



AGENDA

Town of Lunenburg Council Meeting

Tuesday, May 19, 2020 at 2:00 p.m. – 4:00 p.m.

Zoom Video Conference/YouTube Live Broadcast

1. Agenda - *motion to approve (note: priority items are **bolded**)*.
2. May 12, 2020 Council meeting minutes - *motion to approve*.
3. Public Hearings and Presentations
 - a. **Public Hearing – public Zoom audio/video conference submissions regarding proposed amendments to the Municipal Planning Strategy’s Map 2 Future Land Use Map to remove Lot A1 (PID 60642741) from the Architectural Control Area along Dufferin Street (Amero/Gregg application)**
 - **Close of public hearing and receipt of public submissions – *motion***
 - **Council consideration of public submissions in Unfinished Business portion of agenda**
4. Correspondence

Nil.
5. Committee Meeting Minutes and Recommendations
 - a. Joint Occupational Health and Safety Committee May 7, 2020.
6. Unfinished Business
 - a. Corporate Services
 - i. **Proposed amendments to the Municipal Planning Strategy’s Map 2 Future Land Use Map to remove Lot A1 (PID 60642741) from the Architectural Control Area along Dufferin Street – *discussion and possible motion to approve, defer or deny;***

ii. Budget 2020/21

- May 22 public submission deadline advertised for May 26 Council meeting
- Notice of Provincial Department of Justice notice of 2.62% RCMP annual municipal policing services cost to \$815,492
- Notice of Municipality of the District funding approval for Town Recreation Department facilities and equipment

iii. Municipal Election 2020 – Department of Municipal Affairs confirmation that the October 17, 2020 election is proceeding as scheduled; and

iv. Strategic Plan 2019 Progress Report - staff information report.

7. New Business

a. Corporate Services

i. Request of Edward J. Kelly for 82 Kempt Street to be removed from the Heritage Conservation District - *staff report*.

b. Public Works Department

i. Golden Retriever Gathering July 18 2020 Special Event Application – *Council motion*.

8. Consideration of any Council in camera meeting recommendations

Nil.

9. Adjournment – *motion to approve*.

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Proposed amendments to Hack and Trolley Bylaw #56, #65 Street Encroachment for Building Access Bylaw and Parking Meter Bylaw	Council		These proposed amendments are being advertised along with revised Parking Meter Bylaw second/final reading for public submissions as noted below
Source Water Protection Plan update	Public Works Engineering Consultant	November 26, 2019	Consultant has completed a draft report which is being reviewed by Public Works staff
Solar initiatives and water meters update	Corporate Services/Public Works	January 7 and 14, 2020	Staff reports will be prepared following Budget 2020/21 approval
Disappearance of bees action plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
Climate crisis action motion and plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
Staff recommendations regarding CBCL Engineering Lunenburg Wastewater Treatment Plant upgrades reports	Public Works	March 10, 2020	PW preparing a report regarding a recommended plan pre-engineering study scope of work Provincially funded

PAC Appointment	Corporate Services	April 14, 2020	Advertisement for applications closes June 16, 2020
Public Works street and sidewalk repairs	Public Works	April 28, 2020	Public Works to prepare a report
Proposed revised Parking Meter Bylaw	Council	May 12, 2020	Second/final reading to be advertised for public submissions at an upcoming Council meeting
Tannery Road sidewalk project	Public Works	May 12, 2020	PW to prepare a phased, staff project plan for Council consideration
Expense Claim Policies amendments	Council	May 19, 2020	Council to consider possible approval of amendments at May 26 Council meeting
Joint Transit Report discussion with other Municipalities	Heritage Manager	May 19, 2020	Other municipalities are being asked if they would like to jointly consider same

Join from a PC, Mac, iPad, iPhone or Android device:

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Webinar ID: 565 813 028

International numbers available: <https://zoom.us/u/aEWDu6MWS>

COUNCIL MEETING MINUTES

TUESDAY, MAY 12, 2020 AT 2:00 P.M. – 4:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

PRESENT: Mayor Rachel Bailey
Deputy Mayor John McGee
Councillor Joseph Carnevale
Councillor Danny Croft
Councillor Ronnie Bachman
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Ian Tillard, P. Eng., Town Engineer Consultant

1. Agenda Approval

The Mayor called the meeting to order at 2:00 p.m. She expressed appreciation for the community's compliance with the Provincial government's COVID-19 orders of health and other directives to ensure everyone's well-being. She congratulated the organizers of a community run and walk in support of the recent mass shooting victims' families which raised approx. \$4000.

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to approve the agenda. Motion carried.

2. May 5, 2020 Council Meeting Minutes

The Mayor asked that the minutes be amended to include mention that the ship on which the deceased military personnel were based from is the HMCS Fredericton which is based out of Halifax.

Motion: moved by Councillor Carnevale, seconded by Councillor Croft to approve the May 5, 2020 minutes with the above noted addition. Motion carried.

3. Public Hearings and Presentations

Nil.

4. Correspondence

Nil.

5. Committee Meeting Minutes and Recommendations

Nil.

6. Unfinished Business

a. Corporate Services

i. Draft Town 2020/21 Budget Review

- May 22 public submission deadline advertised for May 26 Council meeting

The Town Engineer requested budget pre-approval for a back flow prevention study for wastewater lift stations to address salt water intrusion issues that adversely affect Wastewater Treatment Plant operations as noted in the budget document at page 101 (Schedule "A").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that Council approves early budget approval for the back flow prevention study for wastewater lift stations (Schedule "A"). Motion carried.

- Town Hall Roof assessment

The Facilities Superintendent gave an overview of his information report (Schedule "B") findings. He will be undertaking short term maintenance repairs in 2020/21 from the Town's operating budget and then will propose more extensive, capital repairs in 2021/22. He was asked questions by Council and responded as follows: the report cost approx. \$14,000 and there were three submissions; the report is required as part of annual Federal and Provincial Gas Tax Funding; the recommended work will assist in meeting the current National Building Code standards for roof construction.

- Flood Study proposed \$2900 budget pre-approval for additional engineering

The Town Engineer summarized his report recommendation for Council (Schedule "C").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that approval be given to increase the approved budget for the Flood Study from \$45,000 to \$47,900 including net HST and funding will be from Deed Transfer Taxes. Motion carried. Councillors Mosher, Croft and Carnevale voted in the negative.

The Finance Director advised that there may be Provincial "FRIIP" funding for flood studies of this nature and staff will apply for same with the approval of Council by motion.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser that Council approve a submission of an application to the Provincial Flood Risk Infrastructure Investment Program in the amount of \$47,900 (includes net HST) for the Town's Flood Study. Motion carried.

- ii. Proposed Provincial amendments to the NS Building Code Regulations regarding public accessible washrooms in restaurants – additional staff report regarding Lunenburg impact and Minister of Justice notice regarding future extensions of Accessibility Act implementation plan development deadline by municipalities, etc. due to COVID-19 pandemic impact

The Heritage Manager presented his staff report (Schedule "D").

It was agreed to share the report with the Lunenburg Board of Trade for their information and potential follow-up with the Province.

Council noted that the Province is examining the extension of the Accessibility Act implementation for Council.

- iii. LDFD expense claim Policies amendments to allow variances from pre-set kilometers limits

Councillor Mosher gave notice of motion to amend the Personnel Policies and Procedural Policy #86 – Council and Management Expense and Hospitality Claims (Schedule "E") to allow for variances in pre-set mileage amounts for specified destinations for further consideration at the May 26, 2020 Council meeting.

- iv. Joint Transit Report – Staff Report Response

The Heritage Manager presented his staff report (Schedule "F") regarding the Citizens for Public Transit proposal for an inter-municipal public transit in parts of Lunenburg County including the Town of Lunenburg.

Council discussed the report recommendation and whether to proceed with inter-municipal discussions regarding the proposal.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that a letter be written to the other three municipal Councils asking if they are interested in discussing joint transit options in response to the Citizens for Public Transit report (Schedule "F"). Motion carried.

- v. Municipal Election update

The notice of Polling Divisions (Schedule "G") was received for information. In view of COVID-19 pandemic and physical distancing requirements, there may be additional polling divisions to be determined. All of the polls will be held at the Community Centre Auditorium.

Council recessed at 3:13 p.m. – 3:25 p.m. when the meeting resumed.

- vi. Committee Meeting Minutes Supporting Documents and Council Agenda Package

Council discussed the abridged agenda package also being prepared and agreed that it is helpful and should continue to be prepared by staff.

vii. Draft Amendments to Policy #66 Interim and Final Tax

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft approval of the amendments to Policy #66 Interim and Final Tax Billings (Schedule "H"). Motion carried.

viii. Draft Amendments to Policy #71 Low Income Property Tax Relief

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the amendments to Policy #71 Low Income Property Tax Relief (Schedule "I"). Motion carried.

ix. Draft Council and Committee Meetings Proceedings Policy

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to approve the adoption of the Council and Committee Meetings Proceedings Policy (Schedule "J"). Motion carried.

x. Draft Revised Work on Private Property Policy

Motion: moved by Councillor Bachman, seconded by Councillor Risser to approve the revised Work on Private Property Policy (Schedule "K"). Motion carried.

xi. Draft Revised Parking Meter Bylaw

Motion: moved by Deputy Mayor McGee, seconded by Councillor Carnevale to give first reading and advertise the proposed revised Parking Meter Bylaw (Schedule "L"). Motion carried.

The Town Solicitor will make amendments to the Bylaw to use gender neutral pronouns.

b. Public Works Department

i. Tannery Road Sidewalk Construction Project

The Town Engineer's report (Schedule "M") was further considered and options discussed including: realignment of the Knickle/Tannery Roads intersection to create a crosswalk to a new sidewalk on Tannery Road which will narrow Tannery Road and require retaining walls in portions; if Public Works staff can construct the sidewalk; and can the sidewalk be constructed in phases starting in 2020/21. Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary.

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to adjourn the meeting. Motion defeated.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to extend the time to adjourn to deal with agenda item #7 a i. Motion carried.

7. New Business

a. Corporate Services

- i. Request of Donna Lugar, NS Representative, Canadian Lyme Disease Foundation and Founder, NS Lyme Support Group, to declare May as Lyme Disease Awareness

Motion: moved by Councillor Bachman, seconded by Councillor Croft to proclaim May as Lyme Disease Awareness Month as set out in the attached proclamation (Schedule "N").
Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to extend the time to adjourn to deal with agenda item #6 c i. Motion carried.

c. Recreation Department

- i. "Share the Road" signage

Motion: moved by Councillor Bachman, seconded by Councillor Carnevale for staff to include the purchase of "Share the Road" signs in the 2020/21 budget to be installed at the main entries into Lunenburg at Victoria Road, Green Street, Dufferin Street, and Maple Street (Schedule "O"). Motion carried.

8. Consideration of any Council in camera meeting recommendations

Nil.

9. Adjournment

Motion: moved by Councillor Mosher, seconded by Councillor Croft to adjourn the meeting.
Motion carried.

The meeting was adjourned at 4:10 p.m.

Bea Renton, CAO

PUBLIC HEARING PACKAGE (Amero application)

Proposal: A proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area

Date: Tuesday, 19 May 2020

Time: 2:00 pm

Via: Zoom webinar

Please click the link below to join the webinar:

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Webinar ID: 565 813 028

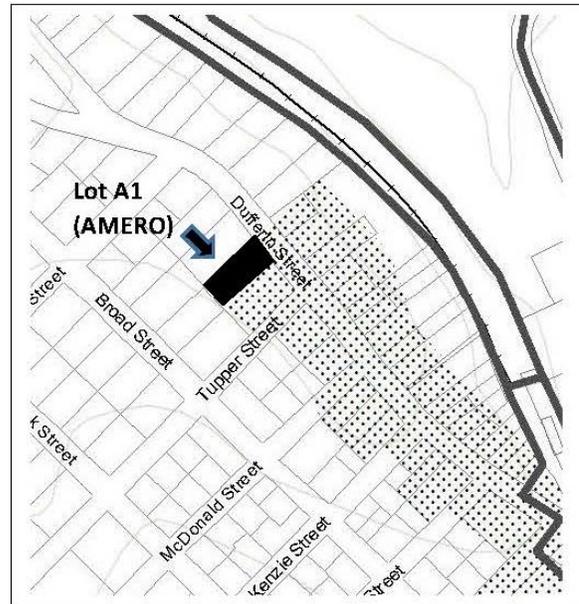
International numbers available: <https://zoom.us/j/565813028>



Amero application

PUBLIC HEARING

for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area, as set out below:



Public Hearing Agenda

1. Opening of the Public Hearing

A public hearing provides members of the public with an opportunity to make their views known to Council prior to Council making its decision. A public hearing is required under the Municipal Government Act.

Please note that only those members of the Council present at the public hearing may vote.

2. Review of General Rules of Conduct

There are a few general rules of conduct that are to be observed so that everyone who wishes to speak can do so in an open and respectful environment.

The general rules of conduct are:

- Please state your name and civic address clearly so that it may be recorded in the minutes.***
- We ask that you be respectful of others' opinions.***
- Speakers will be limited to one presentation unless called upon by the Chair for further comment.***
- Speakers are limited so that all may have an opportunity to participate.***
- Council members may question each speaker.***
- Comments and questions by the public are to be directed to the Chair.***

• IT IS IMPORTANT TO NOTE THAT this is the last opportunity for submissions to be received by Council for consideration in making its decision. After the public hearing is closed, Council members can no longer consider submissions.



Public Hearing Agenda

3. Public Hearing

Proposal: A proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area

- (i) Presentation by Town Planner Dawn Sutherland
- (ii) Opportunity for presentation by applicant/owner
- (iii) Written submissions
- (iv) Oral submissions via Zoom

4. Closing of the Public Hearing

(The end of the receipt of any public submissions)

Motion to close the Public Hearing.



PUBLIC HEARING PRESENTATION

Process

	1. Applicant wishes to make a planning application and makes a request to apply.		
	2. Council hears the request. If willing to consider/learn more, Council will invite the applicant to apply. Referral to the Planning Advisory Committee (PAC).	-Applicant submits application. -PAC schedules a Public Information Meeting (PIM), applicant notified -Approved advert sent to paper -PIM letter mailed to assessed owners within 30 m, notice posted in Town Hall, - Applicant notified -PIM advert published (did this twice as it was advertised in December)	Town of Lunenburg Public Participation Program
	3. PAC holds Public Information Meeting (PIM) 13 January 2020	-PAC learns about application -Public learns about application and asks questions -no decisions at this time	Town of Lunenburg Public Participation Program
	4. PAC meeting, recommendation to Council 10 February 2020	-Staff report with analysis -PAC makes a recommendation to Council	PAC recommendation to go forward for First Reading and then Public Hearing



NOTE: Council members have been provided with all reports, meeting minutes, and previous submissions in Council agenda packages (e.g., minutes from 13 Jan 20 Public Information Meeting are contained in Council agenda package of 28 Jan 20)

PROCESS

	<p>5. Council – First Reading and sets a Public Hearing date</p> <p>25 February 2020</p> <p><i>(Public Hearing set and advertised for 24 March 2020 was rescheduled as a result of Covid-19)</i></p>	<p>-Approved advert sent to paper -Notice of Intent and PH date to appear 14 days before public hearing, applicant notified, abutting municipality notified -PH letter mailed to assessed owners within 30 m First advert (4 May 2020), Second advert (11 May 2020) Chronicle Herald</p>	<p><i>Municipal Government Act</i></p>
	<p>6. Council - Public Hearing</p> <p>19 May 2020</p> <p>Public Hearing likely will be closed by motion of Council at this time.</p>	<p>Public input – Presentation via Zoom Webinar, Written submission: email, letter Oral submission: Zoom webinar</p> <p>Option to defer consideration of decision on Second Reading/Approval – additional staff report (conditions).</p>	<p><i>Municipal Government Act</i></p>
	<p>7. Council – Decision made on giving Second Reading (approval) or not.</p> <p>Today or next mtg 26 May 2020</p>	<p>-Negative: refuse - no appeal - ends -Positive: approve, then 4 certified copies to Province along with all supporting documentation</p> <p>Option to defer consideration, as above.</p>	<p><i>Municipal Government Act</i></p>
	<p>8. If positive (Approved by Council), Province reviews</p>	<p>30 days</p>	<p><i>Municipal Government Act</i></p>



PROCESS

	<p>9. Province Approval required – 60 days, approve with or without amendments or refuse</p> <p>OR</p> <p>Approval not required</p>		<p><i>Municipal Government Act</i></p>
	<p>10. Notice in newspaper setting out that MPS amendment is in effect</p>	<p>Effective date of amendment is upon publication in paper.</p> <p>(NO APPEAL TO UARB)</p> <p>END</p>	<p><i>Municipal Government Act</i></p>

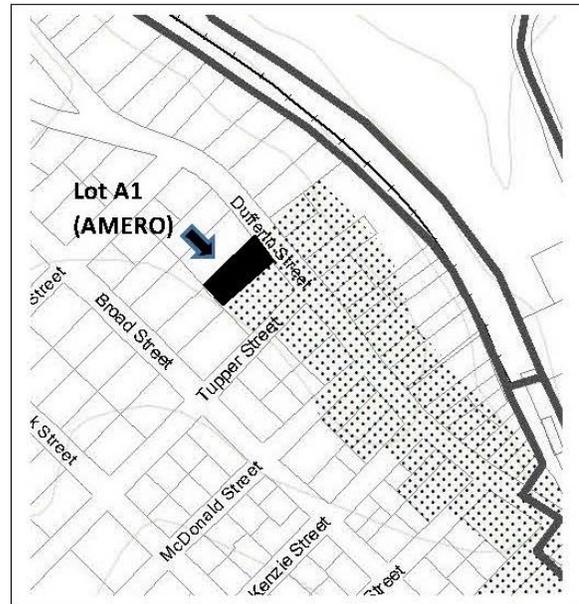
As this application process has met the requirements of the Town of Lunenburg Public Participation Program and the *Municipal Government Act*, the proposed Municipal Planning Strategy amendment is properly before Council for Public Hearing.



Amero application

PUBLIC HEARING

for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area, as set out below:



Amero application – new owner of Lot A1

The Ameros have recently sold Lot A1 to Mr. Art Gregg. The change in title does not impact the MPS approval process. The Public Hearing is to continue and the planning process completed. The new owner wishes to proceed with the application. Confirmatory email of 13 May 2020 is below:

Good Morning Ms Sutherland,

Thank you for your email to Mr. Art Gregg. I am a relative of Mr. Gregg's (his son) who is writing on behalf of Mr. Gregg this morning because he is having difficulties replying directly by email due to issues with his email/computer this morning.

I have made sure to include Mr. Gregg on this email at his request.

Mr. Gregg would like to respond to your last email to CONFIRM that he wishes to support the proposed MPS Map amendment for the removal of Lot A1 Dufferin Street from the Architectural Control Area along Dufferin Street.

Please respond to this email to confirm that you received Mr. Gregg's reply to your question. Please also forward the link to the zoom meeting on May 19 when you have a moment. If you are able to reply to both Mr Gregg's address and mine that would be great, so that I can make sure that he receives the zoom link in the event that his computer/email challenges persist.

*Regards,
Shannon Lynch*



Reason for Request

- **Mr. Amero has had Lot A1 for sale for a number of years and believes that the architectural control area restrictions have hindered its sale.**

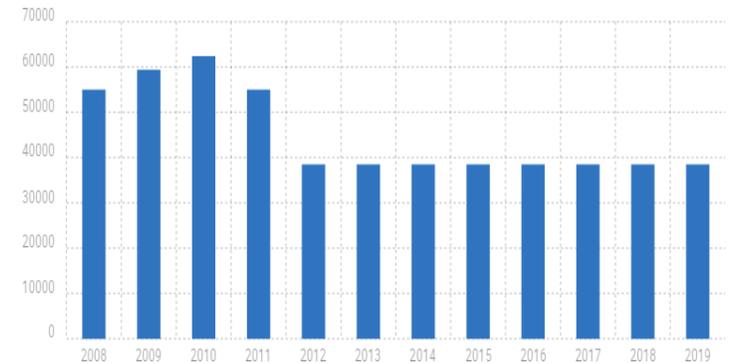
Mr. Amero has also related that pending sales have been lost when buyers become aware of the restrictions in the Architectural Control Area.

The assessment on Lot A1 has decreased from when it was first created. This appears to be the case as shown by the assessment history from Viewpoint.ca at right.

(Source: Viewpoint.ca, accessed 30 August 2019)



Assessment History



YEAR	ASSESSED AT	% +/-
2008	\$55,000	0.0%
2009	\$59,400	8.0%
2010	\$62,400	5.1%
2011	\$55,000	-11.9%
2012	\$38,500	-30.0%
2013	\$38,500	0.0%
2014	\$38,500	0.0%
2015	\$38,500	0.0%
2016	\$38,500	0.0%
2017	\$38,500	0.0%
2018	\$38,500	0.0%
2019	\$38,500	0.0%

Reason for Request

- He wished to be removed from the architectural control area and be subject only to the Residential (R) Zone provisions.

He has asked that Lot A1 be removed from the Architectural Control Area and does not wish to be included in a new Heritage Conservation District.

Where the property is located in the **Architectural Control Area** on Map 2 Future Land Use Map, Part 26 G of the Land Use By-law applies.

Part 26 G places **restrictions on design and cladding** as well as **limits the size of additions**



Intent of Policies

- **The intent of the policy is for new main buildings and additions to be similar to those pre-1940 buildings within 300 ft.**

Part 10 Architectural Heritage in the Municipal Planning Strategy contains the policies that enable the architectural control areas. Regulation is through the Land Use By-law.

There are restrictions on size of additions and such things as cladding, roof shape, style. The owner wishes to be removed from these restrictions.



Residential (R) Zoning

There is no issue with the zoning.

Single unit dwellings and two-unit dwellings are permitted developments under Part 5.1.a of the Land Use By-law.

New dwellings are subject to zone standards, as set out in Part 5.2.

Minimum front and rear yard: 6 metres (20 feet)

Minimum side yard: 2.4 metres (8 feet)

Maximum height of buildings: 10.5 metres (35 feet)



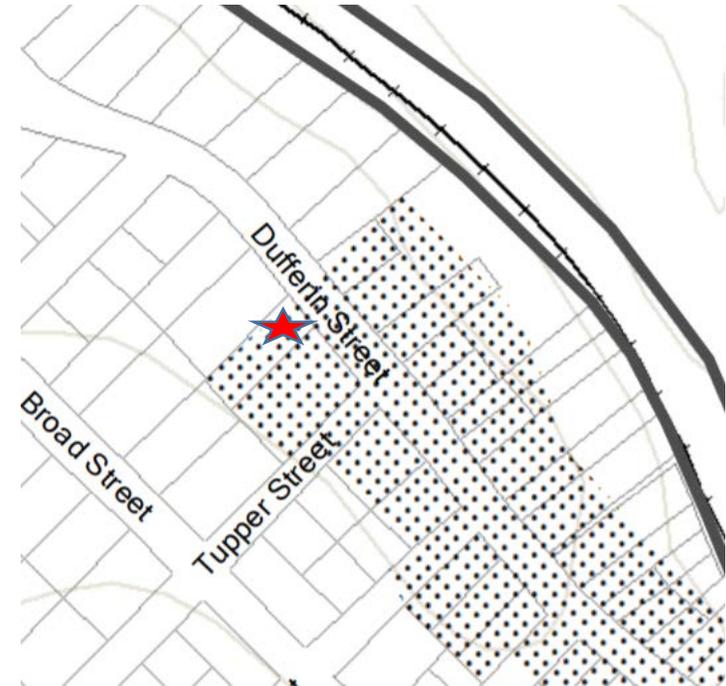
PROPERTY INFORMATION

Applicant	Joseph Amero & Eldona Amero
Land Owner	Former: Joseph Amero & Eldona Amero Current: Arthur Gregg (deed registered 8 May 2020)
Proposal	Application for MPS map amendments to remove Lot A1, PID 60642741 from the architectural control area along Dufferin Street
Lot Area	10641.0 sq. ft (currently vacant)
Designation	Residential
Zone	Residential (R)
Surrounding uses	residential
Architectural Controls	Yes
Heritage	-NOT within the Heritage Conservation District -NOT a designated heritage property (municipal, provincial, federal)



Property Information

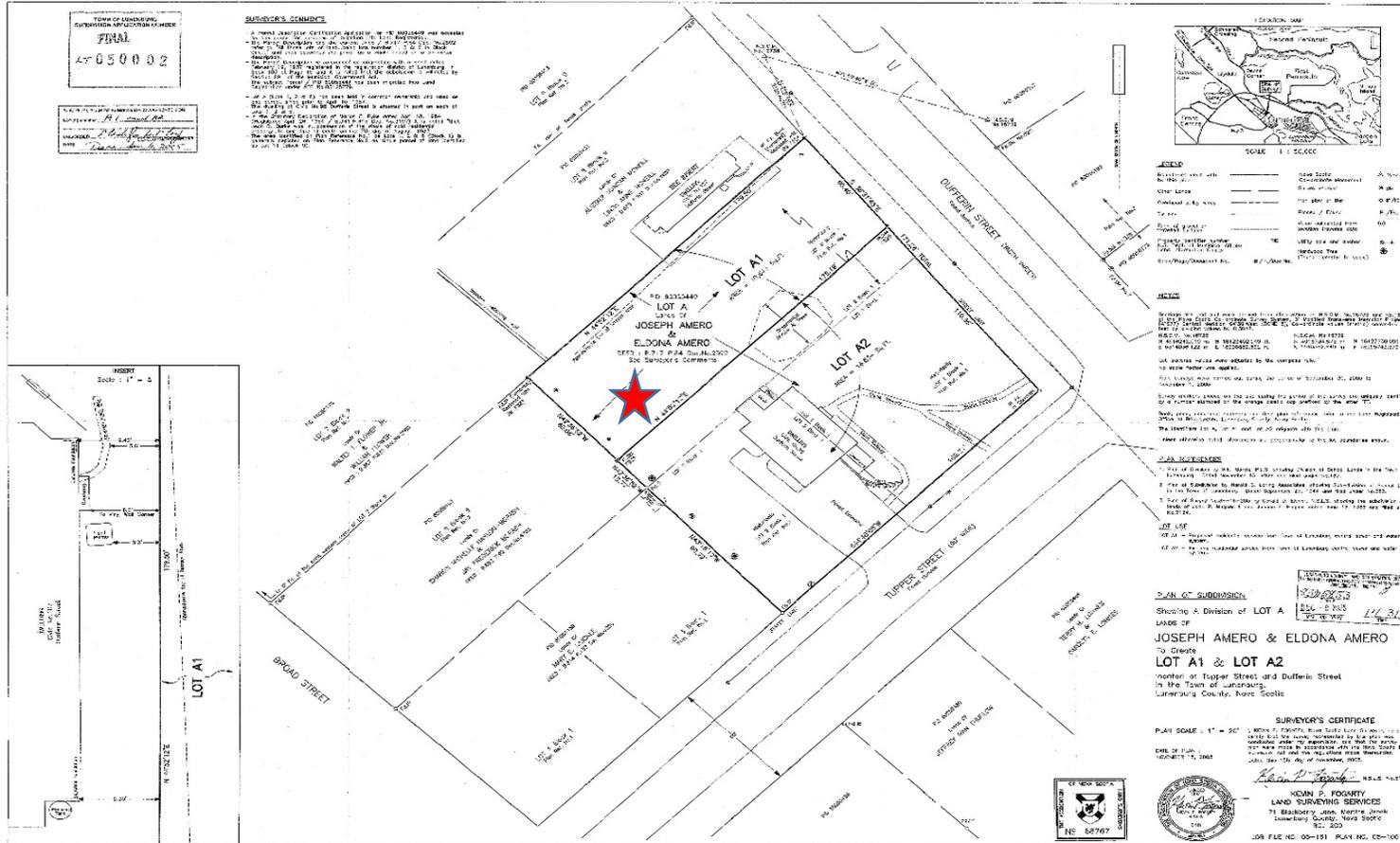
- The lot is currently vacant.
- The lot was originally part of the property next door at 95 Dufferin Street. The Ameros severed the parent property in 2005 to create Lot A1 (subject property) and Lot A2, which contains the home at 95 Dufferin.
- 95 Dufferin Street is no longer owned by the Ameros. This property is located on the corner of Dufferin and Tupper Streets.



Excerpt from Map 2 showing Lot A1 entirely within the Architectural Control Area, depicted by the dots.



Property Information



Public Hearing: Amero application

19 May 2020, via Zoom Webinar

Property Information

- The property slopes from a higher elevation at Dufferin Street to a lower elevation at the rear.
- The rear of the property was found to be quite wet during the site visit on 16 October 2019.
- The property to the north at 107 Dufferin Street is at a higher elevation as fill was brought in at the time of construction.
- Drainage from this property has been a concern from some adjoining neighbours



This shows the change in grade from the rear of the lot to the front of the lot abutting Dufferin Street.



ISSUES AND OPTIONS ANALYSIS

A. Land Use Designation and Zone

- The subject properties and surrounding properties are in the Residential designation and Residential (R) Zone.
- The area is intended for residential uses with one and two unit dwellings listed as permitted uses in the zone (via development permit) and multi-unit dwellings allowed through the development agreement approval process.
- The subject property is surrounded by low density residential development.
- The lot is approximately 60 ft wide so no further subdivision of the lot can be done.
- This is an infill lot (vacant between two existing residences).



ISSUES AND OPTIONS ANALYSIS

B. Architectural Control

- The preamble in Part 10 Architectural Heritage of the Municipal Planning Strategy sets out that Council recognizes **the potential social and economic benefits of preserving the heritage of Lunenburg and is committed to its protection.**
- It acknowledges that Council recognizes that the Town is a living community, not a museum, and that architectural change must be accommodated.
- The architectural control areas regulate the appearance of buildings through special provisions in the Land Use By-law.
- Architectural controls are a way of ensuring the protection of Lunenburg's built heritage.



ISSUES AND OPTIONS ANALYSIS

B. Architectural Control

- **Part 26G Architectural Control Area of the Land Use By-law regulates heritage design.**
- **Simply, if the design meets the criteria set out in Part 26G, then Development Officer issues a Development Permit.**
- **There are requirements for new main buildings and additions to be similar to those pre-1940 buildings within 300 ft.**
- **There are restrictions on size of additions and such things as cladding, roof shape, style.**



ISSUES AND OPTIONS ANALYSIS

B. Architectural Control

Part 26G.1 New Main Buildings

In addition to all requirements governing land use, new main buildings within the Architectural Control Area, as shown on Map 2, the Future Land Use Map, shall be similar to any substantially intact pre-1940 main building located within 91 metres (300 feet) of the new building and fronting on the same street, with respect to:

- (a) architectural style; and
- (b) building length to width ratio; and
- (c) height; and
- (d) roof shape; and
- (e) appearance of exterior cladding and roof materials; and
- (f) architectural details and trim; and
- (g) shape and size of porches, doors and windows; and
- (h) window area to wall area ratio; and
- (i) location, type, bulk and appearance of chimneys.



ISSUES AND OPTIONS ANALYSIS

B. Architectural Control



- The **subject lot, A1**, is on the south west boundary of the Dufferin Street Architectural Control Area. It had been part of the parent lot when this boundary was defined.



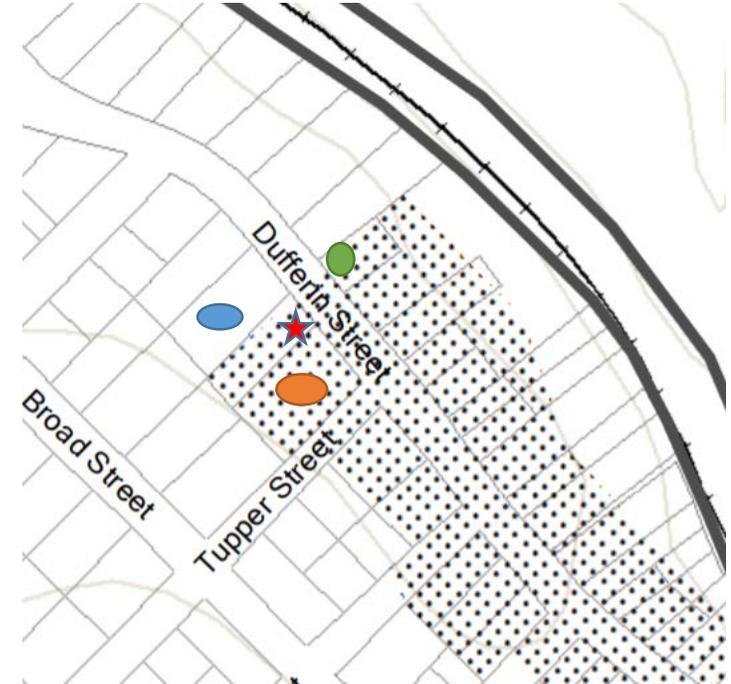
- The property to the north of Lot A1 at **107 Dufferin Street** is not within the boundary.



- The property directly across the street at **102 Dufferin Street** is within the boundary.



- While the Georgian style home at **95 Dufferin Street**, beside Lot A1 at the corner of Dufferin and Tupper Streets, was built sometime after 1946, the homes that are across Dufferin Street at 90 Dufferin Street (1888-1890), 96 Dufferin Street (1891-1893) and 102 Dufferin Street (1910) are much older.



Map 2 – current boundaries of Architectural Control Area



ISSUES AND OPTIONS ANALYSIS

B. Architectural Control

- Removing the architectural controls on this lot would have much the same impact as that of 107 Dufferin Street, which abuts the subject lot to the north.
- There could be a negative impact on the streetscape as modern design and materials would be permitted.
- The boundary of the architectural control area would move roughly 60 ft.
- Where the lot is at the edge and it is vacant, there is less impact on the integrity of the architectural control area.
- It is a unique situation in the Dufferin Street architectural control area (vacant lot at edge of area).



Map 2 – current boundaries of Architectural Control Area

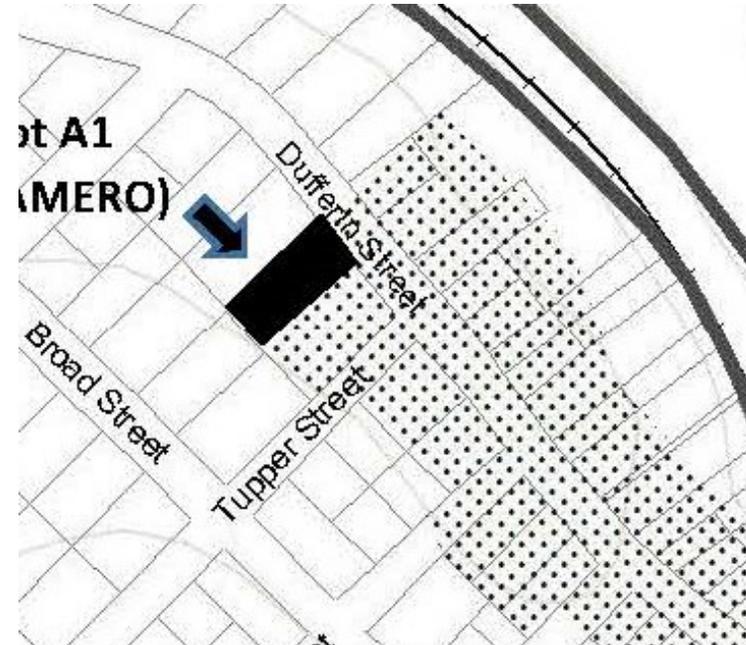


ISSUES AND OPTIONS ANALYSIS

B. Architectural Control



Existing Map 2 (current)



Proposal to remove Lot A1 from the Architectural Control Area



ISSUES AND OPTIONS ANALYSIS

C. Heritage Conservation District linkage

- **Policy 10.6 in the Municipal Planning Strategy sets out that Council can consider the future expansion of the Heritage Conservation District to include areas of architectural control.**
- **The Heritage Conservation District Plan and By-law have been reviewed by the Heritage Advisory Committee but has not begun the Council approval process.**
- **The draft includes the Dufferin Street architectural control area becoming part of an expanded Heritage Conservation District.**
- **Mr. Amero and the current owner Mr. Gregg wish the property to be removed from the architectural control area and do not wish to be included in a new Heritage Conservation District.**
- **Both wish to have the same regulations to operate under as 107 Dufferin Street, which is R Zoning only.**



ISSUES AND OPTIONS ANALYSIS

D. Provincial Statements of Interest

- **1. Statement of Provincial Interest Regarding Drinking Water**
- **2. Statement of Provincial Interest Regarding Flood Risk Areas**
- **3. Statement of Provincial Interest Regarding Agricultural Land**
- **4. Statement of Provincial Interest Regarding Infrastructure**
 - Comment: The properties is capable of being serviced. Development on this properties would be considered infill. There is no “leap frog” development proposed.
- **5. Statement of Provincial Interest Regarding Housing**
 - Comment: The development of this lot would add to housing stock as it is in a residential zone. Removal from architectural controls will not affect the ability for residential development.



Public Information Meeting held 13 January 2020

- Much concern about drainage issues with new construction
- If removed, a new house that is built would/could not be compatible with surrounding built heritage.
- Erosion of the edges of protected areas of Town
- Shouldn't be removed as the Heritage Advisory Committee is considering an expansion of the Heritage Conservation District.
- The lot is vacant so heritage design is not appropriate. It would have little impact as the lot is at the edge of the control area – it would have much the same impact as 107 Dufferin Street (next door, not in architectural control area)



Public Hearing: Amero application



Streetscape of Dufferin Street. Lot A1 has real estate sign.

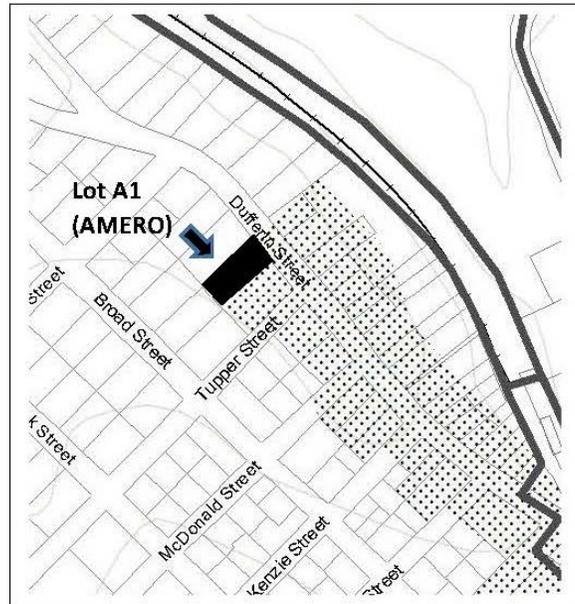


107 Dufferin Street

19 May 2020, via Zoom Webinar

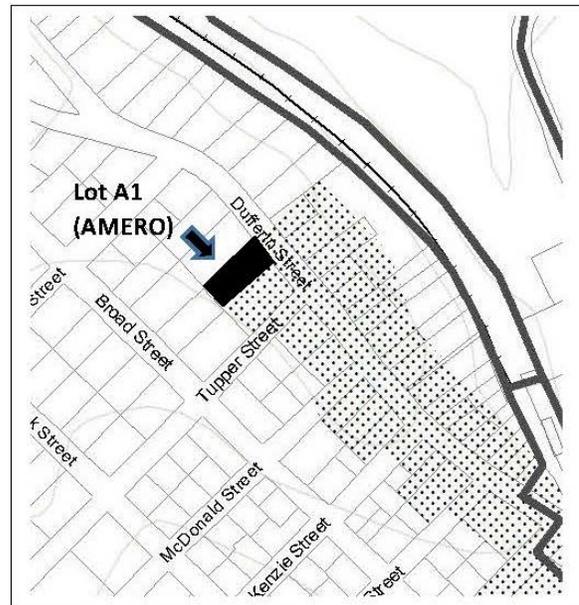
Planning Advisory Committee held 10 February 2020

- Looked at a number of options and discussed
- To recommend to Town Council that Council hold a public hearing to consider a proposed amendment and first reading of removal from the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B")



First Reading by Town Council on 25 February 2020

- **Motion: moved by Councillor Risser, seconded by Councillor Croft first reading and sets a public hearing date of March 24, 2020* for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B"). Motion carried.**



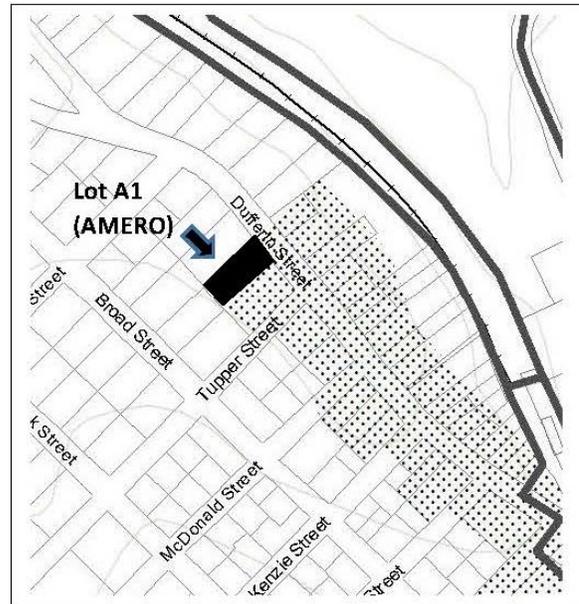
** Public Hearing postponed and rescheduled, delivered via an online format as a result of Covid-19 – no in person meetings*



Amero application

PUBLIC HEARING

for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area, as set out below:



Public Hearing Agenda

3. Public Hearing

Proposal: for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 (PID 60642741) from the Architectural Control Area

- ✓ (i) Presentation by Town Planner Dawn Sutherland
- ★ (ii) Opportunity for presentation by applicant/owner
- (iii) Written submissions
- (iv) Oral submissions via Zoom

4. Closing of the Public Hearing (if ready) *(The end of the receipt of any public submissions)*

Motion to close the Public Hearing.



I support Eldona and Joe Amero in their Request to Remove Land Use By-Law Heritage Designation from Lot A-1, PID # 600 554 49, Dufferin St.

NAME	Address	Phone#
<i>Geoff Jackson</i>	19 Broad St	634-3518
<i>Gary Jackson</i>	19 BROAD ST	" "
GEOFF LAWLOR	82 DUFFERIN	634-4559
Cliff Lamson	"	"
Carol Lamson	"	"
CAROL LAMSON	"	"
KATHLEEN Lamson	"	"
Kathy Kirkby	108 Dufferin St	902-489-5514
Perry Morris	108 Dufferin St.	902-579-7575
Christopher Allen	102 Dufferin St.	902-523-4187
Mary Rowland	92 Dufferin	902-634-8795
Mary Blagan	102 264 Lincoln St.	902-880-8832
Pete Sheufer	#9 Hebb St	902 523-0826
Edgar Blum	128 Brook St	902-634-3885
L.M. Topley	39 Knock Lane	902 634-4177
Anne Kennedy	51 Sandy Hollow Rd	(902) 634-3783
Ted Kelly	82 Kempt St.	(902) 634-4565
Due Kelly	82 Kempt St	902 634-4565
Herman Marshall	90 Dufferin St	902-634-3065
Neil Marshall (Sandy)	90 Dufferin St	902-634-3065

20

I support Eldona and Joe Amero in their Request to Remove Land Use By-Law Heritage Designation from Lot A-1, PID # 600 554 49, Dufferin St.

NAME	Address	Phone#
<i>Donna Wentzel</i>	<i>26 Mason's Beach Rd</i>	<i>634-4501</i>
<i>[Signature]</i>	<i>26 MASON'S BEACH RD.</i>	<i>634-4503</i>
<i>[Signature]</i>	<i>GERRY ROUSEN 264 LINCOLN .</i>	<i>634 8093</i>
<i>Monica Richard</i>	<i>57 Jannery Rd</i>	<i>634-3121</i>
<i>Dale Roberts</i>	<i>36 Dufferin</i>	<i>298-0940</i>
<i>Ronald Thurston</i>	<i>13 Dufferin</i>	<i>634-4876</i>
<i>Russell Marsma</i>	<i>701C</i>	<i>902 634 4095</i>
<i>Kathie Kuppattuk</i>	<i>184 Green St . Lunenburg</i>	<i>902-634-9192</i>
<i>Stephanie devries</i>	<i>26 Hopson St.</i>	<i>902-521 1575</i>

From: Alistair McNeill alistairmcneill@live.ca
Subject: Re: Support fo Eldona and Joe
Date: March 2, 2020 at 10:58 AM
To: Joe Amero eamero@eastlink.ca



To Whom It May Concern:

Originally the "Amero lot" on Dufferin St. In Lunenburg was only half in the designated heritage Zone, but some committee with little or any authority seems to have decided the whole lot should be in rather than out of the zone. We live next door to the lot at #107 Dufferin and believe it should be excluded from the heritage requirements. We strongly support the Ameros in their quest to have the lot excluded from the zone as it has recently been drawn.

Sincerely,

Alistair & Linda McNeill

Sent from my iPhone

On Mar 2, 2020, at 10:32 AM, Joe Amero <eamero@eastlink.ca> wrote:

Hello Linda and Al : We have started a petition which reads : (Kathy Kirkby and Chris across the street have signed ,Sandy is away but he supports us as well)If you would send an email expressing your support it would be greatly appreciated. Joe

I support Eldona and Joe Amero in their Request to Remove Land Use By-Law Heritage Designation from Lot A-1 ,PID # 600 554 49, Dufferin St.

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, MAY 7, 2020 AT 11:00 A.M.

VIA ZOOM VIDEO CONFERENCE

PRESENT: Paul Bracken, Facilities Superintendent/Safety Officer, Public Works (Co-Chair)
Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)
Cali Beck, Finance Officer/Electric Utility Coordinator, Corporate Services
Kelly Cunningham, Recreation Director
Trevor Lohnes, Operator, Public Works
Heather McCallum, Assistant Municipal Clerk, Corporate Services
Gary Mossman, Fire Hall Superintendent, Fire Department
Taylor Rombaut, Water Resource Operator, Public Works

ALSO PRESENT: Laura Langille, Construction Safety Nova Scotia
Bea Renton, CAO
Jonathan White, Construction Safety Nova Scotia

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:03 a.m.

1. Agenda

The agenda was approved by consensus.

2. March 5, 2020 Joint Occupational Health and Safety Committee meeting minutes

The March 5, 2020 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from March 5, 2020 meeting minutes

Outstanding Items Mar 5 Meeting	Update
<u>Recreation</u> ➤ Surplus bleachers stored outside.	Recreation is coordinating with BMI Ltd. (Bridgewater) for them to take the bleachers as scrap metal for recycling. BMI has provided a quote of \$1,300 to dismantle the bleachers. UPDATE: Public Works will handle dismantle internally; this is scheduled to be completed by the beginning of June.

b. Construction Safety Nova Scotia “Safety Culture Assessment” staff survey

Laura Langille and Jonathan White, Construction Safety Nova Scotia (CSNS), provided an overview the Safety Culture Assessment staff survey (Schedule “A”).

Ms. Langille noted that 26 of 34 staff completed the survey over two sessions in August 2019. This survey was done to provide a benchmark, and will be repeated in 2020 and should reflect the increased focus on safety as the Town works toward COR certification.

Mr. White noted that CSNS will be running safety focus groups to share departmental best practices between other municipalities, which Lunenburg will be participating in.

c. COR Certification gap assessment audit for Town from Construction Safety Nova Scotia

The SO explained that the next step in the Town’s COR certification will be an initial informal gap assessment with CSNS in early June, then the formal assessment is scheduled for July.

4. New Business

a. COVID-19 Update

Corporate Services: Operating with a combination of working from home and in the office to socially distance themselves. Finance staff are alternating days in the office.

Water and Wastewater: Limiting access to one staff at a time in each plant, with the daily testing taking place on site, while some controlling/ monitoring can be done remotely. When two people are required for a task, they wear respirators.

Recreation; Staff were initially working in a rotation of one member of staff on at a time, but now all three are back and doing normal maintenance work while socially distancing. The RD is working from home, going into the buildings only when necessary.

Public Works: One staff arrives at 6:00 a.m. and two others at 7:00 a.m. to begin sanitizing equipment, and the remainder arrive at 8:00 a.m. to separate work sites to maintain distancing. If staff need to work together, they wear respirators.

Fire Station: Access to the station is very restricted; fire fighters are not supposed to be there except to respond to a call. Staff starts day by disinfecting all entrances and surfaces.

The Assistant Municipal Clerk reported that there is a Covid-19 page on the Town website where changes to restrictions or service availability within Lunenburg are kept updated. Staff are encouraged to refer to this resource:

<https://explore.lunenburg.ca/covid-19.html>

The CAO expressed gratitude to the staff for their diligence in following public health protocols for their own and others' safety, and for their commitment to providing essential services to our residents. Town management is considering what a return to the work site at Town Hall will look like, as that means public access. A plexi barrier has been installed across the payment counter, and Finance have provided workarounds for customers for bill payments.

The CAO also noted that we have secured additional personal protective equipment like masks and gloves, as well as disinfecting supplies and asks staff to please request anything they need through their managers.

b. Department of Labour, Occupational Health and Safety inspection of Public Works Armouries building and Town general Reports

The SO provided an overview of the inspection report (**Schedule "B"**), and noted that the DOL is approaching these annual inspections in a collaborative manner with a focus on prevention.

The report must be posted on each department's employee bulletin boards.

c. Department bi-monthly safety inspections and Annual safety inspections

The SO's process is to scan the reports as he receives them, and Ms. Covey assists by updating the deficiencies work tracker.

The annual inspections are meant to be done in groups of three, but of course this is not feasible at this time. The SO has made up inspection sheets for each building, and requests that each department representative do the inspection for their workspace and provide to him by June 1. He will then populate the deficiencies tracker and will share with the Committee representatives.

d. Incident Reports

There were no incident reports for the period before this meeting.

e. Bi-annual Fire Drills – scheduling to take place once COVID-19 restrictions lifted

Fire drills will be scheduled once the COVID-19 restrictions are lifted. The SO reports that alarm panels are being tested in each building. Fire extinguisher testing is being rescheduled from April.

f. Safety and Wellness Training schedule

The SO reported that training had been scheduled for transportation of dangerous goods (TDG), and a signer course for the Public Works Superintendent, but training has been deferred until COVID-19 restrictions can be lifted. Refreshers will be needed for some staff's emergency first aid renewals and WHMIS.

Ms. Langille and Mr. White reported that CSNS has a great deal of training available online now – including TDG and some blended learning with practical to follow. *The SO will connect with CSNS to coordinate online training opportunities, in particular TDG as some staff have permits expiring soon.*

Mr. White also noted that they also have a COVID-19 tab on their website with a toolkit of safe work practices and other resources: <https://constructionsafetyns.ca/>

5. Next Committee meeting dates – *Thursday: July 2, September 3 and November 5, 2020 at 11:00 a.m., Lunenburg Town Hall.*
6. Adjournment

The meeting was adjourned at 11:59 p.m.

Heather McCallum, Asst. Municipal Clerk



CONSTRUCTION SAFETY CULTURE ASSESSMENT:

Town of Lunenburg



www.constructionsafetyculture.ca

www.constructionsafetyns.ca

Executive Summary

The assessment is based on the responses from 26 Town of Lunenburg employees that represent a distribution of seniority and positions. Confirm our survey sample reflects the demographics of your organization before interpreting the results.

Consider the results of this assessment as the first step in your journey of continuous improvement in safety. Your initial scores and feedback are a starting point on which you can improve upon for your next assessment. **A safe culture is not a destination or end-point; it is a continuous process that requires vigilance and constant attention.**

Overall, the Town of Lunenburg received a score of 77/100 on their Safety Culture assessment. This score is calculated based on the average scores of the Leaders (75), Coworker (73), and Communication factors (84) from all departments. These scores were slightly below the Nova Scotia industry averages for Leaders (87), Coworkers (86), and Communication (91).

The results indicate that leaders are open to new safety ideas and listen to employees' suggestions or safety concerns; however, providing the appropriate amount of discipline when a safety rule or procedure has been broken, leading by example and prioritizing safety were identified as areas for improvement.

Further, most employees feel that their coworkers care about their safety while working together, and often follow safety rules and regulations but they also identify a lack of positive feedback when they work safely.

Finally, communication is open and clear among employees regarding safety concerns, and everyone feels comfortable reporting safety concerns even if it means the job will be delayed.

Numerical scores are only one aspect of the assessment. The short answer questions are always more insightful and allow your employees to share their specific perceptions about their workplace. When employees were asked about the one thing that would make their day safer, they responded that improved equipment and tools were the most important.

The most frequent injuries and safety events that have occurred within the last 6-months were slipping on a slippery surface, overextending while lifting or moving things, and tripping over something on the floor. Although the frequency is relatively low overall, identifying the cause of these injuries and events could help prevent a more severe event.

A list of interventions suggestions can be found at the end of the report. We can consult or help to initiate the appropriate programs to support your organization's dedication towards continually improving your safety culture.

Thank you for your time and effort with this project, we hope the results will be both helpful and insightful.

Safety Culture Definition

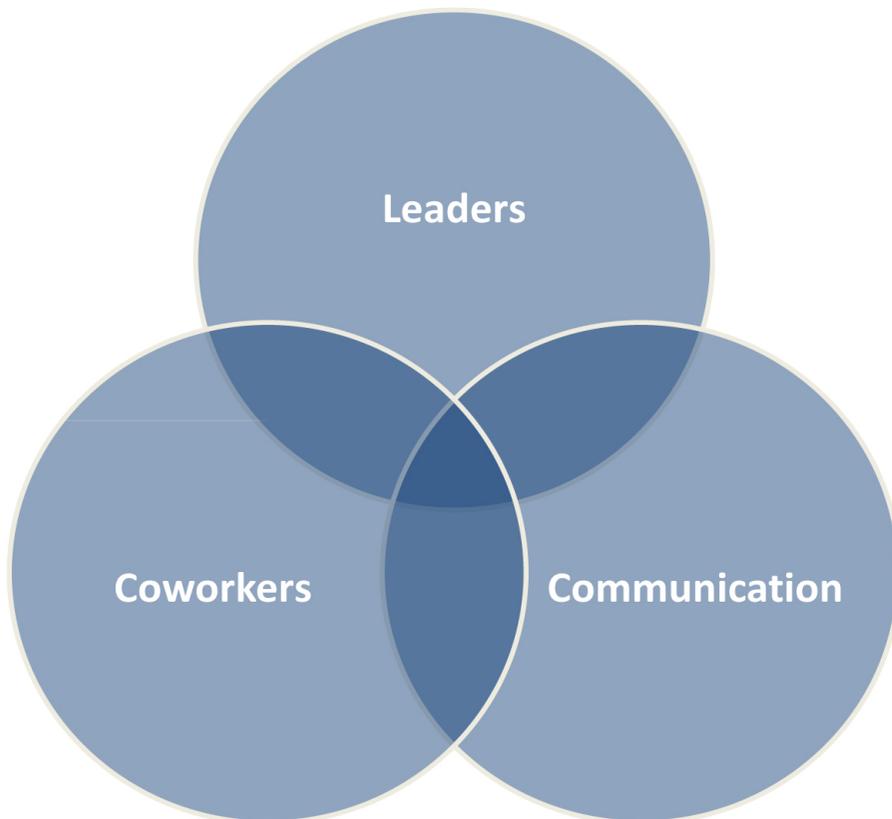
Safety Culture: “Deeply held but often unspoken safety-related beliefs, attitudes, and values that interact with an organization’s systems, practices, people, and leadership to **establish norms about how things are done in the organization.**”

Safety culture is a subset of and clearly influenced by, organizational culture. Organizations often have multiple cultures or subcultures, and this may be particularly true in construction.”

(NIOSH/CPWR, 2013, p.14)

This definition of safety culture was selected because it was created by a group of researchers and safety experts within the construction industry. Using this definition as a framework, we asked additional construction experts in Nova Scotia to help generate a list of indicators that represent a positive safety culture. We used this information to develop and validate the Construction Safety Culture (CSC) assessment.

Three Factors



The assessment captures three areas of culture that were identified as being the most important to experts and safety-related indicators (injuries, safety events, and performance).

Leader Culture: A leader's support of safety has consistently been identified as one of the key drivers to a positive safety culture. A positive safety culture has members in positions of power (supervisor, foreman, manager, superintendent, owner) that lead by example, receptive to individualized safety concerns, and prioritizes safety over shortcuts.

Coworkers Culture: The values and behaviours surrounding how employees **interact and trust their team** is an important aspect of an organization's safety culture. Furthermore, by asking about coworkers, instead of the employee directly, we reduce socially desirable responding which leads to less biased responses.

Communication Culture: The values and behaviours for **clear and uninhibited communication** is core to a strong and positive safety culture.

Town of Lunenburg Demographics

A total of 26 Town of Lunenburg employees completed the assessment.

Seventeen employees (65%) in Labour positions, and nine Management/Supervisors (35%) completed the culture assessment . Employees self-identified as one of the categories before completing the assessment.

Position ▲	Count	Percentage	Hours Worked	Count	% ▼
Labour	17	65.38%	Full time (35-40)	15	60.00%
Management/Supervisor	9	34.62%	More than full-time hours (40+)	10	40.00%
Total	26	100.00%	Total	25	100.00%

When asked about how many hours each employee worked per week, 15 (60%) said they worked full-time hours (35-40), 10 (40%) worked more than full-time hours (40+).

The Management/Supervisor group had an average of 15 years in their current positions and 16 years in their industry. Labour had an average of 7 years in their current position and 16 in their industry.

Does this sample accurately reflect your organization's composition?

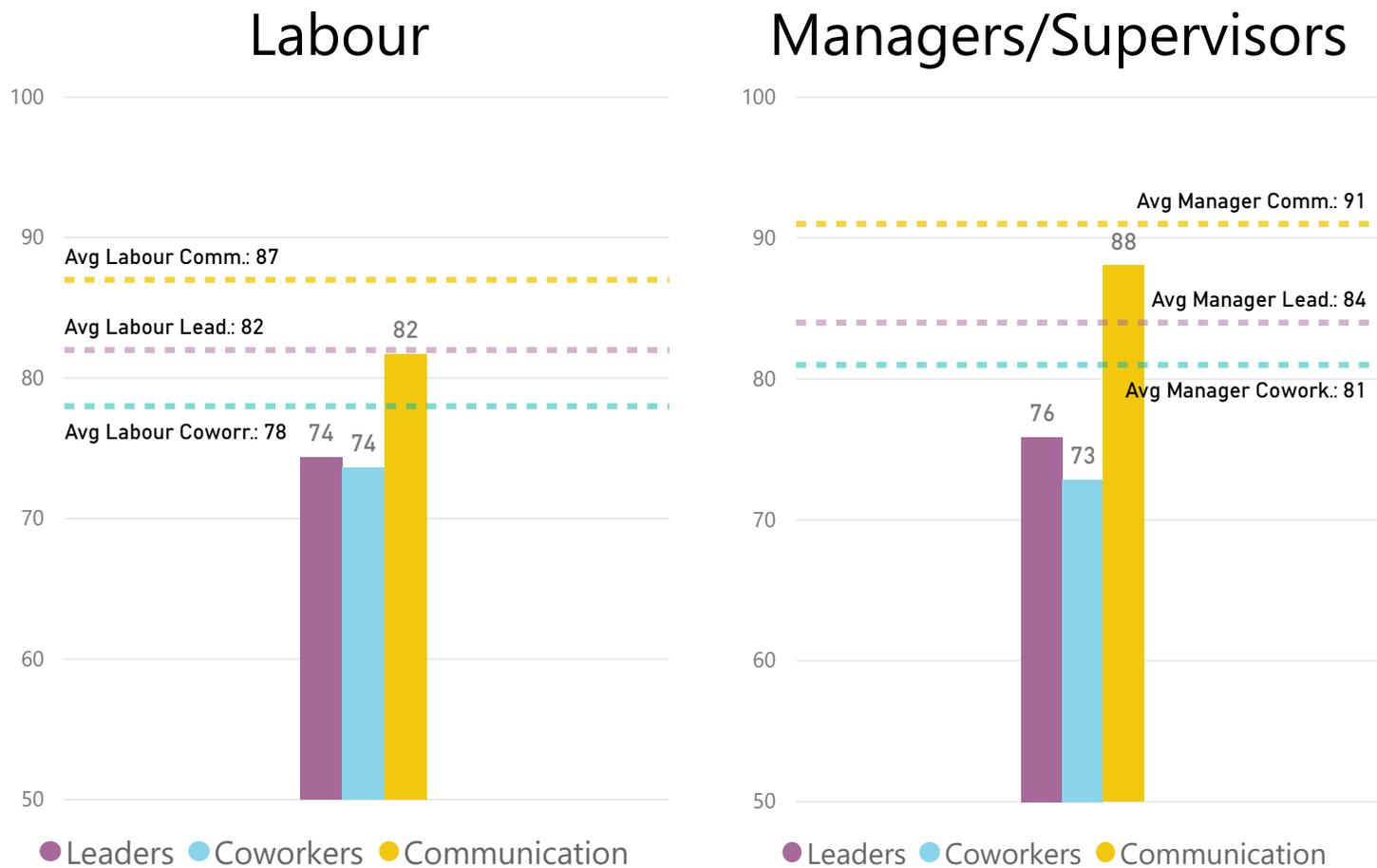
Position	Current Position Experience	Total Experience ▼
Labour	15.32	16.46
Management/Supervisor	6.77	16.00
Total	12.36	16.27

CSC Assessment: Overall



The Construction Safety Culture (CSC) assessment is calculated by averaging the employee responses out of a possible 100 points. The overall score for the Town of Lunenburg is 77/100 points, which is calculated by the average of the Leaders (75), Communication (84), and Coworkers (73) factors. The benchmark score is calculated from the top 30% of firms and is represented by the blue band in each chart.

CSC Overall: By Employee Type



The CSC assessment factors (Leaders, Coworkers, & Communication) have been split by Labour and Management/Supervisors to identify if there are any differences in responding between the groups. The industry average scores are displayed for each group.

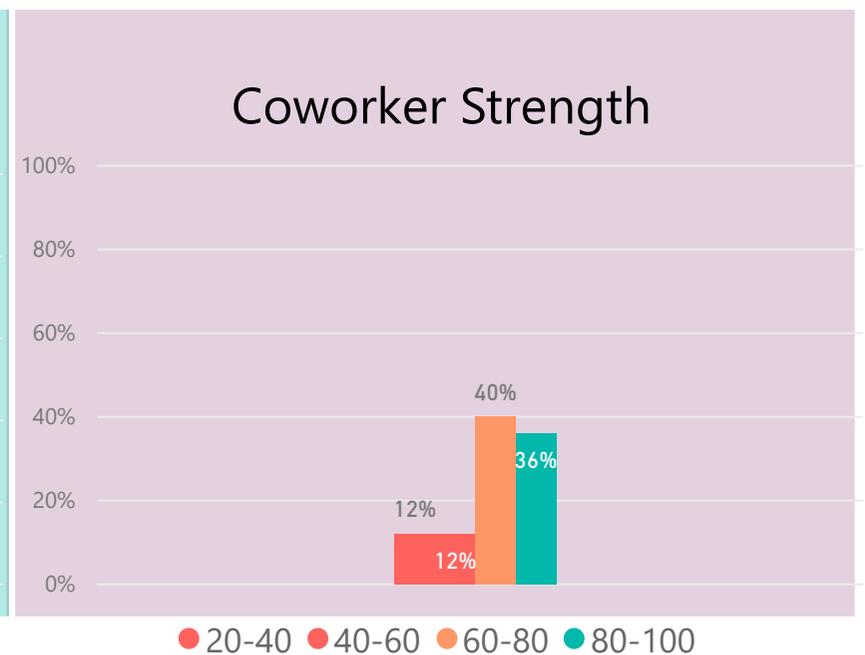
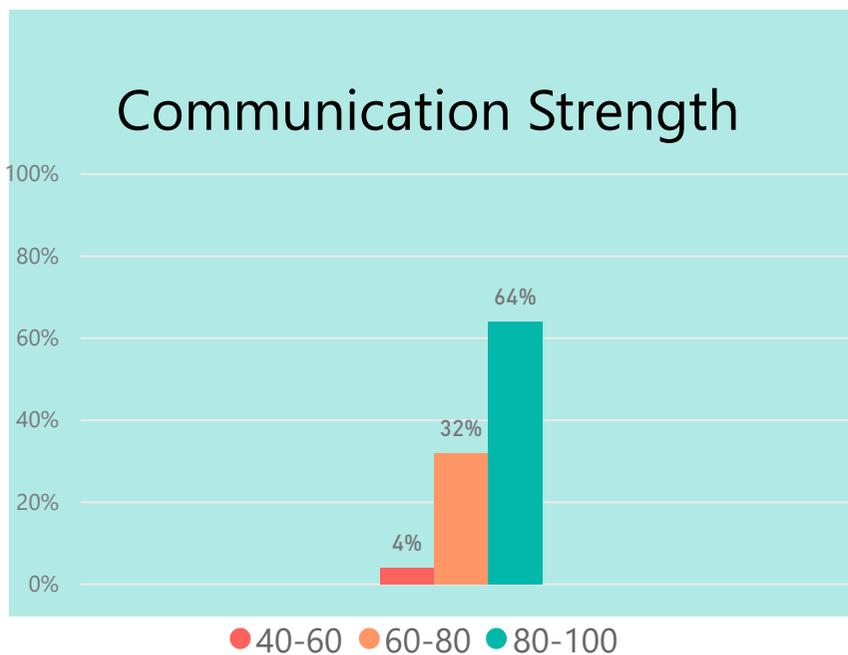
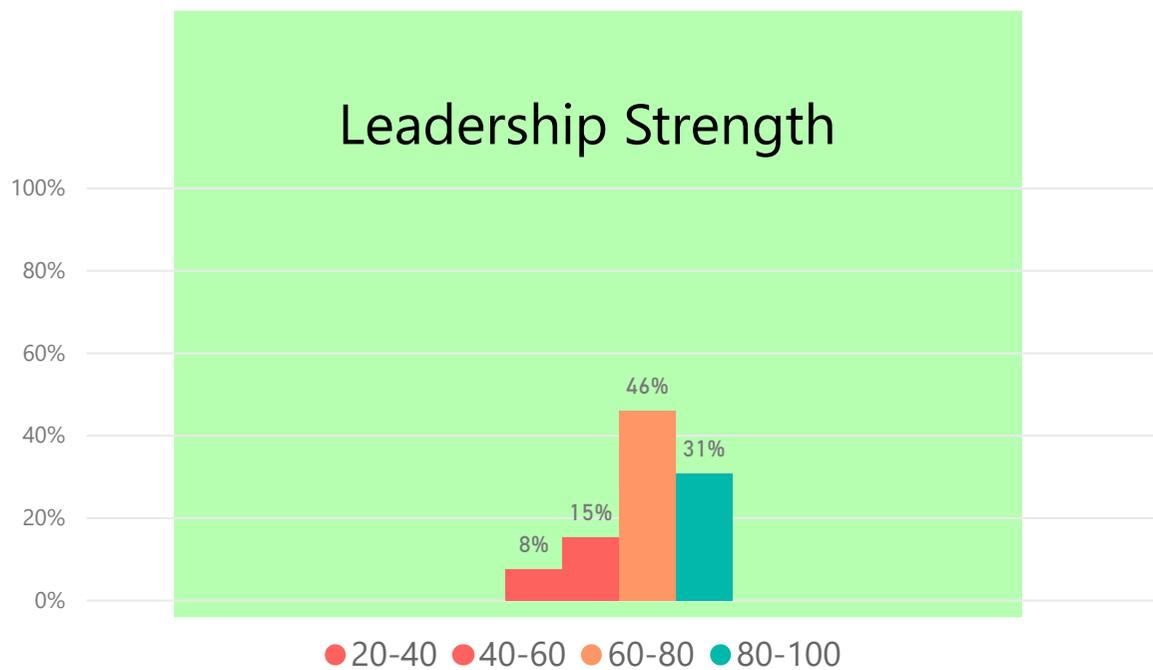
Labour assessed each factor as below the industry average, and generally provided lower assessments than the Managerial group.

The Management groups also scored below the industry average for each factor.

Both groups provided the highest assessments of communications within the organization, but provided lower ratings for coworkers and leadership.

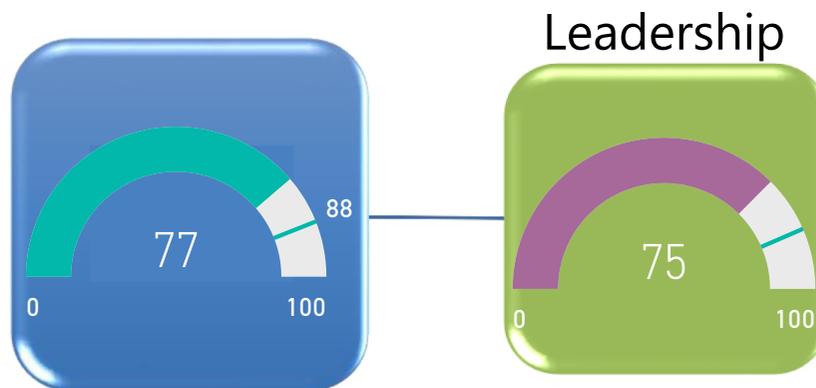
A detailed look at the questions and open-ended responses relating to the culture categories (later in the report) will complement the numerical values in the following sections.

CSC Culture Strength: All Groups



The following graph displays the percentage of employee scores for all groups and each CSC factor. This provides a view of how strong (tightly clustered), or weak (dispersed) the employees are on the three cultural factors. For example, 23% of employees rated the Leadership factor between 0-60, the “Red zone,” which may be an indicator that the perception of leaders varies across the organization. Whereas, Communication culture has the majority (64%) of responses between 80-100, an indicator of strong and positive communication. The goal is to see all of your employee ratings into the 80-100 category for each factor, which will reflect a strong and positive safety culture.

CSC Assessment: Leaders



The average leaders SCS score is moderate (75%). For most of the items, there is high agreement among employees that their leaders are focusing on safety and are open to new ideas and ways of completing the job more safely. There are a couple employees that disagree with statements surrounding leaders role in providing appropriate discipline and resolving issues quickly.

Participants were asked the following questions using a five-point scale (1-5), where 1 is strongly disagree, and 5 is strongly agree.

My direct supervisor provides the appropriate amount of discipline when a safety rule or procedure has been broken:



My direct supervisor prioritizes safety over everything else:



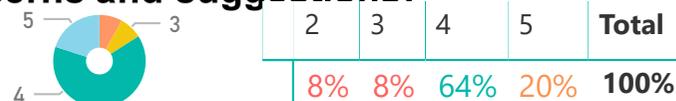
My direct supervisor focuses on working safely even if work will fall behind schedule:



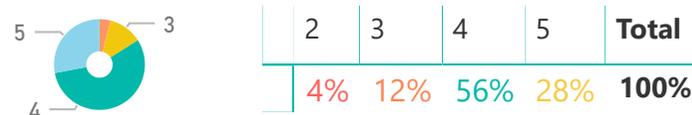
My direct supervisor leads by example when it comes to safety:



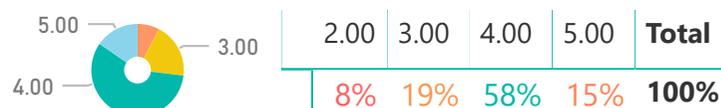
My direct supervisor listens to my safety concerns and suggestions:



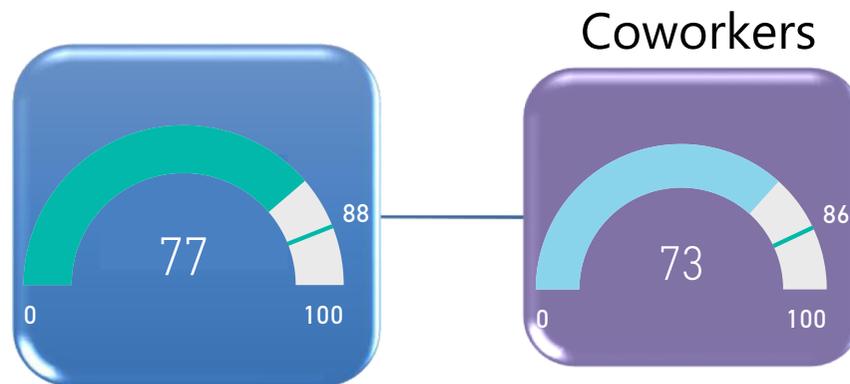
My supervisor is open to new ideas and ways of completing the job in a safer way:



My direct supervisor is quick to resolve safety issues on the job site:

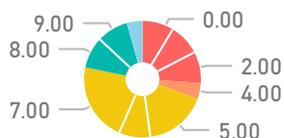


CSC Assessment: Coworkers



The average coworkers CSC score is moderate (73%). Agreement is strongest with the statement "My coworkers care about my safety when we are working together", while there is less strong agreement that "coworkers always follow safety rules" and "coworkers receive positive feedback when working safely". The following questions were asked using an 11 point scale (0-10), where the frequency was rated between 0 (never) and 10 (always).

How often do your coworkers receive positive feedback when acting safely: Only



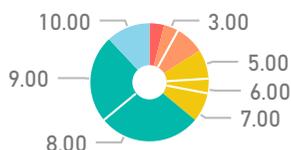
0.00	1.00	2.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	Total
9%	9%	9%	4%	17%	9%	22%	9%	9%	4%	100%

How involved are your coworkers in the decisions regarding their health and safety at work:



1	2	4	5	6	7	8	9	10	Total
4%	4%	4%	12%	4%	16%	16%	12%	28%	100%

My coworkers always follow safety rules and regulations:



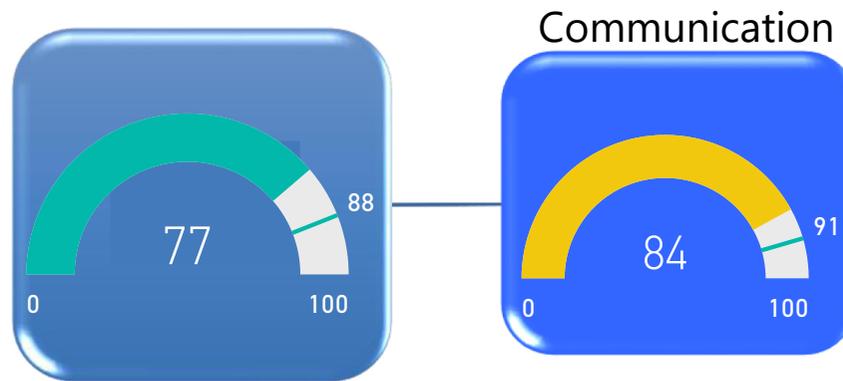
2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	Total
4%	4%	8%	8%	4%	8%	28%	24%	12%	100%

My coworkers care about my safety when we are working together :



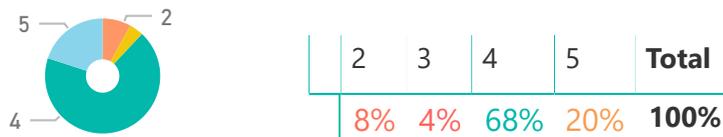
0	4	5	6	7	8	9	10	Total
4%	4%	4%	4%	4%	13%	17%	50%	100%

CSC Assessment: Communications

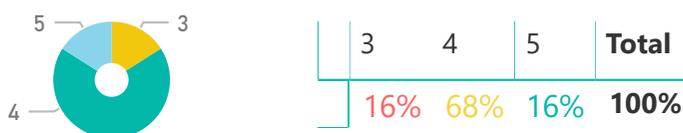


The average communication CSC scores are the highest of the three (84). Employees feel comfortable communicating with their supervisor and coworkers about unsafe situations. The high majority of employees feel comfortable telling a coworker about an unsafe condition even if the job will be delayed. The following questions were asked using either an 11 point (0-10) frequency scale and a five-point (1-5) agreement scale.

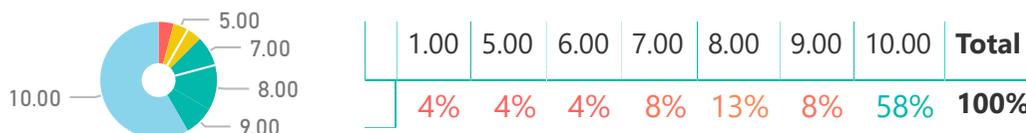
I feel comfortable reporting safety concerns even if it means the job will be delayed:



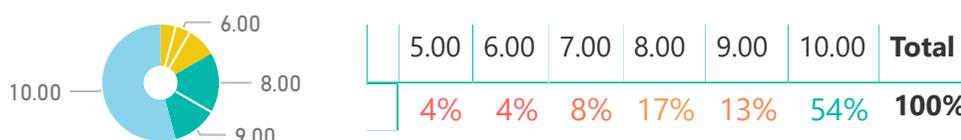
I let my coworkers know when they are not working safely:



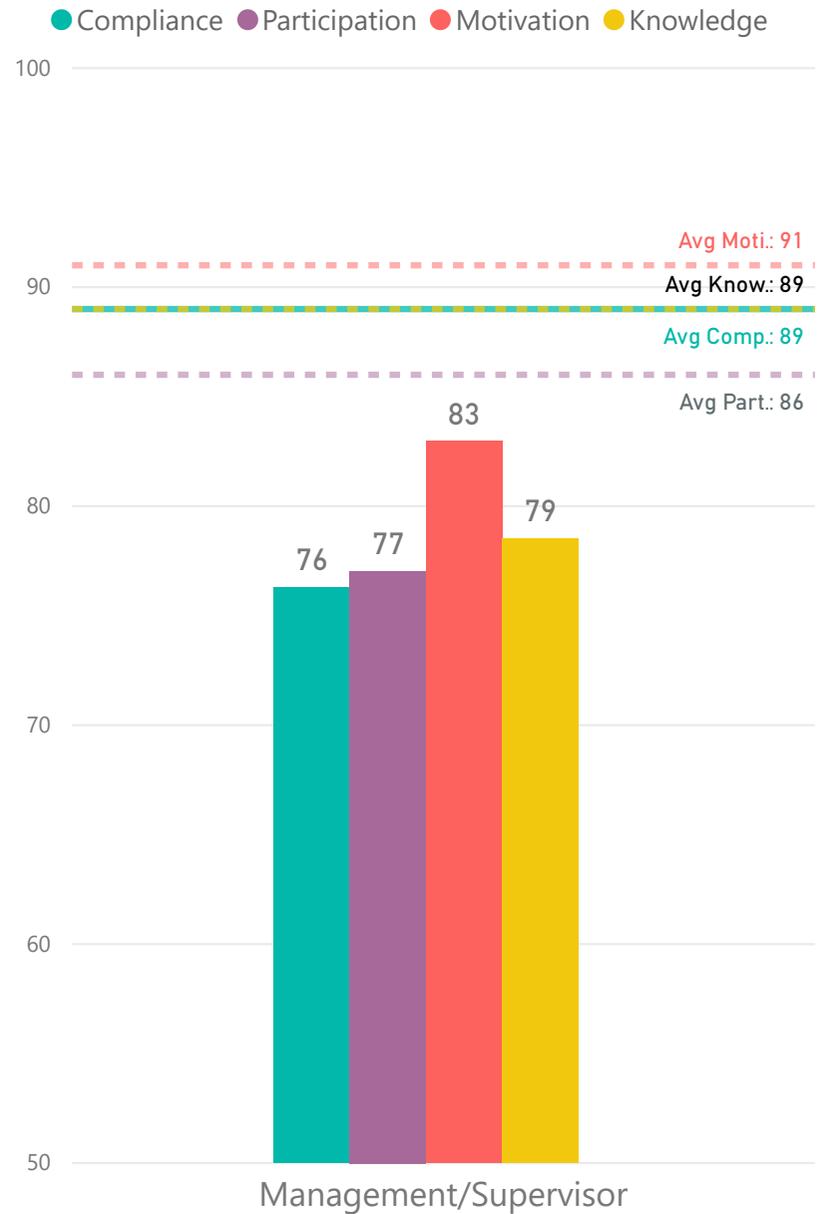
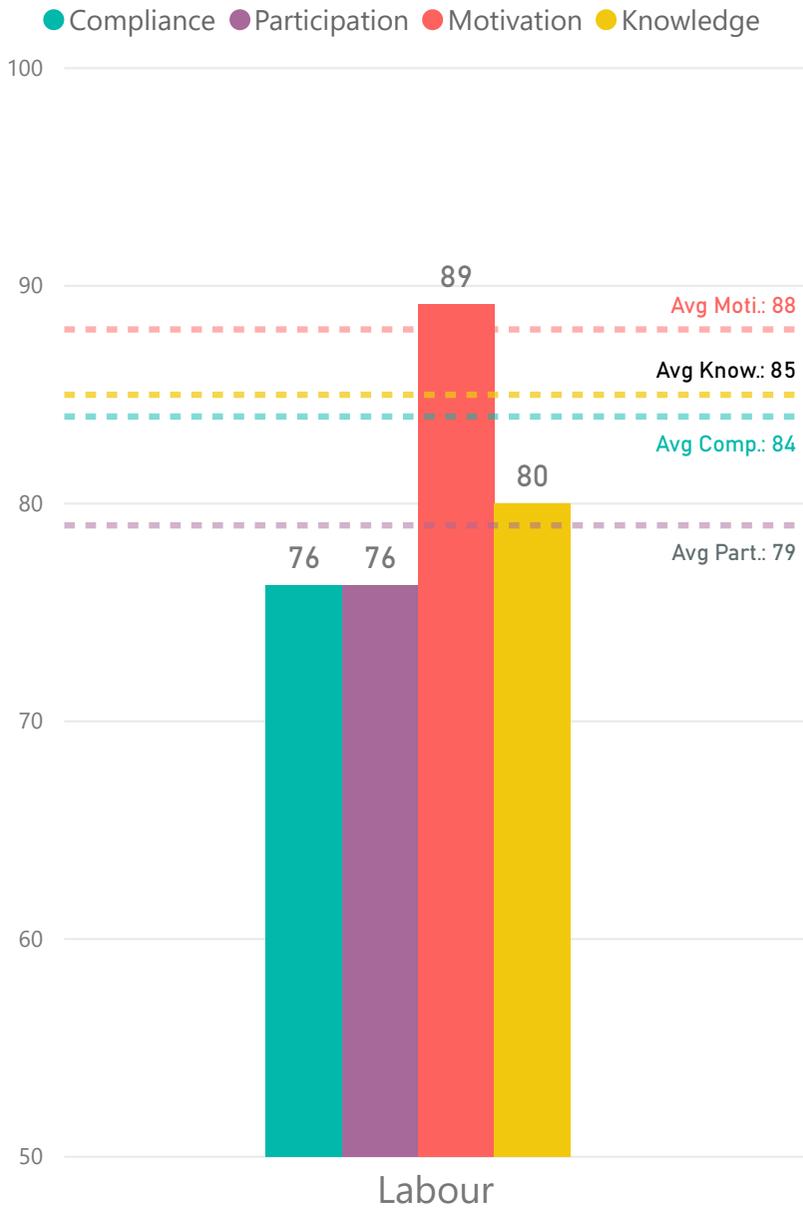
If I saw something dangerous or unsafe condition I would talk to my coworkers about it :



If I saw a dangerous or unsafe condition I would talk to my supervisor about it :



CSC Assessment: Safety Indicators



Additional leading safety performance indicators were measured during the assessment (see appendix), which included:

- Safety Compliance**, which refers to an employees ability to follow the rules related to safety,
- Safety Participation**, which refers to an employees effort in contributing to safety in the workplace,
- Safety Motivation**, which refers to an employees attitude towards the importance of safety, and
- Safety Knowledge**, which refers to the amount of knowledge an employee has regarding safe work practices.

The labour group scored above the industry average on the Safety Motivation indicator. Safety Participation and Safety Compliance are the lowest factors for both the labour and management groups. The Management/Supervisor group scored below the industry average for every factor.

CSC Assessment: Near Misses

Our organization has a process to capture near-miss incidents (incidents that did not result in damage or harm, but could have)

100% of Town of Lunenburg employees know that there is a near-miss reporting process.



In your current job, how many times have you reported a near-miss?

In your Current Job, how many times have you reported a near-miss	count	%
0	12	54.55%
0...no incidents to report at this time	1	4.55%
1	2	9.09%
2	1	4.55%
4	3	13.64%
5	1	4.55%
Never	1	4.55%
None	1	4.55%
Total	22	100.00%

See appendix for additional comments

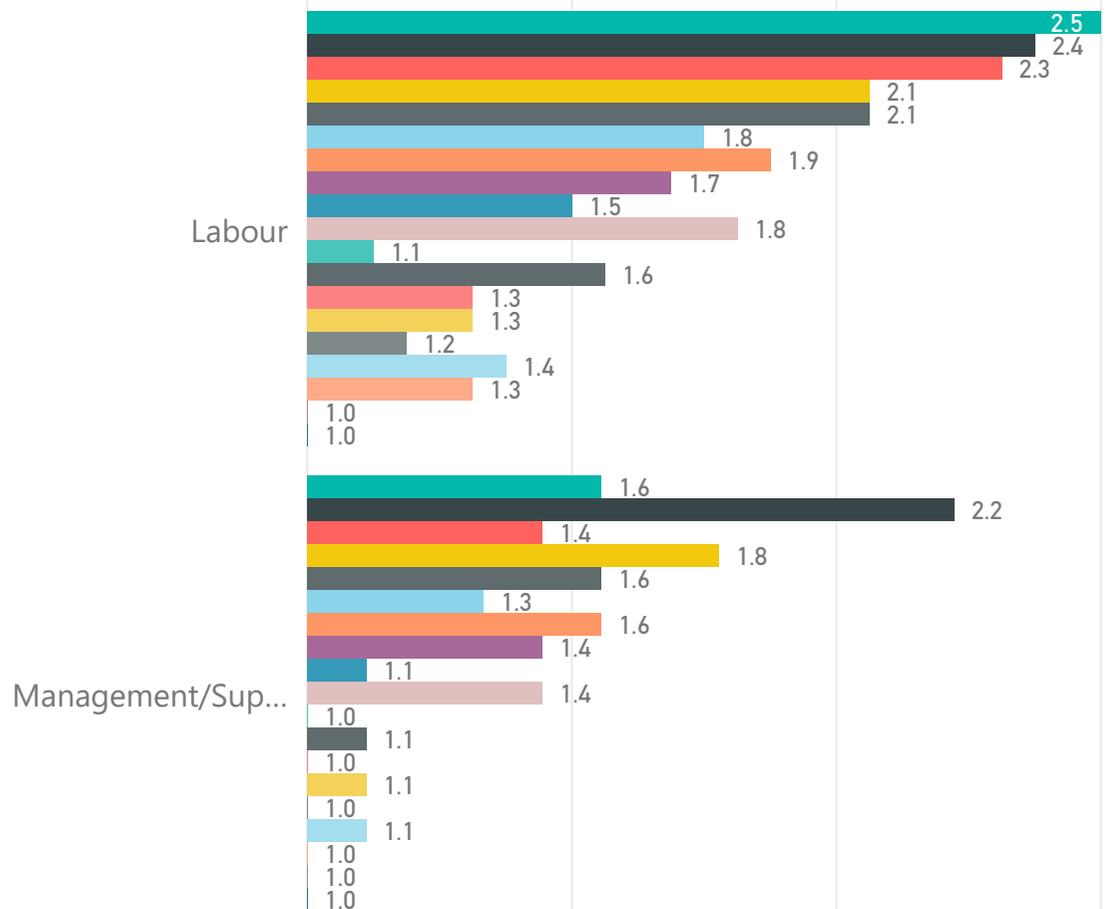
The majority of employees know that there is a near-miss reporting process; however, reporting frequency is quite low, with 68% having never reported a near-miss.

When asked what, if anything stops employees from reporting near misses, the majority report that there are no barriers preventing them from reporting, however a small number of employees mention being unsure of the process, or who to report the near miss incident to.

CSC Assessment: Safety Events

Although the frequency is relatively low overall, the most frequent injuries and safety events for the Labour group within the last 6-months were slipping on a slippery surface, overextending while lifting or moving things, cutting ones self or tripping over something on the floor. The Manager group reported overextension, and tripping over something on the floor as their top incidents.

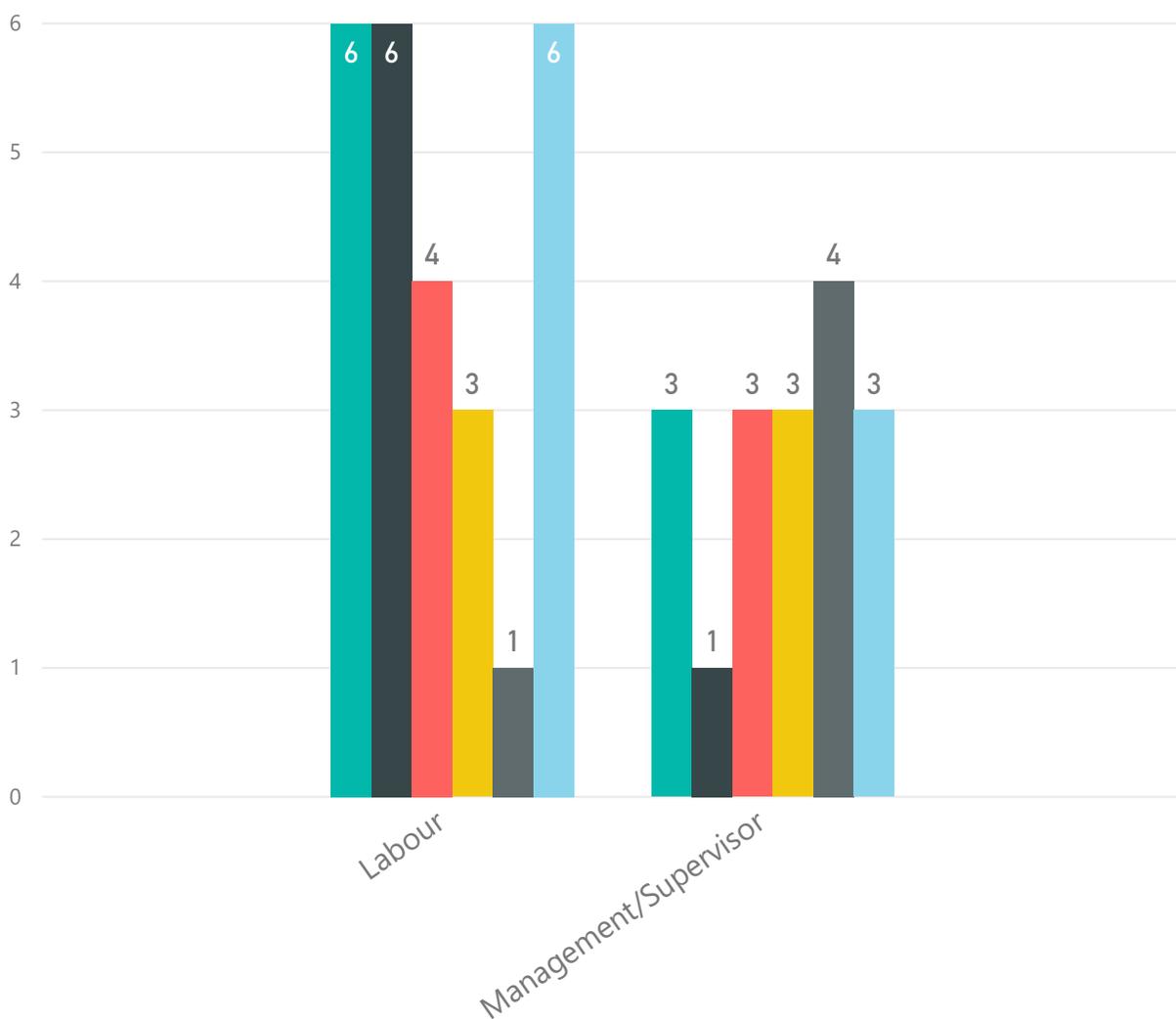
- Slipped on a slippery surface
- Overextended yourself lifting or ...
- Cut yourself
- Tripped over something on the fl...
- Strains or sprains
- Bruises or contusions
- Serious muscle or back pain
- Was exposed to chemicals or clea...
- Blisters
- Cuts or lacerations
- Was burned
- Got something in your eyes
- Burns
- Had something fall on you
- Had clothes caught in something
- Fell off of something (ladder, shel...
- Received an electric shock
- Dislocated joint
- Fractured bone



Employees rated the frequency each of the following safety incidents or injuries occurred within the last 6-months. Employees used a 5-point scale ranging from (1) Never (2) Rarely (3) Sometimes (4) Often (5) Rather often.

CSC Assessment: Short Answer

If you could change one thing to make your work-day safer for you and your coworkers, what would it be?



● Equipment ● Tools ● Less pressure to rush ● Training ● PPE ● Count of Other

Other Comments

- Other
- Continue with the help of CSNS excellent COR program and the assistance of their super staff
- Have my own PPE but insides that go on site have to purchase own. This is a barrier to working safe-affordability , unionizedd workers have PPE paid for under C.A
- Less cords/ plugs around
- Public works shoud provide safety equipment for all employees. They should have a depot where employees go + receive their equipment.
- Safety is first priority and the cost of improvement wasn't a problem
- Slow down and work better together and safer
- Stop the untrained machine work
- supervision/site visits from supervisors who would enforce wearing of PPE and using appropriate tools and equipment
- We have training but more is always better, change would happen faster, we are all so busy things would drop sometimes

Labour reports that improved equipment and tools are the top things that could be changed to make their work safer, followed by less pressure to rush. PPE was most frequently mentioned by management. It would be recommended to examine the "other" comments in the appendix carefully. This employee feedback is priceless and should not be ignored.

CSC Assessment: Short Answer

What, if anything, stops you from reporting safety accidents and injuries?

When reviewing the comments for this question, most employees suggest that nothing stops them or hinders them from reporting safety accidents or injuries. However, some concerning barriers to reported are mentioned below.

What, if anything, stops you from reporting safety accidents and injuries

Access to form minor incident

N/A

N/A I would always report if when they occur

Nobody cares

None

Not safe working tools I report

Nothing

Nothing safety first

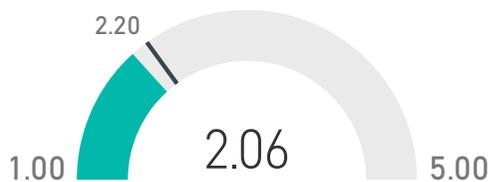
The process

Unsure of who to report to and if there would ever be any followup

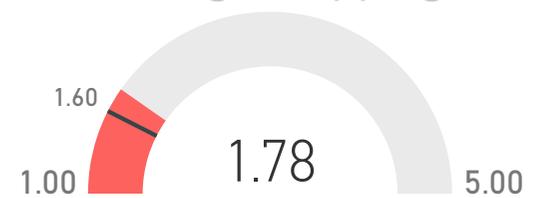
Construction Industry Comparison

The table compares the **Town of Lunenburg's** top injury/safety events to the top events for the Nova Scotian construction industry. Comparing your firm to an average score can help you see how you are doing relative to the industry, but does not directly help your firm know where and how to improve. A green bar indicates your organization is below the industry average, while red means you are above. Your score will range between 1 and 5 on the scale.

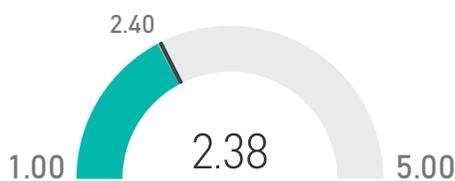
Labour Tripped over some...



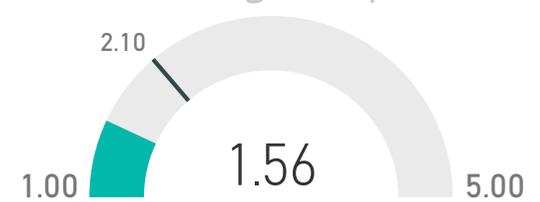
Manager Tripping



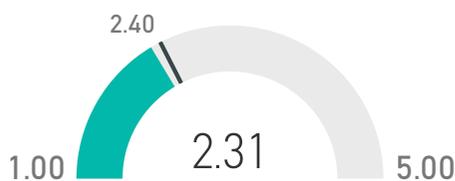
Overextension



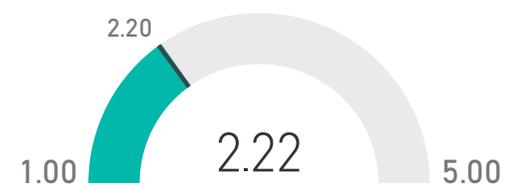
Manager Slips



Labour Cut Yourself



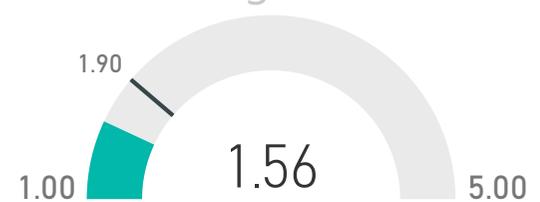
Manager Overextended



Labour Slipping



Manager Cuts



The Nova Scotia industry average continually changes as we add more survey's to the database. The data for the Nova Scotian average was calculated using a random sample of 225 construction employees from a range of construction sub-industries.

Recommendations

As we highlighted at the beginning of the document, **safety culture is not a destination; it is a continuous process that requires vigilance and continual attention.**

The goal of the assessment is to identify opportunities for improvement, **but do not forget to appreciate what makes your firm successful.** Understanding what practices or policies work for your employees is important to the success of future interventions. Below are some suggested interventions based on your assessment. Each firm may benefit from one intervention over another, but that will be for your team to prioritize and decide for yourselves.

Leading by example: There were certain responses to the leadership questions that indicate leaders can take a stronger role in modeling safety behavior, prioritizing safety to avoid rushing and provide positive feedback. A leadership training initiative that focuses on these areas can help support positive safety culture.

The Most Common Injuries: slipping on a slippery surface, overextending while lifting or moving things and tripping over something on the floor for labour. Identifying where these issues occur can reduce the risk and can help prevent significant and severe injuries. Ask yourself where, how, and why are these incidents occurring? Housekeeping initiatives or hazard assessments may resolve the slips and trips. A pre-work warm-up and stretching programs could resolve overextensions and muscle pain.

Employee Participation in Safety: employee engagement, indicated by both safety participation scores and the question regarding involvement in the health and safety decisions, was lower than other indicators. One way to increase participation is an internal initiative designed to bring employee guests to Joint Occupation Health and Safety Committee (JOHSC) Meetings. The team believes that bringing a guest employee (and rotating with each meeting) can help increase the employee's participation and involvement.

Increase Near-Miss Reporting From All Employees: Most are aware of the importance of near-miss reporting, but the frequency of reporting is quite low. Understanding why employees do not report will be the first step to changing the reporting culture. Using our short-form near-miss reporting booklets in conjunction with our toolbox talk program is recommended.

Training, Equipment, and Tools: Several employees identified that their work day would be safer with the right tools and equipment. A needs assessment could be used to capture a more detailed understanding of your employees' needs. This can often be an easy fix to show your commitment to the safety and the wellbeing of your employees.

Thank You

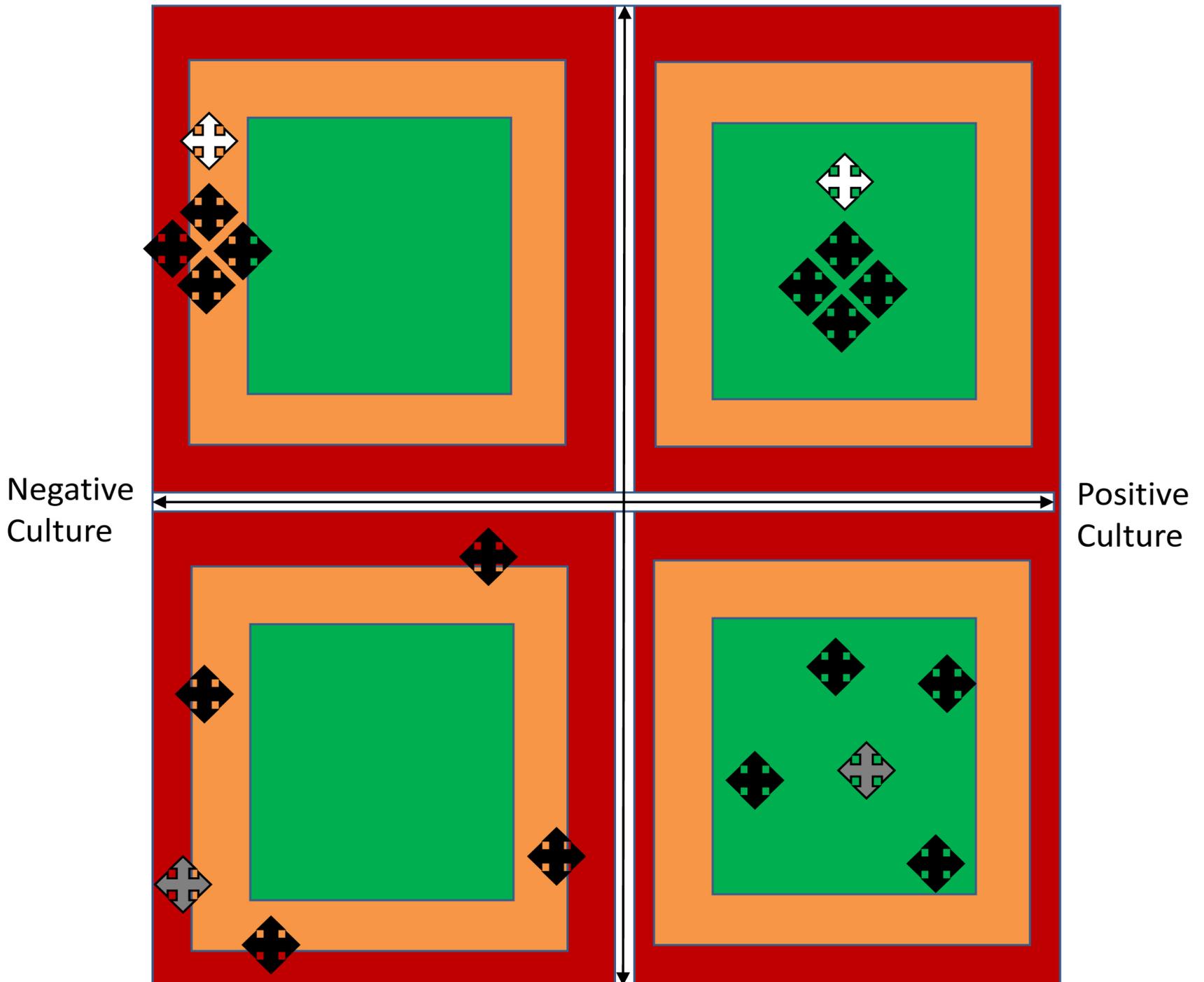


Thank you for participating in this assessment. We believe that this information will be useful in supporting your firm's journey towards a culture of continuous safety improvement.

Please contact Isaac Hill, (ihill@constructionsafetyns.ca) if you have any questions or if you would like to pursue an intervention project based on your results.

Safety Culture Strength

Strong Culture



Weak Culture

Each box displays the relationship between strong vs weak and positive vs negative safety cultures. The best is the top right corner, with a clear leader and everyone within the green "safety square". The worst being the bottom left with no clear leadership and the unorganized acceptance of unsafe work practices.

Appendix

CSC 3 Factors

Leaders

- 1 My direct supervisor is quick to resolve safety issues on the job site.
- 2 My direct supervisor leads by example when it comes to safety.
- 3 My direct supervisor focuses on working safety even if work will fall behind schedule.
- 4 My direct supervisor listens to my safety concerns and suggestions.
- 5 My direct supervisor provides the appropriate amount of discipline when a safety rule or procedure has been broken.
- 6 My direct supervisor prioritizes safety over everything else.
- 7 My supervisor is open to new ideas and ways of completing the job in a safer way.

Coworkers

- 8 My coworkers always follow safety rules and regulations.
- 9 My coworkers care about my safety when we are working together.
- 10 How involved are your coworkers in the decisions regarding their health and safety at work?
- 11 How often do your coworkers follow safety rules and procedures?
- 12 How often do your coworkers receive positive feedback when acting safely.

Communication

- 13 If I saw something dangerous or unsafe condition. I would talk to my coworkers about it.
- 14 If I saw a dangerous or unsafe condition. I would talk to my supervisor about it.
- 15 I let my coworkers know when they are not working safely.
- 16 I feel comfortable reporting safety concerns even if it means the job will be delayed.

Appendix:

Neal, A., & Griffin, M., A. (2006)

Safety compliance

1. I use all the necessary safety equipment to do my job
2. I use the correct safety procedures for carrying out my job
3. I ensure the highest levels of safety when I carry out my job

Safety participation

1. I promote the safety program within the organization
2. I put in extra effort to improve the safety of the workplace
3. I voluntarily carry out tasks or activities that help to improve workplace safety

Safety motivation

1. I feel that it is worthwhile to put in effort to maintain or improve my personal safety
2. I feel that it is important to maintain safety at all times
3. I believe that it is important to reduce the risk of accidents and incidents in the workplace

Safety knowledge (Neal, Griffin, & Hart, 2000; Griffin & Neal, 2000)

1. I know how to perform my job in a safe manner
2. I know how to maintain or improve workplace health and safety
3. I understand the health and safety regulations relating to my work

Appendix: Developed and Validated

225 construction employees (supervisors and labour) from a variety of sub-industries completed the assessment while attending a training session at Nova Scotia Construction Safety. The following industries were captured in the NS construction average calculation.

- Commercial Construction
- Concrete & Cement Products
- Concrete Services
- Construction Infrastructure
- Electrical Services
- Framing
- Heavy Construction
- Interior Finishing Services
- Masonry Insulation and Siding
- Misc. Maintenance & Install
- Plumbing & Air Conditioning
- Residential Construction
- Roofing
- Site Work
- Wrecking & Demolition

CONTACT US



35 Macdonald Avenue
Dartmouth, Nova Scotia Canada B3B 1C6

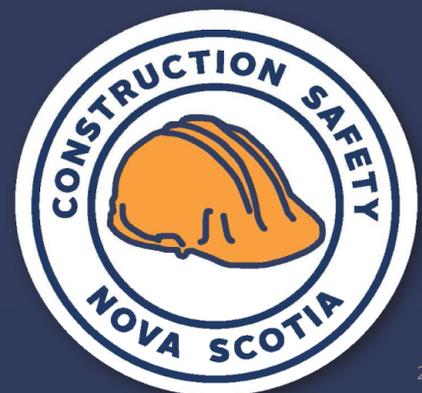


902.468.6696



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constructionsafetyns.ca





Labour and Advanced Education
Occupational Health and Safety

File Ref #:4228533

Inspection No.13310477

Inspection Date: March 4, 2020

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG
Mailing Address: 177 Cumberland Street
 Lunenburg, Nova Scotia B0J 2C0
Worksite Location: Public Works Building, Lunenburg
Non-Management Rep: N/A
Occupation: N/A
Management Rep: Paul Bracken
Occupation: Facilities Superintendent

Inspection Overview:

On Wednesday March 4, 2020 after Officer Rhodenizer met with representatives to do an IRS inspection this Officer went with the facilities Superintendent and conducted a general walk a round inspection at the Public Works Garage. The inspection was done in compliance with Section 47 of the Nova Scotia Occupational Health & Safety Act. This was part of a project for Dept of Labour and Advanced Education's project for working with Town's and Municipalities in the Southwestern part of this province.

This workplace is a two (2) storey building that the public works division works out of. There are two administrative offices located here as well as equipment , supplies vehicles. The employees and supervisors who work out of this location work on the roads, infrastructure for water and sewer, sings , sidewalks etc.

Please note that this inspection is not comprehensive and that it is still the responsibility of this employer to ensure the health and safety of all those persons at or near the workplace.

A copy of this report shall be posted for atleast 7 days to allow employees time to view. Also a copy of this report shall be sent to the employer's JOHSC for their review.

It is noted that the employees were friendly and good to deal with.

Inspection Findings:

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG

1. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

On the day of this inspection there was 2 management/supervisors in the shop. Both had just come from the IRS inspection that this officer had done at the Town Hall with this employer. Also out in the bay area there was one employee doing some maintenance . Over all the weather was warm and windy and it did call for rain that day that had not shown up yet.

While on site this officer was shown hazard assessments and pre trip inspections for vehicles that have been completed and need to be scanned and filed away. As noted some operators piles of the hazard assessments and pre trips are larger then other piles.

NOTE : It will be noted in the IRS report, one particular vehicle pretrip had for an extended period of time noted the horn was not working. Supervisor said that this will be brought forward at Safety meeting that Friday with staff to look for process or a procedure to ensure that when items like this are picked up that there is a method that helps ensure that they are addressed and dealt with (instead of just being recorded week after week).

Employer noted that they have started Safety Talks back in December 2019 for Public Works group. Safety Talk is done every Friday and this is a method to help deal with items but also to get better communication from supervisors but also employees as well. At the safety talks they have also started to go over written Safe Work Procedures as well.

Each employee has been given a safety binder. These binders include orientations, basic information, copies of related SWP's, states what training is required for that employee for the jobs that they do, applicable policies for this group. Also in these binders is a copy of the employee's training that they have already completed.

In the lunch room upstairs there is a Safety Board which has posted :

1. copy OHS Act
2. Training Matrix
- 3.SDS for Asphalt cement
4. information on Lyme disease
5. LAE toll free number 1-800-952-2687

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

NEED TO POST YET :

- 1. copy of Employer's Safety Policy
- 2. names of JOHSC members
- 3. most recent JOHSC minutes
- 4. names of First Aid attendants for this site (technically this could be Training matrix info)



2. Occupational Health and Safety First Aid Regulations

General Overview of General Responsibilities

- on this day atleast one person held a first aid certificate
- there was atleast one first aid kit on site to use
- there was a AED on site

Information : if crew are out in field working must ensure that at least one person per crew/site hold s a valid and current first aid certificate and that they have a first aid kit on site in case required.

3. Occupational Safety General Regulations

General Overview

Public Works garage

- has washroom for employees
- plumbed in eyewash on site
- lighting did not appear to be an issue on this day
- one random fire extinguisher was checked (had annual inspection last done April 2019)
- there is a safety cabinet near offices that holds ppe for employees
- there is emergency lighting in place
- there was a metal cabinet for flammable products
- out in entry way by offices there was a floor jack that did not pass inspection(was tagged out and not permitted to use)
-



Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

NOTE : bench grinder by welding bay had both shields in place but toolrest were located greater then the required 3mm from the abrasive wheel.]*

Oxygen acetylene set had flashback arrestors in place, hoses appeared to be in good condition, cylinders were chained in place, there is ventilation that can be used when welding, screens to help other employees from looking at an arc flash

portable ladders on site on this day were proper grade. talked about annual inspection by a competent person for ladders.

NOTE ; portable eyewash by sink in bay only was 1/3 full. This should be filled again. They do have a plumbed in eyewash for building but important to keep portable ones also ready to use again.]*

Lifting slings and hoist had annual inspection

4. Workplace Hazardous Materials Information System Regulation

General Overview of WHMIS Regulations

- employees have had whmis 2015 training

NOTE : It is noted that there is a binder with MSD Sheets on site. With the updated whmis 2015 MSD Sheets have been replaced with Safety Data Sheets (SDS). This will be a big job but to be in compliance will have to be completed.]*

5. Workplace Health and Safety Regulations

General Overview

While on site talked about requirement that fall protection training expires every 3 years Also talked about requirement for scaffolding training under CSA Standard Z797 .

Require atleast one person trained in scaffolding who can do scaffolding inspection to let employees know if scaffolding setup is correct and safe to use.]*

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

Also talked about Traffic control and what the TWs (signer) and TCP (flag person) does on a job site and expiry dates for each designation .

Also talked about what an OHS officer might look for when inspecting a traffic control set up.

CONCLUSION : It is noted that the employer and employee(s) were good to deal with. As part of this officer's own Due Diligence a follow up visit may take place to help ensure continued compliance. As noted with this employer's IRS inspection it is very evident that the employer and employees have put a lot of time and resources into improving Safety at their workplace.

This inspection report was provided to set by tprcupost TA 201 614 632 CA
Tuesday March 17, 2020 by:

Officer Name: Bruce Rhodenizer

Officer Signature: Bruce Rhodenizer

This report was produced by Bruce Rhodenizer, Occupational Health and Safety Officer, who may be contacted at:

Occupational Health and Safety Division
Department of Labour and Advanced Education
270 Logan Rd.
Bridgewater, NS B4V 3J8
Phone: 1-800-952-2687 Fax: 902-541-5651 Email: Bruce.Rhodenizer@novascotia.ca
Within Nova Scotia, call: 1-800-952-2687 Fax: 902-541-5651
Outside Nova Scotia, call: 902-424-5400

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

Section 69 of the Occupational Health and Safety Act allows orders and some decisions to be appealed. You may appeal this order by filing notice with the Labour Board no later than 30 days after being served this notice. To get information and the required forms, please visit the Labour Board website at: <http://www.novascotia.ca/lae/labourboard/>.

Contraventions of the OHS Act and regulations can result in administrative penalties being issued. Compliance with orders issued by OHS officers is expected and required by law; it does not prevent a penalty from being issued.



Labour and Advanced Education
Occupational Health and Safety

1-800-952-2687 (1-800-9LABOUR)
<http://www.gov.ns.ca/lae/healthandsafety>

File Ref#: 4228533

Inspection No.13310477

Inspection Date:March 4, 2020

Issuing Officer:Bruce Rhodenizer

Internal Responsibility System Criteria

What to Measure	Y E S	N O	N / A	Comments	Section of the Act
MANAGE COMMITMENT TO POLICY, PROGRAM & LEADERSHIP					
OHS Policy posted in prominent area of the workplace	X				38(1)(b)(iv)
OHS Policy developed in consultation with JOHSC	X				27(1)
OHS Act posted in workplace	X				38(1)(b)(i)
OHS Program established	X				28
Current OHS Division number posted	X				38(1)(b)(iii)
WORKER INVOLVEMENT					
Composition of the JOHSC (at least 1/2 non-management)	X				30(2)
Workers given paid time off to attend JOHSC meetings and other H&S related activities	X				30(6)
INFORMATION, TRAINING & COMPETENCE					
Most recent set of JOHSC meeting minutes posted in workplace	X			need to post most recent JOHSC minutes	37(b)
Information re: employee rights and responsibilities available at workplace and communicated to employees	X				38(1)(a)(ii)
Regulations available at workplace	X				38(1)(a)(i)
Orders from DEL displayed at workplace with notice of compliance and appeal decision			X		
Procedure established to define roles, responsibilities and employees rights	X				27(3)
Training plan documented	X			training matrix in place	
JOHSC committee members are trained	X				28(2)(a)
JOHSC AND H&S REPS					
Committee established	X				29(1)
Health and Safety Representative		X		have JOHSC	33(1)



Internal Responsibility System Criteria

Current names of the JOHSC committee or Rep are displayed in workplace		X		need to post	37(a)	
Records of JOHSC meetings are maintained and issues are addressed in a timely manner	X				31(g)	
JOHSC Committee created rules of procedure	X				30(7)	
HAZARD CONTROL						
Emergency procedure established	X					
Provision for policies and procedures	X				28(2)(b)	
Provision for Hazard Identification System	X				28(2)(e)	
Provision for monitoring, follow-up and control of identified hazards established	X				28(2)(f)	
List of hazardous materials in the workplace available		X		have MSDS Sheets not SDS		
CONTINUAL IMPROVEMENT						
Established system for the maintenance of records and statistics	X				28(2)(h)	
Established system for review of policies and procedures	X					

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG
Mailing Address: 119 Cumberland Street
Lunenburg , Nova Scotia B0J 2C0
Worksite Location: Town Office , 119 Cumberland Street, Lunenburg
Non-Management Rep: Heather McCullum
Occupation: Assistant Municipal Clerk & JOHSC member
Management Rep: Bea Renton, Ian Tillard, Paul Bracken
Occupation: CAO , Town Engineer, Facilities Superintendent

Inspection Overview:

On Wednesday March 4, 2020 Officer Rhodenizer met with representatives of the above noted employer to conduct an IRS inspection . The inspection was done in compliance with Section 47 of the Nova Scotia Occupational Health & Safety Act. This was part of Dept of Labour and Advanced Education's project for working with Town's and Municipalities in the Southwestern part of this province.

This workplace currently has between 30 to 35 employees who work at various locations and do very different jobs. Jobs range from administrative positions, water and sewage treatment plants, arenas to public works and out working on the road and infrastructure of the town.

Please note that this inspection is not comprehensive and that it is still the responsibility of this employer to ensure the health and safety of all those persons at or near the workplace.

A copy of this report shall be posted for atleast 7 days to allow employees time to view. Also a copy of this report shall be sent to the employer's JOHSC for their review. 

It is noted that the employees were friendly and good to deal with. It is hoped that the inspections and information provided in this report and future visits will help to improve safety for all employees and sub contractors.

Inspection Findings:

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

1. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

As noted Town has between 30 to 35 employees

NOTE : It is noted that this employer has been working with Construction Safety Nova Scotia to help improve their safety program as well as culture.

They are not done yet but some great strides have taken place .

On this day this officer met with 5 representatives of the Town and went over some of their paperwork, OHS program, JOHSC , Training, Incident reports and forms that are now being used as part of their PHS program.

OHS Program includes elements of Training, Inspections, Investigations into Incidents, JOHSC , SWP's and Policies and procedures.

As part of this the Safety Board was checked at the Public Works garage and what additional items required to be posted is addressed in that inspection report. 

Employer has a written Safety Policy , They also have a system in place for new employee orientation.

The day before this inspection they employer had a IRS training session which also included a test.

Their supervisors are being trained thru this program (Construction Safety Supervisor) and the one supervisor for Public works plans to be COR certified by this summer.

As part of their OHS program they have started to request certain safety standards from contractors and sub contractors who work, for them or do contracts for them.

The next couple of sections of this report will go into better detail of what was found for :

Training , Inspections , Investigations into Incidents , JOHSC and SWP"S ,Policies and Procedures.

2. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG

Operating As: TOWN OF LUNENBURG

TRAINING :

Employees have received training for Whmis (includes global Whmis), Internal Responsibility System (IRS)

A set number have their First Aid Training

NOTE : it is required that each worksite has atleast one employee trained in first aid that is current

- at the Public Works garage it was observed that lock out and tag out is being used

Note : It is important that employees are made aware of lock out tag out and why they device is not used until repaired/replaced. 

- At the Public Works garage it was noted that employees have started having weekly safety talks and as part of this written Safe Work practices that effect them are being reviewed.

- JOHSC members have received training

- some employees have received training for inspections, investigations into incidents

NOTE ; Employer has a Training matrix completed that shows what training has taken place, when the training will expire. Also in the Employee Orientation binders that were observed in the Public Works garage an employees individual binder also tells what training they have to have for their job.

3. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

JOHSC

-The JOHSC members have received training

- There is a written terms of Reference for the JOHSC

- the terms of Reference for JOHSC appears to have last been reviewed August 27, 2019 (within the required year)

- JOHSC has an agenda that is done up prior to meetings to help keep on track and organized

- it appears that items brought forward to JOHSC are addressed in a timely manner

- The JOHSC now meets bi-monthly

- minutes are kept of the meetings, these minutes are also posted on the Town's home internet page for anyone to read/view

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG

4. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

Inspections :

- this employer has developed and continue to work on modifying their checklist for inspections
- They do regular inspections with the help of their JOHSC and also informed Officer that they also do one larger annual inspection on each facility besides the JOHSC inspections.
- Public Works department showed this officer a spread sheet that they have developed to keep track of inspections, items picked up and when each item is corrected
NOTE : officer suggested that maybe a date of when item was corrected could be added.

Employer has checklists for in house inspections, project checklist, first aid kit inspection checklist etc.

Officer was also shown different piles of pre trip inspections when at the Public Works garage. It could be noted that this is still a work in progress as some operators fill these out more regularly. Also It was talked about that a system needs to be in place to ensure that when items are picked up on these daily pre trip inspections that the supervisor is made aware. This way the item(s) can be remedied and not just on a piece of paper.

It is also important that before jobs start that employees do hazard assessments which employer has employees doing for public works now.

NOTE : Employer was aware that if a hazard assessment has been done but the task or conditions change then the hazard assessment must also be updated/reviewed.

5. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

Investigations into incidents:

Officer was shown two (2) examples of incidents where this employer has brought forward and investigated.

They have forms ready to help out and are not looking to get an employee in trouble but

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG

are trying to find out how or what can be done to prevent this type of incident from happening again.

As part of this process they have recommendations and follow up on to ensure that this items have been completed.

Example here was an electrical contact by a sub contractor and this employer also had an electrical provider come in and even provide information session for their own employees. They also helped to ensure that the subcontractor obtained these same information session from an electrical provider as well.

This employer along with the JOHSC have also talked about looking for trends in their types of incidents. This way they can be proactive and not wait until a more serious incident occurs.



Example : If they have several near misses they can look for a common factor here and address.

NOTE : With this report a ' Root Cause Analysis Checklist " will be provided for the employer .



6. Occupational Health and Safety Act

General Overview of Occupational Health and Safety Act

SWP Policies, Procedures

- Employer has some written Safe Work Practices/procedures like :
- Tag out, use of chain saw , using table saw with no guard in place, right to refuse

Note : Public Works department verbally noted that they now hold a Safety Talk each Friday and as part of this review two (2) SWP for each talk.

IMPORTANT : This is very important as a SWP is just a piece of paper unless the supervisors and employees are trained and familiarized in them. **GOOD WORK !!**

At future time different departments can be inspected to see what procedures/ SWP and policies that they have and how they ensure they are followed and reviewed.

Report of Workplace Inspection

Inspectee: THE TOWN OF LUNENBURG
Operating As: TOWN OF LUNENBURG

CONCLUSION : It is noted that the employer and employees were very good to deal with. They continue to work with Nova Scotia Construction Safety to improve their Occupational Health and Safety and their Safety Culture. They have come a long way in a short time frame and this officer knows that they have committed a lot of time , energy and resources into their Safety .

This inspection report was provided to copy sent by freight TA 201 614 632 CA
Tuesday March 17, 2020 by:

Officer Name: Bruce Rhodenizer

Officer Signature: Bruce Rhodenizer

This report was produced by Bruce Rhodenizer, Occupational Health and Safety Officer, who may be contacted at:

Occupational Health and Safety Division
Department of Labour and Advanced Education
270 Logan Rd.
Bridgewater, NS B4V 3J8
Phone: 1-800-952-2687 Fax: 902-541-5651 Email: Bruce.Rhodenizer@novascotia.ca
Within Nova Scotia, call: 1-800-952-2687 Fax: 902-541-5651
Outside Nova Scotia, call: 902-424-5400

Section 69 of the Occupational Health and Safety Act allows orders and some decisions to be appealed. You may appeal this order by filing notice with the Labour Board no later than 30 days after being served this notice. To get information and the required forms, please visit the Labour Board website at: <http://www.novascotia.ca/lae/labourboard/>.
Contraventions of the OHS Act and regulations can result in administrative penalties being issued. Compliance with orders issued by OHS officers is expected and required by law; it does not prevent a penalty from being issued.



Labour and Advanced Education
Occupational Health and Safety

1-800-952-2687 (1-800-9LABOUR)
<http://www.gov.ns.ca/lae/healthandsafety>

File Ref#: 4228515

Inspection No.13310390

Inspection Date:March 4, 2020

Issuing Officer:Bruce Rhodenizer

Internal Responsibility System Criteria

What to Measure	Y E S	N O	N / A	Comments	Section of the Act
MANAGE COMMITMENT TO POLICY, PROGRAM & LEADERSHIP					
OHS Policy posted in prominent area of the workplace	X			Safety Board checked Public Works Building	38(1)(b)(iv)
OHS Policy developed in consultation with JOHSC	X				27(1)
OHS Act posted in workplace	X				38(1)(b)(i)
OHS Program established	X				28
Current OHS Division number posted	X				38(1)(b)(iii)
WORKER INVOLVEMENT					
Composition of the JOHSC (at least 1/2 non-management)	X				30(2)
Workers given paid time off to attend JOHSC meetings and other H&S related activities	X				30(6)
INFORMATION, TRAINING & COMPETENCE					
Most recent set of JOHSC meeting minutes posted in workplace	X			need post most recent JOHSC minutes	37(b)
Information re: employee rights and responsibilities available at workplace and communicated to employees	X				38(1)(a)(ii)
Regulations available at workplace	X				38(1)(a)(i)
Orders from DEL displayed at workplace with notice of compliance and appeal decision			X		
Procedure established to define roles, responsibilities and employees rights	X				27(3)
Training plan documented	X			training matrix in place	
JOHSC committee members are trained	X				28(2)(a)
JOHSC AND H&S REPS					
Committee established	X				29(1)
Health and Safety Representative			X	have JOHSC	33(1)

Internal Responsibility System Criteria

Current names of the JOHSC committee or Rep are displayed in workplace		X		need to post	37(a)
Records of JOHSC meetings are maintained and issues are addressed in a timely manner	X				31(g)
JOHSC Committee created rules of procedure	X				30(7)
HAZARD CONTROL					
Emergency procedure established	X				
Provision for policies and procedures	X				28(2)(b)
Provision for Hazard Identification System	X				28(2)(e)
Provision for monitoring, follow-up and control of identified hazards established	X				28(2)(f)
List of hazardous materials in the workplace available		X		have MSDS Sheets not SDS	
CONTINUAL IMPROVEMENT					
Established system for the maintenance of records and statistics	X				28(2)(h)
Established system for review of policies and procedures	X				



TOOL TYPE CHECKLIST

LAST REVIEWED 8/13/12

GEOGRAPHY ALL

SOURCE: OHS INSIDER

ROOT CAUSE ANALYSIS CHECKLIST

BENEFITS

When a safety incident occurs in your workplace, it's important to investigate it to, among other things, identify the root cause so you can prevent similar incidents from happening in the future.

HOW TO USE THE TOOL

This root cause analysis checklist can be used by safety professionals, members of the JHSC or anyone involved in an incident investigation. When answering the questions in the checklist, it's critical to note what actions should be taken to address the issues identified. Once the investigation is complete, make sure someone follows up on these proposed actions.

ADDITIONAL RESOURCES

[Incident Response Compliance Centre](#)



ROOT CAUSE ANALYSIS CHECKLIST

BRIEF DESCRIPTION OF SAFETY INCIDENT: _____

	YES	NO	ACTION TO BE TAKEN
TASK: WORK PROCEDURE BEING DONE AT THE TIME OF THE INCIDENT			
Was a safe work procedure used?			
Had conditions changed to make the normal procedure unsafe?			
Were the appropriate tools, materials available?			
Did the worker use them?			
Was all of the required PPE available?			
Were inherent safety devices, alarms or other systems in place?			
Were all backup safety devices or systems in place?			
Was the task structured to encourage/discourage safe work practices or procedures?			
MATERIAL/EQUIPMENT: CAUSES BROUGHT ABOUT BY THE EQUIPMENT OR MATERIALS USED			
Was there an equipment malfunction or failure?			
What caused it to fail?			
Was the material or equipment substandard in some way?			
Was PPE used? Should it have been?			
Were hazardous substances involved?			
Were tools, machinery and equipment being used correctly?			
Were tools or machinery modified in any way?			
WORKER(S): FACTORS INCLUDE INDIVIDUAL EXPERIENCE, SKILLS AND ABILITIES AS WELL AS ONE'S PHYSICAL CAPABILITIES AND EMOTIONAL STATE AT THE TIME OF THE INCIDENT.			
Were workers aware of the standards, practices, procedures or OHS law governing the activity?			
Were workers adequately trained to do the task in question according to prescribed standards, practices and procedures?			
What training had the worker received?			
What experience did the worker have to do the task?			
Was the worker physically capable of safely doing the task?			

Was the worker's judgment, health and/or ability impaired for any reason, such as was he tired, rushed, stressed, using medication, impaired by alcohol, etc.?			
MANAGEMENT: MANAGEMENT STAFF, SUCH AS MANAGERS, SUPERVISORS, LEAD HANDS, ETC., MUST ALWAYS BE CONSIDERED IN AN INCIDENT INVESTIGATION SINCE THEY'RE RESPONSIBLE FOR PROVIDING DIRECTION AND SUPERVISION.			
Were the hazards which led to this incident known to supervisors?			
Were standards, practices and procedures developed and implemented to overcome these hazards?			
Were supervisors aware of the standards, practices, procedures or OHS laws governing the activity?			
Were safety and health rules in effect?			
Were they being enforced?			
Was adequate supervision given?			
Was regular maintenance of equipment carried out?			
Were unsafe conditions corrected?			
ENVIRONMENT: THE PHYSICAL ENVIRONMENT AND ANY SUDDEN CHANGES TO THAT ENVIRONMENT AT THE TIME OF THE INCIDENT ARE IMPORTANT FACTORS TO BE IDENTIFIED.			
What were the weather conditions?			
Was it too hot or too cold?			
Was noise a problem?			
Was there adequate light?			
Were toxic gases, dusts, fumes, etc. present?			

PERSON COMPLETING CHECKLIST: _____ DATE: _____



TOWN OF LUNENBURG NOTICE

Draft 2020/21 Budgets

As part of Town Council's annual budget review process, Council is seeking public input. The draft budget has been posted on the Town of Lunenburg's website here:
www.explorelunenburg.ca/finances-and-tax-rates.

Written submissions can be forwarded by May 22, 2020 to the attention of Lisa Dagley, Finance Director.

By email: ldagley@explorelunenburg.ca

By mail: PO Box 119 , Lunenburg, NS, B0J 2C0

By hand: Town Hall exterior drop box

Council will review submissions at the May 26, 2020 Council Meeting.



Justice

Public Safety and Security Division

Wanda Fletcher, Executive Director

1690 Hollis Street
Halifax, NS
B3J 3J9

Phone: 902 424-3178
Fax: 902 424-0700
Email: Wanda.Fletcher@novascotia.ca

April 6, 2020

Ms. Beatrice Renton
Town Manager/Clerk
Town of Lunenburg
P. O. Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0

Dear Ms. Renton,

In consultation with the Nova Scotia Federation of Municipalities (NSFM) and the Royal Canadian Mounted Police we have established the budget for RCMP services provided under the Provincial Police Services Agreement for the period April 1, 2020 to March 31, 2021.

Based on your level of service the costs allocated to your municipality will be \$815,492 for 2020/21. Your service level has been adjusted for any approved service requests made during the past year that were implemented on or before April 1, 2020. This amount does not include any adjustments that may be requested by your municipality subsequent to April 1, 2020.

The allocated cost to your municipality for the 2020/21 fiscal year represents a 2.62% increase over the 2019/20 cost for the same complement of officers.

We will continue to update you as we learn more on the settlement of the salary increases as well as the new labor relations regime to be implemented by the Government of Canada for the RCMP.

If you have any questions regarding this amount, or wish any point of clarification, please contact Li Chao, CPA, CGA, Director of Contracts at (902) 424-7477.

Yours truly,

Wanda Fletcher, CPA, CGA
Executive Director, Public Safety and Security



Municipality of the District of Lunenburg

Recreation Services

May 15, 2020

Town of Lunenburg
Attn Kelly Cunningham
119 Cumberland Street, PO Box 129
Lunenburg, NS
B0J 2C0

Dear Ms. Cunningham

**Re: Town of Lunenburg
Equitable Funding – 2020/21
Roof Repairs Funding – 2020/21**

You should shortly be receiving a cheque for \$50,000 representing the following:

- a) The allotted funding from the Municipality to assist you with operating expenses in the amount of \$40,000. Council asks that you submit a financial statement at the end of the 2020/2021 fiscal year.
- b) The second installment of four for \$10,000 towards roofing repairs to the Lunenburg Community Centre as approved by Council May 12, 2020.

Council have also approved funding of \$20,000 towards the replacement of the ice-surfacers. Release of these funds will be actioned on receipt of proof of purchase of the said equipment.

I trust all is in order. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Tissy Bolivar
Acting Director of Recreation Services
Tissy.bolivar@modl.ca

TB/sc

Please be aware that any communications made to the Town of Lunenburg will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

From: NSFM Communications <communications@nsfm.ca>

Date: May 13, 2020 at 10:05:45 AM ADT

To: Rachel Bailey <RBailey@explorelunenburg.ca>

Subject: Important Update Re: Elections 2020

Reply-To: NSFM Communications <communications@nsfm.ca>

[View this email in your browser](#)



Fall 2020 Elections Update

The Municipal Elections scheduled for October 17, 2020 will go ahead as scheduled.

In a letter this morning addressed to NSFM President Pam Mood, Minister Chuck Porter writes that the request to postpone the elections "was examined," but the decision was ultimately made to go ahead.

"We are aware of a number of municipalities with vacancies on council who are holding off on filing those vacancies pending the October election," the Minister writes in his two-page letter.

"If we delay elections beyond October, there will be thousands of Nova Scotians who will not have a representative at the table when those councils make important decisions on the future of their communities."

Both letters can be read in their entirety by clicking the buttons below:

[April 7 Request Letter from NSFM President Pam Mood](#)

[May 13 Response Letter from Minister Chuck Porter](#)



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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada





**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

May 13, 2020

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
VIA EMAIL: info@nsfm.ca

Dear Mayor Mood:

Thank you for the letter dated April 7th, 2020, on behalf of the Nova Scotia Federation of Municipalities (NSFM) Board, regarding your concerns about the impact of COVID-19 on municipal and CSAP elections in October.

I understand the financial and operational pressures that municipalities are facing in Nova Scotia, and across Canada, as a result of the pandemic. I appreciate the work that all municipalities are doing to protect the health and safety of Nova Scotians, and to reduce the spread of COVID-19 in our communities.

As you are aware, the Province of Nova Scotia is under a State of Emergency and there are a number of public health orders in effect in an effort to minimize the impact of the pandemic. We are making progress in our goal to “flatten the curve”, however, we will continue to monitor the situation to determine how long we will need to remain in the State of Emergency.

I want to assure you that we examined your request to postpone the October 2020 election carefully. As Minister of Municipal Affairs and Housing, I can confirm for you we will be holding the municipal elections in October of 2020.

Because the situation continues to be unpredictable, I encourage municipalities to continue their preparations for an October election with the current public health protocols in mind; specifically, the requirements around social distancing. With the tools and flexibility provided in the *Municipal Elections Act*, I am confident municipalities can hold safe and democratic elections that conform with public health directives, if necessary.

As you know, there are several options for municipalities in terms of how they conduct elections, how electors can vote, and how candidates campaign, such that an election can be held safely. We would highly recommend that municipalities explore the various options afforded by the Act to ensure a safe election. For example:

- Use the provincial and federal voting lists available through Elections Nova Scotia rather than conducting door-to-door enumeration.

- Through by-law, use alternative voting methods for voting other than, or in addition to, paper ballots to give electors options for advance polls and ordinary polling day. These methods could include voting by mail, telephone, or through a personal computing device.
- Consider options for physical polling stations such as increasing the number of polling stations, limiting the number of electors in a polling station at one time, and providing markers on the floors in polling stations to indicate voters to stay 2 metres (6 feet) apart for those in line to vote, etc.
- As ordinary polling day draws near, encourage electors to vote by any alternative methods available, and use advance polls to reduce in-person contact on election day.
- Encourage candidates and their teams to use signs, printed materials, telephone, social media, or virtual options to engage with constituents rather than canvassing door-to-door.

This is an unprecedented time, and now more than ever, it is critical that the democratic rights of citizens are preserved and respected. We are aware of a number of municipalities with vacancies on council who are holding off on filling those vacancies pending the October election. If we delay elections beyond October, there will be thousands of Nova Scotians who will not have a representative at the table when those councils make important decisions about the future of their communities

The Department of Municipal Affairs and Housing is here to assist municipalities to plan and administer a safe and democratic election. If any municipal units require assistance in their election planning, please advise them to contact our Municipal Elections Officer, Sandy Hudson at 902-294-0610, or via e-mail at: sandy.hudson@novascotia.ca. Sandy is experienced in planning for and administering municipal elections, and in running for municipal office.

In early June, we will be providing virtual online training to Returning Officers and we will be again launching the *Local DecisioNS* program by Springtide Collective to help candidates and their teams with online resources relevant to running a campaign. We are working with them to tailor some materials to planning and campaigning in an environment of social distancing.

Thank you for raising your concerns to me. I hope that you, your family and friends, are healthy and safe.

Sincerely,



Chuck Porter
Minister



**NOVA SCOTIA FEDERATION
OF MUNICIPALITIES**

May 11, 2020

PRESIDENT:

Mayor Pam Mood
Town of Yarmouth

VICE-PRESIDENT:

Deputy Mayor Emily Lutz
County of Kings

IMMEDIATE PAST-PRESIDENT:

Councillor Waye Mason
Halifax Regional Municipality

REGIONAL CAUCUS CHAIR:

Councillor Clarence Prince
Cape Breton Regional Municipality

RURAL CAUCUS CHAIR:

Deputy Mayor Geoff Stewart
County of Colchester

TOWNS CAUCUS CHAIR:

Mayor Brenda Chisholm-Beaton
Town of Port Hawkesbury

The Honourable Mary Ng
Minister of Small Business and Export Promotion
House of Commons

Ottawa, Ontario, K1A 0A6

Delivered via email

Dear Minister Ng:

RE: COVID-19 and Municipal Elected Representatives

I write to you on behalf of the Nova Scotia Federation of Municipalities (NSFM) Board of Directors. Since our creation by legislation in 1906, our organization has served as the voice of Nova Scotia's municipalities. We represent all 376 elected officials that govern our 49 municipal units.

We are very pleased that municipal elected representatives are now eligible for the Canada Emergency Business Account (CEBA). Thanks to your action, Export Development Canada is now working with banking channel partners to update the reach of CEBA to include provincial, territorial, municipal and Indigenous political office holders.

Many municipal elected representatives in Nova Scotia are small business owners and being eligible for CEBA will be a great support for them. We would like to point out, however, that municipal elected representatives should also be eligible for the Canada Emergency Response Benefit (CERB).

The average compensation for a councillor in a Nova Scotian town is \$16,750 per year and \$20,500 in a rural municipality. This places most of our members above the CERB inclusion threshold of \$1,000 per month, yet COVID-19 leaves many in a position where they have little or no other income outside of their compensation as elected representatives. As a result, some have contemplated leaving their elected posts in order to claim CERB.

.../cont'd

After accounting for hours spent, many councillors in small Nova Scotian towns and rural areas make less than minimum wage. Our municipal leaders work tirelessly to serve and better their communities. They strive and make sacrifices to participate in the local level of government, and they incur many incidental costs in doing so.

In recognition of these contributions and sacrifices, we ask that those municipal elected representatives receiving less compensation than the 12-month, 1-person low income cut-off (LICO) of \$25,920 be eligible to claim CERB, and that this be made retroactive to the start of March, 2020. This would enable them to more effectively continue their service to their communities during this pandemic.

Sincerely,

A handwritten signature in black ink, appearing to read "P Mood". The signature is fluid and cursive, with the first letter "P" being large and prominent.

Mayor Pam Mood

President, Nova Scotia Federation of Municipalities

cc: The Honourable Jaime Battiste, M.P.

The Honourable Kody Blois, M.P.

The Honourable Chris d'Entremont, M.P.

The Honourable Andy Fillmore, M.P.

The Honourable Darren Fisher, M.P.

The Honourable Sean Fraser, M.P.

The Honourable Ahmed Hussen, P.C., M.P., Minister of Families, Children, and Social Development

The Honourable Bernadette Jordan, P.C., M.P., Minister of Fisheries, Oceans, and the Canadian Coast Guard

The Honourable Mike Kelloway, M.P.

The Honourable Bill Morneau, P.C., M.P., Minister of Finance

The Honourable Carla Qualtrough, P.C., M.P., Minister of Employment, Workforce Development and Disability Inclusion

The Honourable Geoff Regan, M.P.

The Honourable Darrell Samson, M.P.

The Honourable Deb Schulte, P.C., M.P., Minister of Seniors

The Honourable Filomena Tassi, P.C., M.P., Minister of Labour

The Honourable Lenore Zann, M.P.



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

May 8, 2020

PRESIDENT:

Mayor Pam Mood
Town of Yarmouth

VICE-PRESIDENT:

Deputy Mayor Emily Lutz
County of Kings

IMMEDIATE PAST-PRESIDENT:

Councillor Waye Mason
Halifax Regional Municipality

REGIONAL CAUCUS CHAIR:

Councillor Clarence Prince
Cape Breton Regional Municipality

RURAL CAUCUS CHAIR:

Deputy Mayor Geoff Stewart
County of Colchester

TOWNS CAUCUS CHAIR:

Mayor Brenda Chisholm-Beaton
Town of Port Hawkesbury

Catherine McKenna, P.C., M.P.
Minister of Infrastructure and Communities
House of Commons Ottawa, Ontario K1A 0A6
Via email: infcm.infc@parl.gc.ca;
Catherine.McKenna@parl.gc.ca

Dear Minister McKenna:

RE: NSFM's Support for FCM's Request for Emergency Financial Aid for Municipalities

I am writing on behalf of the Nova Scotia Federation of Municipalities (NSFM), which represents all 49 of Nova Scotia's municipalities and the 376 mayors, wardens and councillors who govern them. We formally request the federal government provide greater financial and economic support to assist municipalities across the province affected by the COVID-19 pandemic.

As you are aware, the COVID-19 outbreak has caused all orders of government to adjust to an ever-changing reality. Municipalities across Nova Scotia are on the front lines of the COVID-19 pandemic as they continue to deliver essential services to Nova Scotians such as fire protection, police services, water filtration, and waste management.

In Nova Scotia, the primary focus for municipalities has been providing essential services to residents and businesses while remaining financially solvent. This is challenged by the number of businesses and residents facing financial hardship from the ongoing COVID-19 crisis. Municipalities across Nova Scotia are expecting one-third of taxpayers to have difficulty meeting their tax bills in 2020. Since municipal liquidity is dependent on prompt payment of property taxes, significant financial strain has been placed on all municipalities while local Councils have no legal ability to run operating deficits.

.../cont'd

Minister Catherine McKenna

Page 2

May 8, 2020

The loss of user fees from transit, parking and community, culture, and recreation facilities is another source of foregone revenue. Many municipalities have already temporarily laid off staff at these facilities, and in these programs, to reduce costs.

We support the call by the Federation of Canadian Municipalities (FCM) on the federal government to deliver at least \$10 billion in emergency municipal operating funding. Municipalities require direct tools such as the Gas Tax Fund allotment top-up and expediting Investing in Canada Infrastructure Program (ICIP) applications.

A federal infusion to the Gas Tax Fund is the most direct funding support program available to municipalities and it would not only enable municipal shovel-ready projects to begin but also support local economic growth. Moreover, it is critical that the approval of ICIP applications at the federal level be accelerated and that ICIP funds are fully utilized by implementing flexible funding streams.

Although this pandemic has been challenging for all, the economic slowdown also continues to exacerbate the digital divide between communities. Many Nova Scotians have struggled to access federal supports in a timely manner due to poor broadband Internet connectivity in many parts of the province. This reality also has consequences on obtaining real-time public health information as well as distance education since some rural areas of Nova Scotia have some of the slowest Internet speeds in the country.

Therefore, it is vital that the federal government immediately launch the Universal Broadband Fund to accelerate funding to advance shovel-ready connectivity projects. Taken together, the NSFMC believes these options will act as immediate measures to help support municipalities both economically and financially.

.../cont'd

Minister Catherine McKenna

Page 3

May 8, 2020

Now more than ever, all orders of government must collaborate on a coordinated response to address this national crisis. I assure you that local governments are fully committed and ready to help protect and support Canadians, and we thank you for your ongoing engagement during these challenging times.

Signed,

A handwritten signature in black ink that reads "P Mood". The signature is written in a cursive, flowing style.

Mayor Pam Mood,

President, Nova Scotia Federation of Municipalities

CC: The Honourable Maryam Monsef, Minister for Women and Gender Equality and Rural Economic Development

CC: The Honourable Andy Fillmore, MP, Parliamentary Secretary to the Minister of Infrastructure and Communities

CC: The Honourable Gudie Hutchings, MP, Parliamentary Secretary to the Minister for Women and Gender Equality and Rural Economic Development



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

April 7, 2020

PRESIDENT:

Mayor Pam Mood
Town of Yarmouth

VICE-PRESIDENT:

Deputy Mayor Emily Lutz
County of Kings

IMMEDIATE PAST-PRESIDENT:

Councillor Waye Mason
Halifax Regional Municipality

REGIONAL CAUCUS CHAIR:

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Deputy Mayor Geoff Stewart
County of Colchester

TOWNS CAUCUS CHAIR:

Mayor Brenda Chisholm-Beaton
Town of Port Hawkesbury

The Honourable Chuck Porter
Minister, Municipal Affairs and Housing
P.O. Box 216, Halifax, NS B3J 2M6

Dear Minister Porter:

RE: COVID-19 and October 17, 2020 Municipal Election

Epidemiologists have described COVID-19 as the most dangerous pandemic in our lifetime. There are few aspects of our daily lives that have not, in some way, been changed by this virus. It is of utmost importance to NSFAM and our members to protect the safety of our residents and follow the direction of Dr. Robert Strang.

The province is currently under a State of Emergency, and municipalities are doing their best to carry on with usual business in these extraordinary times. But as current cancellations push further out into the summer, the NSFAM Board of Directors has come to question whether Nova Scotia will be able to uphold a fair and democratic election on October 17th.

COVID-19 has already forced Nova Scotia's municipalities to adapt. Municipalities have taken measures that include holding virtual meetings, revising budgets in anticipation of decreased tax revenues, and developing new staffing plans, all while maintaining essential services. To prepare for an election under these conditions will increase the already considerable operational burden on municipal staff across the province.

The Parliamentary Budget Officer (PBO) and the Conference Board of Canada (CBOC) have both developed scenarios where the current distancing measures remain in place through August. But even supposing that the current distancing measures are relaxed this summer, municipalities will still face serious difficulties in preparing for an October election.

.../cont'd

Minister Chuck Porter
Page 2
April 7, 2020

Enumeration is not possible in this current COVID climate, nor is canvassing; candidates can't go door to door. Polling stations will be hard to book and staff, and voter outreach efforts will be complicated. The March 15 date by which Municipalities were to have returning officers has passed and money is being spent based on an upcoming October election. Returning officers, election staffers, deposits for polling stations – all come at a cost for municipalities and the sooner we can ascertain whether there will be an election in October or not, the sooner municipalities can make financial plans in response to that.

The scenarios developed by the PBO and CBoC are revised weekly, and there are many others besides. But for every projection or scenario you can find, a protracted recovery period is projected, with serious economic and social implications.

It seems reasonable to expect that returning to regular operations will take many weeks, and it is hard for me to imagine an election running smoothly this October. It is even more difficult to envision the difficulties that would be experienced by new councils going through orientation in October, only to be plunged into budget deliberations a few short months later. Staff will be focused, as will the elected, on all measures that will return us to “normal” as quickly as possible. Picking up the pieces will be time and labour intensive and will require all hands – those who have been in the trenches during this crisis - on deck.

Minister, we both agree that at the moment it is health and safety first, absolutely. But now is also the time for considering options regarding the election matter that is before us. You know I welcome any insight you and your staff may be able to provide on this matter.

I look forward to hearing from you. Stay healthy and safe!

Sincerely,

A handwritten signature in black ink, appearing to read 'P Mood', with a stylized, cursive script.

Mayor Pam Mood

President, Nova Scotia Federation of Municipalities



**TOWN OF LUNENBURG
STRATEGIC PLAN
PROGRESS REPORT 2019**

May 2020



TABLE OF CONTENTS

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Introduction

Since the completion of the ***Town of Lunenburg Strategic Plan May 2014***, there have been periodic progress reports updating the Town's many accomplishments to achieve the various Strategic Plan Goals (most recently in December 2018). This report covers the calendar year 2019.

The Town's Strategic Plan contains five "Strategic Plan Goals":

1. Promote a high quality of life for residents.
2. Celebrate our community.
3. Champion opportunities for our community's health and well-being.
4. Foster an environment for business success.
5. Operate the Town efficiently and effectively.

Within each of these five Strategic Planning Goals there are more specific "Strategic Directions" and further targeted "Action Plan Items". In total there are over 120 work items identified in the Strategic Plan document. It is positive to note that since the election of the current Council in the autumn of 2016, the combined work of Council and staff has helped achieve the Strategic Plan objectives and many more additional action items. This is a significant achievement Council, staff and the community can take pride in together.

In reviewing the fuller document please note - items appearing in black font are the stated Strategic Plan goals and objectives of the Town and the notes that follow in **blue font** describe the recent work accomplished since the last reporting period. A check mark ✓ indicates that a specific Action Plan item has been completed or is ongoing.

Looking ahead, the **Comprehensive Community Plan Project** – known as "Project Lunenburg" – was very active throughout 2019, and will ultimately lay out the Town's vision and high-level goals for the long term, including:

- Housing
- Transportation and Infrastructure
- Built Heritage and Streetscapes
- Recreation and Community Spaces
- Environment and Sustainability
- Arts and Culture
- Economic Development
- Governance and Regional Cooperation

The Project Lunenburg deliverables include the generation of a Comprehensive Community Plan (CPP) as well as an updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as supporting documents. The CCP, anticipated later in 2020, is anticipated to guide Council's strategic planning going forward.

Bea Renton
Chief Administrative Officer
Town of Lunenburg

1. STRATEGIC PLANNING GOAL - PROMOTE A HIGH QUALITY OF LIFE FOR RESIDENTS

A. STRATEGIC DIRECTION - BEAUTIFYING THE COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Complete Town tree inventory and assessment (Public Works "PW"/Electric "EL" 2014-2015). ✓
- b) Review, budget for and implement tree inventory and assessment recommendations (Council/PW/EL/Recreation "REC" 2014-2019). ✓
- c) Consider rejuvenation of Town Adopt-A-Tree program (Council/PW/EL/Corporate Services "CS" 2015-2019). ✓

There is an annual Town budget for street tree replacement where trees have been removed and can be safely replanted. Additional budget monies required to implement a cost-sharing Adopt-A-Tree program with residents.

- d) Identify trees that could be removed to renew scenic view planes, e.g., Blockhouse Hill (PW/REC 2015-2018). ✓
- e) Consider enhancement of Town gardens and green spaces with budget considerations to include: hiring an additional summer horticultural staff member and budgeting for new plant materials (Council/PW 2014-2018). ✓

Provincial Beautification and Streetscaping funding application for the Broad Street Boat Launch landscaping and Lunenburg wooden entrance signage replacements/repairs approved, and the boat launch landscaping project, including sea wall rebuild, completed.

Council approved a license renewal for the Lunenburg Community Network's Community Garden on Town land.

Project Lunenburg's "Built Heritage and Streetscapes" and "Environment and Sustainability" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council approved the Lunenburg Academy Lot Development Plan; the item is currently on hold until Phase II of the Exterior Restoration is completed.

A proposal was received from Captain Dan Mooreland for public green space near Bluenose Drive Government Wharf; Council directed staff to do a basic clean-up, restrict parking and remove stored items in the 2019/20 fiscal year, and refer the proposed green space concept to Project Lunenburg.

A Tannery Road Front Harbour Trail preliminary landscaping plan was presented.

B. STRATEGIC DIRECTION - ENHANCE LUNENBURG HERITAGE APPRECIATION

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Hire a Heritage/Assistant Development Officer (“HADO”) to assume general heritage duties management and education (Council/CS 2014-2018). ✓

Heritage Day in Lunenburg was formally proclaimed on the Provincial statutory holiday.

A simplified application form to register a Municipal Heritage Property and revised evaluation criteria was approved.

The Prominent Lunenburgers Award Ceremony was held during Town Birthday celebrations, as well as Lunenburg Heritage Recognition Awards for excellence in building restoration or renovation.

- b) Hire a Lunenburg Academy Development Coordinator (LADC) to oversee the conservation of the Academy’s heritage value as it is repurposed for benefit to the Town (Council/CS/LADC 2014-2016). ✓

Council approved a grant for Lunenburg Academy Foundation’s Consulting Director.

- c) Review and supplement Town website heritage information including additional UNESCO material (HADO 2015-2016). ✓

- d) Complete revision of the Heritage Bylaw and Guidelines (HADO 2015-2016). ✓

Draft revised Heritage Conservation District Map and Bylaw documents were completed, a detailed reviewed conducted by the Heritage Advisory Committee was undertaken, and the public consultation process began in 2019 with two public participation meetings were held. Further work to come.

- e) Develop information materials for real estate agents and new residents providing information about Lunenburg’s UNESCO designation, built architecture and conservation initiatives (HADO 2015-2017). ✓

Project Lunenburg’s “Built Heritage and Streetscapes” report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Social media: Weekly “Throwback Thursday” posts on Lunenburg’s heritage have proven popular on the Town’s Facebook and Twitter pages (ongoing).

C. STRATEGIC DIRECTION - BECOME A MORE WELCOMING COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Support initiative of the newly established Welcome Committee including:

- Expansion of “Welcome to Lunenburg” information package offerings with additional contributed materials (REC 2014-2015). ✓
- Hosting an annual Meet & Greet reception to welcome new residents (REC/Council with support of Welcome Committee 2014-2018). ✓
- Partner with the multicultural association and other groups with similar mandates to identify ways to become a more welcoming and inclusive community (REC/Welcome Committee 2015-2018). ✓

b) Maintain Town website “Newcomers” page adding and revising content as required (CS 2014-2018). ✓

Project Lunenburg’s “Housing”, “Art and Culture” and “Recreation and Public Spaces” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Approval of \$20,000 in community grant funds for 2019/20, as well as in-kind support for the Lunenburg Board of Trade and Lunenburg Folk Harbour Society regarding electric service. Community grants demonstrate the Town’s investment in local activities to enrich the fabric of our community.

Public recognition events for Pride and Mi’kmaq celebrations including flag raising ceremonies, to promote community inclusiveness.

Project Lunenburg installation of a furnished parklet at King and Lincoln Streets for summer surveys and conversation. The parklet featured benches, plants, and umbrellas and provided a relaxation corner for pedestrians.

Global News broadcast from the Town of Lunenburg on October 3rd, which provided an opportunity to show a friendly face across the region. Link: <https://globalnews.ca/video/5984113/global-news-morning-october-3>

South Shore Housing Action Coalition presented a report on “Housing Wage”, the amount a person needs to earn to afford accommodation in communities on the South Shore. Housing action is key to attracting newcomers and growing our population.

The pros and cons of the increased availability of short-term rentals in the Town was discussed and debated by Council, in correspondence between the Mayor and provincial ministers, as well as with the local accommodations industry and resident to ensure the needs of residents and visitors are balanced.

D. STRATEGIC DIRECTION - ENGAGE CITIZENS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Identify and create opportunities to engage citizens in meaningful community dialogue such as: hosting public reviews of the Strategic Plan; and holding informal sessions outside Council

chambers and/or outside regular meeting schedules, e.g., Love Lunenburg Sessions, Lunenburg Farmers' Market, special events participation (Council/CS 2014-2016). ✓

The launch of "Project Lunenburg" was attended by approximately 200 people. Project Lunenburg public workshops have been consistently well attended:

- Feb 27 Launch
- Apr 24 "Housing"
- Jun 19 "Streetscape and Built Heritage"
- Aug 22 "Cultural Action Plan"
- Sep 26 "Recreation and Community Space"
- Oct 24 "Environment and Sustainability"
- Nov 28 "Arts and Culture"

A public meeting regarding the Brook Street Infrastructure Program was held with affected residents.

Public participation meetings to provide feedback on the proposed new Heritage Bylaw and Design Guidelines were held in the fall of 2019.

- b) Consider budgeting for an independent review of the Town's website to enhance user accessibility and interactive options (Council 2014-2016). ✓
- c) Respond in a timely fashion to all in-person, phone, email, business and citizen information requests about Town operations (Council/DH's). Consider policy development to address this. ✓
- d) Participate in external public meeting forums hosted by other organizations as opportunities arise (Council 2014-2018). ✓

Mayor Bailey was a guest presenter at the Lunenburg Waterfront Association's 2019 Waterfront Symposium, as well as a panelist at Dalhousie University's Sustainable Oceans Conference.

- e) Continue to recognize and celebrate community volunteers annually (REC/Council 2014-2018). ✓

Selection of the 2019 Lunenburg Volunteer of the Year – Cheryl Lamerson. She was celebrated in Halifax at the Provincial reception in Halifax with the other regional representatives. All Lunenburg nominees were recognized at a Town reception. Volunteers are a vital part of community life.

A new Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy and nomination form was drafted and approved.

Project Lunenburg's entire process addresses this item.

ADDITIONAL ACTION ITEMS

The most engaged citizens are those who volunteer. Citizens and business owners serve on the following Committees and Groups:

- *Standing Committees of Council: Active Transportation, Audit, Heritage Advisory, Planning Advisory, Protective Services, and Recreation*
- *Other: Comprehensive Community Plan Steering Group (Project Lunenburg), Lunenburg County Accessibility Committee, Lunenburg Harbour Health Advisory Group, and Newcomers Welcome Committee.*

\$10,000 total in funding for Council Chamber audio-visual upgrades so that the public gallery can see and hear deliberations better was approved. New sound equipment was installed in December; new visual equipment is scheduled for early 2020.

Council Meeting agenda promotions and “digest” versions of minutes to help the public and staff stay in the loop on Council business is shared on social media and the website, and a printed Digest is available in the Town office and Main Street bulletin board. Committee agendas are and links to minutes are shared on social media (ongoing).

E. STRATEGIC DIRECTION - FOSTER LUNENBURG’S DEVELOPMENT AS A CULTURAL HUB

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Continue to host Town’s annual special events including New Year’s Levee, Canada Day Picnic, Lunenburg’s Birthday and Seamen’s Service (Council/REC 2014-2018). ✓
- b) Continue to support the NSCAD Residency Program (Council 2014-2018). ✓

NSCAD student residents showcased their work to Council: Jayme Spinks, Usula Handleigh, Gillian Marady-Jowsey (Jan 8). Public open houses were shared on the Town’s social media and website when available.

- c) Continue to invest in the South Shore Regional Library and Lunenburg Branch Library (Council 2014-2018). ✓

Library attendance figures in the first six months since their move to Lunenburg Academy was up over previous year: circulation increased by 25.6%, program attendance 104%, and memberships 205.6%.

Council gave the Lunenburg Library permission to use Room #105 in the Academy as ad hoc overflow space for events; relocated to Room #101 later in the year.

South Shore Regional Libraries presentation on “New Library Funding Model”. The Town already meets the new funding guidelines by providing Sunday service at the Lunenburg Library.

- d) Show support for and help publicize local cultural events by providing ongoing free mail-outs and Town website postings (Council/CS/REC 2014-2018). ✓

Project Lunenburg’s “Art and Culture” section addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Council appointment to a community Lunenburg Cultural Plan Steering Committee initiative (Mar 26) shows how seriously the Town takes the role of culture in our community.

Approval of the Lunenburg Academy Business Plan 2.0, which continues the excellent work done to date in turning the Lunenburg Academy into a community hub. The building now has full occupancy, with the exception of the proposed café space.

Lending of Town staging risers to the TSA Music for the Future organization, as well as adding “staging risers” to Policy #91 Loan of Town Equipment, represents another way to support culture in the community by helping to make live performance happen whenever possible.

Sistering with Lüneburg, Germany – discussions are ongoing regarding a future cultural exchange.

The Town continues to support public cultural events that gather residents together and bring visitors to Town through funding and in-kind Town services, i.e., Boxwood Festival Society, Canadian Dory Racing Association, Lunenburg Folk Harbour Festival, Lunenburg Doc Fest, Paint Sea on Site.

2. STRATEGIC PLANNING GOAL - CELEBRATE OUR COMMUNITY

A. STRATEGIC DIRECTION - DEVELOPMENT OF A COMMUNICATIONS PLAN

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Explore options (such as part-time employee or contract work) and budget to develop and implement a communications plan for the Town (Council/ CS 2014-16). ✓

Completed in 2016. More comprehensive execution has taken place since October 2018 within the duties of the Assistant Municipal Clerk (former Communications consultant).

- b) Endeavour to keep the website current and populate the newly created News & Events section (CS/DH's 2014/18). ✓

Town website refresh: New photography purchased and a contract with AMANS for a website refresh have been organized. Updates to content and photography in Visitors and Newcomers pages, content updates to selected pages in Heritage, Recreation, Wastewater Treatment, Solid Waste Management, Business, etc. Further revisions to come in 2020.

ADDITIONAL ACTION ITEMS

Communications technology and templates are improved as required (ongoing). Council approved a new Guide for Writing Staff Reports.

B. STRATEGIC DIRECTION - CULTIVATE POSITIVE VISITOR EXPERIENCE

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Participate in external partnerships to promote Lunenburg tourism development such as the partnership with Local Trails Associations and NS Tourism to promote the bike route from Halifax to Lunenburg (REC 2014/15). ✓

New Back Harbour Trail signs were purchased and installed in four locations.

An invitation to join the Great Loop Trail was accepted (Dec 12) to improve promotion of our trail routes.

- b) Strengthen ties with the NS Tourism Agency and our Lunenburg Board of Trade to ensure Lunenburg benefits from marketing opportunities (Council 2014/16). ✓

The Lunenburg Board of Trade's Yuletide in Lunenburg special event permits were approved along with Town in-kind services for this very popular annual program. The Town coordinated pre-event meeting with the individual organizers; post-event debrief followed in 2020.

- c) Encourage all residents and business operators to “spread the welcome mat” for our visitors (Council/DH’s 2014/18). ✓

Project Lunenburg’s “Art and Culture” and “Economic Development” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg summer season interviews with visitors and installation of a parklet at Lincoln and King Streets for conversation and/or relaxation for pedestrians.

The Assistant Municipal Clerk attended Municipal Customer Service training with HRM with a view to adapting for Lunenburg Staff. HRM is designing a new training program, which will be shared for review when completed in 2020.

C. STRATEGIC DIRECTION - FACILITATE/ENCOURAGE FILM AND OTHER ARTISTIC ENDEAVOURS FEATURING/REFERENCING LUNENBURG

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Liaise with film and television representatives to promote Lunenburg location opportunities (CS 2014/18). ✓

A new Netflix series “Locke and Key” did location shooting in town.

The feature film “The Good House” with Sigourney Weaver and Kevin Kline did location shooting in town.

Location scout support was provided for a number of other productions.

- b) Continue to provide production assistance to facilitate successful film productions (Council 2014/16). ✓

The CAO received Screen Nova Scotia’s award for Community Recognition for her support of the industry and location assistance in Lunenburg.

- c) Support artistic events, productions and visual arts, music, drama activities (Council 2014/18). ✓

See also items listed under 1.E above.

Project Lunenburg’s “Art and Culture” and “Economic Development” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Cultural Action Plan interviews were conducted with stakeholders including members of Council and staff over the summer; this project coordinated with Project Lunenburg to share findings.

Special Event Guidelines for Parades were developed to proactively address public safety.

See also items listed under 1.E.

D. STRATEGIC DIRECTION - Promote UNESCO Designation

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Leverage our UNESCO designation to generate international exposure and opportunities for financial return (Council/HADO 2014/18). ✓
- b) Pursue partnership initiatives with the other NS UNESCO World Heritage Sites, Joggins and Grand Pre (Council/HADO 2014/18). ✓

A new page was added to Town website with shared content for all Nova Scotia UNESCO sites. This is a joint effort with the other sites, who have posted the same material.

Council approved seed money for UNESCO Gateway project: a shared marketing strategy with other NS UNESCO sites.

Project Lunenburg’s “Built Heritage and Streetscapes”, “Economic Development”, and “Regional Cooperation” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

The Lunenburg Academy restoration projects and public library is a highly visible way to promote our UNESCO designation.

3. STRATEGIC PLANNING GOAL - CHAMPION OPPORTUNITIES FOR OUR COMMUNITY'S HEALTH AND WELL-BEING

A. STRATEGIC DIRECTION - PROTECT OUR NATURAL ENVIRONMENT

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Continue to provide solid waste management, sewage treatment and high quality water to all of our residents (Council/PW 2014/18). ✓
- b) Identify and assess feasibility of additional municipal waste reduction initiatives such as a clear bag collection system, sewer sludge reduction and energy saving lighting (Council/PW/EL 2014/18). ✓

The above items were completed in previous fiscal years.

In 2019, there was discussion of a single-use plastic ban bylaw championed by a community group and Provincial law. Council approved the formation of a working group of elected officials, staff, and community stakeholder members (Plastic Free Lunenburg, Coastal Action, Region 6 Solid Waste Management, Divert NS) to develop a Town Waste Reduction Strategy and/or action plan.

- c) Work with other government departments, agencies or organizations such as Resource Recovery (RRFB), Energy NS and Bluenose Coastal Action Foundation (BCAF) to promote reduction in energy consumption, waste reduction and resource protection (Council/PW/EL/CS 2014/18). ✓

Bluenose Coastal Action Foundation presented their final Lunenburg Harbour 2018 Water Quality Report and recommendations.

Dog waste stations with free bags were installed.

Dalhousie's Centre for Water Resources Studies was approved to conduct a UV Disinfection study on the Wastewater Treatment Plant (May 14), which was later deferred due to Hurricane Dorian damage.

Lunenburg shared the social media "Join In Bring Your Own Mug Bag Bottle" (#JIBYO) Region 6 Solid Waste Management campaign, along with other municipal units. Promotion of their "R6RECYCLES" app which features a collection calendar and advice for solid waste sorting is ongoing as well.

Council expressed support for the Ocean Friendly Nova Scotia program from Coastal Action. The lead of this project will be sitting on the Waste Reduction Strategy Working Group in 2020.

- d) Accept the Town's Municipal Climate Change Action Plan and identify and fund initiatives identified therein as budgeting and funding possibilities permit (Council/PW/EMO/CS 2014/18). ✓
- e) Assess efficiencies of a further reduction in paper usage by utilizing software charges for e-billing (CS 2014/15).

E-payments are enabled for Town utilities and billings.

- f) Convert street lights at obsolescence to more energy efficient technology (EL 2014/18). ✓

Project Lunenburg's "Environment and Sustainability" report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

The Town applied for a Net Metering Program to allow for two-way monitoring for citizens operating solar power, which was approved by the NS Utility and Review Board. This gives Electric Utility customers the opportunity to generate electricity from renewable sources (solar, etc.) for home or business.

A resolution was adopted by Council calling for a full and independent public inquiry into oil industry exploration in offshore Nova Scotia, and a moratorium on oil and gas exploration until completion of that inquiry is complete.

"NOT Wanted in our Wastewater" public education campaign to reduce harmful substances going into the wastewater system ran online and a poster was mailed to Town residents. A green products giveaway contest to raise awareness followed, with partnership from the local BMR Hardware and Independent Grocer.

Council approved a Watershed/Source Water Protection Plan review and update.

B. STRATEGIC DIRECTION - FACILITATE/ENCOURAGE HEALTHY LIFESTYLES

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Maintain and further enhance Back and Front Harbour trails including relocating Back Harbour trail sign to entrance at Dufferin Street (Council/REC 2014/18). ✓

New Back Harbour Trail signs were purchased and installed in four locations along the trail for wayfinding and information.

- b) Use the Active Transportation Strategy report as a guide referring to the recommendations given and budgeting for their implementation as may be possible (Council/REC 2014/18) ✓

The Active Transportation Strategic Plan detailed review by Sub-committee began midway through 2019; to continue in 2020 with revised plan by recommended priorities.

- c) Partner with Destination Trail and other organizations for South Shore trail inter-connectivity website and tourism promotional opportunities (REC 2014/15). ✓

An invitation to join the national Great Loop Trail was accepted by Council. This will enable some shared marketing to bring awareness to Lunenburg's portion of the trail.

- d) Install more bike racks in Town (Council/CS 2014/15). ✓

- e) Source funding for additional Back Harbour Trail access points (REC 2014/16). ✗

- f) Promote active transportation in and around the community to increase the number of people who cycle and walk for recreation and transportation (REC 2014/18). ✓

Bicycle Nova Scotia, with input from the public, conducted a Blue Route Project study to improve bicycling in Lunenburg, and produced a report with their recommendations. Council referred the report to Project Lunenburg, to the Active Transportation Sub-committee for their Active Transportation strategic plan, and to Public Works for consideration of long-term capital projects.

- g) Request RCMP facilitate school bicycle and crosswalk safety programs (Council 2014/15). ✓
- h) Hold leisure fair to encourage and promote involvement by youth, senior and other interest groups in leisure/recreation activities within the community (REC 2014/15). ✓
- i) Continue to build recreational programming offerings and to maintain the Town's facilities and assets such as playgrounds and playing fields and arenas (REC/Council 2014/18) ✓

Lunenburg Recreation broadened their offering. The Recreation Director researched a variety of expertise in the community to source, develop, and sponsor free public workshops (Coffee, Legal, Eco/Recycling to date).

Free family skates were sponsored by the Town in the Lunenburg Arena.

A Community Splash Pad project was approved for anticipated construction in 2020/21, in collaboration with the Lunenburg Development Community Group.

Tennis court capital repairs grant from the Lunenburg Athletic Facility Fund to the Lunenburg Tennis Club were approved.

- j) Investigate how Recreation Department staff can effectively consult with the community to identify changing leisure/recreation use, service and programming requirements (REC 2014/15). ✓

The Recreation Director reaches out to a variety of community experts to source, develop, and sponsor free workshops for the community to broaden our offerings and impact. Examples in 2019 include free workshops on coffee, legal advice, and an eco/recycling series.

- k) Work with the local skate boarding community to re-design the Skate Park and secure external/internal funding (REC 2014/15). ✓
- l) Facilitate development of a dog park for the use and enjoyment of resident and visiting dogs/owners (Council 2013/14). ✓

Project Lunenburg's "Recreation and Public Spaces" and "Transportation Infrastructure" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Lunenburg Recreation offered a rental discount for the Fitness Room to instructors who offer a minimum of five hours per week of programming, for a minimum six-month commitment, to encourage high value class offerings out of the Community Centre.

Presentations on Lyme disease were made to Council from proponents of a Lyme Disease Conference as well as the Nova Scotia Health Authority on Lyme disease prevention initiatives and a new research

project from the Canadian Lyme Disease Research Network. Council offered to host an information session on the Canadian Lyme Disease Research Network with Dr. Todd Hatchett, Infectious Diseases Research Network, when a Lunenburg pilot project kicks off. Council proclaimed May as Lyme Disease Awareness Month.

The Community Centre kitchen was leased to the South Shore School Food Project as a test kitchen; unfortunately, the program was discontinued several months later.

Council proclaimed March 26 as Purple Day for Epilepsy Awareness.

The Lunenburg PRO Kids Program began in Spring 2019. Lunenburg Recreation accepted a donation of \$750 from Lunenburg County United Way; a donation of \$750 from the Riverport & District Lions Club; and donations of \$1878 and \$2,835 from Darwin Event Group. Youth supported: six children over the remainder of 2019.

Council donated Community Centre resources (kitchen use, etc.) to participants in the National Kids Cancer Ride.

Council passed an amendment to Policy #79 "Sponsorship and Commemorative Naming of Town Facilities, Property, Programs and Events" that bans alcohol and other regulated substances from sponsoring Town events and facilities that are targeted to youth and families.

C. STRATEGIC DIRECTION - MAINTAIN/ENHANCE LUNENBURG'S SAFE COMMUNITY STATUS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Review and update the Town Safety Program (Safety Officer "SO" 2014/18). ✓

The Facilities Supervisor was appointed to the Town staff Safety Officer role; he also acts as liaison with Construction Safety Nova Scotia (see item b) in this capacity.

- b) Ensure the Town SO promotes the Town's culture of workplace health and safety with recognition of the National Day of Mourning and other awareness activities (SO 2014/18). ✓

Council approved revised Policy 46A "Joint Occupational Health and Safety Committee". The Joint Occupational Health and Safety Committee was improved in 2019 with Committee member training from Construction Safety NS to improve knowledge and processes.

The Town has built an extensive partnership with Construction Safety NS over 2019, working with them for JOHS Committee policy updates, staff safety training and methodology, COR certification for the Town, and working with Town suppliers to outline safety certification expectations for Town contractors.

Staff Safety Training in 2019 included:

- *Leadership for Safety Excellence*
- *WHMIS*
- *Confined Space*
- *Joint Occupational Health & Safety Committee orientation*
- *Electrical Safety Hazard Awareness*
- *Electrical Safety Hazard Identification & Control*

- *Traffic Control*

Fire drills and safety inspections took place at all Town workplaces.

- a) Update Town Emergency Management Plan (EMO) Plan to incorporate Province's Incident Command System (ICS) (EMO Coordinator 2014/15). ✓

In the aftermath of the extraordinary circumstances of Hurricane Dorian in the fall of 2019, the existing REMO emergency plans and processes are undergoing review to consider what updates may be advisable.

A joint EMO communication plan is in development in conjunction with other local municipalities for coordination of public information during an emergency, such as sheltering-in-place for 72 hours.

- b) Support Lunenburg & District Fire Department initiatives in fire safety education and firefighter recruitment (Council/LDFD 2014/18). ✓
- c) Ensure a high standard of fire protection service is maintained in collaboration with LDFD leadership (Council/LDFD 2014/18). ✓

Council approved the purchase of a drone camera for the Fire Department; the purchase of a replacement pumper fire truck to be delivered in fiscal year 2020/21; and the purchase of new turnout gear.

- d) Continue with sidewalk installation maintenance and upgrades (Council/PW 2014/18). ✓
- e) Set and review annual RCMP performance plans and priorities to ensure community needs are being met (Council 2014/18). ✓

Council and Staff met with new RCMP Superintendent Julie Moss to discuss community policing.

Project Lunenburg's "Transportation Infrastructure" and "Regional Cooperation" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council, and the other local municipalities, approved the Inter-Municipal Accessibility Act Committee terms of reference. This Committee was formed to develop an accessibility plan by April 1, 2021 per the Nova Scotia Accessibility Act.

4. STRATEGIC PLANNING GOAL - FOSTER AN ENVIRONMENT FOR BUSINESS SUCCESS

A. STRATEGIC DIRECTION - ENCOURAGE BUSINESS DEVELOPMENT INITIATIVES

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- c) Partner with our neighbouring municipalities in regional economic development initiatives such as through the development of a REN – Regional Enterprise Network and Events Lunenburg County (Council 2014/18). ✓
- d) Encouraging waterfront development in consultation with local and provincial government partners including Council representation on the Lunenburg Waterfront Development Association (Council 2014/18). ✓
- e) Monitor commercial tax rates to ensure Lunenburg is competitive in attracting and retaining business (Council/CS 2014/18). ✓
- f) Explore ways to market the Lunenburg Academy as a business development opportunity/economic driver (Council/LADC 2014/18). ✓

The Lunenburg Academy Business Plan 2.0 was presented in 2019. There is no vacancy in the Academy at present, with the exception of a space reserved for a possible café.

- g) Attempt to quantify the economic impact of creative economy activity in the community (Council 2014/15). ✓
- h) Leverage strong presence of the creative economy activity to further promote that Lunenburg is conducive to more growth in this sector (Council 2014/18). ✓

See Film Industry notes under #2 – there are spin-off business benefits for local creative sector workers, restaurants, accommodations, and retail.

Project Lunenburg’s “Economic Development” and “Regional Cooperation” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council agreed to offer a 25% discount on the room rental rate for Community Centre meeting and fitness rooms to a renter who provides a minimum of five hrs/week of programming, for a minimum 6-month period.

Council and Staff approved a new sightseeing mini-bus tour company in Old Town Lunenburg.

The Town issued a Request for Expressions of Interest in a café at Lunenburg Academy. Responses are under review.

The Town began offering a discounted daily parking spot rate for construction vehicle parking at metered locations, payable in advance.

The Town approved permits issued for a number of new and expanded businesses, and many residential renovations in 2019.

The Town carried on a correspondence with the Minister of Municipal Affairs and Housing, and the Minister of Business, on the issue of provincial regulation of short-term accommodation in Nova Scotia. Concerns with language used and implications of Bill 99 (changes to the Assessment Act) and Bill 101 (new Tourist Accommodations Registration Act). A meeting was held with the LBOT's accommodations providers to discuss concerns.

B. STRATEGIC DIRECTION - USE ASSETS LIKE OUR HISTORIC SIGNIFICANCE AND DISTINCT WATERFRONT TO ATTRACT DEVELOPMENT

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Use the National Historic status of Lunenburg Academy to develop and revitalize the building (Council/LADC 2014/18). ✓
- b) Lobby Provincial government departments and agencies such as Canadian Culture and Heritage, NS Tourism, to become more directly involved in asset development for broader economic impact (Council/HADO/LADC 2014/18). ✓
- c) Devote a staff component to update information, educating and promoting “heritage management” within the Town and beyond to reach a wider audience (HADO 2014/18). ✓
- d) Explore avenues to strengthen the legacy of quality workmanship and respect for traditional skills through future partnerships such as the NSCC Heritage Carpentry Program (Council/HADO 2014/18). ✓
- e) Work closely with Waterfront Development Corporation (WDCL) to realize an accessible and sustainable working waterfront, e.g., boat launch (Council 2014/18). ✓

Project Lunenburg’s “Built Heritage and Streetscapes”, “Economic Development”, and “Regional Cooperation” sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

Develop Nova Scotia announced Provincial and Federal \$1.5M investment in the re-development of the Lunenburg Big Boat Shed.

Develop Nova Scotia unveiled their new Lunenburg Waterfront Master Plan at the Lunenburg Waterfront Association’s Waterfront Symposium. The Mayor serves on their local association.

C. STRATEGIC DIRECTION - FOSTER/MAINTAIN POSITIVE RELATIONSHIPS WITH BUSINESS COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Liaise with the business community on a regular basis to enhance communications and consultation on municipal issues related to business development. To this end:
- Council maintains LBOT membership and appoints a liaison to LBOT Board. ✓
 - Council will arrange meetings with and tours of local businesses to encourage healthy communications (Council 2014/18). ✓
- b) Respond diligently to opportunities for questions from and concerns of business interest (Council/DH's 2014/18). ✓

Project Lunenburg's "Economic Development" and "Regional Cooperation" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg included direct business engagement as part of their community consultation.

Council granted permission to Lunenburg Folk Harbour Society to install permanent electrical services on Town property. The Electric Utility also had movable electrical services for ease of use for Lunenburg Board of Trade and other public events.

Lunenburg Academy has become the cultural industries hub envisioned in the original business plan; Business Plan 2.0 was unveiled in 2019.

The Mayor and Staff have been liaising regularly with the Lunenburg Board of Trade in 2019 to find ways to be mutually supportive, such as for Yuletide events and short-term accommodations.

5. STRATEGIC PLANNING GOAL - OPERATE THE TOWN EFFICIENTLY AND EFFECTIVELY

A. STRATEGIC DIRECTION - MAKE BEST USE OF TOWN-OWNED BUILDINGS/LAND

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Develop and revitalize Lunenburg Academy and hire a Lunenburg Academy Development Coordinator (LADC) toward the objective (Council/LADC 2014/15). ✓
- b) Facilitate short term rental arrangements for use of the Lunenburg Academy while a long-term business plan is determined (Council/LADC 2014/15). ✓
- c) Work with the Lunenburg Academy Foundation and other funding sources to maintain the Academy and make any necessary upgrades that may be required (Council/LADC 2014/15). ✓
- d) Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- e) Prioritize need to move Public Works operations base (Council/PW 2014/15). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- f) Assess use of the Community Centre and consider options for facility improvements as may become evident (Council/REC 2014/18). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- g) Consider development of Town-owned land as opportunities are made available (Council/CS/PW 2014/18). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓

Project Lunenburg's "Built Heritage and Streetscapes", "Recreation and Community Spaces", and "Land Use" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

The Town received a donation of a new, high-efficiency furnace for the Lunenburg Academy.

A new Fire Hall swipe card door lock system was installed for better security in 2019. An energy efficiency report with recommendations was produced by the Facilities Superintendent.

A comprehensive review of all Town buildings was undertaken by Facilities Superintendent with a view to prioritizing maintenance and potential divestments.

Lease renewals were issued to: Lunenburg Academy of Music Performance; Navy League Sea Cadets; Travel Lunenburg; Lunenburg Community Network's Community Garden; and others. New leases were

issued to: South Shore School Food Project, later cancelled by SSRCE upon discontinuation of the project; South Shore Centre for Education for pre-primary class in Lunenburg Academy. Keeping rental property occupied is a source of revenue for the Town.

Town 2018/19 operating year end and capital funding allow for a temporary borrowing of \$640,655 for capital projects including: the Lunenburg Academy phase 1 exterior restoration, the Wastewater Treatment Plant's new Biofilter, paving of Creighton Street, and chip sealing of Masons Beach Road.

The surplus former Lunenburg Library building was sold for business redevelopment.

B. STRATEGIC DIRECTION - CONTINUALLY/STRATEGICALLY MAINTAIN/UPGRADE COMMUNITY INFRASTRUCTURE

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Review annually and update the Town's ten-year capital budget projects (Council/DH's 2014/18). ✓
- b) Plan for conversion to a standard transmission voltage and electronic meters (EL 2014/18). ✓

Project Lunenburg's "Transportation Infrastructure", "Recreation and Community Spaces", and "Environment and Sustainability" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

A CBCL Engineering Report received on Waste Water Treatment Plant (WWTP), evaluating the current status of its infrastructure and providing three recommended options for upgrades to the plant, with or without an outfall pipe extension. CBCL Engineering also presented their Wastewater Collection System report.

Council approved an increase in the capital budget for WWTP replacement lines and diffusers in aeration tanks.

A contract was awarded to Dillon Consulting Ltd. for a peer review of the CBCL WWTP retrofit proposal.

Council passed a motion directing that the WWTP upgrade pre-engineering design work include an effluent pipe extension to move the outfall offshore.

Council approves motion that, along with setting the Budget 2020/21 Council review schedule, states that: "The budget priority initiative for 2020/21 is the Wastewater Treatment and Collection improvements and upgrades".

An application to the Provincial ICAP fund application for wastewater system upgrade pre-design work applications was granted.

Council approved a Fire Truck Replacement Reserve to begin in 2020/21.

Council established a Net Metering Program to allow Electric Utility customers to generate electricity from renewable sources (solar, etc.) for home or business.

The Electric Utility initiated a Sectionalizing Circuits to Improve Reliability project.

A funding application to ACOA for “improving accessibility” was submitted.

\$10,000 total budgeted for Council Chamber audio-visual upgrades so that the public gallery can better see and hear deliberations; installation is in progress.

A variety of additional Town capital projects were approved and completed in 2019/20, including: water tower re-painting; a dump truck purchase for Public Works; a replacement diesel tank; etc.

Improvements to solid waste collection were negotiated and announced, with the re-allocation of the collection day in the Centennial Avenue area, and the addition of bi-weekly bulky items collection to replace twice-annual Clean-up Days to begin in April 2020.

C. STRATEGIC DIRECTION - DEVELOP/UPDATE TOWN BY-LAWS, POLICIES, PROCEDURES AND PLANS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Complete revisions of the Solid Waste By-law and Heritage Conservation District Plan and Bylaw. Review and revise as required three Bylaws per year using AMA Model Bylaws to save time and money (Council/PW/HADO/CS 2014/18). ✓
- b) Continue to abide by Municipal Government Act (MGA) public consultation and notification process for new and amended Bylaws, plus use Town website to ensure meaningful community input (Council/CS 2014/18).
- c) Develop a grant approval policy (Council/CS 2014/15). ✓
- d) Develop policy to deal with Town land leases and Encroachment Licenses (Council/CS 2014/15). ✓
- e) Encourage the Provincial government to conduct a full review/update of the MGA with UNSM [now NSFM] and Municipal Councils’ input (Council 2014/15). ✓
- f) Have LDFD continue to add to and update its General Operating Guidelines and Safety Policies (LDFD 2014/18). ✓
- g) Continue to make improvements to the Town’s risk management plan (Council/DH’s 2014/18). ✓

Project Lunenburg’s “Governance and Collaboration” section addresses some community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg workshops:

- *Feb 27 Launch*
- *Apr 24 “Housing”*
- *Jun 19 “Streetscape and Built Heritage”*

- Aug 22 “Cultural Action Plan”
- Sep 26 “Recreation and Community Space”
- Oct 24 “Environment and Sustainability”
- Nov 28 “Arts and Culture”

Nova Scotia Federation of Municipalities presented to Council on NSFM’s property assessment “CAP” review project.

Policies and Bylaws:

- Policy #1 Inventory and Equipment repealed, and Policies #2-6 reviewed and revised as required by the General Government Committee
- Policy #43 Purchasing Procedures amended
- New Policy #93 Budget and Financial Controls regarding Town budget process approved
- Policy #81 Property Lease Procedural policy amended
- Hack & Trolley By-law amended to increase requirement for liability insurance
- Procedural Policy #81 Town Property Lease amendment approved
- Policy #87 Parking Meter Rates amendment approved to \$2/hour; Bylaw #20 Park Meters referred for review to the General Government Committee
- Bylaw #65 Encroachment amendment
- Council approval of revised Policy 46A “Joint Occupational Health and Safety Committee”
- Council approval of revised Policy 91 “Loan of Town Equipment” to add staging risers

Community grants consideration responsibility referred to General Government Committee for greater efficiency.

Council remuneration and Election 2020 succession planning project underway.

2019/20 Budget: Launch of Policy #93 Budget and Financial Controls laying out the Town budget process; Council and all Department Heads meetings to review the budget together; Utility Operating & Capital Budgets and Sewer rate approved; Town Capital Budget approved; Town Operating Budget and Tax rates approved. Policy #93 amended to reflect lessons learned.

Two applications for removal from the Municipal Planning Strategy’s Architectural Control Areas under the Land Use Bylaw referred to the Planning Advisory Committee for review process.

D. STRATEGIC DIRECTION - DEVELOP PARTNERSHIPS AND STRENGTHEN INTER-MUNICIPAL, PROVINCIAL AND FEDERAL RELATIONS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Pursue additional senior government, inter-municipal, public and private sectors collaboration and partnerships when in the community’s best interests for service, program or project delivery (Council 2014/18). ✓
- b) Provide ongoing support of local, regional, Provincial and National fire services organizations and related first responder agencies such as: Lunenburg Regional Fire and EHS, Fire Service NS Chiefs, Canadian Association of Fire Chiefs with to enhance firefighting in the community (Council/LDFD 2014/18). ✓

- c) Continue staff liaison with all Lunenburg County Recreation Departments to deliver County wide recreation initiatives (REC 2014/18). ✓
- d) Partner with other UNESCO sites in NS for mutual benefit (Council/HADO 2014/18). ✓
- e) Maintain membership and participation in UNSM, FCM, Mayors and Wardens and Regional Municipal meetings to strengthen relationships and acquire knowledge (Council 2014/18). ✓

Project Lunenburg’s “Governance and Collaboration” report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Council and Staff meeting with MP and MLA to review intergovernmental projects and policy priorities.

Council advocacy on municipal priorities via the Nova Scotia Federation of Municipalities (NSFM) is ongoing –South Shore/HRM Regional Meeting, Fall Conference, etc.

Shared service agreements with Region 6 Solid Waste Management, REMO; renewal of MODL Building Services.

Favourable report from the Department of Municipal Affairs on the Town’s Financial Condition Indicators “FCI”.

Terms of Reference for Lunenburg County Joint Accessibility Committee approved and Council, staff, and citizen representatives chosen.

Letter of support for MODL to the Province regarding Provincial highway Trunk 3 renewal Mahone Bay to Martins Brook; Province declined to re-prioritize.

Develop Nova Scotia announces Provincial and Federal \$1.5M investment in the Lunenburg Big Boat Shed.

Develop Nova Scotia unveils their new Lunenburg Waterfront Master Plan.

Council letters to the Province on their concerns with pending legislative change on the Tourism Accommodations Registration Act and the Assessment Act, regarding regulations on short-term rentals.

Provincial training opportunities for Council and Staff offered, including Audit Committee roles and responsibilities.

Lunenburg County REMO emergency planning action plan re-development to enhance coordinated response.

EMO communication plan kicked off in conjunction with other local municipalities: for coordination of public information during an emergency.

E. ACTION PLAN - MAINTAINING A POSITIVE WORK ENVIRONMENT FOR COUNCIL AND STAFF

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Ensure the pertinent and timely training of Town staff to meet current and future municipal needs (Council/DH's 2014/18). ✓
- b) Recruit and retain high quality staff by creating a long-term resourcing plan that identifies skill gaps and succession requirements to guarantee that the Town of Lunenburg attracts and retains motivated staff (Council/DH's 2014/18). ✓
- c) Seek timely and accurate advice and staff recommendations on issues that impact municipal operations encouraging ongoing research of best practices (Council/DH's 2014/18). ✓
- d) Acknowledge the value of staff members with long service recognition, etc. (Council 2014/18). ✓
- e) Ensure a common knowledge and understanding of the Strategic Plan and the important role of staff (Council/DH's 2014/18). ✓
- f) Annual Strategic Plan review and progress report (Council and all Departments 2015/18). ✓

ADDITIONAL ACTION ITEMS

Staff Professional Development and Safety Training in 2019 included:

- *Leadership for Safety Excellence*
- *Digital Accessibility*
- *WHMIS*
- *Municipal Government*
- *Confined Space*
- *Joint Occupational Health & Safety Committee orientation*
- *Municipal Leadership*
- *Electrical Safety Hazard Awareness*
- *Diversity*
- *Customer Service*
- *Electrical Safety Hazard Identification & Control*
- *Traffic Control*
- *Privacy Awareness*
- *Flow Meter Testing*
- *Water Treatment Class 1*

Staff Wellness Workshops in 2019 included:

- *Mental Health*
- *Enhancing Brain Power at Work*
- *Pain Management*
- *Blue Zone Wellness*
- *Canada's Food Guide and Healthy Eating*
- *New Investment Options for Pension Plan*

Statement of Recognition on the Centenary of the Canadian Institute of Planners re the Planning & Development Manager and Heritage Manger.

Joint Occupational Health & Safety Committee provided with Committee member training from Construction Safety NS to enhance knowledge and processes.

Town Safety Officer role designated to the Town's Facilities Supervisor.

M:/0 ANNE KELLY COMBINED 2019/1 Staff/Bea Renton/MISC DOCS/2019 Strategic Plan Progress/2019 TOL STRATEGIC PLAN PROGRESS REPORT_May 2020.docx

MEMORANDUM

TO: TOWN COUNCIL

FROM: HERITAGE MANAGER

DATE: MAY 20, 2020

RE: REQUEST TO REMOVE 82 KEMPT STREET FROM HCD

1. FACTS

Council received a request from the owner of 82 Kempt Street (PID 60056884 – subject property), **Attachment A**, to remove the subject property from the Heritage Conservation District (HCD).

The subject property lies on the east side of Kempt Street and is located in the HCD in an area the HCD Plan (Policy 3.3 – see **Attachment F**) refers to as a “buffer” area for the UNESCO World Heritage Site. This “buffer” area should not be confused with the designated UNESCO “buffer” area of the World Heritage Site. The UNESCO “buffer” shows areas of land under Town’s ownership and as of a result 82 Kempt Street was not included in the UNESCO “buffer” area.

According to PVSC the original building was built in 1954 and remodeled in 1989.

The request to remove 82 Kempt Street will require the following amendments:

- 1) HCD Plan Amendment to Policy 3.3 (**Attachment F**);**
- 2) HCD Plan Amendment to Map 2 – Old Town Heritage Conservation District and Pre-1940 Buildings (**Attachment C**) – Review of Policy 3.5 Criteria is required (**Attachment F**);**
- 3) HCD By-law Amendment to Schedule “A” – Old Town Heritage Conservation District (Map) (**Attachment D**).**
- 4) A review pursuant to the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**).***

* As part of the State Party’s (Town of Lunenburg) fulfillment of their obligations pursuant to Articles 172-174 of the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**) it is recommended that a report be submitted to the World Heritage Committee via Parks Canada regarding the proposal to remove 82 Kempt Street (PID 60056884) from the HCD. Parks

Canada's as well as the World Heritage Committee's review and comments should be obtained prior to Council approving second reading of the request.

2. ISSUES AND OPTIONS ANALYSIS

The subject property is located within the HCD and directly abuts the Old Town World Heritage Site. Please refer to the UNESCO Old Town World Heritage Site Map, **Attachment B**.

In staff's opinion the removal of the subject property from the HCD will have an impact on the UNESCO World Heritage Site. The removal would remove the architectural controls that would ensure sympathetic developments adjacent to the World Heritage Site. Pursuant to Article 173 of the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**), the indication of threats in the conservation of the property (World Heritage Site) since the last report to the World Heritage Committee as well as information on any threat or damage to or loss of Outstanding Universal Value, integrity and/or authenticity for which the property was inscribed on the World Heritage List is required to be submitted to World Heritage Committee via Parks Canada.

As shown on the HCD Plan Map 2 (**Attachment C**) and HCD By-law Map – Schedule A (**Attachment D**), the removal would “poke a hole” in the District, as the District would wrap around the subject property on all sides.

Options:

- 1)** To refuse the request to remove 82 Kempt Street (PID 60056884) from the HCD as outlined in a letter of request dated May 1, 2020 (**Attachment A**);
- 2)** To refer the letter of request dated May 1, 2020 (**Attachment A**) to the Heritage Advisory Committee (HAC) to consider as part of the HCD Plan and By-law Review; or
- 3)** To refer the letter of request dated May 1, 2020 (**Attachment A**) to the Heritage Advisory Committee (HAC) to consider and to initiate the process for holding a Public Participation Meeting and report back to Council. This process will also include a report to the World Heritage Committee via Parks Canada which will be reviewed by the HAC and submitted to Council for their approval prior to being submitted to Parks Canada.*

* Note: The process to undertake the review of this request, including holding a Public Participation Meeting and a Public Hearing (see **Attachment F**) usually takes 6-8 months. However, the timelines associated with the World Heritage Committee and Parks Canada's review will prolong this timeframe. The Public Participation Meeting and Public Hearing process is very similar to the process to amend the Municipal Planning Strategy and Land Use By-law as was the case for the removal of the 6 ABCO properties from the Architectural Control Area. The requirements for undertaking the Public Participation Meeting and Public Hearing process is outlined in the Heritage Property Act and the

Heritage Conservation Districts Regulations (**Attachment G**). The Town's Public Participation Program for the HCD is attached in **Attachment H**.

3. FINANCIAL IMPACT

The financial ramifications of approving such a request are unknown at this time. The financial impacts on reducing the boundaries of the HCD may cause a domino effect where the Town becomes flooded with requests for properties to be removed from the HCD. Opening Pandora's Box at this time is not recommended as it may cause a serious deterioration of the HCD and the World Heritage Site and diminish all of the previous work, and the costs associated with, Old Town becoming a World Heritage Site.

Direct costs associated with the required public hearing notifications to all assessed property owners in the District, the required advertisements in the local paper, as well as map reproductions will also occur which have not been accounted for in the 2020-21 budget.

4. STRATEGIC PLAN RELEVANCE

This project is contrary to the Town's Strategic Plan, in particular:

Strategic Plan Goal #1 – To enhance appreciation of Lunenburg's heritage;
Strategic Plan Goal #2 – To promote our UNESCO designation;

5. RECOMMENDATION AND DRAFT MOTION

Motion: Moved and Seconded that the request to remove 82 Kempt Street (PID 60056884) from the HCD as outlined in a letter of request dated May 1, 2020 (**Attachment A**) be refused.

Attachments

- A. Kelly request for removal from HCD May 2020;
- B. UNESCO Old Town World Heritage Site Map with Buffer;
- C. HCD Plan Map 2;
- D. HCD By-law Map – Schedule "A";
- E. Articles 172-174 of the Operational Guidelines for the Implementation of the World Heritage Convention;
- F. HCD Plan Policy 3.3, 3.5 and 3.6;
- G. Relevant Public Participation Meeting and Public Hearing Sections of the Heritage Property Act and Heritage Conservation Districts Regulation;
- H. Town's Public Participation Program for the HCD.

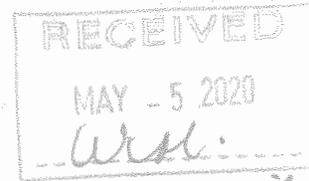
Acknowledged only by:

Bea Renton
Town Manager/Clerk

ATTACHMENT A

1 May 2020

Edward J. Kelly
82 Kempt St
Lunenburg NS
B0J 2C0



in mail slot

Mayor & Council
Town of Lunenburg
PO Box 129
Lunenburg NS
B0J 2C0

Re: 82 Kempt Street

Dear Mayor & Members of Town Council;

Please accept this letter as a request to have my property at 82 Kempt Street removed from the Heritage Conservation District (HCD). My reasons for this request are:

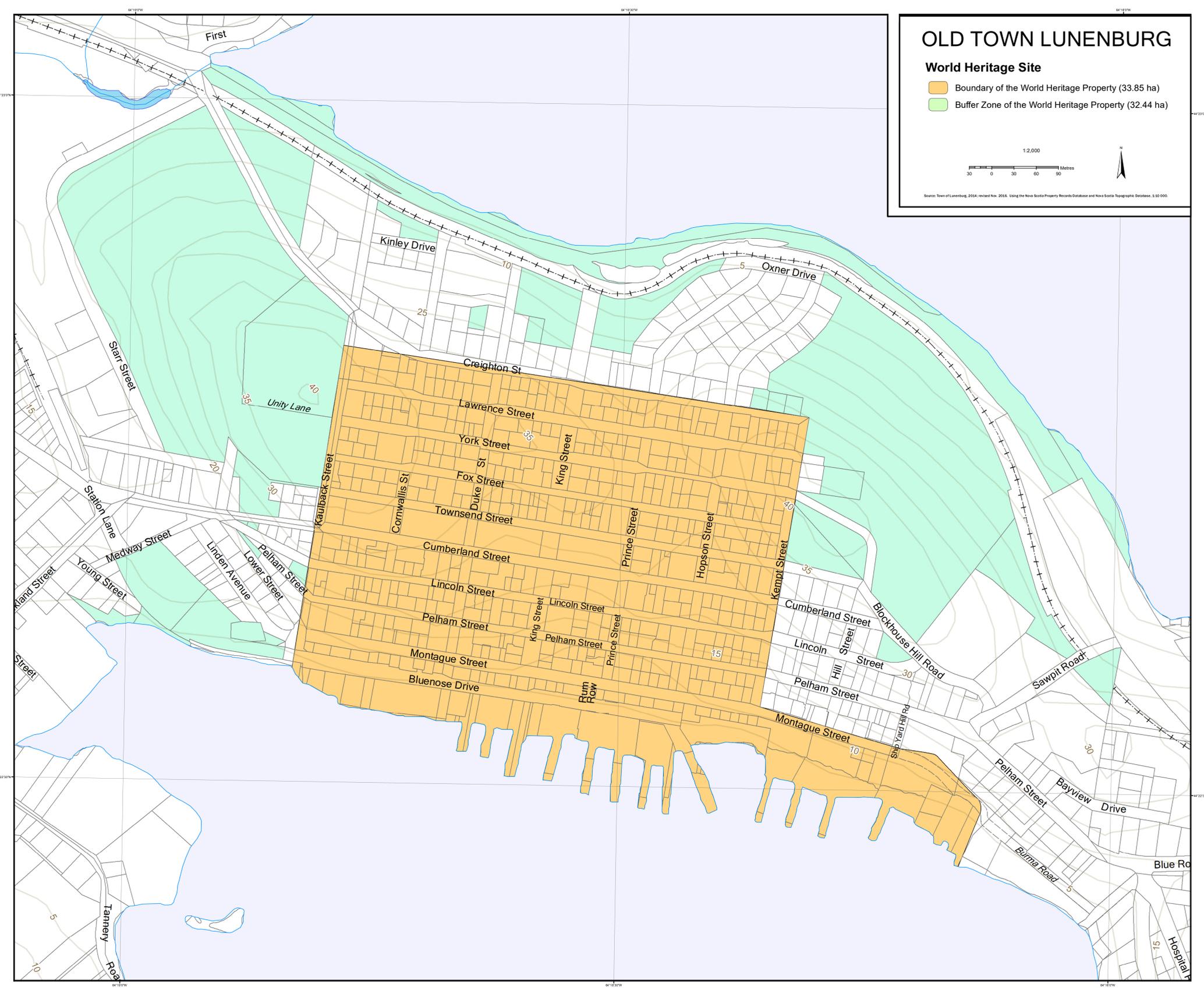
1. the boundaries of the Heritage Conservation District seem to have been established arbitrarily, without consistently applied rationale;
2. the structure that was on the property when the HCD was established had no architectural merit; and
3. the restrictions of the Heritage Conservation District By Law unjustly infringes on the property rights of ownership.

I will be pleased to speak to the foregoing reasons at your convenience.

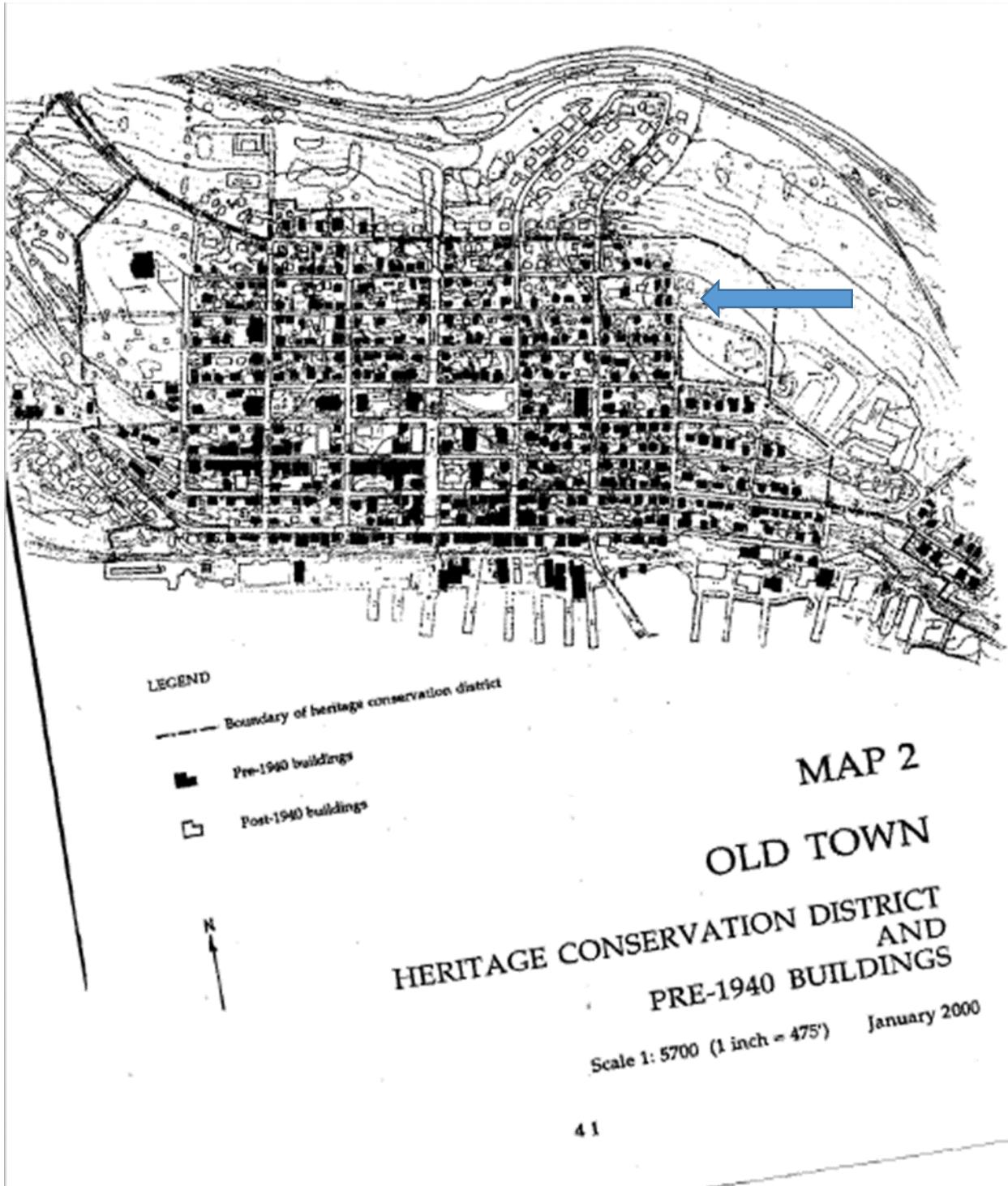
Yours truly,

E. J. Kelly

ATTACHMENT B



ATTACHMENT C – HCD Plan Map 2



For visualization proposes only: HCD District Boundaries showing Subject Property Boundary Lines:



Property Online Map:

1 Property found

PID: 60056884 [Details](#)
AAN: 04179471
Value: \$416,800 (2020 RESIDENTIAL TAXABLE)
Address: 82 KEMPT STREET
LUNENBURG

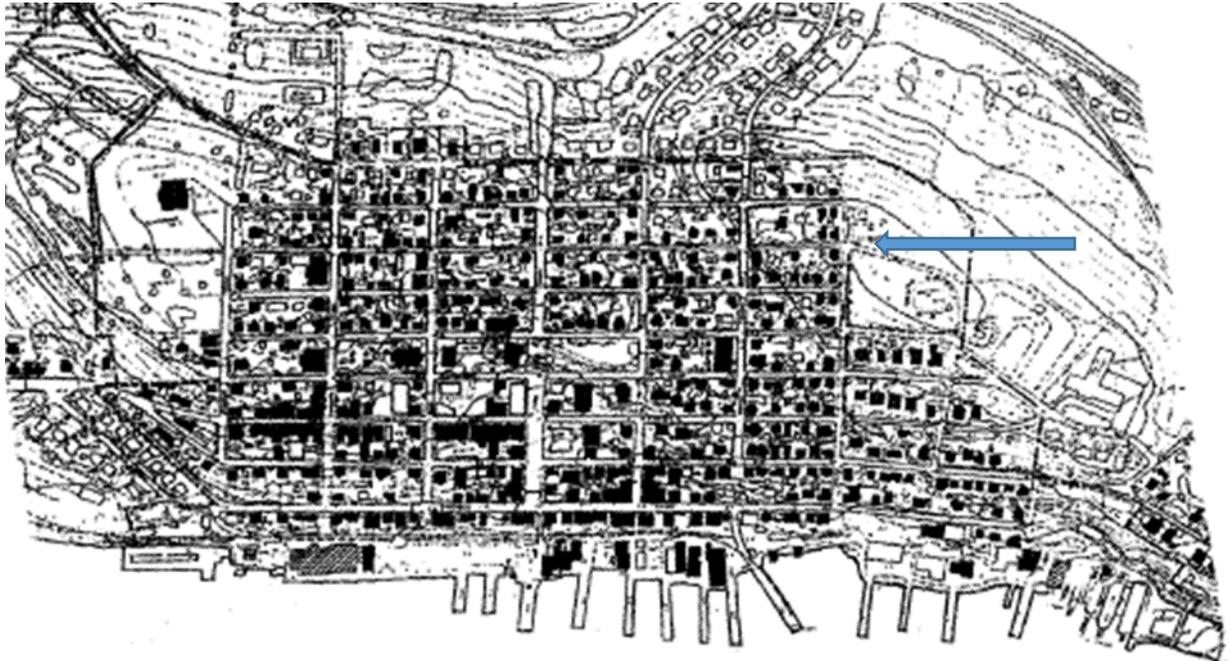
County: LUNENBURG COUNTY
Owner: EDWARD JAMES KELLY
RENA SUSAN KELLY

LR: LAND REGISTRATION

Powered by CARIS Spatial Fusion

0 75.0 150.0 m

ATTACHMENT D – HCD By-law Map, Schedule A



LEGEND

- Boundary of heritage conservation district
- Pre-1940 buildings
- Post-1940 buildings
- ▣ Post-1940 buildings subject to demolition control.



SCHEDULE A

OLD TOWN
HERITAGE CONSERVATION DISTRICT

Scale 1: 5700 (1 inch = 475')

March 2000

ATTACHMENT E

Operational Guidelines for the Implementation of the World Heritage Convention

- 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.
- 173 The World Heritage Committee requests that reports of missions to review the state of conservation of the World Heritage properties include:
- a) an indication of threats or significant improvement in the conservation of the property since the last report to the World Heritage Committee;
 - b) any follow-up to previous decisions of the World Heritage Committee on the state of conservation of the property;
 - c) information on any threat or damage to or loss of Outstanding Universal Value, integrity and/or authenticity for which the property was inscribed on the World Heritage List.
- 174 When the Secretariat receives information that a property inscribed has seriously deteriorated, or that the necessary corrective measures have not been taken within the time proposed, from a source other than the State Party concerned, it will, as far as possible, verify the source and the contents of the information in consultation with the State Party concerned and request its comments.

ATTACHMENT F – Policy 3.3, 3.5 and 3.6

3.3 Old Town heritage conservation district boundary.

It shall be the intention of Council that the Old Town heritage conservation district shall include the designated Old Town National Historic District and the World Heritage Site as well as adjacent areas, including Gallows Hill and the Lunenburg Academy site; selected properties abutting the north side of Creighton Street; **Blockhouse Hill**; the eastward extensions of Montague, Pelham, Lincoln, Cumberland and Townsend Streets; the westward extension of Montague, Pelham, Lincoln and Cumberland Streets to their point of intersection; and the old French Cemetery. These adjacent areas have an architectural, historical and contextual continuity with the Old Town and are, for all intents and purposes, a part of it, even though they were not part of the original 1753 townsite and are not included in the National Historic District or the World Heritage Site. It is intended that these adjacent areas shall be included within the heritage conservation district as a "buffer" to ensure that both the Old Town and its surroundings are protected from unsympathetic development. The heritage conservation district boundary shall be as shown on Map 2, Heritage Conservation District Map.

3.5 Boundary amendments.

Amendments to the boundary of the heritage conservation district shall be considered in accordance with the following criteria:

.1 Where application is made to extend the boundary, the property to be included shall have an architectural character, landscape character, historical association, scenic quality or other characteristics which reflect the evolution of the town from settlement to the mid-20th century, contribute to the cohesiveness of the district, or increase the ability of the Town to protect the district and its setting from inappropriate development.

.2 Where the application is for a reduction of the boundary by exclusion of a specific property or portion of property, Council shall consider the following factors:

- (a) the architectural character, landscape character, historical association, scenic quality or other characteristics of the property in terms of its value as part of the heritage conservation district;
- (b) the extent to which the boundary amendment may reduce the cohesiveness of the district or diminish the effectiveness of the conservation plan and bylaw;
- (c) the extent to which continued inclusion of the property within the district places an undue hardship upon the property owner;
- (d) any alternatives to the boundary amendment which may be available.

3.6 Boundary amendments require public hearing and approval by Minister of Municipal Affairs.

Amendments to the boundary of the heritage conservation district shall require a public hearing pursuant to section 9(3) of the provincial Regulations for Heritage Conservation Districts and approval by the Council and the Minister of Municipal Affairs pursuant to section 19A(6) of the Heritage Property Act.

ATTACHMENT G

Relevant Public Participation Meeting and Public Hearing Provisions of the Heritage Property Act and Heritage Conservation Districts Regulations

Heritage Property Act (Highlighted Sections):

Establishment of heritage conservation district

19A (1) A municipality may establish a heritage conservation district by concurrently adopting a heritage conservation district plan and a heritage conservation district by-law for a part of the municipality and there may be different conservation plans and conservation by-laws for different parts of the municipality.

(2) A conservation by-law made pursuant to this Section shall provide for the establishment of a heritage advisory committee and subsections (3) to (5) of Section 12 apply mutatis mutandis unless a heritage advisory committee is established pursuant to Section 12.

(3) A conservation plan and conservation by-law shall be adopted by a majority vote of the whole council after a public hearing and consideration of any submissions received, but only those councillors present at the public hearing may vote upon the adoption of the conservation plan and conservation by-law.

(4) The Minister shall forward a copy of the conservation plan and conservation by-law and the prescribed background studies and information to the Minister responsible for the Municipal Government Act for that Minister's recommendation.

(5) The Minister shall approve a conservation plan and conservation by-law unless

- (a) the conservation by-law does not carry out the intent of the conservation plan;
- (b) the conservation plan is not implemented by the conservation by-law;
- (c) the prescribed background studies or information do not support the conservation plan or conservation by-law;
- (d) the conservation plan or conservation by-law conflicts with an applicable provincial land-use policy or regulation adopted pursuant to the Municipal Government Act;
- (e) the conservation plan or conservation by-law conflicts with the applicable municipal planning strategy or land-use by-law;
- (f) in the opinion of the Minister, there is a conflict with any other provincial interest, and they take effect on and not before approval by the Minister.

(6) A conservation plan and conservation by-law approved by the Minister pursuant to subsection (5) may concurrently be amended, revised or repealed by the council and subsections (3) to (5) apply mutatis mutandis.

(7) Where a proposed heritage conservation district includes a provincial heritage property, the Minister shall refer the proposed conservation plan and conservation by-law to the Advisory Council for its recommendation and, upon consideration of the recommendation, shall determine that the conservation plan and conservation by-law

- (a) apply to the provincial heritage property and that Sections 7 to 11 do not apply to the provincial heritage property;

- (b) apply to the provincial heritage property to the extent determined by the Minister and subject to such conditions as the Minister determines; or
- (c) do not apply to the provincial heritage property.

(8) Where a building, streetscape or area in an established heritage conservation district is to be designated as a provincial heritage property, the Minister may determine that the conservation plan and conservation by-law apply or do not apply to the provincial heritage property to the extent determined by the Minister and subject to such conditions as the Minister determines. 1991, c. 10, s. 4; 2010, c. 54, s. 15.

Heritage Conservation Districts Regulation (Highlighted Sections):

Public participation program for adoption

6 (1) Before undertaking the preparation of a conservation plan and by-law, a council shall adopt, by resolution, a public participation program.

(2) The content of a public participation program shall be at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public with respect to the proposed conservation plan and by-law.

(3) The public hearing held pursuant to subsection (3) of Section 19A of the Act shall not be considered a part of the public participation program adopted pursuant to this Section, and the public participation program shall be concluded prior to the publication of the advertisement notifying of council's intention to adopt a conservation plan and by-law.

(4) A council may adopt separate public participation programs for the preparation of conservation plans and by-laws for different districts.

Public hearing for adoption, amendment or repeal

8 (1) Before adopting a conservation plan and by-law, a council shall hold a public hearing at which oral and written submissions regarding the proposed conservation plan and by-law are received.

(2) The council shall cause notice to be given of the public hearing and of its intention to adopt a conservation plan and by-law by an advertisement inserted at least once a week for two successive weeks in a newspaper circulating in the area of the district, the first of such notices to be published at least twenty-one clear days before the date fixed for the public hearing.

(3) The council shall cause notice of its intention to adopt a conservation plan and by-law to be delivered by personal service upon or by ordinary mail to each assessed owner, or any subsequent owners shown on the records in the regional assessment office, of property within the proposed district at least twenty-one clear days before the date fixed for the public hearing.

Subsection 8(3) amended: O.I.C. 1999-587, N.S. Reg. 128/99.

(4) The notices required by subsections (2) and (3) shall

(a) describe the proposed district by metes and bounds, by a plan, map or sketch or other description adequate to identify the district;

(b) give a synopsis of the proposed conservation plan and by-law and the effect of the conservation by-law on development of the property; and

(c) state the date, time and place fixed for the public hearing and the place where and hours during which the proposed conservation plan and by-law may be inspected by the public.

(5) The council shall provide copies of the proposed conservation plan and by-law or a portion thereof to interested persons and may charge an amount for copies sufficient to recover the cost of reproduction of copies provided.

Approval procedures

9 (1) Upon the adoption of a conservation plan and by-law, four duly certified copies each of the plan and by-law shall be submitted to the Minister for approval together with

(a) one duly certified copy of the resolution of council adopting a program of public participation;

(b) copies of the two newspaper notices notifying of the intention of council to adopt;

(c) one copy of the notice served on property owners; and

(d) one copy of any written submissions received by council,

and the clerk of the municipality shall provide, by statutory declaration, proof of compliance with the resolution of council adopting a program of public participation, and with the public hearing and notice requirements contained in the Act and these regulations.

(2) Upon approval by the Minister of a conservation plan and by-law, the council shall

(a) cause a notice to be published in a newspaper circulating in the district stating that the conservation plan and by-law have been approved, their effective date and the place where they may be inspected;

(b) transmit a copy of the notice to the Minister; and

(c) cause a copy of the conservation plan and by-law, signed by the Minister, to be filed in the office of the registrar of deeds for the registration district in which the district is situated, without proof of the signature or the official character of the Minister.

(3) Section 19A of the Act and Sections 3 to 9 inclusive of these regulations apply *mutatis mutandis* to the amendment of a conservation plan and by-law.

(4) Notwithstanding subsection (3), the Minister may waive or change the requirement for studies in subsection (1) of Section 7, where Council is proposing to amend a conservation plan or by-law.

ATTACHMENT H

TOWN OF LUNENBURG PROCEDURAL POLICY

HERITAGE CONSERVATION DISTRICT PUBLIC PARTICIPATION PROGRAM

Council hereby adopts the following Heritage Conservation District Public Participation Program pursuant to Section 6 of the Heritage Conservation Districts Regulations made under Section 26 of the Heritage Property Act (RSNS 1989, Chapter 199) to identify opportunities and establish ways and means of seeking the opinions of the public concerning the review, adoption and amendment of a Heritage Conservation District Plan and By-law:

1. Before holding any public hearing under the authority of subsection (3) of Section 19A of the Heritage Property Act, Council shall ensure that the Heritage Advisory Committee conduct at least one public participation meetings which are advertised in a local newspaper at least four days in advance, and by a notice posted at the Town Hall.
2. The Heritage Advisory Committee may conduct opinion surveys, request written briefs or submissions, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.
3. The Heritage Advisory Committee shall make every reasonable effort to seek the opinions of the public on all matters relevant, and shall reserve time for commentary, questions or presentations by the public.
4. The Heritage Advisory Committee shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant, and where it is feasible, provide copies of such material for distribution, purchase or loan.
5. The Heritage Advisory Committee shall consider the views, expressions and opinions obtained from the Public Participation Meeting prior to making a recommendation to Council.

Kelly Jardine

From: ted kelly <tedk280@gmail.com>

Date: May 18, 2020 at 9:45:45 PM ADT

To: Rachel Bailey <RBailey@explorelunenburg.ca>, John McGee <JMcGee@explorelunenburg.ca>, Peter Mosher <PMosher@explorelunenburg.ca>, Danny Croft <DCroft@explorelunenburg.ca>, Ronnie Bachman <RBachman@explorelunenburg.ca>, Joseph Carnevale <JCarnevale@explorelunenburg.ca>, Matt Risser <MRisser@explorelunenburg.ca>, Bea Renton <brenton@explorelunenburg.ca>

Subject: request to remove 82 Kempt St from HCD

Ladies and gentlemen

iAttached please find my memorandum related to the subject request, which I am advised is on the Agenda for tomorrow's meeting.

MEMORANDUM

TO: Lunenburg Town Council

FROM: Ted Kelly

Date: May 19, 2020

RE: Request to remove 82 Kempt St from HCD

This Memorandum is generally intended to be an expansion of reasons given for the referenced request in my letter dated 1 May 2020. More specifically it will address the assertions made by the Heritage Manager in his Memorandum of May 20, 2020.

General

1. In the time we have lived in Lunenburg, my wife Sue and I have actively supported the heritage of this community – particularly the old town, where we worked to restore three properties. Like many residents we assumed that the conservation measures that were brought into force over a period of time were confined to the National Historic District/World Heritage Site. Indeed it was not until I undertook the re development of the property at 82 Kempt St in 2008 that I learned that although outside the boundaries of the World Heritage Site, it was part of the Heritage Conservation District and as such, Council permission was necessary to demolish the building. The process for which was estimated by the then Development Officer to take a year.
2. In his Memorandum dated May 20, 2020 on the subject of this request, Mr. MacDonald, the Heritage Manager references Attachment F to his report “Policy 3.3 Old Town heritage conservation district boundary which holds that
 - a. The subject property being adjacent to the Old Town National Historic District (NHD) and World Heritage Site (WHS) and is deemed to have “----an architectural, historical and contextual continuity with the old town and for all intents and purposes part of it even though they were not part of the original 1753 town site and are not included in the NHD or WHS-----shall be included within the HCD as a “buffer” to ensure that the Old Town and its surroundings are protected from unsympathetic development.
 - b. A photo of the structure that was on the property until 2009 is attached. I submit that this building, which was apparently constructed in 1954 with a shed dormer added to the back of the house in 1989, cannot be regarded as having any “architectural, historical or contextual continuity with the old Town”. If it is not the building but the lot that is to be given those attributes, then why are not all the properties on the north side of Creighton Street and the slope going down to the Back Harbour also included? If the rationale for an HCD is not applied to all properties with the same characteristics then the boundary becomes, as I stated in my letter, arbitrary.

Issues and Options Analysis

3. In the analysis section of his report, the Heritage Manager states that

the removal of the 82 Kempt St. property from the HCD will have an impact on the WHS, because it “would remove architectural controls that would ensure sympathetic developments adjacent to the WHS”. This is an unsupported assertion, which begs the question as to why removal of this property from the HCD would be any different from those other adjacent properties that were never included in the HCD when it was established? All properties adjacent to the WHS should be equally subject to the same requirements. ‘Sympathetic’ development is not achieved by restricting the architectural form to that which mirrors nearby properties. Rather, it is accomplished through the Zoning regulations. These can incorporate all the tools necessary to govern the nature, height, size, use and other necessary restrictions necessary to facilitate the conservation of Heritage, without stifling the opportunity for a creative design appropriate to the setting,

4. Mr. MacDonald also states that the removal of 82 Kempt St from the HCD would necessitate a report to the World Heritage Convention pursuant to the Operational Guidelines for the Implementation of the World Heritage Convention, which he attaches to his report. The invitation to report in Guideline 172 clearly applies only to “--- major restorations or new constructions which may affect the Outstanding Universal Value----” I submit that the removal of 82 Kempt St from the HCD hardly fits those criteria.
5. Mr. MacDonald’s report expresses concern that the removal would “poke a hole” in the HCD. This request should rather be looked at as an opportunity to consider the rationale for the HCD to get it soundly and sustainably established.
6. Under “Financial Impact” the Heritage Officer’s report raises the prospect that approval of my request may trigger a flood of similar requests with cost implications that are unknown. This assertion is grossly speculative and should have no place in Council’s consideration. There is surely a ‘cost of doing business’, but it is infinitely more costly in not getting it right in the first place.
7. Finally, though it is only a related matter to my specific request, let me add that throughout my examination of all the background documents for the HCD, I did not once see any mention of the subject of “private property rights”. I expect that Councilors are well aware that property rights have been hard fought for through the ages. They have been the basis for wars and revolutions. Their existence is well established in common law, yet they have been given short shrift in the determination of the HCD.

I do not suggest that private property owners have absolute rights. There are circumstances when they must give way to greater public good and there is a strong case that those properties within the NHD and WHS fall into that category. Courts have generally accepted heritage preservation as justifiable grounds for public infringement. However the literature indicates they have maintained a high threshold. I suspect the notion, that protection of heritage in the old town can only be achieved by surrounding it with “artificial heritage”, would be a tough sell. Real diamonds are not readily recognized or appreciated in a necklace of fake ones.

Respectfully submitted,

Ted Kelly



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

Please complete all sections of this Application and return to:

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

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

Golden Retriever Gathering 2020

2. Name of organization hosting/planning event:

Golden Retrievers of the South Shore

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

Athletic

Special Interest Group

Community Non-profit

Commercial (private sector)

Religious

Political

Charitable

Incorporated Society

Other _____ Please Specify

special interest

4. Key contact for event:

Name: Maureen Moffatt

Address: 59 Duke Street Box 835

Postal Code: B0J2C0

Phone No. 634-4428 (H) 553-0497 (O) _____ (F)

Secondary contact for event:

Name: Susan MacMillan

Address: Corkums Island RR2

Postal Code: B0J2C0

Phone No. 634-3019 (H) _____ (O) _____ (F)

5. Name and main theme of event:

Gathering of Golden Retrievers and their owners

6. Main activities of event:

Meet and greet; parade down Townsend from Blockhouse Hill to the Academy; take group photo

7. Objectives of event in order of priority:

to share information; to join with people in other communities who have Golden Retrievers; to enjoy each other and the dogs and to be happy; raise money for charities such as SHAID, Elderdog etc...

8. Date(s) and times to held:

Saturday July 18, 2020

9. Please identify the frequency of this event:

Annual	<u> x </u>	One time only	<u> </u>
Biennial	<u> </u>	Other (Please specify)	<u> </u>

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

Start at Blockhouse Hill by the Information Centre in Lunenburg, then parade down Townsend to the Academy for the group photo.

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

We ask that this requirement be waved.

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

No thank you.

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

No thank you

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

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

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:

EVENT SAFETY CHECKLIST

(tick box as required)

General Events

- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for baby buggies and wheelchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?

Kelly Jardine

From: Darryl Wilson [mailto:Darryl_Wilson@ajg.com]
Sent: May-14-20 12:00 PM
To: Bea Renton <brenton@explorelunenburg.ca>
Cc: paul.jewett@frankcowan.com; Nancy Walters <Nancy_Walters@ajg.com>; Angela French <Angela.french@frankcowan.com>
Subject: Town of Lunenburg - GG gathering 2020 special event.pdf

Hi Bea,

Please see Cowan feedback below.

Darryl J. Wilson, BBA, FCIP, CAIB, CCIB, CRM
Senior Account Executive
Commercial Insurance - Atlantic



Insurance | Risk Management | Consulting

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Gallagher
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www.ajg.com



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From: Paul Jewett <paul.jewett@frankcowan.com>
Sent: Thursday, May 14, 2020 9:34 AM
To: Darryl Wilson <Darryl_Wilson@ajg.com>
Cc: Nancy Walters <Nancy_Walters@ajg.com>; Angela French <Angela.french@frankcowan.com>
Subject: Re: Town of Lunenburg - GG gathering 2020 special event.pdf

[EXTERNAL]

Hi,

In light of the current pandemic we have an internal special committee that reviews such requests. There are few items of importance.

1. Such events do rest with the direction and confirmation from Public Health Officials/Provincial Govt. It would be our assumption that the Town is working with proper officials to confirm.
2. The organizer has asked the Town to Waive Insurance requirements. This is something that we are not in agreement with.
3. The Town should also request to be shown as an additional insured and Certificate Of Insurance provided. This hinges on if Public Health Officials provide the ok for said event.

Thanks

Paul Jewett, B.A., CAIB, CIP, CRM
Regional Manager Atlantic Canada Public Entity
Frank Cowan Company Ltd.
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www.frankcowan.com