD drawings and details. Of further yet unanticipated benefit, LiDar scanning provided an overall degree of detail which cannot be captured by the human eye during visual inspection. We have provided an opinion of the existing overall condition and have supplied opinions of probable Class “C” costs required to reach the capital and maintenance goals of the Town of Lunenburg. Recommendations have been made to remedy physical deficiencies and performance concerns by undertaking a major repair and renewal of building components and property elements to be completed between 2023 and 2025. This property is presently and regularly used as the Town’s administrative offices and houses the Town’s Corporate Service Department; therefore, recommendations have been made with the aim of balancing current and ongoing operational needs while implementing all necessary improvements.

2.0 TERMS OF REFERENCE

This reporting provides documentation of the present condition of existing property elements with respect to capital repairs, renewal and maintenance planned for 2023 - 2025. The property components assessed were categorized as: Structural Systems, Masonry, Windows and Doors, Roofing, Copper Elements.

This review was visual in nature only with no destructive investigation performed, and was conducted from grade and opportunistic vantage points, where they were available. The visual investigation was supplemented by LiDar scan performed by a third-party contractor under the direct supervision of FSA. The data collected was used to provide a detailed examination of the existing structure and elements and to aide in the creation of accurate CAD drawings for planned capital and maintenance work. This study is not intended to identify all specific deficiencies, but rather to obtain an understanding of the current condition and function of existing systems, so as to create a tender-ready construction specifications and detailed drawings to bring all elements of the building envelope to a serviceable state with an anticipated life expectancy of 25 years providing that ongoing maintenance is carried out.

3.0 SCOPE OF WORK

The scope of work for this assignment included:

3.1 Review of Existing Documents

- Existing as-built drawings were not available for review.
- Review of document and drawings entitled *Lunenburg Town Hall & Courthouse – Conservation Program* by G.F. Duffus and Company Limited dated April 2008.
- Review of report by EXP. entitled *Lunenburg Town Hall – Snow Load Report* dated 2020-03-30.

3.2 Visual Review of Building and Site

This detailed visual review of the building envelope and its associated systems allowed a reasonably accurate assessment of their current condition. The site review was broken down into the following main categories:

- Roof system: including condition of roof covering, insulation level, drainage and waterproofing condition of rooftop elements.
- Masonry: including granite coursing, keystones, architectural masonry elements.
- Granite slab entrance steps.
- Windows and doors.
- Gutters and downspouts.
- Copper elements: including flashings, roof vents, dormer claddings and copper roof at top the stairwell tower.

3.3 Reporting

A comprehensive engineering report was prepared summarizing the salient aspects of the assessment and the findings of the site review, including related photographs, financial/quantitative information and other pertinent information obtained during the assessment.

The major exclusions, relative to the cited ASTM standard include:

- mechanical and electrical systems,
- utilities,
- security systems,
- verification of the property's compliance with barrier-free accessibility requirements,
- investigation of whether or not the property resides in a flood plain,
- reviews of municipal/public records for zoning, building, and/or fire & life safety code/regulatory compliance,
- vertical transportation,
- verification of number of parking spaces,
- verification of gross and net usable areas of the site buildings

- a complete structural assessment and
- interior elements are not included in the scope of work for this assessment.

It should be noted that compliance with the ASTM standard does not warrant or guarantee code compliance with any governmental entity, trade standard, or the insurance industry and this effort should not be considered an in-depth code compliance review.

ASTM defines a physical deficiency as a conspicuous defect or significant deferred maintenance of a site's material systems, components or equipment as observed during the site assessor's walk-through site visit. Included within this definition are material systems, components or equipment that are approaching, have reached or have exceeded their typical expected useful life or whose remaining useful life should not be relied upon in view of actual or effective age, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes conditions that generally do not constitute a material physical deficiency of the site.

The review of the site was based on a visual walk-through review of the visible and accessible components of the building. The roof surfaces, exterior wall finishes, and the exterior and interior of windows and doors along with their frames, were visually assessed to check their condition and to identify physical deficiencies where observed. The assessment did not include an intrusive investigation of roof assemblies, wall assemblies, ceiling cavities or any other enclosures/assemblies. No physical tests were conducted, and no samples of building materials were collected to substantiate observations made, or for any other reason. No physical tests were conducted on any system. The mansard roof space was entered along with the basement. Images were taken for reference only and are not included in the scope of this investigation.

4.0 BUILDING CONDITION ASSESSMENT METHODOLOGY

4.1 Phases of Work

This BCA was carried outt in four main phases, including: the document review, the walk-through survey, the development of findings and costs, and the building condition report.

Document review was utilized to gather information regarding historical repairs and replacement and their costs, the level of preventive maintenance exercised, and pending repairs and improvements. The document review served to augment the walk-through survey and to assist in the overall understanding of the property. As such, much of the document review was carried out prior to the walk-through survey, so that any specific issues raised could be reviewed during the walk-through survey.

Next, a walk-through survey of the subject property was performed to assess the condition of property elements, including identification of physical deficiencies. In general, the walkthrough survey included a review of site elements, structural and building envelope elements. These items were reviewed to the extent that they were easily visible and readily accessible. Observations were made without intrusion, relocation or removal of materials, exploratory probing, or use of any specialized equipment or instruments. As a result, the review of the structural frame was typically very limited due to the concealed nature of such elements and finding that the structural frame appears satisfactory was typically based on the lack of evidence of structural related distress on building envelope elements. It should be noted, that a brief interior walkthrough revealed conditions associated with water ingress and deterioration due to ongoing thermal cycling within the mass masonry wall. Intrusive investigation is therefore recommended as noted in this report.

A Lidar scan of the building was also performed to supplement the visual investigation. From the data collected we are able to better visualize and analysis specific anomalies and generate accurate CAD drawings and details.

Following the walk-through survey and LiDar scan, the information gathered was analysed to develop findings regarding rejuvenation recommendations. Budget costs were estimated for all repair and replacement work recommended to address deficiencies and to renew building elements which have reached the end of their service life. For repair items, budget costs involved an estimate of the material and labour requirements for each specific item. For major renewal items, budget estimates were determined by multiplying the total quantity of the element in question by the expected unit price for the work of concern, based on a database of pricing for similar work. However, if an item was too complex to develop a cost using the quantity and unit price method, a lump sum opinion of probable cost was included for such an item. In certain situations, contractor input was used to assist with budget estimates.

The budget estimates were intended to provide a general understanding of the physical condition of the property by associating a cost to deficiencies. With this in mind, it is important to note that cost estimates in this report are preliminary of Class C magnitude and are exclusive of contract general requirements, contractor mark-ups, engineering fees and applicable taxes. These are the minimum repairs, beyond standard maintenance, that should be budgeted to allow the property's systems to attain the stipulated project goals. The costs are in 2022 dollars and assume favourable working conditions (i.e., spring or summer work during regular hours) phased over two (2) years.

Once information was analysed and findings and cost estimates were developed, an engineering report was prepared, providing written and photographic documentation of observed deficiencies. A remedial action plan was prepared for repair and replacement work required with the given construction timelines in mind.

Estimates of replacement costs were based on the assumption that quality materials will be used. In the case of older construction, newer materials may be required to adhere to the current building code regulations. Installation costs were assumed to be at contractors' prices, using union labour and current construction techniques, including contractors' overhead and profit. Cost for access, removal and disposal were also factored in.

4.2 Summary of Document Review

The following is a list of key information sources reviewed:

<u>Engineering Drawings</u>

- FSA was informed by the project representatives for the Town of Lunenburg that no as-builts or other drawings exist for the subject building. As such, no original drawings were reviewed.

<u>Engineering Reports</u>

- Drawings and markup by G.F. Duffus & Company LTD. entitled Lunenburg Town Hall & Courthouse Conservation Program dated April 2008
- Report by EXP entitled *Lunenburg Town Hall – Snow Load Report* dated 2020-03-30

5.0 DESCRIPTION OF PROPERTY

5.1 Brief History and Description

The subject building is located at 119 Cumberland Street in Lunenburg, Nova Scotia. A distinguishing element of its design is the inclusion of two separate entrances reflecting the building's dual-purpose use. The south facing entrance features an arched sign which reads "Town Hall" whereas the north facing entrance located on Townsend Street features a similar, yet smaller arched sign reading "Court House". The building, constructed between 1891 – 1893 is of red, solid brick construction with a faced granite foundation and granite coursing. The edifice stands out in an area where wood construction and cladding are most common.

The building is designed in notable Second Empire fashion with defining elements such as the mansard roof with embellished roofline, elaborate projecting dormer windows, a central pavilion, and tall round headed windows across all elevations. The exterior of the building is clad almost entirely with clay brick masonry including masonry arches, especially above windows and granite keystones. The majority of windows are single-hung, single-glazed, wood frame construction some featuring decorative wood and glazed arches. Each elevation features unique fixed, arched, or rounded, single-glazed, wood frame windows as well. Most windows include aluminum framed storm windows.

The main roof at the north is of wood framed hip construction with an asphalt composite shingle roof, while the neighbouring lower, south roof area is of relatively flat, wood frame construction with a modified bitumen (mod. bit.) roof membrane. A prominent mansard roof surrounds the upper elevations which is clad in asphalt composite shingle. Dormers are featured at all elevations within the mansard roof. The sidewalls of dormers are typically clad in copper while their roofs are clad in copper while some have mod. bit. membranes. Original gutters were likely of copper as suggested by some copper downspouts still visible at the exterior of the building. The existing gutter is of galvanized metal, painted to suit the style of the building. Copper is used as flashing material at masonry and around the perimeter of the main roof areas. Two prominent copper roofs are featured at the north and east facades, respectively. The north tower features a domed copper roof while the east tower features a pyramid shaped copper roof.

Exterior property elements include granite slab steps at the south facing, Town Hall entrance. At the north facing Townsend Street, Court House entrance, a newer steel ramp and stairway have been installed to provide accessibility access to the building as well as fire egress from upper floors. The building is surrounding by green space, including a heritage bandstand located east of the Town Hall.

The Lunenburg Town Hall is a registered heritage property within the Province of Nova Scotia and is situated within the Town of Lunenburg, a designated UNESCO World Heritage Site since 1995. Luneburg is further considered a National Historic Site of Canada.

The building proper is believed to be generally of vintage construction, with some known rehabilitation and modernization programs being implemented. These include but are not limited to:

- a newer steel ramp and stairway installed to provide accessibility access to the building as well as fire egress from upper floors located at the north elevation of the building,
- aluminium entrance door systems,
- aluminum framed storm windows,
- steel window security bars,
- galvanized gutters and plastic downspouts,

- architectural asphalt composite shingles and modified bitumen (mod. bit.) membrane roofing.

GPS Location (DMS):	44.37798757261384, -64.30986434632179
Age:	±130 years
Architectural Style:	Second Empire
Heritage Designation:	Yes
Designing Architect:	Henry Busch
Height:	3.5 Stories
Levels Below Grade:	1
Roofs:	Mansard, Dome, Flat, Dormer
Floors:	Wood
Cladding:	Mass Clay Brick Masonry
Foundations:	Faced Stone Masonry
Defining Characteristics:	Mansard roof with embellished roofline, projecting dormers, central pavilion, tall round-headed windows, defining pilasters.

6.0 FINDINGS OF BUILDING CONDITION ASSESSMENT

The scope of work for this building condition assessment included a visual review of the clay brick masonry walls and granite elements, windows and doors, wooden trim, soffits, gutters, downspouts, and all roof areas including the mansard roof and dormers. The following sections illustrate typical items of concern and the deficiencies noted in respective elements.

6.1 Structural Systems

The following commentary represents an assumed structural configuration of the building, based on visual observations made during the walk-through survey. No structural or architectural drawings were available for our review.

The basic primary construction of the building is of faced, stone foundation with exterior faced granite where the foundation is visible above grade supplemented with wood timber framing. Below grade, the building is supported by a faced stone foundation partly visible at the interior. The basement floor consists of a concrete slab-on-grade construction. Above grade, the building is supported by a mass clay brick masonry wall with decorative granite elements extending to the roof line. Timber frame elements bear on the exterior masonry walls to support the mansard roof. A solid masonry wall was observed to separate the building between north and south given the building's original dual purpose.

FSA has not been provided with a seismic analysis of the structure and it is therefore assumed that no such analysis has been performed for this structure.

The following observations were made:

South Elevation • Visible faced granite at foundation level. • Mass clay brick masonry walls. • Granite slab entrance stairs. • Mansard roof with prominent dormers.	
Basement • Typical stone foundation visible throughout basement.	
Roof Space • Typical wood construction is visible within the mansard roof.	

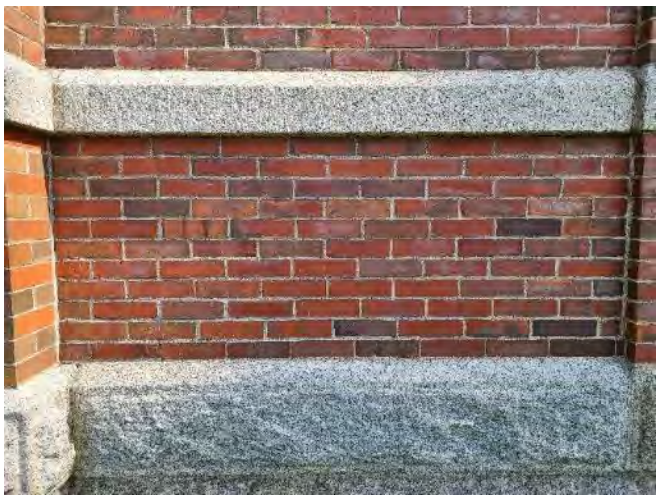
Roof Space • Typical wood construction is visible within the mansard roof.	
Roof Space • Typical example of mass masonry wall at the top of the exterior wall at the base of the mansard.	
Roof Space • Masonry wall separating building north to south is visible at the interior of the mansard roof area.	

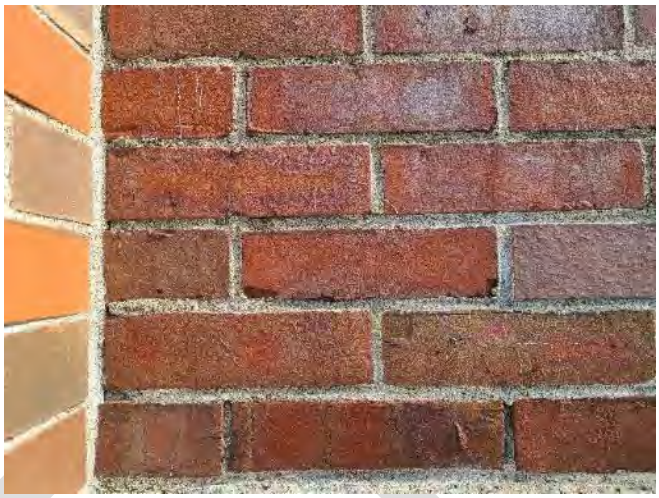
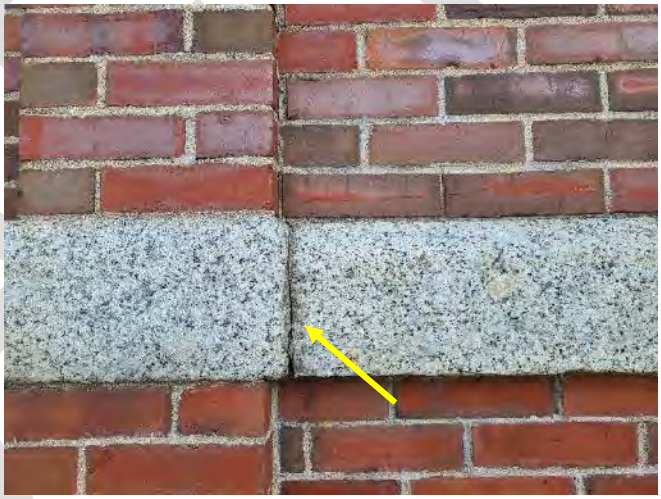
6.2 Building Envelope

The building envelope consists of a mass clay brick masonry wall comprised of multiple wythes with integral granite keystones and ribbons. Windows are of wood frame construction with rounded heads comprising of single glazed units. Exterior doors consist of aluminium entry systems and steel doors and frames. The roof structure consists of various areas including mansard, dormer, dome and flat roof sections. Eaves-trough is of galvanized construction and some original copper downspouts have been replaced with newer materials. The following commentaries summarize the condition of each element.

.1 Walls

The exterior walls are predominantly clad with clay brick masonry with granite accents and ribbons. The foundation that is visible above grade is of faced granite. Prominent masonry pilasters are featured at exterior corners of the building and at both the north and south entrances. Various masonry arch designs incorporating granite key stones are featured around windows at all elevations. It was reported that some masonry repointing work has been occurring over the last few years to address highly deteriorated mortar jointing.

South Elevation • General image of south elevation.	
South Elevation • Substantial crazing of masonry units was observed at all elevations.	

South Elevation • Substantial crazing was observed at masonry units. • Previous masonry repairs were observed at the pilaster as seen at the left of the image. New masonry units differ from the older, possibly original, masonry units.	
South Elevation • Substantial crazing was observed at masonry units. • Cracking was observed at mortar joints of masonry and granite (yellow arrow).	
South Elevation • Typical example of the masonry arches observed at windows at south elevation.	

South Elevation • The pilasters on either side of the main south entrance have been rebuilt. • The inset entranceway appears to be of relatively new construction as the masonry varies from the original.	
South Elevation • Organic growth and staining were observed at the pilaster to the right of the main entrance. This may be caused by water run-off overshooting the eavestrough above. Continued wetting may result in premature deterioration of the clay brick masonry units and/or the mortar.	
East Elevation • General view of east elevation featuring a copper roof at the top of the stairway tower.	

East Elevation • Significant crazing of masonry was observed. See following image.	
East Elevation • Significant crazing of masonry was observed across the east elevation. See following image.	
East Elevation • Significant crazing of masonry was observed across the east elevation.	

East Elevation • Typical example of masonry arches at the first floor to the south of the stair tower. • This detail is duplicated at the second-floor windows above; however, second floor windows feature a taller archway (see following observation), whereas the first-floor arch is shallower.	
East Elevation • Typical example of masonry arches at the first floor to the south of the stair tower. • This detail is duplicated at the second-floor windows above; however, second floor windows feature a taller archway (see following observation), whereas the first-floor arch is shallower.	
East Elevation • Typical example of masonry arches above windows at the east elevation. Note, the lack of granite keystones at the third floor. • Organic growth was observed to the right of the stair tower. See following observation.	

East Elevation • Organic growth and staining were observed at various locations across the east elevation. This is likely exacerbated by substantial shading by large trees surrounding the property limiting the drying potential of the masonry.	
North Elevation – behind retaining wall • General image of the north elevation behind the retaining wall. • Notice, the original copper downspout has been replaced with plastic (yellow arrow). • Staining of the masonry was observed at the interior corner. This is likely caused by water run-off from the roof passing between the gutter and the exterior wall (red arrow). The gutter end may also be damaged. • Staining and discoloration of the granite ribbon was observed.	
North Elevation – behind retaining wall • Missing downspout support brackets were observed leaving openings in masonry. • See following observation.	

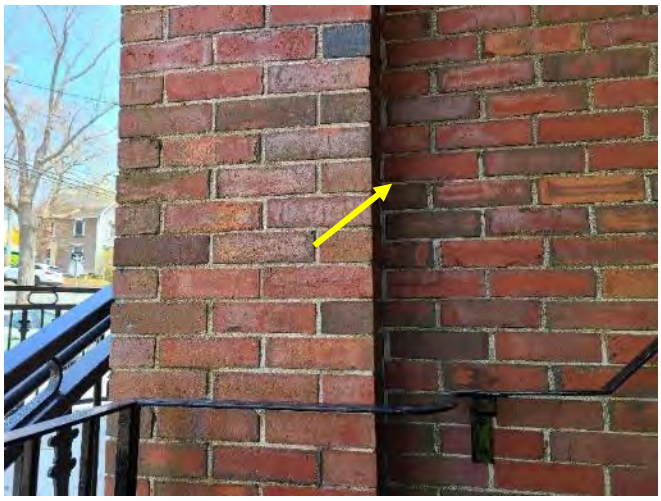
North Elevation – behind retaining wall • Unsecured downspout support brackets were observed.	
North Elevation – behind retaining wall • Holes in masonry were observed to be plugged with wood. • Notice the staining at the masonry.	
North Elevation – behind retaining wall • General image of the north elevation behind the retaining wall. • Organic growth was observed at the north elevation. This is likely exacerbated by this area being a mainly shaded throughout the day limiting the drying potential of the masonry.	

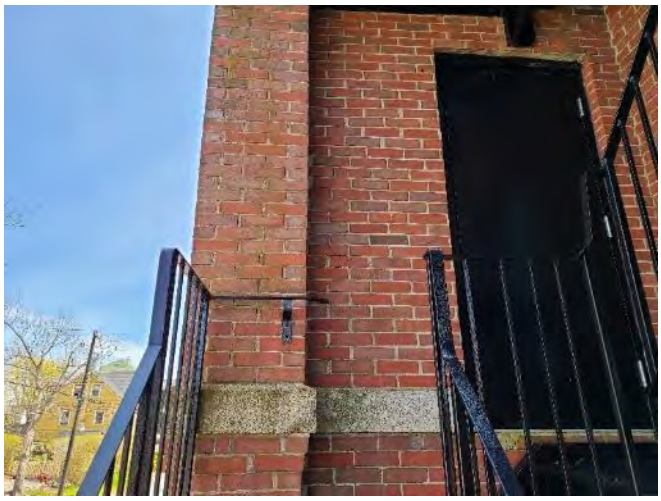
North Elevation – behind retaining wall • Staining of the masonry was observed at the interior corner. This is likely caused by water run-off from the roof passing between the gutter and the exterior wall (red arrow). The gutter end may also be damaged. • A crack was observed through the masonry at the upper right corner of the window (yellow arrow). • See following observation.	
North Elevation – behind retaining wall • The crack observed travels diagonally through masonry and terminates at the pilaster. • The pilaster to the right of the window appears to have been rebuilt likely following the report provided by GF Duffus dated April 2008. • See following observation.	
North Elevation – behind retaining wall • The crack was observed to travel directly through the back of the granite coining. • The pilaster to the right of the window appears to have been rebuilt likely following the report provided by G.F. Duffus dated April 2008.	

North Elevation • General image of north elevation. • Substantial crazing of masonry units was observed at multiple locations.	
North Elevation • General image of north elevation. • Deteriorated mortar was observed below the first granite ribbon. • Staining was observed at the granite keystone above the entrance and a granite ribbons.	
North Elevation • Deteriorated mortar was observed below the granite ribbon. • A crack was observed through the masonry originating above the granite keystone, traveling vertically towards the horizontal granite ribbon. • Staining of the granite was observed in multiple locations.	

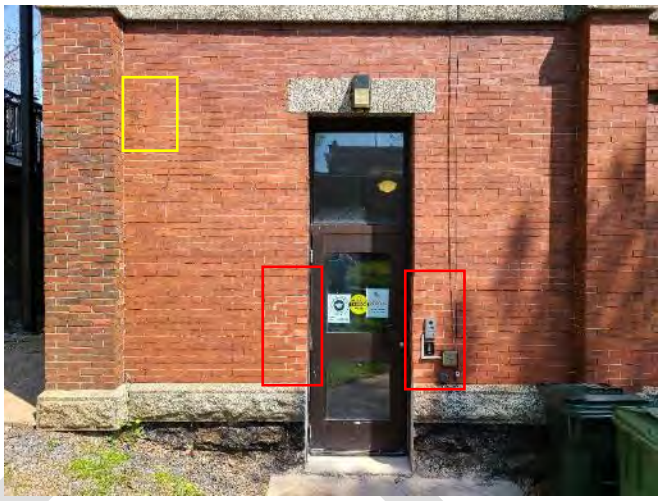
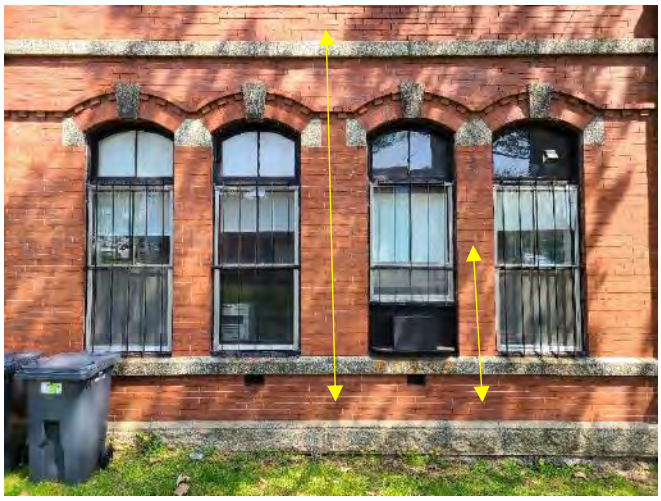
North Elevation • Cracking of the mortar between the newer masonry and older, likely original, pilasters to the right and left of the entrance was observed. • The inset entranceway, similar to that observed at the south elevation appears to be of relatively new construction as the masonry varies from the original. • Significant crazing of masonry units was observed to both the right and left of the entrance. See following observation.	
North Elevation • Cracking of the mortar between the newer masonry and older pilasters to the right and left of the entrance was observed. • Significant crazing of masonry units was observed to both the right and left of the entrance. See following observation.	
North Elevation • Significant crazing of masonry units was observed to both the right and left of the entrance. See following observation.	

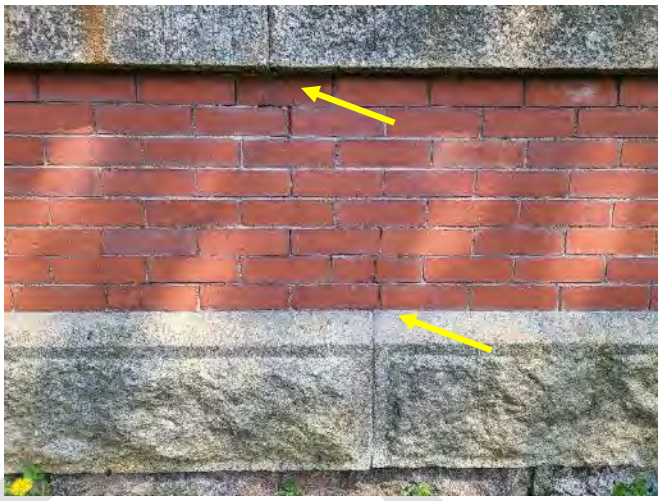
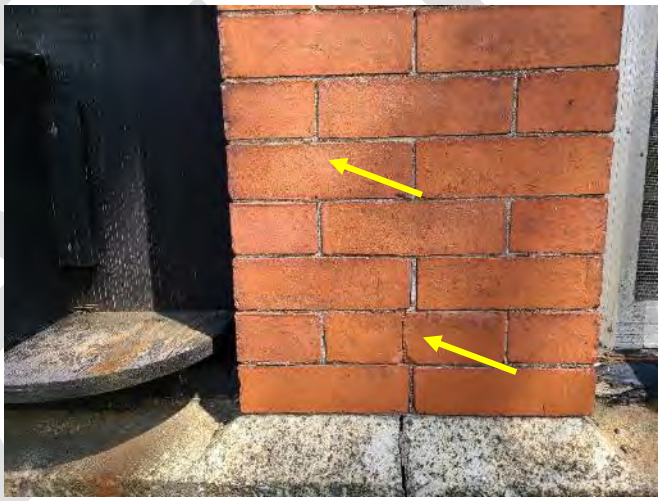
North Elevation • Staining of masonry was observed at the elevation right of the main entrance. • Cracking and crazing of masonry were observed at multiple locations. • See following images.	
North Elevation • Cracking through the masonry was observed at the base of the pilaster (yellow arrow). • The original copper downspout has been replaced with plastic and is observed to drain beneath grade level.	

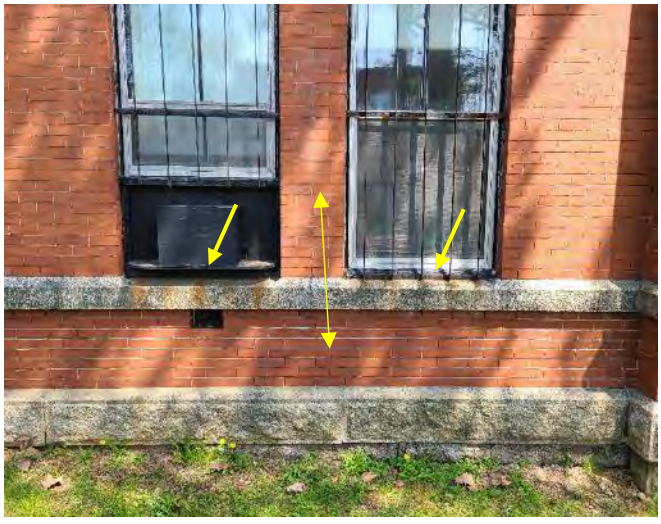
North Elevation • Cracking of the masonry was observed (yellow arrow). See following image.	
North Elevation • Same as above.	
North Elevation • The cracking shown in the previous observation was observed to travel vertically along the edge of the pilaster (yellow arrow). • Significant crazing of masonry units was observed.	

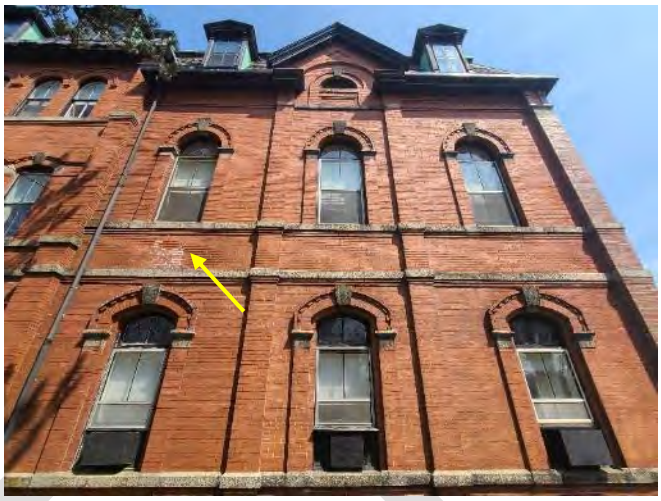
North Elevation • Same as above.	
North Elevation • Masonry making up the corbel below the granite ribbon was observed to be slightly bowed as indicated by the yellow marker. • Staining of the granite was observed.	
North Elevation • No masonry lintel was observed above the exterior steel exit doors. See following image. • Staining of the masonry was observed. • Some organic growth was observed, particularly above the exit door. See following observation.	

North Elevation • No masonry lintel was observed above the exterior steel exit doors. See following image. • Staining of the masonry was observed. • Some organic growth was observed, particularly above the exit door.	
West Elevation • General image of west elevation. • The west elevation features two styles of masonry arches unique to the elevation pictured here. • Crazing of masonry was observed at multiple locations. • Cracking of masonry was observed at multiple locations. • Deteriorated mortar joints were observed at multiple locations.	
West Elevation • General image of west elevation. • Crazing of masonry was observed at multiple locations. • Cracking of masonry was observed at multiple locations. • Deteriorated mortar joints were observed at multiple locations. • See following observations.	

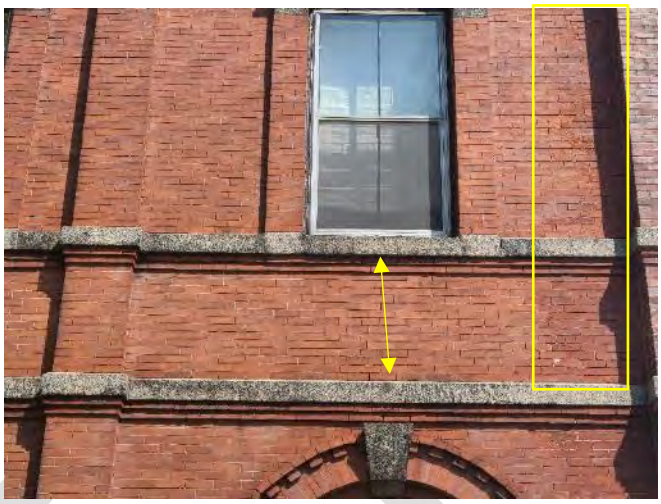
West Elevation • Spalling of masonry faces was observed (yellow box). • Previous repointing and masonry repairs were observed (red boxes).	
West Elevation • An abandoned electrical insulator was observed along with an unsealed penetration approximately 50 mm in diameter (yellow box). • Significant efflorescence was observed at the masonry between the second and third floors (red box).	
West Elevation • Typical masonry detailing above first floor windows at the northern most side of the west elevation. • Masonry cracking was observed at multiple locations (yellow arrow). • The cracks observed originated at the granite foundation and travel vertically above the first-floor windows. • See following observations.	

West Elevation • Masonry cracking was observed at multiple locations. • The crack, pictured here, originated at the granite foundation and travels vertically above the first-floor windows.	
West Elevation • Same as above.	
West Elevation • Typical masonry detailing above third floor windows. • Significant efflorescence was observed at the masonry between the second and third floors (red box). • Deteriorated masonry was observed between the first and second floor windows. See following image.	

West Elevation • Deteriorated masonry was observed between the first and second floor windows.	
West Elevation • Typical masonry arch detail above first floor windows. • Deterioration of mortar joints between the cap bricks of the masonry eyebrow was observed (yellow arrows). • Spalled masonry faces were observed at this location. • Previous repairs were observed at the head of windows. • Deteriorated sealant was observed. • Staining of the granite keystones was observed.	
West Elevation • Staining was observed at the granite ribbon below the first-floor windows. This is likely caused by the deteriorated, metal security bars at windows. • Deteriorated mortar joints were observed below the granite ribbon. • A masonry crack originating at the foundation was observed to travel vertically between windows. • Efflorescence and crazing of the masonry units was observed at window level.	

West Elevation • Typical example of masonry arches common to the west and east elevation. • A previous repair and repointing effort was observed (yellow arrow). Repair work does not blend with the surrounding masonry. • Spalling masonry was observed near the downspout (see following observation).	
West Elevation • Spalling masonry was observed near the downspout (yellow box). • Deteriorated mortar joints were observed at the pilasters supporting the window arch (yellow arrow). • Deteriorated sealant was observed at the pilaster to the left of the downspout (red arrow). Sealant was also used to repair masonry and joints. • Previous repairs were also observed at the masory arch which does not blend with the original masonry.	
West Elevation • A previous repair and repointing effort was observed (yellow arrow). Repair work does not blend with the surrounding masonry. • Staining of granite keystones and springers were observed at most windows.	

West Elevation • Spalling of masonry was observed two the left of the pilaster (yellow box). • A masonry crack was observed above the window (yellow arrow). • Staining of granite ribbons was observed.	
West Elevation • Spalling of masonry was observed two the left of the pilaster. • Staining of granite ribbons was observed.	
West Elevation • Spalling of masonry was observed two the left of the pilaster (yellow box). • A masonry crack was observed (yellow arrow). • See following observation.	

West Elevation • Same as above.	
Southwest Corner • Significant deflection was observed in the masonry forming the outermost pilaster. This was especially visible at the top of the pilaster.	
Southwest Corner • Same as above.	

.2 Windows

The windows throughout most of the building are non-thermally broken, custom-fitted wood frame sashed windows set in a punched configuration. The majority of windows display vertical slider or operating vents, and most windows display exterior aluminum storm window frames. Alterations to the original windows was observed at all elevations. This includes boxing-out sections of windows with plywood to accept various mechanical penetrations. Although considered to be thermally inefficient, the windows are suiting their intended purpose.

South Elevation • Window frames were generally observed to be sound; however, paint was observed to be deteriorated. • Sealant was observed to be deteriorated. • The basement window is infilled with painted plywood. An oil fill and vent pipe were observed to penetrate the window area. Paint was observed to be deteriorated.	
South Elevation • Window frames were generally observed to be sound; however, paint was observed to be deteriorated. • Sealant was observed to be deteriorated. • A crack glazing unit was observed in the upper left arched window (yellow arrow).	

South Elevation • In many instances, sealant has been replaced between window frames and masonry; however, the sealant used and it's application is inconsistent and was often observed to be deteriorated. • Paint/stain was generally observed to be deteriorated at wooded window frames and sills.	
South Elevation • Paint/stain at the upper arched window was observed to be deteriorated. • The brickmould for the arch appears to be constructed of multiple pieces of quarter round. This does not appear to be of original construction.	
South Elevation • Same as above.	

South Elevation • Upper arched window is infilled with painted plywood to accept a mechanical exhaust vent. • Paint/stain was observed to be deteriorated.	
South Elevation • Windows at the first floor of the east elevation were observed to be boxed out or sealed with varying plywood structures.	
East Elevation • Typical first floor windows at the east elevation, left of the stairwell tower.	

East Elevation

- Windows at the second and third floor of the stairwell tower are unique to all other windows. These feature decorative circular mullions.
- The exterior door at the base of the stairwell tower has been replaced; however, still features an arched window above.
- Paint and sealant were observed to be deteriorated.
- See following observation.

East Elevation – Interior of stairwell tower, 2nd floor landing

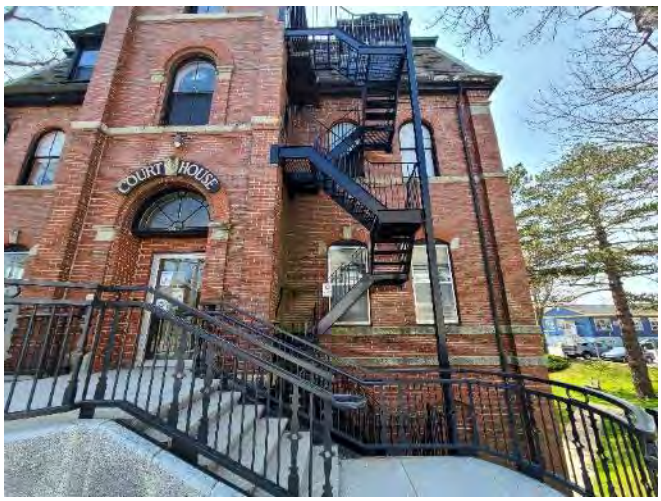
- General image at interior
- Decorative, unique millwork is used stairwell windows.

East Elevation – Interior of stairwell tower, 3rd floor landing • General image at interior. • Decorative, unique millwork is used at stairwell windows.	
East Elevation – Interior of stairwell tower, 3rd floor landing • In general, wood sashes and window frames were observed to be in deteriorating condition and in need of rejuvenation.	

East Elevation – Interior of stairwell tower, 3rd floor landing • In general, wood sashes and window frames were observed to be in deteriorating condition and in need of rejuvenation. • Crazing can be seen at the masonry.	
East Elevation • First floor windows to the right of the stair tower are protected with metal security bars. • The end window is infilled with masonry. • Organic growth and staining was observed at the granite ribbon below second floor windows.	

East Elevation • In general, metal security bars were observed to be in fair condition. Corrosion was observed at multiple locations and translated to staining of the masonry walls below.	
East Elevation • Basement windows were observed to be infilled with painted plywood. • A hose bibb (yellow arrow) penetration and hood vent were observed at this window penetration. • A mechanical vent was observed to be corroded.	
East Elevation • Windows at the first floor of the east elevation were observed to be boxed out or sealed with varying plywood structures.	

North Elevation – Left of entrance • General image of windows at the north elevation. • Windows located at the ground floor are infilled with masonry. • Aluminum storm windows are observed at the first-floor windows. The infill appears to be of a vintage similar to the adjacent exterior walls.	
• Paint/stain at the upper arched window was observed to be deteriorated. • The brickmould for the arch appears to be constructed of multiple pieces of quarter round. This does not appear to be of original construction. See following observation.	
North Elevation – Ground level • Same as above. • Deteriorated paint/stain and sealant were observed at the wood frame and sash.	

North Elevation – at entrance • An arched window is observed over the north entrance. This appears to match the arched window over the south entrance. • Deteriorated paint/stain and sealant was observed.	
North Elevation – at entrance • An arched window is observed at the second floor, over the north entrance. • Deteriorated paint/stain and sealant was observed.	
North Elevation – right of entrance • First floor windows were observed to be square with a shallow, decorative wooden arch above. See following observation.	

North Elevation – right of entrance • The head of the first-floor windows was observed to be square with a shallow, decorative wooden arch above. • Sealant was observed to be deteriorated.	
North Elevation – right of entrance • The second-floor features arched, vertical sliding windows. • Deteriorated paint/stain was observed as well as deteriorated sealant. • The window visible at the left of the image was observed to be replaced with a Georgia-wire glass, likely as an increased security measure See following image.	
North Elevation – right of entrance • The window pictured here was observed to be replaced with a Georgia-wire glass, likely as an increased security measure given the potential access provided by the exterior stairs.	

North Elevation – right of entrance • In general, the design of dormer windows appears continuous around the building, although, single windows as opposed to the double window pictured here are also used. • The wood framed dormers are generally in fair but deteriorating conditions. • Paint/stain was observed to be deteriorated. • Dormer windows were observed to be wood framed, vertical sliders. Some lites have been replaced with more efficient IGU's or the addition of aluminum storm windows.	
North Elevation – right of entrance • The installation suggests there are no step flashings at the vertical sides of dormers.	

North Elevation – right of entrance • Deteriorated wood sill and window frame was observed. • The leaf guard at the gutter was observed to be damaged and poorly secure.	
Dormers at the Interior • Some dormers windows have been replaced with newer, double hung vinyl replacements. • Significant water damage was observed at the interior at the dormer. See following observation.	
Dormers at the Interior • Some dormers windows have been replaced with newer, double hung vinyl replacements. • Significant water damage was observed at the interior at the dormer which appears to be aligned with the interface between the dormer and the adjacent mansard roof.	

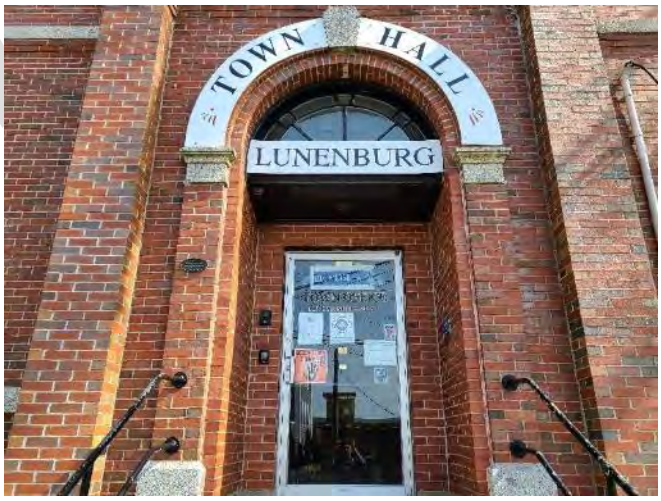
West Elevation – General images • First floor windows across the west elevation feature arched heads. Multiple windows at this level are boxed out with plywood to accommodate various mechanical elements. • Second floor windows are square with a decorative wood arch at the head of the window. These feature aluminum storm windows. • Third floor windows are typically arched. • All windows were generally found to be in fair but deteriorating conditions with paint/stain and sealant maintenance being required.	
West Elevation – General images • Same as above.	
West Elevation • Typical first floor windows feature metal security bars and aluminum storm windows. • Corrosion was generally observed at metal security bars which in turn is staining the granite sill/ribbon below. • Paint/stain at window frames and sashes was generally observed to be deteriorated and in need of maintenance. See following images.	

West Elevation • Corrosion was generally observed at metal security bars which in turn is staining the granite sill/ribbon below.	
West Elevation • Typical first floor windows feature metal security bars and aluminum storm windows.	
West Elevation • Various alterations were observed to windows at all elevations.	

West Elevation • First floor windows across the west elevation feature arched heads. The window pictured here features a squared arch. Multiple windows at this level are boxed out with plywood to accommodate various mechanical elements. • Paint/stain was observed to be deteriorated at window frames, sashes and plywood components.	

.3 Exterior Doors

Exterior doors are of various styles and construction. The main entrance doors at both the north and south elevations are of aluminum construction. Egress doors are typically composed of fire-rated, hollow metal door slabs with comparable framing, set into the wall opening. These doors are relatively new additions to the exterior wall at the second and third floors of the north elevation. Some entrance assemblies displayed Georgia wired glass lites. A fully accessible aluminum entrance system with overhead lite is newly installed at the west elevation at ground level. All associated hardware appeared to be functioning and operating to expectation. The following observations were made:

South Elevation • The main entrance was likely remodelled to accommodate the existing aluminum entrance door. Note, the arched lite was preserved.	

East Elevation • A newer metal slab door has been installed. The arched lite above was preserved.	
North Elevation • The main entrance was likely remodelled to accommodate the existing aluminum entrance door. Note, the arched lite was preserved.	
North Elevation – second floor • Newly installed metal slab door for emergency egress at the second floor. This does not appear to be part of the original construction. Note, a lintel was not installed above the head of the door to effectively distribute the weight of the overhead masonry.	

North Elevation – third floor • Newly installed metal slab door for emergency egress at the third floor. This does not appear to be part of the original construction. • FSA could not confirm if an adequate header/lintel was installed above the door.	
West Elevation • An accessible aluminum entrance system with overhead lite was observed.	

.4 Roofs

South Elevation • Prominent mansard roof and dormers typical around the building. • The roof of the left dormer was observed to be temporarily repaired; however, the pressure sensative material applied is now damaged, missing and no longer providing protection.	

East Elevation • Prominent mansard roof and dormers typical around the building. • The east elevation also features a copper roof above the stairway tower and a unique gable roof towards the south elevation (yellow arrows). • The style of the mansard roof at the hip changes to a rounded profile at this elevation. The hips, capped with lead are common around the building.	
East Elevation • General image of the hip roof and dormers at the east elevation. • Deterioration of shingles was observed (yellow arrow). Shingles were torn, curled and in some areas missing. See following observation.	
East Elevation • Deterioration of shingles was observed (yellow arrow). Shingles were torn, curled and in some areas missing. See following observation. • Paint/stain of the woodwork around the dormers was observed to be deteriorated and in need of repair/maintenance. This was typical of all elevations. • Paint was observed to be flaking at the gutter to the right of the dormer. This was typical off all elevations.	

East Elevation • Some deterioration was observed at soffits in isolated areas including deteriorated wood and flaking paint/stain. This was typical of all elevations.	
North Elevation • General image of the roof at the north elevation. • Prominent copper near-domed roof and dormers are visible.	
North Elevation • Staining and organic growth was observed at the mansard. This elevation remains relatively shaded throughout the day due to its orientation and large trees. • Mesh gutter guards were observed to be damaged and providing little protection. See following observation.	

North Elevation • Mesh gutter guards were observed to be damaged and providing little protection against debris accumulation in the gutters. • Paint at the gutters was observed to be deteriorating. • Organic growth was observed along the gutter. • Sealant at joints in the gutter were observed to be deteriorated (yellow arrow).	
North Elevation • Step flashing transitioning from lead to copper was observed at the intersection to masonry. Flashing is set into a reglet. See following observation. • No interlapping with the original step – flashing. This creates a vulnerable flashing detail reliant on sealant.	
North Elevation • General image of lead reglet step flashing. Sealant has been applied at the head of the joint and is beginning to deteriorate. • No interlapping with the original step – flashing. This creates a vulnerable flashing detail reliant on sealant.	

North Elevation • Previous repairs were observed at the gutter. • Dissimilar metals and corroded fasteners were observed. • Untreated wood trim was observed beneath the gutter.	
General Image – facing north • Shingled roof area. • Copper elements were observed to be deteriorating. Various repairs have been made and sealants applied likely in an effort to mitigate water ingress being experienced at the interior.	
Copper Roof (Dome) – North tower • In general, copper roofs were observed to have reached the end of their useful life. • Deteriorated paint/stain was observed beneath the flat top of the copper roof. • Corroded fasteners and dissimilar metals were observed especially at the foot of the copper roof. See following observations. • There was no indication of step flashing between the shingle roof detail and the copper roof creating a transition vulnerable to water ingress.	

Copper Roof (Dome) – North tower • Corroded fasteners and dissimilar metals were observed especially at the foot of the copper roof.	
Copper Roof (Dome) – North tower • Deteriorated paint/stain was observed at the wood and metal elements beneath the flat top of the copper roof. • Missing fasteners were observed at the metal flashing.	
Copper Roof (Pyramid) – East Tower • In general, copper roofs were observed to have reached the end of their useful life. • Deteriorated sealant was observed at the foot of the copper roof. Furthermore, the use of mastics suggest no step flashing was used to transition the flashing upstand. See following image.	
Copper Roof (Pyramid) – East Tower • Roof valley results in water flow being directed under the shingles that are sloped to the eaves.	

Copper Roof – facing east • Detailing sealant, missing and ineffective fasteners were observed. • No evidence of required step flashing resulting in a detail vulnerable to water intrusion.	
General Image – low slope/mod. bit. membrane roof area • Low slope roof area is of modified bitumen (mod. bit.) membrane construction. In general, the roof area has reached the end of its useful life and needs replacement. • The rooftop unit was observed to be severely corroded and placed on wooden sleepers which appeared to be loose-laid on the roof. • See following observations.	
General Image – low slope/mod. bit. membrane roof area • Low slope roof area is of mod. bit. membrane construction. In general, the roof area has reached the end of its useful life and needs replacement. • Staining and organic growth were observed at various locations. • Various open seams were observed in the MB membrane at the roof area.	

General Image – low slope/mod. bit. membrane roof area • Multiple fasteners were observed penetrating the mod. bit. membrane in the field of the roof. Corroded fasteners and deteriorated sealant were observed. • Note the deterioration of the mod. bit. cap sheet. • Note the organic growth visible at the mod. bit. cap sheet. • See following observation.	
General Image – low slope/mod. bit. membrane roof area • Same as above.	

General Image – low slope/mod. bit. membrane roof area, facing north • In general, the mod. bit. membrane cap sheet was observed to have reached the end of its serviceable life and replacement is recommended. • Organic growth and loss of granules was observed across the field of the roof area. • Deteriorated wood trim along with paint/stain were observed (yellow box). See following observation.	
General Image – low slope/mod. bit. membrane roof area, facing north • Deteriorated wood trim along with paint/stain were observed. • Dissimilar metals and poorly detailed flashing components New pre-painted roof edge flashings have been installed over older copper cornice components, lead flashings have been installed under existing wood and metal components and overlapped over newer mod. bit. membrane roof flashings • Copper was observed to be oxidized with various sealants applied. •	

General Image – low slope/mod. bit. membrane roof area • Low slope roof area is of mod. bit. membrane construction. In general, the roof area has reached the end of its useful, serviceable life and needs replacement. • The rooftop unit (RTU) was observed to be severely corroded and placed on wooden sleepers which appeared to be loose laid on the roof resulting in potential for roof membrane damage and inadequate securement of the RTU	
General Image – low slope/mod. bit. membrane roof area • Copper roof vents were observed to have reached the end of their serviceable life. Many were observed to be damaged with various repairs made. • Waterproofing and sealant at the foot of copper roof vents was observed to be deteriorated. See following observations. • No separate membrane flashing ply was observed suggesting a weak transition that relies on mastics.	

<u>General Image – low slope/mod. bit. membrane roof area</u> • Waterproofing and sealant at the foot of copper roof vents was observed to be deteriorated. • Fasteners were observed to be of non-compatible material. • Note the deterioration of the mod. bit. membrane cap sheet flashing. • No separate interlapping membrane flashing and unlikely any reinforcing gussets at corner details.	

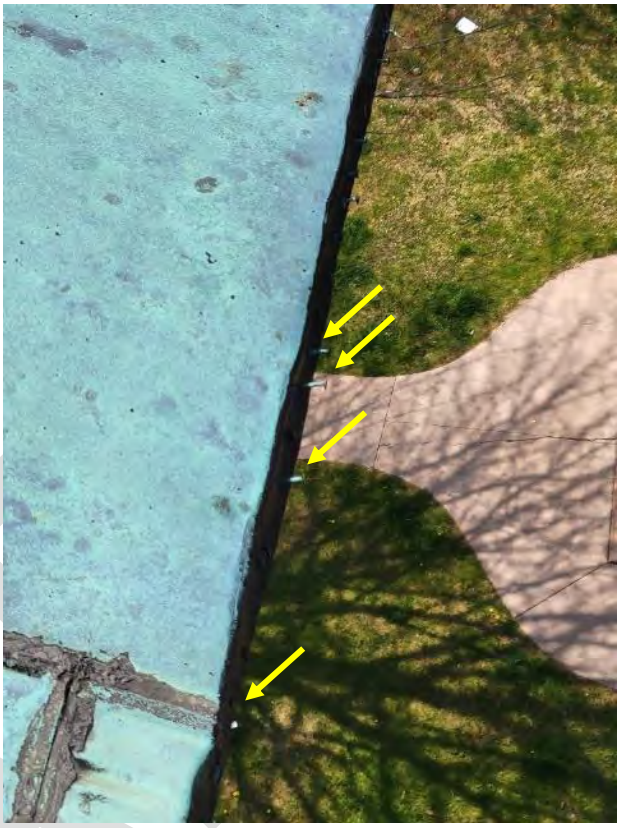
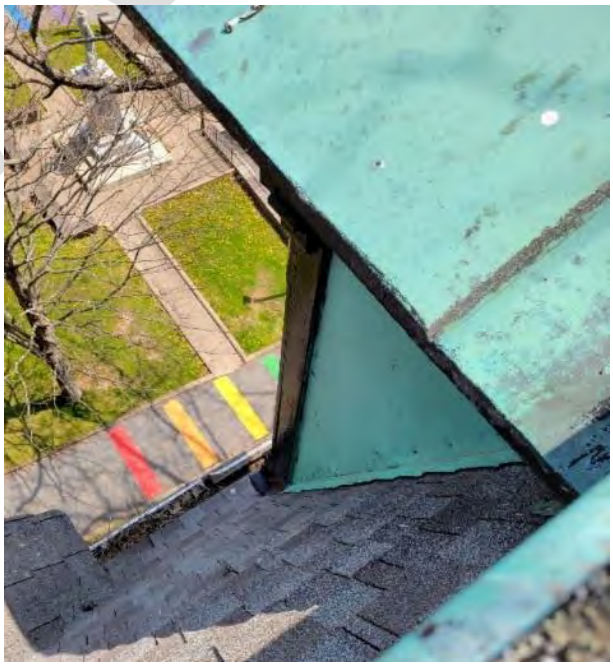
General Image – low slope/mod. bit. membrane roof area • The roof hatch was observed to uninsulated and poorly sealed. • Mod. bit. membrane was observed to be substantially deteriorated. • No use of interlapping flashing applications was observed which is recommended by all mod. bit. membrane manufacturers.	
Shingled roof – south elevation • Mod. bit. membrane was observed on the flat top of the roof area (yellow arrow) and has reached the end of its serviceable life. • Deteriorated paint/stain was observed on the cornice elements beneath the flat top of the copper roof.	

Shingled roof – south elevation • Mod. bit. membrane roof covering was observed on the flat top of the roof area (yellow arrow) and has reached the end of its serviceable life. • Significant organic growth on the surface of the membrane was observed.	
Shingled roof – south elevation • Pulled fasteners securing the edge of the mod. bit. membrane were observed. Pulled fasteners no longer provide the intended securement. • Note the substantial organic growth.	

Dormer roof – south elevation • The roof of the left dormer was observed to be temporarily repaired; however, the pressure sensative material applied is now deteriorated, missing and no longer providing protection. • Note the deterioration of the mod. bit. membrane cap sheet at the edge of the main roof visible in the foreground of the image.	
East Stair Tower Roof – facing east • Shingles were observed to be poorly fastened at roof edge leaving gaps beneath the drip/starter flashing. • Dissimilar metals were observed. • Holes and missing fasteners were observed at the copper. • Deteriorated paint/stain was observed at wood working.	

Dormers – facing east

- In general, copper roofs were observed to be pitted.
- Various repairs were observed including the use of sealant at copper seams. Sealant was observed to be deteriorated.
- Fasteners were observed to be pulled. Pulled fasteners no longer provide the intended securement. See following observation.
- An absence of solder at seams and poor sizing of copper sheets – see yellow arrow, suggest an inexperienced copper installer.

Dormers – facing east • Fasteners were observed to be pulled. Pulled fasteners no longer provide the intended securement. • The use of nails further indicates an absence of clips and cleats to secure copper and inexperienced workmanship.	
Dormers – facing east • Damaged shingles were observed at the mansard roof along with debris in the gutters. See following image.	

Dormers – facing east • Damaged shingles were observed at the mansard roof along with debris in the gutters.	

Copper downspouts were reviewed. Note, downspouts at the north and west elevations were observed to have been replaced with plastic. The following summarizes our findings:

South Elevation • Copper downspout to the west of the entrance stairs is assumed to tie-into a drainage system below grade. This was not confirmed. • Uncontrolled roof drainage below grade may be contributing to the deteriorated condition of the support for the granite steps at the south elevation.	

South Elevation • Copper downspout to the east of the entrance stairs is assumed to tie-into a drainage system below grade. This was not confirmed. • Uncontrolled roof drainage below grade may be contributing to the deteriorated condition of the support for the granite steps at the south elevation.	
East Elevation • Copper downspout to the north and south of the tower appear to tie-into a drainage system below grade. This was not confirmed. • The downspout to the north of the tower was observed to be disconnected. See following observation. • Uncontrolled roof drainage below grade may be contributing to the deteriorated condition of the support for the granite steps at the south elevation.	
East Elevation • The downspout to the north of the tower was observed to be disconnected. See following observation.	

.5 Granite Slab Repairs

The exterior stairs were observed to be off level. These observations focus on the main south entrance stairs. The following observations were made:

South Elevation • The granite slab steps at the south entrance were observed to have settled. the right side riser appears to have shifted to the right and a significant crack has developed in the bottom tread. • A large gap between the riser and treads was observed. See following image.	
South Elevation • A large gap between the riser and tread was observed.	

South Elevation • Downspouts were observed to drain below grade at both the right and left of the south entrance steps. If the drainage is uncontrolled below grade, this could be contributing to the settling observed.	
South Elevation • Downspouts were observed to drain below grade at both the right and left of the south entrance steps. If the drainage is uncontrolled below grade, this could be contributing to the settling observed. • Deteriorated mortar joints were observed at the right of the south entrance steps, especially at grade level (yellow arrow).	

6.3 Interior

Although interior building components were not included in the scope of this assessment, the following observations were made as they may have impact on the work being recommended at the exterior building envelope. Indications of deterioration of the mass masonry wall seen at the interior requires that further investigation be undertaken to better understand the impact of the conditions observed. Windows were observed to be in various conditions from good – fair with signs of water ingress being observed at multiple locations. The following observations were made:

• Various diagonal cracks were observed in the plaster wall covering at the exterior walls throughout the building typical for the age and type of construction.	
• Notice the diagonal crack traveling from the window casing towards the ceiling.	

• Various window sills, frames and sashes throughout the building show signs of deterioration • Indications of water intrusion and/or water damage due to condensation forming on the single glazing as these windows provide a limited thermal break. • Signs of water intrusions may also be caused by deteriorated sealants and masonry at the exterior.	
• At the interior, windows were observed to be in various stages of repair and operation. Aging and poorly functioning window locks are visible here.	

• New cordage was observed at multiple windows and these windows were observed to be operation.	
• New cordage was observed at the interior of multiple windows.	

• Various diagonal cracks were observed in the plaster wall covering at the exterior walls throughout the building typical for the age and type of construction.	
• Notice the diagonal crack traveling from the window casing towards the ceiling. • This crack suggests significant movement of the exterior wall. Further intrusive investigation is recommended to determine the overall degree and implications of any deterioration within the mass masonry wall.	

• Many window frames were observed to be in good condition, with only minor repairs needed.	
• In general, single-glazing was observed to be in good condition; however, some cracked and damaged panes were observed requiring replacement.	

• At the courthouse room, missing and damaged window stops were observed requiring repair.	
• At the interior of the courthouse, the single-hung windows were observed to be operational.	

• The window interior windowsill was observed to be in fair condition requiring rejuvenation. • This is typical of many windowsills. In general, sanding, minor repairs and paint/stain would address the deficiencies observed at the interior.	
• At the interior of the east stairwell, unique decorative windows were observed to be in fair condition. • Some deterioration was observed at the interior sill.	

• Signs of water ingress and/or damaged caused by condensation were observed at the sill. See following image.	
• Signs of water ingress were observed. These may also be caused by deteriorated exterior sealants, paint or deteriorated masonry.	

• Many individually glazed units require removal, sanding of frames and reglazing to improve their performance and ensure performance equal to their design.	
• At the exterior, some deterioration of the window frame was observed requiring the removal of all sealants, stripping and sanding of the window frame, sash, mullions and sill followed by refinishing.	

• Within the mansard at the south of the building, windows were observed to be in good to fair condition. • Bird nests and droppings were observed around window frames and at windowsills requiring maintenance. • Newer spray polyurethane foam (SPF) was observed around multiple windows, likely in an effort to mitigate water ingress and drafts.	
• Newer vinyl windows were observed to be installed at the north upper floor. • At the north interior, substantial water ingress was observed around dormer windows. • Deteriorated, crumbling and stained drywall and/or plaster was observed. Water stains were further observed around windows.	

• Significant water ingress was observed possibly due to roofing and/or flashing deficiencies at the exterior. These areas of water ingress will be addressed in the overall rejuvenation effort. • Ongoing water intrusion has the potential to create indoor air quality issues and the growth or harmful organics. Mold may be present in these areas. Further evaluation is recommended.	
• A newer vinyl window was observed to have a broken seal between glazing causing condensation and fogging.	

• Newer vinyl windows were observed to be date stamped 2002.	
• Significant water ingress was observed possibly due to roofing and/or flashing deficiencies at the exterior. These areas of water ingress will be addressed in the overall rejuvenation effort. • Ongoing water intrusion has the potential to create indoor air quality issues and the growth or harmful organics. Mold may be present in these areas. Further evaluation is recommended.	

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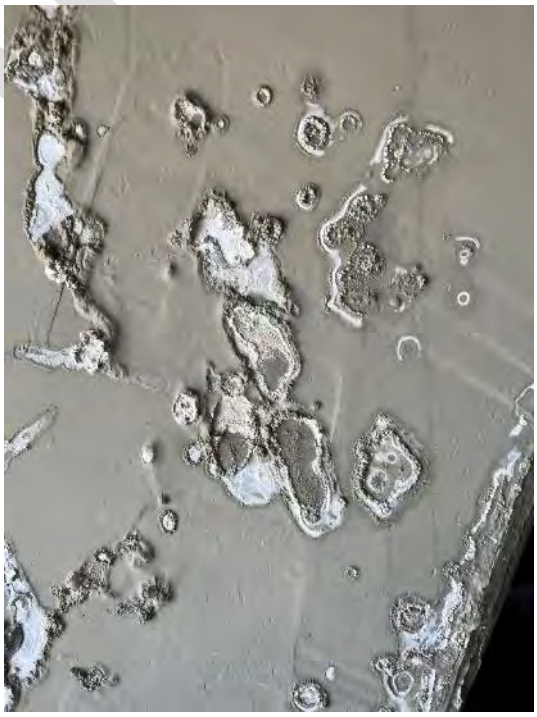
• Significant water ingress was observed possibly due to roofing and/or flashing deficiencies at the exterior. These areas of water ingress will be addressed in the overall rejuvenation effort. • Ongoing water intrusion has the potential to create indoor air quality issues and the growth or harmful organics. Mold may be present in these areas. Further evaluation is recommended.	

7.0 SUMMARY OF FINDINGS

The building envelope assessment allowed FSA to evaluate the building with respect to key performance indicators of both the wall and roof systems and to document architectural features. The following summarizes the findings from our assessment:

7.1 Masonry Walls

In general, masonry walls were found to be in good to fair condition. Many positive elements were observed including original or near-original architectural detailing being preserved through various masonry repairs carried out over previous years. Unique characteristics including the prominent stair tower, dormers, masonry arches, pilasters, granite ribbons and keystones continue to exhibit the distinctive characteristics of this building.

The brick used is a clay fired, solid masonry unit typical for the age of construction. These masonry units have limited resilience to thermal cycling which translates to localized deterioration in the form of spalling, crazing, diagonal, vertical and step cracking. Cracks were observed to propagate through both mortar joints and masonry units and was observed at all elevations. Cracking at all locations was typically hairline in width.

Areas of previous repairs were observed and include localized brick replacement, repointing and the addition of sealants. Some structural elements were observed to be reconstructed such as various pilasters.

Masonry deterioration was observed at all elevations and includes:

- Deteriorated mortar
- Spalling
- Crazing of masonry units
- Cracking
- Organic growth and staining
- Efflorescence

Masonry pilasters which have recently been repaired or rebuilt were observed to be, in some cases, significantly out of level. These observations were corroborated through LiDar scanning which allowed us to verify that at specific locations masonry elements are out of plumb by upwards of 50 mm posing a potential structural risk.

Metal slab doors were installed at the second and third floors. Openings were made in the masonry walls to accommodate these doors; however, the installation of steel lintels above the doors to support masonry was not included. Although this is a mass wall which may provide initial self-support of masonry at the face of the wall, overtime, unsupported masonry units may begin to shift and impede the proper function of doors meant for egress.

7.2 Windows and Doors

The majority of windows observed are wood framed with single glazed lites which provide minimal thermal resistance; however, they are performing as originally intended. Wood window frames, sills and sashes were observed to be in good condition, although deteriorated finishes, paint and sealant were observed at all elevations. In general, windows would benefit from rejuvenation efforts to restore and protect wood frames and components. Although most windows are single hung, many appear non-operational as they have been sealed shut whether intentionally of otherwise, with paint and/or sealant. In more recent years, aluminium storm windows have been installed, likely in an effort to reduce drafts and increase occupant comfort. Storm windows will provide some improved energy efficiency; however, these energy and cost savings are likely minimal.

Some windows have been replaced with newer, vinyl framed inserts some of which were date stamped '2002'. Vinyl windows may increase occupant comfort by reducing drafts and providing greater thermal resistance; however, these inserts are typically installed within the original wood window frames.

Metal security bars were observed to be installed at first floor windows. These were typically observed to be secured to the wood window frames. In general, corrosion was observed at the metal bars, often staining the granite sill and masonry below.

Across all elevations, many window openings have been retrofit to accept various mechanical equipment such as window mounted air conditioners or penetrations for vents. These retrofits are typically completed with plywood, installed, and then painted.

The main entrances at both the north and south elevations have been redesigned to accommodate aluminium framed entrance systems. Wood trim and sealant surrounding these openings was observed to be deteriorated and in need of maintenance. At the north elevation, egress from upper elevations is accomplished through a more recent installation of a metal access ramp and stairs. Metal slab doors were installed at the second and third floors. Openings were made in the masonry walls to accommodate these doors; however, the installation of steel lintels above the doors to support masonry was not included. Although this is a mass wall which may provide initial self-support of masonry at the face of the wall, overtime, unsupported masonry units may begin to shift impeding the doors' proper function.

7.3 Gutters and Downspouts

Painted galvanized steel gutters were observed around the building. It is assumed that the gutters were originally of copper construction and have been replaced with galvanized metal and painted in recent years. In general, gutters appear to be performing as intended, although organic debris was observed in some areas requiring cleaning to ensure sufficient drainage. Galvanized wire mesh gutter guards were observed at multiple locations; however, these were generally in poor condition requiring repair or replacement. Paint was observed to be deteriorated and flaking at all elevations and will require maintenance to return to an acceptable, aesthetic condition. Fasteners and original rivets were observed to be corroded.

The original downspouts are of copper; however, some have been replaced with PVC, or ABS material. Downspouts were observed to drain below the foundation and are assumed to tie into the foundation drainage; however, this was not confirmed.

7.4 Roof System

The roof consists of various roof areas and elements including a mansard roof at all elevations clad in asphalt composite shingle with a mixture of copper and lead flashings. Asphalt shingles continue above the mansard to a shingled hip roof with the flat roof of mod. bit. construction below. The mansard was observed to be in good condition and is estimated to have a remaining life expectancy of approximately 7 – 10 years; however, missing, and damaged shingles were observed at various locations, most notable at the east elevation.

The modified bitumen (mod. bit.) membrane roof was observed to have reached the end of its useful life. Organic growth, a severely deteriorated cap sheet and open seams were observed throughout. Little to no insulation was observed at the interior of the roof and it appears that the mod. bit. membrane is applied directly to the wood deck.

Prominent dormers with copper roofs are featured at all elevations. The copper was observed to be in fair to poor condition and was generally observed to have reached the end of its useful life. Seams were observed to be failing and multiple repairs with various sealants and incompatible fasteners were noted throughout the copper dormer roofs. Temporary repairs were observed at the dormer at the south elevation, to the left of the main entrance. These repairs were observed to be deteriorated and no longer providing any protection from water ingress.

In general, lack of appropriate step flashings, weak valleys, poor sheet metal detailing as well as poor membrane flashing detailing has created many areas vulnerable to water ingress. In many areas, water resistance was reliant on mastics and sealants which must be inspected, reapplied and are, by nature, more vulnerable to the elements.

At the interior, water ingress and damages consistent with water ingress were observed within the mansard roof and at the interior of dormers. Staining, crumbling plaster and drywall and potential mold and/or mildew was observed at the interior due to ongoing water intrusion.

7.5 Copper and Metal Flashings

Copper was widely used as flashing material and has performed as originally intended. Copper detailing was observed at dormers and as step flashing at the roof level. Copper gutters and downspouts were likely original to the building. As previously noted, copper gutters have been replaced with painted galvanized steel gutters and some downspouts have been replaced with pre-painted metal, ABS, or PVC material.

Cooper counter flashing used at the sides of dormers was observed. There was indication of lead step flashing incorporated beneath the shingles; however, its effectiveness and continuity could not be verified. This may be a contributing factor to the water ingress observed at the interior of the mansard roof area. Incompatible metal fasteners were observed at various locations leading to the oxidization of metal flashings.

Lead roof flashing was observed at various roof areas including at the hips of the mansard roof, at the transition between the horizontal and vertical of the mansard roof, as step flashings at the sides of dormers, as step flashing between roof and walls. Lead flashings were observed to be performing as intended.

Copper roof vents were also observed. These were found to be in fair to poor condition and replacement is recommended to ensure continued, long-term performance. These are considered part of the heritage aesthetic of the building.

8.0 DISCUSSION

This building envelope assessment was initiated to determine the overall condition of the various elements contributing to the roof and wall systems and to prepare tender ready documents to address the observable conditions as found in this report. Restoration work is planned to begin in early 2023 and be completed in 2025 with the goal of providing a 25-year life expectancy for all major building envelope elements recognizing that ongoing maintenance will be necessary. The scope of this assessment includes all roof areas, dormers, windows, wooden trim, soffits, gutters, downspouts, and masonry. The building has undergone various repairs and changes throughout its history; however, the majority of original architectural elements and detailing have been maintained. The building has suffered various leaks at both roof and exterior walls in previous years. Water intrusion has typically been observed at various roof penetrations and at the roof/wall intersection. The following discussion provides further detail:

8.1 Roof System

The mansard roof is a prominent and notable characteristic of the building which is visible from all faces. The mansard roof features slightly bell-cast eaves and a deep, galvanized eaves trough at the foot of the roof. In recent years, the mansard has been shingled with glass-matt reinforced, architectural asphalt composite shingles; however, some deterioration of the shingles was observed including missing and torn material especially at the east elevation. Staining from water-run off and organic growth was also observed. Deterioration and organic growth at shingles is likely exacerbated by the shade provided by the surrounding large trees. In general, shingles are estimated to have a remaining 7 - 10 years of serviceable life if the recommended maintenance is undertaken.

At the upper level of the main roofs, the structure is separated into two roof areas; the north roof area is of hip construction with glass-matt, architectural shingles whereas the south, flat roof area is of modified bitumen (mod. bit.) membrane construction. The shingles of the north roof area were observed to be in good condition with an estimated remaining life of 5 – 7 years; however, some maintenance is required. The south roof area of mod. bit. membrane construction has reached the end of its serviceable life and requires replacement. The mod. bit. membrane cap sheet was observed to be severely deteriorated with various repairs being undertaken likely in an effort to mitigate various areas of water intrusion. Rooftop equipment was observed to be corroded and should be evaluated to ensure its functionality. The RTU was observed to sit directly on wood sleepers which have not be incorporated into the roof system.

The entire roof system contains only trace amounts of insulation, predominantly at the north elevation at the third floor, within the mansard roof. Various leaks and indications of water intrusion at the roof level suggests that any insulation present may have reduced performance due to wetting. Based on the age and style of construction, improving the thermal performance of the building envelope at the third floor will be challenging. The roof, walls, and fenestration openings would have to be addressed for each third floor/attic area to provide a satisfactory result.

If a mod. bit. membrane is specified as part of the rejuvenation effort, the introduction of gypsum coverboard or similar is recommended. A properly installed coverboard will provide a surface less prone to thermal movement resulting in a more durable installation.

Copper roof areas including the large copper dome and pyramid at the north and east towers, respectively, as well as dormers were observed to be nearing the end of their useful life. Copper was generally observed to be pitted and numerous repairs reflected ongoing maintenance and/or water mitigation efforts. Repairs to copper roofing were observed to be made with various sealants and often incompatible fasteners providing only short-term solutions.

8.2 Wall Systems

The walls are of solid masonry or mass wall construction. Exterior masonry walls were observed to be multiple withes deep. The clay brick at the exterior walls are solid masonry units, typically vulnerable to expansion and contraction due to thermal cycling as well as increases and decreases in moisture content. Due to clay brick's ability to absorb moisture, they undergo irreversible expansion which decreases over time. Conversely, the stone elements such as the granite ribbons, keystones and foundation stones are less effected by thermal cycling and the absorption of moisture and typically undergo long-term drying resulting ultimately in shrinkage. These opposing forces can lead to various masonry cracking and contribute to the deterioration of mortar joints and masonry units.

Previous masonry repairs and substantial reconstruction of significant masonry elements was observed; however, limited repairs were noted at the west elevation resulting in ongoing deterioration and worsening of masonry condition. Repointing and the replacement of individual masonry units was easily discernible as matching the original masonry and mortar is challenging and repairs are often obvious to a trained eye. The following describes the typical masonry repairs observed:

- Significant reconstruction of masonry pilasters at the south and north elevation
- Localized replacement of spalled, cracked or severely crazed masonry units
- Localized repointing of mortar joints
- Localized repairs to decorative masonry arches
- Infill of previous windows or door penetrations with masonry

The report generated by G. F. Duffus & Company LTD. recommended substantial masonry repairs were needed at all elevations. Although a considerable masonry repair was undertaken, many of the original areas of noted deterioration remain unchanged or poorly repaired. These conditions were further observed by FSA and include but are not limited to the following:

- Poor corbelling – too wide and/or inconsistent with original masonry
- Pilasters out of plumb and bowed
- Cracked masonry
- Open joints
- Continuous control joints were not created as recommended
- Rebuilding of deteriorated pilasters was not completed as recommended
- Pin and grouting do not appear to have been completed as recommended

The conditions observed at exterior walls continues to propagate deterioration. Open and deteriorated mortar joints and cracks left unrepaired will continue to allow water ingress. In turn, ongoing deterioration of the masonry is exacerbated by thermal cycling year after year. This leads to the worsening of the observed masonry conditions and can ultimately result in loss of structural integrity often resulting in poorly secured masonry, spalling masonry and generally worsening conditions. Annual inspection and timely repairs are necessary to continue to preserve the integrity and ensure the resilience of masonry walls even though restoration work may be completed.

At the interior, although the majority of walls are enclosed with lath and plaster or drywall, observations were made which suggest localized deterioration of the mass masonry wall beyond the outer most wythe.

Masonry and mortar dust and debris were observed at the foot of exterior walls throughout the interior. This is often caused by ongoing movement due to thermal cycling and/or water ingress over many years. Further target intrusive investigation is recommended to determine the overall condition of the inner wythes of the masonry wall. Substantial deterioration may require a more extensive reconstruction.

It should be noted that original, built-in thermal deficiencies and the absence of a vapour/ air barrier, as was common when this building was originally constructed, limit, if not prohibit this asset from meeting current building codes. Furthermore, any exterior remediation must balance cost and overall performance alongside heritage preservation recognizing that any improvements will not likely improve overall building efficiency without substantial and likely unrealistic engineering, design construction and overall investment costs.

8.3 Windows and Doors

Windows at all elevations play an integral role in the overall aesthetic design of the building envelope. The majority of windows are of wood construction and are typically single hung with arched or round heads. Single glazing was observed at the majority of windows; however, some individual lites have been replaced with double-glazed units. Aluminium storm windows were observed at most elevations. A variety of alterations have been made to numerous windows at all elevations, most of which were observed at the first floor. These typically include infilling or boxing out the heads or lower third of a window to accommodate HVAC vents, window mounted air conditioning units or other equipment. Windows located at ground level also feature metal security bars which were observed to be corroded, staining the masonry sills and walls below.

A summary of the style of windows at each elevation is provided below:

South Elevation	The south elevation features a stand alone round headed window above the main entrance, arched windows at the first floor, round headed windows at the second floor and round headed windows at the dormers within the mansard.
East Elevation	Arched windows are featured at the first floor while the second floor includes a mixture of rounded headed windows to the south and arched windows towards the north, respectively. Round headed windows are repeated at the north end. The stair tower which divides the elevation between north and south features a large arched window at the second landing with decorative, rounded muntin or sash details. Above, at the third-floor landing a round headed window with decorative ‘flowered’ muntin completes this elevation. Round headed windows are observed at the two dormers to towards the south while typical single-hung dormer with decorative wood dentils at the lintel above.
North Elevation	The north elevation features a stand alone rounded headed window above the main entrance similar to that of the south entrance. Arched windows are observed at the second floor, round headed windows at the third floor and single hung windows at the dormers within the mansard featuring decorative wood dentils at the height of the lintel. The central ‘tower’ features a large, round headed window at the second floor and proportionately smaller rounded headed window above at the height of the mansard.

West Elevation

The west elevation is divided between north and south sections. To the north, the first-floor features tall arched windows while the second floor features windows with a shallow arch. The third floor contains round headed windows while the dormers feature square single hung windows with decorative wood dentils at the height of the lintel.

At the south end, the same tall arched windows were observed at the first floor while windows with rounded heads are featured at the second floor. Two round headed dormer windows differ from those to the south.

In general, exterior windows were observed to be performing as originally intended and remain in fair to good condition. Wooden components such as window frames, sills and sashes were observed to sound with some deterioration requiring more extensive repairs; however, the original architectural styling has been preserved over the years.

Deteriorated conditions typical of single-glazed, wood windows were observed at the interior including signs of water ingress and deteriorated paint and finishes. This is often caused by the accumulation of condensation at the interior during the heating season as the single glazing provides little thermal separation between interior and exterior temperatures. Although requiring a greater level of maintenance to ensure their continued performance, the majority of wood windows can be rejuvenated and remain in place. Future maintenance should include routine inspection of glazing during the coldest days, wiping down and drying frames and glazing where condensation is readily apparent. The utilization of storm windows likely provides an improved thermal separation resulting in less condensation and related damages at the interior while also protecting the wooden frames, sashes and sills from exterior weather.

8.4 Gutters and Downspouts

The gutters, located at the foot of the mansard roof are of galvanized construction and have been painted to blend in with the mansard. Although original drawings were not made available, it is assumed that gutters were originally of copper construction and were replaced in more recent years. The painted finish of the galvanized metal was observed to be deteriorating at all elevations requiring the need for full surface preparation and repainting. The sectional profile of the gutters varies around the building and may not match the original profile, likely similar to the ogee profile still apparent at the isolated remaining copper gutter sections.

Likely, the downspouts original to the building were of copper construction and some copper downspouts remain; however, approximately 50 % have been replaced with pre-painted PVC or ABS material. All downspouts, excluding those which were observed to be broken or incomplete, were observed to terminate below grade and may be tied into a perimeter drainage tile system at or near the footing. This was not confirmed during our site visit and further imaging and possible excavation of these areas may be required to confirm their effectiveness. Uncontrolled water being directed to towards the footings can cause soil erosion and lead to structural instability if left uncontrolled and/or unmaintained.

8.5 Copper Elements

Various copper elements were incorporated during the building's original construction. Many of the copper elements have been removed or replaced over the years; however, key features still remain. Copper is used widely at both the sidewalls and roofs of the dormers and as step flashing; however, in some locations, a transition to lead flashings was used.

There are indications that the eaves trough and downspouts were originally all copper; however, these elements have been repaired or replaced in recent years with galvanized materials for the gutters and

pre-painted metal or plastic ABS or PVC for some of the downspouts. This may have been due to the high expense associated with copper work, the availability of skilled labour experienced in working with copper and the potential for theft given the lucrative recycling costs of various metals.

At the level of the flat roof, copper roof vents were incorporated as part of the original construction. These were observed to be in fair to poor condition and have reached the end of their useful life. Some repairs were observed to these elements; however, their replacement will be necessary.

8.6 South Entrance Steps

The south entrance steps were observed to have settled or shifted, dropping off towards the east. Repair of the granite steps may not be possible without removing and resetting them; however, further intrusive investigation is recommended to determine the cause of the settling. There is some indication that soil erosion due to uncontrolled drainage from the roof may be a contributing factor. Downspouts appear to be tied into a perimeter drainage tile system; however, the existence of and performance cannot be verified without excavation or the use of scope camera.

9.0 RECOMMENDED OPTIONS

FSA concludes that the building envelope has been well maintain over the structure's life; however, substantial repair and rejuvenation work is required to achieve the Town of Lunenburg's overall goal of a 25-year building envelope performance life. FSA proposes the following recommendations with Class C costing:

9.1 Roof System

FSA recognizes the high expense associated with a complete roof replacement; however, both mod. bit. membrane and copper roof areas have reached the end of their life and will require replacement. We further acknowledge the remaining service life of the existing, shingled mansard roof. Taking into consideration the cost and challenges associated with accessing the upper elevations to complete window and masonry repairs, it would be prudent to include the replacement of the shingles at the mansard roof at the same time to take advantage of the access that would be provided by the staging required for the window and masonry repairs. This will further ensure that all roof areas have a comparable performance life.

FSA recommends the following replacement options along with Class C costing for your consideration:

9.2 Roof Replacement Options

Three roof replacement options have been provided for performance, warranty, and costing comparison. FSA recommends the following replacement options and Class C costing for the roof system:

Option 1 – Complete Replacement with Asphalt Shingles and Colour Matched Aluminium Flashings

Description:

Option 1, a targeted replacement includes general repairs to asphalt shingles at the mansard roof and hip roof area above. Replacement of copper roof elements, including the pyramid shaped roof above the east tower and flashings will be made with colour matched aluminium to reduce replacement costs. Dormer roofs will be replaced with colour matched aluminium. The low-slope roof area will be replaced with a 2-ply mod. bit. membrane system incorporating a coverboard. Existing copper roof vents will be replaced with new, custom, colour matched aluminium roof vents. The domed roof above the north tower

will be replaced in copper due to its shape. The existing galvanized gutter to remain in place and be repaired and repainted. All downspouts to be replaced with colour matched metal.

Total Class C Estimate of Option 1:

All Roof Areas	$ 272,880 (Excluding HST).
Gutter and Downspout Repair	$ 22,000 (Excluding HST).

Advantages:

- Replacement of the existing copper elements with colour and period matched aluminium will reduce the overall replacement cost.
- Aluminium roof and flashings will perform well, if properly maintained for 30 – 40 years.
- Repairing the existing shingle roof at the mansard will reduce overall construction costs.
- Salvaging and repairing the existing gutter will reduce overall construction costs.
- Replacing downspouts with colour matched aluminium will reduce overall construction costs.
- 25 - year performance life is attainable for the low-slope roof area; however, mod. bit. membrane roof will likely requiring re-capping or coating at or near 15 years.
- Lowest initial cost of all options.

Disadvantages:

- Original construction materials used such as copper and lead will not be incorporated into this option thus sacrificing some of the original heritage elements; however, the overall aesthetic of the various building elements will not be substantially altered from the existing.
- Proper phasing of masonry repairs will be required as aluminium flashing materials can be damaged by alkali solutions contained in wet mortar.
- Protection of aluminium flashings may be required while masonry repair work is being carried out due to potential damaged caused by alkali solutions.
- The shingles at the mansard roof will likely requiring replacement in 10 – 15 years, adding substantial future cost outside the project scope.
- Additional construction costs for mobilizations, staging, disposal etc. will be incurred when the shingle roof needs to be replaced, thus ultimately increasing the overall capital investment.

Option 2 – Complete Replacement with Synthetic Slate Shingles and Copper Flashings

Description:

Option 2, a complete roof replacement includes the replacement of the shingles at the mansard roof with engineer synthetic shake or slate shingles, replacement of all copper roof elements with new copper, including dormer roofs, domes and pyramid roofs above the east and north tower, respectively as well as flashings. Installation of a new 2-ply mod. bit. membrane system at the low slope roof area and the hip roof area. Existing copper roof vents will be replaced with new, custom, copper roof vents. The existing galvanized gutter and associated downspouts will be replaced with a new copper gutter configuration similar to the original.

Total Class D Estimate of Option 2:

All Roof Areas and Flashings	$ 479,640 (Excluding HST).
Gutters and Downspouts – Copper	$ 73,200 (Excluding HST).
Roof Vents – Copper	$ 15,600 (Excluding HST).

Advantages:

- An overall 25-year life expectancy for major roof elements can be achieved with copper elements having a 100 + year expected service life, thus reducing some annual maintenance costs.
- 25 - year performance life is attainable for all roof areas; however, mod. bit. membrane roofs will likely requiring re-capping or coating at or near 15 years.
- Option 2 maintains the overall aesthetic while preserving the original design intent and materials used increasing the heritage value of the building.
- Copper is resistant to alkali solutions contained in wet mortar thus reducing the need to protect or phase work accordingly.

Disadvantages:

- Most costly replacement option.
- Copper is often the target of illegal metal recyclers and may become a target, especially where copper elements are accessible such as copper downspouts.
- There are limited manufacturers or skilled contractors able to undertake this type of work, which could limit competitive pricing.
- Ongoing maintenance will require trade-persons skilled in copper work which may be challenging to find.
- Quality assurance of ongoing maintenance may be required to ensure that compatible materials and practices are being used, thus potentially increasing annual maintenance costs.
- Asphaltic shingles used at the mansard roof have a typical life expectancy of 15 – 20 years thus falling short of this project's overall goal of a 25-year life expectancy for the building envelope as a whole.

Option 3 – Complete Replacement – Hybrid

Description:

A complete replacement incorporating a hybrid approach which makes use of modern and traditional materials providing a heritage aesthetic while balancing cost, performance, and longevity. This option includes the replacement of the asphalt shingles at the mansard with an engineered synthetic shake or composite synthetic slate tile. Colour match aluminium which replicates the patinaed copper is used at dormer sidewalls and as flashing material. Copper will be used at the cupolas in order to accurately replicate the existing shape. Replacement of the existing gutters and downspouts with compatible, colour matched aluminium is specified. A 2-ply mod. bit. roof incorporating a coverboard will be used for the low-slope roof area as well as the dormer roofs and the greater hip roof area.

Total Class D Estimate of Option 3:

All Roof Areas	$ 432,110 (Excluding HST).
Gutters and Downspouts - Aluminium	$ 29,800 (Excluding HST).
Roof Vents – Copper	$ 15,600 (Excluding HST).

Advantages:

- 25 - year performance life is attainable for all roof areas; however, mod. bit. membrane roofs will likely requiring re-capping or coating at or near 15 years.
- The use of engineered synthetic shake or composite synthetic slate would increase overall performance and life expectancy of the mansard roof area while providing an aesthetic which is nearer the original design intent and appearance.
- Reduced maintenance costs due to use of synthetic or engineered roofing products.
- The use of aluminium as opposed to copper will reduce the overall construction and material costs.
- Increased performance life of all roofing elements and the ability to meet the 25-year performance goal of building envelope elements.
- Competitive pricing with several manufacturers and contractors able to complete the project.
- Option 3 maintains a uniform look and average life expectancy with appropriate maintenance across all roof areas.
- Standardization of roofing materials and systems across all roof areas without sacrificing the original aesthetic of the building.
- mod. bit. membrane provide a granulated surface providing greater protection against sliding snow and ice as well as improving safety for maintenance workers at the roof level.
- Grey and green mod. bit. membrane cap sheets are available. A grey membrane may decrease thermal loading during the day, while a green cap sheet may provide a more uniformed look at visible transitions to flashings. Colour sampling and testing would be required.

Disadvantages:

- Engineered synthetic shake and composite synthetic slate can be 25% - 50% more costly than asphalt shingles; however, if properly installed they have a performance life of 25 – 50 years
- Original construction materials used such as copper and lead will not be incorporated into this option thus sacrificing some of the original heritage elements; however, the overall aesthetic of the various building elements will not be sacrificed.
- Proper phasing of masonry repairs will be required as aluminium flashing materials can be damaged by alkali solutions contained in wet mortar.
- Protection of aluminium flashings may be required while masonry repair work is being carried out due to potential damaged caused by alkali solution.

9.3 Wall Systems

FSA recognizes the high expense associated with building envelope repairs related to heritage masonry and windows and has sought to provide options which balance cost, performance, and longevity. These options provide a continuous, phased approach over two years to complete the initial rejuvenation of the building envelope and its associated components. The following maintenance and repair recommendations seek the overall goal of a 25-year performance life of the building envelope. This result will not be achieved by solely performing one-time repairs due to the nature of heritage masonry and wood framed windows. Ongoing, well planned and executed annual maintenance will be required even if a complete rejuvenation of all building envelope components is undertaken. The following recommendations have been made:

9.4 Masonry

Although various repairs and rebuilding efforts have been carried out, a substantial amount of masonry repair work is still needed. In some cases, previous repairs now require demolition and rebuilding to ensure their structural integrity and to allow a more uniform and effective tie-in of various masonry elements. Matching original clay bricks and masonry details is often challenging. All efforts will be made to provide a near-match to the existing elements. If preservation is possible by way of repair or rejuvenation of masonry components, all efforts will be made to do provided that no immediate or future performance or structural integrity risk exists. Detailed elevations providing a general overview of the recommended masonry repair work is found in Appendix B. In general, the scope of masonry repairs includes the following:

- All masonry elevations require repair.
- All masonry work to be completed by skilled masons with experience in heritage masonry repair and reconstruction.
- The removal and replacement of all damaged or significantly deteriorated masonry units with an accepted, near matching clay brick.
- Removal and reconstruction of clay brick corbels and window arches.
- Dismantling and reconstruction of pilasters, pilaster capitals (head) and plinths (base) where needed to make true and structurally sound by pinning and grouting to structurally sound backer material.
- The addition of continuous control joints where pilasters intersect with elevation plane.
- Raking back deteriorated and failing mortar joints at masonry clay bricks, granite stone detailing bands, corbels and cornices. Repointed and tooled.
- The removal and replacement of damaged and unsound granite window arch key stones, bands or cornice stones, if rejuvenation is not possible.
- Where necessary, the removal and replacement of partial stones may be restored with a dutchman type repair, secured with appropriate techniques to make sound, invisible repairs.
- Where needed, the removal and replacement of sealants with colour matched or another appropriate sealant.
- Removal of all organic growth, staining from wildlife and efflorescence from masonry with appropriate, safe, and environmentally friendly product.
- Consideration for using a silicate type spray to protect masonry and facilitate the escape of any trapped moisture.

A Class C summary of maintenance costing includes labour, materials and access but does not include appropriate taxes.

SUMMARY OF MASONRY REPAIR COSTS

Elevation	Estimated Cost
North Elevation	$ 513,797
East Elevation	$ 682,277
South Elevation	$ 519,417
West Elevation	$ 768,069
South Entrance Stairs	$ 74,000
TOTAL	**$ 2,557,560**

Prior to undertaking any masonry repairs, intrusive investigation at masonry walls is strongly recommended. Various indications of structural movement and deterioration were observed during our visual inspection and a complete understanding of implications is essential in preparing accurate construction tender documents. Intrusive investigation is not included as part of the initial building envelope assessment.

9.5 Windows

In general, windows were observed to be in good condition. Although the existing windows do not meet current fenestration performance standards, they are performing as originally intended. Various repairs have been undertaken which have aided in the preservation of the existing wood framed windows. Painting and re-glazing efforts have protected wooden components such as window frames, sash and sills; however, some deterioration was observed at all elevations and rejuvenation is recommended. The following rejuvenation options have been provided:

9.6 Window Options

Description:

In-place rejuvenation of all existing windows will take place without the removal of individual window frames and will incorporate the following:

- Removal of all existing paint, stain, sealant and glazing from windows
- Removal of all alterations at the exterior
- Preparing and priming of wooden components
- Repair of deteriorated wooden components using ‘Dutchman’ repairs and acrylic fillers where needed
- Replacement of damaged glazing
- Reglazing of all exterior panes

Total Class D Estimate excluding engineering fees and HST:

Option 1 Window Rejuvenation $ 258,200

Advantages:

- Rejuvenation of windows and frames will ensure their continued performance.
- Improved window performance and resistance to water intrusion and rot.
- Replacement of cracked or unsealed glazed units improving water control and occupant comfort.
- Reduction in drafts occurring at window penetrations.
- Provide a more uniform wear of wooden components such as frames, sashes etc. at all elevations, thus standardizing ongoing maintenance needs reducing overall maintenance planning and costs.
- Reduction in maintenance issues.
- Competitive pricing with several manufacturers and contractors able to complete the project.
- Improved building envelope performance.
- Increased occupant comfort.
- Reduced risk of indoor air quality issues.
- Least expansive option.

Disadvantages:

- A complete restoration to original-like construction and operation is not possible without fully removing most windows.
- Visual review of window openings and potential repairs or thermal improvements are limited without completely removing windows.
- Option 1 may still require complete removal of various windows to facilitate specific masonry repairs.
- Window operation will vary from unit to unit.

Option 2 – Complete Window Restoration – Single Glazed

Description:

A complete window restoration approach will involve the removal of approximately 75% of windows to facilitate restoration. Windows will be taken to an offsite workshop (controlled environment) for restoration. This will ensure an elevated repair increasing the heritage value of the asset. Windows will be returned to their original operational state through restoration and/or replacement of damaged or inoperable hardware. Furthermore, removal of the majority of windows will facilitate necessary masonry repairs and reduce protective measures required when working around windows. Option 2 consists of the following:

- Documentation and numbering of all windows along with their specific locations, descriptions, and individual chattels.
- Removal and protection of each window.
- Temporary protection of the exposed window opening.
- Localized repairs to window opening, including necessary masonry repairs and preparation of the opening for reinstallation.

- Replacement or repair of hardware (optional).
- In workshop: Glazing will be removed, and wood components stripped of paint or stain finishes. Framed will be sanded, primed and finished and single pane glazing replaced with new.
- Reinstallation of all windows to their original locations and appropriately sealed.

Total Class D Estimate excluding engineering fees and HST:

Window Rejuvenation	$ 309,840
Hardware Repairs (optional)	$ 31,200
Total	$ 341,040

Advantages:

- Complete restoration of all windows is possible.
- Hoarding and protection of existing windows will be reduced providing some savings to masonry repair budget.
- Improved repair of masonry as typically concealed deterioration may be more easily accessible, and repairs more readily made.
- Increased project scope and timeline compared to Option 1.
- Rejuvenation of windows and frames will ensure their continued performance as originally designed.
- Improved window performance and resistance to water intrusion and rot over Option 1.
- Replacement of all glazed units improving water control and occupant comfort while increasing life expectancy and reducing maintenance needs at individual panes.
- Reduction in drafts occurring at window penetrations due to increased preparation and the ability to make necessary repairs and improvements to individual window openings.
- Provide a uniform wear of wooden components such as frames, sashes etc. at all elevations, thus standardizing ongoing maintenance needs reducing overall maintenance planning and costs.
- Improved building envelope performance.
- Increased occupant comfort.
- Reduced risk of indoor air quality issues.
- Opportunity to return all windows to their original operational state.
- Project sequencing becomes less of an issue if windows removal and masonry repairs are carried out in tandem at individual elevations.

Disadvantages:

- Limited number of contractors with the specialized skills and/or workshops to perform
- Increased cost and timeline over Option 1.
- Increased occupant disruption; however, over the long-term will reduce overall occupant disruption due to reduced maintenance needs.

- Depending on project sequencing, tying into existing entrance systems, windows and roof system may slightly complicate the installation.

Option 3 – Complete Window Rejuvenation – IGU Upgrade

Description:

Option 3 follows the same process as Option 2; however, increases overall window performance through the addition of insulated glazed units (IGU) in place of the original, single-glazed units. The advantages and disadvantages also remain the same as Option 2 with an increased cost.

Total Class D Estimate excluding engineering fees and HST:

Window Rejuvenation	$ 347,020
Hardware Repairs	$ 45,700
Upgrade to IGUs	$ 32,450
Total	$ 425,170

Advantages of IGUs

- Increased occupant comfort by reducing drafts.
- Possible reduction in heating and cooling costs due to improved thermal performance.
- Reduced issues involving condensation and 'sweating' at glazed units.
- Reduced staining and or mold/mildew potentially reducing cleaning requirements.

Disadvantages:

- Increased cost over Option 1 and 2.
- Increased scope.
- The installation of IGU's may not be possible at all existing windows.
- Minor improvements to thermal efficiency as there will be no improvement to the existing wood frames which do not incorporate a thermal break.
- Minor improvements to thermal efficiency as the thermal values of the existing mass walls and roof systems are anticipated to remain the same.

Option 4 – Custom Window Replacement

Description:

A complete window replacement is undertaken. Windows are custom ordered to emulate the original units. Replacement windows may be of wood or aluminium construction and meet current fenestrations guidelines, thus improving thermal performance and operation at all elevations.

Total Class D Estimate excluding engineering fees and HST:

Window Replacement (aluminium framed) $ 489,950

Advantages:

- Complete replacement of all windows creating a uniform fit and finish.
- Hoarding and protection of existing windows will be reduced providing some savings to masonry repair budget.
- Improved repair of masonry as typically concealed deterioration may be more easily accessible, and repairs more readily made.
- All windows will operate as new which may increase occupant comfort especially during summer months.
- Increased project scope and timeline compared to Option 1.
- A uniform life expectancy of 30 – 40 years for all windows replaced.
- Improved window performance and resistance to water intrusion and rot over Option 1 and 2.
- Improved water control and occupant comfort.
- Reduction in drafts occurring at window penetrations due to increased preparation and the ability to make necessary repairs and improvements to individual window openings.
- Improved building envelope performance.
- Reduced risk of indoor air quality issues.
- Project sequencing becomes less of an issue if windows removal and masonry repairs are carried out in tandem at individual elevations.

Disadvantages:

- Necessary interior repairs and preparation of openings will greatly increase the time and cost of the installation.
- Increased cost and timeline over Option 1.
- Increased occupant disruption: however, over the long-term will reduce overall occupant disruption due to reduced maintenance needs.

10.0 RECOMMENDATIONS

Although various repairs and maintenance have been completed throughout the life of the building, major components making up the building envelope are now approaching the end of their serviceable life. Furthermore, previous repairs and rebuilding of masonry walls has resulted in various conditions requiring reconstruction. Based on our visual investigation and data gathered via Lidar scan the following recommendations have been made:

10.1 Roof Recommendations

FSA recommends that all roof areas be replaced in order to achieve the project goal of an overall 25-year building envelope performance life. FSA recommends Option 3 – Complete Roof Replacement – Hybrid as this approach seeks to balance cost, performance while maintaining the building's unique heritage aesthetic. Option 3 makes use of composite engineered slate or shake style shingles at the

mansard roof area which provide a typical life expectancy of 50 + years thus reducing future maintenance and replacement costs. As access to the mansard roof area is extremely challenging, a composite engineered shingle will out-perform a typical asphalt shingle and provide a system more closely resembling the original aesthetic.

At the flat roof area, the hip roof and all dormers, Option 3 proposes the use of a 2-ply mod. bit. membrane with the inclusion of a coverboard. Although mod. bit. membrane is a relatively newer roofing system in comparison to materials used as part of the original construction, the areas suggested for this covering will remain mostly out of sight, therefore will not interfere with the buildings overall heritage appearance. The use of patinaed aluminum flashings will provide a heritage 'copper' look where metal flashings are visible and provide cost savings in comparison to all copper flashings.

The use of copper material will be limited to the prominent towers which feature existing dome and pyramid roofs. Replacement in copper is recommended for these roof areas as copper remains a mailable material ideally suited to this type of installation. Copper will also achieve a 70 + year performance life and maintain the building's current look.

Option 3 seeks to use patinaed aluminum for all gutters and downspouts as it will provide a uniformed finish which requires little maintenance. The use of aluminum for all downspouts is further recommended as it will discourage theft often associated with copper. It is necessary to note that there will be a visually apparent difference between a patinaed green aluminum and copper finishes as copper may take 50 – 75 years to oxidize and change to a greenish-blue colour. Even then, there may still be a difference in appearance between the two metal finishes. If a uniform finish is desired across all elevations and components, copper can be specified for gutters, downspouts, flashing and the roof areas above the two prominent towers. It is prudent to note the cost difference between aluminum and copper materials.

10.2 Masonry Recommendations

The condition of the existing masonry requires a complete rejuvenation of all elevations. This work will involve not only repair but replacement of various masonry elements. FSA recommends that rejuvenation work be completed at all elevations within 2 years, likely completing two elevations per year. Due to the nature of heritage masonry, once a full rejuvenation has been completed, ongoing, annual maintenance will be required for the life of the asset.

Prior to commencing any masonry work, FSA recommends a series of intrusive test openings be made in order to verify the condition of the mass walls. FSA's initial investigation revealed serious concerns regarding various elements of the building's structure. Significant lean was observed at multiple pilasters and substantial step and vertical cracking through masonry units indicates potential underlying issues with the foundation. The level of detail provided by the LiDar scan further verified these out-of-plumb areas and allowed us to examine these walls in greater detail. At the south elevation, the granite slab steps are out of plumb and a question regarding adequate fill and/or soil conditions has been raised. At the interior, masonry dust, cracking or separating of interior wall or window finishes and signs of water intrusion indicate the presence of significant moisture within the mass wall being affected by ongoing thermal cycling.

Intrusive investigation will provide crucial information influencing future construction documents while narrowing down the necessary scope.

10.3 Window Recommendations

In general, the majority of windows appear to be original to the building and remain in good to fair condition and therefore are prime candidates for rejuvenation. FSA recommends that Option 1 – Window

Rejuvenation be undertaken. This option seeks to balance cost while preserving the original heritage value of the existing windows. Although, Options 2 – 4 provide some thermal improvement, these gains come at an increased cost and may sacrifice some existing heritage elements. Option 1 seeks to rejuvenate the majority of windows 'in-place' following the completion of masonry work at each elevation, thus taking advantage of the staging used for masonry and roof work. The installation of metal security bars and various alterations at all elevations, some of which conceal sills, glazing, portions of frames and mullions will present some challenges and may increase the cost of returning windows to near-original condition; however, this is considered minor compared to the other options provided.

10.4 Costing

The following Class C costing has been provided. Please note, the '*' indicates FSA's recommended options:

Window Repair Options	Cost Estimate
Option 1 – in-place rejuvenation*	$ 258,200
Option 2 – complete restoration	$ 341,040
Option 3 – restore + IGU upgrade	$ 425,170
Option 4 – complete replacement	$ 489,950
Staging Allowance – windows only	$ 45,000

Masonry Repairs	Cost Estimate
Masonry Repairs*	$ 2,483,560
South Entrance Steps*	$ 74,000
Staging Allowance – masonry only*	$ 90,000
TOTAL	$ **2,647,560**

Roofing – Option 1	Cost Estimate
Roof Replacement – asphalt and colour match aluminium	$ 477,510
Gutters and Downspouts – aluminium	$ 22,000
Staging Allowance – roof only	$ 15,000
TOTAL	$ 514,510

Roofing – Option 2	Cost Estimate
Roof Replacement – synthetic shingles and copper flash	$ 479,640
Gutters and Downspouts - copper	$ 73,200
Roof Vents - copper	$ 15,600
Staging Allowance – roof only	$ 15,000
TOTAL	$ 583,440

Roofing – Option 3	Cost Estimate
Roof Replacement – Hybrid w/ copper towers & alum. flash*	$ 432,110
Gutters and Downspouts – aluminium*	$ 29,800
Roof Vents – copper*	$ 15,600
Staging Allowance – roof only	$ 15,000
TOTAL	$ 492,510

Based on FSA's assessment and the above recommendations, the following recommended Class C costing has been provided:

Masonry Repairs	$ 2,483,560
South Entrance Steps	$ 74,000
Windows – Option 1 – In-place rejuvenation	$ 258,200
Roofing – Option 3 – Hybrid w/ copper towers & alum. flash	$ 432,110
Roofing – Option 3 – roof vents – copper	$ 15,600
Gutters and Downspouts – aluminium	$ 29,800
Staging Allowance – to complete all above work	$ 90,000
TOTAL	$ 3,383,270

10.5 Economies of Scale

The overall goals put forward by the Town of Lunenburg require appropriate planning and phasing of this project in order for success. To take advantage of economies of scale, sound scheduling and overlapping of trades will be crucial and ultimately affect overall budgets and timelines. If this project is appropriately managed cost savings may be achieved in following areas:

- Mobilization and demobilization
- Equipment rentals
- Staging
- Disposal
- Hoarding
- Quality assurance observation
- Site Safety
- Material Discounts
- Landscaping
- Contract admin

11.0 CONCLUSION

While this is an older building of traditional construction, the major components of the exterior envelope appear to be relatively sound; however, maintenance and repairs need to be undertaken in the near-future to ensure this asset remains so. If maintenance and repairs are carried out in a timely manner, this building should remain serviceable for the long-term. However, if the building is left in the current condition and the major components continue to deteriorate, there is risk of creating conditions that would adversely affect the construction and the health and safety of the building and its occupants.

FSA recommends that the Town of Lunenburg proceed with planned building envelope repairs, as described in this report. Necessary work should begin no later than 2023. Appropriate phasing of the various elements of this project will ensure the work is completed in a cost-effective manner, minimizing site traffic, unnecessary labour, mobilization and demobilization fees.

Staging will likely be required to complete the necessary masonry repair work as well as provide access to replace the roof system, especially at the mansard roof area but would also allow safe roof access to complete reroofing and metal work at the low-slope, hip roof and dormer roof areas. Following completion of masonry and roof replacements the rejuvenation of windows can be undertaken making use of the same staging.

FSA recommends that the necessary work, if possible, be completed by 2025 thus providing a potential 25-year service life for all major building envelope components. Although the above-described work will renew the major components of the building envelope, ongoing, annual maintenance will still be necessary. Masonry elements require ongoing maintenance; however, this should be limited in scope to primarily repointing, cleaning and inspection of sealants. Wood components will require annual inspection for deteriorated finishes and rot especially at vulnerable areas where water ingress is likely to occur. Sealants should be inspected on an annual basis, especially at windows and doors and repaired/replaced as required. Glazing at individual windows should also be inspected annually and repaired as necessary to reduce the risk of water intrusion along with the deterioration often associated with it. All efforts should be made to preserve the heritage value of the asset and its components, using techniques and materials which will not detract from the overall aesthetic, and which will provide long-term protection and performance.

12.0 STATEMENT OF LIMITATIONS

This BCA has been carried out in general accordance with the agreed scope of work and with ASTM E2018. The conclusions presented herein are based on information gathered from the visual assessment. The historical research relies on limited information supplied by others and was limited within the scope of work, time and budget of the project herein.

This report was prepared for the sole use of the Town of Lunenburg. Permission and notification from the aforementioned and this firm will be required to release this report to any other party for review or reliance purposes.

Any comments or conclusions within this report represent our opinion, which is based upon the documents provided to FSA, our field review of physical conditions, specifically identified testing and our past experience. This review is limited to the exterior building envelope in chorus with technical, construction and performance related items. Some of the findings herein may be based on a random sampling, and others are based on a visual review of the surface conditions. Deficiencies, which may exist, but were not recorded in this report, including out-of-scope issues, were not apparent given the level of study undertaken.

No legal survey, soils analysis, environmental assessment, detailed engineering computations or quantity compilation have been performed. Therefore, FSA assumes no responsibility concerning these matters. FSA did not design or construct the subject building and will not be held liable for impact of any design or construction defects, whether described within this report or not. Owners, prospective purchasers, tenants or others who use or rely on the contents of this report do so with the understanding as to the limitations of the documents reviewed, the general visual inspection undertaken and understand that FSA cannot be held liable for damages which may be suffered with respect to the purchase, ownership or use of the subject property. No guarantee or warranty expressed or implied, with respect to the subject property has been made. Should any conditions be encountered at the subject site and/or historical information differ from the findings presented, FSA should be notified immediately in order to allow for reassessment if necessary.

Furthermore, changes in the use of the property, renovations or modifications made to the property may affect the findings and conclusions stated in the report. Therefore, it is important that the Client periodically re-evaluate the facility and review developments or operations that may potentially impact the facility.

We trust this report satisfies your immediate requirements. If you have any questions, or if we may be of further assistance, please do not hesitate to contact the undersigned.

Yours truly,

Fishburn Sheridan Atlantic Inc.

Prepared by:

Ryan Beecroft
Project Leader

Reviewed by:

Paul Shupe, RRO
Atlantic Branch Manager

John B. McIntyre, A.Sc.T., CAHP
Senior Project Manager

APPENDIX A

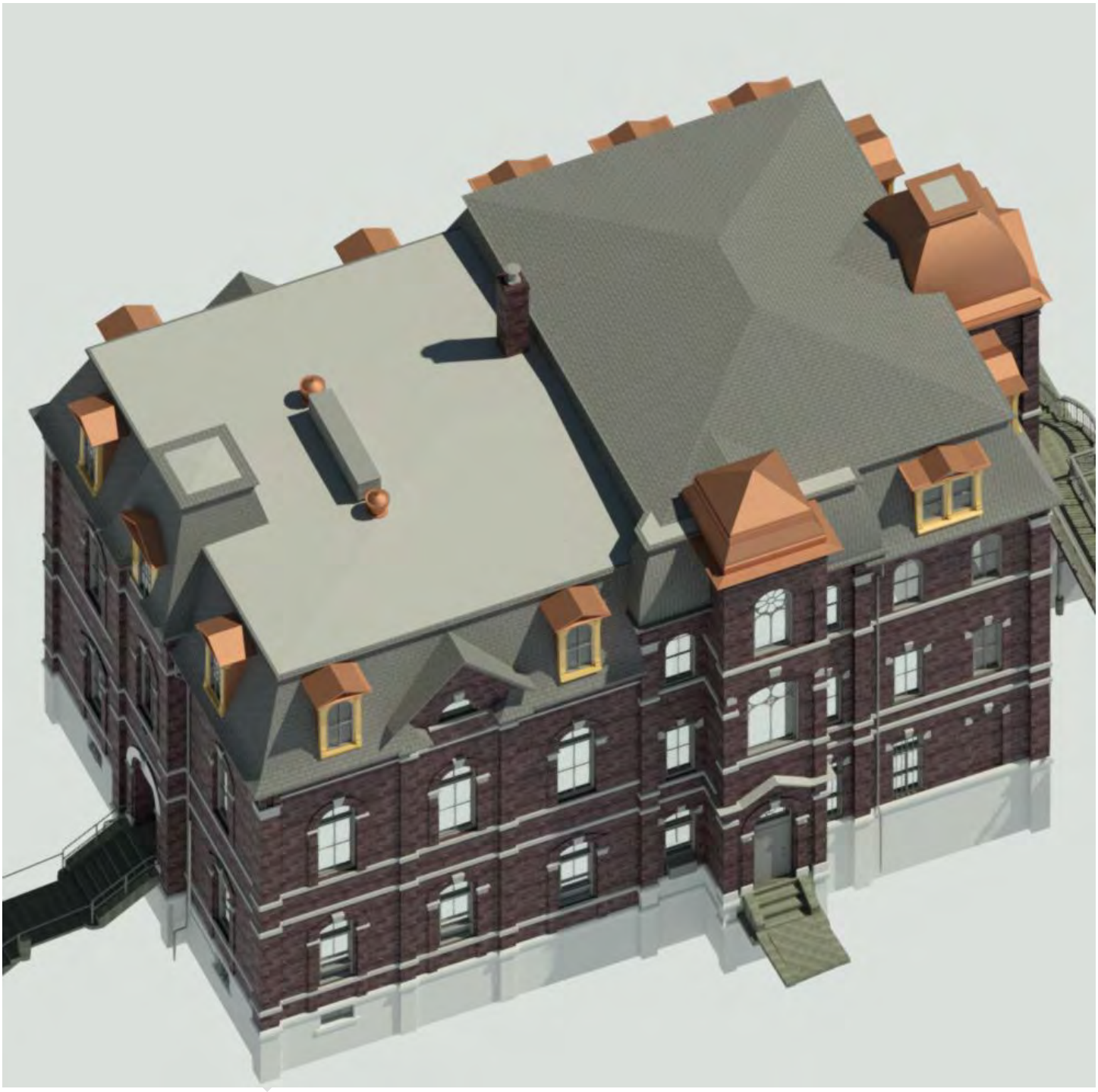
Reference Elevations

East Elevation

North Elevation

West Elevation

Roof



Document No:
Meeting: DECEMEBER 13, 2022
Circulate: COUNCIL, JD, HM
File:

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **TREVOR HUME, PLANNING TECHNICIAN & DEVLEOPMENT OFFICER**

DATE: **NOVEMBER 30, 2022**

RE: **BUILDING PERMIT REPORTING - INFORMATION REPORT**

This report is provided to Council for information only. No decision is required.

1. FACTS

Regular reporting on processed building permits is prepared on a quarterly basis. This reporting focusses on building permits for the period of July 1st to November 30th, 2022.

2. ANALYSIS

In September, Community Development provided a report on permit activity. At that time, we reported 36 building permits with a construction value of just over 2.5 million dollars for the period of January 1st, 2022 to June 30th, 2022.

The following is a summary of permit activity for the period of July 1st to November 30th of 2022.

Town of Lunenburg

ACTIVITY REPORT For Period 2022-07-01 to 2022-11-30

	July 1 – Nov. 30/2021 *Previous Period*			July 1 – Nov. 30/2022 *Current Period*		
Type	**Permits**	**Units**	**Value of Construction**	**Permits**	**Units**	**Value of Construction**
Single Family	12	3	1,755,114	13	0	212,305
Duplex/Semi	3	3	419,901	1	0	7,293
Apartments	4	1	16,002	0	0	0
Other Residential	4	0	80,401	4	1	39,202
Commercial	6	0	10,861	7	2	875,004
Industrial	1	0	3,000,000	3	0	400,002
Inst & Gov	0	0	0	2	0	2
Agriculture	1	0	20,000	0	0	0
Other	0	0	0	2	0	109,624
Total	31	7	5,302,279	32	3	1,643,432

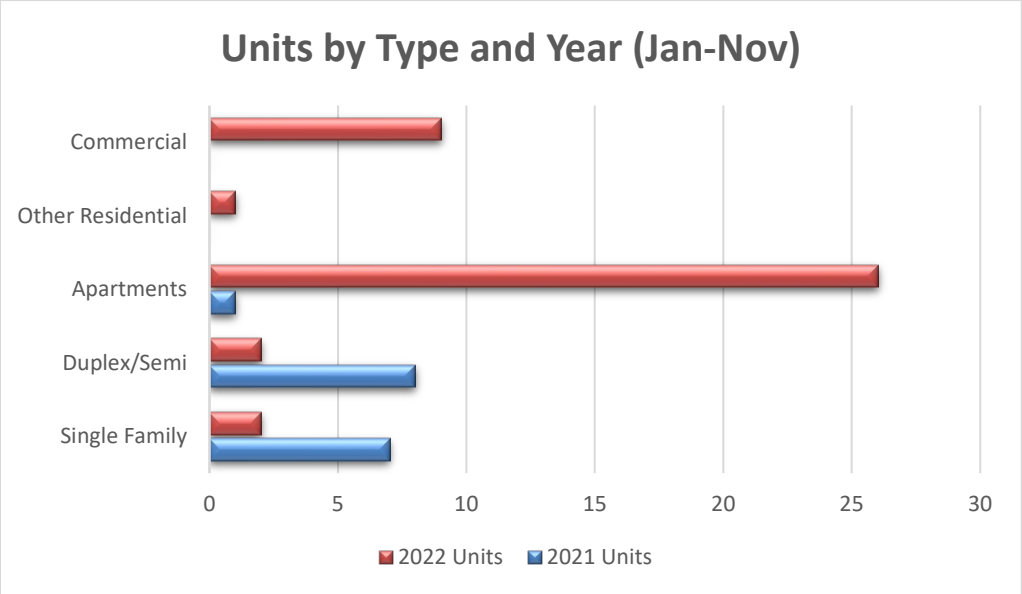
The table shows the third reporting period for 2022 (July 1st - November 30th, 2022), on the right, against the same period for 2021. Three dwelling units were approved during this reporting period. The two noted as commercial are dwelling units within commercial buildings.

To provide context for the current reporting period, the following summary has been prepared for January 1st to November 30th of 2022:

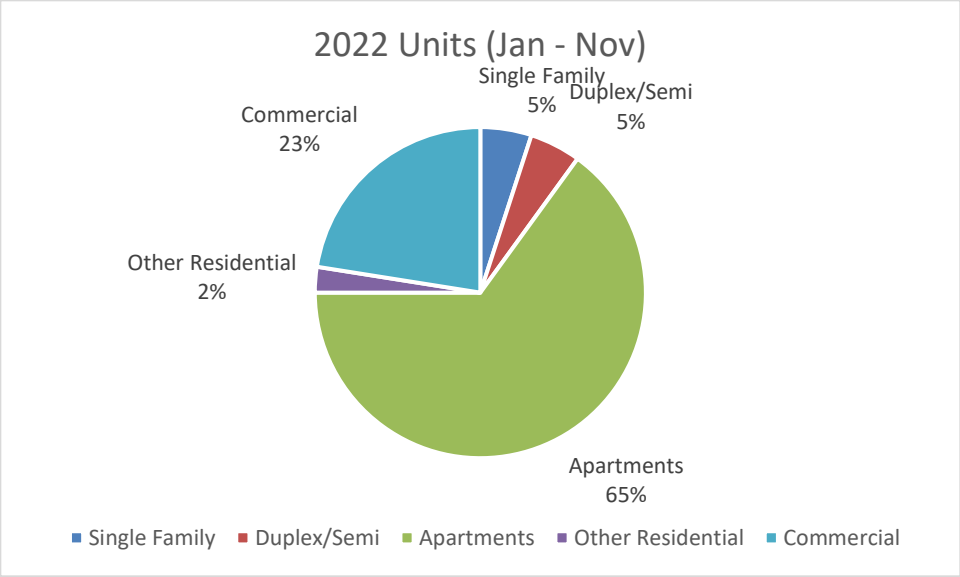
Town of Lunenburg

ACTIVITY REPORT For Period 2022-01-01 to 2022-11-30

	Jan 1 – Nov. 30/2021 *Previous Period*			Jan 1 – Nov. 30/2022 *Current Period*		
Type	Permits	Units	Value of Construction	Permits	Units	Value of Construction
Single Family	34	7	3,459,429	37	2	458,926
Duplex/Semi	9	8	2,169,901	4	2	347,293
Apartments	8	1	715,802	5	26	1,510,001
Other Residential	9	0	127,201	8	1	50,704
Commercial	17	0	126,863	21	9	1,605,013
Industrial	3	0	3,007,500	3	0	400,002
Inst & Gov	2	0	10,000	2	0	2
Agriculture	1	0	20,000	0	0	0
Other	0	0	0	2	0	109,624
Total	83	16	9,636,696	82	40	4,481,565



While January to November 2021 had a higher construction value, the corresponding period in 2022 resulted in 40 dwelling units being approved, versus 16 the year previous, with apartments being the largest category.



The pie chart shows the mix of unit types for which permits were issued.

3. FINANCIAL IMPACT

None.

4. STRATEGIC PLAN RELEVANCE

Reporting of the number of building permits issued within the Town of Lunenburg using “snapshot” of building activity is in keeping with the Town’s Comprehensive Community Plan, in particular:

Economic Development:	Direction to support economic development.
Governance:	Direction to enhance internal and external relations through policies, procedures, and resources.

5. RECOMENDATION

None. This report is strictly to provide information to council on building permit activity.

Acknowledged only by:

_____

Jamie Doyle
CAO

M E M O R A N D U M

TO: Town Council

FROM: Kayla Byrne, Municipal Clerk

DATE: December 13, 2022

RE: Council appointments to committees and organizations

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1. FACTS

As per Policy #98 Committees of Council, committee membership shall be reviewed annually by Council.

Along with the annual review of membership, staff are reviewing the Committees of Council Policy and its accompanying Committee Structure. To help with this review, staff are seeking direction from Council.

2. DISCUSSION

The intent of today's conversation is to discuss any potential changes to Council's Committee Structure, specifically focusing on external organizations with Council appointments and nominations (Group C in the Committee Structure – attached). Staff are seeking input on any potential changes that should be implemented with respect to external appointments; are there committees that should no longer have representation from Council? Are there any other changes Council would like to see implemented?

Some items for Council to consider for appointments to external committees:

- Is there still a need for a Council appointment?
- Is the committee effective?
- Is the committee beneficial to the community?
- Does the committee affect or may affect a municipal interest?
- Is the Town of Lunenburg a major funder for the organization?

Council concerns

Some councillors have expressed concerns that scheduling can be difficult with respect to some external committees. As staff, how can we better support Council in their appointments? On behalf of Council, staff could reach out to respective organizations to discuss meeting schedules.

Required representation on external committees

South Shore Public Libraries: As per the Libraries Act, because the Town of Lunenburg is a part of a regional public library, one member from each partner must be appointed by each city, town and municipality that is a party to the agreement.

External committees updates

Western Regional Housing Authority: The Province announced it will amalgamate the five regional housing authorities and dissolve their boards in favour of a new Crown corporation with an advisory board.

Common Lands: Should TOL and MODL transfer the management to the Nature Trust, this committee may not be required.

Other required committees

Audit Committee: Required by the MGA.

Heritage Committee: As per the Heritage Property Act, if a Municipality has a Heritage Property By-law then a Heritage Advisory Committee shall be established.

REMO: Required by the Emergency Management Act and the Town of Lunenburg Regional Emergency Management By-Law.

Accessibility Committee: Required by the Accessibility Act.

Other committee updates

Anti-racism special committee: Work is taking place to create a regional anti-racism committee. It has not yet been determined if this regional committee would or should replace the town's special committee.

Project Lunenburg Steering Team: With the completion of its mandate, this committee is expected to dissolve as per the Steering Team's Terms of Reference.

Follow up steps

If Council no longer wishes to have representation on certain external organizations as established in Group C in the Committee Structure then staff recommends that Council make a motion to remove respective committees at a Council meeting.

If Council does not wish to make any changes to the current Committee Structure, then staff will present a report at a future Council meeting to reappoint councillors to respective committees and advertise citizen member vacancies as deemed necessary.

3. ADDITIONAL INFORMATION

Policy review

Staff are working on updating the Committees of Council Policy to reflect any potential structure changes and to provide more direction on the roles, operation, and responsibilities for Council, staff, and participating members of the public.

Proposed policy updates include:

- Direction on appointments to external committees
- Direction on dissolving town committees
- Direction on creating town committees, working groups and task forces

- Removing committee's Terms of Reference from the policy (all internal committees will still require Council approval for Terms of Reference and amendments to Terms of Reference)
- Further direction on citizen appointments

4. FINANCIAL IMPACT

Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town policies.

Committee and external Board citizen members may receive an annual honorarium as set out in Town policy and/or budget.

5. STRATEGIC PLAN RELEVANCE

- G1: Facilitate and grow engagement between the Town and the community with flexible and innovative approaches.
- G2: Promote and enhance communication based on transparency and inclusion.

6. RECOMMENDATION AND DRAFT MOTION

Draft motion: That Council give notice to amend the Town of Lunenburg's Committees of Council Policy to remove (insert name(s) of organization(s)) from its Committee Structure, ceasing all Council representation on each respective organization.

Or

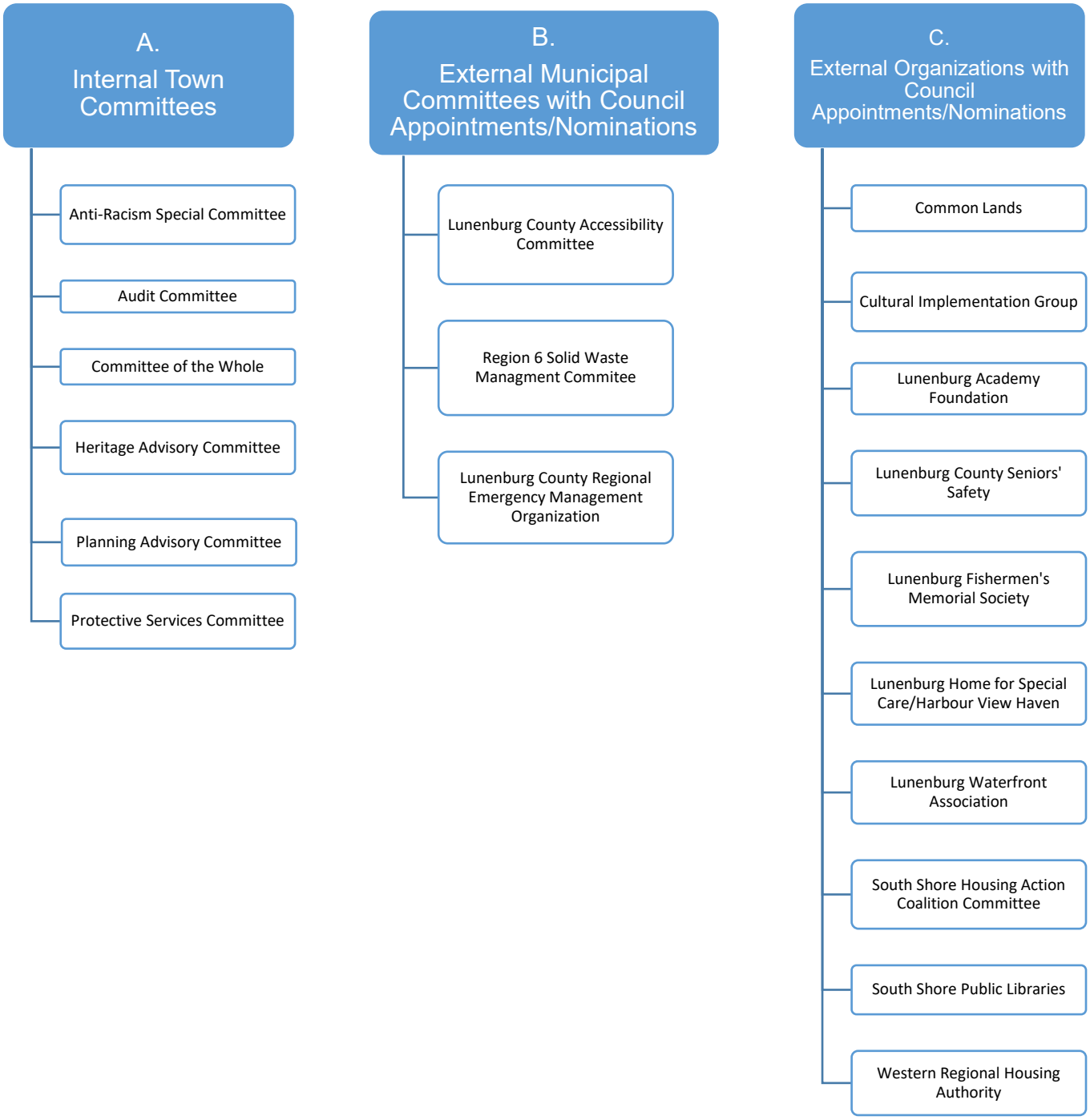
Draft motion: That Council direct staff to present a report at a future Council meeting to reappoint members as required to committees as currently outlined in the Committees of Council Policy's Committee Structure; and to advertise committee member vacancies as required.

Council may also refer this item to a future meeting for further discussion.

7. ATTACHMENTS

- Committee Structure
- 2021 Council Committee appointments
- Current appointment list of all committees (town committees with external appointments, external municipal committees that require external members be appointed by Town Council, committees with no external appointments, committees with no external appointments)

Town of Lunenburg – Committee Structure



Note:

A. Report directly to Town Council.
B. External Committees with one or more Council representatives. Major items may require Council approval, e.g., budgets.
C. External Organizations with one or more Council representatives. Generally no formal reporting function to Council.

Revised: September 2021

Town of Lunenburg

Council appointments to Committees and Organizations

2021

Internal Town Committees

Committee Name	Appointed Councillors
Anti-Racism Special Committee	Duggan, Mosher
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Comprehensive Community Plan Project Steering Team	Ernst, Mosher, Sanford
Heritage Advisory Committee	Birtles, Ernst
~~Lunenburg War Memorial Community Centre/Recreation Committee~~ *Dissolved	~~Birtles, Duggan, Halverson~~
Planning Advisory Committee	Ernst, Halverson, Sanford
Protective Services Committee	Duggan, Halverson, Mosher, Sanford

External Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	Sanford	Duggan
Region 6 Solid Waste Management Committee	Halverson	Risser
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	Mosher, Risser	Sanford

External Organizations with Council Appointments/Nominations

Organization Name	Appointed Councillor(s)
Trustees of Lunenburg Common Lands	Mosher
Cultural Implementation Group	Mosher
~~Lunenburg Academy Foundation~~ *No longer has a Council representative.	~~Ernst~~
Lunenburg County Seniors Safety Advisory Partnership	Birtles
Lunenburg Fishermen's Memorial Society	Mosher, Risser
Lunenburg Home for Special Care/Harbour View Haven	Birtles

Lunenburg Waterfront Association	Risser
South Shore Housing Action Coalition Committee	Duggan
South Shore Regional Public Library Board	Birtles
Western Regional Housing Authority	None

Internal Town Committees with external appointments

Anti-racism special committee

- Councillor Melissa Duggan, Chair
- Deputy Mayor Peter Mosher
- Sally Falk, Citizen-at-large Representative ☑
- ~~Jerin Kottakkal, Citizen-at-large Representative~~ resigned Nov. 1, 2022
- Melissa Labrador, Mi'kmaq Representative ☑
- Vernon Simms, African Nova Scotian Representative ☑
- Vacant, African Nova Scotian Representative
- Vacant, Mi'kmaq Representative
- Vacant, Citizen-at-large Representative

Ex-officio:

- Mayor Matt Risser
- Margie Knickle
- Piotr Luczak
- Megan Meldrum
- Yvonne Mosely

Audit Committee

Consists of: All Councillors and a minimum of one resident at large.
Term: Two years
Resident-at-large: Jamie Green (appointed Nov. 27, 2018) ☑

Heritage Advisory Committee

Consists of: Six members – two councillors, two at-large members, and two members of the Lunenburg Heritage Society or individuals who have demonstrated an interest in the preservation of buildings with historic significance.
Term: Two years
Vacancies: None
Members:

- Councillor Birtles (reviewed annually)
- Councillor Ernst (reviewed annually)
- Faune Creaser (appointed Jan. 25, 2022)
- ~~E. Patricia MacDonald (appointed June 22, 2021)~~ resigned
- Nathalie Irving, Lunenburg Heritage Society Representative (appointed Jan. 24, 2017) ☑
- Oliver Osmond, Lunenburg Heritage Society Representative (reappointed Jan. 24, 2017) ☑

Planning Advisory Committee

Consists of: Three councillors and at least four residents.
Term: Two years
Vacancies: Two
Members:

- Councillor Susan Sanford, Chair (reviewed annually)
- Councillor Stephen Ernst (reviewed annually)
- Councillor Ed Halverson (reviewed annually)
- Colin Whitcomb (June 22, 2021) ☑
- Peter Goforth (reappointed November 14, 2017) ☑
- Vacant resident position
- Vacant resident position

Project Lunenburg Steering Team

Voting members of the Steering Team include: three councillors, two citizen representatives, and three qualified experts.
Term: The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.
Vacancies: Three

- Councillor Susan Sanford, Chair
- Deputy Mayor Peter Mosher
- Councillor Stephen Ernst
- Peter Goforth, Qualified Expert (appointed Oct. 23, 2018) ☑
- Bill Rice, Citizen Representative (appointed Oct. 23, 2018) ☑
- Vacant, Qualified Expert
- Vacant, Qualified Expert
- Vacant, Citizen Representative

Lunenburg County Accessibility Advisory Committee

Membership: The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.

Terms: Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.

Members:
TOL Council representative: Councillor Sanford
TOL Council representative alternate: Councillor Duggan

Community members jointly appointed by all five municipal units:

- Desiree Gordon
- Sheila Landry
- Louise Hopper
- Peggy McCalla
- Dylan Robar
- Teresa Alexander-Arab

External organizations that require external members be appointed by Town Council

Lunenburg Home for Special Care Corporation

Membership (as per the corporation's bylaws): The Corporation shall consist of Nine (9) Members appointed by the Council of the Town of Lunenburg.
Term: Maximum of 12 years
Vacancies: None
Members:

- Councillor Jenni Birtles
- Jenise Brouse
- Diane Johnson
- Jackie Moore
- Patrick Morris
- Virginia Uhlman
- Ellen Wathen
- Peggy Vickers
- Melanie Cooke

Committees with no external appointments

Committee of the Whole

Membership: All councillors

Protective Services

Membership: Consists of four councillors. The Commission may appoint three Commission members to be additional voting members.
Term: Not defined, but council appointments reviewed annually
Vacancies: None

- Deputy Mayor Peter Mosher, Chair
- Councillor Ed Halverson
- Councillor Susan Sanford
- Councillor Melissa Duggan

- Brian Keizer, Districts 1 & 2 Fire Commission
- David Afford, Districts 1 & 2 Fire Commission
- David Baugil, Districts 1 & 2 Fire Commission

Town of Lunenburg

Bylaw # ____

Chief Administrative Officer Bylaw

1. This Bylaw may be cited as the “Chief Administrative Officer Bylaw” or the “CAO Bylaw”.

2. In this Bylaw:

(a) “Act” means the *Municipal Government Act* of the Province of Nova Scotia, SNS 1998, c. 18, as amended from time to time, or successor legislation;

(b) “Chief Administrative Officer” or “CAO” means the person appointed by the Council and employed by the Town as its chief administrative officer;

(c) “Clerk” means the person employed by the Town and appointed by Council to serve as its Clerk;

(d) “in writing” includes communications sent by email;

(e) “Town” means the Town of Lunenburg;

(f) “Town Powers and Duties” means a thing the Town is required or authorized to do under a statute or regulation of the Province of Nova Scotia or under a bylaw of the Town, where the statute, regulation or bylaw does not specify who in the Town may do the thing;

(g) “Statutory Functions” means all duties, functions or powers assigned to the chief administrative officer of a municipality under the Act or under any other statute or regulation of the Province.

3. The position of Chief Administrative Officer for the Town is established and the Town shall at all times have a CAO or a person designated to act as interim CAO.

4. Council shall by resolution appoint a person to the position of Chief Administrative Officer. If a vacancy occurs in the position Council shall by resolution appoint a person to be an interim Chief Administrative Officer and in such case all the provisions of this bylaw that apply to the CAO apply equally to the interim CAO.

5. In the event of absence from work due to illness, vacation, leave of absence or other cause, the CAO may delegate their powers to another employee in writing, and, unless Council by resolution appoints another person to serve as an interim CAO during that absence, the CAO’s delegation of authority shall be deemed to be valid and to be approved by Council.

6. The remuneration and other terms of engagement of the Chief Administrative Officer shall be set out in an agreement between the CAO and the Municipality that is approved by resolution of the Council and not inconsistent with any provision of the Act or this Bylaw, which the Mayor shall execute on behalf of the Municipality.

7. The CAO shall exercise and fulfill all Statutory Functions which are not subject to delegation, and shall either personally exercise and fulfill or shall delegate the exercise and fulfillment of all Statutory Functions which are subject to delegation.

8. The CAO may exercise all Town Powers unless Council otherwise specifically directs by resolution, policy or bylaw.

9. The CAO may exercise any of the following powers, except as Council may otherwise specifically direct by resolution, policy or bylaw:

(a) make or authorize expenditures, and enter into contracts on behalf of the municipality, for anything required for the municipality where the amount of the expenditure is budgeted or within the amount determined by the council by policy, and may delegate this authority to employees of the municipality;

(b) sell personal property belonging to the municipality that, in the opinion of the chief administrative officer, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the municipality, and may delegate this authority to employees of the municipality;

(c) personally, or by an agent, negotiate and execute leases of real property owned by the municipality that are for a term not exceeding one year, including renewals;

(d) establish departments of the municipal administration;

(e) adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person;

(f) determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system;

(g) where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;

(h) authorize, in the name of the municipality, the commencement or defence of a legal action or proceedings before a court, board or tribunal, provided that the estimated value or exposure is less than $1 Million or provided that the CAO considers it necessary to take that step in order to avoid the risk of missing a limitation period, and may, in respect of board or tribunal proceedings, delegate this authority to employees of the municipality;

(i) settle a legal action or proceeding provided that the settlement value is less than $1 Million;

(j) may appoint returning officers and assistant returning officers under the Municipal Elections Act; and

(k) perform the duties of the clerk, treasurer, engineer and administrator, or any of them, pursuant to the Act, including, without limitation, the signing of contracts authorized by Council in place of the clerk.

10. The Town's Bylaw # 48, Manager/Clerk Bylaw and the Town's Bylaw # 3, Town Seal Bylaw are hereby repealed.

11. Bylaw # 1, Interpretation Bylaw, is amended by deleting the text of section 3.1.4 thereof and replacing it with the following:

> "Clerk" or "Town Clerk" means the person designated by the CAO from time to time to perform the duties of the clerk of the Town, but the phrases "Manager/Clerk", "Town Manager/Clerk" and "Town Manager" shall mean the CAO except in relation to any matters required by statute or regulation to be carried out by the Clerk, in which case it shall mean the Clerk.