



AGENDA

Town of Lunenburg Council Meeting

Tuesday, September 22, 2020 at 2:00 p.m. – 4:00 p.m.

Zoom/YouTube Live Broadcast

1. Call to Order and Moment of Silence in Honour of Former Mayor Laurence Mawhinney – Mayor Rachel Bailey.
2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Rachel Bailey.
3. Agenda - motion to approve. (Note: **priority agenda items are bolded below**).
4. September 8 and 15, 2020 Council meeting minutes - motion to approve.
5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
7. Business arising from the Minutes/Unfinished Business
 - a. Corporate Services
 - i. **Municipal and CSAP elections 2020 – draft resolution regarding “Notice of Poll” additional advertisement methods;**
 - ii. **Proposed adoption of revised Bylaw #38 Solid Waste Management Bylaw – motion to give first reading/Councillor Mosher;**
 - iii. **Proposed adoption of Committees of Council Policy – motion to adopt/Deputy Mayor;**
 - iv. **Proposed repeal of Bylaw #5 Council Procedure Bylaw – motion to give first reading/Deputy Mayor;**
 - v. **Proposed amendments to Policy #18 Town Sponsored Events – motion to approve/Deputy Mayor;**
 - vi. **Policy #84 Councillors’ Recognition of Years of Service – discussion;**
 - vii. **NSFM Long Service Award applications – discussion;**
 - viii. **Bluenose Coastal Action Foundation Board membership and Bylaw update letter – discussion; and**

- ix. **Planning Advisory Committee citizen appointment vacancy created by the resignation of Council candidate Susan Sanford as per NS Municipal Elections Act - *discussion*.**
- b. Public Works Department
 - i. Nova Scotia Environment information about process to expand Town's watershed boundary to include the full natural watershed – *discussion*.
- 8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
 - a. Comprehensive Community Plan Steering Team June 10, July 8 and August 12 and **September 16, 2020 meeting minutes – 1 x recommendation from September 16/Councillor Risser;**
 - b. Joint Occupational Health and Safety Committee July 9, 2020 meeting minutes; and
 - c. **Lunenburg War Memorial Community Centre/Recreation Committee August 12, 2020 meeting minutes – 1 x recommendation.**
- 9. New Business
 - a. Corporate Services
 - i. **Request of Lunenburg Board of Trade for donated use of the Community Centre Auditorium for Municipal Election Candidates' Forums and promotion of same; and**
 - ii. Doctor Internship program grant request of Lunenburg Now – *discussion*.
- 10. Consideration of Council in camera meeting September 15, 2020 notices of motion and recommendations
 - a. **Lunenburg Academy Foundation first floor Classroom 106 Lease approval draft resolution – *motion to approve*.**
- 11. 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>
Solar initiatives and water meters update	Corporate Services and Public Works	January 7 and 14, 2020	Staff report will be prepared
Tannery Road sidewalk project	Public Works	May 12, 2020	Public Works preparing an additional staff report
Blockhouse Hill development additional staff report	Corporate Services	August 25, 2020	Additional planning and development options report being prepared
Anti-racism Special Committee membership and draft terms of reference	Corporate Services	August 25, 2020	Additional report regarding draft terms of reference and membership nomination update being prepared

NS Fisheries regarding marine debris clean-up program	Public Works and Corporate Services	September 8, 2020	Staff will inquire of the Department of Fisheries what assistance municipalities are suggested to provide
Cultural Action Plan	Corporate Services	September 8, 2020	Staff report will be prepared about what the expectations of Town are and suggested resources
LGBTQ+ crosswalk painting initiative	Public Works	September 8, 2020	Staff report will be prepared about the financing and timing of this project with Council participation
Lunenburg War Memorial Arena ice installation	Recreation	September 8, 2020	Awaiting Provincial updates



Coronavirus (COVID-19): restriction updates

Measures put in place to help contain the spread of COVID-19 are gradually changing. As restrictions change, you need to continue to follow public health directives for gathering and social distancing.

1. Oct

1 October 2020

- Gathering limit increased to 50 people without social distancing for participants in performing arts and sports. Participants in performing arts and sports can gather in groups of up to 50 people without maintaining a physical distance of 2 metres (6 feet) for practices, competitions, games, rehearsals and artistic performances. This includes players, participants, officials, coaches, instructors, performers, directors, cast, crew and anyone who is required to be on or near a field of play or within a performance space.

The limit increase also applies to recreational league sports (like adult hockey) and drop-in activities (like open swims and skates). Unorganized or casual games (like pick-up basketball or soccer in the park) must follow the [gathering limit with social distancing for sports \(spectators and participants\) and unorganized physical activity that are not run by a recognized business or organization](#).

While masks are not required during physical activity, participants in performing arts and sports are encouraged to wear a mask and keep as much [social distancing](#) as possible.

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 8, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

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

ALSO PRESENT: Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, P. Eng., Town Engineer

1. Call to Order

The Mayor called the meeting to order at 2:00 p.m. and welcomed everyone. She commented that today is the final day for receipt of municipal election 2020 nominations and the first day of in person public school since the pandemic closure in March.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor spoke of Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

Motion: moved by Councillor Mosher, seconded by Deputy Mayor McGee to approve the agenda. Motion carried.

4. August 25, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Councillor Bachman to approve the August 25, 2020 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

Nil.

6. Correspondence, Petitions and Proclamations consideration

The following correspondence was reviewed for information.

- a. Lunenburg Waterfront Symposium 2020 Report
- b. 2019 - 2020 Annual Report for Property Valuation Services Corporation
- c. Notice of Provincial Tourist Accommodation Registry by Department of Business
- d. VON Lunenburg thank you letter for the Town's 2020/21 Grant
- e. Provincial Beautification Funding partial approval notification (Tannery Road = \$7500 vs. \$15,000 and Brook Street = \$5000 vs. \$10,000 applications which will be modified accordingly and seeking an extension to spring 2021 for plantings)
- f. Letter from Minister of NS Fisheries regarding marine debris clean-up program

Motion: moved by Councillor Bachman, seconded by Councillor Risser that staff inquire of the Provincial government what assistance they are suggesting municipalities could provide for this program. Motion carried.

The CAO advised that staff have made contact with Bluenose Coastal Action Foundation to indicate general interest in supporting an application should they make one under this program.

- g. Lunenburg and District Swimming Pool thank you letter for Town's 2020/21 \$1500 Grant
- h. Society of St. Vincent de Paul thank you letter for Town's 2020/21 \$1000 Grant
- i. Bluenose Coastal Action Foundation Board membership and Bylaw update letter

Deferred for possible future consideration.

7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services
 - i. Municipal and CSAP elections 2020 – proposed resolution to appoint an additional Assistant Returning Officer

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser

WHEREAS:

1. Section 4(1A) of the Municipal Elections Act authorizes Council to appoint one or more Assistant Returning Officers; and

2. It is deemed expedient to appoint Katie MacMillan as an Assistant Returning Officer for the 2020 Municipal/CSAP Election.

BE IT RESOLVED THAT that Katie MacMillan is hereby appointed as an Assistant Returning Officer for the 2020 Municipal/CSAP Election (Schedule "A").

Motion carried.

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

a. General Government July 16 meeting minutes

Councillor Mosher gave notice of motion of the proposed revised Bylaw #38. Solid Waste Management Bylaw (Schedule "B") for first reading at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed adoption of the Committees of Council Policy (Schedule "C") at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed repeal of Bylaw #5. Council Procedure Bylaw (Schedule "D") for first reading at the September 22 Council meeting.

Deputy Mayor McGee gave notice of motion of the proposed adoption of the revised Policy #18 Town Sponsored Events (Schedule "E") at the September 22 Council meeting.

9. New Business

a. Corporate Services

i. Water Utility 2019/2020 operating year end and capital funding

The Finance Director reviewed the staff report (Schedule "F"). This and the other reports relate to the Town's audited financial statements for 2019/20 fiscal year and September 17 Audit Committee meeting.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that for the fiscal year ended March 31, 2020 that the Water Utility transfer an additional \$89,300 to its Future Capital Reserve (Schedule "F"). Motion carried.

ii. Electric Utility 2019/2020 operating year end and capital funding

The Finance Director summarized the next staff report (Schedule "G").

Motion: moved by Councillor Mosher, seconded by Councillor Croft approval for the fiscal year ended March 31, 2020 the Electric Utility's transfer \$44,000 to its Future Capital Reserve (Schedule "G"). Motion carried.

iii. Town 2019/2020 operating year end and capital funding

The Finance Director addressed Council about the report (Schedule "H").

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee that the Capital financing for fiscal 2019/20 is approved as outlined in Schedule 1 of the staff report (Schedule "H"). Motion carried.

Motion: moved by Councillor Croft, seconded by Councillor Bachman that a Temporary Borrowing Resolution is approved in the amount of \$154,000 as outlined in Schedule 2 of the staff report (Schedule "H"). Motion carried.

iv. September and October 2020 Council meetings schedule

Council discussed the September and October 2020 Council meetings schedule (Schedule "I"). Council raised whether to meet in person which the Provincial Ministerial order regarding the pandemic now also allows for in addition to virtual meetings or a combination thereof. Staff advised that preliminary analysis of the feasibility has been done and recommended the development of a protocol and trial to address any acoustic, air circulation, attendee limits, Provincial mask requirements, Zoom videotaping continuation for Council, staff and members of the public unable to attend in person, technology requirements for Council and any other logistical issues in preparation.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that we meet in person for our next in camera Council meeting, print off agenda packages and have them available for Council, and Zoom through our iPad. Motion carried. Mayor Bailey voted in the negative.

2:58 pm – 3:10 pm – Council held a brief recess.

7. Business arising from the Minutes/Unfinished Business

a. Corporate Services

ii. Proposed amendments to the NS Heritage Property Act

The Heritage Manager highlighted the key provisions of his report and noted that he prepared a draft letter for Council to send to the Province in response (Schedule "J").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft that Council authorizes the Mayor to provide comments to Communities, Culture and Heritage regarding the two proposed legislative amendments as outlined in their letter of June 16, 2020 (Schedule "J"). Motion carried.

iii. South Shore Field House Society Town Grant Application (approx. \$385 Grant balance remaining)

Motion: moved by Councillor Risser, seconded by Councillor Mosher to deny a grant to the South Shore Field House Society for their indoor golf equipment purchase (Schedule "K"). Motion carried.

iv. Lunenburg Academy exterior restoration information update

The Heritage Manager summarized the work progress to date in his report (Schedule "L"). Work completion is estimated to be September 30, 2020.

v. Cultural Action Plan

Council discussed the Plan (Schedule "M").

Lunenburg Foundation for the Arts Board member Sheila Woodcock and consultant Rebecca Cann said that the report was prepared for the Town and it is hoped the Town will endorse it in principal and work with a Cultural Roundtable to investigate resource opportunities, support its implementation and identify other partners to support the plan.

Motion: moved by Councillor Risser, seconded by Councillor Croft that we receive the report (Schedule "M") and get a staff report on what the expectations of the Town would be to participate in its implementation and what resources would be needed. Motion carried.

b. Fire Department

- i. Fire Department request for approval to pay for additional pumper/tanker Fire truck expenditures from the current sale proceeds of surplus trucks (additional costs = \$2,794; total proceeds = \$80,001; balance = \$77,207)

Motion: moved by Councillor Croft, seconded by Councillor Mosher to approve LDFD's request to pay for additional pumper/tanker fire truck expenditures from the current sale proceeds of surplus trucks in the amount of \$2,794 (Schedule "N"). Motion carried.

c. Public Works Department

- i. May - July 2020 Water Utility and Wastewater treatment results and general information

These reports were provided for information (Schedule "O"). In response to a Council question, the Town Engineer advised that UV treatment bulbs cleaning has resumed using appropriate safety protocols in view of the pandemic which will improve treated effluent test results.

- ii. LGBTQ+ crosswalk painting initiative

Council discussed this item.

Motion: moved by Councillor Risser, seconded by Councillor Bachman for a staff report to be prepared regarding financing and timing of a crosswalk painting project which Council could participate in. Motion carried.

- iii. Paula Baker request to remove a Town tree at 26 Linden Avenue and replant another tree at her expense for her to construct an additional driveway

Motion: moved by Councillor Croft, seconded by Councillor Bachman to deny Paula Baker's request to remove a Town tree and plant another one to allow for a new driveway at 26 Linden Avenue at her request (Schedule "P") as per the Town Engineer's earlier denial. Motion carried. Mayor Bailey and Councillor Mosher voted in the negative.

9. New Business

b. Recreation

- i. Lunenburg War Memorial Arena ice surface re-opening and comparative Arena information

The Recreation Director summarized her Council report (Schedule "Q"). She added that she inquired of additional arenas since the report was circulated and there are others remaining closed for the immediate future until Provincial public health restrictions during the COVID-19 pandemic are eased similar to Lunenburg.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to send a letter of support to the Provincial Government in support of the Recreation Facility of Nova Scotia Association position as attached to the staff report (Schedule "Q").

Council agreed to keep this item on the agenda for further updates as available.

The motion was put and passed.

10. Consideration of Council in camera meeting August 18, 2020 recommendations and notices of motion

- Recommendation to deny Travel Lunenburg's (Lunenburg Walking Tours) request for early lease termination and Class Afloat's rent reduction to \$300 request for July 1, 2020 to June 30, 2021

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman to deny Travel Lunenburg's (Lunenburg Walking Tours) request for early termination of their lease and deny Class Afloat's request for a rental reduction to \$300 per month for the period July 1, 2020 to June 30, 2021. Motion carried.

- Recommendation to offer a 25% Landlord rent reduction program to Lunenburg Academy for-profit businesses/tenants subject to program application criteria similar to the Town's COVID-19 property tax relief program

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman to provide a 25% Landlord rent reduction program for the for-profit businesses that are tenants of the Town on condition that they complete a program application meeting criteria similar to

the Town's COVID-19 property tax relief program. Motion carried. Councillors Mosher and Croft voted in the negative.

By agreement the remaining agenda items noted below were deferred to the September 22 Council meeting.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
 - b. Comprehensive Community Plan Steering Team June 10, July 8 and August 12 meeting minutes
 - c. Joint Occupational Health and Safety Committee July 9 meeting minutes
 - d. Lunenburg War Memorial Community Centre/Recreation Committee August 12 meeting minutes
9. New Business
 - a. Corporate Services
 - v. Planning Advisory Committee citizen appointment vacancy
 - vi. Policy #84 Councillors' Recognition of Years of Service
 - vii. NSFM Long Service Award applications

11. Adjournment

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

The meeting adjourned at 4:16 p.m.

Bea Renton, CAO

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 15, 2020 AT 2:00 P.M.

(IN PERSON AND VIA VIDEO CONFERENCE DUE TO COVID-19 PANDEMIC)

PRESENT: Mayor Rachel Bailey
Deputy Mayor John McGee
Councillor Danny Croft
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Pat Burke, Q.C., Town Solicitor
Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer

REGRETS: Councillor Ronnie Bachman

1. Call to Order

The Mayor called the meeting to order at 2:03 p.m. She noted that this is Council's first meeting in person to determine the feasibility of same, since the Provincial State of Emergency during the COVID-19 pandemic. Consequently, Council and staff members are sitting six feet apart and have masks on in the Council Chamber in compliance with the Provincial Medical Officer Orders. A Zoom broadcast to the Town's YouTube channel is also taking place for the public to watch the live feed. The size of the Council Chamber allows for only six members of the public to attend in person maintaining six feet physical distance.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

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

3. Agenda

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the agenda as circulated. Motion carried.

4. Meet in camera

Motion: moved by Councillor Croft, seconded by Councillor Mosher to meet in camera to consider the sale and lease of Town properties, contractual negotiations, personnel matters and legal advice pursuant to section 22 of the Municipal Government Act.

Motion carried.

5. Resumption of Council meeting in public session

4:23 p.m. - Council resumed their public meeting portion.

There were no Council in camera meeting recommendations to consider.

6. Adjournment

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

The meeting was adjourned at 4:23 p.m.

Bea Renton, CAO



**Burke,
Macdonald
& Luczak**
Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired)
Piotr Luczak, BA, LLB

September 10, 2020

Bea Renton
CAO
Town of Lunenburg

Via Email

Dear Bea:

Re: Municipal Election 2020 – Nominations Open

Enclosed herewith is a Resolution for Council. Would you kindly advise when we can get this on the agenda of an Open Council Meeting at an early date.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js
CC Cali Mills, Lisa Dagley

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Resolution of Council

Town of Lunenburg

September 10, 2020

WHEREAS:

1. Section 50 of the Municipal Elections Act requires that after Nomination Day, the Returning Officer shall cause a notice to be published in a newspaper circulating in the Municipality containing information (including names of candidates) as provided in section 50(1).
2. Section 50(2) states that in addition to the notice referred to subsection (1), the Returning Officer shall give notice :
 - a. by flyers distributed to a household;
 - b. by mailing cards to voters; or
 - c. in any manner approved by Council.
3. The Returning Officer recommends to Council that the said Notice of Poll be included in the Electric Bills circulated at the end of September, 2020.

BE IT THEREFORE RESOLVED THAT:

- A. Pursuant to section 50(2) of the Municipal Elections Act, the Council hereby approves and directs that the Notice referred to in Section 50(1) of the Municipal Elections Act (Notice of Poll) be circulated with the electric bills at the end of September, 2020.

TOWN OF LUNENBURG

A BYLAW TO PROVIDE FOR THE SEPARATION, STORAGE, PLACEMENT, COLLECTION AND
TRANSPORTATION OF SOLID WASTE RESOURCES GENERATED WITHIN THE TOWN OF LUNENBURG

BY-LAW NUMBER #38

SHORT TITLE:

- 1) This Bylaw shall be known and may be cited as the **“Solid Waste Management Bylaw”**.

DEFINITIONS:

- 2) Words used in this Bylaw shall take their meaning from their context and from dictionaries of the English (Canadian) language, except as follows:
 - a) **“approved storage bin”** means a storage bin designed for the temporary storage of collectible waste and which meets the following specifications:
 - i. is constructed of wood or other sturdy material and in such a manner as to be inaccessible to pests, rodents, vermin, seagulls or animals;
 - ii. is fitted with a securely-hinged lid weighing not more than 5.0 kilograms (11.0 pounds);
 - iii. is not equipped with a self-locking latch; and
 - iv. is equipped with a means of securing the cover in an open position.
 - b) **“blue bag recyclables”** means glass jars and bottles, cans (whether made of aluminum, steel or tin), plastic containers, plastic bags, film stretch and pallet wrap, milk and juice containers together with such other items as may, from time to time, be designated by Council as blue bag recyclables;
 - c) **“boxboard”** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items;
 - d) **“branches and limbs”** means branches, limbs and brush;
 - e) **“bulky waste”** means large items including but not limited to: vacuum cleaners, windows weighing not more than 100 kg (220.5 lbs.) and measuring not more than 1.8 meters (5.91 feet) in its longest dimension, furniture, mattresses, box springs and porcelain bathroom items such as toilets and sinks, barrels, pallets, white goods, metal items, artificial Christmas trees, as well as small quantities (in bundles) of construction or demolition materials weighing not more than 100 kg (220.5 lbs.) and measuring not more than 1.8 meters (5.91 feet) in its longest dimension, subject to special requirements for collection of bulky waste elsewhere in this Bylaw; and for the purposes of this Bylaw shall be deemed to include a clear bag of residual waste;

- f) **“collectible waste”** means those wastes which are eligible for collection, within the volume and other restrictions outlined elsewhere in this Bylaw, on regularly-scheduled collection days and consists of the following categories of waste:
- i. organic materials (as defined herein);
 - ii. recyclables (as defined herein);
 - iii. residual waste (as defined herein); and
 - iv. bulky waste (as defined herein).
- g) **“collection calendar”** means a calendar prepared and distributed by the Town illustrating the collection schedule for the various waste streams and the routes, as amended from time to time (and without restricting the generality of the foregoing, the term collection calendar shall be deemed to include any display thereof on the Town’s website);
- h) **“commercial container”** means any container used for the storage of properly sorted collectable waste generated from residential, multi-residential, institutional, commercial, industrial or other premises within the Town which waste exceeds the maximums or is outside the types of waste allowed on regular or special collection days as outlined elsewhere in this Bylaw and which container is designed to be emptied by, and the waste transported by, a hauler;
- i) **“construction or demolition materials”** means left-over material generated as a result of any form of construction or renovation and materials generated from demolition activity including but not limited to: asphalt, brick, mortar, polystyrene or fiberglass insulation, cellulose, drywall, plaster, shingles, metal and scrap wood – regardless of whether such left-over material is regulated by the Province of Nova Scotia or meets the definition of “C & D Debris” in the N.S.E. 1997 Guidelines for same, but does not include any hazardous or restricted materials such as asbestos;
- j) **“container”** means any vessels or bag as described herein which the property owner is responsible to provide and maintain, place for collection and clean up after if waste materials come out of the container whether on the property owner’s property or municipal property for collection.
- k) **“contaminated soil”** means any soil which has been polluted with an organic or inorganic contaminant in excess of standards prescribed or adopted by the Minister of Environment for the Province of Nova Scotia, and that has caused, is causing, or may cause an adverse effect;
- l) **“Council”** means the Council of the Town of Lunenburg;
- m) **“dispose”** means any form of disposal of any material, including solid waste as defined herein, and includes burning or any of the following whether temporary or permanent: deposit, storage, placement, or burial regardless of whether or not the material being,

or having been, deposited, stored or placed in a box, bin, container or any other containment device;

- n) **“designated electronic products”** means those electronic products as designated in the Electronic Products Stewardship Program pursuant to the Solid Waste-Resource Management Regulations made under Sec. 102 of the Environment Act of Nova Scotia;
- o) **“dwelling unit”** means one or more habitable rooms designed, occupied or intended for use by one or more persons as an independent and separate housekeeping establishment in which kitchen, sleeping and sanitary facilities are provided for the exclusive use of such persons;
- p) **“eligible premises”** means a property within the Town which is eligible for collection services – up to the maximum restrictions outlined elsewhere in this Bylaw – and includes all properties in the Town whether located on private roads or public streets;
- q) **“food waste”** means uneaten food and food preparation waste and food material that is discarded or unable to be used including, without limiting the generality of the foregoing, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items;
- r) **“green cart”** means an aerated plastic cart designed for the short-term external storage of organic materials prior to collection and for the placing out for collection of same;
- s) **“hauler”** means any public or private company or person who transports solid waste from within the Town to Kaizer Meadow (defined herein);
- t) **“household hazardous waste”** means any corrosive, flammable or poisonous material or substance such as oil and oil products, radioactive materials, acids, poisons, insecticides or other poisons used for agricultural purposes or for rodent control, any substance or chemical highly lethal to mammalian or aquatic life and any substance or chemical dangerous to the environment – including but not limited to: batteries, left-over liquid paint, left-over corrosive cleaners, pesticides or herbicides, gasoline, fuel oil and used motor oil, solvents and thinners, pharmaceuticals, drugs and needles, aerosol cans which contain hazardous substances, propane tanks and small propane cylinders or canisters such as those used for camp stoves or propane torches;
- u) **“leaf and yard waste”** means grass clippings, leaves, twigs, house and garden plants or other similar items as well as branches, limbs or brush – the latter three being subject to special requirements elsewhere in this Bylaw;
- v) **“Kaizer Meadow”** means the Kaizer Meadow Environmental Management Centre which is a solid waste management facility and is located at 450 Kaizer Meadow Road, Chester and their designated operator the Municipality of Chester;
- w) **“metal items”** means medium to large metal items including metal fencing, water tanks, oil tanks – subject to special requirements elsewhere in this Bylaw – and

metal containers other than containers designed to hold either household hazardous waste (as defined herein) or anything intended for human consumption;

x) **“mini-bin”** means a small plastic container designed for the short-term internal storage of organic materials prior to deposit in a green cart;

y) **“non-collectible waste”** means all material other than collectible waste and, without limiting the generality of the foregoing, includes:

- i. highly combustible or explosive materials including, without limiting, fireworks, flares, celluloid cuttings, motion picture film, oil or gasoline soaked rags, gas containers, chemicals, acids or other combustible residues, fine dry sawdust, ammunition, dynamite, or other similar material;
- ii. materials that are considered pathogenic or biomedical including, without limiting, dressings, bandages or other infected materials or sharps discarded in the course of the practice of physicians, surgeons, dentists or veterinarians;
- iii. carcasses or parts of any animal except food waste;
- iv. waste listed or characterized as hazardous by any Federal or Provincial law – including “household hazardous waste” as defined herein;
- v. designated electronic products;
- vi. solid waste generated, or originating from, outside the Town;
- vii. liquid waste or material that has attained a fluid consistency and has not been drained;
- viii. soil, rock and stumps;
- ix. construction or demolition materials (as defined herein) – other than the exception as allowed under the definition of “clean-up waste” in this Bylaw;
- x. septic tank pumping’s, raw sewage or industrial sludge;
- xi. radioactive materials;
- xii. all passenger tires up to 62.0 cm (24.4 inches) as per the Tire Management Program with the Resource Recovery Fund Board of Nova Scotia;
- xiii. industrial waste from factories or manufacturing processes;
- xiv. manure, kennel waste, excreta, and fish processing waste but excluding pet litter, pet waste, and diapers;
- xv. lead-acid automotive batteries and propane tanks;

- xvi. waste which has been placed for collection but not in accordance with the provisions of this Bylaw;
 - xvii. materials including, without limiting the generality of the foregoing, liquid wastes banned from landfill disposal by the N.S.E. Regulations Respecting Solid Waste-Resource Management, November, 1995, as amended – other than recyclable materials or organic materials from eligible premises; and
 - xviii. other materials or solid waste as may be identified as unacceptable for municipal collection by the Town, including but not restricted to waste or material identified as non-collectible waste in public education documents distributed by the Town from time to time or referred to in the collection calendar or on the Town website;
- z) “non-recyclable paper” means used napkins or paper towel, used fast food wrappers, wax paper, soiled pizza or other take-out food boxes, used paper plates or paper cups, damp or soiled newspaper or flyers, sugar, flour & potato paper bags or other similar items;
- aa) “N.S.E.” means that department of the Nova Scotia Provincial Government currently called “Nova Scotia Environment” or its successor provincial department should there be a name change;
- bb) “occupant” means any person who, in addition to or instead of the owner, resides in or occupies or is the lessee of, whether by way of verbal or written lease or other arrangement, a building or on a property located within the Town and includes any assignee or legal representative of same;
- cc) “organic materials” means food waste (as defined herein), leaf and yard waste (as defined herein), non-recyclable paper (as defined herein), ashes or soot, sawdust (except fine dry sawdust), wood chips, wood shavings and other specific material of plant or animal origin as designated by Council from time to time;
- dd) “owner” refers to the owner of property and includes a part owner, joint owner, tenant in common or joint tenant of the whole or any part of land or a building; a mortgagee in possession or a person having the care or control of the land or building; and, in the case of the absence or incapacity of the person having title to the land or building, a trustee, an executor, a guardian, and an agent, and, in the absence of proof to the contrary, the person assessed for the property;
- ee) “paper recyclables” means non-soiled mixed paper, corrugated cardboard, boxboard (as defined herein), newsprint, magazines, catalogues, flyers, telephone and other soft cover books, file folders – both traditional and expandable, envelopes (other than padded or bubbled envelopes), non-metallic wrapping paper and paper egg cartons or other similar items as are designated by Council from time to time;
- ff) “Non-Transparent Bag” means an opaque bag (black or green in colour) containing “residual waste” which has been placed for collection subject to special requirements elsewhere in this Bylaw;

- gg) **“recyclables”** means paper recyclables and blue bag recyclables – both as defined herein;
- hh) **“regulation container”** means a container, bag or bundle which meets the specifications and other requirements for same – in relation to specific waste types – as outlined elsewhere in this Bylaw;
- ii) **“rejected waste”** means any type of waste which has been placed for collection but not in accordance with the provisions of this Bylaw and which has had a rejection sticker affixed thereto or has been otherwise rejected by the Town or its designated agent;
- jj) **“residual waste”** means collectible waste other than organic materials (as defined herein) and recyclables (as defined herein) including without restricting the generality of the foregoing, broken bottles, crockery and glassware – subject to special requirements elsewhere in this Bylaw – and floor sweepings (except fine dry sawdust), pet litter, pet waste, light bulbs, disposable diapers, discarded clothing and furnishings, soiled mixed paper, broken toys, mats and small carpets, non-recyclable plastic, non-recyclable packaging including styrofoam and padded or bubbled envelopes, metallic wrapping paper, non- passenger tires, non- repairable household waste [but not including any household hazardous waste (as defined herein) or other non-collectible waste (as defined herein)];
- kk) **“solid waste”** means collectible waste, non-collectible waste, all as defined herein and any other waste or discarded tangible personal property but excludes wastes from any industrial activity regulated by way of an approval under the Environment Act;
- ll) **“Town”** means the Town of Lunenburg;
- mm) **“Town Engineer”** means the person appointed as the Town Engineer for the Town of Lunenburg and includes any person acting under the supervision and direction of the Town Engineer;
- nn) **“white goods”** means any large household appliance including but not limited to stoves, dishwashers, washers, dryers, hot water heaters, refrigerators, freezers, dehumidifiers and air conditioners” – the last four (4) being subject to special requirements elsewhere in this Bylaw and it is recommended that any Freon or other refrigerant gas, coolant or CFC be removed before being placed for collection.

COLLECTION:

- 3) Regularly scheduled collection from eligible premises of recyclables subject to restrictions noted elsewhere in this Bylaw shall take place once every two (2) weeks commencing at 6:00 a.m.
- 4) Regularly scheduled collection from eligible premises of organic materials, and residual waste [and either one bulky waste item (other than a clear bag) or one additional clear bag of residual waste as a bulky waste item], subject to restrictions noted elsewhere in this Bylaw – shall take place on the alternating week commencing at 6:00 a.m. The Town may in its discretion (which

will be noted on the collection calendar) collect organic materials every week during July and August.

- 5) The alternating bi-weekly nature of the two above-mentioned collections results in a collection of some type(s) of collectible waste once a week.
- 6) When a normally scheduled collection day falls on a public or statutory holiday, such collection shall be made instead on a date as identified in the Town's collection calendar, unless otherwise specified by the Town Engineer.
- 7) Collection of natural Christmas trees, subject to the restrictions noted elsewhere in this Bylaw, shall take place annually in the month of January on a date to be specified by the Town Engineer or as noted on the collection calendar.
- 8) The dates for collection of collectible waste from eligible premises will be as described in a collection calendar, which will also be posted on the Town's website.

PLACEMENT:

- 9)
 - a) All solid waste to be collected by the Town (including waste from eligible premises on a private road) shall be accessible to the collector within 3.0 meters (9.8 feet) of the curb or travelled portion of the adjacent public street (or adjacent private road, as the case may be) and placed in such a manner as to not interfere with pedestrian traffic and snow removal.
 - b) Green carts must be placed at the curb (or edge of the travelled portion of the street or private road) in an upright position with the lid closed and the front of the cart facing the street, road or highway.

Notwithstanding the foregoing provisions of this section 9, all solid waste to be collected shall be placed so as not to obstruct the travelled portion of the street or the sidewalk (or the adjacent private road, as the case may be).

- c) Persons may only place solid waste for collection in the public street directly abutting the property that generated the solid waste.
- 10) All regulation or other containers of solid waste placed out to be collected by the Town shall also be placed in an upright position and, in applicable circumstances, with the lid securely closed.
- 11) The Town Engineer may designate places for collection of solid waste within manufactured home parks.

CONTAINER REGULATIONS FOR RESIDUAL WASTE:

12) Residual Waste Bag Container Specifications:

- a) Each bag (other than the Non-Transparent Bag Privacy Bag) shall be made of clear transparent (free from colour) plastic, be watertight and be securely tied;
- b) Each bag shall be no smaller than 66.0 cm x 91.4 cm (26.0 inches x 36.0 inches) and no larger than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches);
- c) Each bag shall have an overall length of between 0.5 meters (1.6 feet) and 1.2 meters (3.9 feet) when empty; and
- d) Each bag, including contents, shall not exceed 25.0 kilograms (55.1 pounds) in weight.

13) Non-Transparent Bag Specifications

- a) Each bag shall be made of opaque (black or dark green) plastic, be watertight and be securely tied;
- b) Each bag shall be no smaller than 66 cm x 91.4 cm (26.0 inches x 36.0 inches) and no larger than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches);
- c) Each bag shall have an overall length of between 0.5 meters (1.6 feet) and 1.2 meters (3.9 feet) when empty; and
- d) Each bag, including contents, shall not exceed 25.0 kilograms (55.1 pounds) in weight.

14) Other Residual Waste Container Specifications

No person shall place, or caused to be placed, residual waste out for collection in any container other than a "regulation container" which is one which meets the following specifications:

- a) Regulation containers shall be made of metal, plastic or other impermeable material;
- b) Regulation containers shall be watertight, secured with a cover, equipped with handles in good repair and as large or larger at the top as they are at the bottom;
- c) Regulation containers shall not be filled above a level 5 cm (2.0 inches) below the top of the container;
- d) Each regulation container, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight;
- e) Each regulation container shall not exceed 100 liters (105.7 quarts) in volume;
- f) Regulation containers shall be maintained in a neat and sanitary condition and kept in good repair; and

- g) All waste in a regulation container must be bagged in a clear or Non-Transparent Bag (as authorized in this Bylaw) so that it may be inspected by the collector or other inspector engaged by the Town.

CONTAINER REGULATIONS FOR RECYCLABLES:

- 15) No person shall place, or caused to be placed, recyclables out for collection in any container other than a “regulation container” which is a bag which meets the following specifications:

Blue Bag Recyclables:

- a) Each bag shall be watertight, securely tied and of transparent blue plastic;
- b) Each bag shall also be no smaller than 25.0 cm x 40.0 cm (9.8 inches x 15.7 inches) and no larger than 75.3 cm x 120.0 cm (29.62 inches x 47.2 inches); and
- c) Each bag, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight; and
- d) All recyclables must be clean.

Paper:

- e) Each bag shall be a plastic opaque bag (such as a grocery bag) or a transparent clear plastic bag;
- f) Each bag shall be made of plastic, be watertight and be securely tied;
- g) Each bag shall be no smaller than 25.0 cm x 40.0 cm (9.8 inches x 15.7 inches) and no larger than 75.3 cm x 120.0 cm (29.62 inches x 47.2 inches); and
- h) Each bag, including contents, shall not exceed 25 kilograms (55.1 pounds) in weight.

CONTAINER REGULATIONS FOR ORGANIC MATERIALS:

- 16) No person shall place, or cause to be placed, organic materials out for collection in any container other than a “regulation container” in the form of a green cart.
- 17) Notwithstanding section 16 hereof, special container requirements are applicable for leaf and yard waste as described under PREPARATION of SPECIFIC WASTE below and there are specific controls on natural Christmas trees under COLLECTION OF NATURAL CHRISTMAS TREES below.

COMMERCIAL CONTAINERS SPECIFICATIONS:

- 18) Commercial containers shall:
 - a) Be sturdily constructed of weather-proof material and shall be water tight;
 - b) Be inaccessible to pests, rodents, vermin, seagulls or animals;

- c) Be equipped with a tight fitting lid with a positive closing device which shall be kept closed except when the container is being loaded or unloaded;
- d) Be kept in a clean manner and in a sanitary condition;
- e) Be kept in a state of good repair;
- f) Have displayed thereon the name and telephone number of the owner of the container and the type of material to be deposited therein;
- g) Have displayed thereon the following message "GARBAGE" or "LANDFILL", where institutional, commercial or industrial waste is to be deposited in the commercial container;
- h) Have displayed thereon the following message "RECYCLABLES", where blue bag recyclables are to be deposited in the commercial container;
- i) Have displayed thereon the following message "PAPER" or "CARDBOARD", where fiber recyclables are to be deposited in the commercial container; and
- j) Have displayed thereon the following message "ORGANICS", where organic materials are to be deposited in the commercial container.

PREPARATION of SPECIFIC WASTES

Leaf and Yard Waste

- 19) Leaf and yard waste may be deposited into a green cart so long as the cover of same is completely closed.
- 20) Leaf and yard waste may also be deposited into paper bags.
- 21) Branches and limbs or brush, of a maximum length of 900.0 mm (3.0 feet) and maximum individual diameter of 50.0 mm (2.0 inches) may be tied in manageable bundles or inserted into bags as outlined above and outlined under Collection of Leaf and Yard Waste later in this Bylaw.

Bottles or Glassware

- 22) Broken bottles and glassware shall be sealed in a cardboard box or bucket or other non-bag container and clearly identified– by noting, in large capital letters, on the outside of the bundle the words "BROKEN GLASS" – a warning to collection personnel.

Ashes or Soot

- 23) Ashes or soot shall be completely cooled for a minimum of two (2) weeks, dampened down and placed in paper bags folded over and ~~and~~ clearly marked as ashes for collection on compost collection day.

Cardboard

- 24) Corrugated cardboard shall be flattened out and securely tied in convenient bundles weighing no more than 25.0 kilograms each (55.1 pounds) and being a maximum of 900.0 mm by 600.0 mm (3.0 feet x 2.0 feet) in area and no more than 600.0 mm (2.0 feet) thick.

GREEN CARTS:

25)

- a) Every owner or occupant shall provide sufficient and specified green carts for the storage and disposal of organic waste generated from his or her premises and maintain such green carts in good repair and sanitary condition. Those green carts shall remain the property of the said owner or occupant.
- b) Notwithstanding subsection 25(a), the Town at its discretion, may supply green carts to newly constructed buildings. Any green carts distributed by the Town (whether before or after the passage of this Bylaw) shall remain the property of the Town and shall remain at the premises for which the green cart was supplied. The owner and the occupant of the premises shall maintain the said green cart supplied by the Town, and if requested by the Town, shall replace same.

26) To comply with the preceding section a green cart shall be:

- a) of 120-litre or 240-litre capacity;
- b) either of the aerated or ventilated type;
- c) dark green in colour;
- d) manufactured by SSI Schaefer or Town approved equal; and
- e) designed to be emptied by a hydraulic lifting device.

27) Every owner or occupant of the following types of dwellings shall provide the number of green carts as outlined below. In all cases the building owners are to ensure adequate number of green carts is provided.

- | | |
|--------------------------------|---|
| a) single-unit building | 1 green cart per dwelling unit (140 or 240 litre) |
| b) 2 unit building | 1 green cart per each unit (140 litre or 240 litre) |
| c) buildings of 3 to 5 units | 2 green carts per building (240 litres) |
| d) buildings of 6 to 10 units | 3 green carts per building (240 litre) |
| e) buildings of 11 to 20 units | 4 green carts per building (240 litre) |

- f) building of over 20 units 5 green carts per building (240 litre)
- g) senior's apts. of more than 20 units 5 green carts per building (240 litre)

RESTRICTIONS:

28)

- a) No person shall place, or cause to be placed, residual waste per any one eligible premises out for collection on any one collection day the cumulative weight of which, including containers, exceeds 100.0 kilograms (220.5 pounds) excluding bulky waste items.
- b) No person shall place, or cause to be placed recyclables per any one eligible premises out for collection on any one collection day the cumulative weight of which, including containers, exceeds 100 kilograms (220.5 lbs.)

29) No person shall place, or cause to be placed, leaf and yard waste from any one eligible premise out for collection on any one collection day which exceeds a maximum of six (6) bags and/or bundles.

30) No person shall place, or cause to be placed, residual waste from any one eligible premise out for collection on any one collection day which exceeds a maximum of six (6) bags excluding bulky waste items.

31)

- a) No person shall place, or cause to be placed for collection more green carts per any one dwelling unit than the number prescribed in section 27 above on any one collection day and the combined weight of a cart and its contents shall not exceed 110 kilograms (242.5 lbs.).
- b) No person shall place or cause to be placed for collection more than one (1) green cart per any eligible premise which is not a dwelling unit on any one collection day and the combined weight of a cart and its contents shall not exceed 110 kilograms (242.5 lbs.).

32) Solid waste placed for collection:

- a) shall not exceed 150 kilograms (330.7 lbs.) in total excluding green carts and bulky waste as set out herein per each eligible premise per week;
- b) shall not exceed 2 cubic meters in total volume excluding green carts and bulky waste per each eligible premise per week;
- c) shall not exceed a length of 900 mm (35.4 inches) for any single, individual piece of solid waste with the exception of bulky waste; and
- d) for bulky waste shall not exceed 100 kilograms (220.5 lbs.) in total.

33) No person shall place, or cause to be placed, more than one (1) Non-Transparent Bag per any one eligible premise out for collection on any one collection day for residual waste.

34) No person shall place, or cause to be placed, residual waste out for collection on any one collection day in a “storage” container which is not a clear transparent bag, free from colour, in which its contents are not visible (except for authorized Non-Transparent Bags as outlined elsewhere in this Bylaw), provided that the bag may be placed inside a regulation container as referred to in Section 14 of this Bylaw.

35) Non-Transparent Bags

- a) Notwithstanding Sections 33 and 34, residents who require more than one Non-Transparent Bag in order to dispose of medical and/or health related waste may make application to the Town Engineer by Application Form attached as Schedule A hereto, and the Town Engineer after considering the necessity therefor, may grant the resident approval to place, or cause to be placed, a greater number of Non-Transparent Bags per any one dwelling unit out for collection on any one collection day for a period of up to 2 years;
- b) No person from that dwelling unit shall place, or cause to be placed, out for collection on any one collection day a greater number of Non-Transparent Bags than were authorized, upon application, by the Town Engineer.
- c) No person shall place in a Non-Transparent Bag anything proscribed in the application form or in the approval granted by the Town Engineer

36) Notwithstanding Sections 33 and 34:

- a) If a business has a public waste container on its property for mixed waste brought onto the premises by customers (and not generated on the premises) the owner or occupant may make application to the Town Engineer by Application Form attached as Schedule B hereto for the placement of additional Non-Transparent (black or dark green) plastic bag(s) for collection. The Town Engineer upon such Application, and after considering the necessity therefor, may grant the business approval to place or cause to be placed for collection on any one collection day, one (or a greater number) of Non-Transparent (black or dark green) plastic bags for mixed waste in addition to the Non-Transparent Bag authorized under this Bylaw.
- b) No person from that business shall place or cause to be placed out for collection on any one collection day a greater number of mixed waste Non-Transparent (black or dark green) plastic bags than were authorized upon Application by the Town Engineer.
- c) No person shall place in any such mixed waste bag anything proscribed in the Application Form or in the approval granted by the Town Engineer.

REJECTION OF WASTE:

- 37) Any type of waste which has been set out for collection is subject to inspection by the Town or its designated agent and any such waste found or deemed by same to be set out in violation of the requirements of this Bylaw may be rejected and not collected.
- 38) Any waste which is so rejected may have placed on it a Rejection Sticker indicating the reason or reasons for rejection and information as to how to rectify same or get direction to rectify the problem, (although the Town or any person designated by it may otherwise reject solid waste without affixing a rejection sticker).
- 39) Any rejected waste shall remain the property of the owner or occupier, and shall be disposed of as permitted by this Bylaw.

PROHIBITIONS SPECIFIC TO COLLECTIONS:

- 40) No person shall place, or cause to be placed, any collectible waste out for collection before 6:00 pm of the day immediately preceding the day scheduled for collection of that solid waste stream.
- 41)
 - a) No person shall place, or cause to be placed, any collectible waste out for collection after 6:00 a.m. of the day scheduled for collection.
 - b) Any waste placed out for collection after 6:00 a.m. may not be collected if the collection contractor has already passed that property.
 - c) If any waste is placed out for collection after 6:00 a.m. and it is not collected by the collection contractor, it shall be removed from the public street and properly stored on the private property from which the waste originated.
- 42) The two immediately preceding sections may be altered by written permission of the Town Engineer.
- 43) No person shall permit any empty or rejected regulation container or any rejected materials or waste to remain at the collection placement spot after 12:00 noon of the day following the day scheduled for collection.
- 44) No person shall place, or cause to be placed, any non-collectible waste out for collection.
- 45) No person shall place any garbage box or other container for holding waste between collection days on a street right-of-way.

COLLECTION OF BULKY WASTE:

- 46) No person shall place, or cause to be placed, bulky waste out for collection except in accordance with the following restrictions:
- a) It is recommended that any Freon or other refrigerant gas, coolant or CFC be removed from a refrigerator, freezer, dehumidifier or air conditioner prior to being placed out for collection and any refrigerator or freezer shall have its doors already removed.
- 47) No person shall place, or cause to be placed, bulky waste out for collection except in accordance with the following restrictions:
- a) such waste, when consisting of more than one article, shall be packaged, bundled or boxed so as to facilitate removal and handling in order to constitute one item; and
 - b) the individual package, bundle or box shall not exceed 100 kilograms (220.5 lbs.) in weight; and
 - c) the individual package, bundle or box shall not exceed 1.8 meters (5.91 feet) in any dimension.
- 48) No person shall place, or cause to be placed, bulky waste out for collection on any one day the total of which exceeds 2.0 m³ in total volume.
- 49) No person shall permit any rejected waste to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated by the Town Engineer for collection of same.

SPECIAL PROVISIONS FOR LEAF AND YARD WASTE:

- 50) No person shall place, or cause to be placed leaf and yard waste out for collection except on a day designated for organic waste and in accordance with the following restrictions:
- a) if not in a green cart, such waste shall (save for bundled branches/ limbs) be contained in securely tied paper bags of a dimension no less than 66.0 cm by 91.0 cm (26.0 inches by 36.0 inches) nor greater than 76.2 cm x 121.9 cm (30.0 inches x 48.0 inches) and shall not exceed a weight of 25.0 kg (55.1 pounds);
 - b) bundled branches/limbs not exceeding 900.0 mm (3.0 feet) in length with individual limbs not exceeding 50 mm (2 inches) in diameter;
 - c) each bag or bundle shall not exceed a weight of 25.0 kg (55.1 pounds); and
 - d) the total of such waste shall not exceed 2.0 cubic meters (2.6 cubic yards) in total volume.

COLLECTION OF NATURAL CHRISTMAS TREES:

51) No person shall place, or caused to be placed, a natural Christmas tree out for collection except on a day designated by the Town Engineer for collection of same and in accordance with the following restrictions:

- a) It is to be unpackaged and undecorated, including the removal of all lights and any tree stand;
- b) It shall have no wires or nails attached; and
- c) It must not exceed 3.0 meters (9.8 feet) in length.

52) No person shall place, or cause to be placed, any natural Christmas tree out for collection before 6:00 pm of the day immediately preceding the day designated by the Town Engineer for collection of same.

53)

- a) No person shall place, or cause to be placed, any natural Christmas tree out for collection after 6:00 AM of the day designated for collection of same.
- b) Any natural Christmas tree placed out for collection after 6:00 a.m. may not be collected if the collection contractor has already passed that property.
- c) If any natural Christmas tree is placed out for collection after 6:00 a.m. and it is not collected by the collection contractor, it shall be removed from the public street and properly stored on the private property from which the Christmas tree waste originated.

54) No person shall permit any rejected natural Christmas tree to remain at the collection placement spot after 12:00 noon of the day immediately following the day designated for collection of same.

RESPONSIBILITIES OF OWNERS and OCCUPANTS:

55) Every owner and occupant shall:

- a) Ensure that collectible waste and clean-up waste is placed for collection in accordance with this Bylaw;
- b) Use only regulation containers for the storing and placement for collection of collectible waste;
- c) Provide a sufficient number of regulation containers to contain all of the collectible waste generated at the subject premises between regularly scheduled collection dates;
- d) Maintain such regulation containers in good repair, and in a clean and sanitary condition;

- e) Take all reasonable measures to ensure that each regulation container is covered and secured
- f) at all times except when being emptied or filled;
- g) Clean up any type of collectible waste which has escaped from its container, package, bundle or box, (and any Clean-Up Waste which has escaped from its container, package, bundle or box) – whether it be a regulation container or not;
- h) If collectible waste is stored outside the main building on the eligible premises it is to be stored in one or more secured regulation containers or an approved storage bin – in either case made inaccessible to pests, rodents, vermin, seagulls or animals;
- i) Ensure that any approved storage bin serving that premise is maintained at all times in a neat and sanitary condition and in good repair;
- j) Store any waste refrigerator or freezer either inside an enclosed and locked building or with the doors of the refrigerator or freezer removed;
- k) Ensure the proper preparation of all collectible waste in accordance with this Bylaw; and
- l) Abide by all lawful directives of the Town, or designated agents with regard to the handling of solid waste materials.

COMMERCIAL CONTAINERS:

- 56) The owner or occupier of any premises on which a commercial container is placed shall keep each commercial container behind, or beside, the building which it serves so as to reduce visibility from the street and adjacent properties.
- 57) Where the commercial container is placed on premises which are located in a residential zone pursuant to the Town's Land Use Bylaw or adjacent to a property which is zoned residential or contains a residential use, the commercial container shall be kept not less than 3.0 meters (9.8 feet) from the adjacent property lines.
- 58) Where the owner or occupier of any premises is unable to comply with the requirements of the two (2) immediately preceding sections because of the location of a building on the premises, which building was in existence at the time of the adoption of this Bylaw, the owner or occupier shall keep the commercial container at a location on the premises which is considered by the Town Engineer to not be unsightly and to cause neither a nuisance nor a health related problem.
- 59) Any temporary commercial container used during construction or repair work shall be subject to the following requirements:
 - a) no solid waste shall extend beyond the internal volume of the container;
 - b) the temporary commercial container shall be removed immediately upon completion of the construction or repair work; and

- c) the temporary commercial container shall be emptied as often as required to avoid over-filling of the same.
- 60) An owner or occupier of any premises on which a commercial container is located shall not permit the commercial container to be loaded other than uniformly and ensure that no solid waste extends beyond the internal volume of the container.
- 61) An owner or occupier of any premises on which a commercial container is located:
- a) shall place same only on a surface which is hard, level and weather-resistant;
 - b) shall keep the area surrounding the container free from litter and waste; and
 - c) shall cause the container to be emptied on a regular basis, as required.
- 62) Where a person proposes to locate a temporary commercial container within the right of way of a public street in the Town, that person shall submit a request for doing so, to the Town Engineer, outlining the exact proposed location and the estimated time that the container will be required to be there and any other details as requested by the Town Engineer. The person must receive permission from the Town Engineer, outlining the exact location to be used, and other salient details, and agree to pay a fee set by Resolution of Council if parking spaces are impeded, prior to so locating a commercial container.

HAULERS:

- 63) All private collections of solid waste shall be undertaken in compliance with relevant Federal/Provincial/Municipal statutes and regulations.
- 64) All private collection vehicles shall:
- a) be maintained in good condition and be properly manned and equipped to ensure safe collection of solid waste;
 - b) comply with the Motor Vehicle Act and any other regulations or legislation in effect from time to time;
 - c) be designed so as to prevent any contents (including liquids) from falling out, being spilled, or scattering from the vehicle whether in motion or not;
 - d) if used in the collection of more than one type of waste, be constructed to prevent cross-contamination between the various waste streams;
 - e) be equipped with a tailgate or other restraining device; and
 - f) be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported.

- 65) All private collection of any solid waste shall be made directly to the private collection vehicle from the premises where the same was generated.
- 66) All solid waste collected through private collections, and which is to be delivered to a solid waste management facility, including but not limited to Kaizer Meadow, shall be in compliance with the Regulations promulgated by the operator of that site, regarding acceptance and receipt of solid waste at that site.
- 67) In the event of any spillage, the vehicle operator shall be responsible for the clean-up which shall be undertaken immediately.

DESIGNATED ELECTRONIC PRODUCTS:

- 68) No person shall place designated electronic products out for collection.
- 69) Every owner or occupant may deliver designated electronic products to a recognized electronics return collection facility in Nova Scotia for reuse or recycling.

HOUSEHOLD HAZARDOUS WASTE:

- 70) Every owner or occupant shall store any residentially-generated household hazardous waste in a safe and secure manner and place and shall deliver same, as soon as is reasonably possible, to the Household Hazardous Waste Depot (“HHW Depot”) at Kaizer Meadow, (or to any other approved Household Hazardous Waste Depot which will accept same).
- 71) No person shall dispose of, or cause or permit the disposal of, household hazardous waste at any location within the Town.

CONSTRUCTION OR DEMOLITION MATERIALS:

- 72) Every owner or occupant shall deliver any construction or demolition materials – over and above those collected by the Town – to the appropriate area or site within Kaizer Meadow or an approved C&D debris disposal site.
- 73) No person shall dispose of construction or demolition materials by stock-piling, storing or any other method.

KAIZER MEADOW ENVIRONMENTAL MANAGEMENT CENTRE:

- 74) The Town Council has designated the Kaizer Meadow Environmental Management Centre (“Kaizer Meadow”) as the receiving site for solid waste generated by its residents, within the restrictions as set in this Bylaw and other restrictions as set by the operator of Kaizer Meadow.
- 75) The operator or other authorized staff of Kaizer Meadow may refuse to accept a load of solid waste for the following reasons:
 - a) solid waste other than that which Kaizer Meadow has been approved to accept; or

- b) it is a load for which a tipping fee, whether set or negotiated, has not yet been paid to Kaizer Meadow; or
 - c) it is a load for which tipping fee payment arrangements satisfactory to the operator or other Kaizer Meadow authorized staff have not yet been agreed to, reduced to writing and signed by both parties.
- 76) No person shall dispose of, or cause or permit the disposal of, any type of solid waste outside, around or adjacent to Kaizer Meadow in the following circumstances:
- a) when Kaizer Meadow is not open and operational; or
 - b) after the operator or authorized staff of Kaizer Meadow has refused to accept same.
- 77) All collection vehicles shall be equipped with a tailgate or other restraining device; and be closed-in or equipped with a tarpaulin or equivalent cover device which shall be used to cover solid waste while it is being transported from Kaizer Meadow front gates to the scale house.

LEGAL and ILLEGAL DISPOSAL:

- 78) With the exception of the placement of solid waste for collection in accordance with this Bylaw, and the delivery of designated electronic products or household hazardous wastes to depots or other disposals allowed for in this Bylaw, no person shall dispose of, or cause or permit the disposal of, collectible waste, clean-up waste or non-collectible waste at any location or manner in the Town except as follows:
- a) backyard composting carried out in such a manner as to not constitute a nuisance;
 - b) subject to Federal or Provincial law to the contrary, the disposal of waste trees, brush or portions thereof or other organic farm or forestry waste on privately-owned forest or farm land in such a manner as to not constitute a nuisance;
 - c) subject to Federal or Provincial law or other Municipal Bylaws to the contrary, the disposal of aggregate, soil, bricks, mortar, concrete, asphalt pavement, porcelain or ceramic materials as fill in such a manner as to not constitute a nuisance.
- 79) No person shall dispose of, or cause or permit the disposal of, any solid waste in an approved storage bin unless that person is, or has the permission of, the owner of said bin and the bin is located on the property where the waste is generated.
- 80)
- a) No person shall dispose of, or cause or permit the disposal of, any non-collectible waste or rejected solid waste on another private property or on public property.
 - b) No person shall dispose of or cause or permit the disposal of non-collectible waste within the Town.

c) waste shall be stored on the property where it was generated.

- 81) No person shall dispose of, or cause or permit the disposal of, construction or demolition materials at any location other than at Kaizer Meadow or an approved C&D debris disposal site.
- 82) Proof that any type of solid waste, which was disposed of in contravention of this Bylaw, originated from a particular person, from the residence of a particular person, or from a particular premise shall, in the absence of evidence convincing a court to the contrary, be evidence sufficient for a court to infer that the said person – or the owner or current occupant of said residence or premises– was the person who disposed of that solid waste, or a portion of same, or caused or permitted it to be disposed of.

GENERAL PROHIBITIONS:

- 83) Where an owner or occupier properly places any authorized form of solid waste out for collection by the Town’s contractor the said solid waste becomes the property of the Town.
- 84) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of solid waste or regulation container which has been placed out for collection.
- 85) No person shall pick over, remove, collect, disturb or otherwise interfere with any type of solid waste or regulation container which has been placed in an approved storage bin.
- 86) The prohibitions in the immediately preceding three sections do not apply to the following circumstances:
- a) removal by authorized personnel when acting on behalf of the Town; or
 - b) waste wood material, appliances or furniture,; and any other materials placed out as bulky waste items;
 - c) leaf and yard waste.
- 87) In the event of any removal, collecting or disturbing by any person as authorized by the immediately preceding section, all remaining materials shall be left by that person in an orderly condition and placed so as to not interfere with pedestrian or vehicular traffic.
- 88) No person shall dispose of any type of solid waste by the burning of same.
- 89) No person shall place any solid waste generated from outside the Town for collection within the Town.

ENFORCEMENT and PENALTIES:

Illegal Dumping

- 90) Any person who disposes of, or permits the disposal of, any solid waste other than in accordance with this Bylaw is guilty of a summary offense and is liable, upon conviction, to a fine

of not less than Two Hundred Dollars (\$200.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.

Other Provisions

- 91) Any person who violates any other provision of, or permits any other thing to be done in violation of, this Bylaw is guilty of a summary offense and is liable, upon conviction, to the following:
- a) for a first offense, a fine of not less than Two Hundred Dollars (\$200.00) and not more than One Thousand Dollars (\$1,000.00) and in default of payment thereof to a term of imprisonment not to exceed thirty (30) days;
 - b) for a second offense, a fine of not less than Three Hundred Dollars (\$300.00) and not more than Two Thousand Dollars (\$2,000.00) and in default of payment thereof to a term of imprisonment not to exceed sixty (60) days;
 - c) for each subsequent offense, a fine of not less than Five Hundred Dollars (\$500.00) and not more than Five Thousand Dollars (\$5,000.00) and in default of payment thereof to a term of imprisonment not to exceed ninety (90) days.
- 92) Any person who obstructs or hinders any person in the performance of their duties under this Bylaw is guilty of a summary offense and is liable, upon conviction, to a fine of not less than Two Hundred Dollars (\$200.00) and not more than Five Thousand Dollars (\$5,000.00), and in default of payment to a term of imprisonment not to exceed ninety (90) days.
- 93) Where a person is convicted of an offence under this Bylaw and the court is satisfied that, as a result of the commission of the offence, clean-up or site remediation costs were incurred, whether by the Municipality or by a person, the Court may order the offender to pay, in addition to all other fines and penalties, restitution to the Municipality or person in an amount equal to the said clean-up or remediation costs.
- 94) Pursuant to the provisions of the Municipal Government Act, in addition to a fine imposed for a violation of this Bylaw a judge may order the imposition of a penalty in relation to any fee, cost, toll, or charge associated with the conduct that gave rise to the offence.
- 95) Pursuant to the provisions of the Municipal Government Act, in addition to a fine imposed for violation of this by-law a judge may order compliance with this Bylaw within a specified time.
- 96) Each day that a person commits any offence under this Bylaw constitutes a separate offence.
- 97) Where a breach of this Bylaw is anticipated or is of a continuing nature, the Town may, pursuant to the provisions of the Municipal Government Act, apply to a judge of the Supreme Court of Nova Scotia for an injunction or other order and the judge may make any order that is appropriate under the circumstances.

ADMINISTRATIVE TICKETING:

- 98) In lieu of prosecution under this Bylaw the Town or its designated agent may issue to any person it believes, upon reasonable grounds, has committed an offence under this Bylaw a Notice of Alleged Violation allowing the person to whom it is directed to avoid possible prosecution by means of the voluntary payment of a sum of money.
- 99) Any person who receives a Notice of Alleged Violation in relation to this Bylaw and where the said Notice so provides, may pay a penalty in the amount of One Hundred Dollars (\$100.00) to the office of the Town Clerk provided that said payment is made within fourteen (14) days of the date of issuance of the Notice and said payment shall be in full satisfaction thereby releasing the person named from prosecution for the said alleged violation.
- 100) Nothing in this Bylaw requires the Town to issue a Notice of Alleged Violation in lieu of initiating a prosecution in relation to an alleged violation.

MEASUREMENTS

- 101) All measurements in this Bylaw are given in metric, which shall govern for the purposes of interpretation and enforcement of this Bylaw. Imperial measurements are included in parentheses for ease of reference only, and in some instances are only approximate.

REPEAL:

- 102) The existing Solid Waste Collection Bylaw# 38, of the Town of Lunenburg (and all amendments thereto) are hereby repealed.

Clerk's Annotation for Official Bylaw Books Date of first reading:	
Date of advertising of Notice of Intent to Consider:	
Date of second reading:	
Advertisement date of Bylaw passage and effective date:	
Mailing date to Department of Municipal Affairs three (3) certified copies of Bylaw:	
I certify that this Solid Waste Management Bylaw was adopted by Council and published as indicated above.	
_____	_____
Clerk	Date

SCHEDULE A
Town of Lunenburg Additional
Non-Transparent Bag Application

Residents may apply for additional Non-Transparent bag(s) for wastes generated due to medical or health-related issues. Non-Transparent bag(s) used for this type of waste disposal should be opaque (black or dark green) plastic bags. Approved applicants will be permitted to place additional Non-Transparent bag(s) out for collection on their collection day. Additional Non-Transparent bag(s) must be approved before placing them at the curb for collection. A Privacy Bag application must be completed every two years for continued use of additional Non-Transparent bags.

Please provide the following information:

Resident Name: _____ Resident Phone Number: _____

Resident's e-mail address: _____

Types of wastes to be placed in Non-Transparent bags(s): _____

Number of additional Non-Transparent bag(s) being requested: _____

Resident's Civic Address: _____

Are you the property owner? Yes No

If you are not the owner, please provide the following information:

Property Owner's Name _____

Property Owner's Phone Number: _____

Property Owner's e-mail address: _____

Date of Application: _____

Please return the completed form in one of the following ways:

By mail: Town of Lunenburg, PO Box 129, Lunenburg, Nova Scotia, BOJ 2C0,
Attention: Town Engineer, 902 634 8992.

(See: next page for additional information)

Please note of the following:

All wastes including organics, recyclables, garbage, paper and cardboard must be sorted correctly in accordance with the Town's Solid Waste Bylaw even if have been approved for additional Non-Transparent bag(s).

Garbage bags (clear or opaque) cannot contain:

- Saturated, blood-soaked gauze and dressings (excess blood must be squeezed from dressings into toilet/sink, once squeezed, dressings are placed a garbage bag)
- Fluid-filled or blood-filled medical tubing or dialysis tubing (fluids must be emptied into toilet/sink, once emptied, tubing is placed in a garbage bag)
- Sharps, needles and lancets for blood testing (return to pharmacy for disposal)
- All unused medications (return to pharmacy for disposal)

Hazardous wastes must be taken to the Household Hazardous Waste Facility at Kaizer Meadow Environmental Management Centre which is located at 450 Kaizer Meadow Road, Chester, Nova Scotia, as such wastes cannot be collected with regular garbage.

Note: Non-Transparent bag(s) are subject to inspection by the collection contractor or curbside waste inspector.

SCHEDULE B

TOWN OF LUNENBURG

MIXED WASTE BAG APPLICATION – PUBLIC WASTE ON BUSINESS PROPERTY

[Businesses may apply to the Town Engineer for approval to place mixed waste opaque (black or dark green) plastic bags out for collection where the business has a public waste container on its property for mixed waste brought onto the premises by customers (and not generated on the premises). **The use of mixed waste bags must be approved by the Town Engineer before placing them at the curb for collection.** A mixed waste bag application must be completed every two years for continued use of mixed waste bags.]

Please provide the following information:

Business Name: _____ Business Phone Number _____

Business e-mail Address: _____

Types of wastes to be place in mixed waste bag(s):

Location of Container receiving public waste: _____

Number of Mixed Waste bag(s) being requested: _____

Business Civic Address: _____

Are you the property owner? [] Yes [] No

If you are not the owner, please provide the following information:

Property Owner's Name: _____

Property Owner's Phone Number: _____

Property Owner's e-mail address: _____

Name of occupant of premises: _____

Name of Applicant (owner and/or occupant) _____

Please return the completed form in one of the following ways:

By mail: Town of Lunenburg, PO Box 129, Lunenburg, Nova Scotia, B0J 2C0, Attention: Town Engineer.

Please note the following: Waste which is prohibited pursuant to the Bylaw may not be placed in a mixed waste bag(s).

TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL

PURPOSE

1. This Policy describes the structure, composition and role of Committees established and appointed by the Town of Lunenburg ("Town") Council ("Council"). The Policy applies to Committees in which all or some of the voting Committee members are Council members including the Mayor and/or Councillors.

PROCEDURE

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council and within three months following each municipal general election or election anniversary. Council may also replace at any time Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee's affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards (Schedule "A" chart updated from time to time by motion of Council) as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an ex officio member of any Town Committee to which the Mayor is not already appointed and may fully participate, but may only vote at these meetings if it is necessary to achieve a quorum.
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion. Citizens interested in serving on Town Committees will complete the Town's application form. Qualified Town resident applicants, and non-resident applicants if there are insufficient Town resident applicant numbers, will be selected for Committee(s) appointment at a public Council meeting by Council ballot.
6. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. These appointments may be reviewed within a term as determined by Council as set out herein.

7. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.
8. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
9. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
10. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.
11. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
12. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
 - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
 - b. external services reasonably necessary and budgeted;
 - c. Town staff advice and support; and
 - d. other resources reasonably necessary and budgeted.
13. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
14. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
15. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.

16. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.
17. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.
18. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
19. Council hereby confirms the following standing Committees and their respective responsibilities as described.

Audit Committee

20. The responsibilities of the Audit Committee are to:
 - a. conduct a detailed review of the Town financial statements with the Town Auditor;
 - b. evaluate internal control systems and management letter with the Town Auditor;
 - c. conduct a review of the conduct and adequacy of the audit;
 - d. consider such matters arising out of the audit as may appear to the Audit Committee to require investigation;
 - e. review other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
 - f. take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
21. The Audit Committee shall be comprised of all members of Council and a minimum of one resident at large appointment who is not a member of Council or staff. Resident appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
22. Council shall advertise for resident Audit Committee applications before December 31 every two years. The resident Committee member(s) shall be selected by Council as noted herein with the exception that this shall be a two year appointment.
23. The CAO, Finance Director and Accountant shall be non-voting members of the Audit Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.

24. The Audit Committee Chair shall be a member of Council bi-annually appointed by Council as set out in section 9. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
25. The Audit Committee shall meet at least twice per year as called by the Chair in consultation with Town staff to receive and review the completed Town audit with the Town Auditor and to carry out its additional Municipal Government Act duties.

General Government Committee

26. The responsibilities of the General Government Committee are to:
 - a. discuss, consider, advise and make recommendations to Council concerning Town Policies, Bylaws and related matters referred to the Committee by Council;
 - b. review and recommend the General Government Services budget to Council; and
 - c. consider annual Town grant applications and recommend same to Council.
27. The Chair of the General Government Committee is the Deputy Mayor.
28. The General Government Committee consists of all Council Members and membership on the Committee automatically extends to Council Members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.

Heritage Advisory Committee

29. The responsibilities of the Heritage Advisory Committee are to:
 - a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
 - b. advise Town Council respecting:
 - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
 - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.
30. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

Planning Advisory Committee

31. The provides that the responsibilities of the Planning Advisory Committee are to:
 - a. carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
 - b. advise Council respecting the preparation and amendment of planning documents and general planning matters; and
 - c. conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.
32. The Planning Advisory Committee is comprised of at least four residents appointed for two year terms and three Council members as determined by Council.

Protective Services Committee

33. The Protective Services Committee responsibilities are to advise Council regarding:
 - a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
 - b. Fire Protection Services budget matters.
34. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission ("Commission") only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

Recreation Committee

35. The responsibilities of the Recreation Committee are to:
 - a. advise Council on matters affecting the development and maintenance of Town recreational facilities including but not limited to the Lunenburg War Memorial Community Centre Auditorium and Arena, programs and services;
 - b. encourage healthy and active lifestyles for residents and visitors; and
 - c. provide Council with input on the development of policies, plans and budget development related to community recreation opportunities including active transportation initiatives.
36. The Recreation Committee is comprised of four members of Council, three residents who are appointed for two year terms, and one Municipality of the District of Lunenburg ("Municipality") Council member appointed to serve by their Council in relation to relevant Municipality matters.

Special Committees

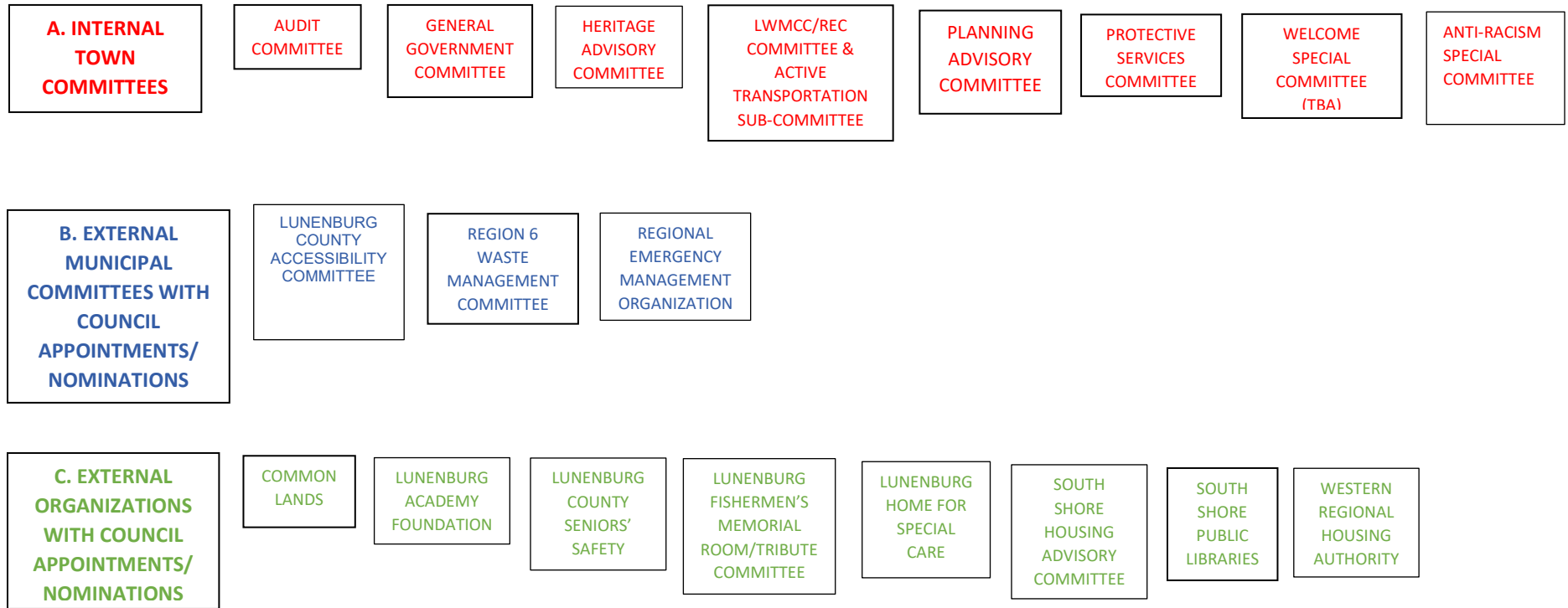
37. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.
38. The general provisions of this Policy shall also apply to Special Committees.
39. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
40. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

41. It shall be the responsibility of all Town appointments to external Boards and Committees as set out in Schedule "A" attached to:
 - a. provide semi-annual updates to Council of the activities of the body on which they have been appointed;
 - b. represent the Town in a respectful and positive manner reflecting the direction of Council, Town budget, Policies and other guiding documentation;
 - c. ensure Council receives copies of meeting minutes for the body on which they serve; and
 - d. report any recommendations from such body requiring Council consideration and response.
42. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

- Schedule "A" attached

TOWN OF LUNENBURG – COMMITTEE STRUCTURE



Note:

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

Special Committees of Council are also established from time to time for specific purposes.

Revised: September 2020

MEMORANDUM

TO: GENERAL GOVERNMENT COMMITTEE

FROM: BEA RENTON, CAO

DATE: JUNE 30, 2020

**RE: PROPOSED REPEAL OF BYLAW #5 COUNCIL PROCEDURE BYLAW
– REPLACED BY PROCEDURAL POLICY #96 COUNCIL AND
COMMITTEE MEETINGS AND PROCEEDINGS**

1. FACTS

Bylaw #5 Council Procedure Bylaw has been in place since 1979. Council recently decided to replace it with a more readily amendable Procedural Policy #96 Council and Committee Meetings and Proceedings adopted on May 12, 2020. As was set out in an earlier memo to this Committee and direction of the Committee, the next step in this process is the formal repeal of Bylaw #5. Copies of both the Bylaw and Policy are attached for reference.

2. ISSUES AND OPTIONS ANALYSIS

The Bylaw is replaced by the Policy and therefore should be repealed. This is done by a Committee member agreeing to give notice of motion of the proposed Bylaw repeal at the July 28 Council meeting. Following which, at the August 25 Council meeting first reading is given of its repeal and public advertisement of same for consideration fourteen days before the next Council meeting on September 22 where second and final reading of the repeal could be given. If a motion to repeal is approved on September 22, the repeal becomes effective on the date this is advertised in the local newspaper.

3. FINANCIAL IMPACT

The Bylaw's repeal does require public advertisements (a minimum of two) in the local newspaper which would cost approximately \$250. There may be an opportunity to lower this cost if the ads can be bundled with other Town notices in the newspaper. Otherwise, there is no out-of-pocket cost to repealing the Bylaw as the drafting to repeal is being done by staff.

4. STRATEGIC PLAN RELEVANCE

As was previously described in the earlier staff report to develop an updated Council and Committee Procedural Policy, the repeal of Bylaw #5 addresses the goal of the Town's Strategic Plans to:

1. Operate the Town efficiently and effectively by:
...C. Developing and updating Town bylaws, procedures and plans.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the Committee select a member to give notice of motion at the July 28 Council meeting of the proposed repeal of Bylaw #5. Council Procedure Bylaw. A motion could be made at the July 16 General Government Committee meeting setting this out for ease of reference as set out below.

Motion: moved by ____, seconded by ____ that Councillor ____ will give notice of motion of the proposed repeal of Bylaw #5. Council Procedure Bylaw for first reading at the August 25 Council meeting.

Attachments -

- Bylaw #5. Council Procedure Bylaw
- Policy #96. Council and Committee Meetings and Proceedings Policy

TOWN OF LUNENBURG

BY-LAW NO. 5

A BY-LAW RESPECTING RULES GOVERNING
THE TOWN COUNCIL

- Short title 1.1 This by-law shall be known as and may be cited as the "Council Procedure By-law".
- Apply to
Council,
committees
and boards 2.1 In all the proceedings had or taken in the Council the following rules and regulations shall be observed and shall be the rules and regulations for the order and discharge of the business of the Council and mutatis mutandis of its committees, boards and commissions.
- Organization
of Council 3.1 At the first meeting after a general election of councillors, or so soon thereafter as practicable, the date of which meeting shall be fixed by the outgoing Council, the Council shall be organized by administering the required oaths, if not previously administered, and the appointment to any vacancies in the offices of the Deputy Mayor, committees, boards and commissions and the further business hereinafter provided.
- Adjournment 4.1 The Council shall adjourn at the hour of twelve o'clock midnight if in session at that hour, unless otherwise determined by a vote of two-thirds of the councillors present.
- Opening
of meeting 5.1 At or so soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting or order.
- If Mayor
absent 6.1 In case the Mayor does not attend within fifteen minutes after the time appointed, the Deputy Mayor shall call the councillors to order and if a quorum be present, shall preside over the meeting or until the arrival of the Mayor.

Deputy Mayor also present 7.1 In case neither the Mayor nor the Deputy Mayor is in attendance within fifteen minutes of he appointed time, the Town Clerk shall call the councillors to order if a quorum be present, and the councillors shall choose a chairman who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor.

Lack of quorum 8.1 If there be no quorum present within one-half hour after the time appointed for the meeting, the Town Clerk shall take down the names of the councillors then present and the Council shall stand adjourned until the same appointed time of the next day not being a holiday; provided always, that if all councillors remain present until a quorum is made up the meeting may proceed with business as long as the quorum remains.

Minutes 9.1 Minutes of the proceedings of every meeting of the Council shall be drawn up and fairly entered by the Town Clerk in a book kept for that purpose or cause the same to be done and such book shall be properly indexed.

Contents of minutes 9.2 Such minutes shall:
9.2.1 contain all resolutions and motions passed, with the names of the movers and seconders; and
9.2.2 mention reports, petitions and other papers submitted to the Council by their respective titles only, or by a brief description of their purport except reports accepted by Council, which shall be entered at length or attached to the minutes.

Approval
of minutes

9.3 Unless objection is taken to the minutes when read or as circulated, they shall be deemed approved and shall be signed by the chairman. If any objection is made to the minutes, the councillor making such objection shall state his grounds without comment and if the Council agrees the minutes shall be amended accordingly. If all the councillors do not acquiesce in the proposed amendment, the motion must be made and seconded to amend the minutes in accordance with the objection which shall then be debatable and resolved by Council.

Duties of
presiding
officer

10.1 The Mayor shall preserve order and decorum and decide questions of order, subject to an appeal to the Council and in the absence of the Mayor, the presiding officer shall have the same authority while so presiding as the Mayor would have if present.

11.1 When the Mayor is called upon to decide a point of order, practice or procedure the point shall be stated without unnecessary comment and the Mayor shall cite as far as able the rules or authorities applicable to the case.

Decision by
majority

12.1 All questions arising in the Council or one of its committees, boards or commissions shall be decided by a majority of the votes of Council, or the committee, board or commission, including the Mayor or other presiding officer who shall have a right to vote on all such questions, and in the event of a tie the motion shall be deemed to have been lost.

Mayor
leaving
chair

13.1 If the Mayor decides to leave the chair for the purpose of taking part in debate or otherwise, he shall call upon the Deputy Mayor, or in his absence, a councillor, to fill his place and discharge his duties until he resumes the chair.

- Councillor speaking 14.1 Every councillor previous to speaking on any question or motion, shall rise from his seat and shall address himself to the Mayor.
- Recognition of councillor 15.1 When two or more councillors rise to speak, the Mayor shall name the councillor who in his opinion first rose from his seat, but a motion may be made that any councillor who has risen, "be now heard" or "do now speak" and if such motion is carried such councillor shall then be heard.
- Every councillor to vote 16.1 Every councillor who is present when a question is put, shall vote thereon unless the Council excuses him therefrom or unless he is personally interested in the question, provided that such interest is resolvable into a personal pecuniary profit, or is peculiar to that councillor and not in common with the interests of the citizens or Council at large and in such case he shall not be required to vote.
- No disturbance 17.1 When the Mayor is putting a question, no councillor shall walk across the room or make any noise or disturbance nor when any councillor is speaking shall any other councillor pass between him or the chair or interrupt him except to raise a point of order.
- Councillor called to order 18.1 A councillor called to order from the chair, shall immediately sit down but may afterwards explain his conduct, and, if an appeal is taken to Council it shall decide the case but without debate. If there be no appeal, the decision of the Mayor shall be final.

- No offensive language or action 19.1 No councillor shall use offensive words in or against the Council or any councillor nor shall he speak outside the question in debate nor resist the rules of Council or disobey the decision of the Mayor or of the Council upon any question of order or practice or upon the interpretation of the rules of the Council, and in case any councillor so resists or disobeys, he may be ordered by the Mayor by order or resolution of the Council to leave his seat for that meeting, and in case of his refusing to do so he may on order of the Mayor be removed therefrom by a policeman, but in case of an apology being made by the offender he may by vote of the Council be permitted forthwith to resume his seat.
- Reading of question 20.1 Any councillor may require the question or motion in discussion to be read at any time during the debate but not so as to interrupt another councillor while speaking.
- Length and number of speeches 21.1 No councillor shall speak more than once on the same question without leave of the Council except in explanation of a material part of his remarks which may have been misconceived, and in so doing he shall not introduce new material. A reply is allowed to a councillor who has moved an amendment. No councillor shall speak, without leave of the Council, to the same question or reply for longer than ten minutes.
- Recorded vote 22.1 Upon division of the Council the names of those who voted for and the names of those who voted against the question shall be entered in the minutes when any councillor shall have so requested.
- Separate propositions 23.1 When the question before Council contains two or more distinct propositions upon request of any councillor a vote upon each proposition shall be taken separately in such order as determined by the Mayor.

- Declaration of vote 24.1 After a question is finally put by the Mayor no councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared and the decision of the Mayor as to whether the question has been finally put shall be conclusive.
- Contrary motion 25.1 Whenever the Mayor is of the opinion that a motion is contrary to the rules and privileges of Council he shall advise the councillors thereof immediately without putting the question and shall cite the rules and authorities applicable to the case without argument or comment. If there be no appeal to Council or if the chair is sustained or appeal taken to Council, the question shall not be put.
- Point of order 26.1 Any councillor may rise and call to order another councillor. In so doing the councillor must state the point of order clearly and distinctly and the Mayor shall decide whether the point is well taken.
- Appeal 27.1 An appeal may be taken from the decision of the Mayor by any councillor. When an appeal is taken to Council the Mayor shall first give the terms of his decision appealed from and add "The question is now, shall the decision of the chair stand as a decision of Council?"
- Consideration of order decided first 28.1 When any question of order, procedure or practice is raised it must be decided before the question then in discussion is proceeded with.
- Privilege 29.1 When any matter of privilege arises it shall be immediately taken into consideration.

Right to
be heard

30.1 Every councillor shall be heard in his place touching any charges brought against him as councillor or on any motion by which his private interests may be affected, but such councillor may withdraw from the Council Chamber before the Council proceeds to consider or decide on such charge or motion.

Not to
leave

31.1 The councillors shall not leave their places on adjournment until the Mayor leaves the chair.

31.2 No councillor shall leave the Council Chamber during the transaction of business without the permission of the Mayor.

Motions in
writing

32.1 All motions save 34.1.1 to 34.1.6 inclusive as set forth in Section 34.1 shall be in writing if so required by the Mayor or any councillor and all motions shall be seconded before being debated or put by the chair.

Reading of
motion

33.1 When a motion is read by the Mayor it shall be deemed to be in the possession of Council, but may, with the permission of Council, be withdrawn by the mover and seconder at any time before voting thereon or amendment.

Priority
motions

34.1 When a question is under consideration no other motion shall be received unless it is a motion to:

- 34.1.1 adjourn,
- 34.1.2 lay on the table,
- 34.1.3 postpone to a certain time,
- 34.1.4 refer,
- 34.1.5 amend; or
- 34.1.6 move the previous question

34.2 The motions referred to in subsection 34.1 shall have precedence in the order in which they are named therein.

34.3 A motion to adjourn shall always be in order except,

- 34.3.1 when a councillor is in possession of the floor,
- 34.3.2 when a vote is being conducted,
- 34.3.3 when a motion to adjourn was the last preceding motion; provided that a motion to adjourn Council or the debate to a day certain shall not come within this rule.

Question
be now put

35.1 A motion that the question be now put, until it is decided, shall preclude all amendments to the main question and shall be put without debate in the following words: "That the question be now put." If this motion is resolved in the affirmative the original question shall be put forthwith without any amendment or debate; but if the said motion is resolved in the negative then the main question is superseded and a new subject or motion must be submitted to Council.

No debate

36.1 The following questions shall be decided without debate or amendment:

- 36.1.1 a motion to reconsider,
- 36.1.2 a motion as to priority of business or as to the suspension of the general order of the day,
- 36.1.3 application to speak more than the prescribed number of times or longer than the prescribed times,
- 36.1.4 a motion to allow any person other than a councillor to address the Council,

- 36.1.5 the previous question,
- 36.1.6 a motion to adjourn,
- 36.1.7 a motion to postpone to a day certain,
- 36.1.8 a motion to lay on the table.

Motions not dealt with

37.1 All motions called in pursuance of the general order of the day and not disposed of shall be placed at the foot of the list, unless otherwise ordered by Council, but where any order, resolution or question shall be lost by the Council breaking up for want of a quorum the order, resolution or question so lost shall be the first business proceeded with and disposed of at the next meeting of Council under that particular head.

Amendments

38.1 Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be reduced to writing, if required by the Mayor or any councillor, and shall be decided or withdrawn before the main question is put. Only one amendment is to be allowed to an amendment and any amendment more than one must be to the main question.

Strike out and insert

39.1 On an amendment to "strike out and insert" the paragraph to be amended shall first be read as it stands. Then the words proposed to be struck out shall be read; then those to be inserted shall be read; and finally the paragraph as it would stand if so amended shall be read.

Appointments

40.1 On all motions for the appointment of any person to any office in the gift of Council, the candidates for such office shall be voted on separately in the order in which they are proposed.

Extraordinary expenditures 41.1 All resolutions involving "extraordinary expenditure" or an expenditure not specifically provided for in the estimates, shall be laid on the table as a notice of motion to be discussed and decided at a subsequent meeting, and no such resolution shall be voted upon at the same meeting at which it is introduced unless the Council, by a two-thirds vote of the councillors then present, shall deem it expedient to do so.

Reconsideration 42.1 After any question has been decided either in the affirmative or negative any councillor may move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered, and there shall be no reconsideration at any subsequent meeting unless notice of such reconsideration be given at the meeting at which the main motion is carried, and after such notice is given no action shall be taken by Council upon the main motion until such reconsideration is disposed of.

42.2 No question shall be reconsidered more than once nor shall a vote to reconsider be reconsidered.

General order of the day 43.1 The following shall be the general order of the day, subject however, to suspension by the Council at any meeting as the exigencies of business may require:

43.1.3 reading or considering the minutes as circulated of the last regular meeting and of any special meeting held since such meeting,

43.1.2 hearing of delegations or individuals,

43.1.3 correspondence and other original communications,

43.1.4 receiving of accounts and dealing with same,

43.1.5 reading of memorials and petitions,

- 43.1.6 notices of motion,
 - 43.1.7 presentation and consideration of committee reports,
 - 43.1.8 motions,
 - 43.1.9 unfinished business,
 - 43.1.10 questions by members,
 - 43.1.11 new business.
-
- Material for councillors 44.1 The Town Clerk shall prepare for the use of councillors at regular meetings of Council all matters that are to come before the Council in the sequence in which such matters appear in the general order of the day.
-
- Order of business 45.1 Business shall be taken up in the order in which it stands upon the general order of the day.
-
- Special meetings 46.1 For all special meetings of Council the Town Clerk shall prepare for councillors, under the direction of the Mayor, a memorandum of the principal business to be transacted at any such meeting.
-
- Petitions, etc. 47.1 Every petition, remonstrance or other written application to be presented to Council must be plainly written and signed.
-
- Petition to be examined 47.2 Every such petition, remonstrance or written application must be presented to Council by a councillor or the Town Clerk, who shall examine the same and be answerable that it does not contain any impertinent or improper matter and that the same is respectful and temperate in its language.
-
- Certification 47.3 When any report, by-law, petition, or other written application or communication is read in Council, the Town Clerk shall certify on the back thereof the reading and date for all orders passed with regard thereto.

Actions,
petitions,
etc. to be
referred

48.1 All actions against the Town and all petitions or other communications on any subject within the competence of a standing committee shall on presentation, be considered as referred to the appropriate committee without any motion, unless otherwise ordered; and no councillor shall speak upon or shall debate be allowed upon the presentation of a petition or other communication; but a councillor may move in referring the petition or communication, that certain instructions be given by Council or that the petition or communication shall be referred to a select committee; and if the petition or communication complains of some present personal grievance requiring immediate remedy, the matter therein contained may be brought into immediate discussion and disposed of forthwith by Council.

Select
committee

49.1 Every councillor who shall introduce a petition or motion upon any subject which may be referred to a select committee shall be one of the committee and shall, unless Council otherwise determines, be the chairman of such committee.

Person not to
be heard
without
permission

50.1 No person, not a councillor, shall be heard in Council without the permission of the Council.

Presence
within the
bar

51.1 No person, except councillors and of the Council, shall be allowed within the bar during the sitting of the Council without the permission of the Mayor.

Police

52.1 One of the policemen of the Town may, on request of the Mayor or Council, attend all meetings of Council, and, if ordered by the Mayor or other presiding officer, on resolution of Council, such officer shall expel and exclude from the meeting any person who has been guilty of improper conduct at such meeting.

- Voting 53.1 When a division on any question is requested the presiding officer shall call for the yeas and nays, that is, the councillors voting in the affirmative shall rise and be counted and then sit down, and then the councillors voting in the negative shall rise and be counted and then sit down, and the presiding officer shall then declare the result.
- Secret ballot 53.2 When any two councillors so request, the yeas and nays shall be taken by secret ballot.
- Rules of Parliament 54.1 In all cases not specifically provided for herein, the Rules of Parliament shall govern the proceedings of Council.
- Suspend rules 55.1 No standing rule or order concerning the meetings of Council shall be suspended except by the unanimous vote of councillors present.
- Repeal 56.1 All former Council Procedure By-laws of the Town are hereby repealed and this by-law substituted therefor.

Approved by Town Council: July 27, 1978
Approved by M.M.A. : January 16, 1979

#96. TOWN OF LUNENBURG PROCEDURAL POLICY

COUNCIL AND COMMITTEE MEETINGS AND PROCEEDINGS

PURPOSE

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act ("MGA") with such amendments as may be made from time to time. This Policy also applies to Town Committee meetings with the relevant changes in wording.

DEFINITIONS

2. In this Policy, unless the context otherwise requires:
 - (1) "**business day**" means a day when the Town Hall office is open for business;
 - (2) "**Chair**" means the presiding officer of the Council or Committee;
 - (3) "**Committee**" means a group of individuals appointed by the Lunenburg Town Council to serve on a body that makes recommendations by majority vote to Council. This includes sub-committees and advisory groups;
 - (4) "**Council**" means the governing Council of the Town of Lunenburg;
 - (5) "**Councillor**" includes the Mayor and all elected Councillors unless the context indicates otherwise;
 - (6) "**Legislation**" includes Policies, Bylaws and other relevant Municipal, Provincial and Federal laws or approved documents recognized by Council.
 - (7) "**Majority**" means more than one half of those present, unless the context indicates otherwise; and
 - (8) "**Motion**" a formal proposal put to a Council or Committee by a mover and seconder decided by majority vote of Council or a Committee.

PROCEDURE

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held:
 - (1) at the Lunenburg Town Hall;

(2) on the second and fourth Tuesday of every month except in the months of July, August and December when there is only one monthly meeting which shall be on the second Tuesday of those months unless notice is otherwise given; and

(3) commencing at 5:15 p.m.

4. Regular meetings of Council may be rescheduled, relocated or cancelled:

(1) by motion or consensus of Council; or

(2) by the Clerk on behalf of the Mayor owing to unforeseen circumstances, provided the Mayor believes that the majority of Councillors would support such a step.

5. **Additional meetings** of Council may be convened in accordance with the MGA:

(1) by resolution or consensus of Council with advance notice being given;

(2) if the Mayor determines there is an emergency necessitating a meeting with such notice as is possible under the circumstances; or

(3) by the Clerk when required to do so by the Mayor or upon written request signed by a majority of Councillors.

6. Specific **notice** to Councillors need not be provided for:

(1) regular Council meetings held pursuant to section 3; or

(2) meetings held pursuant to subsection (1) of section 4 or subsection (1) of section 5 if the date was set at a Council meeting three or more days in advance;

but, subject to any statutory relaxation of notice requirements, two days' notice shall ordinarily be provided for other meetings to Councillors in the manner described in sections 7 and 8.

7. Subject to section 6, notice of meetings shall be provided verbally in person or by telephone or telephone message or by writing or by email to each Councillor. A Councillor may waive any deficiency in the notice provided to him or her for a Council meeting which he or she attends, and shall be deemed to waive any deficiency in notice to him or her for such meetings unless expressly objecting to the adequacy of the notice at such meeting.

8. Within thirty days following the first meeting of Council after a municipal election or by-election, each elected Councillor shall provide to the Clerk:

(1) a telephone number at which the Councillor ordinarily may be reached, with voice messaging capability with adequate capacity at all times to receive messages of one minute in length regarding Council meetings and Town business, and which the Councillor will regularly check for Town messages; and

(2) shall sign any documents required by the Clerk to use an email address on the Town's email system which the Councillor will regularly check.

The Councillor shall be deemed to have received any notice within one business day of it being distributed pursuant to this section.

9. Notice to the public is not required for regular meetings held under section 3, but subject to any statutory relaxation of notice requirements, two days' notice to the public should be provided for other Council meetings, except meetings considered to be urgent or emergencies, by the following options: posting at the Lunenburg Town Hall; social media; internet; print advertisement; signage; or such other means as determined by Council from time to time noting the time, date and place of the meeting.

Conduct of Meetings: General

10. The Mayor shall serve as the Chair of Council meetings. For Committee meetings, the Chair shall be determined in advance by Council when Committee appointments are made. It shall be the duty of the Chair or alternate as set out herein to:

- (1) open the meeting of Council by taking the chair and calling the Councillors to order if a **quorum** is present;
- (2) declare a meeting dissolved if no quorum has been achieved within fifteen minutes of the scheduled meeting time;
- (3) if the Mayor does not attend within fifteen minutes after the time appointed, the **Deputy Mayor** shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor;
- (4) in case neither the Mayor nor the Deputy Mayor (or Committee Chair as applicable) is in attendance within fifteen minutes of the appointed time, the Clerk shall call the Councillors (or Committee members as applicable) to order if a quorum be present, and the Councillors shall choose a Chair who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor;
- (5) if there is no quorum present within fifteen minutes after the time appointed for the meeting or a quorum is lost during a meeting, the Clerk shall take down the names of the Councillors then present and the Council meeting shall stand adjourned until the next regular Council meeting;
- (6) determine whether a quorum can still be achieved to conduct Council business if an interest is declared by a Council member(s) with reference to the **Municipal Conflict of Interest Act**;
- (7) receive and submit to Council **motions** properly presented by a Councillor;
- (8) put to a **vote** a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
- (9) preside over Councillors, when engaged in debate, within the rules of conduct of debate;

- (10) enforce on all occasions, the observance of order and decorum, except with concurrence of Council to relax the rules;
 - (11) call by name any Councillor persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (12) inform the Council when necessary, or when referred to, on a point of order;
 - (13) permit the Chief Administrative Officer to speak on any point upon request pursuant to the MGA;
 - (14) permit relevant questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any Council debate; and
 - (15) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent. Meetings should not exceed a maximum duration of three hours or 10:00 p.m. whichever occurs first,
 - (16) at which time they will be adjourned until the next meeting of Council.
11. At Council meetings, unless a majority consents to a different order for that meeting, **Council shall conduct business in the following order:**
- (1) call to order;
 - (2) acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People;
 - (3) approval of agenda, including additions or deletions;
 - (4) approval of minutes from the previous meeting;
 - (5) public hearings, presentations and questions;
 - (6) consideration of correspondence, petitions and proclamations;
 - (7) business arising from the minutes;
 - (8) consideration of committee recommendations, minutes, reports and notices of motions;
 - (9) new business;
 - (10) in camera business;
 - (11) in camera notices of motion and recommendations; and
 - (12) adjournment.

12. Five business days before a Council meeting, a Councillor or member of the public may request of the Mayor and Clerk to **add a Council agenda** item with relevant and sufficient particulars and supporting documentation which the Mayor shall in consultation with the Clerk determine to which Council or Committee meeting the agenda the item shall be added at the upcoming or a subsequent meeting(s).
13. (1) Alternatively, a Councillor may give **notice of motion to add an agenda item** at a Council meeting which shall be:
- a. be in writing;
 - b. include the name of the mover;
 - c. be received by the Clerk at a regular meeting of the Council; and
 - d. be printed in full in the agenda for the next regular meeting and each successive meeting of the Council until considered or otherwise disposed of.
- (2) When a Councillor's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be removed from the agenda unless the Council otherwise decides.
- (3) The mover may withdraw a notice of motion at any time prior to the commencement of debate thereon.
- (4) Council may waive notice of motion on a two-thirds vote of the Council members present and voting except for Policy and Bylaw matters.
- (5) A point of order or personal privilege may be introduced without written notice and without leave.
- (6) The following motions may be introduced without notice and without leave:
- a. a motion to adjourn;
 - b. a motion to call for the question;
 - c. a motion to refer;
 - d. a motion to table or to defer to a day certain;
 - e. an amendment to a motion;
 - f. a motion to suspend a rule of procedure;
 - g. a motion to convene in camera; or
 - h. any other procedural motion.

14. The Mayor and Clerk shall confer on the Council **agenda content and format** before it is circulated a minimum two business days before the meeting if possible. The agenda will be accompanied with an **agenda package** containing meeting materials in the agenda sequence.
15. The Chair shall decide all questions of order or procedure subject to an **appeal** to the Council.
16. Every Councillor, prior to **speaking on any question or motion**, shall raise a hand and wait to be recognized by the Chair. When two or more Councillors raise their hands to speak, the Chair shall designate the Councillor who has the floor who, in the opinion of the Chair, first raised their hand.
17. No Councillor shall speak more than ten minutes upon any matter at one time, without the leave of the Chair.
18. During a meeting Council may **recess** for short periods or move to another place, without ending the meeting.
19. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the **minutes** of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
20. The minutes shall be kept by the Clerk and shall:
 - (1) record the time when any Councillor joins or leaves a meeting which is in progress;
 - (2) contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders except Committee meetings, and shall record the outcome of each vote; and
 - (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents, which may be attached in full to the minutes as determined relevant by the Clerk.

Conduct of Meetings: Motions and Voting

21. The Chair shall state every **question** properly presented to Council if no Councillor offers to speak, the Chair shall put the question, after which no Councillor shall be permitted to speak upon it.
22. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Councillor, before or after a voice vote can call for, and obtain through the Chair, a show of hands.

23. The Mayor and every Councillor who is present when a motion is put, shall vote thereon unless the Councillor has declared an interest in the motion. A failure to expressly signal a “yea” or “nay” or raise one’s hand shall be deemed to be a “nay” vote. A tie vote results in the motion being defeated.
24. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing, repeated, displayed or read aloud by the Clerk before it is debated or voted on.
25. After reading of a motion by the Chair or Clerk, it shall be open for discussion. The motion is deemed to be in the possession of Council at this time.
26. A motion which has been seconded and stated by the Chair may at any time before the Council has voted on it be **withdrawn** by the mover with the unanimous consent of Council.
27. When any question is before the Council, the only motions in order shall be:
- (1) a motion to amend the original motion;
 - (2) a motion to refer the question, including the motion and amendment if one is moved, to any Committee;
 - (3) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (4) a motion to close the debate at a specified time; and
 - (5) a motion that the question be put to a vote.
28. A motion
- (1) that the debate be closed at a specified time; or
 - (2) that the question be put to a vote,
- shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not be in order until every Councillor who has not spoken on the question and claims a right to speak has been heard.
29. When the question before Council contains two or more distinct propositions upon request of any Councillor a vote upon each proposition may be taken separately in such order as determined by the Chair.
30. After a question is finally put by the Chair, no Councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
31. Whenever the Chair is of the opinion that a motion is out of order, or contrary to legislation, the Chair shall immediately advise the Councillors thereof. If there is no appeal to Council, or if the Chair is sustained on an appeal, the question shall not be put.

32. A motion to adjourn shall always be in order except in the following cases:

- (1) when a Councillor is in possession of the floor;
- (2) when the "yeas" and "nays" are being called for a vote;
- (3) while Councillors are voting; or
- (4) when the adjournment was the last preceding motion.

33. The following questions shall be decided without debate:

- (1) all motions as to priority of business or as to the suspension of the order of the day;
- (2) a motion to allow any person other than Councillors to address Council;
- (3) a motion to postpone to a specified time or day;
- (4) a motion to lay on the table (suspend consideration of a pending motion); and
- (5) a motion to adjourn.

34. Only one **amendment** to the main motion may be pending at one time. As each amendment is voted on, subsequent amendments may be offered and voted on in succession.

35. (1) A motion to rescind shall not be made at the same meeting when the matter is decided, but may be put once at any subsequent meeting by giving prior notice of motion to rescind if the action or direction of Council has not already been completed.

(2) A motion to rescind may be put by any Councillor regardless of how they voted on the original matter.

(3) At a subsequent meeting of Council, the giver of such notice, or in that Councillor's absence any other Councillor on the Councillor's behalf, may put forward the motion of rescission.

(4) A motion to rescind must be seconded.

(5) A motion to rescind is debatable as to the merits of the question which is proposed to be rescinded.

(6) A motion to rescind is amendable.

(7) A motion to rescind shall be passed by a majority of the Councillors present and voting.

36. After any question or motion has been decided, either in the affirmative or negative, a Councillor who voted on the prevailing side may, after the decision has been announced by the Chair, but before adjournment of the meeting, give notice of an intention to move **reconsideration** of the motion approved at the same or next Council meeting. The giving of

such a notice operates as a stay or suspension of Council's decision, except in matters where there is great time sensitivity. Council then vote on whether the motion will be reconsidered at the current or next meeting. If the motion to reconsider is adopted, Council will reconsider and then re-vote on the original motion, possibly with a different outcome.

37. The following matters are not eligible for reconsideration:

- (1) a motion approving the first or second reading of a By-Law enactment, amendment or repeal;
- (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;
- (3) a matter that has already been reconsidered; and
- (4) a vote to reconsider.

38. Any **notice of motion** given by a Councillor for a subsequent meeting may, in the absence of the Councillor giving such notice, be taken up by any other Councillor.

39. All motions called in pursuance of the general order of the day and not disposed of shall be proceeded with and disposed of at the next meeting of Council.

Conduct of Meetings: Points of Order

40. It shall be the duty of the Chair, and the privilege of any Councillor, to call any Councillor to order, who violates any established rule or order. A point of order must be decided by the Chair before the subject under consideration is proceeded with.

41. When a Councillor is called to order, the Councillor shall remain silent until the point is determined or called upon by the Chair to be heard on the point of order.

42. A point of order is not debatable amongst other Councillors, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Councillor shall speak more than once without the leave of the Chair.

43. Decisions of the Chair on points of order, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Councillor. When an appeal is made from the decision of the Chair, the Chair may briefly explain the basis for their ruling and shall then ask Council whether the appeal should be allowed and Council's decision with reasons given shall be final.

44. No Councillor shall use offensive or unparliamentarily language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

45. If a Councillor resists the rules of Council, obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise

disrupts the proceedings of Council, the Councillor may be ordered by the Chair to leave the Councillor's seat provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings.

46. If the Councillor refuses to leave the Councillor's seat, the Chair may order the Councillor to be expelled from the Council Chambers. Such Councillor may, by vote of Council be permitted to resume their seat with or without conditions.
47. Persons who are not Councillors, officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak by Council. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled from the Council Chambers, provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings. Such member of the public may, by vote of Council be permitted to re-enter Council Chambers with or without conditions.
48. An order of the Chair to expel a person from the Council Chambers pursuant to this part of the Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

Conduct of Meetings: Questions of Privilege, Parliamentary Inquiries, and Requests for Information

49. Any Councillor may raise a **question of privilege** relating to the rights of the Council as a whole or of individual Councillors, in which the former take precedence over the latter. A question of privilege must be disposed of before the matter under consideration is proceeded with.
50. Questions of privilege may relate to matters including: the comfort of Councillors with respect to heating, ventilation, lighting, noise, other disturbances, and anything which otherwise encumbers their ability to participate fully in Council proceedings; the conduct of officers, employees, and visitors; the accuracy of published reports of proceedings; or to any other such matters that may infringe upon the established rights of Council as a whole or of individual Councillors.
51. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will rule on whether the matter is a question of privilege to be immediately disposed of. Decisions of the Chair on questions of privilege are not debatable but are appealable to Council by any Councillor.
52. If the Chair rules in favour of a question of privilege or Council overrules a negative ruling by the Chair then the infringement will be dealt with or the motion regarding the question put before the Council for debate.
53. Once a question of privilege has been disposed of, the normal business of the Council shall be resumed at the point at which it was interrupted.

54. Any Councillor may make a parliamentary inquiry to the Chair to obtain information on a matter of parliamentary procedure or of the applicable legislation and motions bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist the Councillor to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.
55. Any Councillor may make a request for information either to the Chair or through the Chair to another Councillor, employee, or other relevant person to obtain information relevant to the business at hand but not related to parliamentary procedure.
56. Any of the rules of order may be suspended in its operation by the unanimous consent of the Councillors present.
57. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided by the Chair in accordance with the latest available version of Roberts Rules of Order.
58. Policy #88 Council Meeting Policy is hereby repealed.

Clerk' Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider: April 28, 2020

Date of Passage of Current Policy: May 12, 2020

I certify that this Policy was adopted by Council as indicated above

Municipal Clerk

Date

**TOWN OF LUNENBURG PROCEDURAL POLICY #18
RESPECTING TOWN SPONSORED EVENTS POLICY**

1. It shall be the policy of the Town of Lunenburg ("Town") to provide free use of all Town facilities, reasonably required, for all Town sponsored events.
2. A Town sponsored event means:
 - (a) events which are directly sponsored and coordinated by the Town;
 - (b) events which are not sponsored by the Town but are carried out by volunteers, which in their absence the Town may decide to directly sponsor and coordinate; and
 - (c) other events which may be determined to be Town sponsored events by the Lunenburg Town Council from time to time.
3. In the event facilities of the Lunenburg War Memorial Community Centre ~~Commission~~ are used, the rent which would normally be charged to the event will be paid for by the Town of Lunenburg.

~~NOTE: Volunteer events as listed in 2 (b) above, would include the Miss Lunenburg Pageant.~~

(N.B. – proposed revisions for July 16, 2020 General Government Committee consideration.)

**#84. TOWN OF LUNENBURG POLICY:
COUNCILLORS' RECOGNITION OF YEARS OF SERVICE**

1.0 Purpose

To provide a consistent procedure for recognition of Councillors' years of service.

2.0 Procedure

- 1.1 Any non-returning Councillor who has served a full term in office shall be presented with a gift which shall be a Town of Lunenburg flag or gift of equivalent value. If possible, it will be presented at a Council meeting or Council Chamber setting before the end of their term.
- 1.2 Any non-returning Councillor who has served more than two terms in office may receive additional recognition in exceptional circumstances at the discretion of Council.

Clerk's Annotation For Official Policy Book

**Date of Notice to Council Members
of Intent to Consider [7 days minimum]:** June 27, 2017

Date of Passage of Current Policy: July 25, 2017

I certify that this Policy was adopted by Council as indicated above.

Clerk

July 27, 2017
Date

- Membership Directory
- Governance
- Programs
- Awards
 - Ken Simpson Memorial Award
 - Carbon Surcharge Fund Awards
 - Climate Change Leaders Awards
 - Long Service Awards**
- Contact
- Site Map

The NSFM Long Service Awards Program offers recognition beginning with those who have served on Council for a minimum of 10 years. The Award categories are:

- 10 or more years of service
- 15 or more years of service
- 20 or more years of service
- 25 or more years of service
- 30 or more years of service
- 35 or more years of service
- 40 or more years of service

An Award will only be presented once in each category. Eligible individuals should apply for the award which reflects their current years of municipal service. All awards will be presented at the Opening Session of the Annual Conference. While you can submit at any time in the year, the Award won't be presented until the Annual Conference.

Our 2020 Long Service Award application is available [here](#).



2020
NSFM LONG SERVICE AWARDS FORM

Please complete this form and email to jwebber@nsfm.ca by **September 18th, 2020**
No forms will be accepted after this date.

Elected Official's Name
(as it will appear on the
certificate):

Title:

Municipal Unit:

Years of Service:

Eligible For:

- 10 or more years
- 15 or more years
- 20 or more years
- 25 or more years
- 30 or more years
- 35 or more years
- 40 or more years

NSFM will mail the completed long service awards to the municipality for local presentation. They will not be plaqued nor framed to ensure safe transit.

Completed by:	
Contact Email:	

Please return by SEPTEMBER 18th, 2020 by email to:
Judy Webber, Event Planner
jwebber@nsfm.ca



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: info@coastalaction.org Web: www.coastalaction.org

August 15, 2020

Town of Lunenburg
Attn. Rachel Bailey, Mayor
119 Cumberland Street, P.O. Box 129
Lunenburg, Nova Scotia, Canada B0J 2C0

RE: Appointed board representation from Council

Dear Mayor Bailey;

Since its inception in 1993, the Bluenose Coastal Action Foundation (now known as Coastal Action) has had appointed representation to our board from your council. This was pursuant to our articles establishing BCAF filed with the province in 1993. This year we rewrote these articles, as well as our bylaws, and during that process decided that such a requirement was no longer necessary. Therefore, we have eliminated the requirement of having board representation from the five municipal councils in Lunenburg County. We would still welcome (and indeed, encourage) participation and board membership from councillors or staff from your municipality.

We are embarking on an exciting future and hope we can continue to rely on your support as we work to improve our environmental future.

We also want to thank you for your support and participation over the last 27 years.

Yours truly,

Kelly Wilson
Board Chair
Coastal Action

August 22, 2020

Town of Lunenburg
119 Cumberland Street,
P.O. Box 129,
Lunenburg, N.S.

See page 6 of Appointment List for
PAC information.

Attention: Bea Renton

Dear Bea,

Please accept this letter of resignation from my current position on the Town of Lunenburg's Planning Advisory Committee effective August 26th. Currently I am planning to run for a seat on Town Council in the upcoming October 17th election, that said, I will need to resign this position to avoid any conflict of interest.

I want to thank the Town staff and Council for the opportunity to engage over the past three years with other committee members in the process of planning and development, to learn more about this wonderful community we live in and to be able to "give back" to my community. Through this process and participating on the Project Lunenburg Steering Committee I have been inspired to run for Town Council; something I have wanted to do previously and now is the time!

I wish you great success in filling this vacancy and if successful in my efforts for a seat on Town Council, I will look forward to future engagement with this valuable committee.

Warm regards,

Susan Sanford

Susan Sanford
40 Hopson Street,
Lunenburg, N.S.

2019 AND 2020 TOWN OF LUNENBURG COUNCIL APPOINTMENTS

ANTI-RACISM SPECIAL COMMITTEE

Town Councillor, Chair _____

Town Councillor _____

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) _____

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) _____

Representative from African Nova Scotian community _____

Representative from African Nova Scotian community _____

Representative from the Indigenous community (one of which shall be a representative from Acadia First Nations) _____

Representative from the Indigenous community _____

The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.

Town Staff shall be assigned to support the Special Committee (recording secretary and/or subject matter expert) – Assistant Municipal Clerk and Heritage Manger.

At the August 25, 2020 Council meeting it was agreed that the mandate of the Special Committee, for which a more specific Terms of Reference will be prepared for Council approval, is to:

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on anti-Black and Indigenous racism, including:
 - a) Identify ways and means to eliminate barriers to employment, policies, procedures and practices that may negatively impact the BIPOC members of our community;
 - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg’s workplace, activities and services;
 - c) Strive to showcase the rich cultural heritage of all peoples on the Town of Lunenburg’s literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
 - d) Make recommendations on how implementation and ongoing monitoring through an inclusivity, diversity, and anti-racism lens can be achieved in the Town of Lunenburg and/or the surrounding areas going forward.
2. Review and consider the Town becoming a member of the UNESCO Coalition of Inclusive Municipalities. Composition of the Special Committee.
3. It is anticipated that the work of the Special Committee will take approximately one year, depending on availability of the members, from the point of membership appointment and draft Terms of Reference.
4. Per the “Council and Committee Meetings and Proceedings” Policy, the mandate of the Special Committee would expire when it has completed its work on the Municipal Action Plan for Ending Racism and Discrimination, made its report, and Council has made a final decision about the report.
5. The Special Committee may investigate the feasibility of establishing a regional committee as part of its deliberations.
6. The Special Committee may make recommended amendments to revise the Terms of Reference to Town Council for approval throughout the course of their term and others matters as required.

AUDIT COMMITTEE

Mayor Rachel Bailey, Chair

Deputy Mayor John McGee

Councillor Ronnie Bachman

Councillor Danny Croft

Councillor Peter Mosher

Councillor Matt Risser

Jamie Green, Citizen Representative

PURPOSE

1. This Policy sets out the roles and responsibilities of the Town of Lunenburg (Town) Audit Committee (Committee) to assist the Town Council (Council) in fulfilling its oversight responsibilities relating to finance and audit matters as set out in section 44 of the Municipal Government Act (MGA).

Audit committee

- 44**
1. The council shall annually appoint an audit committee.
 2. The responsibilities of the audit committee include
 - (a) detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
 3. An audit committee shall meet at least twice in each fiscal year.
 4. Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
 5. Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

PROCEDURE

1. The Committee shall be comprised of all members of Council and a minimum of one citizen at large appointment who is not a member of Council or staff. Citizen appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
2. Council shall advertise for citizen Committee applications before December 31. The citizen Committee member(s) shall be annually appointed by Council no later than January 31. Citizen Committee appointments shall be for a minimum of one – two year terms as determined by Council motion.
3. The Chief Administrative Officer (CAO), Treasurer and Accountant shall be non-voting members of the Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
4. The Committee Chair shall be a member of Council annually appointed by Council no later than January 31 of each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
5. The Committee shall meet at least twice per year as called by the Chair in consultation with voting and non-voting Committee members to receive and review the completed Town audit with the Town auditor and carry out its additional MGA duties.
6. The Committee may also meet with the Town's external auditors as it deems appropriate to consider any matter that the Committee members, Council or auditors determine should be brought to the attention of Council.
7. Committee meetings shall be held in public unless the Committee needs to meet in camera in accordance with the Municipal Government Act.

COMPREHENSIVE COMMUNITY PLAN STEERING TEAM

Councillor Matt Risser, Chair
Councillor John McGee
Councillor Peter Mosher
Peter Goforth, Qualified Expert
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative

CCPST was established by motions of Council on October 23, 2018 as per the Terms of Reference below.

Terms of Reference ("ToR") for the Comprehensive Community Plan Project Steering Team ("Steering Team")

1.0 DEFINITIONS

In these ToR,

"Council" means the Council of the Town of Lunenburg.

"Comprehensive Community Plan" is a community-specific, inclusive and holistic planning process that covers all aspects of the community and enables it to plan its development and lay out its vision and high-level goals for the long term.

"Comprehensive Community Plan Project" includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as supporting documents.

"Comprehensive Community Plan Steering Team" means an advisory group tasked by Council to be the governing body of the Comprehensive Community Plan Project and will provide strategic leadership and governance oversight.

2.0 TITLE

The advisory group to Council shall be named the Comprehensive Community Plan Project Steering Team (Steering Team).

3.0 PURPOSE

The purpose of the Comprehensive Community Plan Project Steering Team (Steering Team) is to monitor the quality of Comprehensive Community Plan and updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as they develop; provide support, guidance, and oversight of the process; and ensure that the scope of work is adhered to and milestones met in accordance with the Request for Proposals (RFP), attached as Appendix 1.1.

4.0 RESPONSIBILITIES

4.1 The responsibilities of the Steering Team will be to:

- (a) monitor the quality of Comprehensive Community Plan, Municipal Planning Strategy and Land Use By-law and Subdivision By-law as they develop;
- (b) provide support, guidance, and oversight of the Comprehensive Community Plan process and its progress;
- (c) provide oversight of the Municipal Planning Strategy and Land Use By-law and Subdivision By-law processes and their progress;
- (d) ensure that the scope of work is adhered to and milestones met;
- (e) provide regular updates to Council;
- (f) based on delegated authority, make decisions that are in accordance with the terms of the RFP;
- (g) provide advice and recommendations to Council on any substantive changes to the scope of work and/or terms of the RFP; and
- (h) provide a recommendation to Council relating to the approval of the Comprehensive Community Plan.

4.2 The Steering Team may consult with Town of Lunenburg staff, Council, or stakeholders, as necessary.

4.3 The Steering Team may seek outside expertise, as necessary.

4.4 The Steering Team may establish rules of procedure that are necessary for the performance of its responsibilities.

5.0 MEMBERSHIP

5.1 Voting members of the Steering Team shall include:

- i. Chair, Town Councillor #1, as appointed by Council
- ii. Town Councillor #2, as appointed by Council
- iii. Town Councillor #3, as appointed by Council
- iv. Citizen Representative #1, as appointed by Council
- v. Citizen Representative #2, as appointed by Council
- vi. Qualified Expert #1, as appointed by Council
- vii. Qualified Expert #2, as appointed by Council
- viii. Citizen Representative or Qualified Expert, as appointed by Council

5.2 Non-voting, ex-officio members shall include:

- i. Project Manager/Manager of Planning and Development
- ii. Heritage Manager
- iii. Town Engineer
- iv. Staff representative of the Municipality of the District of Lunenburg
- v. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs)

5.3 There shall be a maximum of eight (8) voting members.

5.4 Council may appoint new members to join the Steering Team and amend the ToR accordingly.

5.5 Resource people may be invited to attend the meetings upon request from the Chair on behalf of the Steering Team to provide advice and assistance, as necessary.

5.6 Citizen representatives shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process.

5.7 Qualified experts shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process. Town citizens who meet the criteria shall be given preference in the selection process.

6.0 CHAIRPERSON

6.1 The Chair of the Steering Team shall be a Town Councillor and appointed by Council.

6.2 The Chair shall provide information on the progress of the Steering Committee as well as bring forward its recommendations to Council.

6.3 The Chair shall preside over all Steering Team meetings. The Chair will ensure that the meetings are conducted in a cordial and respectful manner and that matters are discussed in accordance with the meeting agenda.

6.4 The Chair shall set meeting dates and approve the agenda.

6.5 The Chair shall be the spokesperson for the Steering Committee.

7.0 MEETINGS

7.1 Meetings shall be held once a month.

7.2 Special or extraordinary meetings shall be called by the Chair, when necessary.

7.3 Quorum shall consist of fifty percent (50%) of the members plus one (1).

7.4 Record of meetings will be recorded in the form of notes by the Town of Lunenburg staff. At each meeting, the previous notes will be reviewed by members.

7.5 The Steering Team meetings are open to members of the public.

8.0 AMENDMENTS

The Terms of Reference may be amended by Council.

9.0 CONFLICT OF INTEREST

The Steering Team members have an obligation to disclose any conflicts of interest relative to the matters under discussion.

10.0 TERM

The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

DEPUTY MAYOR

Deputy Mayor John McGee - Appointed November 12, 2019 for a one year term approximately to the next Council election.

(December 9, 2014 roles and responsibilities guidelines adopted by Council. January 22, 2013 - all future Deputy Mayors shall be **annually** elected by Council and shall no longer be limited to a one-year term.)

GENERAL GOVERNMENT COMMITTEE

Deputy Mayor John McGee, Chair
Mayor Rachel Bailey
Councillor Ronnie Bachman
Councillor Danny Croft
Councillor Peter Mosher
Councillor Matt Risser

Bylaw #6., Committees and Board Bylaw, section 2.1.1 provides for a General Government Services Committee and describes its duties:
General Committee

- 11.1 The General Government Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:
- 11.1.1 general legislative services, including meetings of Council and matters affecting the Mayor and councillors;
 - 11.1.2 general administrative services, including officers, administrative staff and legal services;
 - 11.1.3 financial management, including accounting, audits, budget control, purchasing, debt and sinking fund administration, pension fund administration and other financial management matters;
 - 11.1.4 assessment, including liaison with provincial officials and assessment appeals;
 - 11.1.5 taxation, including tax billing and collection, tax rebates and concessions, and matters concerning properties acquired for taxes;
 - 11.1.6 common services, including multi-purpose building; and
 - 11.1.7 general government services, including elections, plebiscites and public meetings; conventions and delegates; general accident and damage claims and public liability insurance; intergovernmental relations; and grants to organizations and individuals.

October 14, 2014 - Council appointed all Councillors to this Committee.

HERITAGE ADVISORY COMMITTEE

Councillor Peter Mosher, Chair
Councillor Ronnie Bachman
Oliver Osmond, Lunenburg Heritage Society Representative
Nathalie Irving, Lunenburg Heritage Society Representative
Stephen Ernst, Citizen Representative
David John Lobb, Citizen Representative

Heritage Property Bylaw #43., section 4.2:

- 4.2 The Heritage Advisory Committee shall be composed of six members, all of whom shall be residents of the Town, appointed by Council annually for a term of one year. Two members of the Committee shall be members of Council; two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active concern for the preservation of buildings of historic significance; and two members of the Committee shall be appointed at large.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION COMMITTEE

Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Councillor Matt Risser
Councillor Errol Knickle, Municipality of the District of Lunenburg
Debbie Dauphinee, Citizen Representative
Kimberly Hanlon, Citizen Representative
Kristi Tibbo, Citizen Representative

(Terms of Reference Approved by Town Council November 28, 2017. Amendment February 12, 2020)

Purpose

To act in an advisory capacity to Council and staff on matters affecting the development and maintenance of recreational facilities, programs, and services within the Town of Lunenburg.

Objectives

- To represent the community at large in regards to recreation challenges and opportunities;

- To create a healthy, active community to improve the quality of life for residents and visitors;
- To provide input on the development of policies and plans related to the Committee's purpose.

Membership

The Recreation Committee should consist of the following:

- A member of the Lunenburg Town Council who shall act as the Chair;
- Three additional members of Council;
- Three community representatives;
- One local member of Council from MODL;
- Support Staff: The Town Recreation Director (non-voting).

Term

- Community representative's terms shall be **three years** with eligibility to reoffer.
- Council member terms will be established by Council.

Decision Making

- The Recreation Committee makes recommendations to Council by motion from minutes through the Chair or designate.
- The Committee will strive to make decisions through consensus. If consensus is not possible, decisions will be made using a majority vote (50% + 1) of those present.
- Committee quorum is 5 members.

Meeting Frequency

The Recreation Committee will meet quarterly on the 2nd Wednesday of the month at 5:15 p.m. in Council Chambers unless otherwise requested by the Chair.

Review Period

The Terms of Reference will be reviewed periodically and after a Municipal Election.

ACTIVE TRANSPORTATION (LWMCC) SUB-COMMITTEE

Councillor Ronnie Bachman, Chair

Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative

_____, representative from the LWMCCC – until December 2019

Anna Haanstra (or alternate TBA), Regional Physical Activity Consultant, Dept. of Health and Wellness

Louise Hopper, Health Promotor, Public Health Services, NS Health Authority

Debby Smith, Department of Communities, Culture and Heritage, Provincial South Shore Regional Physical Activity Consultant representative

Scott McInnis, Bluenose Academy School Advisory Council representative

Stefan Sopher, Citizen appointment

_____, Citizen appointment

_____, Citizen appointment

ATSC was established by Council motion October 25, 2011:

Motion: moved by Councillor Dauphinee, seconded by Councillor Croft that Lunenburg Town Council form an Active Transportation Sub-Committee with the sole mandate of considering and recommending issues related to AT. This to be made up of representatives from the Recreation Committee, Council, residents, school (youth) and the Town Engineer. Motion carried.

Terms of reference approved by Lunenburg Town Council January 26, 2016 and amended by Lunenburg Town Council October 23, 2018:

ACTIVE TRANSPORTATION SUB-COMMITTEE TERMS OF REFERENCE

The Town of Lunenburg Active Transportation Committee (ATSC) will function as a sub-committee and report to the Lunenburg War Memorial Community Centre Committee (LWMCCC).

The mandate of the ATSC is as follows:

1. The promotion of healthy lifestyles in the Town of Lunenburg.
2. Encouragement for residents to use non-motorized modes of transportation whenever possible in their daily lives.
3. Periodically review and update the existing Active Transportation Strategic Plan as adopted by the Town Council on November 15, 2013.
4. Recommend to Town Council capital projects within the Town of Lunenburg which will improve infrastructure to facilitate safe routes for active transportation to and from work, school, businesses, parks, playgrounds and trails.

ATSC structure

The ATSC should consist of the following:

1. A member of the Lunenburg Town Council who shall act as Committee Chair
2. The Town Recreation Director
3. The Town Engineer
4. A representative from the Bluenose Coastal Action Foundation
5. A representative from the LWMCCC
6. A representative from the Nova Scotia Health Authority
7. A representative from the Department of Communities, Culture and Heritage. The Provincial South Shore Regional Physical Activity Consultant.

8. A representative from the Bluenose Academy which may include a member of the School Advisory Committee

9. Three citizen appointees

ATSC Meetings

The ATSC will meet on the fourth Wednesday of every third month (May, August, November and February) at 12:00 p.m. An agenda will be circulated the Friday before, five days in advance of the meeting. Minutes shall be kept and circulated within three days following the meeting.

PLANNING ADVISORY COMMITTEE

Deputy Mayor John McGee, Chair

Councillor Danny Croft

Councillor Matt Risser

Jack Strowbridge, Citizen appointment

Peter Goforth, Citizen appointment

Derek Kinsmen, Citizen appointment

_____, Citizen appointment

Procedural Policy #19., Composition and Duties of Planning Advisory Committee, sections:

1. PAC shall consist of at least two members from the public and may include other members of Council and the public as determined by Council.
2. Members of Council shall be appointed to the PAC for a one-year term. Other members shall be appointed for a two-year term.

PROTECTIVE SERVICES COMMITTEE

Councillor Danny Croft, Chair

Deputy Mayor John McGee

Councillor Peter Mosher

Brian Keizer, Districts 1 & 2 Fire Commission

David Afford, Districts 1 & 2 Fire Commission

David Baugil, Districts 1 & 2 Fire Commission

1. The Town's Committee and Boards Bylaw #6 describes the role of the Protective Services Committee in part as: section 12.1"...shall have the following services and matters under its charge and supervision and shall report to Council thereon: ...12.1.5 fire protection responsibilities of the Town including the fire fighting force; buildings and equipment; fire alarm systems; fire investigations and prevention; water supply and hydrants; and training of firefighting personnel..."
2. The Town and Districts 1 & 2 Fire Commission agreement provides as follows:
Section 6.
(a) The Town has a Protective Services Committee comprised of 4 members (including the chairperson) who are Councillors of the Town of Lunenburg. This Committee addresses, inter alia, Fire Protection Service issues.
(b) For the purposes of Fire Protection Service matters only, the Commission may appoint 3 persons to be additional voting members of the committee, (so for those matters only, the total membership of the committee shall be 7).
(c) Each member of the committee, including the Chairperson, shall have one vote and there shall be no proxy voting or alternate voting representatives.
(d) Each member of the Committee shall be appointed annually to coincide with the annual appointment of Town committee members by the Town of Lunenburg and shall serve until their successors are appointed. The Chairperson of the Committee shall be a member of the Council of the Town of Lunenburg.

NEWCOMERS WELCOME GROUP

Jane Theman

Letisha McFall

Christina Pottie

Lori Nickerson

Sylvia Booth

WASTE REDUCTION STRATEGY WORKING GROUP

Mayor Rachel Bailey (Lunenburg Town Council appointment)

GUIDELINES (Approved by Council November 12, 2019 and revised as per prior Council authority)

1.0 DEFINITIONS

"Town" means the Town of Lunenburg.

"Council" means the Council of the Town of Lunenburg.

"Working Group" means the Waste and Plastics Reduction Working Group, an advisory body reporting to Council.

2.0 PURPOSE

The purpose of the Working Group is to coordinate stakeholder consultation, review consultation data, and develop a Waste Reduction Strategy with recommendations for action to Council. This may or may not include Town legislative or policy changes.

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Working Group include:

- a. Confirm or revise the draft Objectives of the Strategy, as below:
 - Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.
 - Develop and/or promote education programs
 - Encourage the Province to enforce producer responsibility for end-of-life management of products and materials, lifting the burden from municipal taxpayers
 - Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work
 - Support collaborative efforts for waste reduction with other organizations
- b. Stakeholder consultation via meetings, surveys or other means; stakeholders to be defined as:
 - Residents – permanent and seasonal
 - Businesses – including tourism, grocery, restaurant, retail, and other affected businesses directly and via the Lunenburg Board of Trade
 - Advocacy groups – including Coastal Action's Ocean Friendly Nova Scotia and Plastic Free Lunenburg
 - Intra-municipal – Region 6 Solid Waste Management, the Federation of Nova Scotia Municipalities (re: extended producer responsibility in NS)
 - Provincial – Environment NS, Divert NS, Develop NS – NS Bill #152 Plastic Bags Reduction Act (received royal assent on Oct. 30, 2019 and commences Oct. 30, 2020)
 - Federal – Environment Canada – July 2019 national plastics reduction strategy announcement, confirmed by Prime Minister's Twitter December 30, 2019 (details to come)
- c. Review materials to include:
 - The Town's current bylaw and policies on waste management or reduction for potential amendment (Bylaw #38, Procedural Policy #90);
 - Existing public consultation data from Project Lunenburg and Plastic Free Lunenburg;
 - Conduct a survey of businesses' waste reduction challenges and opportunities
 - Consultation meetings with stakeholders as required
 - Consider issuing an invitation for further comment via email
 - Region 6 audit of public waste units of November 2019
- d. Provide a recommendation to Council for a Town-specific Waste Reduction Strategy and/or Action Plan, including estimated costs.

3.2 The Working Group may consult with Town staff, Council and stakeholders as necessary.

3.3 The Working Group may seek outside expertise as necessary.

4.0 MEMBERSHIP

4.1 The members of the Working Group shall consist of

- Town elected official(s): chaired by a member of Council;
- Staff assigned by the CAO: Assistant Municipal Clerk and Public Works Superintendent;
- An invited representative from stakeholder organizations: Region 6 Solid Waste Management, Divert NS, the Lunenburg Board of Trade, Coastal Action and Plastic Free Lunenburg.

4.2 Members of the Working Group are appointed until such time as the Working Group has fulfilled its mandate or has been terminated by motion of Council.

5.0 MEETINGS

5.1 The time and schedule of Working Group meetings shall be determined by the Chair in consultation with the Working Group members.

5.2 A quorum of the Working Group shall consist of a majority of its members.

5.3 All meetings of the Working Group shall be held in public.

5.4 The Working Group shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

6.0 FINAL REPORT

6.1 The Working Group shall submit a written report to Council outlining its findings and recommendations or progress report by March 31, 2020.

6.2 The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.

2019 AND 2020 TOWN OF LUNENBURG EXTERNAL APPOINTMENTS

BLUENOSE COASTAL ACTION FOUNDATION

COMMON LANDS

Mayor Rachel Bailey (Lunenburg Town Council appointment)
Laurence Mawhinney (Lunenburg Town Council appointment)
Councillor Errol Knickle (Municipality of the District of Lunenburg appointment)
Eric Walters (Municipality of the District of Lunenburg appointment)
Peter Tanner

(Membership is comprised of two Town of Lunenburg residents **annually** appointed by the Lunenburg Town Council; plus two residents of the Municipality of the District of Lunenburg east of the Town of Lunenburg appointed annually by Municipality of the District of Lunenburg Council; and one "selected by a County Court Judge of District #2".)

LUNENBURG ACADEMY FOUNDATION

Councillor Ronnie Bachman

LUNENBURG COUNTY SENIOR SAFETY ADVISORY PARTNERSHIP

LUNENBURG FISHERMEN'S MEMORIAL SOCIETY

Mayor Rachel Bailey
Councillor Peter Mosher
Members of the Fishermen's Memorial Society Tribute Sub-Committee

LUNENBURG HARBOUR HEALTH ADVISORY GROUP

Membership

Two (2) Municipal Government representatives

- Councillor Errol Knickle, Municipality of the District of Lunenburg
- Councillor Matt Risser, Town of Lunenburg

Four citizen representatives

- Dr. David Maxwell, Municipality of the District of Lunenburg (preferably from the Garden Lots area)
- David Friendly and Graham Pearson, Town of Lunenburg

Four (4) industry representatives, who have a footprint that impacts Lunenburg Harbour (i.e., either owns property adjacent to the harbour or operates adjacent to or within the harbour)

- Ed Snook, High Liner Foods
- John Kinley, Lunenburg Industrial Foundry & Engineering
- Donna Knickle, Lunenburg Harbour Authority
- Doug Langley, Lunenburg Waterfront Development Association

Two (2) business community representatives, who have a stake in the health of the harbour

- Sheila Woodcock, Lunenburg Board of Trade
- Ida Scott, Economic Spectrum Unlimited

Two (2) tourism/recreation representatives, who have a stake in the health of the harbour

- Ryan Tanner, Marine Biologist, Fisheries Museum of the Atlantic
- Ioan Ciente, Ashlea House B&B

Provincial Government

- Adam Langley, Development Nova Scotia (formerly Waterfront Development)

Resource Personnel

Bluenose Coastal Action Foundation

- Brooke Nodding, Executive Director
- Shanna Fredericks, Assistant Director
- Sarah MacLeod, Water Quality Specialist
- Rick Welsford, Chair of Board of Directors

Town of Lunenburg

- Heather McCallum, Assistant Municipal Clerk
- TBD, Town Engineer
- Mayor Rachel Bailey

Municipality of the District of Lunenburg

- Stephen Pace, Staff Engineer

Provincial Government

- Mike MacDonald, NS Environment

Federal Government

- Environment Canada Water Quality Specialist – *will act as an advisor to the group as needed.*

TERMS OF REFERENCE

Definitions

1. **'Advisory Group'** or **'Group'** refers to the standalone Lunenburg Harbour Health Group.
2. **'Chair'** means the person elected by the Group to preside at meetings.
3. **'Vice Chair'** means the person elected by the Group to preside at meetings when the Chair is unavailable;
4. **'Director'** refers to the Executive Director or Assistant Director for Bluenose Coastal Action Foundation;
5. **'Members'** means members of the Lunenburg Harbour Health Advisory Group;
6. **'Quorum'** means 50% + 1 of the membership of the Group

Mandate of the Group

The Lunenburg Harbour Health Advisory Group is a standalone advisory entity facilitated by Bluenose Coastal Action Foundation (Coastal Action) for the purposes of protecting the health of Lunenburg Harbour through the identification of threats and development of feasible solutions.

Group Objectives

1. Provide a forum for discussion on issues affecting the health of Lunenburg Harbour.
2. Consult with, advise, and make recommendations pertaining to existing and potential threats to the health of Lunenburg Harbour. Resulting advice and recommendations could be directed at one or all levels of government, as well as industry, depending on the issue and jurisdiction.
3. Consult with, advise, and develop potential solutions for harbor health improvements. This will include recommendations based on the results of the proposed harbor monitoring program.
4. Promote communication and collaboration between various stakeholders.
5. Assist with developing and delivering relevant communication and outreach tools and materials for public engagement.
6. Pursue funding opportunities for monitoring program and other potential solutions that result from the group.

Group Membership

1. The members of the Advisory Group shall consist of fifteen (15) members as well as resource personnel from Coastal Action, Town of Lunenburg, Municipality of the District of Lunenburg, Nova Scotia Environment, and Environment and Climate Change Canada. [See membership list above.]

Expectations of Group Members

Group members are expected to:

1. Understand the mandate of the Group.
2. Understand their role as a Group member.
3. Understand the role of the Group Chair.
4. Strive to attend all scheduled and special group meetings.
5. Prepare for meetings by reading agendas and any background information supplied.
6. Actively participate in the discussion and decision-making process.
7. Undertake any work assigned, including special projects, participation on sub-committees and research.
8. Be open-minded and allow for a variety of opinions to be heard.
9. Respect the individual worth and dignity of opinions of other Group members and maintain a high degree of decorum.
10. Refer to the Chair for questions and procedure.
11. Recognize the limitations on participation and inform the chair of your limitations.
12. Ask questions and seek clarification through the Chair or resource personnel.
13. Respect the decisions and finality of the Group.
14. Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Group members.
15. In a public forum, clearly identify when they are speaking in their capacity as a group member, or as an independent citizen, where appropriate.

Appointment of Sub-Committees

1. The Group may appoint a sub-committee from its members to investigate and report on any matters related to Group business, provided that:
 - a. The sub-committee, reports directly to the appointing Group.
 - b. The established sub-committee does not have the power to appoint a further committee nor shall it add to its membership without permission from the Group.

Membership Selection Process & Criteria

1. Prospective members of the Group will be required to submit a completed 'Invitation to Serve' application (Schedule A) to the committee, if stakeholder interest exceeds that of the available positions.
2. The call for the invitation to serve process shall, at minimum, include one notice in the local newspaper and on Coastal Action's website / social media platforms, and provide a minimum of two weeks for responses.
3. All applications received will be reviewed by the Group and decisions on appointments will be done by consensus.
4. Where a vacancy occurs on the Advisory Group, other than by reason of the expiration of the term of a member, the Group upon response to a call for an Invitation to Serve, and review and input from the Group, shall appoint a person to fill the vacancy as soon as possible; and that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Calling Meetings

1. Meetings will be held three (3) times a year (January, April, and September) unless decided otherwise by the Chair.
2. Special meetings and sub-committee meetings can be called as needed.
3. Regular meetings of the Group shall be held on at least seven (7) days' notice, but emergency meetings may be called by the Chair on one day's notice.

Absenteeism

1. If a member is absent without good reason or prior acknowledgement from meetings of the Group for two (2) out of the three (3) meetings in any one (1) year, the Group may declare the position vacant and ask for a replacement member.
2. Should a member of the Committee Group not be able to attend a regular meeting of the Group, the member shall advise the Chair at least one (1) day prior to the meeting unless there are extenuating circumstances.

Meeting Procedures

Procedurally, the following shall be followed:

1. The Group makes recommendations based on general consensus.
2. Quorum shall be a simple majority (50% + 1) of the Group members.
3. Non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations.
4. If the Chair is not present at the group meeting, the Vice Chair shall preside. If the Vice Chair is not present at the group meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

Administration

1. Proposed agenda items should be submitted to the Director for consideration by the Chair.
2. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.
3. No Group member shall instruct or give direction to, either publicly or privately, any resource personnel involved in the group.

LUNENBURG COUNTY JOINT ACCESSIBILITY COMMITTEE

Councillor Matt Risser (alternate)
Linda Mills

Lunenburg County Accessibility Advisory Committee Terms of Reference

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the five municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in helping the five municipalities become barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 DEFINITIONS

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.3 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY

5.1 Membership

- 5.1.1 The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.
- 5.1.3 Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.
- 5.1.4 Councils shall appoint a Council representative and an alternate from each of their respective municipal units. Council members' terms will be for two years.
- 5.1.5 At least one half of the members (community and council representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the five Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
- a. A report on measures the five (5) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the five (5) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils on opportunities to promote the full participation of persons with disabilities, in

- accordance with the Act;
- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units Accessibility Plan;
- 5.3.5 Receive and review information directed to it by all five (5) municipal Councils and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all five (5) councils with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the five (5) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.
- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 STAFF RESOURCES

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 POLICY REVIEW

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils at least every four years from the effective/amended date.

LUNENBURG HOME FOR SPECIAL CARE CORPORATION

Jenise Brouse
 John Donaldson
 Diane Johnson
 Jackie Moore
 Virginia Uhlman
 Ellen Wathen

LUNENBURG WATERFRONT ASSOCIATION

Mayor Rachel Bailey

REGION 6 SOLID WASTE MANAGEMENT COMMITTEE

Mayor Rachel Bailey
 Councillor Danny Croft (alternate)

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

Mayor Rachel Bailey
 Deputy Mayor John McGee

SOUTH SHORE HOUSING ACTION COALITION

WESTERN REGIONAL HOUSING AUTHORITY

Helen Lanthier

Section 22(1) of the Housing Act - The Governor in Council may constitute a body corporate to be a regional housing authority, prescribe its membership and manner of appointment.

SOUTH SHORE REGIONAL LIBRARY BOARD

Sara Lochhead

Section 10 of the Libraries Act = 1 x member of Council or public for a period as determined by the Council making the appointments.

Ann Covey

Subject: Coun Sep 22 20 Town of Lunenburg Watershed Expansion
Attachments: ProtectedWaterAreaDesignation.pdf; Lunenburg_PWA Summary.docx

From: Allen, Mike E [<mailto:Mike.Allen@novascotia.ca>]
Sent: September 4, 2020 3:07 PM
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Re: Town of Lunenburg Watershed Expansion

Hi Bea,

I am sending along information pertaining to the Town of Lunenburg's interest in adjusting the existing designated Protected Water Area (PWA) boundary for Dares Lake, the Town's water supply. Included is the guide book resource (pdf) produced by the Department (Section "**Amending or Cancelling a Designation**" on **page 9**, is most applicable) as well as a summary document regarding initiating the process. Essentially, amending an existing designated PWA boundary follows the same process as applying for a new designation. Of note for the Town, is the necessity of conducting public/ landowner/ stakeholder consultations, as the newly included land parcels will be subject to existing regulations attached to the designation.

Once an application is received, there are several aspects to the approval process, including a review by Nova Scotia Environment to assess the proposed changes and the public consultation conducted, and a legal review by provincial solicitors. The application and information is reviewed by other provincial departments, including Aboriginal Affairs as well as Energy and Mines/ Lands and Forestry, where Crown lands are involved. Timeframes for the review process are variable depending on the nature of the water supply, the range and scope of the changes proposed, and the extent of public consultation conducted.

- Note, upon approval the new boundary can be presented with a digital map/ shapefile, to be included in the SWPP and in the designation under the Env Act.
- This also presents the opportunity to change the existing associated PWA regulations (i.e. additions, amendments/ wording changes, cancellation- removals, etc.), if the Town wishes to pursue
- We had also discussed de-registering the existing designation for the former Lunenburg Town Reservoir, if it is no longer needed.

Again, I am your resource for Source Water Protection, so please do not hesitate to reach out for any associated matters. I am more than happy to guide you through this particular PWA process, or provide information to your Council.

Take care and have a nice weekend,

Mike

Michael Allen

Watershed Planner

Sustainability & Applied Science Division
Nova Scotia Environment
1894 Barrington Street
Suite 1800, PO Box 442

Halifax, NS B3J 2P8
mike.allen@novascotia.ca

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Developing a Municipal Source Water Protection Plan:
A Guide for Water Utilities and Municipalities

Designation of a Protected Water Area



Designation of a Protected Water Area

Part of Step 4 in Developing a Municipal Source Water Protection Plan

Designing Plans for Source Water Protection in Nova Scotia

A Drinking Water Strategy For Nova Scotia describes a multiple-barrier approach to clean, safe drinking water for Nova Scotians. The first line of defence in this multiple-barrier approach is to keep clean water clean. A booklet series entitled *Developing a Municipal Source Water Protection Plan: A Guide for Water Utilities and Municipalities* describes how water utilities and municipalities can do that. The booklets guide you through the process of developing a source water protection plan for your municipal water supply and are available on the website at www.gov.ns.ca/enla/water.

To keep clean water clean, we must protect the source water supply area. **Step 4** of the booklet series describes how to develop a source water protection plan, including six options for managing risks. One of these options is to request that the source water supply area be designated as a protected water area under the Environment Act. This guide describes what a water utility must do if it chooses to include this option in its source water protection plan.

Table of Contents

Introduction	1
Source Water Protection Planning Flow Chart ..	2
What is a designated protected water area	3
Designation is NOT land use zoning	3
Designation is NOT expropriation	3
Designation is NOT a source water protection plan	3
The Designation Process	4
Initiating the process	5
Defining the boundaries of the protected water area	5
Developing designation regulations	6
Consulting with stakeholders and the public	7
Submitting request to the Minister of Environment and Labour	7
Formalizing the designation	8
Notifying the public	8
Posting of the designation	8
Enforcing the regulations	8
Monitoring and Evaluation	8
Amending or Cancelling a Designation	9
For More Information	9
Appendix A – A Reference For Preparing Regulations for Protected Water Areas	10

www.gov.ns.ca/enla/water

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Introduction

Source water protection planning includes identifying options to manage, reduce or eliminate risks. Management strategies reinforce each other and form a cohesive plan that strives for the best possible source water quality protection.

Every community is different with respect to its water supply, water users, and the types of industries and activities which characterize the landscape. Therefore, each community needs to evaluate how it might manage potential risks to its drinking water supply and implement specific strategies to protect it.

In some situations, communities may opt to have all or a portion of its source water supply area designated under the Environment Act to manage specific activities that are known to degrade water quality. Designating a protected water area is one of the six management options that may be included in a source water protection plan. This guide explains when designation is appropriate, and the process a water utility must follow if it chooses this option.

By now, you should have completed the first three steps and begun Step 4 – developing a source water protection management plan. You have set management goals and objectives for the plan, and you must now choose the right combination of management options for your source water supply area. There are six options:

- A – Acquisition of land in the source water supply area affords one of the highest levels of protection.
- B – By-laws (municipal) allow regulation of the land uses permitted in the source water supply area.
- B – Best management practices can be used to manage activities in the source water supply area.
- C – Contingency planning ensures the continued protection of public health in the event of contamination of a source water supply area.

Review of Steps in the Source Water Protection Planning Process

Steps 1 to 3:

- an advisory committee is formed
- the source water protection area is delineated and characterized
- sources of contamination are identified and addressed
- source water issues currently being addressed have been defined
- source water issues that need to be addressed have been defined
- source water issues that will be addressed in the new management plan have been defined
- source water issues that need to be addressed in the long-term have been defined
- resources and funding have been thoroughly explored

Step 4:

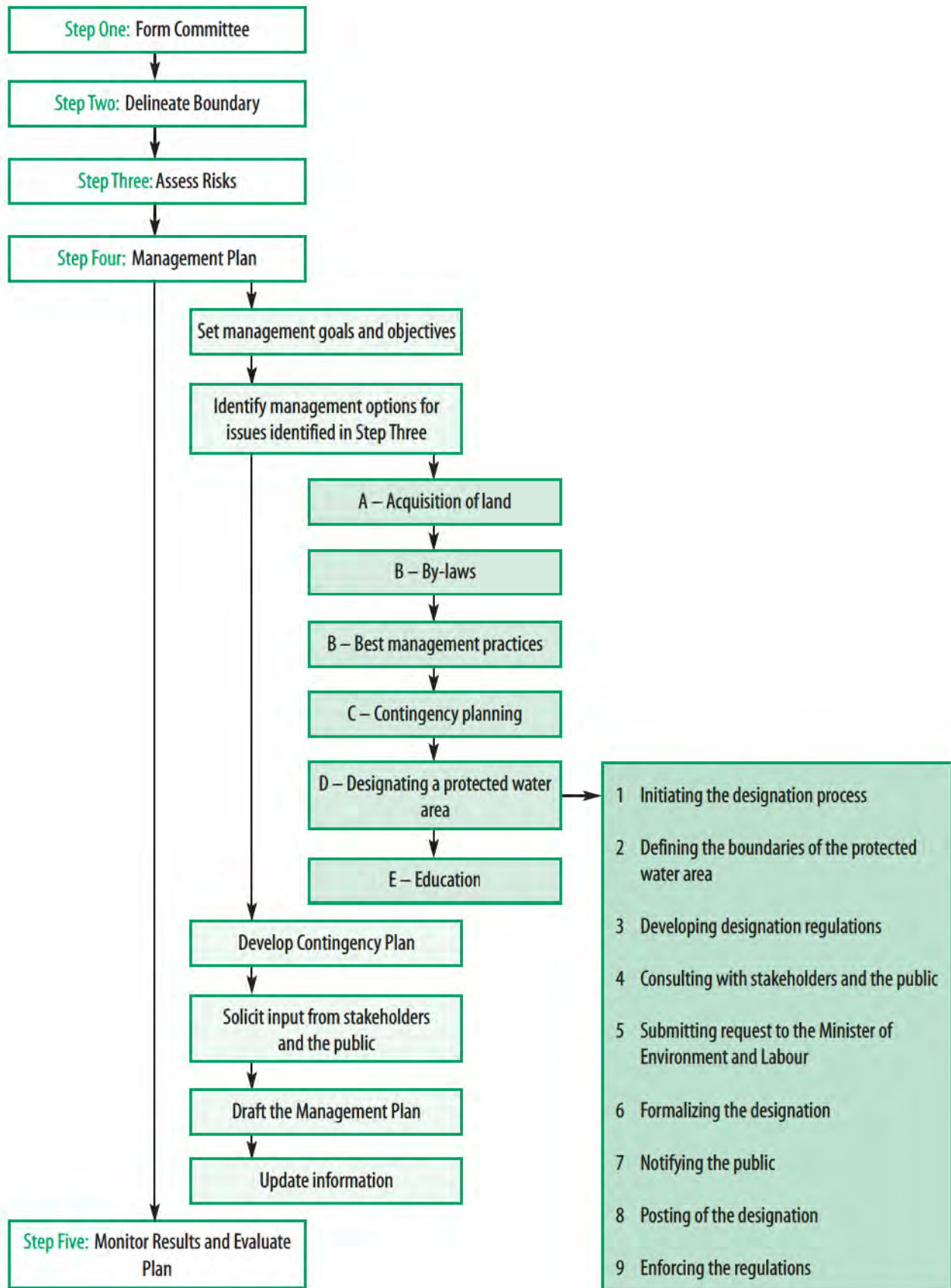
- management goals and objectives have been set

Next task: identify management options for issues identified in Step 3

- D – Designation of a protected water area with regulations under the Environment Act allows a water utility to oversee regulated activities that may impair water quality within a source water supply area.
- E – Education and awareness programs inform stakeholders about the need to protect source water supply areas, and the process for developing a source water protection plan.

This guide will help you determine if designating a protected water area is appropriate for your circumstances, and the process for achieving that designation.

Source Water Protection Planning Flow Chart



What is a Designated Protected Water Area?

Designation of a protected water area is one possible management option available to water utilities to protect or manage potential threats in the source water supply area. The Environment Act empowers the Minister of Environment and Labour to designate an area surrounding a source of drinking water as a protected water area, if requested by a water utility. Corresponding regulations are also approved by the Minister as part of the designation.

Designation differs from other approaches to managing risks to drinking water because it uses a regulatory approach to directly prohibit or restrict activities that can impair water quality. It is important to recognize that protected water area regulations can only be developed in the context of Section 106 of the Environment Act. They are meant to be applied under specific circumstances and can only apply to activities that are known to or have the potential to impair water quality.

Nova Scotia Environment and Labour works with the advisory committee to develop protected water area regulations as part of the source water protection planning process. Since these regulations must be followed by people living or working within the source water supply area, they must be developed with stakeholder input so that any issues or concerns are addressed.

Once the designation has been approved, it is the responsibility of the water utility to post signs and protect the area, including enforcing the regulations.

Designation is NOT land use zoning

Although it may seem like protected water area designation regulations are similar to land use zoning by-laws, there are important differences.

First, designation falls under the Environment Act and it does not regulate types of land use, whereas land use planning is governed by the Municipal Government Act.

More information on land use planning under the Municipal Government Act can be found in the Local Government Resource Handbook, prepared by Service Nova Scotia and Municipal Relations. View or download this handbook at www.gov.ns.ca/snsmr/muns/manuals and refer to the following sections:

- 5.2 Municipal Planning Strategy and Land Use By-Law Preparation
- 5.6 Model Land Use By-Law
- 5.7 Municipal Water Supply Watershed Planning

Second, land use or zoning by-laws mainly regulate the “development” of land, principally the location and use of buildings and structures, while designation mainly regulates “activities” on the land or water with the potential to impair water quality. However, in some cases, designation may regulate certain activities associated with development. For example, construction activities causing erosion and sedimentation can be controlled through protected water area regulations.

The third main difference is that the enforcement of protected water area regulations is the responsibility of the water utility whereas land use by-laws are enforced by the municipality in which the source water supply area is located. If drinking water supplies cross political boundaries, municipalities should work together to help manage the source water supply area.

Designation is NOT expropriation

To expropriate land means to take land without an owner’s consent and is governed by the Expropriation Act. When an area is designated as a protected water area, an individual’s property is not taken from him or her. It is a requirement of the Environment Act to engage in fair and open public consultation as part of the protected water area designation process.

Designation is NOT a source water protection plan

Historically, designation has been used by a number of communities to protect their source water supply areas by regulating as many activities as possible. Although designation has generally been used as a “stand-alone” management strategy in the past, it now forms part of a broader management approach called source water protection planning.

The source water protection planning process is more flexible and adaptable so it can address a broader range of issues than designation, with various management options based on the types of risks in the source water supply area. Through the course of developing a source water protection plan, a Watershed Advisory Committee may determine that a protected water area designation, for part or all of the source water supply area, is an appropriate option to manage specific risks.

However, before contemplating designation, Steps 1 through 3 of the source water protection planning process must be completed and Step Four must be underway.

The Designation Process

There are a number of steps in the designation process to be completed by the water utility and its advisory committee. First, the area to be designated must be defined. Second, regulations are developed to address risks previously identified during Step 3 of the source water protection planning process. Next the water utility and its advisory committee consult with stakeholders and the public. If the community supports the designation, a request is submitted to the Minister of Environment and Labour to approve, file and publish the designation and regulations. The last steps are notifying people of the designation and ongoing enforcement of the approved regulations by the water utility.

Designation Process

- Initiate the designation process
- Define the protected water area boundary
- Develop designation regulations
- Consult with stakeholders and the public
- Submit request to the Minister of Environment and Labour
- Formalize the designation
- Notify public of designation
- Post protected water area designation
- Enforce regulations

Legislation Enabling Designation

The following is Section 106 of the Environment Act, Chapter 1, S.N.S., 1994-95 which enables the Minister of Environment and Labour to designate a protected water area:

Designation of a Protected Water Area

- (1) The Minister, when requested by an operator of a water works or proposed water works, may designate an area surrounding any source or future source of water supply for a water works as a protected water area.
- (2) The operator of a water works or proposed water works named in a designation made pursuant to subsection (1) shall
 - (a) give notice of the designation of the area as a protected water area by publishing the notice in a newspaper having circulation in the county or counties in which the area is located and in the Royal Gazette;
 - (b) have the notice of designation recorded at the registry of deeds in the county or counties in which the area is located; and
 - (c) post signs in the area indicating that it has been designated a protected water area.
- (3) The operator of a water works or proposed water works is responsible for taking all measures to protect the area designated, and the enforcement of any regulations made pursuant to subsection (6).
- (4) When requested by an operator of a water works or proposed water works, the Minister may cancel a designation made pursuant to this section, in whole or in part.
- (5) Any protected water area designated pursuant to the Water Act, prior to the coming into force of this act remains so designated.

cont'd

- (6) At the request of the operator of the water works or proposed water works, the Minister may make regulations to prohibit, regulate or require the doing of any act or acts in a protected water area that may impair or prevent the impairment, as the case may be, of the quality of the water in the protected water area.
- (7) Before designating a protected water area, the Minister shall ensure that the operator of the water works or proposed water works has provided opportunities for public consultation.
- (8) No claim of injurious affection lies against any person as the result of a designation of a protected water area.
- (9) The exercise by the Minister of the authority contained in subsection (6) is regulations within the meaning of the Regulations Act.

Initiating the process

Early consultation with Nova Scotia Environment and Labour representatives will help the water utility navigate through the designation process. It is important for the utility to understand its roles and responsibilities, as well as the Minister's authority under the Environment Act.

Defining the boundaries of the protected water area

A designated protected water area must have a distinct boundary that can be marked on a map. A topographic map at a scale of 1:10,000 is a common base for plotting the boundary. The boundary may or may not be the same as the boundary defined in Step 2 of the source water protection planning process because of enforcement or other administrative reasons. In the past, surveyors generated a legal boundary description of straight lines having distances and bearings. However, protected water area boundaries may also be described using topographic, political, or property boundaries. Today's GPS units are able to assist in generating maps by computer.

Whatever approach is used to define the boundary, it is important to consider that the public and those who will enforce the protected water area regulations must be able to determine where the boundary is on the ground. Therefore, public highways and other land marks should be incorporated wherever practical.

Some protected water area boundaries have deviated from the source water protection plan area boundary because the designation applied only to the area of greatest risk rather than the natural watershed or groundwater recharge area. Future designations could also deviate from the source water protection plan area boundary, such as where the activities to be regulated only apply to specific portions of the source water supply area.

A very simple example of this situation would be the need to regulate motorized vessels or vehicles on a water supply lake, either on open water or when ice covered. The protected water area designation in this case would apply only to the lake and the lake shore. Other options, such as acquisition of land, best management practices, contingencies, and education would be used to protect areas outside the designation.

Step 2: Delineate a Source Water Protection Area Boundary

Surface Water Supplies:

The boundary delineation of a surface water supply can be generated in several ways. Topographic maps can be used to manually connect the high elevation points around the surface water body to delineate the watershed boundary. The boundary can be generated by computer from a series of GPS points which are gathered in the field and plotted on a map. The boundary can also be generated on a computer through a process called digital elevation modelling.

Groundwater Supplies:

The boundary of a groundwater supply is commonly determined through computer-based groundwater modelling. The recharge areas to be managed around groundwater sources are called wellhead protection zones. These zones are based on the time it takes for different types of contaminants to reach the well. Usually three zones are established that denote specific time of travel distances. For example, Zone 1 might represent the time it takes contaminants to reach the well within two years. Zone 2 would be the travel time from two to five years, and Zone 3 would be the five to 25-year travel time.

For more information see "Step 2 Developing a Municipal Source Water Protection Plan - Delineate a Source Water Protection Area Boundary" published by Nova Scotia Environment and Labour, and available at www.gov.ns.ca/enla/water.

Developing designation regulations

After the protected water area boundary has been defined, regulations must be developed that reflect an appropriate response to the potential risks identified in Step 3 of the source water protection planning process. Nova Scotia Environment and Labour should be consulted to assist with the development of regulations. Regulations should be reviewed on a regular basis in case updating or amending is required.

Regulations are appropriate in situations where certain activities cannot be managed through other strategies to reduce the potential degradation of the source water. For example, the use of herbicides to control weeds may require a specific regulation which dictates a standard for herbicide storage, timely application, and setbacks from watercourses within the source water supply area.

As mentioned above, regulations can also be applied to just a portion of the source water supply area, such as a particular water body. In these circumstances, regulations can be used to prohibit motor boats, swimming, or the release of substances into the water.

Although regulations made under Section 106 (6) of the Environment Act can't directly control types of land uses, they can be used to control impacts associated with development. For example, they may require erosion and sediment control plans during building or road construction that may occur within the source water supply area.

Protected water area regulations may complement the overall source water protection plan and address the specific risks that are not addressed through other management options. They may be restrictive and prohibitive in nature, or they may be more flexible requiring an approval or notification from the water utility to undertake regulated activities. Sample regulations and the associated activities are listed in Appendix A.

Approvals and Notifications

Approvals

Some activities regulated by the designation process may be subject to approval by the water utility. The granting of an approval is based on a set of criteria that are specific to the activity being regulated and apply to how or when the activity is conducted.

In most instances approvals require that further mitigative measures be taken. For example, sediment and erosion control plans may be required for approval to be granted for road construction within a designated protected water area.

Where a regulation makes reference to an approval from the department, it refers to an existing approval under the Environment Act and enforced by Nova Scotia Environment and Labour.

Notifications

There are some regulations that require notification be given to the water utility for certain activities. Notification of an activity subject to regulation is made to the water utility in writing, prior to commencement of the activity. As a result, the water utility has a greater awareness of when and where activities within the watershed are taking place.

Consulting with stakeholders and the public

Section 106 (7) of the Environment Act requires public consultation before a protected water area can be designated by the Minister. The consultation plan should involve landowners and other stakeholders, including the municipality in which the proposed designated area is located.

Public consultation is a mandatory element of the designation process because it ensures that people affected by the process are given an opportunity to express any concerns they might have. A fair, open and transparent consultation usually includes public meetings or public information sessions to explain to stakeholders how the utility and advisory committee prepared the proposal for the designation.

Stakeholders who are not active members of the advisory committee can request that the committee provide additional supporting information and copies of minutes taken during the meetings. Water utilities may also choose to provide information about the designation process on their municipal websites.

Submitting request to the Minister of Environment and Labour

After the protected water area boundaries and regulations have been developed and public consultation has occurred, appropriate legal documents must be finalized and submitted to the Minister of Environment and Labour for final approval. This set of documents includes:

- a legal description and map of the area as required in Section 106 (1) of the Environment Act;
- a set of regulations properly formatted as required in Section 106 (6) of the Environment Act; and
- documentation on the completed public consultation as required in Section 106 (7) of the Environment Act.

The department's solicitor will review the documents. The purpose of the solicitor's review is to ensure proper form and authority, not to change the intent of the regulations.

Formalizing the designation

Following the Minister's approval, Nova Scotia Environment and Labour will file the protected water area designation and regulations with the Department of Justice's Registry of Regulations. Certification of filing and subsequent publishing in the Royal Gazette brings the regulations into force in accordance with the Regulations Act.

Notifying the public

The water utility is required to record the designation at the Registry of Deeds in the county or counties in which the protected water area is located. The water utility is also required by the Environment Act to give public notice of the designation in a newspaper with circulation in the county or counties in which the area is located. It is not necessary to publish the entire designation in the newspaper, but the notice should provide a sufficient amount of detail and how to get more information. Ideally, all those who own land within the protected water area should receive a letter from the water utility with information about the designation and the source water protection plan.

Posting of the designation

The water utility must post and maintain signs along all public roads which access the protected water area and in other appropriate places visible to the public. Signs must clearly indicate that the area is a protected water area and that regulations apply. The sign may also indicate the type of prohibited or restricted activities. The name and phone number of the water utility should be visible to inform people how to get further information. These actions are necessary to ensure members of the public take appropriate action to help keep the area clean.

Enforcing the regulations

The water utility has the responsibility of enforcing the protected water area regulations per Section 106 (3) of the Environment Act. To do this, the water utility can appoint one of its employees to become a peace officer or special constable through provisions in the Police Act. When the employee is established as a special constable, he or she is able to issue Summary Offence Tickets for infractions within the protected water area. Failure to comply with protected water area regulations under section 106 of the Environment Act can result in a fine of \$675 (2005).

Monitoring and Evaluation

As part of the source water protection plan, the water utility should undertake a water quality monitoring program. It should include regular evaluation of the source water protection plan, including the effectiveness of the designation. Changes should be made as necessary to ensure the plan and the designation are effectively managing risks.

For more information see "Step 5: Developing a Municipal Source Water Protection Plan - Develop a Monitoring Program to Evaluate the Effectiveness of a Source Water Plan" published by Nova Scotia Environment and Labour and available at www.gov.ns.ca/enla/water.



Amending or Cancelling a Designation

Amending a designation

The water utility may request the Minister of Environment and Labour to amend either the boundaries or the regulations for a protected water area.

For example, a boundary line could be moved in response to a request from a landowner whose property is partly within the designated area. Over time, the property owner may feel that the designation encumbers the way he or she manages the entire property. If the property is located at the extremity of the designated area, far from the water supply intake, the water utility may grant the request to exclude the entire property from the protected water area.

Boundaries have also been amended in the past to coincide with municipal land use zoning boundaries, to avoid public confusion arising from two sets of boundary lines. They might also need adjustment to enable more efficient forest management planning.

Reasons for amending regulations may vary from simply updating the text or definitions to provide clarity or consistency, to adding a new regulation to address a new threat to water quality. A regulation may also be deleted if it is no longer relevant.

Prior to requesting an amendment, the water utility and its advisory committee would take the same steps as required for initial designation, including defining new boundaries and/or regulations, public consultation, and preparation of legal documents, including a new map if boundaries are changing. Once approved, the water utility must file the new designation and regulations pursuant to the Regulations Act, and meet the other public notification requirements. Posted signs would be relocated if the protected water area boundaries were amended.

Cancelling a designation

The water utility may request that the Minister of Environment and Labour cancel a designation, in whole or in part. There are various reasons why a cancellation may be sought. For example, the area may be well managed by other components of the source water protection plan, or updated technical information may indicate that the area is not contributing to the source of the water supply.

Regardless of the reason, the water utility should conduct the same kind of consultation as required for initial designation and submit the request for cancellation to the Minister of Environment and Labour. Once the designation is cancelled, a notice is published in the Royal Gazette. The water utility must notify the public in the same way as is required for the initial designation. Any posted signs must be taken down or modified to indicate the current protected water area designation.

For More Information

Nova Scotia Environment and Labour can provide input into the development of management practices and will review the final source water protection plan.

Nova Scotia Environment and Labour
Water and Wastewater Branch
5151 Terminal Road
PO Box 697
Halifax, Nova Scotia
B3J 2T8
Phone: (902) 424-5300
Fax: (902) 424-0503
www.gov.ns.ca/enla/water

APPENDIX A – A Reference For Preparing Regulations for Protected Water Areas

This appendix includes some samples to assist water utilities in preparing draft regulations. These samples illustrate activities that are typically regulated in protected water areas and are meant to serve only as examples. The use of these samples does not guarantee approval by the Minister.

The regulations that a water utility chooses will depend on the conditions in the source water supply area, and whether the source of water is groundwater or surface water (a river or a lake). For example, it may not be necessary to have regulations on forestry activities if there is currently no forestry activity in the source water supply area, and there is not expected to be any in the future. Water utilities should obtain professional assistance before selecting a regulation (e.g. ask a professional forester if the forestry regulation is appropriate for their area).

Examples that are marked with an asterisk * indicate that the value (such as swimming within 200 metres of the water intake) is provided as an example only. Water utilities should determine appropriate values based on public consultation and science.

Sample Regulations:

Note that not all of the following activity regulations may be applicable to every protected water area. Regulations may need to be tailored to fit the level of protection required in each circumstance.

Activity: Home heating oil tanks and fuel storage tanks

Issue: Small amounts of contaminants such as oil, can render large quantities of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

No person is permitted to install a new home heating oil tank, a gasoline fuel storage tank, or a diesel fuel storage tank within the protected water area unless the tank is supported by concrete footings, has a leak detection device and is:

- (a) made of stainless;
- (b) made of fibreglass;
- (c) constructed with double walls; or
- (d) approved prior to installation in writing by the water works operator.

Activity: Storage of contaminants

Issue: Small amounts of contaminants such as dry cleaning fluids, can render large quantities of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

Any potential contaminant stored within the protected water area must be contained within a storage tank that is supported by concrete footings and has a leak detection device and is:

- (a) made of stainless steel double wall construction;
- (b) made of fibreglass; or
- (c) approved prior to installation in writing by the water works operator.

Activity: On-site sewage disposal systems

Issue: Improperly designed and/or maintained sewage disposal systems can leak nitrates, phosphates, bacteria, viruses, and other contaminants to groundwater and surface water. The greater the distance between a disposal system and groundwater and/or surface water, the more likely the contaminant will be broken down into a less harmful substance.

Sample Regulation:

No person is permitted to construct, install or cause the construction or installation of an on-site sewage disposal system contrary to the On-site Sewage Disposal Systems Regulations and the terms and conditions of an approval issued by Nova Scotia Environment and Labour.

Activity: Forestry operations

Issue: Healthy forests can help maintain groundwater and surface water quality. They play an important part in filtering contaminants and preventing erosion and sedimentation. Properly designed forestry management plans can reduce the risk of altering the health of a forest.

Sample Regulation:

No person is permitted to undertake a forestry operation on land greater than 10* hectares within the protected water area unless the operation is conducted pursuant to a forestry management plan prepared by a professional forester in accordance with the objectives and policies approved by the water works operator.

Note: The forestry management plan may address topics such as setback distances for roads, machinery and tree harvesting from watercourses and wells; maximum percent of forest to be harvested per year; and harvesting methods. It should be designed to minimize risks of contamination from spill of petroleum products, and sedimentation and erosion.

Activity: Road construction and watercourse alteration

Issue: Unpaved roads and road construction activities can release sediment into watercourses. Properly designed and constructed roads can minimize the risk of erosion and sedimentation. The erosion and sediment control requirements for public highways are sufficient to reduce the risk of contamination to water sources. In addition, roads can also create areas where vehicles could inadvertently enter watercourses and cause fuel to contaminate the water supply.

Sample Regulation:

(1) No person is permitted to undertake any road construction work in the protected water area unless the work is conducted between June 1* and September 30*, inclusive, in any year (in order to minimize impacts to aquatic organisms).

(2) No person is permitted to expose at any time more than 1,900* square metres of roadway subbase in the protected water area.

(3) All roads that are located within 15* m of a watercourse must have concrete barriers to prevent vehicles from inadvertently entering the watercourse.

Activity: Disposal of wastes or garbage (i.e., landfill, waste disposal site)

Issue: The disposal of wastes can cause harmful chemicals to leach from the site into groundwater. Small amounts of chemicals can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Sample Regulation:

No person is permitted to establish a dump, landfill, or waste disposal site within 500* metres of a watercourse or well in the protected water area.

Activity: Mining, pit and quarry operations and other excavations

Issue: These activities can affect drinking water quality through erosion, the release of metals or the release of acid runoff into water draining from the mine site. Properly designed mining, quarrying or processing operations can take place under controlled conditions, resulting in minimal impacts on water supply sources. However, all mine and quarry operations must be approved by Nova Scotia Environment and Labour.

Sample Regulation:

No person is permitted to authorize or commence an operation to extract peat, gravel, rock or minerals in the protected water area without first obtaining written approval of the water works operator.

Activity: Agriculture

Issue: A well designed environmental farm plan, combined with a nutrient management plan, can reduce the risk of contamination. Contaminants such as oil and nitrates can make drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater and/or surface water.

Note: The Department of Agriculture should be contacted for more information on environmental farm plans and nutrient management plans.

Sample Regulation:

An agricultural operation undertaken within the protected water area must be conducted according to a nutrient management plan and environmental farm plan prepared by a qualified person in consultation with the water works operator.

Activity: Access (boating, swimming, fishing, car washing, etc.)

Issue: Large numbers of people swimming, bathing or fishing in the source water area can contaminate the water with excrement, phosphates and litter. Large numbers of people washing vehicles in a source water area can contaminate water with phosphates and petroleum products. Motorized vehicles, such as motor boats and all-terrain vehicles (ATVs), can leak petroleum products into the water. Small amounts of contaminants such as oil and gas can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from groundwater. ATVs can also cause erosion and sedimentation of the watercourses. The greater the distance between the intake and swimmers, bathers, fishers or people operating/washing a vehicle, the less risk of contaminated drinking water.

Sample Regulation:

(1) No person is permitted to swim, bathe, wash, or cut ice at any time in [insert name of water body] or any other watercourse within the protected water area.

(2) No person is permitted to fish from the shoreline of or in [insert name of water body] or any watercourse within the protected water area.

(3) No person is permitted to wash a vehicle in any watercourse or within 60* m of the shoreline or bank of any watercourse within the protected water area.

(4) No person is permitted to, at any time, operate a vessel of any kind, on, through or over [insert name of water body] or any watercourse in the protected water area, unless authorized by the water works operator for the protection of the protected water area.

(5) No person is permitted to fill a gasoline tank or transfer any liquid fuel from tank to tank on or within 100* m of the shoreline or bank of [insert name of water body] or any watercourse within the protected water area, except for the purpose of operating a water treatment plant or a purpose reasonably incidental to the maintenance of private property.

Activity: Burning

Issue: Healthy forests can help maintain water quality. They play an important part in filtering contaminants and preventing erosion and sedimentation. Large uncontrolled forest fires can reduce the ability of the forest to perform these functions in the years immediately following the fire. The highest risk of forest fire is from late spring to early fall, so the greatest precautions should be taken when lighting fires during this period.

Sample Regulation:

No person is permitted to light or be responsible for an open fire in the protected water area from April 1* to October 31*, inclusive, in any year.

Activity: Biocides and pest control products

Issue: Small amounts of chemicals such as biocides can make large amounts of drinking water non-potable. It can be very expensive, if not impossible, to remove these contaminants from water.

Sample Regulation:

(1) Prior written permission from the water works operator is required to use a biocide or pest control product within the protected water area.

(2) A biocide or pest control product used in an agricultural operation within the protected water area must be applied only by a certified applicator and only if recommended for use by a pest management specialist and approved under subsection (1).

Activity: Corridor easements

Issue: This type of construction can cause sediment to erode into watercourses. Properly designed construction plans can minimize the risk of erosion and sedimentation.

Sample Regulation:

No person is permitted to construct a pipeline, railway, telephone line, power line or other similar development or grant an easement on, over or across the protected water area without first obtaining the written approval of the water works operator.

Activity: Urban development (ground disturbance)

Issue: Ground disturbance can cause large amounts of sediment to erode into watercourses. Healthy vegetation plays an important part in filtering contaminants and preventing erosion and sedimentation.

Sample Regulation:

No person is permitted to undertake an activity that causes or might cause soil erosion resulting in sedimentation of a watercourse located within the protected water area. If sedimentation occurs in a watercourse within the protected water area, an operator or person responsible for the sedimentation must undertake immediate action to install erosion and sediment control measures and notify the water works operator.

Activity: Vegetation removal (non-forestry related)

Issue: Healthy vegetation can help maintain groundwater and surface water quality. It plays an important part in filtering contaminants and preventing erosion and sedimentation.

Sample Regulation:

(1) No person is permitted to alter or remove vegetation within 100* m of [insert name of water body] or within 30* m of any watercourse or wetland within the protected water area unless such alteration or removal is:

- (a) approved in advance by the water works operator; or
- (b) related to the operation of the water treatment plant/system and following consultation with the advisory committee.



Environment and Labour
Environmental and Natural Areas Management

Protected Water Area (PWA) Designation Summary

The province requires municipal water utilities to develop and follow a Source Water Protection Plan (SWPP) which identifies communication, roles, and risk management for the protection of source waters of municipal supplies.

The Water Works Operator (Municipality or Water Utility) has the option of applying to have the water supply area designated as a “Protected Water Area” under the *Environment Act*, which allows the water utility to regulate activities that may impair water quality and/ or quantity within the source water supply area.

What is a Protected Water Area?

A Protected Water Area (PWA) is an area surrounding a drinking water source that has been designated under the *Environment Act* by the Minister of Environment at the request of the water utility. A PWA Designation is one management option available to water utilities to manage risks in the source water area. Designation uses a regulatory approach to prohibit or restrict activities that are or have the potential to be a risk to the water supply. PWA regulations are specific to the area designated, and enforcement is the responsibility of the associated municipality or water utility.

What are the steps to having an area designated?

There are several steps involved for a water utility to designate a PWA. These include formally defining the area to be designated, developing associated regulations, and holding public consultations.

Step 1: Proponent submits request to NSE for PWA designation, amendment, cancellation or regulations

This includes:

- Formal request letter, containing background information as appropriate**
- Description with mapping, of the physical area to be designated**
- Copy of the proposed or amended regulations, if applicable, for the designated area**
- Detailed records of the public consultations, including descriptions of public/ landowner/ stakeholder input; and demonstration of how any questions or concerns have been addressed**

Environment Act

Designation of protected water area

106 (1) The Minister, when requested by an operator of a water works or proposed water works, may designate an area surrounding any source or future source of water supply for a water works as a protected water area.

(2) The operator of a water works, or proposed water works named in a designation made pursuant to subsection (1) shall

(a) give notice of the designation of the area as a protected water area by publishing the notice in a newspaper having circulation in the county or counties in which the area is located and in the Royal Gazette;

(b) have the notice of designation recorded at the registry of deeds and the land registration office in the county or counties in which the area is located; and

(c) post signs in the area indicating that it has been designated a protected water area. 62 environment 1994-95, c. 1 OCTOBER 1, 2012

(3) The operator of a water works or proposed water works is responsible for taking all measures to protect the area designated, and the enforcement of any regulations made pursuant to subsection (6).

(4) When requested by an operator of a water works or proposed water works, the Minister may cancel a designation made pursuant to this Section, in whole or in part.

(5) Any protected water area designated pursuant to the Water Act, prior to the coming into force of this Act remains so designated.

(5A) Any area surrounding a source of public water supply defined and prescribed pursuant to Section 16 of Chapter 42 of the Acts of 1963, An Act to Amend the Water Act, is deemed to be a protected water area designated pursuant to the Water Act and remains so designated.

(5B) Any designation of a protected water area and any regulations regulating an activity in a designated protected water area that is referenced in subsection (5A) or were in effect on April 1, 1977, are deemed to have been filed pursuant to subsection 24(1) of the Regulations Act before April 1, 1978.

(6) At the request of the operator of the water works or proposed water works, the Minister may make regulations to prohibit, regulate or require the doing of any act or acts in a protected water area that may impair or prevent the impairment, as the case may be, of the quality of the water in the protected water area.

(7) Before designating a protected water area, the Minister shall ensure that the operator of the water works or proposed water works has provided opportunities for public consultation.

(8) No claim for injurious affection lies against any person as the result of a designation of a protected water area.

(9) The exercise by the Minister of the authority contained in subsection (6) is regulations within the meaning of the Regulations Act. 1994-95, c. 1, s. 106; 2001, c. 6, s. 103; 2006, c. 30, s. 35.

MEETING NOTES (REVISED 8 JULY 20)

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, 10 June 2020 at 3:00 p.m.

Zoom Webinar meeting

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair

Deputy Mayor John McGee

Councillor Peter Mosher

Peter Goforth, Qualified Expert

Cheryl Lamerson, Citizen Representative

Bill Rice, Citizen Representative

Gerry Rolfsen, Qualified Expert

Susan Sanford, Qualified Expert

Non-voting, ex-officio members:

Mayor Rachel Bailey

Dawn Sutherland, Planning and Development Manager (PDM), CCP Staff Project Manager, Recorder

Terry Drisdelle, Senior Planner, Develop Nova Scotia

Arthur MacDonald, Heritage Manager

Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

ALSO PRESENT: Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Heather McCallum, Deputy Municipal Clerk
Bea Renton, Chief Administrative Officer

REGRETS: -

The Chair called the meeting to order at 3:00 pm.

1. Agenda

Motion: That the agenda be approved, as presented.

Motion carried.

2. Review of notes from previous meetings

Motion: That the notes of 13 May 2020 be approved, as presented.
Motion carried.

3. Unfinished Business

None

4. New Business

a. Review of Progress Report

Dawn Sutherland reviewed the status report noting that the Covid-19 pandemic had caused delays although the engagement activities to date have been adapted to enable the project to proceed via an online format. (Schedule A).

b. Update on Engagement Activities

Erica Brook and Steffen Käubler reviewed the results of recent on-line engagement noting that 50 surveys were completed, 20 tool kits were returned, and there were approximately 50 pins on the social pinpoint map. What We Heard reports are not generated in this phase.

c. Draft Comprehensive Community Plan Steering Team Review

Steffen Käubler thanked members of the Steering Team for their comments on the draft. He noted some minor changes were made, which included prioritizing residents' inclusiveness, edits to make the document timeless (no comparisons to now), residential development removed from the golf course on the structure map (Figure 2.2), strengthening the open space/visuals from the harbourfront, and explicitly defining the Old Town Core along with green spaces on structure map (Figure 2.2).

Steering Team members offered the following comments:

1. Perhaps a statement on why there is no residential development on the golf course would be helpful to the reader;
2. Readability could be improved by adding a section on how to use the document, inserting a graphic for implementation and monitoring, moving the guiding principles to Chapter 2, setting out goals and objectives so people will know what they are (need an explanation);
3. Adding information in the introduction on who was engaged and the number of people engaged;
4. A reference to the role of the Steering Team and the names of members as well as the members of the Upland team should be added at the beginning;
5. An explanation that CCP is based upon community input as well as best practices, expert advice;
6. Revision surrounding the genocide of indigenous peoples to clarify that the Town was not the site of any atrocities;

7. That the final version should have an executive summary;
8. With respect to short term rental, other platforms such as VRBO should be included as well national buyers as they are contributing to the sort term rental stock along with the international buyers;
9. An explanation on how the maps are to be interpreted when it comes to private land ownership; and
10. Mention should be made of keeping the public water in the public realm, perhaps with all levels of government working together.

Erica Brook noted that the final chapter on implementation will be written after this community engagement period ends. It will contain statements and linkages between the guiding principles, goals, objectives, and actions. There will be a 11" x 17" poster for the 5 year action plan.

Steffen Käubler noted that there was not much interest in amalgamation or annexation. The emphasis was on shared services.

d. Next steps

Erica Brook explained that there will be two on-line Zoom presentations involving a video and a Q and A. Upland will provide an opportunity for small group conversations via Zoom for those interested in participating. If possible, there may be some in person conversations outdoors in small groups with participants 6 ft apart as per the Provincial directive regarding gatherings during the Covid-19 pandemic. There will also be an on-line survey.

5. Correspondence

None

6. In camera portion

There were no in camera items.

7. Resumption of Council meeting in public session

Not applicable.

8. Next Meeting Dates

- a. Steering Team meeting: Wednesday, 8 July 2020, 3 pm, Zoom webinar

9. Adjournment

Motion: There being no further business, that the meeting be adjourned.
Motion carried.

The meeting adjourned at 4:09 p.m.

UPLAND

Planning +
Design Studio

63 King Street
Dartmouth, Nova Scotia B2Y 2R7
+1 (902) 423 0649
info@uplandstudio.ca

PROGRESS REPORT

4. a Progress Report for May 2020

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: May 1 - May 31, 2020

1. Targets Achieved in Period

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.10. Draft Plan Preparation (in progress)

2. Outputs of Project

- Key Directions Steering Team Review (May 13)
- Online interactive map, survey, and discussion forum (April 2 - May 15)
- Kitchen table toolkit (April 2 - May 15)
- Youth focus group (May 5)

3. Project Related Issues

- Delays related to Covid-19.

4. Risk Analysis

-

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- Submit Draft CCP to ST, Staff, Council (Jun 4)
- Steering Team Review (June 10)
- Staff + Council Information Presentation (June 15)
- Community Presentation and Online Event (June 17)
- Interactive Map and/or Survey (June 17 - July 17)
- Take Home Kits, or other off-line as permitted (June 17 - July 17)
- Stakeholder Follow-Ups (June 17 - July 17)

MEETING NOTES

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, 8 July 2020 at 3:00 p.m.

Zoom Webinar meeting

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair
Deputy Mayor John McGee
Councillor Peter Mosher
Peter Goforth, Qualified Expert
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert

Non-voting, ex-officio members:

Mayor Rachel Bailey
Dawn Sutherland, Planning and Development Manager (PDM), CCP Staff Project Manager
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

ALSO PRESENT: Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Heather McCallum, Deputy Municipal Clerk, Recorder

REGRETS: -

The Chair called the meeting to order at 3:00 pm.

1. Agenda

Motion: Moved and seconded that the agenda be approved as presented. Motion carried.

2. Review of notes from previous meetings

Motion: Moved and seconded that the revised notes of 10 June 2020 be approved. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

Dawn Sutherland reviewed the progress report, which includes a spreadsheet of over 300 individual comments on the Draft CCP from the Steering Team, Staff, and Council (**Schedule A**).

b. Update on Engagement Activities

Erica Brook reviewed public engagement item of the Progress Report. There is a public survey on the Draft CCP open until July 24th. The themes translate into priorities, including Blockhouse Hill, affordable housing, short-term rentals, water treatment, home-based businesses, parking, etc., and the continuance of community engagements on CCP implementation.

c. Next Steps

The Revised CCP will be submitted to the Steering Team on August 14th.

There was some discussion on the opportunities for Council and Staff to provide practical feedback, while being mindful of the focus on community input.

Steffen Käubler noted that the CCP is to cover a 40-year timeframe, so prioritizing will be important. There are many long-term items included should funds and interest allow, so expectations will have to be managed. The document is a toolkit and guide for the Town.

Erica noted that there will be a final chapter that lays out a proposed five-year plan. The document will also include a brief explanation to the community on how the items were prioritized. It is not possible to have every item at unanimous satisfaction in any plan of this nature before it is approved. The plan is just the first step in terms of implementation.

5. Correspondence

Nil.

6. In camera portion

Nil.

7. Resumption of Council meeting in public session

Nil.

8. Next Meeting Dates

- a. Steering Team meeting: *Wednesday, 12 August 2020, 3:00 pm, Zoom webinar*

9. Adjournment

Motion: There being no further business, that the meeting be adjourned. Motion carried.

The meeting adjourned at 3:50 p.m.

UPLAND

Planning +
Design Studio

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PROGRESS REPORT

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: June 1 - June 30, 2020

1. Targets Achieved in Period

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.10. Draft Plan Preparation
- 3.12. Final Comprehensive Plan (in progress)

2. Outputs of Project

- Draft CCP Submission to Steering Committee, Staff, Council
- Staff + Council Information Presentation
- 1st Community Presentation and Online Event
- Interactive Map and/or Survey (ongoing)
- Final Draft CCP Submission to Steering Committee, Staff, Council
- Stakeholder Follow-Ups (ongoing)

3. Project Related Issues

- To date, the project team has received over 300 individual comments from the Steering Committee, Staff and Council. All comments and the team's responses were recorded in a spreadsheet, which is attached to this report. The project team's edits in response to the comments are included in the Final Draft CCP.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- 2nd Community Presentation and Online Event
- Interactive Map and/or Survey
- Stakeholder Follow-Ups (ongoing)
- Final CCP Submission

MEETING NOTES

PROJECT LUNENBURG

Steering Team Meeting

Wednesday, August 12, 2020 at 3:00 p.m.

Via Zoom Webinar

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair
Deputy Mayor John McGee
Councillor Peter Mosher
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert

Non-voting, ex-officio members:

Mayor Rachel Bailey
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager
Dawn Sutherland, Planning/Development Manager (PDM)

ALSO PRESENT:

Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

REGRETS:

Peter Goforth, Qualified Expert
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

The Chair, Councillor Risser, called the meeting to order at 3:00 pm.

1. Agenda

Motion: moved and seconded that the agenda be approved, as presented. Motion carried.

2. Review of notes from previous meeting

This item was deferred to the next meeting to allow time for review.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

The Planning/Development Manager reviewed the status section of the report (**Schedule "A"**). The work remains four months behind schedule. She noted that the timing of Council approval of the Comprehensive Community Plan (CCP) document by the current Council or post-election is an issue. Initially it was intended that the CCP be approved by the current Council.

b. Update on engagement activities

Ms. Brook reviewed the next section of the report (**Schedule "A"**). Public engagement has currently wound down since the survey deadline has passed. They did receive the target number of surveys. She noted that fewer people are engaging at this time, but the feedback provided is detailed.

In response to a question, Mr. Käubler explained that preliminary work is being done on the Municipal Planning Strategy and bylaws, but due to content overlap with the CCP the majority of that work will be done after the CCP is approved. The PDM noted that if the CCP is completed and approved before the Council election, the planning documents' approvals should be completed in February/March 2021.

c. Draft Comprehensive Community Plan

Mr. Käubler reviewed a sample of the "Implementation and Monitoring" chapter (**Schedule "B"**). He confirmed that the pricing information provided is a scale. The numbers are provided as an estimated guideline only, based on their expertise.

Ms. Brook reviewed the "Scoring Matrix" (**Schedule "C"**) and its decision-making criteria being used by UPLAND to assess the priority of the 30 items in the five-year plan. The scores assigned to each item is the first step. Delivery cannot be a factor in scoring. Town Council and staff will then set delivery priorities within the context of annual Town budgets. Many of the projects noted require significant budgetary and other resources to achieve. The five-year plan items are shorter-term items.

There will be a recommendation included that every five years Town Council and staff should take a fresh look and re-prioritize the next five-year plan since resources, technology, and partnerships will evolve through time. They will provide guidance on a criteria and process to use.

d. Next steps

Mr. Käubler confirmed that the latest round of comments is being incorporated into the document. Similar to the previous draft, they will provide a spreadsheet of the comments and how each one was addressed.

The "Implementation" chapter will be sent to the Steering Team ahead of the updated CCP. This chapter makes clear that delivery is not a factor and will be achieved over time.

The updated CCP will come to the Steering Team for review and recommendation to Council in September.

The continuity of Steering Team was discussed in light of the October election. If need be, new members or those with changing roles will be appointed by Council after the election. The Steering Team is to provide a recommendation to Council relating to the approval of the Comprehensive Community Plan and will continue oversight until the end of the project.

5. Correspondence

a. Jessika Hepburn's submission to Council on July 28, 2020

Council requested that Project Lunenburg be made aware of Jessika Hepburn's submission at the Council Meeting of July 28, 2020, which contained a comment on Project Lunenburg's consultation process with the BIPOC (Black/Indigenous/People of Colour) community (**Schedule "D"**). Ms. Brook added that was not specifically addressed and UPLAND will have the report further reviewed through an anti-racism and inclusivity lens.

6. In camera portion – motion to recess to meet in camera to consider contract negotiations/matters (Section 22 *Municipal Government Act*)

Nil.

7. Resumption of Council meeting in public session – motion to consider any in camera meeting recommendations (Section 22 *Municipal Government Act*)

Nil.

8. Next Meeting Dates

Steering Team meeting: *Wednesday, September 9, 2020 at 3:00 p.m.*

9. Adjournment

Motion: Moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting adjourned at 3:52 p.m.

Heather McCallum
Assistant Municipal Clerk

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: July 1 - July 31, 2020

1. Targets Achieved in Period

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.10. Draft Plan Preparation
- 3.12. Final Comprehensive Plan (in progress)

2. Outputs of Project

- 2nd Community Presentation and Online Event
- Interactive Map and/or Survey
- Stakeholder and Public Follow-Ups (ongoing)

3. Project Related Issues

- Following the 2nd community consultation, the project team has received approximately 60 survey responses, 40 comments from the public Q+As, and 5 emailed submissions. All comments and the team's responses are in the process of being recorded and responded to in a spreadsheet, similar to the previously submitted response spreadsheet.
- The project is currently four months behind schedule.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

Final Draft Review milestones and tentative proposed dates:

- Stakeholder Follow-Ups (ongoing)
- Incorporation of Public Feedback
- CCP Implementation Chapter (sample pages for discussion are attached to this progress report)
- Final CCP Submission

14.2 Housing

Engagement showed that housing is a critical topic for Project Lunenburg, and the Comprehensive Community Plan aims to ensure access to housing that is affordable, suitable, sustainable, and puts the needs of residents before tourists and investors.

The priorities included in this five-year Implementation Plan cover a variety of topics such as short-term rental regulation, policies which encourage a variety of housing forms and ownership models, and a feasibility study to encourage long-term residency.

Goal

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

Evaluation Metrics

Number of units constructed and offered for 30% or less the median household income for the census DA (permit records, census data)

Single-detached dwelling units as a proportion of new construction (permit records over time)

Number of affordable housing developments funded in part by the Town (financial records)

Proportion of renters to owners (census data over time)

Number of accessibility-related retrofits (permit records)

3.5a-d

Regulate Short-term Rentals

Short-term rentals (or STRs) are one housing form that can enable affordable home ownership and bolster tourism, but they are also a threat to the availability of long-term rentals and the prosperity of traditional hospitality sectors. It will be important to balance these benefits and challenges to maintain a housing market suitable for long-term local residents. This action item aims to create clear and enforceable enabling policy which allows STRs where appropriate.

Recommendations for regulating STRs include incorporating STR policies into the existing Municipal Planning Strategy and Land Use Bylaw; creating a standalone Short-term Rental Bylaw which regulates the use of secondary and primary residences as STRs, classifying secondary residences hosted as STRs as a commercial use, and requiring Municipal registration of primary residences hosted as STRs; and allocating funds acquired from STR registration and taxation (and potentially non-resident owners taxes) for policy enforcement and affordable housing initiatives. Capital costs for this item cover the expenses of consulting services to conduct further engagement and create a Short-term Rental Bylaw.

Action Type

S Study **F** Funding **L** Land Use **O** Organization

Estimated Cost

\$\$\$\$

Score

Community Building
Community Desires
Enabling Fundamentals



Steps to Implementation

1. Incorporate STR policy in upcoming MPS and LUB review
2. Issue an request for tender (RFT) for consulting services to complete a Short-term Rental Bylaw
3. Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable housing initiatives

Potential Partners

Local short-term rental operators, the Province of Nova Scotia

How would this approach ensure hosts aren't purchasing homes for short-term rental?

A primary residence is the dwelling where an individual lives more than half the year as an owner or tenant, and is the residential address for bills, identification, taxes, and insurance. By restricting short-term rental to primary residences (hosts will be required to present government-issued ID upon registration), this Bylaw would allow properties to be listed only as a room within a home or as a full home while the host is away on vacation or otherwise. This approach attempts to avoid the removal of homes from the long-term rental market, encouraging long-term residency and stable neighbourhoods. Under the proposed regulations secondary residences could not be hosted as short-term rentals but may be registered as tourist accommodations where zoning allows.

2.3c

Conduct a feasibility study of mechanisms to encourage long-term residency

Affordability of housing is a major concern for both renters and home owners, though renters also face the challenge of limited housing availability. In Lunenburg, seasonal residents and international buyers impact housing supply, making it harder for local residents to find suitable housing. In 2016, 14% of Lunenburg’s residences were seasonal, and the Town has one of the highest rates of non-resident and international ownership in Nova Scotia, and international owners make up half of all temporary residents. Construction has been slowing to near-record lows since 2015, and while the market typically moves in the cycles, the current conditions do not favour long-term residency.

With an aging population, many homes will be entering the market in coming years, and this is a crucial time to ensure this supply is accessible for long-term residency and favours residents over visitors and investors. This feasibility study will analyze potential mechanisms for encouraging long-term residency among propoperty owners through new tax programs.

Action Type

S Study **F** Funding **O** Organization

Estimated Cost
\$\$\$\$\$

Score	Community Building

Steps to Implementation

1. Issue an RFP for a Feasibility Study
2. Work with consultant to complete a feasibility analysis of the following mechanisms:
 - International/national buyer tax
 - Other non-resident owners tax
 - Empty homes tax
 - Lower owner tax credit (or augment provincial assessment cap)

Potential Partners

n/a

Table 1. Quantitative Criteria					
Criteria	Description	Max Value	Scoring Description	Weight	Score
Community Building					
Capacity Building	Local implementation and spin-off impacts.	100	The community is able to undertake the action and builds upon local resources.	10%	
		50	The community is partially able to undertake the action and will marginally build upon local resources.		
		0	External resources are wholly required to complete the action.		
Community Benefit	The overall impact on the Lunenburg community.	100	The action addresses an urgent issue and will benefit the majority of the community. The action will lead to greater sustainability of the community and impact future generations.	10%	
		75	The action addresses an urgent issue but will only benefit a portion of the community. The action may lead to greater sustainability of the community and may impact future generations.		
		50	The action does not address an urgent issue but will benefit a large portion of the community. The action will positively impact the sustainability of the community.		
		25	The action does not address an urgent issue and benefits a small portion of the community. Marginal positive impacts on the community's sustainability and impact on future generations.		
		0	The action does not address an urgent need and does not benefit the larger community.		
Equity Benefit	The action's benefit for a marginalized or an equity-seeking group in the community.	100	An action specifically addresses an equity-seeking group in the community (low-income, seniors, youth, new immigrants).	15%	
		0	An action does not specifically address an equity-seeking group in the community (low-income, seniors, youth, new immigrants).		

Instantaneous Assessment	The level of 'instantaneous' impact in the community.	100	Completing the action will bring an immediate impact (<1 year) in the community.	10%	
		50	Completing the action requires some level of 'ground laying', with the impact in the community felt between 1 and 5 years after implementation.		
		0	The impact of the action will be felt 5 or more years after its implementation.		
Community Preference					
Community Preference	The action has been specified by the community. Despite any level of support for an action, the community may still have concerns, and there may be details to resolve during implementation.	100	An action is supported by the majority of the community, but individuals or groups may still disagree with the action.	35%	
		50	An action is supported by some, but not all of the community.		
		10	An action is support by only a handful of the population or a limited number of community groups. This may include prerequisite actions that may not have been explicitly considered throughout the CCP process, or actions that may have benefits that are not obvious.		
Enabling Fundamentals					
Fundamentals	The action is a fundamental mechanism for future planning initiatives and enables other actions within the CCP.	100	An action enables more than 10 other actions.	20%	
		50	An action enables between one and 10 other actions		
		0	An action that does not enable other actions.		
				100%	

5. Correspondence

From:

[Dawn Sutherland](#)

To:



Subject:

PL: Jessica Hepburn - to offer comments on CCP

Date:

July-29-20 3:42:00 PM

Attachments:

[3 \(b\) Coun Jul 28 20 Jessica Hepburn Response to Petition to rename Cornwallis and Creighton Streets.pdf](#)

[image001.png](#)

[image004.png](#)

Steering Team members, UPLAND:

At yesterday's Council meeting Jessica Hepburn of 49 Townsend Street presented a petition to Council to "Regarding a Response to Petition to Rename Cornwallis & Creighton Streets." As part of her presentation, she made a series of recommendations, one of which was in regard to a "major gap" in the PL consultation process. See attached for full petition presentation (written).

I will be putting Ms. Hepburn in touch with Upland as she had indicated that she is willing to provide comments on the draft CCP. I think it would be helpful for Erica to describe the efforts that were undertaken to be inclusive throughout this project.

Below are excerpts from Ms. Hepburn's presentation of the petition and from the draft Council minutes.

I am sending this for information purposes now as our next meeting is not for 2 more weeks – August 12th.

Regards,

Dawn

1.

Excerpt from Jessica Hepburn presentation to Council 28 July 2020.

- Close major gaps in the Project Lunenburg consultation process <https://www.explorelunenburg.ca/comprehensive-community-plan.html> and draft document by having the draft reviewed by BIPOC* anti-racism professionals and members of the community, prior to finalization or implementation, to ensure final drafts are anti-racist, accurately represent history, and created opportunity for input from marginalized residents.

BIPOC*: Black, Indigenous, and people of color

2.

Excerpt form 28 July Council meeting minutes (draft)

- a. Petition to rename Cornwallis and Creighton Streets and 7. New Business, a Corporate Services, i. Response to petition to rename Cornwallis and Creighton Streets

Council discussed the possibility of forming a Special Committee to address the issues and actions raised in Ms. Hepburn's submission through a preliminary staff report. The Mayor noted that she and staff recently participated in the NSFMs' *Creating Municipal Action Plans for Ending Racism and Discrimination* July 23 webinar.

Ms. Hepburn's advice regarding preparation of a staff report was requested by Council. Ms. Hepburn commented that she serves on a Shelburne Committee regarding racism issues and emphasized the need for an inclusive and collaborative approach with representative membership and advisors who are fairly compensated for their time.

Motion: moved by Councillor Risser, seconded by Councillor Bachman for staff to prepare a Council report in consultation with the appropriate stakeholders and experts with a view to forming a task force or special committee to promote anti-racism, with a particular emphasis on anti-Black and Indigenous racism.

Ms. Hepburn suggested that the preparation of a survey to determine what forms of discrimination have been experienced in the community would be helpful. She advised that the terms inclusion and diversity are much broader than anti-racism and in particular anti-black and indigenous racism as put forward in her submission.

Staff are asked to have a preliminary report ready for the August 25 Council meeting.

Council asked that Project Lunenburg be made aware of Ms. Hepburn's submission.

Ms. Hepburn indicated she will review their draft Project Lunenburg *Comprehensive Community Plan* to offer comments.

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Please note: Only the issuance of a development permit guarantees that your proposed development is in compliance with requirements of the Land Use By-law. In the absence of an application with detailed information regarding your proposal, I am unable to warrant the above.

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.

Project Lunenburg Steering Team
Meeting Recommendations
September 16, 2020

1. To recommend that Council approve the draft Comprehensive Community Plan dated 4 September 2020, subject to the following amendments being made:
 1. minor editing;
 2. inclusion of the chart entitled *(to be forthcoming)*;
 3. inclusion of an executive summary.

Note: The revision of the 4 September 2020 draft Comprehensive Community Plan is dated 18 September 2020 and attached as Schedule "A".

MEETING NOTES

PROJECT LUNENBURG Steering Team Meeting

Wednesday, September 16, 2020 at 3:00 p.m.

Via Zoom Webinar

PRESENT:

Voting members of the Steering Team:

Councillor Matt Risser, Chair
Deputy Mayor John McGee
Councillor Peter Mosher
Peter Goforth, Qualified Expert (arrived 3:05 p.m.)
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative
Gerry Rolfsen, Qualified Expert
Susan Sanford, Qualified Expert

Non-voting, ex-officio members:

Mayor Rachel Bailey (arrived 3:27 p.m.)
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg (arrived 3:08 p.m.)
Dawn Sutherland, Planning/Development Manager (PDM)

ALSO PRESENT:

Erica Brook, Upland Planning and Design Studio
Steffen Käubler, Upland Planning and Design Studio
Heather McCallum, Assistant Municipal Clerk

The Chair, Councillor Risser, called the meeting to order at 3:01 pm.

1. Agenda

Motion: moved and seconded that the agenda be approved, as presented. Motion carried.

2. Review of notes from previous meeting – July 8 & August 12, 2020

It was noted by the Planning & Development Manager (PDM) that a suggested amendment to the July 8th meeting notes from Ms. Lamerson have not been incorporated into the document in the package, as they had already gone to Council. It was decided by consensus to have the amendment added and the notes brought back to the next Steering Team meeting.

Motion: moved and seconded that the meeting notes of August 12, 2020 be approved, as presented. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

The PDM gave a verbal review of the progress report for August 2020, noting that the project was behind schedule as a result of Covid-19 and a payment plan is being worked out between Upland and staff to account for the extended time. The Comprehensive Community Plan (CCP) is recommended by the Steering Team to go to Council for approval, it will be added to the September 22, 2020 Council Meeting agenda. The executive summary portion will be completed at the end of this week.

b. Draft Comprehensive Community Plan

The PDM noted that the CCP has been created through community engagement, expert knowledge, and best practice.

She also reviewed the Steering Team's responsibilities from the Terms of Reference. The Steering Team's oversight continues past Council approval of the CCP to the completion of the Land Use By-law, Municipal Planning Strategy, and Subdivision By-law.

Committee discussion included the following points, in summary:

- Mr. Rolfsen expressed his satisfaction with UPLAND's final CCP document and their close adherence to the contract throughout the project.
- Mr. Rice commented that the hours show in the document, which paints a picture of a community with competing priorities. The Executive Summary will be very important, and he requested that funding be touched on. He also noted that the CCP process comes out of Indigenous practice and asked that this fact be acknowledged in the document.
- Mr. Drisdelle found it to be a very comprehensive, well-written document and noted how much he learned about Lunenburg in its research. He appreciated the incorporation of Develop NS's five-year master plan for the waterfront. He also noted the high degree of engagement and enthusiasm to be found in our small population.
- Ms. Lamerson commented that the visual approach to the Executive Summary will very helpful for staff and new Council members, as well as residents.

Motion: Moved and seconded THEREFORE BE IT RESOLVED THAT: Project Lunenburg's Comprehensive Community Plan Steering Team recommends that Council approve the draft Comprehensive Community Plan dated 4 September 2020, subject to the following amendments being made:

1. minor editing;
2. inclusion of the chart entitled *(to be forthcoming)*;
3. inclusion of an executive summary.

Carried.

Ms. Brooks commented that for UPLAND, working with a Steering Team with divergent views was a helpful model for them in seeking balance and compromise in the CCP. She also noted that the Executive Summary is meant to be highly graphic in nature, and will be a visual poster focusing on community structure and the guiding principles.

c. Next steps

The Chair noted that the Steering Team will be reconstituted for new Council representation after the October 17th municipal election.

The PDM noted that work on the three supporting planning documents will proceed upon Council approval of the CCP.

5. Correspondence

Nil.

6. In camera portion – motion to recess to meet in camera to consider contract negotiations/matters (Section 22 *Municipal Government Act*)

Nil.

7. Resumption of Council meeting in public session – motion to consider any in camera meeting recommendations (Section 22 *Municipal Government Act*)

Nil.

8. Next Meeting Dates

Steering Team meeting: *Wednesday, October 14, 2020 at 3:00 p.m.*

9. Adjournment

The Chair referenced the passing of former Mayor Rev. Dr. D. Laurence Mawhinney on September 16th, and paid tribute to his enormous influence on the life of the Town.

Motion: Moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting adjourned at 3:36 p.m.

Heather McCallum
Assistant Municipal Clerk

Navigating the Future, Together.

Comprehensive Community Plan

Project Lunenburg was a process for creating a comprehensive community plan for the Town of Lunenburg. Over the course of 18 months, people in the community came together to define the community's goals and aspirations. The Plan provides guidance for most aspects of the community – land use, housing, transportation, the environment and many other elements that affect the daily lives of residents and visitors in the town.

This Plan was created by the community and its implementation will continue to be a shared effort among citizens, the Town and many partners. While some outcomes will be more complex to achieve than others, the following nine guiding principles will continually serve as foundation of the Plan, providing overarching direction as Lunenburg charts its course into the future.

Key Implementation Facts

- ▶ Looking out over the next 40 years
- ▶ Includes a five-year implementation plan for 35 priority actions
- ▶ Evaluation metrics measure the actions against the goals
- ▶ Annual review to score and prioritize partnerships, projects and budgets
- ▶ Five-year review will set fresh priorities and identify new actions

Spatially Cohesive

The form of our land use creates strong physical links and a sense of uniformity.

Environmental Protection

We protect our local environment and minimize our broader environmental impacts.

Collaborative Relationships

We facilitate strong social connections and citizen engagement, locally and beyond.

Adaptable and Incremental Change

In the face of uncertainty, we preserve what is of greatest value and pursue desirable change.

Harbourfront Guardianship

Our iconic harbourfront will retain its heritage value and be safeguarded for marine activities.

Living Heritage

We interpret heritage with a holistic view, ensuring it is relevant and living within the community.

Placemaking

We will nurture a public realm that is attractive, enjoyable, accessible, efficient and safe.

Inclusion

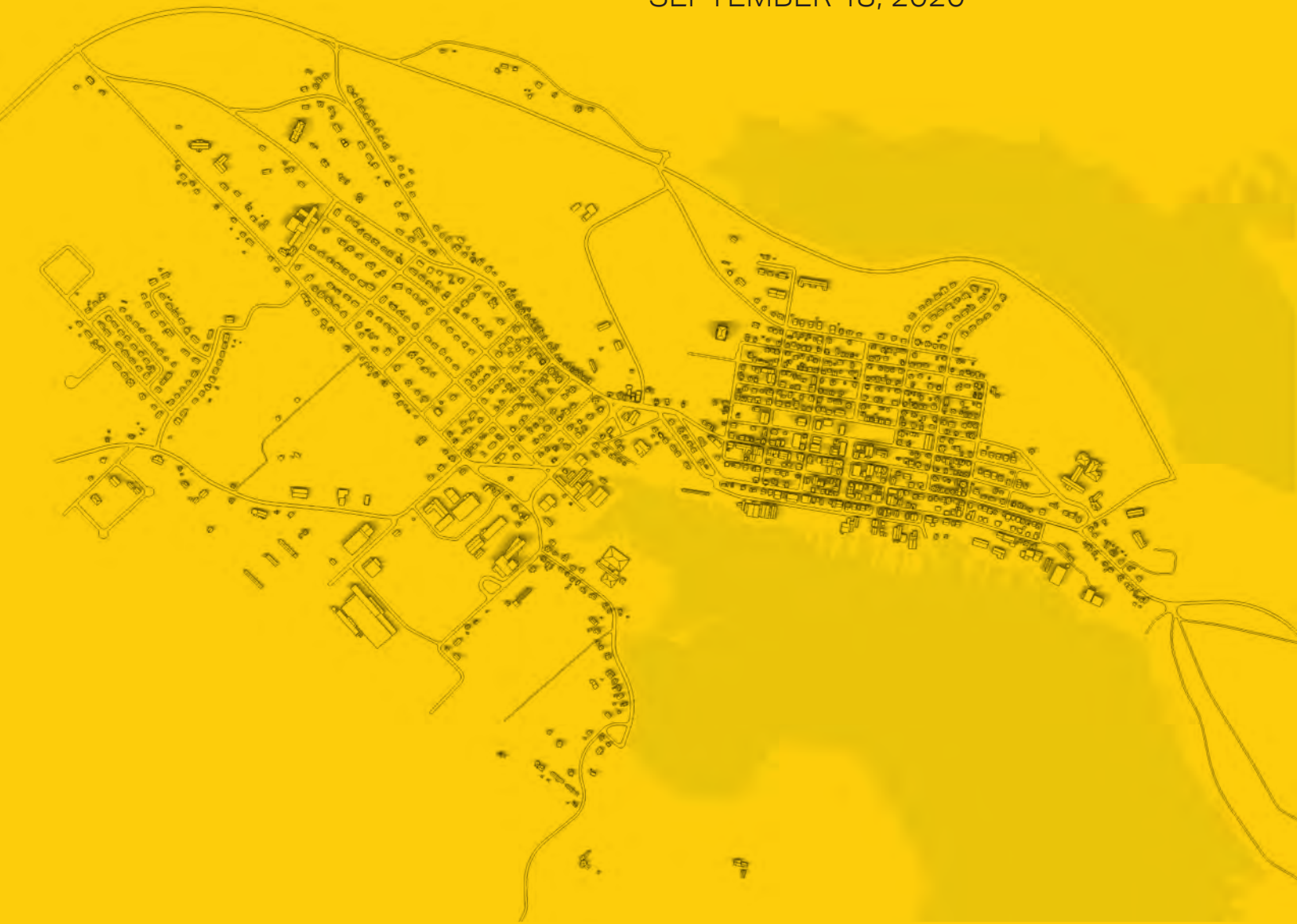
We work to ensure a sense of belonging, acceptance and value for all in our community.

Contemporary Excellence

With a history of innovation, we strive to keep achieving the best each era is able to create.

COMPREHENSIVE COMMUNITY PLAN

SEPTEMBER 18, 2020



Navigating the
Future, Together.

Acknowledgements

UPLAND would like to thank all the community members, groups and Town of Lunenburg staff and officials who made this project possible. We would like to thank the Project Lunenburg Steering Team including **Matt Risser, John McGee, Peter Mosher, Bill Rice, Cheryl Lamerson, Gerry Rolfsen, Susan Sanford, Peter Goforth, Dawn Sutherland, Arthur MacDonald, Norma Schiefer, and Terry Drisdelle**. In addition, we would like to thank **Rachel Bailey and Bea Renton**. Thank you to all Lunenburg residents, visitors and community members who dedicated their time and effort to share their experiences and values.

Project Lunenburg
Town of Lunenburg Comprehensive Plan

September 18, 2020

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This plan was prepared by Upland Planning and Design.

Table of Contents

Chapter 01	Introduction	02
1.1	Project Lunenburg	03
1.2	How to Use this Document	04
1.3	The Role and Scope of Project Lunenburg	06
1.4	Lunenburg Context	08
1.5	Guiding Principles	11
Chapter 02	Community Structure	16
2.1	General	19
2.2	Old Town Core	21
2.3	Residential Gentle Density	23
2.4	Residential Expansion	26
2.5	Main Street Mixed Use	28
2.6	Working Waterfront	30
2.7	Public Waterfront	32
2.8	Parks and Public Spaces	34
2.9	Recreation and Education Hub	35
2.10	Waste and Sustainable Energy Hub	36
Chapter 03	Housing	38
3.1	General	42
3.2	Housing Scale	44
3.3	Housing Design	46
3.4	Alternative Housing Models	48
3.5	Short-term Rentals	52
3.6	Housing Programs	53
3.7	Housing Growth Areas	55
Chapter 04	Servicing and Facilities	56
4.1	Town Drinking Water	59
4.2	Wastewater	62
4.3	Stormwater	66
4.4	Ability to Support Urban Growth	67
4.5	Municipal Buildings	72
4.6	Potential Facilities Scenarios	74
4.7	Public Works	76
4.8	Community and Recreation Facilities	77
4.9	Emergency Services	79
4.10	Solid Waste Management	80
4.11	Electricity	81
4.12	Internet	82

Chapter 05	Mobility	84
5.1	Connectivity	86
5.2	Roads	87
5.3	Active Transportation	90
5.4	Parking and Visitor Arrival Strategies	95
5.5	Design Details	102
5.6	Public Transit and Regional Connections	103
Chapter 06	Economic Development	104
6.1	General	107
6.2	Commercial Streets	110
6.3	Tourism	111
6.4	Retail Trade	113
6.5	Industrial and Waterfront Activity	114
Chapter 07	Heritage	116
7.1	General	120
7.2	Cultural Landscape Elements	122
7.3	Built Heritage	125
7.4	Infill and New Development	127
7.5	Historical Interpretation	129
Chapter 08	Urban Design	131
8.1	Streetscapes	133
8.2	Urban Forest	142
8.3	Wayfinding	143
Chapter 09	Environment and Sustainability	145
9.1	Sea Level Rise	147
9.2	Renewable Energy	150
9.3	Waste Reduction	151
9.4	Energy Efficiency	152
9.5	Urban Agriculture	153
9.6	Electric Vehicles	155
9.7	Coastal Water Quality	156
9.8	Conservation	157

Chapter 10	Culture and Recreation	159
10.1	Identity	162
10.2	Arts Facilities	163
10.3	Sport and Leisure Facilities	165
10.4	Parks and Outdoor Public Spaces	167
10.5	Trails	170
10.6	Programming	173
10.7	Arts Management and Promotion	176
Chapter 11	Governance	177
11.1	Internal Operations	180
11.2	Local Engagement	181
11.3	Regional Cooperation	182
11.4	Joint Services	183
Chapter 12	Implementation and Monitoring	185
12.1	Community Structure	191
12.2	Housing	194
12.3	Servicing and Facilities	200
12.4	Mobility	204
12.5	Economic Development	208
12.6	Heritage	212
12.7	Urban Design	216
12.8	Environment and Sustainability	220
12.9	Culture and Recreation	226
12.10	Governance	232
12.11	Implementation Summary	238

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Introduction

1.1 Project Lunenburg



Project Lunenburg was a process for creating a comprehensive community plan in the Town of Lunenburg. A comprehensive community plan is a policy document that enables a community to plan its development for all aspects of community life. Over the course of 18 months, people in the community were brought together to define the community's goals and aspirations, and to chart a course that will have community efforts moving in the same direction, contributing to a shared vision for the future.

Project Lunenburg sought to explore the intricacies and fundamental qualities of the town, and how the community and its stakeholders wished to see the town develop, looking out over the next 40 years. The process was about more than 'checking a set of boxes'; it examined the future of Lunenburg in a holistic manner that resulted in a plan that was guided by the ideas and values of residents, visitors, and local stakeholders.

The Comprehensive Community Plan has been founded on strong data analysis, extensive community and stakeholder engagement, and a framework that will enable the town to realistically and responsibly achieve its goals.

While this document will be primarily used by Town council, municipal staff, and organizations, it was founded by the community and is meant to be used by the community. Its implementation will require contributions and enthusiasm from the community, as well as collaboration with Town Council and staff. This Plan is rooted in community, and its implementation will continue to be a shared effort among citizens and partners.



1.2 How to Use This Document

This Plan is rooted in the long-term development and sustainability of Lunenburg.

This Plan provides guidance for most aspects of the community–land use, housing, transportation, the environment and many other elements that affect the daily lives of residents and visitors in the town. Because this Plan is rooted in the long-term development and sustainability of Lunenburg, it does not provide a prescriptive set of policies and recommendations. Rather, it establishes a set of strategic directions and possible mechanisms to achieve them, while allowing room for adaptation.

The document has been written in plain-language and is supported with diagrams, maps, and tables to clearly demonstrate the intent and foundation of the strategic directions.

In this document “The Town” refers to the Town of Lunenburg as a municipal government, whereas “the town” describes the physical areas of the town.

The Comprehensive Community Plan document has three sections:

- ▶ Introduction: This section provides the background and context for the Comprehensive Community Plan, and outlines the foundation for the Plan and its strategic directions
- ▶ Strategic Direction Topics: The strategic direction topics are the elements of daily community life in Lunenburg for which guidance has been provided. Within the Plan, there are 10 topics.
- ▶ Implementation and Monitoring: Although aspects of implementation are embedded throughout the document, this section consolidates and details how actions of the Comprehensive Community Plan are to be implemented, focusing on priorities for the first 5 years. It also sets out how to evaluate the impact of the actions, and how to monitor and update this Plan in mid-to-long term.

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Strategic Directions

The strategic direction topics for the Comprehensive Community Plan were a guiding framework throughout Project Lunenburg. There are 10 topics, each with a goal and set of objectives, and related actions.

- ▶ Community Structure: Direction regarding how the town will be structured and how land will be used.
- ▶ Housing: Direction to support different types of housing development, tenant structures, and affordability.
- ▶ Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.
- ▶ Mobility: Direction for multi-modal transportation and demand management.
- ▶ Economic Development: Direction to support economic development.
- ▶ Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.
- ▶ Urban Design: Direction to enhance residents' and visitors' experience of the built environment.
- ▶ Environment + Sustainability: Direction to foster environmental stewardship and adapt to climate change.
- ▶ Culture and Recreation: Direction to support community life and assets in Lunenburg, including cultural identity, heritage interpretation, and the arts sector, as well as parks, open spaces, sports, and other activities.
- ▶ Governance: Direction to enhance internal and external relations through policies, procedures and resources.

Implementation

The Comprehensive Community Plan will be implemented in stages, with consideration for

the coming 40 years; however, as the scope of the Plan encompasses every aspect of community life, the actions recommended within this Plan will be executed and implemented through a phased approach. A five-year Implementation Plan has been established in Chapter 12 of this CCP for 35 priority recommendations. The Strategic Directions within the Plan will be pursued as Town Council and the community have the capacity to execute the directives. As with the development of this Plan, the implementation must be a shared effort among the community, with participatory processes among all stakeholders enabled by the Town.

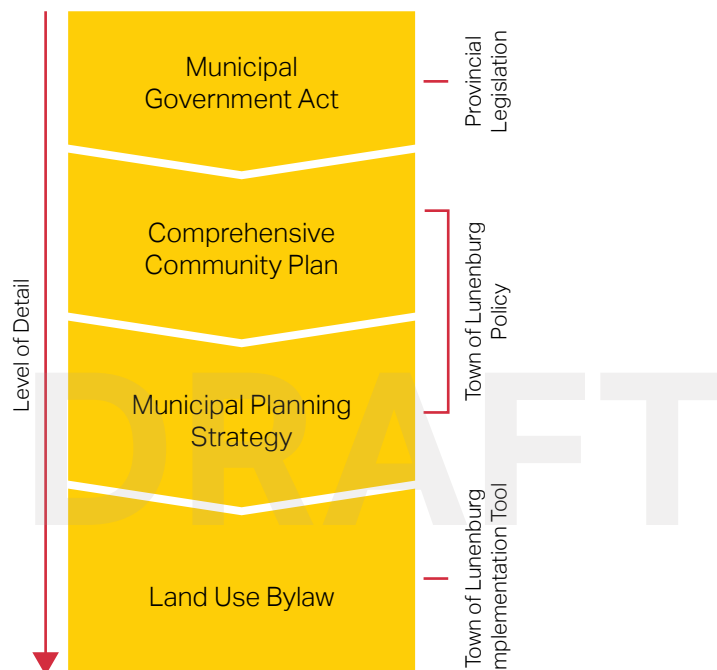
The Strategic Directions and their associated goals and objectives within this Plan can be implemented and accomplished through various means including the completion of plans, research or other expansion of knowledge (Study); partnering with organizations, other levels of government, businesses and community groups (Partnerships); and a range of funding opportunities (Funding). They may require regulatory or legislative changes, including municipal or other levels of government (Legislative); changes in land use planning policies or regulations (Land Use); or they may be implemented through procedures, frameworks or other programs including those that update or deepen organizational capacity (Organization). The implementation mechanisms are identified for the actions within each Strategic Direction, and appear as:

- | | |
|-------------------|-----------------------|
| S Study | P Partnerships |
| F Funding | O Organization |
| L Land Use | Le Legislative |

1.3 The Role and Scope of Project Lunenburg

Over the past several decades, there has been focused attention from all levels of government and the international community in the Town of Lunenburg. Many aspects including the town’s heritage, transportation needs, and land use have all been subject to planning, investment, and regulation. However, more often than not, these aspects of the community have been analyzed in isolation of each other. The purpose of the Comprehensive Community Plan is to align the vision of the community, taking the fundamental qualities of Lunenburg and creating a plan for the next 40 years.

The Town initiated Project Lunenburg and the creation of the Comprehensive Community Plan in 2018. In addition to establishing a plan with a vision for the next 40 years, the Comprehensive Community Plan was also undertaken to influence the content of a newly developed Municipal Planning Strategy, the policy document guiding how land is used in the town. With the Municipal Planning Strategy being over 20 years old at the time of Project Lunenburg’s initiation, there was an opportunity to take a step back and envision what the town could look like in the future. The updated Municipal Planning Strategy, Land Use By-law and Subdivision By-law will therefore take the first step in realizing and implementing some of the Strategic Directions of the Comprehensive Community Plan.





Project Engagement

Project Lunenburg was informed and guided by the Steering Team established for this project, comprising members of the public, Town Council, and interested stakeholders. Steering Team members are listed in the front page acknowledgements.

As part of Project Lunenburg, eight overarching topics were explored with the community. Each of the eight topics had an associated Discussion Paper which were presented to the community at a series of workshops between April 2019 and January 2020. An additional three community meetings and related online engagement focused on the draft plan development and prioritization.

Over 400 individual people participated in the Project Lunenburg engagement process, with thousands of pieces of information provided to the project team. The primary survey was completed by 260 people,

approximately 75% of whom were Town of Lunenburg residents, representing 9% of total Town population. The extensive public engagement was combined with approximately 20 interviews with community and business stakeholders.

Input gathered throughout Project Lunenburg was carefully catalogued and analyzed. Following each of the community workshops, a 'What We Heard' report was released to the public summarizing what the key values, comments, and concerns were raised during the engagement for each topic. This Plan represents the collective effort of the community to provide input and feedback throughout engagement. The combined subject matter expertises of the Steering Team members contributed considerably to ensuring clarity and quality of the engagement activities and the Comprehensive Plan.



1.4 Lunenburg Context

Background

Lunenburg, or E'se'katik, was first inhabited by the Mi'kmaq people, and oral and archeological evidence dates the traditional territory of Mi'kma'ki back more than 10,000 years. In the Lunenburg region, First Nations people used the land for agriculture, fishing, and hunting; however, the nature of these practices left little physical evidence visible today.

The first European contact in Lunenburg was made by the Acadians in the 17th century, and these families established a logging and farming community. In 1753, settlers from southern and central Germany, Switzerland, and the Montbeliard region of France were recruited by the British and settled in the Lunenburg area. Lunenburg was established as a Town in 1888, signalling a period of colonial prosperity. The impacts of European settlement have often not been accurately recorded in the history of what are now predominately white communities, and the displacement and genocide (*Article II Genocide Convention, United Nations*) resulting from settlement across Mi'kma'ki and Turtle Island (or North America) is often omitted from the narrative.

As a structure for settlement, the British established what is now known as Old Town, built on its rectangular grid and narrow lots. The town continued to expand and by the late 19th century, New Town was established west of Old Town. Throughout the history of Lunenburg, sea related activities have played an integral role in the town's development.

A thriving economy was established on the trade of fish and was supported by shipbuilding and the town's docklands. This legacy carried forward into the 20th century where large fishing vessels were routinely launched including the Bluenose, a celebrated fishing and racing schooner that can be seen on the dime today.

Like several other Nova Scotia coastal communities, Lunenburg prospered during times of war. Lunenburg provided ships and other materials during World War II. During the same time, Lunenburg hosted a group of the Royal Norwegian Navy, a legacy which still exists today at Camp Norway.

Each of these stages has left a lasting imprint on the cultural and historical landscape of the town.

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Lunenburg Today

Today, Lunenburg is one of several population centres along Nova Scotia's South Shore, including the Towns of Bridgewater and Mahone Bay. These towns offer local and regional services to residents and visitors in the area. However, like many communities in Nova Scotia, the population of Lunenburg has decreased and aged over the past decade. The decline of traditional marine industries including fishing has been a major contributing factor to the town's population decline. Recent economic development success stories such as attracting HB Studios and Stelia Aerospace have provided new employment opportunities, though many employees commute from surrounding areas. In addition, tourism has become a major contributor to Lunenburg's economy.

The architectural and planning history that Lunenburg was built on has contributed to the town's success as a tourist destination. A UNESCO heritage district, Old Town Lunenburg draws thousands of visitors each year from Nova Scotia and outside of the province and is integral to the economic success of the town. Despite this however, the impacts of tourism have been on the thoughts and minds of residents for years. Increased demand on services for things like parking and road capacity create large amounts of congestion in the summer months and the increased use of short-term rentals have threatened the already limited housing supply.

Despite its decreasing and aging population, the town boasts a strong institutional and commercial base. The town is built on a rich academic and cultural history with the Lunenburg Academy, Lunenburg School for the Arts, and many more that provide unique educational experience for people of all ages. Arts and culture thrive in Lunenburg. There are many independently owned local businesses in Lunenburg, as well as national chain retailers, giving residents and visitors access to an array of goods and services throughout the year.

Within Lunenburg, the town is connected by an extensive road network that enables and facilitates the majority of local trips. Most trips by residents to their place of employment are made by private automobile, while only about a fifth of residents walk to their place of work. While extensive in some areas, sidewalks and active transportation systems are disjointed, contributing to the overall high use of private automobiles. Regionally, Lunenburg is connected through Nova Scotia's highway system. Highways 103 and 3 connect Lunenburg to the surrounding region and beyond while local roads connect the town to smaller communities just outside of Lunenburg. As a harbour community, Lunenburg is also connected to the region through the use of private boats and vessels that are able to safely dock in the harbour.

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1.5 Guiding Principles



Developed by the community, the guiding principles provide the overarching direction for the Comprehensive Community Plan. The guiding principles are:

Inclusion

We work to ensure a sense of belonging, acceptance and value for all in our community.

The aim of inclusion is to ensure that everyone has the opportunity to live or work in Lunenburg. This principle recognizes that an inclusive community values a range of lived experiences and puts the needs of residents first. An inclusive town welcomes differences and diversity, and strives to eliminate barriers in housing, transportation, accessibility, and employment.

Adaptable and Incremental Change

In the face of uncertainty, we preserve what is of greatest value and pursue desirable change.

While we are careful to protect assets, we recognize that change is constant. We accept that our past and present are continually giving way to the future. Our institutions are structured to enable progress and pursuit of action. Bit-by-bit, we are continually building and evaluating, balancing transformation and protection, in service of our quality of life.



Photo credit: Julian Parkinson



Collaborative Relationships

We facilitate strong social connections and citizen engagement, locally and beyond.

The objectives of our community can only be met by working together, and this principle recognizes that trust and communication is foundational to our success. Our civic leaders maintain clarity of purpose and build enabling structures, and our citizens are enthusiastic community builders who make room for divergent points of view.



Environmental Protection

We protect our local environment and minimize our broader environmental impacts.

We recognize that our actions can have environmental impacts at a range of scales over time, from local to global, including land, ocean and atmosphere. We have a responsibility to future generations to mitigate climate change, reduce consumption of resources, and avert pollution. Environmental costs will be accounted for in decision making.





Living Heritage

We interpret heritage with a holistic view, ensuring it is relevant and living within the community.

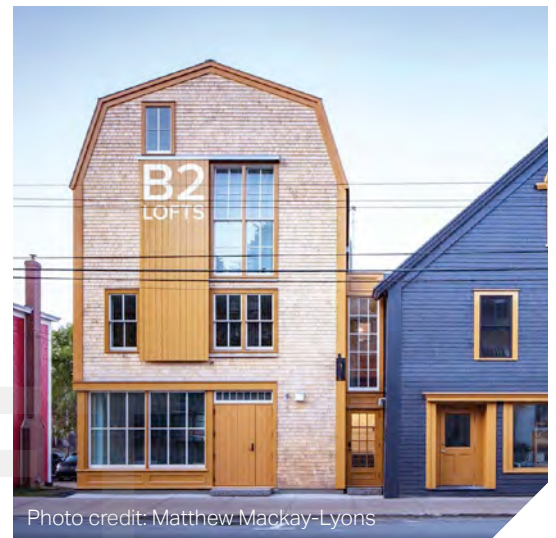
Our heritage tells the story of what has shaped our community. Old Town is a living cultural heritage landscape where contemporary needs and expressions are accommodated without the loss of significant heritage resources. This principle also recognizes that the cultural heritage of Lunenburg Bay evolves continuously, within the people who live and work here.



Contemporary Excellence

With a history of innovation, we strive to keep achieving the best each era is able to create.

We value ideas and actions that help our community to thrive and are continually seeking to improve and evolve. We are always asking, how can we do better? This applies to multiple facets, including our economy, community services, collaborations, local governance, land use, housing, and transportation.



Spatially Cohesive

The form of our land use creates strong physical links and a sense of uniformity.

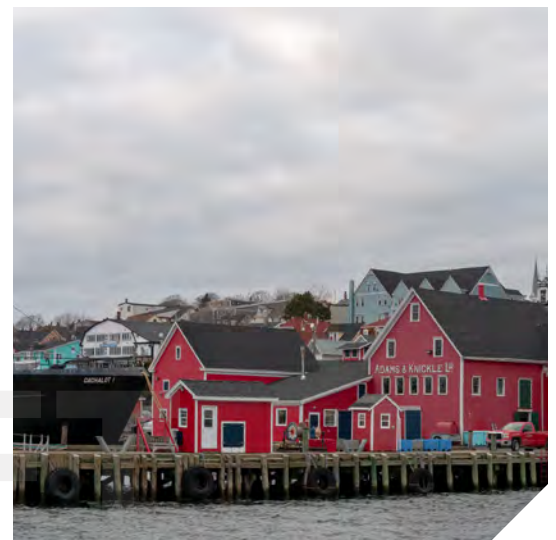
The next evolution of our built community focuses on expanding and connecting neighbourhoods. We seek to maximize the use of public land, buildings, and roadways, and enable new development in the best places. Throughout the entire town, there are desirable locations for housing and businesses, and it is a pleasure to get around without a vehicle.



Harbourfront Guardianship

Our iconic harbourfront will retain its heritage value and be safeguarded for marine activities.

Safeguarding the Lunenburg harbourfront involves careful consideration of any land use or development, in the context of heritage conservation and contemporary economic activities. This principle recognizes that we have a duty to minimize the future burden of sea level rise impacts and protect assets, while also restoring the natural wellbeing of our coastline.





Placemaking

We will nurture a public realm that is attractive, enjoyable, accessible, efficient and safe.

Our existing and new public spaces, both indoor and outdoor, promote community connection and well-being. The public realm includes facilities, parks, trails, streets and views; it is one of our greatest assets, and we do what we can to ensure it is enjoyed to the fullest. This applies to the design and operation of physical facilities as well as policies, programs and other activities.



Community Structure

Community Structure:

A community's physical characteristics such as buildings, streets and public spaces. It refers to the size, shape, and configuration of a community's area or its parts. Community structure takes into account existing development and land uses, but also incorporates future development objectives. and their values.

Lunenburg is world-renowned for its original colonial architecture, the colourful streetscapes and its working waterfront. These characteristics, among many others from the original 18th century town, have remained to this day, despite many of the changes and the evolution of the town. The Community Structure Today Map **(Figure 2.1)** illustrates Lunenburg's existing community structure grouped by distinct classifications. As the town readies itself for the future, decisions about spatial growth, organization of movement and the design of buildings and public space should be made in a comprehensive way. The community structure elements of this Plan provide a comprehensive framework to guide and influence the development of individual buildings, spaces or infrastructure. The structure forms the foundation for the detailed design and planning of each element within the Town of Lunenburg and strives to ensure its future as a well-planned, livable small community.

Goal

A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.

Objectives

- C1** Protect and maintain the town's character-defining elements.
- C2** Grow responsibly and invest in new services wisely.
- C3** Provide for a range of housing options.
- C4** Foster local employment.
- C5** Provide a well-connected, intuitive mobility network for residents and visitors.
- C6** Provide a high quality and well-maintained public realm.

Character-defining Elements:

The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, and must be retained to preserve this value.

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Figure 2.1
Community Structure Today



2.1 General

The Community Structure Tomorrow Map **(Figure 2.2)** establishes a framework to guide and influence future development in Lunenburg over the life of this Comprehensive Community Plan. Its implementation will manifest through the land use, built form, and mobility enhancements as the development of buildings, spaces, and infrastructure occur. As a comprehensive, long-term plan, the community structure is built on a foundation of incrementalism, and implementations and changes that happen over time.

Future development will not occur in isolation from the broader community. Decisions that are made and development that occurs will impact the entire town and therefore must build capacity within Lunenburg and support the long-term environmental, social, and socio-economic sustainability of the community and town.

a) Support and guide development in Lunenburg through the Community Structure Tomorrow designations and their associated policies.

(Supports objectives C1 and C6)

L

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S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative



Figure 2.2
Community Structure Tomorrow



2.2 Old Town Core

In Old Town Lunenburg, the rectangular street grid has been described as the best surviving example of a British colonial policy whereby new settlements were created with a pre-designed plan, regardless of the existing terrain. Situated on a neck of land between the Front and Back Harbours, the Old Town streets were laid out in a rectangular grid pattern on the steep hillsides, facing south. The legacy of the street grid still exists today as do some of the original structures from the town's inception.

With the strong historical significance and heritage resources that exist in the Old Town Core, the focus for this area should continue to be the preservation and enhancement of the Old Town Core area. The Old Town Core area is characterized primarily by retail storefronts and food and beverage services, but single-unit dwellings are also present. The Old Town Core intends to preserve and enhance, where possible, the current built form and mobility. Where development potential exists, it must be in keeping with the surrounding context, especially with regards to the scale and design of surrounding structures, but must be careful not to imitate the heritage resources that exist.

Land Use

a) Foster a vibrant downtown in the Old Town Core area through a broad mix of land uses, supporting infrastructure and necessary critical mass.

(Supports objectives C1, C3, C4 and C5)

L

b) Enable a number of residential development types within the Old Town Core area, including:

- i) single-detached,**
- ii) two-unit dwellings,**
- iii) multi-unit dwellings,**
- iv) converted dwellings, and**
- v) accessory suites.**

(Supports objective C3)

L

c) Permit and encourage live/work units and home-based businesses in the Old Town Core within residential buildings.

(Supports objective C4)

L

d) Encourage a mix of commercial uses within the Old Town Core, that serve both residents and the traveling public, including, but not limited to:

- i) office uses,**
- ii) retail services,**
- iii) personal and for-profit institutional services,**
- iv) food and beverage services, and**
- v) accommodations.**

(Supports objective C4)

L

e) Encourage ground floor commercial uses to activate streetscapes.

(Supports objective C6)

L

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

f) Prevent automobile-oriented development within the Old Town Core, including, but not limited to:

- i) drive-throughs
- ii) automobile service stations
- iii) automobile sales.

(Supports objectives C1, C5 and C6)

L

Built Form

g) Maintain the distinctive Old Town character by preserving and reinforcing the elements that impart a sense of history, culture, and a unique natural setting.

(Supports objectives C1 and C6)

L

h) Support the re-use and adaptation of the existing building stock in the Old Town Core as opposed to the development of new structures.

(Supports objectives C1 and C2)

L

i) Ensure that new development in the Old Town Core respects and complements the surrounding context.

(Supports objectives C1 and C6)

L

Mobility

j) Create a safe and comfortable public realm for all ages and abilities.

(Supports objectives C5 and C6)

L

k) Limit the development of new surface parking lots in the Old Town Core.

(Supports objectives C1, C5, and C6)

L

l) Continue to support reduced on-site parking requirements for properties in the Old Town Core.

(Supports objectives C1, C5 and C6)

L

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S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

2.3 Residential Gentle Density (Established Residential Neighbourhoods)

Gentle Density:

A strategy through which additional growth can be accommodated in established residential neighbourhoods by adding housing forms such as garden suites and secondary suites, which do not change community appearance and built character.

Live/Work Unit:

A single unit consisting of both a commercial/office space and a residential component occupied by the same resident.

Residential growth and development in Lunenburg has occurred over several hundred years. Today, Lunenburg features two distinct Established Residential Neighbourhood patterns—highly compact neighbourhoods that were established before the emergence of the automobile and considerably less dense neighbourhoods, which were developed in the second half of the 20th century.

Residential Neighbourhoods (1800s-1940s)

By the mid 19th century, the town outgrew its old boundaries and, in 1862, part of the surrounding Common Land was subdivided to facilitate expansion. Areas immediately to the east and west of the old town were laid off in building lots and other larger parcels, and an area further west beyond the head of the harbour was subdivided to create the core of what became known as the “New Town”. The 80 New Town lots created in 1862 were somewhat larger than those in the Old Town, each being 70 x 79 ft, laid out with 8 lots to a block instead of 14. Streets were 60 ft wide. The New Town area quickly became fashionable and in 1878, a third division of New Town lots was added between Brook Street and Green Street.

Residential Neighbourhoods (Post 1940s)

With the continued expansion of the fishing industry and during the Age of Sail, Lunenburg was a hive of activity in the 1920s and 30s. By the 1950s, Lunenburg was a mature fishing port with prosperous industrial and commercial activities. In this period, more land was subdivided and developed in the upper reaches of the New Town, on the north side of Creighton Street at the “back of Town”, and on the eastern end of Pelham Street. In more recent times, expansion has continued, although at a considerably slower pace. There are newer subdivisions overlooking the Back Harbour (Prince and Hopson Streets extended) and the most recently developed streets are on the western side of town (Centennial Avenue, Morash Lane, and Salt Meadow subdivision off Wolff Avenue).

Lunenburg’s residential neighbourhoods are characterized by the prominence of single-detached dwellings, and many of its lots are suitable for gentle increases in density. Gentle density can be achieved through the provision of secondary dwellings, backyard suites, and converted dwellings. This type of residential infill is largely hidden from the public realm, limiting its impact on the character of these residential areas all the while supporting a range of housing options and forms. Through changes to zoning and without needing the expansion of services, many of Lunenburg’s Established Residential Neighbourhoods can accommodate a substantial increase of new homes.

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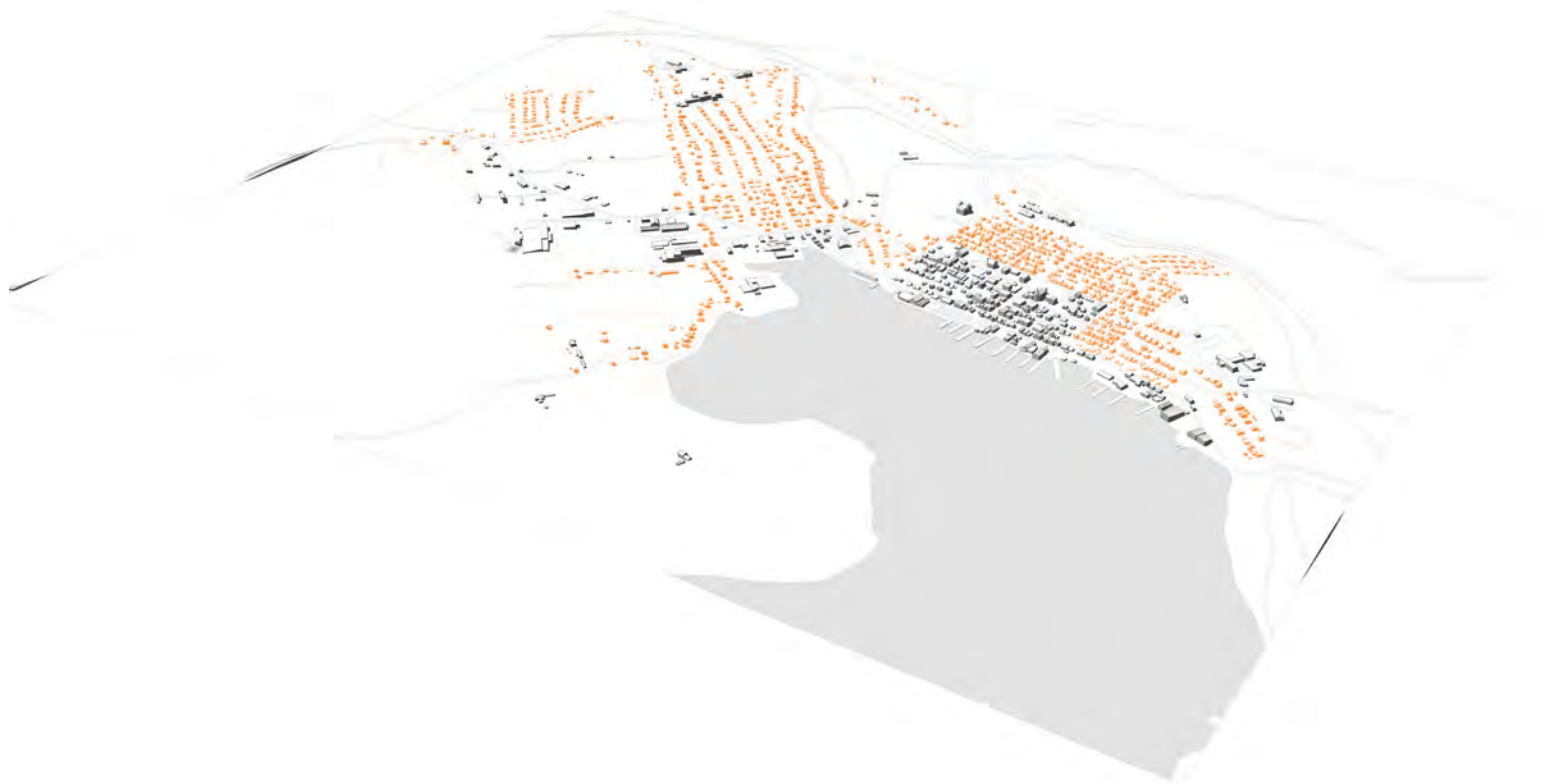


Figure 2.3
Areas for Residential Gentle
Density

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Secondary Suite:
The concept of adding an additional dwelling unit to an otherwise single-unit house. Secondary units are usually incorporated into the main house, such as a basement or third floor apartment subject to meeting applicable Land Use By-Law and National Building Code requirements and securing applicable permits.

Backyard Suite:
Sometimes called a granny flat or garden suite, a backyard suite is a self-contained dwelling without a basement. It is installed in the rear or side yard of a lot with an existing, permanent, detached dwelling house.

Land Use

a) Encourage a range of housing options that protect the character of Established Residential Neighbourhoods, while also providing a range of housing options, including:

- i) single-detached dwellings,**
- ii) duplex dwellings,**
- iii) converted dwellings, and**
- iv) accessory suites.**

(Supports objectives C3)



b) Support commercial uses in Established Residential Neighbourhoods that complement the existing character in these areas, and those that do not create undue nuisance.

(Supports objective C4)



c) Encourage live/work units and home-based businesses in Established Residential Neighbourhoods.

(Supports objective C4)



Built Form

d) Where new development is proposed, encourage that it be in keeping with the general character and context of Established Residential Neighbourhoods.

(Supports objective C1)



e) Within Established Residential Neighbourhoods, ensure lot requirements, including setbacks, contribute to the pedestrian environment and are in keeping with existing lot requirements.

(Supports objectives C1, C5 and C6)



Mobility

f) Continue to support reduced on-site parking requirements for residential and commercial uses in Established Residential Neighbourhoods.

(Supports objectives C1, C5 and C6)



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2.4 Residential Expansion

Semi-detached Dwelling:

Two distinct dwellings on separate lots with separate owners, connected through a common wall.

Duplex Dwelling:

A single property on one lot with two distinct units or living spaces.

Townhouse Dwelling:

Also referred to as “row houses”, consist of several single-unit dwellings adjacent to each other and connected through common walls.

In recent years, residential development has occurred in various parts of Lunenburg. Large expanses of the town’s landmass remain undeveloped and represent an opportunity for residential expansion should there be demand. Areas which are adjacent to established residential areas, close to existing services and located on lands generally suitable for development should be prioritized when residential expansion occurs. Residential Expansion areas are intended to connect the existing residential neighbourhoods and land uses through new context-sensitive residential development providing a variety of housing options. New development that is proposed in the Residential Expansion areas does not need to be the same as surrounding and adjacent uses, but can be complementary to size, shape, design, and placement of surrounding and adjacent structures.

Land Use

a) Encourage a range of housing options in the Residential Expansion areas that serve to spatially connect existing residential areas to each other, and to integrate new development adjacent to existing residential areas, through housing types including:

- i) single-detached dwellings**
 - ii) semi-detached dwellings**
 - iii) duplex dwellings**
 - iv) townhouse dwellings**
 - v) accessory suites**
 - vi) grouped dwellings.**
- (Supports objective C3)

L

b) Support commercial uses in Residential Expansion areas that support the character of these areas, and those that do not create undue nuisance.

(Supports objective C4)

L

c) Encourage live/work units and home-based businesses in Residential Expansion areas.

(Supports objective C4)

L

d) Conduct site planning for the Residential Expansion Area of Blockhouse Hill.

(Supports objective C3)

L

Built Form

e) Encourage the subdivision of land to follow the traditional grid pattern, where appropriate.

(Supports objectives C1, C2, C5 and C6)

L

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

f) Encourage the size, shape, design, and placement of buildings to be in keeping, or complement the character and context of surrounding and adjacent residential uses. (Supports objectives C1, C2, C3, C5 and C6)



g) Within Residential Expansion Areas, ensure lot requirements, including setbacks, contribute to the pedestrian environment and are in keeping with existing lot requirements in adjacent areas. (Supports objectives C1, C5 and C6)



Mobility

h) Require the provision of road right-of-way reserves to enable road connectivity to future residential development. (Supports objectives C1, C5 and C6)



i) Support reduced on-site parking requirements for residential and commercial uses in the Residential Expansion areas. (Supports objectives C1, C5 and C6)



Figure 2.4
Areas for Residential Expansion

2.5 Main Street Mixed Use

Victoria Road is a local arterial road with a roadway character that changes between the edge of town to New Town, and between residential and commercial areas. A long stretch is dominated by commercial buildings with large asphalt car parks adjoining the right-of-way. Some have little access control, others have planting beds along the street front and between driveways. Some areas feature a swale or ditch. A sidewalk runs on one side of the street from Falkland Street to Centennial Avenue.

Victoria Road serves as an integral transportation route that residents and visitors use to get to and from Lunenburg; however, the design of buildings, their orientation, and emphasis of automobile infrastructure creates a generally unwelcoming environment for pedestrians. Redevelopment of Victoria Road into a Main Street Mixed Use area represents a tremendous opportunity to promote a mix of residential and commercial uses along this key route in town. Emphasis of the Main Street Mixed Use area should be placed on supporting a wide range of housing and commercial options, all the while promoting pedestrian activity through the built form and mobility options. Throughout its evolution, Victoria Road should continue to be an attractive location for both the existing and new commercial enterprises, without rivalling traditional Old Town main street functions.

Land Use

a) Support mid-rise housing types in the Main Street Mixed Use area that promote higher density, including:

- i) mixed-use buildings, and**
- ii) multi-unit apartment buildings.**

(Supports objective C3)



b) Require at-grade commercial uses in buildings facing Victoria Road.

(Supports objective C5)



c) Permit a range of at-grade commercial uses that serve nearby and surrounding community members, including:

- i) office uses,**
- ii) institutional services,**
- iii) retail uses, and**
- iv) food and beverage services.**

(Supports objective C4)



d) Encourage commercial spaces with high-quality, flexible design.

(Supports objective C5)



e) Encourage large-format commercial uses to orient, site, and be designed to fit in with the local context through mechanisms, including:

- i) designing any retail unit to include**

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multiple entrances,
ii) ensure direct access from public sidewalks, and
iii) provide clear glazing and entrances on storefronts.

(Supports objectives C1, C4 and C6)



Built Form

f) Encourage mid-rise development along Victoria Road.

(Supports objectives C2 and C6)



g) Require development to transition in scale and height to adjacent lower-scale neighbourhoods.

(Supports objectives C1 and C6)



h) Ensure consideration is given to the provision of space for recycling, composting, and waste storage facilities.

(Supports objective C6)



Mobility

i) Encourage streetscaping that creates an attractive pedestrian environment.

(Supports objectives C5 and C6)



j) Permit, but do not require on-site parking for new residential developments.

(Supports objectives C5 and C6)



k) Encourage the provision of parking lots to be placed in the rear or side yards of structures.

(Supports objectives C5 and C6)



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Figure 2.5
Victoria Main Street Vision

2.6 Working Waterfront

One of the defining characteristics of Lunenburg is its working waterfront, a place where traditional and marine industries continue to operate. It plays an important role in the cultural landscape of Lunenburg and provides significant context to the built heritage of the town. The many marine uses and structures along the waterfront not only contribute to the town's identity but are important contributors to the local economy. The working waterfront provides an authentic marine experience for visitors but also creates occasional conflict where it meets public areas of the waterfront. The Working Waterfront area in Lunenburg is intended to provide adequate space for the continuation of marine industrial uses.

In 2019, Develop Nova Scotia completed the Lunenburg Waterfront Master Plan. This Plan establishes goals to strategically develop Lunenburg's waterfront, over a five year period, to maximize the economic activity along this key asset. The goals of the Plan balance efforts to develop and reinvest in critical infrastructure, public spaces, programming, and business opportunities. Project Lunenburg and this Comprehensive Community Plan supports and reinforces the goals of the Lunenburg Waterfront Master Plan.

General

a) Support the Working Waterfront in remaining the backbone of Lunenburg's economy and safeguard its vitality.

(Supports objective C4)

L

b) Develop the Working Waterfront area in keeping with the goals established in the Lunenburg Waterfront Master Plan.

(Supports objectives C1, C2 and C6)

L P

Land Use

c) Limit uses to those directly associated with marine industries.

(Supports objectives C1 and C4)

L

d) Encourage sea level rise adaptation in future development plans.

(Supports objective C2)

L

Built Form

e) Evaluate new development to ensure it is in keeping with the character of the Working Waterfront area.

(Supports objective C1)

L

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f) Encourage the location, siting, and orientation of new development to contribute to a positive pedestrian environment.

(Supports objectives C5 and C6)



g) Discourage the use of opaque fencing along the Working Waterfront to enable public views of Lunenburg Harbour activities.

(Supports objectives C1 and C6)



h) Respect views of heritage value established in Chapter 7 - Heritage.

(Supports objectives C1 and C6)



Mobility

i) Encourage on-site, or shared automobile parking for working waterfront uses to ensure adequate parking for employees.

(Supports objective C5 and C6)



j) Explore shared parking arrangements with surrounding uses.

(Supports objectives C2 and C6)



k) Enable pedestrian flow and places to pause and observe marine industrial activities where it can be done safely.

(Supports objectives C2 and C6)



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2.7 Public Waterfront

Lunenburg's waterfront is among the Town's greatest assets and is essential to the quality of life Lunenburgers enjoy. The waterfront offers a unique experience to residents and visitors of the town and contextualizes Lunenburg's history that is rooted in seafaring industries. More importantly, the public waterfront connects town residents, community members, and visitors to the natural environment.

The waterfront provides an array of unique experiences for its users and serves a range of functions. This range, including passive uses, active recreation, and accessing nature are all integral in promoting physical and mental well-being and connecting people to Lunenburg's history. The Public Waterfront area is meant to reinforce and expand the waterfront as a key public space and asset in the town.

General

a) Develop the Public Waterfront area in keeping with the goals established in the Lunenburg Waterfront Master Plan.

(Supports objectives C1, C2 and C6)

L P

b) Continue to promote the Public Waterfront as one of the key assets in the open space network.

(Supports objectives C1, C5 and C6)

O

c) Ensure that expansions and improvements are barrier-free, inclusive and welcoming to all residents, community members, and visitors.

(Supports objectives C1, C5 and C6)

L

d) Maximize public access to the waterfront.

(Supports objectives C5 and C6)

L P

e) Expand the Public Waterfront to include the water's edge for public use as opportunities arise.

(Supports objective C6)

L

Land Use

f) Permit a limited number of uses in areas identified as Public Waterfront to those that contribute to, and expand pedestrian use of the waterfront.

(Supports objectives C1, C5 and C6)

L

Built Form

g) Encourage development adjacent to the Public Waterfront that achieves the following built form characteristics:

i) provides an appropriate interface between public and private realms

ii) oriented to maximize public access and views of the waterfront

iii) designed to have an attractive facade.

(Supports objectives C1, C5 and C6)

L

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Mobility

h) Limit and reduce surface parking lots within the Public Waterfront areas in unison with a town-wide visitor parking strategy.

(Supports objective C1, C2, C5 and C6)

L

i) Provide landscaping, contribute to a high-quality pedestrian realm and integrate placemaking initiatives where surface parking lots continue to exist.

(Supports objectives C5 and C6)

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2.8 Parks and Public Spaces

Several large and small parks and public open spaces are essential in making Lunenburg an attractive place to live, work, and visit. The town's parks, playgrounds, open spaces, fields, and cemeteries, provide a broad range of opportunities for leisure, recreation and access to nature. The Parks and Public Space areas are intended to retain the existing outdoor spaces that are critical for the mental and physical well-being of the community, while also expanding access to high-quality outdoor experiences.

a) Continue to support an interconnected network of parks, open spaces and other recreation facilities.

(Supports objectives C5 and C6)

O

b) Ensure the distribution of parks and open space is distributed in a spatially equitable manner.

(Supports objectives C5 and C6)

L O

c) Encourage the enhancement of existing Parks and Public Spaces by supporting a diverse ecosystem and biodiversity.

(Supports objective C6)

O

d) Require as part of the subdivision process that applicants provide a provision of land, or cash in lieu, to increase the amount of outdoor space in the town.

(Supports objectives C2 and C6)

L

e) Create a centrally located new public park on portions of lands bound by Victoria Road, Green Street and Hirtle Road that stitches together new and intensified surrounding uses.

(Supports objectives C2 and C6)

L P

f) Protect the Bluenose Golf Course lands that are visible from Old Town Lunenburg as open space.

(Supports objectives C2 and C6)

L

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2.9 Recreation and Education Hub



Recreation and education facilities enrich the lives of residents and community members. They provide individuals, families, and the community access to facilities and programs that support physical health and mental stimulation and well-being. The Town currently uses a centralized model to provide many of the recreation and education facilities in Lunenburg. The Community Centre, arena, and Bluenose Academy all provide residents and community members access to recreation and educational facilities and programming. The purpose of the Recreation and Education Hub is to continue to use these lands to meet the recreation and education needs of the Town, and over time, revitalize and improve the Town's current stock of recreation facilities. It is also a part of the directions outlined in sections 10.0 Culture and Recreation and 12.0 Servicing and Facilities.

a) Limit development within the Recreation and Education Hub to uses that provide the community access to recreational and educational uses and facilities.

(Supports objectives C2 and C6)

L

b) Integrate the Recreation and Education Hub with the Victoria Main Street area.

(Supports objectives C2 and C6)

L

c) Develop shared surface parking for recreation users and visitors.

(Supports objective C5)

L

d) Create convenient active transportation connections to revitalized Recreation and Education Hub.

(Supports objective C5)

L P

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2.10 Waste and Sustainable Energy District

The former municipal waste site along Starr Street represents significantly underutilized land within the town boundary. The area is also home to the Town's wastewater treatment facility, critical power infrastructure and continues to operate as a compost collection area for Lunenburg residents. As a brownfield site where remediation might be cost prohibitive and soils are likely structurally unsound, the area could potentially host a solar farm for renewable energy generation by either the Town's utility or through private sector investment. Solar farms typically require no extensive foundations. In addition, the site's adjacency to the Town utility's electric substation makes this area particularly suitable for sustainable energy generation.

a) Initiate a feasibility study for a solar farm within the Waste and Sustainable Energy District or for a location outside of this area.

(Supports objective C2)

S

b) Support a variety of uses in the Waste and Sustainable Energy District area, including:

i) waste collection and recycling,

ii) waste water treatment,

iii) renewable energy production, and

iv) Town Public Works .

(Supports objective C2)

L

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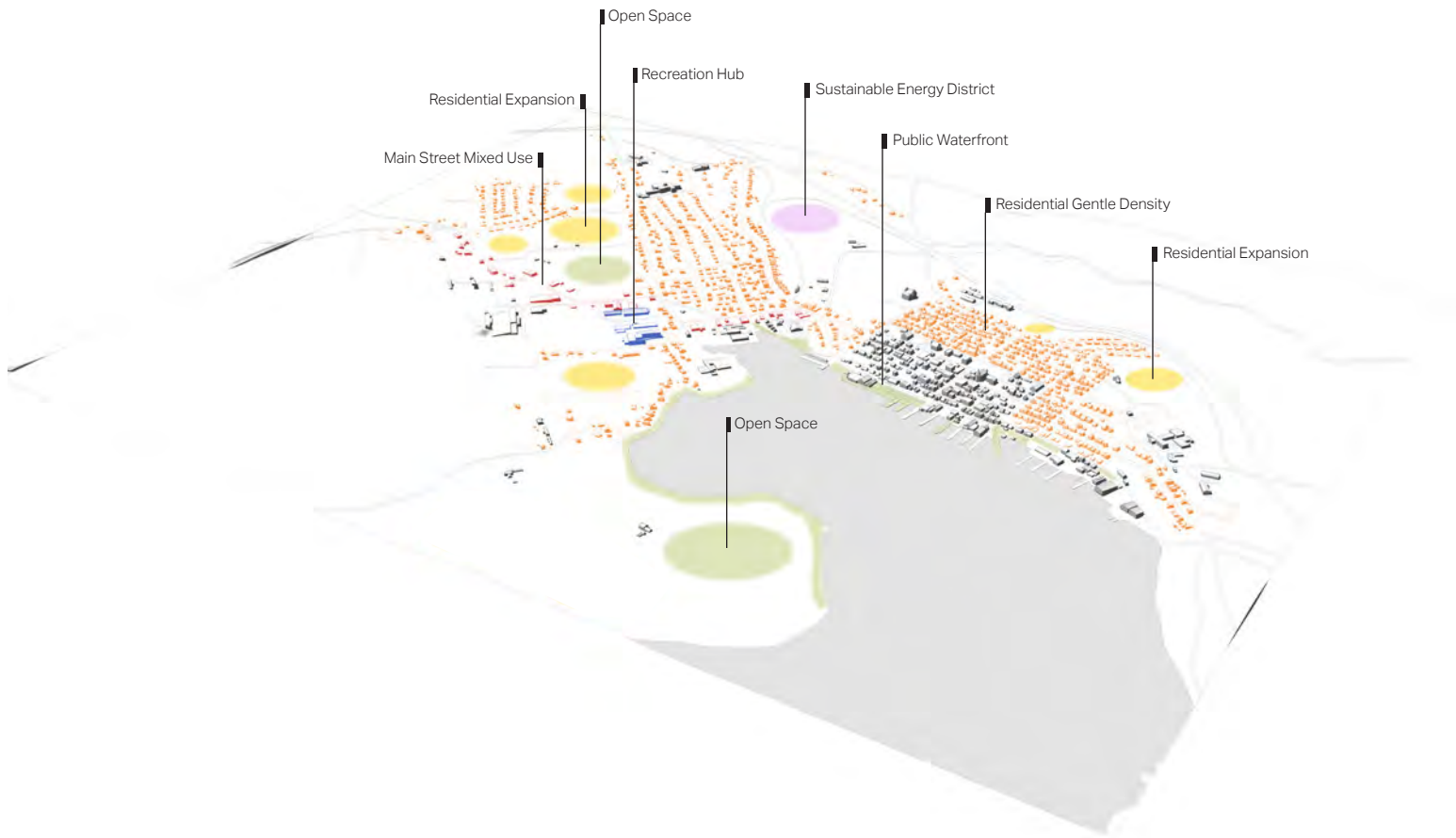


Figure 2.6
Summary of Key Directions

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Housing



Affordable housing:

Housing is affordable when shelter costs do not exceed 30% of a household's before-tax annual income. Affordable housing development is defined here as housing which costs no more than 30% of the median household income within the applicable census dissemination area.

Suitable housing:

Housing is suitable if it has enough bedrooms for the size and composition of the household.

Barrier-free:

Barrier-free design limits any physical barriers that could create challenges for users of all abilities. This term is often also associated with accessibility or universal design.

According to the 2016 Census, Lunenburg is home to 2,263 people who have their primary residence within the Town. As a basic necessity of life, every person who makes Lunenburg their home needs access to housing that is affordable, in good condition, and suitable. As Lunenburg moves into the future, there will be a need for a diversity of housing options that meet changing community demands and accommodate people at various stages of life, with various abilities, incomes and family sizes.

In recent years there has been a national trend towards smaller, simpler housing forms; a trend driven by both household economics and preference. Lunenburg's aging population adds an accessibility component to this trend, though it is not only older residents that benefit from barrier-free housing. Many seniors may wish to remain in more traditional dwelling forms, with renovations and supports that enable this option across a lifespan. Statistical approximations indicate that there may be a need for at least 60 additional retirement-friendly homes over the next 20 years.

Rates of homeownership have been declining nationally, and although it remains the most common tenure in Lunenburg at 65%, this is significantly lower compared to the largely rural surrounding region where homeowners make up 80% of the population. Rentals (35% of tenure in Lunenburg) tend to be more common even in small urban centres like Lunenburg, and these units serve the needs of employees, students, young families and aging seniors.

Lunenburg residents have a lower median income when compared with both the region and the province, likely due in part to the high proportion of seniors relying on their savings or government transfers. There are also a significant number of seasonal residents who rely on income from out-of-province sources that are not captured in the Census Canada data for the town.. While income growth has caught up to housing prices in recent years, the Town's proportionately low incomes and high shelter costs create a gap for more vulnerable residents like seniors, single parents, young adults and recent immigrants.

Throughout the engagement for Project Lunenburg, housing was a critical topic. Community members expressed interest in access to housing that is affordable, suitable, sustainable, and puts the needs of residents before tourists and investors. What makes housing affordable is not only the price of rent or a mortgage but also the walkability and accessibility of the area, and the price of utilities, taxes, and maintenance. The dense, mixed-use nature of Lunenburg's Old Town may serve as an example for future development patterns, providing all residents with a diverse range of opportunities and services within walking distance. While affordability is a concern for both owners and renters in Lunenburg, housing availability is primarily a rental issue, and the seasonality of tourism and employment create a rush for summer housing. The Comprehensive Community Plan policy directives aim to encourage a diversity of housing options which are available to households of all types, sizes, ages and abilities.

Goal

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

Objectives

H1 To increase the diversity of housing options throughout the Town of Lunenburg to accommodate current residents and attract new residents, including families and young people.

H2 To increase the number of housing units appropriate for lower income households.

H3 To improve the social and environmental sustainability of homes through alternative energy sources and barrier-free design.

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3.1 General

Cohousing:

Cohousing is an intentional community of private homes clustered around shared space. Each dwelling has traditional amenities, including a private kitchen. Shared space typically features a common house, which may include a large kitchen and dining area, laundry, and recreational space.

Home Share:

Home share arrangements enable homeowners to offer affordable housing in exchange for an agreed level support. These arrangements are typically between seniors and young people or students, and support can involve help with household tasks, errands, or simply companionship.

Like many Canadian and Nova Scotian communities, Lunenburg’s population is aging. It will be important for the Town to attract new residents, particularly young people and professionals, in order to counter population decline, as well as fill important positions in the working sectors (particularly, a growing demand will be placed on healthcare). In order to improve housing options for both current and future residents, Lunenburg must place importance on continued data monitoring, partnerships among other government sectors, and a flexible regulatory framework.

Housing Options

a) Encourage a mix of housing options throughout the Town to meet the range of needs in the local market. Options should include various building forms (multi-unit dwellings, duplexes, etc.), housing models (market rental, cohousing, home share, etc.), unit sizes, and mixed-income pricing.
(Supports objectives H1 and H2)

L

b) Promote and prioritize housing which is both barrier-free and affordable.
(Supports objectives H2 and H3)

L

c) Consider establishing financial incentives enabled through the Municipal Government Act or through forthcoming provincial legislation for developments which include affordable housing, such as:
i) waive permit fees
ii) reduce fees or property taxes
iii) provide low-interest loans
(Supports objective H2)

F Le

Family-oriented housing

d) Promote family-oriented housing, including for families with children, by supporting the spaces and facilities that meet the needs of diverse age groups.
(Supports objective H1)

L

e) Promote childcare opportunities within new residential or mixed-use development.
(Supports objective H1)

L

Continuous Data Collection

f) Continue to monitor and analyze housing demand and supply, as well as relevant development trends in order to respond to market changes and create data-driven policy.
(Supports objectives H1, H2 and H3)

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Community Land Trust:

Typically a non-profit, community land trusts develop and steward affordable housing (or community gardens, civic buildings, commercial assets) on behalf of a community. This model gives agency to community members, often forming as a response to gentrification, and enables low-cost housing by removing the cost of land.

g) Examine key demographic indicators with the publishing of each national census.

(Supports objectives H1, H2 and H3)

O

Partnerships and Collaboration

h) Continue to foster relationships with regional, provincial and federal government housing agencies, as well as community groups, to develop opportunities to partner on funding potential programs enabled through the Municipal Government Act or through forthcoming provincial legislation such as:

i) co-housing mortgage assistance

ii) rental housing incentives

iii) community land trusts.

(Supports objectives H1, H2, and H3)

P F

i) Foster collaboration and data sharing among all housing stakeholders.

(Supports objectives H1, H2 and H3)

P O

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3.2 Housing Scale

Accessory Suites:

Accessory suites are single-unit dwellings located on a lot with another dwelling.

Accessory suites can be contained within another dwelling or as part or all of an accessory building.

They are subservient but distinct from main dwellings.

The scale of housing pertains to the density of development as well as dwelling types and unit sizes. There are economic benefits to denser development (which can be seen in the high assessment rates of Old Town Lunenburg), but dense and walkable communities with a mix of uses can also improve the accessibility and affordability of a home. In order to support a high quality of life, a range of dwelling types and sizes will also be necessary to accommodate residents.

Residential Infill

a) Encourage accessory suites within residential areas identified as Residential Gentle Density on the Housing Growth Areas Map (Figure 3.1) through financial incentives such as construction grants and tax credits, pending enabling legislation.

(Supports objectives H1, H2 and H3)

L

Walkable Communities

b) Integrate housing, transportation and employment into all land use decision making.

(Supports objective H2 and H3)

L

c) Provide new development opportunities near existing amenities and services.

(Supports objective H2 and H3)



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Figure 3.1
Residential Growth Areas

-  Town Boundary
-  Residential Gentle Density
-  Residential Medium Density
-  Mixed-Use High Density

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3.3 Housing Design

Housing design considers not only the architecture of a building but also the landscaping and infrastructure that go into constructing a livable space. The outstanding heritage resources of the Lunenburg Historic District have been carefully managed in the past. Heritage guidelines should be adapted to respond to current and future housing demand in a way that is sensitive and compatible with the existing built heritage collection. Both within and outside the Historic District, housing design should incorporate barrier-free principles, energy efficient design and opportunities for gentle density and shared open spaces. Many of these initiatives would be achieved through collaboration with local stakeholders, and would benefit from enabling legislation and funding programs at the provincial and federal governments.

Barrier-free Housing

a) Reduce regulatory barriers to retrofitting existing homes with accessible infrastructure and design through the Encroachment Bylaw.

(Supports objective H3)

Le

b) Encourage the uptake of barrier-free housing development as a best practice to improve social sustainability by creating educational materials and funding programs for home owners and developers.

(Supports objective H3)

F

c) Support smaller housing forms and smaller lot sizes.

(Supports objectives H1, H2, and H3).

L

d) Locate barrier-free housing in walkable areas and consider the following neighbourhood features:

i) gentle slopes

ii) high quality pedestrian infrastructure

iii) availability of amenities and green space.

(Supports objective H3)

L

Sustainable Housing Design

e) Support and prioritize sustainable construction that enables affordable operating costs, including:

i) Energy efficient housing

ii) Sustainable building materials and practices

iii) Housing construction which optimizes passive solar energy.

(Supports objectives H2 and H3)

L

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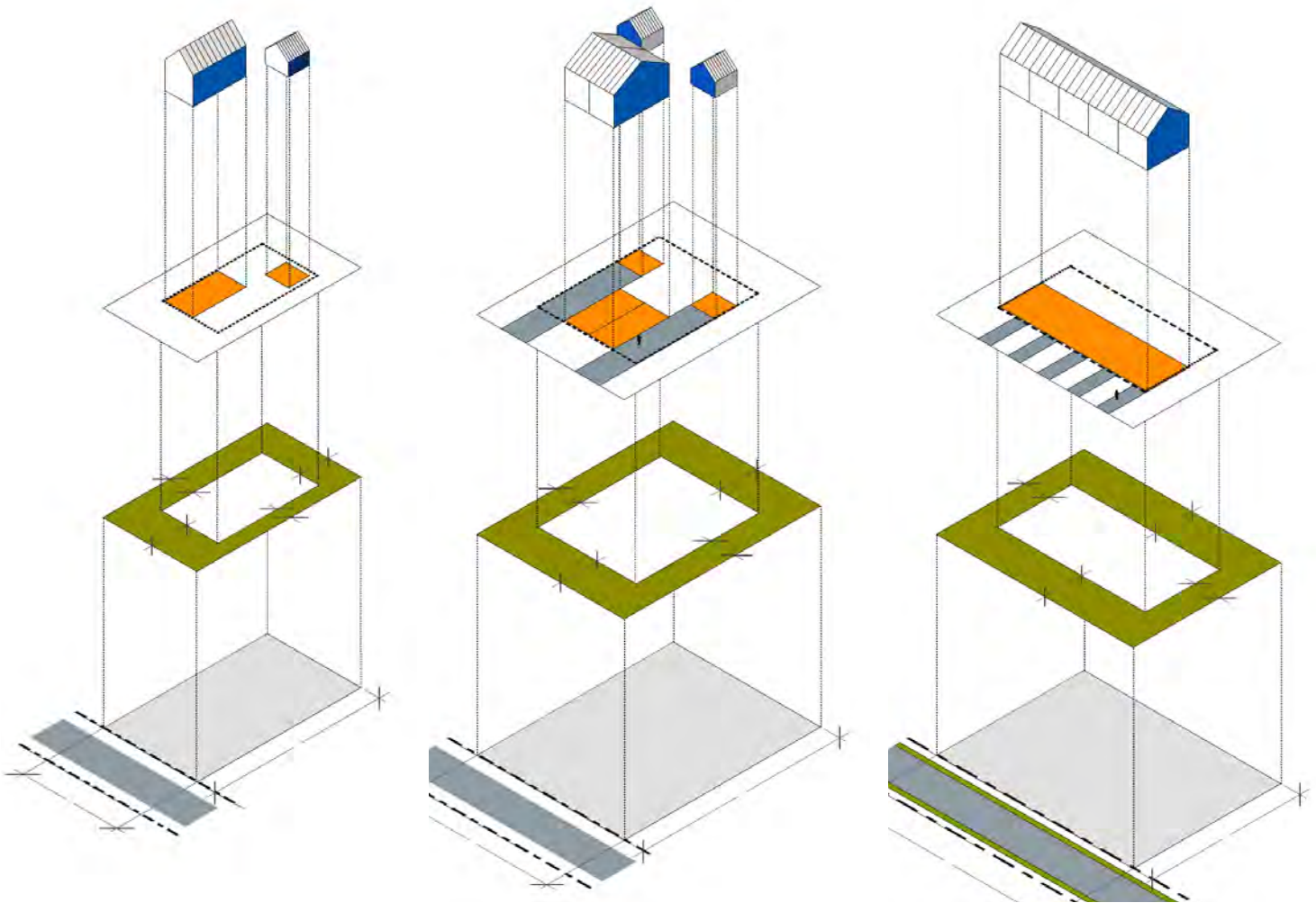


Figure 3.2
Housing Variety

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3.4 Alternative Housing Models

Municipal Land Bank: Land banks are quasi-governmental entities created by municipalities (or counties) to effectively manage and repurpose an inventory of underused, abandoned, or foreclosed property.

Changing market trends can lead to a demand for alternative housing models which better suit emerging housing needs than conventional market housing. Some of the models which may enable suitable housing development include those which target demographics with unique needs like intergenerational housing, supportive housing, and boarding houses. Encouraging financial models such as rent-to-own housing or rent geared to income can also contribute to filling this gap in housing demand.

Co-operative ownership models like cohousing, co-op housing and community land trusts, give residents and communities the opportunity to have greater agency and decision-making voice. These models can incorporate rental, ownership, and shared housing options. Cohousing is often managed through a condo agreement, and homes can be resold on the open market. Co-ops and land trusts have one key economic advantage, which is that the cost of land is disassociated from the cost of housing. Land trusts and limited equity co-operatives have elected boards which possess strict mandates and real estate controls, effectively removing the housing from the speculative, profit-driven market and ensuring long-term affordability. The Town should leverage municipal land assets to enable alternative housing models and aim to enhance these initiatives with provincial or federal funding programs when they become available.

Cohousing

a) Promote cohousing development through a clear regulatory process and educational materials.

(Supports objective H1)

L O

b) Support alternative housing forms such as cohousing, grouped homes, supportive or seniors housing in the areas designated as Residential Medium Density and Mixed Use High Density on the Housing Growth Areas Map (Figure 3.1).

(Supports objective H1)

L

c) Allow for alternative housing forms such as tiny homes within cohousing developments.

(Supports objectives H1 and H2)

L

Grouped Housing

d) Enable grouped dwellings throughout the town as a type of housing development which supports alternative forms of home ownership.

(supports objective H1)

L

e) Establish clear standards for the form and scale of grouped housing through the regulatory process.

(Supports objective H1)

L

Home Share

f) Establish a match-making system for home share participants.

(Supports objectives H1 and H2)

O

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Supportive Housing:
Supportive housing combines housing with services in an affordable model which can include medical care for physical or intellectual disabilities, mental illness or addiction, as well as social services intended to support those with a history of housing instability.

Co-operative Housing:
A housing co-op uses an alternative form of ownership in which dwellings are owned by an organization and sold as shares to residents. Residents become members of the co-op, pay a fee to cover their portion of operating expenses, and democratically elect a board of directors.

Municipal Land Bank

g) Explore the possibility of forming a Municipal land bank with the intention of providing surplus land or property to a non-profit body, thus disposing of land to maximize community benefit.
(Supports objective H2)

O P

Community Land Trusts

h) Promote the creation of a community land trust non-profit body representing potential residents, community members, and housing and economic development professionals.
(Supports objective H1 and H2)

P

i) Commit surplus municipal land or a portion thereof identified for housing development to a community land trust with the mandate of providing long-term affordable, mixed-income housing.
(Supports objectives H1 and H2)

O F

Supportive Housing

j) Allow supportive housing including small-options homes throughout all residential zones.
(Supports objectives H1, H2 and H3)

L

k) Promote the development of new supportive housing options through financial incentives such as development fee waiving.
(Supports objectives H1, H2 and H3)

F

Boarding Houses

l) Allow boarding houses and rooming houses throughout all residential zones.
(Supports objectives H1 and H2)

L

m) Promote the development of boarding houses through financial incentives such as development fee waiving.
(Supports objectives H1 and H2)

F

Co-operative Housing

n) Encourage new limited equity co-operative housing developments throughout the town as a housing model that encourages community building and offers an alternative form of ownership.
(Supports objectives H1 and H2)

L

Rent-to-Own

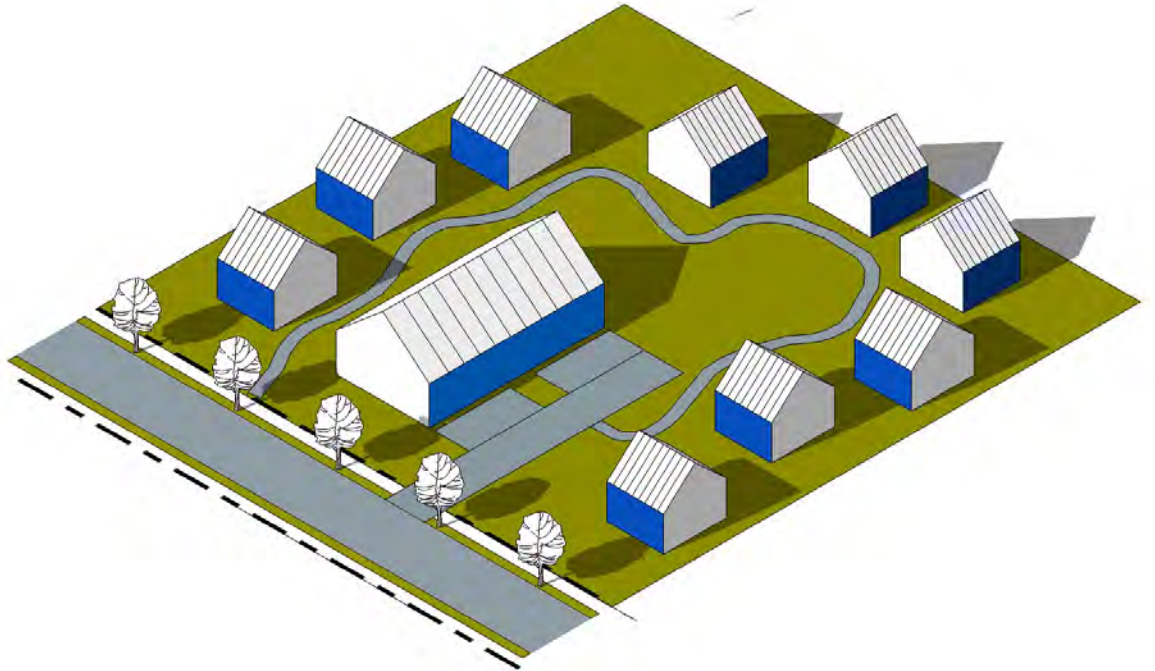
o) Explore partnerships with the Province and non-profit housing providers, housing departments and co-operatives to offer a rent-geared-to-income program for low-income households.
(Supports objective H2)

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Grouped Housing:
Two or more dwelling units on one lot where each unit is contained in a separate building. These grouped dwellings can be used for “bare land” condominium corporations, cohousing collective ownership agreements, cooperative housing organizations, or clustered seniors rental housing.



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Figure 3.3
Grouped Housing Scenario

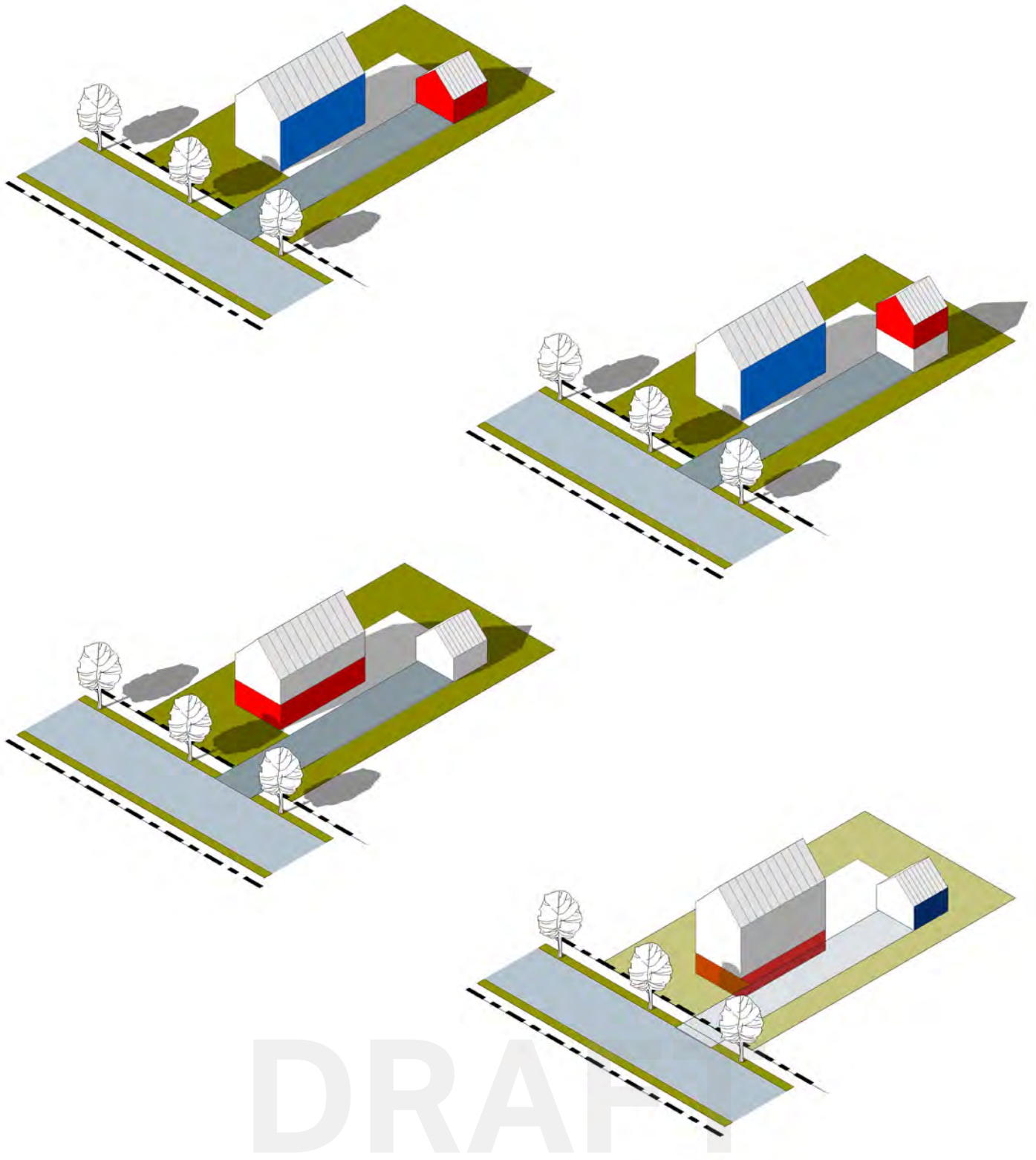


Figure 3.4
Accessory Suite Options

3.5 Short-term Rentals

Secondary Residence:

A dwelling that is not owner occupied most of the time. It may be a second home or an income property.

Lunenburg is a long time tourism destination, and the Town services have always struck a balance to provide for both residents and visitors. While vacation rentals have been present throughout recent history, the more recent development of online listings hosted through websites like Airbnb, VBRO and Home Away has increased both the popularity and the transparency of this market.

Short-term rentals are one housing form that can enable affordable home ownership and bolster tourism, but they are also a threat to the availability of long-term rentals and the prosperity of traditional hospitality sectors. It will be important to balance these benefits and challenges to maintain a housing market suitable for long-term local residents.

These policy directions aim to create clear and enforceable enabling policy which allows short-term rentals where appropriate.

Land Use Considerations

a) Incorporate short-term rental policies into the existing Municipal Planning Strategy and Land Use By-law:

- i) Define short-term rental**
- ii) Regulate short-term rental site standards.**

(Supports objectives H1 and H2)

L

Short-term Rental By-law

b) Create a standalone Short-term Rental By-law which regulates the use of secondary and primary residences as short-term rentals.

(Supports objectives H1 and H2)

Le

c) Regulate secondary residences hosted as short-term rentals as a commercial use, through the following directives:

i) Require registration as a tourist accommodation under provincial regulation

ii) Apply commercial tax rates.

(Supports objectives H1 and H2)

Le

d) Develop a municipal policy for primary residences hosted as short-term rentals which includes some form of the following directives:

i) Support primary residences hosted by individuals over 18 as short-term rentals

ii) Require registration with the Town (accompanied by an annual fee)

iii) Require hosts to display the short-term rental's registration number on all advertisements and listings

iv) Require health and safety inspections on an annual or one-time basis

v) A limit of one active listing per host at any time.

(Supports objectives H1 and H2)

Le

e) Allocate funds acquired from short-term rental registration and taxation for policy enforcement and affordable housing initiatives.

(Supports objective H2)

F

Primary Residence:

The dwelling where an individual lives as an owner or tenant, and is the residential address for bills, identification, taxes, and insurance. It is the persons home for most of the year (at least 6 months) which they may share with other members of their household.

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3.6 Housing Programs

Affordability is a major concern for both tenures, though renters are also having trouble simply finding an available place to live. Building and maintaining the stock of rental housing will be crucial to attracting and retaining residents, particularly young people, students, seasonal employees, and low-income households. With the Town's financial resources being limited, it should continue to lobby the provincial and federal government to provide assistance for such programs.

Financial programs for both renters and owners can provide up-front assistance with expenses, a rental registration program can create an effective inventory of rental housing in the Town and improve enforcement through proactive inspections (rather than waiting for a complaint). The Town could record basic information (e.g. unit accessibility, fire escapes, contact info) and track bylaw violations for public knowledge. The goal is to ensure safe, quality living conditions as well as provide the town with baseline rental data. Some recommendations which address housing supply include an empty homes tax which acknowledges the impact of seasonal residents and international buyers on housing availability, and support for the conversion of single-detached dwellings and institutions to rental housing.

Rental Housing Incentives

a) Support rental housing for employees, students, young families and seniors by exploring the following funding options for rental housing containing a portion of affordable units:

i) Reduced development fees

ii) Capital grants

iii) Tax credits and abatements.

(Supports objectives H1 and H2)

F S

Rental Standards

b) Continually review the Town's building inspection and enforcement policies to ensure proactive enforcement of housing regulations (long-term rental, short-term rentals, construction).

(Supports objectives H1 and H2)

L Le

c) Undergo a feasibility study regarding a rental housing registration program.

(Supports objectives H1 and H2)

L S

Rental Conversion

d) Encourage the conversion of single-detached dwellings to rental units through policy and/or funding options.

(Supports objectives H1 and H2)

F L

e) Allow for the adaptive reuse of churches, halls, and other institutions to create new rental housing or commercial space.

(Supports objective H1)

L

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Non-Resident Owners

f) Conduct a feasibility study of mechanisms that would encourage long-term primary residency among property owners, such as:

- i) international/national buyer tax
- ii) other non-resident owners tax
- iii) empty homes tax
- iv) local owner tax credit or to augment provincial cap program.

(Supports objectives H1 and H2)

F O S

Shelter Costs

g) Support low-income households, including seniors, by exploring program options for assistance with costs related to:

- i) Utilities
- ii) Maintenance
- iii) Barrier-free retrofits.

(Supports objective H2)

F O

h) Encourage the renewal, repair and upgrade of existing affordable housing units within the private, public and non-profit markets. (Supports objective H2)

F P

i) Continue to offer the property tax exemption for low-income individuals.

(Supports objective H2)

F

First Time Buyers

j) Support first-time home buyers through partnerships with Federal and Provincial funding programs which address:

- i) Down-payments
- ii) Monthly mortgage payments
- iii) Property taxes
- iv) Deed transfer tax.

(Supports objective H2)

P O

Education

k) Distribute information for tenants and homeowners to ensure they have access to information that could help meet their housing needs, including:

- i) Tenant rights
- ii) Accessing housing for new immigrants
- iii) Financial assistance for shelter costs
- iv) Alternative housing options
- v) Energy and barrier-free retrofits.

(Supports objectives H1, H2 and H3)

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3.7 Housing Growth Areas

The Housing Growth Areas Map (Figure 3.1) shows where there is opportunity for an addition of residential units. These are divided into three key categories: gentle density, medium density and mixed-use high density.

Areas for gentle density are established residential neighbourhoods which can accommodate growth through accessory suites, appropriate infill where possible, home-based businesses, and first-floor commercial spaces. These forms of density will respect the scale of the existing neighbourhoods while providing some flexibility and fostering walkable communities where people can live and work.

Medium density residential areas could enable expansion of the existing residential grids which surround them. These areas could enable alternative housing models such as co-housing and micro-lofts, as well as seniors housing and multi-unit housing. This classification intends to open up new land in the mid and long-term for potential housing development including Blockhouse Hill, and undeveloped lands in New Town.

Victoria Road holds potential to become a new mixed-use corridor from Hirtle Road into Falkland Street. Densifying this route through mid-rise housing and retail could help to connect New Town and Old Town via a pedestrian-friendly corridor connecting to Lincoln Street for locals and visitors alike.

Residential Gentle Density

a) Enable gentle density through accessory suites and infill where lot sizes allow.

L

b) Encourage economic activity by allowing home-based businesses.

L

c) Enable re-conversion of first-floor commercial spaces where they existed originally.

L

Residential Medium Density

d) Enable medium density residential expansion through Comprehensive Development District (CDD) or Secondary Plan.

L

e) Encourage integration of multi-units, co-housing, seniors housing and micro-lofts.

L

Mixed-use High Density

f) Foster mixed-use higher density mid-rise

L

g) Integrate ground floor retail.

L

h) Integrate affordable housing.

L

i) Establish pedestrian-friendly streetscape.

L

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Servicing and Facilities

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Municipal governments provide many of the services and facilities that most impact the day to day lives of citizens. The provision of drinking water, collection and management of waste, and delivery of many other basic, essential services to households and businesses all fall under the purview of local governments, such as the Town of Lunenburg. The Town provides these services through a multitude of personnel, equipment, buildings, and facilities, to ensure the town functions are carried out. This enables a range of community activities that contribute to quality of life.

Well functioning infrastructure is often taken for granted; the average citizen hardly notices systems that are operating properly. On the contrary, it can be very disruptive to quality of life when there are issues with supply of water, a sewer system malfunctions. Quality of life can diminish when a facility does not perform well or is excessively expensive to operate. Particular to Lunenburg, tourist regions do experience a conundrum: the seasonality of service demands can cause strain on municipal infrastructure during peak tourist seasons, creating issues with irregular service functions and impacting resident and visitor experience. Additionally, the historic nature of the town and generational succession bring infrastructure challenges due to the age of installations and outdated engineering solutions.

Additionally, the Town of Lunenburg is in two unique situations. It currently owns a large inventory of building and community facilities as compared to other municipalities

of its size. Some of these buildings are aging and underutilized, while also having interesting heritage value. The Town is also unique in providing electric utility services to its residents. Furthermore, servicing encompasses emergency services, as well as solid waste collection and management.

Lastly, fast, reliable and affordable internet connections have also evolved from an optional amenity to a basic necessity for full participation in society. This service provision cannot be easily influenced by the Town, as it is delivered through private enterprises. However, this important aspect of servicing is still included in this section.

On the whole, the servicing and facility duties of the Town of Lunenburg constitute a tremendous responsibility. Over the course of the next 40 years the facility, service, and infrastructure needs will be constantly changing and adapting, requiring a continuous approach to monitor, evaluate, and invest in facilities and services. Any future development scenarios for the town will need careful consideration of municipal water and sewer service provision.

The short- and long-term financial costs of providing high quality facilities and services is one of the primary factors, and challenges, in municipal operations. The Town must carefully consider and plan, including with local and regional partners, how to efficiently and effectively ensure financial burdens are not placed onto taxpayers when decisions to invest are made.

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Goal

A town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Objectives

SF1 Promote long-term economic prosperity by supporting businesses and residents through servicing and facility improvements.

SF2 Improve the resiliency in the community through robust servicing and facilities.

SF3 Support the development of housing growth areas.

SF4 Replace or divest outdated infrastructure and facilities that drive municipal costs whenever it is opportune.

SF5 Improve current policies and procedures to ensure consistency and adaptability.

SF6 Develop Town capacity and resources as required to meet facility and service requirements.

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4.1 Town Drinking Water



The Town owns and operates its municipal water supply utility, providing residents and municipal businesses with potable water and fire protection. Water supply for the Town of Lunenburg is secured through Dares Lake, which is a natural water reservoir located 2.5 kilometres from the Town of Lunenburg in the Municipality of the District of Lunenburg. The Provincial Dares Lake Protected Water Area Regulations under the Environment Act establish restrictions on most activities and land uses of the immediate watershed. Dares Lake provides an abundant supply of clean water with a yield of approximately 10,800,000 litres per day during a dry season.

Water Treatment Plant:

Facility where water from the lake is prepared to be consumed as drinking water in households and businesses.

Water flows by gravity from Dares Lake to a nearby intake chamber and screen house. From there it is pumped to the Water Treatment Plant located at 524 Northwest Road in the Community of Northwest. The award-winning water treatment facility opened in 2010. It is designed to provide a production rate of up to 5,400,000 litres per day. The treatment process includes redundant raw water pumping, multiple pretreatment options, and redundant filter trains.

The plant was designed to service a population of 3,254—a number that was projected before the plant design in 2009. Statistics suggest that the plant may have

the capacity to serve even more population: Statistics Canada 2017 Drinking Water Plant Survey shows average total water consumption rates of 394 litres per person per day for combined residential and commercial demand in Nova Scotia. These numbers would suggest a serviceable population of above 10,000 residents.

Actual water consumption rates in the town are unknown. While the system capacity is likely sufficient for the Town's needs in the near future, knowledge about actual consumption rates would still be valuable, especially if industries heavy on water consumption may settle in the town. Water metering would also help the Town to identify system leaks, develop a better understanding of long-term supply needs and possibly open opportunities to share surplus water with the District.

The Town operates approximately 27.4 kilometres of water lines serving most inhabited areas within town boundaries as well as parts of the Garden Lots community in the district of Lunenburg. Two water mains leave the treatment plant and run parallel along Northwest Road until they reach the outer boundary of the Town. They split into two directions at the intersection of Green and Dufferin Streets and further branch out from there.

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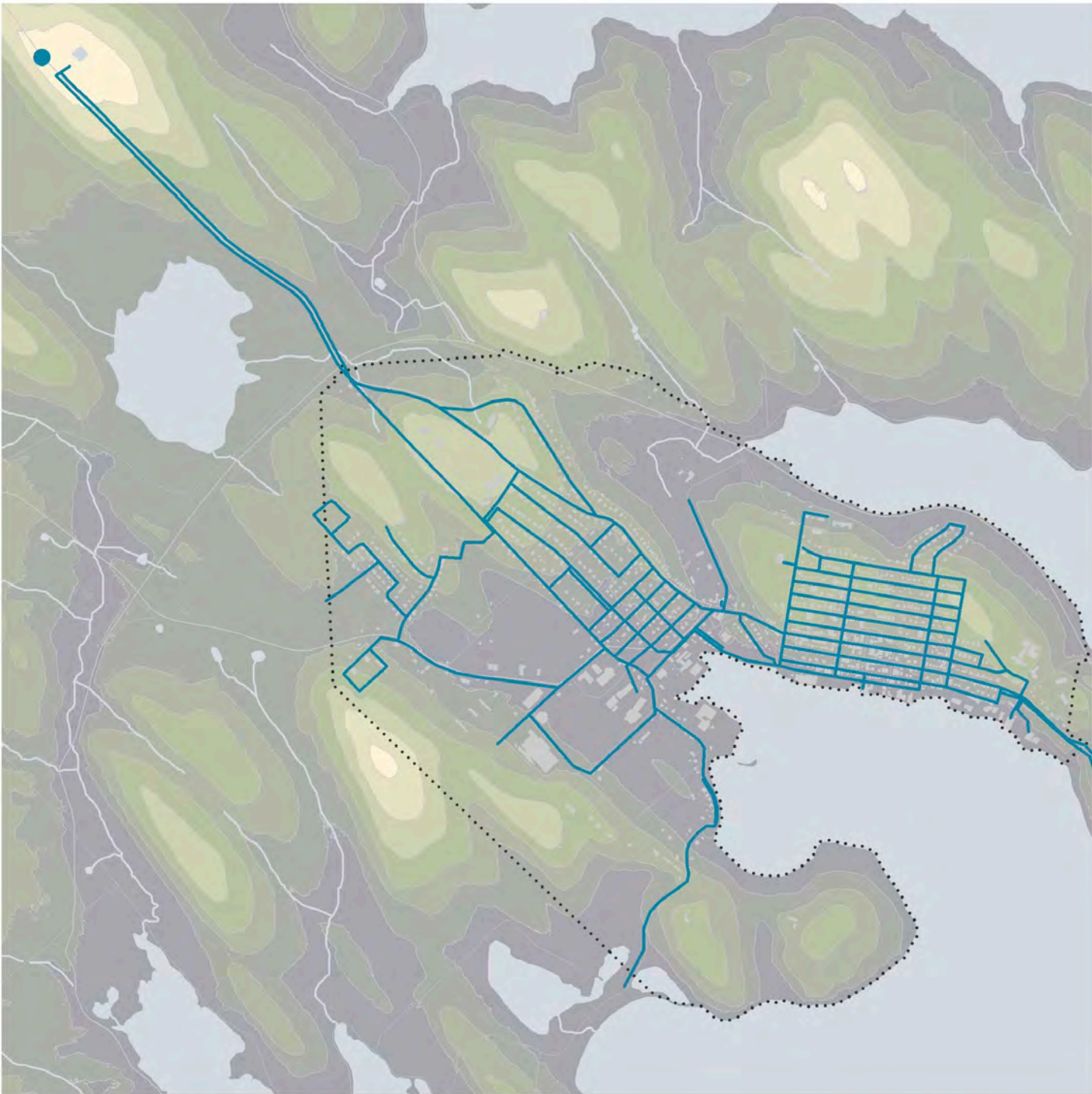
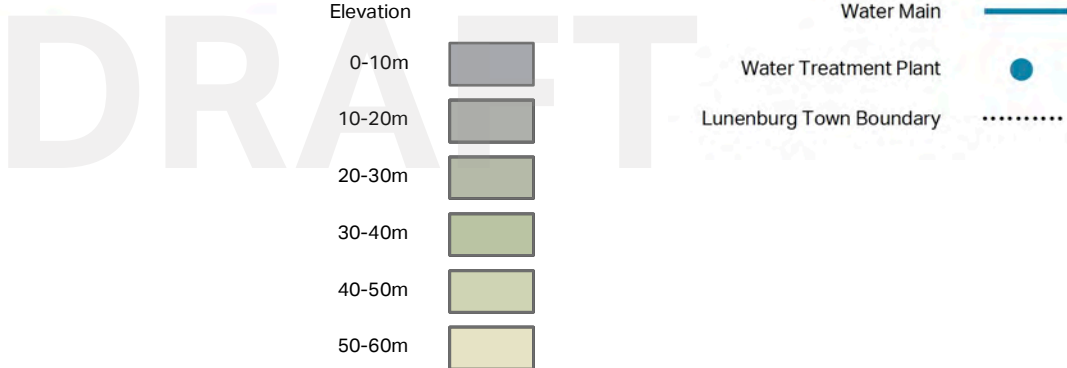


Figure 4.1
Water System





With an elevation of about 64 metres above sea level, the water treatment plant is situated higher than any land within town limits. That puts the Town in the convenient situation of being able to feed municipal water lines largely by gravity. However, one steel water tank was built on Hospital Road in Garden Lots to increase the system's storage capacity and better serve the needs of High Liner Foods just outside of the Town boundaries.

A review of the Town's community facilities and utilities reveals that the Town has good water servicing capacity to sustain future development potential. A water modelling study is required to fully assess the water distribution system and to determine the capacity of individual water mains and available pressures throughout the network. This study would include hydrant flow testing to validate the model and provide insight on the condition of the existing water mains. This is also an important piece of information to determine if fire hydrants provide sufficient pressures or water flows in the event of a fire.

Water Consumption

a) Develop a program for the introduction of water consumption metering for individual residences and businesses. Such a program may require an infrastructure support fee or a tax measure to ensure all home-owners and businesses, including seasonal residents and businesses, contribute to the maintenance of drinking water infrastructure.
(Supports objectives SF1 and SF5)

O

b) Understand the long-term water supply needs for the town.

(Supports objectives SF1, SF3 and SF6)

S

Water Distribution

c) Commission a water modelling study to investigate pressures and capacities on individual streets and water lines.

(Supports objectives SF1, SF3 and SF6)

S

Water Quality and Supply

d) Continue to monitor and evaluate municipal water supply infrastructure.

(Supports objectives SF1, SF3 and SF6)

O

e) Continue to monitor water levels and quality at Dares Lake to ensure it remains a viable source of drinking water for the town.

(Supports objective SF6)

O

f) Continue to work with the Municipality of the District of Lunenburg and the Province to ensure Dares Lake remains a source of clean drinking water.

(Supports objective SF4)

P

O

g) Support revisions to the Dares Lake Protected Water Area, under the Environment Act, to include all lands in the natural watershed area of Dares Lake.

(Supports objective SF1, SF2, and SF6)

P

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4.2 Wastewater

Wastewater Treatment Plant (WWTP):

Facility where sewage from households and businesses is cleaned and disinfected so that it is suitable for release into the harbour.

Gravity Line:

Sewer line in which sewage flows downhill without any assistance of technology. This type of sewer is suitable for connections from individual households and businesses. In that sense, it is the opposite of the force main.

The Town of Lunenburg wastewater system services business and households in the Town and in a few adjacent areas of the District. Major elements of the system include the Town of Lunenburg Wastewater Treatment Plant, gravity sewers (many are combined storm and wastewater), sewage pumping stations and associated force mains. While the plant is only 17 years old it has been heavily used, much of the collection system infrastructure dates back to the early 1900s.

Treatment Plant

The Town of Lunenburg Wastewater Treatment Plant (WWTP) was constructed in 2003 as an innovative Moving Bed Bioreactor (MBBR) and Dissolved Air Flotation (DAF) plant. The WWTP is designed to treat an average dry weather flow of approximately 2.9 million litres per day and a peak wet weather flow of 11.4 million litres per day. As further detailed in the subsection about wastewater collection, the entire wastewater system is subject to large amounts of inflow and infiltration of both storm and seawater. This causes challenges at the plant: the salinity from seawater interferes with the proper functioning of the bioreactor and has accelerated the aging of the plant to the point that major upgrades may be inevitable. Moreover, the flow rates to the plant are relatively high and come close to the plant's capacity, especially during heavy rainfall events.

Consequently, an assessment of the WWTP recommended three upgrading options, ranging between \$3.6 million and \$9.8 million in capital cost. This magnitude of capital investment may be avoided in the short-

term through operational and maintenance improvements. However, if development in the identified expansion areas of the town begins to materialize (see Section 4.4), or should inflow and infiltration into the system increase, the Town of Lunenburg will need to consider more significant upgrade options to prevent an overburdening of the plant.

The WWTP is located at an elevation of approximately 4 metres above sea level, making it susceptible to flooding damage. This became evident during hurricane 'Dorian' in 2019, when a storm surge flooded the building, leaving behind a damaged facility that needed over a month to return to full treatment capacity. Since this essential asset of the Town cannot be easily relocated, future upgrades will also need to include floodproofing.

The treated effluent from the WWTP is pumped back to the Old Town and released into Lunenburg Harbour through an outfall below the Fishermen's Wharf. The treatment process can cause foaming and the appearance of a mixture similar to sludge at the outfall. In this highly visible location, the effluent can appear unsightly and cause public concern. An underwater extension of the outfall on the harbour floor can relocate this visual nuisance away from the waterfront and out into deeper water with higher flushing capacity.

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Combined Sewer:

Gravity line that collects not only sewage from residences and businesses, but also storm water that gathers on building roofs and streets.

a) Introduce operation and maintenance improvements at the treatment plant that will extend its useful life span.

(Supports objectives SF1 and SF6)



b) Upgrade the WWTP, taking into consideration the seasonal demands, flood risks, collection system factors, and Town growth capacity needs.

(Supports objectives SF3 and SF6)



c) Perform floodproofing measures at the WWTP to prepare for future storm events, using 3D flood model simulations.

(Supports objectives SF1 and SF6)



d) Extend the sewer outfall beyond visibility from the waterfront.

(Supports objectives SF1 and SF6)



Pumping Station:

Small building with a pump that pushes sewage through the force main.

Force Main:

Pressurized sewer (wastewater) line that has the purpose of transporting large amounts of sewage from one location to another, typically uphill. Because of the pressures in the line, force mains are not suitable for individual household or business connections into the system.

Wastewater Collection

The wastewater system covers a total sewershed area of 198 hectares, roughly 50% of the area within town boundaries. The hilly topography of the Town of Lunenburg poses some challenges to sewage flow which result in a relatively complex system design. The intermittent heights and depressions throughout the town divide the sewage flow into nine sewersheds. Each of these sewersheds have a low point, from where a pumping station directs all sewage through a force main to a higher elevation. The combined length of all force mains is about 1.5 kilometres.

Three of the pump stations (Fisherman's Wharf, Bluenose Drive and Brook Street) share a common force main and pump jointly to the WWTP. All sewage flow of the Town flows through one of these three pumps.

A 2019 assessment of six out of nine pumping stations found that all six of the assessed stations needed capital maintenance due to age, and operating in high levels of salt water inflow. Just like the treatment plant, pumping stations are affected by seawater in the system and have had some performance issues. A recent initiative of the Town has introduced regular inspection and maintenance routines for the pumps, which will address and prevent some operational problems. However, as long as seawater is present in the system, challenges will persist and shorten the lifespan of the components.

Seawater enters the pumping stations in two ways: First, station overflows that are designed to release sewage into the harbour during emergencies (e.g. pump failure) lack

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Inflow and Infiltration:

Groundwater entering sanitary sewers through defective pipe joints and broken pipes is called *infiltration*. In Lunenburg some infiltration stems directly from seawater. Water entering sanitary sewers from inappropriate connections (e.g. hidden roof drains) is called *inflow*. Together these two effects decrease the efficiency of wastewater treatment at the plant.

backflow prevention, so that seawater can enter the overflow pipes during very high tides and storm surges. Second, gravity lines leading to the Brook Street pumping station are below sea level, and seawater can enter the system through infiltration.

Frequency and quantity of seawater intrusion are unknown. There are also unaccounted sewage flows with unclear origin arriving at the plant. Additionally, pumps appear to be running more than required and creating unnecessary costs for the Town.

The town operates approximately 20.3 kilometres of gravity lines. The system is generally based on wastewater/stormwater combined sewers with some areas separated in the past 20 years. The system exhibits high infiltration and inflow (I&I) rates due to the age of the system. Large rainfall events can be correlated with high flows to the treatment.

In summary, the wastewater collection system poses many challenges to the Town. With some elements of the system being century-old, there are many unknowns concerning the infrastructure in the ground. The creation of a digital wastewater system model - sometimes referred to as a waste water master plan - could identify all existing system characteristics and enable a future asset management that will identify cost efficient system upgrades and priorities that are appropriate to the Town's needs.

e) Develop a plan for comprehensive upgrades to the wastewater collection system, in coordination with the treatment plant, taking into consideration issues of inflow, infiltration and future growth goals.

(Supports objectives SF1 and SF6)

S **O**

f) Inspect sewer lines and identify opportunities to reduce inflow and infiltration from groundwater, storm water and seawater into the system.

(Supports objectives SF2, SF4 and SF6)

S **O**

g) Protect pumping stations from seawater intrusion by installation of back flow prevention devices.

(Supports objectives SF2, SF4 and SF6)

O

h) Maintain or replace inefficient sewage pumps to decrease the energy cost.

(Supports objectives SF1 and SF4)

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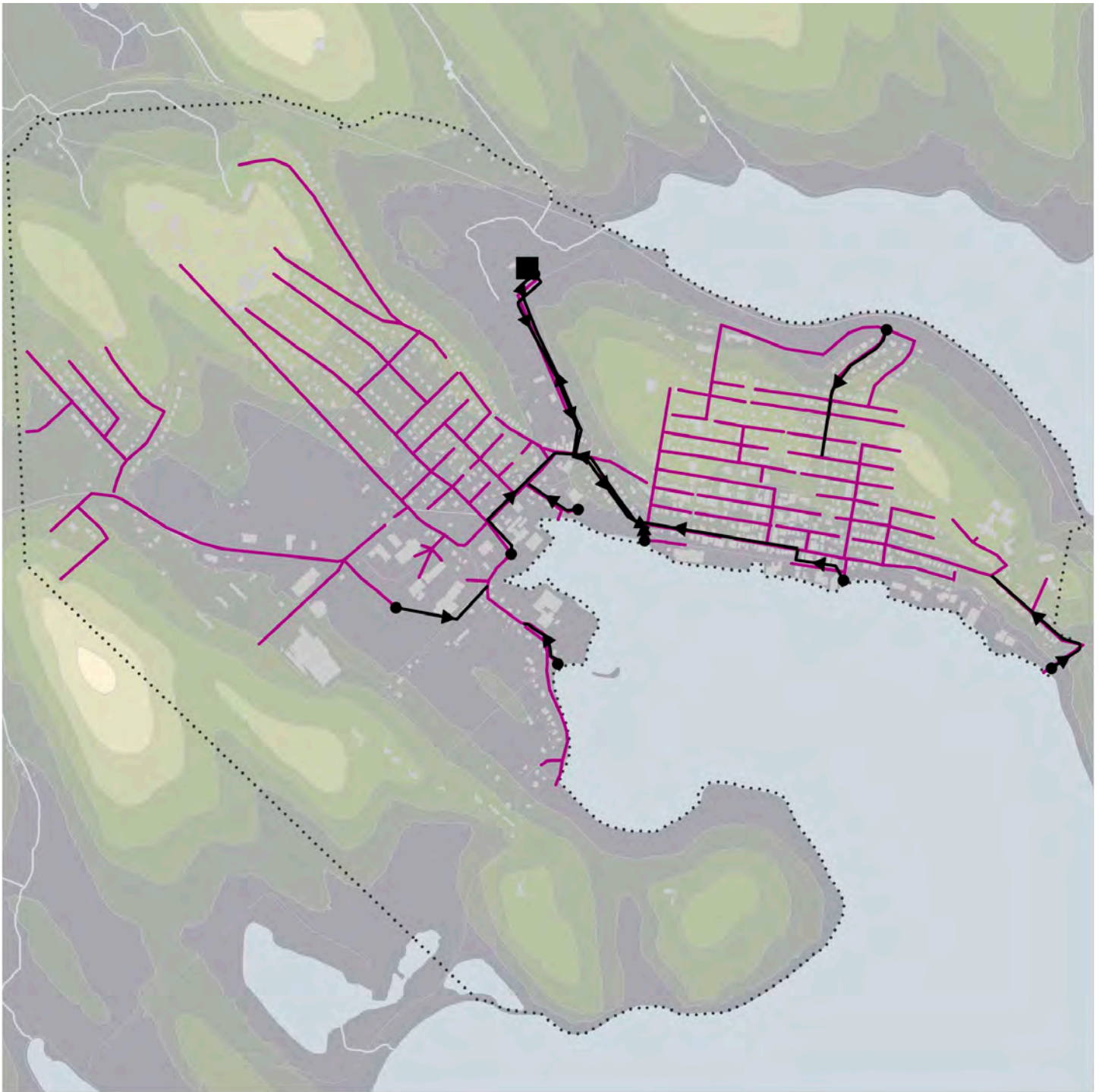
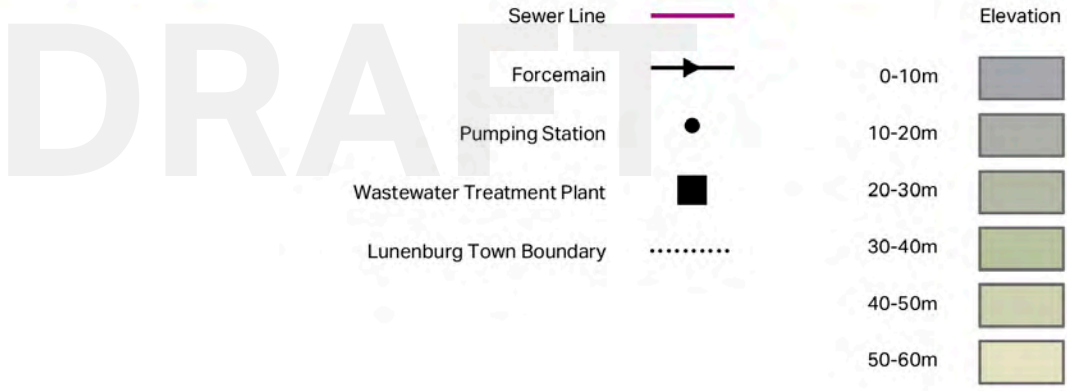


Figure 4.2
Wastewater System



4.3 Stormwater

Lot Coverage:

The portion of the total lot area covered by buildings, structures, and other impervious surfaces such as sidewalks and driveways.

Covered areas are unable to naturally absorb stormwater into the ground, so a higher lot coverage area will result in greater surface flow and more water entering the collection system.

Historically sewer lines in Lunenburg would discharge straight into Lunenburg Harbour. The approach of those days did not require a separation of storm and sanitary sewers. Water runoff from streets and buildings simply ran in the same lines as sewage from businesses and households. All older parts of the town were developed using such combined sewers.

As the environmental damage and health risks from raw sewage discharge in ocean waterbodies became more evident, regulations tightened, and all existing sewers had to be connected to the Wastewater Treatment Plant. As an unfortunate consequence, the Town is now in a position that requires it to undertake treatment of natural rainfall.

While the costs of a one-time replacement of all sewer lines within town boundaries are prohibitive, this should be pursued whenever opportunities arise (e.g. during recapitalization of streets). Separation of storm and sanitary sewers will also remedy the presence of odours during dry summer months, cause by lack of freshwater flow). The sanitary sewers would become a closed system that has no connection to catch basins on streets.

New development should also manage stormwater on-site as much as possible, and planning documents should include net-zero runoff policies. This will reduce system inflow and prepare properties for future connections to storm sewers, should they become available on a street. Lot coverage ratios in the Land Use By-law can also help to enable better absorption of more storm water in the first place.

Stormwater Collection

a) Separate stormwater and wastewater at every opportunity when streets are being reinstated to prevent expensive treatment of rainfall and to mitigate odour issues.

(Supports objectives SF2 and SF4)

L O

Land Use Considerations

b) Establish net-zero runoff regulations for all development in the town.

(Supports objectives SF5 and SF6)

L O

c) On streets where separate storm sewers are available, ensure separate stormwater and wastewater laterals for all new development.

(Supports objectives SF2 and SF5)

O

d) Construct buildings and impermeable surfaces with lot coverages and conditions that maintain natural absorption of rain storm water.

(Supports objectives SF2 and SF5)

L O

Green Infrastructure

e) Permit and implement permeable pavement as part of road works projects through updates to Municipal Engineering Specifications and the Subdivision By-law.

(Supports objectives SF1, SF2, SF5 and SF6)

L O Le

f) Permit permeable pavement through land use regulations to reduce stormwater runoff.

(Supports objectives SF1, SF2 and SF5)

L

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4.4 Ability to Support Urban Growth



The Community Structure Tomorrow Map (**Figure 2.2**) points to a growth scenario for the town which would lead to additional capacities in the local housing market and new commercial spaces for businesses on Victoria Road. This section analyzes the ability of the Town's water and sewer utilities to support such growth.

Chapter 2 of this plan identified nine growth areas within the Town of Lunenburg. In order to establish prospective utility needs of these growth areas, a calculation of the target population of these newly developed areas is a first step. This section therefore assumes that the residential growth areas will have densities similar to those of adjacent street blocks.

Since density rates were chosen to be comparable to adjacent development, the more outlying areas were calculated with lower density development. The more central King Street, Blockhouse Hill and Victoria Road areas are expected to accommodate denser development (**Table 4.1**).

Overall, the development areas discussed here could accommodate over 1,100 residents in more than 600 dwellings, at an average occupancy rate of 1.8 persons per dwelling. With no population growth anticipated in the Sustainable Energy District,

it is expected that this area, together with the Victoria Road Mixed-Use area, could double the Town's commercial real-estate. Consequently, a full realization of the growth scenario could result in service demand increases of up to 50%.

The Town's water supply appears to have sufficient capacity to support this magnitude of growth. However, the wastewater servicing of new growth areas poses some challenges. A review of the Town's sewersheds indicates that Residential Expansion and Main Street Multi-Use areas are all located in sewersheds serviced by pump stations with high-priority needs that will have to be addressed before growth may occur in these areas.

New development within the existing watershed and sewershed will require the construction of new water and sewer mains along with new roads to tie into the system. The Green Street, Buenavista Court and Masons Beach Road Residential Expansion areas are largely outside of the existing sewersheds; they would therefore also require extension of the sewer mains along Green Street, Tannery Road, and Masons Beach Road. Such work would most likely be carried out only when these roads come up for recapitalization.

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In summary, there are two bottlenecks in the wastewater system which need to be resolved before this type of growth may occur. First, the wastewater treatment plant operates close to capacity and could not handle a 50% sewage flow increase unless it either receives an upgrade or the Town manages to significantly reduce inflow and infiltration from various sources into the system. Second, the high priority pumping stations will need maintenance or upgrades to accommodate additional flow.

Furthermore, the 2019 assessment of the Town's wastewater collection system mentioned the lack of information about the hydraulic capacity of the combined force main from the two major pumping stations. As a part of broader planning for the waste water treatment system, an analysis of the hydraulic capacity of that line would determine whether or not this is an additional bottleneck.

a) Undertake a comprehensive assessment and master plan to manage the wastewater collection and treatment assets, including modeling that will enable performance simulations. (Supports objectives SF2, and SF3)

L O F S

b) Explore all avenues of reducing unnecessary inflow into the sewage system to free up treatment capacity at the wastewater treatment plant for development.

(Supports objectives SF2, and SF3)

O S

c) Develop a plan that intertwines infrastructure and neighbourhood development and phases capital investment.

(Supports objectives SF1, SF3 and SF5)

L O S

d) Study and implement a policy for infrastructure cost sharing agreements that require fair developer contributions to the cost of infrastructure.

(Supports objective SF5)

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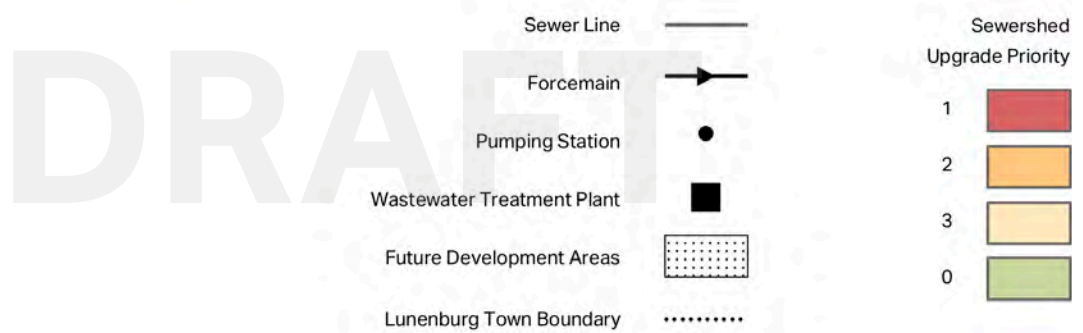
Area	Community Structure	Area (Ha)	Residents / Ha	Dwellings / Ha	Residents	Dwellings
Green Street	Residential Expansion	14.8	10	6.5	148	96
Hirtle Road	Residential Expansion	8.3	10	6	83	50
King Street	Residential Expansion	1.5	25	9.6	38	14
Blockhouse Hill	Residential Expansion	4.4	25	9.6	110	42
Buenavista Court	Residential Expansion	7	10	6.5	70	46
Masons Beach Road	Residential Expansion	10.0	10	6.5	100	65
Victoria Road North	Main Street Mixed Use	6.5	25	10	163	65
Victoria Road South	Main Street Mixed Use	6.3	25	10	158	63
Starr Street	Sustainable Energy District	11.5	0	0	0	0
Total					870	441

Table 4.1
Growth Area Assumptions

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Figure 4.3
Sewershed Upgrade Priorities





4.5 Municipal Buildings

The Town owns over 25 buildings, which contribute to municipal operations and community uses. Many of these buildings are facilities related to sewer and water operations (water treatment plant, pump stations, etc.). However, there are a number of buildings with a wider range of purposes. Many of these buildings require capital improvements in the coming years, some of which are significant (\$100,000+). This Comprehensive Community Plan presents an opportunity to consider options and strategic goals for the role of these municipal buildings.

Municipal buildings help to fulfill a variety of needs, as outlined in the table below. Primary needs are related to core municipal service delivery, while secondary needs are opportunities for the Town to directly support a diverse and livable community. Primary needs include:

- ▶ Municipal offices and Council chambers
- ▶ Public works operations and storage
- ▶ Fire services
- ▶ Recreational facilities
- ▶ Library
- ▶ Municipal storage
- ▶ Electric utility storage

Secondary needs include:

- ▶ Intrinsic value of buildings (e.g. heritage)
- ▶ Community group offices
- ▶ Community activity and meeting space
- ▶ Community group storage
- ▶ Farmers' market

Building	Function(s)
Lunenburg Academy	Library, community office rentals, National Historic Site, tourist attraction
Old Fire Hall	Community rentals, community storage, electric utility storage
Old New Town School	Vacant
Angus Walters House	Bluenose Coastal Action
CN Station	Second Story Women's Centre (2022 lease)
Community Centre	Auditorium, fitness studio, commercial kitchen, farmer's market, community program space
Arena	Ice arena, summer farmers' market, community rentals
Armouries Building	Public works offices, garage, workshop
Blue Building	Storage for public works, recreation, electric utility, various community groups; carpentry shop for public works; sea cadets
Town Hall	Municipal offices, council chambers, vacant spaces
Fire Hall	Fire garage and meeting hall

Table 4.2
Municipal Building Functions



Figure 4.4
Municipal Buildings

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4.6 Potential Facilities Scenarios

Over the life of this Comprehensive Community Plan, the Town of Lunenburg will see the implementation of policies and regulations, and the reallocation or development of new sites, structures, and other improvements to better the quality of life for residents and community members. Any future development must be grounded in financial responsibility and prudence to ensure short- and long-term liabilities and obligations are minimized. While there is associated risk with any growth and development, the Town is in an advantageous situation to leverage its current assets and properties to fully, or partially, fund future initiatives. Like any other individual, towns hold the right to acquire, sell and lease real property, which provides Lunenburg with a realistic avenue to help meet many of its future goals.

As part of this Comprehensive Community Plan, a basic assessment of the town's buildings and facilities was completed to determine how they are currently used, their potential future use, and any new facilities that may be required. Based on the assessment, and the feedback that was gathered through Project Lunenburg, there are two primary facility needs for the Town of Lunenburg:

- ▶ A new public works building
- ▶ New spaces for community and recreation events and programs, including meetings space and arts and cultural space

In addition to these two facility needs, there are many structures which have had changing roles over the last several years and are surplus to the core requirements of the Town. The Town may look to adapt, sell, or lease these properties; however, future decisions regarding these properties should be made within the context of the conditions and unforeseeable opportunities that arise. While this Plan is comprehensive in nature, it would be inappropriate to prescribe how the future of these buildings may be used, but rather identify them as assets with potential for change through a number of scenarios.

a) Plan for the long term of all municipal facilities, including renovation, sale or lease.

(Supports objectives SF1, SF2, SF4 and SF6)

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Building	Scenario 1	Scenario 2	Scenario 3
Lunenburg Academy (97-101 Kaulbach St)	Library, community rentals, tourist attraction		
Old Fire Hall (40 Townsend St.)	Community rentals	Sold as surplus with public use restrictions	Sold as surplus to retrofit/ redevelop for residential use that includes affordable and accessible housing, and maintains the heritage value
Old New Town School (17 Tannery Road)	Community rentals, museum	Visitor Information Centre	Sold as surplus
Angus Walters House (37 Tannery Rd)	Community rentals	Municipal Archive	Sold as surplus
CN Station (18 Dufferin St)	Community rentals	Visitor Information Centre	Sold as surplus
Community Centre (15 Green St)	Redevelop or renovate for recreation		
Arena (19 Green St)	Redevelop or renovate for recreation	Sold as surplus	
Armouries Building (117Cumberland St)	Municipal and community storage	Renovate for community rental	Sold as surplus to retrofit for residential use that includes affordable and accessible housing, and maintains the heritage value
Blue Building (93 Victoria Rd)	Redevelop for recreation	Sold as surplus	
Town Hall (119 Cumberland St)	Maintain for current use	Renovate for current use plus other uses	
Fire Hall (25 Medway St)	Maintain for current use	Relocate and renovate for community use	

Table 4.3
Potential Facility Scenarios

4.7 Public Works

The Public Works Department in the town is responsible for the systematic management and maintenance of much of the above- and below-ground infrastructure within the town. The Department manages infrastructure including roads, sewer and water, and snow clearing. The Town's Public Works Department and its equipment is spread across the community in many buildings, creating service and financial inefficiencies for the Town.

The 'Blue Building', Armouries Building and Old Fire Hall are all components of the Public Works Department. These buildings are located within residential areas or

future growth areas, were constructed for a different era of public works activity, and are also reaching the end of their lifespan, requiring more and more money for upkeep. The establishment of a purpose-built Public Works Building, located on the outskirts of town, would assist in consolidating several buildings in Lunenburg dedicated to Public Works. A new structure would rectify this disjointed approach to services in the town, and free up these properties to be sold or used for other uses. It would also enable an overall assessment of the best roles and responsibilities for the public works department in the coming decades.

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4.8 Community and Recreation Facilities



In addition to a new public works building, the Town will need to determine how to move forward with the existing community centre and arena, as well as potential for recreation use in other Town buildings. Many of the Town's current recreation assets are centralized around the community centre and arena facilities, and the property is identified as a current and future Recreation and Education Hub in section 2.0 Community Structure. A regional recreation needs assessment and concept plan for the site are identified in section 9.0 Parks and Recreation. The Town Hall could also be renovated or reconfigured to maximize usage of the building.

Old School, Angus Walters House and CN Station

These three buildings are high in value to the community, for their heritage significance and because of their role in providing space for important community organizations. However, these buildings are aging and are outside of the primary operational needs of the municipality. There may also be other locations for the Town to assist in accommodating community rentals. On the other hand, the Old School and Angus Walters House could also have potential as a municipal archive, town museum or visitor information centre (see section 7 Arts and Culture), contributing to the recreation and education hub and expanding visitor

destinations beyond Old Town. The CN Station is in good shape and could continue as a community rental; it might also be a good location for a visitor information centre, commercial uses related to the trail (cafe, bike shop, etc.) or sold as surplus. A decision is needed whether to renovate these buildings and develop a sustainable business case, or sell them as surplus.

Armouries Building and Old Fire Hall

Similar to the Old School, Angus Walters House, and CN Station, these two buildings have heritage significance, but are also currently playing a somewhat practical role in Town operations. With consolidation of public works, the Armouries Building could be converted to be a space for storage and interim uses displaced by the disposal of the Blue Building and Old Fire Hall, renovated for community rental, or it could be sold as surplus. The Old Fire Hall is in a prime location within the town, and could be desirable for many residential or commercial uses. However the UNESCO heritage designation highlights the use of the Townsend-Cumberland block for public institutions and open space. It may therefore be judicious to ensure this property remains within Town ownership, or that any sale includes restrictions to maintain some form of public or non-profit use, whether that be seeing out the life of the building and demolishing it later, or retrofitting it for another purpose.

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Current Fire Hall

The current Fire Hall building is relatively new and meets the needs of fire services, although its location is likely not the highest and best use of this prime property in the core of town, in close proximity to the waterfront. The large surface parking lot must remain vacant for emergency response, which restricts use or development of the site for other uses. As the building ages and a new public works building comes into consideration, the feasibility of relocating the firehall to a consolidated public works facility should also be assessed. This would enable a retrofit of the current Fire Hall to accommodate community and recreation uses that will be displaced from the current recreation and community facilities, such as the farmers' market, community rental spaces, gym and commercial kitchen. There may also be space to accommodate an outdoor performance venue or visitor information centre.

Town Hall

The municipal offices and Council chambers are located within a large heritage building in the centre of Old Town. Like any heritage building, it will require significant maintenance in the coming years. While the building continues to meet the needs of Town administration, there are likely inefficiencies in the allocation of spaces, as well as potential design and technology improvements that will help the Town maintain contemporary operation over the coming decades. An aging structure, Town Hall requires continual

building maintenance. A renovation and reconfiguration of space in Town Hall could improve access and usability of office and meeting space, foster a welcoming environment, and enable municipal archive and storage in the upper floors.

a) Continue to undertake a comprehensive inventory of recreation facilities in the region.

(Supports objectives SF1, SF2 and SF4)

S P

b) Building on the results of the regional recreation inventory and the public works needs assessment, undertake and communicate progress toward a municipal assets and facilities strategy, including renovation, replacement, lease and sale of municipal buildings.

(Supports objectives SF1, SF3 and SF5)

S O

c) Guide the community through a participatory process to develop a recreation and community facilities recapitalization strategy.

(Supports objectives SF1, SF2 and SF4)

S O

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4.9 Emergency Services

Through collaboration with different jurisdictions and agencies, the town is well-served by essential emergency services. Fire protection within Lunenburg is provided by the Lunenburg and District Fire Department which is led by a volunteer Chief, volunteer Deputy Chief and volunteer Assistant Deputy Chief, and has approximately fifty-five (55) volunteer firefighters. The fire department operates from the Lunenburg Fire Hall located within the town boundaries.

Policing in the Town of Lunenburg is provided by the Royal Canadian Mounted Police (RCMP). The RCMP has a detachment located just outside of the town boundary in Lunenburg County. This detachment serves the Town of Lunenburg and the wider county. Finally, Emergency Health Services (EHS) provides paramedic and emergency response services within Lunenburg. There is an ambulance base located within the town along Hall Street.

Fire Protection

a) Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.

(Supports objectives SF2, SF3 and SF6)

P

Policing

b) Continue to work with the local RCMP detachment and other local police forces to ensure public safety is maintained within the town and surrounding community.

(Supports objectives SF2)

P

Ambulance

c) Work with Emergency Health Services to ensure their location and ability to tend to emergencies is not compromised by flood risks due to climate change.

(Supports objectives SF2, SF4, and SF6)

L P

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4.10 Solid Waste Management

Solid waste within Lunenburg is managed through the Solid Waste Management By-law and provides details on how waste is to be stored, sorted and disposed of. The Town, through a contracted solid waste collection company, operates a curbside pick-up for town residents during the year. Residents must sort their solid waste according to the four-stream practice of differentiating paper products, recyclables, organic waste, and non-reusable waste. To assist in solid waste collection and management, the Town provided each property with a composting cart. The Town also manages a compost collection site within the town boundary for organic waste such as tree limbs, grass clippings, and other yard waste, and is available to Town residents from April through to November. Hazardous household waste is not subject to curbside pickup and must be brought directly to a local waste collection facility by the property owner or resident. In the coming years, waste reduction will continue to be an important objective, contributing to overall waste diversion.

a) Continue to provide and provision for the safe collection of solid waste within the town boundary.

(Supports objectives SF1, SF3 and SF6)

L

b) Deepen work with neighbouring municipalities to ensure the town has access to solid waste collection and recycling facilities.

(Supports objectives SF2 and SF6)

P

c) Work with community groups to support waste reduction in homes and businesses.

(Supports objectives SF2 and SF5)

P

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4.11 Electricity

The Town of Lunenburg owns and operates its own electric utility providing residential and commercial services. Lunenburg is one of five municipalities (alongside Antigonish, Berwick, Mahone Bay, and Riverport) that operate their own municipal utilities, and purchases its electricity through an interconnection with Nova Scotia Power.

The Lunenburg Electric Utility distributes electricity in its service district extending to Mason's Beach and Blue Rocks in the Municipality of the District of Lunenburg and is divided into circuits.

a) Evaluate the potential of relocating electrical utility infrastructure underground when road works are undertaken.

Combine under-grounding of electrical infrastructure with pursuing service providers to relocate telecommunication cables underground.

(Supports objective SF2)

S

b) Enhance the resiliency of the electricity grid to withstand impacts of climate change.

(Supports objective SF2)

S

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4.12 Internet

Internet connection speeds are published on the National Broadband Internet Service Availability Map provided by Innovation, Science and Economic Development Canada. According to this Federal Source, Broadband Internet is available throughout the Town of Lunenburg at 50 Mbps.

The blanket-coverage availability of broadband internet puts Lunenburg in a much better position than many other rural areas within Nova Scotia.

However, online applications are developing quickly and 50 Mbps is already at the lower end of available internet speeds in Nova Scotia. Today, large internet service providers (ISPs) offer optical fibre connections with speeds between 100 and 1,500 Mbps.

Presumably, not all ISPs will be equally available on all streets in the Town, which can cause provider monopolies and affordability issues. The Town of Lunenburg will therefore need to seek active partnerships with Federal and Provincial governments as well as with private sector ISPs to maintain a high degree of internet connectivity for the Town.

Partnerships

a) Continue to work with provincial agencies, federal agencies, and private companies to ensure all residents and businesses are serviced with state-of-the-art high-speed internet.

(Supports objectives SF1, SF2 and SF3)

P

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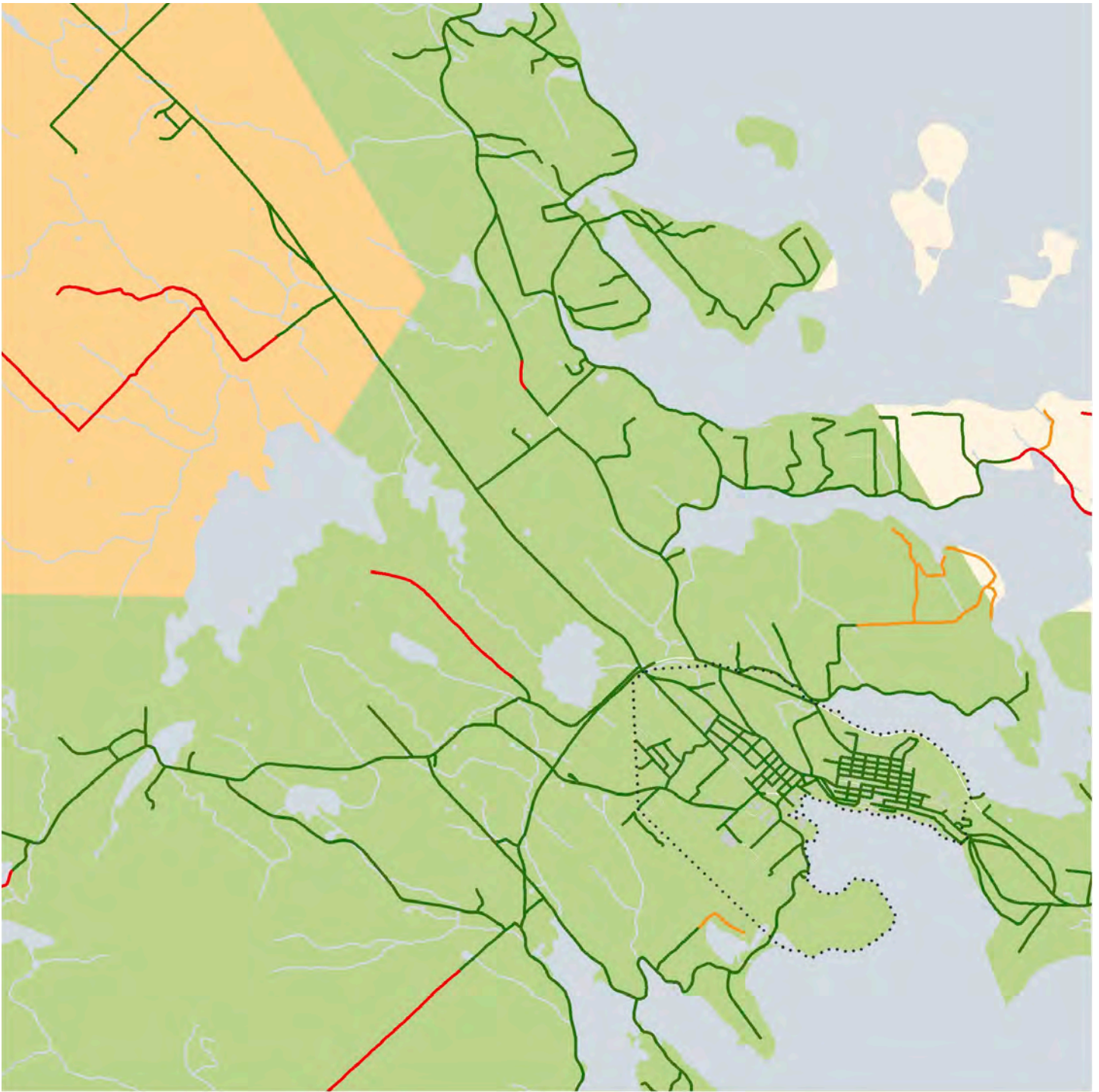
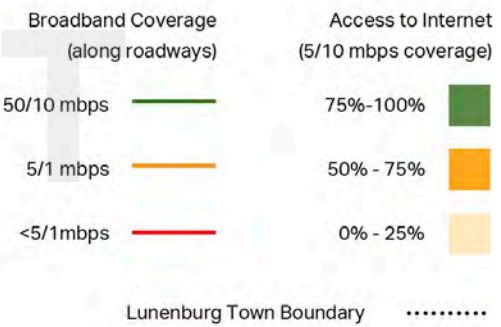


Figure 4.5
 Internet Provision
 (Source: Statistics Canada,
 National Broadband Data)

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Mobility



Transportation is an essential factor in the daily life of residents, and a major component of a visitor's travel experience. The ease of movement between different parts of town can have a significant bearing on the functionality of the town. Due to the town's compact form, Lunenburg residents can enjoy a very walkable community, although topography, gaps in the sidewalk network and a lack of on-street cycling facilities hinder more participation in active transportation. In addition, high automobile and pedestrian volumes during the tourist season can make movement through the town challenging. The search for parking spaces, particularly for locals running day-to-day errands, can be difficult during the summer months and drivers looking for parking contribute to congestion and irritation. Although, a bustling Old Town in particular is a sign of Lunenburg's vitality and popularity as a destination, infrastructure investments are needed to alleviate some of the current challenges of the mobility system.

Goal

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

Objectives

- M1** Balance the transportation and mobility needs of full-time residents and visitors.
- M2** Prioritize the needs of pedestrians followed by cyclists and those using private automobiles.
- M3** Ensure the town's streets, sidewalks, and public places can be used and accessed by everyone, regardless of age or ability.
- M4** Design and implement parking solutions and strategies to meet parking demand.
- M5** Support sustainable transportation options and design.
- M6** Utilize transportation infrastructure for public realm improvements.

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5.1 Connectivity

There are two distinct patterns of movement through the town which occur simultaneously in certain areas of the Town of Lunenburg. Residents of Lunenburg typically travel between one of the residential areas and an array of destinations providing employment, goods and services as well as recreational opportunities. These destinations are largely aligned along an axis reaching from the Stelia plant and its adjoining community facilities to the eastern part of Old Town. The trips of tourists typically begin outside of the community and are directly bound for the historic core of the Old Town.

a) Reduce peak-season vehicle travel by visitors in the Old Town.

(Supports objectives M1 and M4)



b) Provide visitors with attractive alternative options to visit Old Town.

(Supports objectives M1 and M4)



c) Facilitate good connectivity for residents to places of work, education, services and recreation facilities within the town.

(Supports objective M1)



d) Improve connectivity between Old Town and New Town for all modes of transportation.

(Supports objectives M1, M3 and M5)



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5.2 Roads

Active Transportation: Active Transportation (AT) aims to enhance quality of life, promote healthier lifestyles, reduce vehicle traffic and improve the experience of public roadways. AT includes walking and biking, as well as in-line skating, jogging, skateboarding, and the use of motorized personal mobility devices such as powered wheelchairs and medical scooters.

Access Management: Access Management is the proactive management of vehicular access points to land parcels adjacent to a roadway.

Road Improvements

Lunenburg features a great variety of street types. Each street's layout and design characteristics are closely tied to the period in Lunenburg's 267 year history in which it was developed. As a result, friction areas have been created where streets and areas of different time periods connect with one another and create problematic, in some cases dangerous traffic flows.

Some of the most challenging road designs and impediments to active transportation are compounded around the most frequented travel route of local residents between the community facilities around Bluenose Academy and the Old Town. Design improvements within the public right-of-ways can improve the safety of all travel modes, increase the usage of active transportation modes by town residents, and open up land for streetscape upgrades and development of public spaces.

a) Realign intersection of Falkland, Dufferin, and Lincoln Streets, and implement streetscape improvements and an extension of the Bay-to-Bay trail to the Lunenburg Harbourwalk.

(Supports objectives M2, M3, M5 and M6)

L

b) Optimize travel lane widths on Falkland Street and integrate cycle lanes, widened sidewalks or multi-use trail.

(Supports objectives M1, M2, M3 and M5)

L

c) Realign the intersection of Victoria Road, Falkland and Brook Streets to improve for vehicles and pedestrians.

(Supports objectives M2, M3 and M6)

L

d) Implement access management on Victoria Road to reduce the number of driveways and limit the frequency of potential collision points with pedestrians and other active transportation users.

(Supports objectives M2, M3 and M5)

S L

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New Roads

The Town of Lunenburg owns all but three roads within the confines of the town boundaries: Highway 332 (bypassing the community to the north) is owned by the Province and only a few roads are privately owned. Maintenance, cleaning, snow clearing, lighting and provision of underground infrastructure on municipal roads accounts for a significant part of the Town's budget. The creation of new subdivisions needs to be considered with the return on investment in mind. The community structure plan identifies locations for growth that increase efficiencies through development that either constitutes infill or that is contiguous to existing neighbourhoods.

e) Maximize internal and external connectivity of roads in new subdivisions.
(Supports objectives M2, M3 and M5)

L

f) Update Municipal Engineering Specifications and Subdivision By-law to optimize road cross sections, integrate active transportation facilities and reduce capital and operational costs.

(Supports objectives M2, M3 and M5)

S L

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Visual Cues:
Streetscape elements and design details that create a visually rich and inviting environment that signal to motorists that they are entering a pedestrian-friendly district.

Road Travel Speeds

Current maximum travel speeds of 50 km/h are problematic on many of Lunenburg's narrow streets. In addition, the 2009 Lunenburg Traffic and Parking Study also identified that vehicle speeds tend to exceed the 50 km/h speed limit on arterial roads leading in and out of town.

Prior to posting any speed limits, a municipality must obtain approval from the Provincial Traffic Authority pursuant to s.104 of the NS Motor Vehicle Act. Until the beginning of the last decade, it was a long-standing practice of the Provincial Traffic Authority not to approve posted maximum speeds below 50 km/h. This practice has started evolving since a 2016 report of the provincial Road Safety Advisory Committee¹, which acknowledges that "there are situations where the existing or planned road environment encourages lower speeds".

Speed limits play only a partial role in actually slowing down vehicles. Drivers of vehicles tend to be more responsive to visual cues than posted speed limits. When drivers approach narrow streets surrounded by a higher degree of activity, they are more likely to slow down than on a wider road.

g) Reduce speed limit to 30 km/h on Old Town streets without sidewalks to foster a shared street environment.

(Supports objectives M2 and M5)

Le

h) Identify speed limit reductions on residential roads throughout the town through consultation with residents.

(Supports objectives M2 and M5)

Le

i) Update Municipal Engineering Specifications and Subdivision By-law to enable narrower traffic lane widths and a more balanced utilization of public right-of-ways across all transportation modes.

(Supports objectives M2, M3 and M5)

S L

j) Redesign Victoria Road to support its conversion to a main street and to give drivers visual cues that they have entered the Town of Lunenburg.

(Supports objectives M2, M3 and M5)

L

k) Consult with the Department of Transportation and Infrastructure Renewal about requirements and conditions associated with lowering maximum speed limits in parts of the town.

(Supports objectives M1, M3 and M5)

P O

¹ https://novascotia.ca/tran/publications/RSAC_Recommendation_Low_Speed_Zones.pdf

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5.3 Active Transportation

Placemaking:

Placemaking is how we collectively shape our public realm to maximize shared value. Rooted in community-based participation, Placemaking involves the planning, design, management and programming of public spaces.

The 2016 Census data reveals that 77% of commutes to work by residents of the Town of Lunenburg were made by car while 20% of trips were made by walking. This is an increase of motorized commutes compared with 2011, when car-based work trips accounted for 69% of all trips. The transportation behavioural profile of Lunenburg suggests that travel patterns are dominated by short, local trips. The opportunity therefore exists to halt the trend towards auto dependence by improving the quality and availability of non-motorized mobility.

New Active Transportation Linkages

a) Link Bay-to-Bay Trail to Bluenose Drive via local street bikeway or shared street on Lower Street.

(Supports objectives M2, M3 and M5)



b) Implement bike lanes on Bluenose Drive.

(Supports objectives M2, M3 and M5)



c) Upgrade Falkland Street to create cycling and pedestrian link between recreation hub visitor parking area and Bay-to-Bay Trail.

(Supports objectives M2, M3 and M5)



d) Create a pedestrian link between Falkland Street and golf course.

(Supports objectives M2, M3 and M5)



e) Create a linear pedestrian plaza on King Street.

(Supports objectives M2, M3, M5 and M6)



f) Implement streetscape and placemaking improvements on Bluenose Drive, Falkland Street and Victoria Road.

(Supports objectives M2, M3, M5 and M6)



g) Work with Bay-to-Bay Trail Association to upgrade Bay-to-Bay Trail and its road crossings to a suitable cycling facility.

(Supports objectives M2, M3 and M5)



h) Provide amenities including pedestrian scale lighting, benches, washrooms, and drinking water along active transportation routes.

(Supports objectives M1, M2 and M3)



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Figure 5.1
Cycling and Pedestrian Key Connections

- - - Town Boundary
- Existing AT Connections
- New/ Improved AT Connections
- Streetscape/ Placemaking Improvements
- P Visitor Parking
- P Tour Bus Parking
- P RV Parking
- ✱ Tour Bus Drop-Off

Bicycle Facilities

i) Support bike share enterprises.

(Supports objectives M1 and M2)

P O

j) Provide ample bicycle parking at institutions, employment areas, and other destinations within the town.

(Supports objective M3)

L

k) Provide bicycle repair stations around town in publicly accessible areas.

(Supports objectives M1 and M2)

L

l) Consider the seasonal implementation of bicycle corrals in Old Town Lunenburg.

(Supports objectives M1 and M2)

L O

m) Set minimum bicycle parking requirements for new developments in the Land Use By-law.

(Supports objectives M2 and M5)

L

Pedestrian Infrastructure

Much of Old Town Lunenburg features sidewalks, while many of New Town's streets have gravel shoulders. A number of Old Town's upper streets have neither sidewalks nor gravel shoulders. Residential front lawns, vegetated ditches and front steps of houses however, create a charming edge along the narrow streets. The character of those streets should not be compromised by constructing hard edged concrete sidewalks. Instead, a 30km/h speed limit should be implemented and the streets should function as shared streets to create a safe pedestrian environment. King Street, with its exceptionally wide right-of-way, however, should be considered for a new sidewalk between Creighton Street and Townsend Street.

n) Treat Old Town's upper streets which have no sidewalks as shared streets and implement a 30km/h speed limit.

(Supports objectives M2, M3 and M5)

L Le

o) Construct sidewalk on King Street between Creighton Street and Townsend Street to complete pedestrian link to waterfront.

(Supports objectives M2, M3 and M5)

L

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p) Remove one lane of on-street parking from Linden Avenue and add sidewalks. (Supports objectives M2, M3 and M5)

L

q) Require either sidewalks or shared street design in new subdivisions. (Supports objectives M2, M3 and M5)

L

r) Provide continuous sidewalks on new Victoria Road/Falkand Street mixed-use corridor. (Supports objectives M2, M3 and M5)

L

s) Add boardwalk to Tannery Road. (Supports objectives M2, M3, M5 and M6)

L

t) Implement 30km/h speed limit on Tannery Road between Buenavista Crescent and Knickle Road and add painted line for on-street pedestrian movement.

(Supports objectives M2, M3 and M5)

L Le

u) Identify Old Town streets for temporary closures to vehicles during peak tourism season.

(Supports objectives M1, M2 and M3)

S O

v) Support festivals and workshops that pedestrianize streets on special occasions.

(Supports objectives M1, M2 and M3)

P O



Figure 5.2
Tannery Road Boardwalk

Accessibility

Over 30 percent of Nova Scotians aged 15 and older have at least one disability. Disabilities do not necessarily prevent these persons from fully participating in all aspects of life in their communities - but barriers in transportation, communication, and the built environment do. When accessibility is considered from the very beginning of any new project, it can be included into buildings or services at basically no cost. Recent changes in provincial legislation will facilitate the integration of accessibility aspects in any new designs.

By adopting the Accessibility Act, the Province has declared the goal of an accessible Nova Scotia by 2030. By April 1, 2021, municipalities are required to adopt accessibility plans which shall address strategies to remove - among other issues - barriers from the built environment in public spaces. The Provincial Accessibility Advisory Board also established the Built Environment Standards Development Committee in 2019. The committee is currently working on built environment standards, scheduled to be enacted in 2021 and to apply in 2022. These new legal requirements will have to be considered in all aspects of municipal governance and are important aspects of active transportation planning.

Lunenburg, like the rest of Nova Scotia, is aging. While an aging population results in a reduction of work trips, good quality active transportation and public transit infrastructure generally reduce the dependency on cars for both leisure and utilitarian trips. As a population ages, the mobility needs of the town's residents also changes. First, older adults are more likely to have disabilities than younger people. Secondly, older adults without disabilities also have different mobility needs, including resting opportunities to pause during long walks or better winter maintenance. More accessible public spaces may consequently convince more senior citizens to decrease the frequency of car trips.

w) Continue work in the Lunenburg County Joint Accessibility Advisory Committee to establish a (joint) Municipal Accessibility Plan to identify, remove and prevent barriers in the policies, programs, practices and services of the municipality.

(Supports objective M3)

S P O Le

x) Integrate accessibility in all active transportation projects outlined in this chapter.

(Supports objectives M2 and M3)

O

y) Ensure sidewalks, curb cuts and crosswalks are able to safely accommodate persons using mobility devices year-round.

(Supports objective M3)

L

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5.4 Parking and Visitor Arrival Strategies



Most of the town features permissive on-street parking. Some exceptions include total parking restriction on Green Street, and active parking management in the town core, which features time-restricted metered parking. There are also a number of parking lots with varying degrees of management and permissions.

The need for parking in the town varies greatly over the course of a year. On one hand, the Town seeks to accommodate the high tourist demand for parking in a manner that minimizes disruption of local activity and keeps the Town safe and pleasant. On the other hand, it cannot maximize facilities and infrastructure specifically for tourism and leave it underutilized for the rest of the year when only typical demand is experienced.

There is a total of 471 managed parking spaces for the general public in the vicinity of the Old Town core (see image below). This number includes 95 parking stalls in parking lots and further 376 designated parking spaces on streets. Some of these parking spots are metered or include limitations of the maximum parking duration. However, many on-street parking spaces feature either very generous time limits or no time restrictions at all.

Visitor Parking

a) Dedicate parking lot at Memorial Arena as a new primary visitor parking area and optimize layout as recreation hub gets revitalized.

(Supports objectives M1 and M4)



b) Install parking directional signage at town entrances to direct visitors to new visitor parking area.

(Supports objectives M1 and M4)



c) Promote new visitor parking area as free of charge as opposed to paid parking in Old Town.

(Supports objectives M1 and M4)



d) Expand metered parking and increase metered parking fees in Old Town to disincentivize visitors from looking for parking in Old Town.

(Supports objectives M1 and M4)



e) Create attractive streetscape and pedestrian link with clear signage directing visitors from parking lot to Old Town and back.

(Supports objectives M1 and M4)



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f) Work with private business to provide visitor shuttle service to Old Town.

(Supports objectives M1 and M4)

P **O**

g) Provide and promote free accessible parking spaces for visitors and residents throughout Old Town.

(Supports objectives M1 and M4)

L **O**

Parking for Residents

h) Introduce Old Town residential parking permits to allow for unlimited parking near primary residence.

(Supports objectives M1 and M4)

O

i) Introduce Old Town parking permit for all Town of Lunenburg residents that allows for 30-minute parking to facilitate errands and shopping from local merchants.

(Supports objectives M1 and M4)

O

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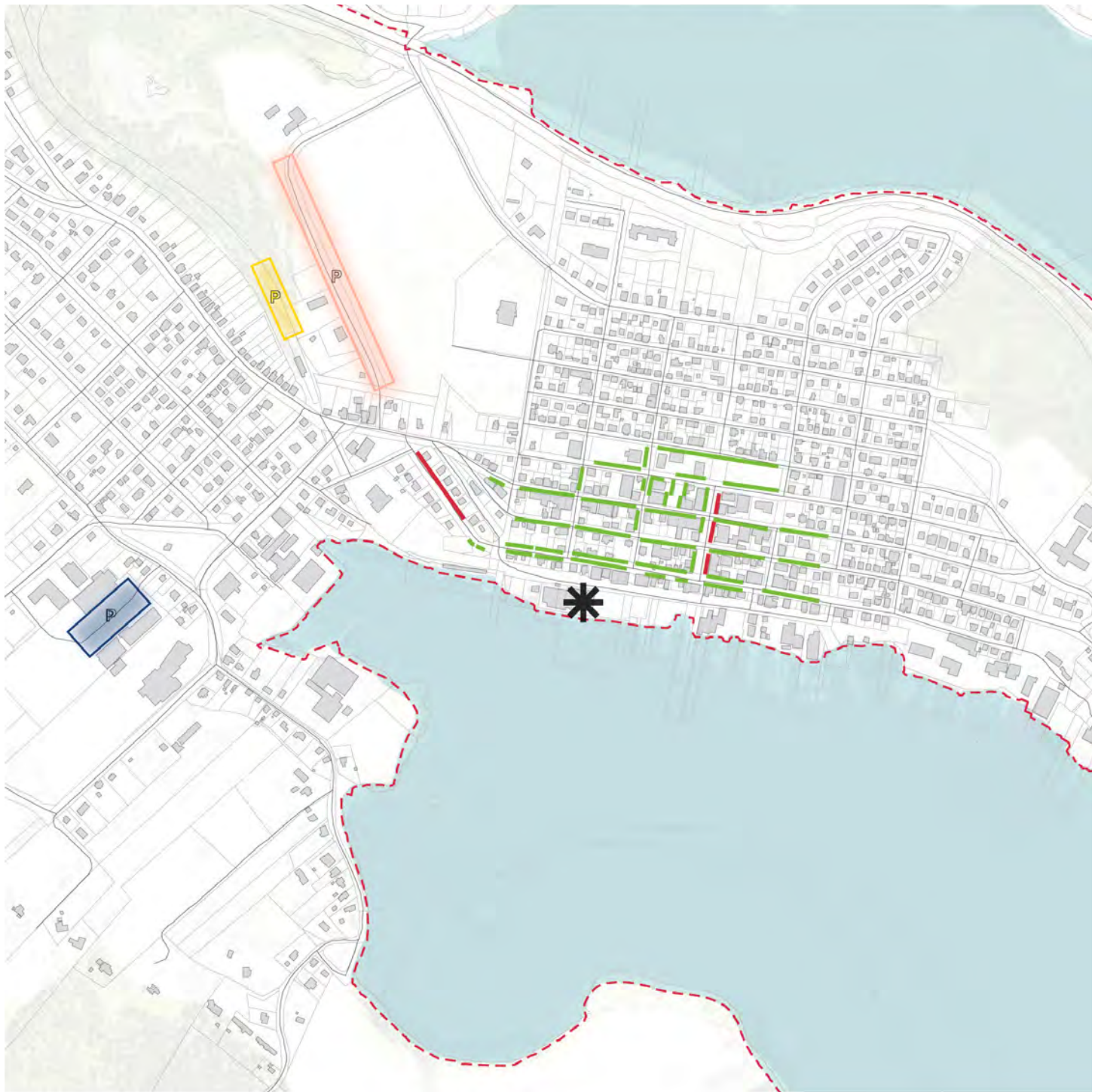


Figure 5.3
Parking Strategy

- - - Town Boundary
- Metered Parking
- Parking Removed
- P Visitor Parking
- P Tour Bus Parking
- P RV Parking
- ✱ Tour Bus Drop-Off

Tour Bus and RV Parking

j) Create new tour bus parking lane along Starr Street and provide portable toilets for bus drivers, while maintaining vehicle and active transportation access.

(Supports objectives M1 and M4)

L O

k) Dedicate tour bus drop off at Bluenose Drive and permit tour buses to stop for drop-offs and pick-ups only.

(Supports objectives M1 and M4)

L

l) Provide RV parking in the former railway right-of-way behind the railway station building.

(Supports objectives M1 and M4)

L

m) Consider mobile tour guides to provide visitor information throughout the town.

(Supports objectives M1 and M4)

S O

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Figure 5.4
Green Street Visitor Parking Welcome
Plaza

Other Parking Provisions

n) Partner with business owners to encourage benefits for employees and customers who do not drive to their businesses/workplace.

(Supports objectives M1, M2 and M4)

P

o) Require short-term rental units to provide sufficient supply of on-site parking space for their guests. This should be regulated through the Short-Term Rental By-law and include ideally one parking space per rented unit or room. Rules on this item can vary between different areas of town.

(Supports objectives M1, M2 and M4)

Le

p) Allow but do not require on-site parking for new mixed-use developments in certain areas of Town such as Victoria Road. Compact development with residential and commercial space in the same buildings may have negative short-term effects on parking in the vicinity of the development, but will facilitate a car-free lifestyle in the long run.

(Supports objective M4)

L

q) Encourage the implementation of off-peak commercial delivery programs in Old Town Lunenburg for loading and unloading of commercial goods.

(Supports objectives M2 and M3)

P O

Future Parking Planning

Apart from short and mid-term measures mentioned in the previous sections of this chapter, a long-term parking plan needs to be devised for the Town of Lunenburg. The issue of parking is of fundamental importance to the community and requires a systemic plan for the next decades to come. The first step to a parking plan is a better understanding of the current parking utilization and parking behaviour of both residents and visitors.

r) Study utilization of parking spaces at different times of year, days of the week and time of day.

(Supports objectives M4 and M5)

S

s) Develop a long-term parking plan for the town to improve parking efficiency but also to reduce the demand for parking.

(Supports objectives M1 and M4)

S

t) Explore innovative strategies, such as a shuttle service to shuttle tourists to and from tour buses parked outside of the main core.

(Supports objectives M1, M2, M3 and M4)

P O

u) Continue to update and review parking requirements when technologies such as autonomous vehicles become available.

(Supports objective M4)

L

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Large Vehicles

Large vehicles such as tour buses and recreational vehicles can be particularly disruptive to traffic flows in Old Town. The narrow network of streets with steep inclines makes some turns difficult to execute and causes large vehicles occasionally to get stuck. Strategies to deal with large vehicles therefore play a vital role in balancing the needs of residents and visitors in the Town of Lunenburg.

v) Create clear and easy-to-follow signage for drivers of large vehicles, guiding them through streets that are navigable for their purposes.

(Supports objective M1)

O

w) Limit tour buses to a dedicated street in Old Town Lunenburg to access the dedicated Starr Street bus parking spaces.

(Supports objective M1)

L O

x) Ensure horse-drawn transportation is considered in all transportation related decisions.

(Supports objective M1)

L

y) Continue to update the Hack and Trolley By-law to ensure the safety of the public is maintained.

(Supports objective M1)

Le

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5.5 Design Details

A mobility network must be designed in a manner that facilitates safe, comfortable, and enjoyable transportation. Macro-level design such as bicycle routes, sidewalk networks, and automobile parking must be complemented with more fine-grained design elements that enrich individual spaces.

Visitor Parking

a) Identify locations for sidewalk 'bump-outs' at crosswalks to improve pedestrian safety at sensitive locations.

(Supports objectives M2, M3 and M5)

S **L**

b) Shorten the crossing distance of long crosswalks using pedestrian safety islands and midblocks.

(Supports objectives M2 and M5)

L

c) Right-size vehicle roadways and dedicate surplus lands to other modes of transportation.

(Supports objectives M5 and M6)

L

d) Use low-cost, interim design strategies to test new concepts on streets and intersections. When there is uncertainty if an intersection redesign will work in practice, use planters, boulders, paint and see how ideas work in practice without spending much money.

(Supports objectives M5 and M6)

L

e) Integrate 'green street' technologies including bioswales, permeable pavement, and bioretention areas to reduce net runoff from streets.

(Supports objective M5)

L

f) Discourage the development of multi-level parking structures in the town, and:

i) support businesses in providing valet parking options

ii) carefully assess and mitigate impact of scale, facade design and access/egress of parking structures

iii) apply standards for infill development as per Section 7.4 Infill and New Development

(Supports objectives M1 and M4)

L

g) Ensure that surface parking lots are landscaped with trees and bushes that define the street edge, visually screen the parking lot and reduce the number of collision points with pedestrians by managing access and egress.

(Supports objectives M1 and M4)

L

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5.6 Public Transit and Regional Connections

The Town of Lunenburg does not currently have access to a transit system. Two studies have been undertaken exploring the feasibility of a regional transit system (Municipality of the District of Lunenburg, Public Transportation Feasibility Study, 2009; and the Joint Transportation Committee 2014 Public Transportation Study). Consultations for these studies clearly demonstrated a community need for a publicly funded transit service. A key challenge for transit through the region is the size and extent of the service area, where many residents travel long distances to their destinations.

a) Investigate and explore the feasibility of a local public transit system.

(Supports objectives M1 and M2)

S

b) Work with regional partners and municipalities on the potential of a regional public transportation system.

(Supports objectives M1 and M2)

P O

c) Systematically monitor opportunities to obtain funding for rural transit through opportunities such as the Public Transportation Assistance Program (PTAP) managed by the Department of Communities, Culture and Heritage.

(Supports objectives M1 and M2)

F O

d) Monitor the progress of provincial legislation related to ride-hailing apps. Consider the establishment of a 'call a ride' app with neighbouring municipalities.

(Supports objective M5)

P O

e) Liaise with Maritime Bus to support the company in maintaining scheduled bus service to Halifax.

(Supports objective M5)

P O

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Economic Development



Placemaking: A process that involves a collaborative approach to re-imagining and reinventing public spaces.

Circular Economy: A circular economy is one that focuses on reducing waste, ensuring the continued use of products, and allowing the natural environment to regenerate.

The Town of Lunenburg has a diverse economy, one that has adapted to changing micro- and macro-economic conditions throughout its history. Farming, fishing, shipbuilding and ocean-based commerce formed the foundation of the early economy. Today, tourism, accommodation, manufacturing, and creative and service industries play an important role in Lunenburg's economy. Exploring ways to develop and innovate how the town's economy functions will be critical to the prosperity of the town. Economic development and innovation can create an environment where people want to invest, live, and work.

A resounding message that arose throughout Project Lunenburg was the desire to ensure a balanced economy that provides more year-round employment. Currently, there is a strong representation in the accommodation, food services, arts and entertainment, and retail trade industries - primarily associated with the town's popularity as a tourist destination. While extremely valuable to the local economy, many in the community want to see a greater variety of employment opportunities across all sectors. Greater balance in the types and scales of businesses that operate will benefit the community and provide a greater diversity of employment opportunities.

Changing demographic trends in Lunenburg must be considered for economic development purposes. Lunenburg is challenged with an aging, shrinking population, with a greater number of individuals leaving the workforce compared to the number of young persons entering into the job market. Economic development that prioritizes year-round employment may begin to reverse these trends.

There are many factors outside of the scope of municipal governance that contribute to economic development. Educational and technological trends are in part driving economic changes, and increased globalization is reducing the significance of traditional barriers. However, municipalities are still able to play a key role in local and regional economic development. In small towns like Lunenburg, the main underpinning of successful economic development is the inclusion of local residents and stakeholders, providing them with ownership and responsibility in decision making. Leveraging the existing social and human capital in addition to Lunenburg's proximity to Bridgewater and Halifax, its highly educated population, strong built and natural environment, and excellent arts, cultural and recreational assets positions the town to facilitate and sustain a healthy, safe, and diverse economy.

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Goal

A town where year-round, well-paying employment is available to all residents.

Objectives

ED1 Promote economic development that permits and encourages high-quality, resilient employment opportunities within the town.

ED2 Create a regulatory framework that ensures clarity and consistency for current and future businesses and industries.

ED3 Ensure economic development is conducted in harmony with the environment.

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6.1 General

The future economy of Lunenburg will be dependent on the ability to ensure the town remains an attractive destination for business and residents. Supporting existing businesses while encouraging new businesses to locate in Lunenburg can be achieved by establishing clear and consistent frameworks and regulations for businesses to follow. Throughout Project Lunenburg, the business community and population more broadly emphasized the need for the Town to take on a greater role in economic development. Facilitating economic development through strategic partnerships and collaboration could help to strengthen Lunenburg's regional presence.

Municipal Initiatives

a) Establish a staff position that can support economic and community development initiatives. This could also be achieved by entering a cost-sharing model with a regional partner, with responsibilities for business and workforce attraction/retention, tourism and destination management, among other economic development management operations.

(Supports objective ED1)

O P

b) Explore the feasibility and potential partnerships for a community development and investment fund, intended to provide local businesses and organizations with resources to increase their operating capacity.

(Supports objectives ED1)

F P

c) Create and maintain a detailed inventory of community economic data including, but not limited to labour market statistics, a businesses directory, vacant land and storefront inventory, and a 'development ready' land inventory.

(Supports objectives ED1)

O

d) Support local retailers and operators by creating a Town policy to purchase from local sources where possible and in accordance with the Public Procurement Act.

(Supports objective ED1)

Le

e) Coordinate infrastructure and streetscaping improvements to minimize disruption to businesses.

(Supports objective ED2)

O

f) Continue to operate the municipal internship program to help attract and retain young people in Lunenburg.

(Supports objective ED1)

O

g) Continue to monitor the town's taxation structure to ensure it is adequately balanced for fairness and effectiveness.

(Supports objectives ED1 and ED2)

O

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Satellite Campus: An educational campus that is removed from the main campus. A satellite campus can be located in a different municipality, province, or country, and is usually smaller in scale than the main campus.

Location-independent business: A business that does not require a fixed, or particular location to operate successfully. A call-centre would be an example of this type of business.

h) Continue to liaise between Town Council and the private sector through formalized communication channel.

(Supports objective ED1)

P

i) Enhance relationships with surrounding communities and municipalities to promote Lunenburg and the South Shore as a place to reside.

(Supports objective ED1)

P

j) Continue to communicate with Nova Scotian, Canadian, and global educational institutions about developing satellite campuses in Lunenburg.

(Supports objective ED1)

P

Land Use

k) Develop zoning handouts available at Town Hall and online to explain what is allowed, as well as planning and development processes.

(Supports objective ED2)

L O

l) Conduct a review of the building and development permitting and approval processes and identify room for improvement regarding general permit and approval process clarity, cost, and creating efficiencies to expedite the process.

(Supports objective ED2)

L Le

Town Identity and Marketing

m) Work with residents, community members, businesses and other stakeholders to develop a renewed brand for Lunenburg, focused on attracting full-time residents and visitors.

(Supports objective ED1)

P O

n) Support local placemaking initiatives through financial, policy, and regulatory initiatives.

(Supports objective ED1)

O F Le

o) Recognize and promote the importance of the cultural industry in Lunenburg's identity.

(Supports objective ED1)

O

p) Promote the development of Lunenburg as an innovation hub through partnerships, regulations, and financing.

(Supports objectives ED1 and ED2)

P Le F

q) Actively promote Lunenburg as a town for location-independent businesses.

(Supports objective ED1)

O

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Innovation Hub: Try to serve as a gathering space for like-minded individuals interested in technology and innovation. They foster communities of technologically forward-thinking people, providing them with tools they can use to start collaborating and innovating.

Circular Economy: Is based on the principles of designing out waste and pollution, keeping products and materials in use, and regenerating natural systems.

Business & Employee Attraction and Retention

r) Work with the Fisherman’s Memorial Hospital and industrial and technology businesses to support their continued success as major employers within the town.

(Supports objective ED1)

P

s) Consider establishing town ‘ambassadors’ that assist in promoting Lunenburg for business opportunities

(Supports objective ED1)

O

t) Actively promote Lunenburg as a destination for new immigrants.

(Supports objectives ED1)

O P

Entrepreneurship

u) Support small businesses and entrepreneurs through land use regulation, programs, and other initiatives.

(Supports objectives ED1 and ED2)

L O

v) Support the creation of live/work units within residential areas through land use regulations.

(Supports objective ED1)

L

w) Encourage the creation of maker spaces within commercial areas throughout Lunenburg to encourage entrepreneurial activities.

(Supports objective ED1)

L

x) Support home occupations throughout Lunenburg through land use regulations.

(Supports objectives ED1 and ED2)

L

Green Economy

y) Support green economic development through local research programs, technology hubs, business incubators, and networking opportunities.

(Supports objectives ED1 and ED3)

O

z) Develop a circular economy storefront in partnership with residents, businesses, and waste diversion experts aimed at collaborating to reduce waste in Lunenburg.

(Supports objective ED3)

O P

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6.2 Commercial Streets

For over two centuries, Old Town Lunenburg has been the bustling central business district of the community. The architectural heritage and small lots create ideal conditions for high foot-traffic from passersby. Future commercial activities in Lunenburg should continue to leverage the advantages inherent to the built form of the Old Town area, but also establish conditions conducive to economic prosperity in other areas of Lunenburg. Successful and economically productive commercial areas can be facilitated through land use regulations, programming, and the creation of walkable streets, that is, those that are safe, convenient, and enjoyable.

a) Support commercial streets through land use regulations.

(Supports objectives ED1 and ED2)



b) Support commercial and mixed use development in New Town.

(Supports objectives ED1 and ED3)



c) Encourage and permit commercial activities within the street right of way, including sidewalk cafés, through land use regulations.

(Supports objectives ED1 and ED2)



d) Enable the conversion of Old Town residential structures into first-floor commercial uses.

(Supports objectives ED1)



e) Encourage commercial events on temporarily closed streets and parklets including:

i) pop-up spaces

ii) craft fairs

iii) street markets

iv) festivals and events.

(Supports objectives ED1 and ED3)



f) Create a program to enable the rental of vacant first-floor commercial space for retail, bar, restaurant and event pop-ups.

(Supports objective ED1)



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6.3 Tourism

One of the best intact examples of British colonial settlement in North America – earning it UNESCO World Heritage Site designation – Lunenburg attracts people from near and far, injecting money into the local economy. Tourism has played a key role in Lunenburg’s economy, with many of the local shops and businesses oriented towards serving the traveling public. One of the primary messages delivered by the community through Project Lunenburg was to find more of a balance between tourism uses and other types of services. The following policy directions are intended to ensure tourism is still supported in Lunenburg but that the economy is primarily meant to serve residents and employees within the town.

a) Encourage the continued expansion of the shoulder season through housing and accommodations which cater to employees and visitors.

(Supports objective ED1)

L

b) Support the artistic, cultural, and heritage sectors of the economy through promotion, financial incentives and land use regulations such as waiving floor area requirements for home-based businesses within confines of Building Code.

(Supports objectives ED1 and ED2)

O P F L

c) Promote and encourage eco-tourism and cycle-tourism throughout Lunenburg and the South Shore in partnership with organizations including Bicycle Nova Scotia and surrounding municipalities.

(Supports objectives ED1 and ED3)

P

d) Explore opportunities to establish a centralized online location for community events and attractions. This may require partnership and collaboration with organizations including, but not limited to:

i) Develop Nova Scotia

ii) Tourism Nova Scotia

iii) Lunenburg Board of Trade

iv) Neighbouring municipalities.

(Supports objective ED1)

O P

e) Develop and implement a communications plan in partnership with local, regional, and provincial agencies, to create a cohesive message for the tourism and cultural industries.

(Supports objective ED1)

O P

f) Promote collaboration between tourism and working waterfront uses.

(Supports objective ED1)

P

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g) Promote collaboration among businesses to effectively use resources for events, festivals, and attractions.
(Supports objective ED1)

P

h) Partner with local and provincial agencies including, but not limited to Tourism Nova Scotia and Develop Nova Scotia to create winter opportunities for residents and visitors.
(Supports objective ED1)

P

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6.4 Retail Trade

A large portion of businesses in Lunenburg take part in the retail trade sector. These businesses provide local residents and visitors access to goods throughout the year - with many of the retail trade businesses located in Old Town Lunenburg. Although chain-retailers exist in Lunenburg, many of the businesses in Lunenburg are individually owned, and contribute to the Town's vibrant streetscapes. The future economy of Lunenburg should be based upon a balance, including the size, scale, and location of small- and large-businesses in Lunenburg. Where new commercial development is proposed, it should be integrated into the traditional development pattern of Lunenburg, where possible This includes consideration for the siting and orientation of structures.

Small Businesses

a) Continue to promote small business in Lunenburg through land use regulations.

(Supports objective ED1)

L

b) Partner with small businesses to establish knowledge sharing for existing and potential businesses.

(Supports objective ED1)

P O

Commercial

c) Develop land use regulations to ensure commercial developments can be integrated into traditional development patterns and new mixed-use developments.

(Supports objectives ED1 and ED2)

L

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6.5 Industrial and Waterfront Activity

Lunenburg's waterfront has long been one of the principal assets in its harbour. Traditional shipbuilding structures, wharves, and piers frame the front harbour, while shipbuilding and accessory production, aeronautics, fish processing and metal fabrication have considerable representation as town employers. These industries have an important role in the cultural identity of Lunenburg. Economic development policies and planning must consider the role these industries play and attempt to support and enhance their prominence in the town.

Industrial

a) Support the expansion and continued operation of industrial waterfront activities through land use regulations.

(Supports objectives ED1 and ED2)

L

b) Support industrial areas on the periphery of Town.

(Supports objective ED1)

L

c) Provide for the future expansion of employment opportunities through the protection of industrial zoned land.

(Supports objective ED1)

L

d) Partner with local industrial and marine industries to promote knowledge sharing and grow public interest in these industries.

(Supports objective ED1)

P

e) Ensure local industrial and waterfront uses are adequately serviced with water, sewer, and other services they require.

(Supports objective ED1)

L

f) Actively recruit companies in the marine industrial sector to operate in Lunenburg.

(Supports objective ED1)

O

g) Continue to improve marine and harbour infrastructure to enhance marine economic activities.

(Supports objective ED1)

L

P

Commercial Fishing

h) Continue to support off-shore commercial fishing operations in Lunenburg.

(Supports objective ED1)

O

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Waterfront and Ocean Based Commerce

i) Continue to work with the Lunenburg Harbour Authority to support the operations of fishing industry and access around the inshore wharves.

(Supports objectives ED1 and ED3)

P O

j) Enhance boat infrastructure for pleasure crafts.

(Supports objective ED3)

L P

k) Consider the development of a 'Sea Level Rise Succession Plan' for businesses and industries that will be most impacted by sea level rise.

(Supports objectives ED1 and ED3)

S L P

l) Explore potential partnerships to leverage Canadian Ocean Supercluster opportunities and affiliation with the Centre for Ocean Ventures and Entrepreneurship (COVE) Satellite Site with Regional Specialization.

(Supports objectives ED1 and ED3)

P

m) Continue to work with Develop Nova Scotia to accomplish the goals established within the *Lunenburg Waterfront Master Plan*.

(Supports objective ED1)

P O

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Heritage

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Conservation:

An overarching term that includes all the actions needed to safeguard and extend the life of the significant heritage resources. Conservation includes three different approaches (preservation, rehabilitation, and restoration) that singly or in combination may be used to ensure that the heritage values and the character-defining elements are protected.

Preservation:

A conservation approach that focuses on protecting, maintaining and stabilizing the existing heritage resources without accommodating a great deal of change.

The history of Lunenburg and the surrounding land begins long before the arrival of European settlers. The Mi'kmaq have been present in what is now called "Nova Scotia" for at least 10,000 years, traditionally practicing seasonal habitation and relying on the land to fish, hunt and gather. When French settlers arrived in Lunenburg in the 17th century, they relied on Mi'kmaw knowledge of the land to access rich natural resources. European settlement continued under British rule, bringing German and other European colonizers in the eighteenth and nineteenth centuries. Throughout Nova Scotia, Mi'kmaq people experienced illness and forced displacement from unceded territory, despite the Treaties of Peace and Friendship. The legacies of colonial structures persist today, in what is now understood to be a genocide on First Nations people (*Article II Genocide Convention, United Nations*), and which continues throughout Mi'kma'ki and Turtle Island (or North America). As the 2019 National Inquiry into Missing and Murdered Indigenous Women and Girls states, "this genocide has been empowered by colonial structures evidenced notably by the Indian Act, the Sixties Scoop, residential schools and breaches of human rights and Indigenous rights".

Today, First Nations reservations are spread across the province, and the Acadia First Nation has ties to traditional territory across the south shore. Much of Lunenburg's popularly recognized and preserved heritage tells a story of colonial European legacies of fishing, farming and shipbuilding, but the cultural history of the Mi'kmaq remains crucial to an understanding of the land. Since the mid 18th century, Lunenburg has been covered under the Peace and Friendship Treaties which extend across the Maritime Provinces and northern Quebec, securing land use rights for Indigenous descendants.

Lunenburg's cultural heritage landscape is continually evolving. The prosperity of European Lunenburg settlers is evident in the town's extensive collection of historic colonial buildings, the working waterfront and the overall pattern of town development, all concentrated on the slope overlooking the sheltered harbour of Lunenburg. The character-defining elements of Lunenburg's architecture, streetscapes, waterfront features, and open spaces have undergone many changes and yet the overall visual character has remained remarkably intact since the original 18th century grid was laid out.

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Rehabilitation:

A conservation approach that looks to the future by accommodating continuing or compatible contemporary uses. These new uses may be inserted in the historic place with the direction that they do not remove or adversely impact the heritage resources

Condition:

A description of the existing state of the heritage resources. Sites that may be in poor physical condition may still have immense heritage value. Condition is generally reversible by appropriate maintenance, repair and conservation actions aimed at stabilizing and restoring the heritage fabric.

Lunenburg has been identified as a community with universal value, as a World Heritage Site (WHS), recognized in 1995, and a National Historic Site (NHS), recognized in 1991. These recognitions provide an overarching policy direction for the conservation of heritage resources. The day-to-day management of the built heritage, cultural heritage landscape and archaeological features of Lunenburg is primarily the responsibility of the Town and is embodied in the Heritage Conservation District Plan, written in 2000 and reviewed in 2019. The Heritage Conservation District Plan lays out an approval process that guides all types of undertakings in the Heritage District.

The primary goal of heritage conservation is to ensure that future generations will understand the historic processes that shaped the environment and our society. Through heritage conservation and interpretation, it is possible to observe the physical evidence of the buildings, structures and landscape features, and understand how our communities have evolved over the last 10,000 years. In the case of Lunenburg, the extensive collection of nineteenth and 20th century heritage buildings and cultural landscape resources provide the setting for a living community.

These policy directives aim to guide future actions and not only safeguard the heritage

resources but also enhance the social fabric and economic health of the community. The directives focus on a comprehensive definition of heritage values by embracing inevitable change, responding to new concerns, recognizing both tangible and intangible assets, consciously working towards reconciliation with Indigenous peoples and recognizing all cultures that make up Lunenburg's history.

Goal

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

Objectives

HE1 Preserve the valuable heritage resources of Lunenburg while embracing an ongoing evolution of the landscape.

HE2 Update and clarify heritage management frameworks to respond to current needs and follow best practices.

HE3 Expand the classification of heritage resources to include a range of elements with tangible and intangible heritage value.

HE4 Expand heritage recognition beyond European colonial landscapes to include perspectives of Nova Scotia's First Nations and Black communities, and other cultural groups.

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7.1 General

Heritage Value:

The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or generations. The heritage value of the historic place is found in the character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings. Heritage values may be tangible evidence on the ground or intangible evidence in the oral history and memories of the community.

Planning for future change within Lunenburg requires a process that balances heritage conservation priorities with considerations of current and future needs. Following a process that moves from the initial idea to implementation will ensure that best practices in heritage conservation are applied and integrated in the decision-making.

While Lunenburg has focused on preservation in the past, the most appropriate approach to conservation moving forward is a combination of preservation and rehabilitation. These approaches will ensure that the historic fabric is safeguarded and any changes do not remove, alter or adversely affect heritage resources. Understanding the heritage values, both tangible and intangible, requires community engagement, historical research and an evaluation of the physical resources in the historic place, in order to ensure that the plans for continuity and change respect the reasons for designation.

Lunenburg's approach to heritage conservation can be updated by expanding the inventory of heritage assets and exploring how these values can coexist with contemporary concerns such as energy efficiency and accessibility.

a) For all future work and reviews relating to heritage, refer to The Standards and Guidelines for the Conservation of Historic Places in Canada (Second Edition, 2011) by Parks Canada.

(Supports objectives HE1 and HE2)

O

b) Conduct a review of the Municipal Heritage Conservation District and Municipal Heritage Designation and identify potential improvements related to:

i) Energy efficiency

ii) Accessibility

iii) Safety

iv) New development.

(Supports objective HE2)

Le

c) Explore funding options related to:

i) Routine maintenance and repairs of heritage properties

ii) Barrier-free retrofits.

(Supports objective HE2)

F

d) Complete an inventory and evaluation of built heritage resources added after the 1940's, including the bank buildings, and Olde Poste Centre.

(Supports objective HE3)

S

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Public View:

Views that generally focus on the frontage of the building visible from a public street or open space. In the case of Lunenburg, there are many structures set on the steep slope where the rear or side elevations are also visible from the lower streets. These views are sensitive to alteration. Locations where the side and rear elevations of buildings are not visible from a public viewpoint may be considered less sensitive to change.

e) Work with other Nova Scotia UNESCO Heritage Sites on joint marketing and round-table discussions.

(Supports objectives HE1 and HE2)

P

f) Complete mapping analyses of the town including:

i) Topography

ii) Street layout

iii) Views and vistas.

(Supports objective HE3)

S

g) Create policy within the Land Use By-law relating to the reconstruction and renewal of heritage properties and resources following damage such as that related to fire, flooding, and high winds.

(Supports objectives HE1 and HE2)

L

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7.2 Cultural Landscape Elements

Integrity:

Integrity involves considering the degree to which a historic place's original use, surviving physical resources and meaning are still present, complete and able to support the heritage value of the site. The integrity of the historic place is generally non-reversible. Maintaining the integrity of the heritage resources is a key goal of conservation planning.

Cultural Heritage Landscapes are complex combinations of features that have associated heritage values. The Standards and Guidelines for the Conservation of Historic Places in Canada (S and G) contain a section specifically describing the various components that may be part of a cultural heritage landscape. Other categories of cultural heritage landscape resources include: evidence of land use and traditional practices, land patterns, spatial organization, visual relationships (views), circulation, ecological features, vegetation, landforms, water features and Built Features.

Most of these potential components are found in and adjacent to the designated historic place. Consideration of identifying and protecting the cultural heritage landscape setting of the built features will ensure the continuity of the integrity of the historic place.

There are also indications of an associative landscape in Lunenburg, related to the pre-colonial landscape and Mi'kmaw inhabitation. Associative landscape features refer to intangible associations with the physical components of a landscape. The landscape connects with intangible elements through experience, perception and interpretation of landscape meaning. Associative landscapes provides mental connections between the physical elements of a landscape and intangible heritage. It is distinct from a cultural heritage landscape in that material cultural evidence may be minimal or entirely absent.

Views are an important element of the Lunenburg Cultural Landscape. The key historic views are defined by visual relationships. Many of these views extend beyond the defined limit of the HCD and the WHS and at the present time there is little guidance for changes to the views outside the boundary. However, the changes in these neighbouring lands have the potential to affect the character-defining views.

Streetscapes are another key component of Lunenburg's historic value, and the pedestrian scale streets and open spaces help to preserve this character. The placement and design of utilities and parking contribute to these historic streetscapes and should be taken into consideration.

a) Continue to protect historic views through the Heritage Conservation District and World Heritage Site as per the Views of Heritage Value Map (Figure 7.1).

(Supports objectives HE1 and HE3)

L

b) Monitor and enter into discussion additional views as per the Views of Heritage Value Map (Figure 7.1) for protection through the MPS and LUB. Key views to protect include:

i) views within the District

ii) views from the District

iii) views into the District.

(Supports objectives HE1 and HE3)

L

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c) Undertake a study and public engagement of the associative landscape elements in Lunenburg, with particular focus on the inhabitation by Acadian and Mi'kmaq communities, as well as the pre-settlement natural environment.

(Supports objectives HE1 HE2 HE3 and HE4)

S

d) Ensure beautification efforts retain the scale and pedestrian nature of the historic streetscapes.

(Supports objectives HE1 and HE3)

S

e) Avoid large surface parking lots.

(Supports objectives HE1 and HE3)

L

f) Consider seasonal street closures to enhance pedestrian experience.

(Supports objectives HE1 and HE3)

O

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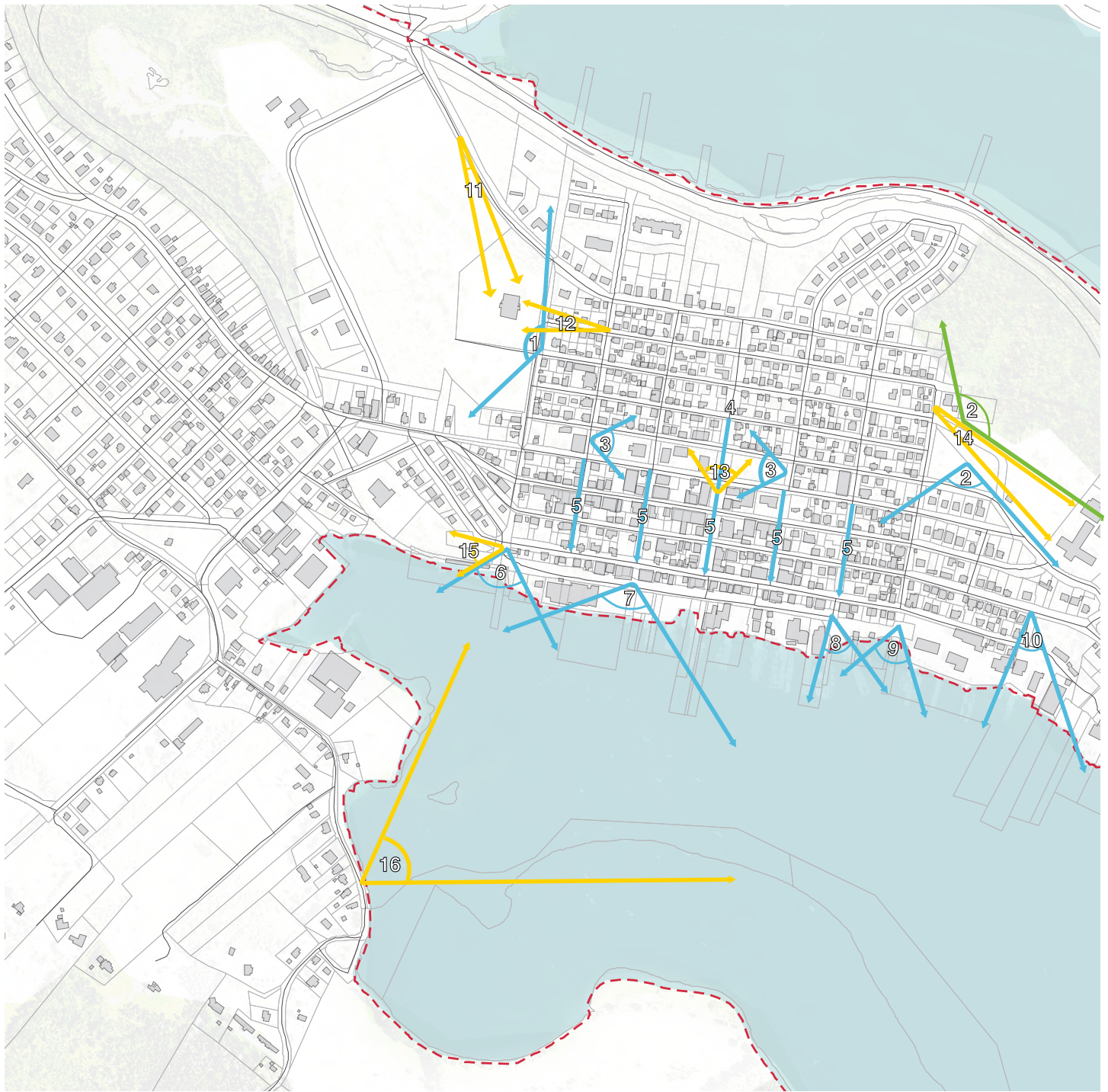


Figure 7.1
Views of Heritage Value

- - - Town Boundary
- Existing Views as per Schedule "C"
- Proposed Views
- Removed Views

- 1)** Gallows Hill Panorama
- 2)** Blockhouse Hill Panorama
- 3)** Parade Square
- 4)** King Street: town centre to harbour
- 5)** North-south streets; harbour view
- 6)** Foot of Kaulback to harbour
- 7)** Foot of Duke & King to harbour
- 8)** Government Wharf to harbour
- 9)** Foot of Kempt to harbour
- 10)** Shipyards
- 11)** Lunenburg Academy from Kissing Bridge Rd.
- 12)** Lunenburg Academy from Lawrence Street
- 13)** Park and Bandstand from King Street
- 14)** Block House Hill earthworks
- 15)** French Cemetery
- 16)** Tannery Road to Old Town

7.3 Built Heritage

Restoration:

A conservation approach that reflects past work by accurately revealing, recovering or representing the historic resource as it was at a point in time. The key goal of restoration activities is not the wholesale reconstruction or replication of historic features but rather accurate replacement of missing features or elements in such a way that the new work is distinguishable from the original upon inspection.

Built heritage includes all the buildings, residential, commercial and industrial, as well as, outbuildings used for storage. It also includes structures and features that support the past activities in Lunenburg such as the wharves and docks.

Any changes to existing built heritage resources must be carefully considered, and should balance both the practical needs of the present day while minimising negative impacts on the heritage value of the resource and its surrounding land.

a) Review the Design Guidelines with an intention to conserve the public view of the structures, taking into consideration topography as well as scale, form and materials.

(Supports objective HE1)

L

b) Accommodate new additions to heritage structures such as solar panels to minimize visibility and impacts to heritage value during both installation and removal.

(Supports objective HE1)

L

c) Encourage accessibility improvements such as ramps, and provide design guidance to ensure the new structures complement the existing visual character.

(Supports objective HE1)

L

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Significance:

Significant heritage resources and their heritage values make an important contribution to our understanding of past people, events and places. Determining significance is generally based on the consideration of whether the heritage resource is rare, unique, representative or a landmark.

The recommended process for determining the appropriateness of a proposed change is as follows:

- 1) Documentation and evaluation of the existing heritage resources, the setting and significance, noting any changes that have occurred over time that may have heritage value. This includes constructed works added after the 1940s, streetscape characteristics that contribute to the visual character and the resources found in the WHS buffer zone or visible from the historic place.
- 2) Consideration of minimal intervention actions such as repairs rather than replacement.
- 3) Consideration of the reversibility of changes so that if removed at some point in the future, there will not be any adverse impact on the heritage fabric.
- 4) Application of guidance provided in the S and G Standards 1-9 provide General Standards for Preservation, Rehabilitation and Restoration. Standards 10-12 provide guidance for Rehabilitation and Standard 13 and 14 provide guidance for Restoration.
- 5) Consideration of the many components of the cultural heritage landscape setting of the designated historic place and its neighbouring lands. The landscape context includes the landform, the original street pattern and circulation, vegetation, scale and massing of buildings and the significant historic views of Lunenburg's landmarks and from the Old Town to the sheltered harbour bordered by the green open space of the golf course.
- 6) Consideration that there are both anticipated changes that occur as new uses are added to the historic place and there are also random changes that may occur such as fire, flooding and storm damage. Use the planning process and the guidance of the S and G to respond to the changes to protect the integrity and authenticity of the resources.

7.4 Infill and New Development

Authenticity:

A historic place that is intact and where the heritage values of the resources are still evident in their use. Sustaining the authenticity of the historic place requires retaining the heritage resources and ensuring that changes do not detract from the historic place. There must also be consideration of the extent that the original use and components have been retained as well as the form, design, materials, etc.

The best practices for new additions in heritage areas are based on the principle that as historic places evolve over time, it is valuable to show changes added in different periods. Lunenburg is an example of such a place, where the evolution is visible in its variety of architectural styles. Despite the changes in tastes and economics over time that resulted in additions such as the “Lunenburg bump”, and the Arts and Crafts residences, there remains a harmonious cohesion to the varied architectural collection.

There are numerous opportunities in Old Town Lunenburg for infill development. It is on these vacant lots where the scale, form and setback of new dwellings can be managed to conserve the streetscape. Wholesale replication of buildings or features is not necessary and if implemented, the public may be confused as to the authenticity and integrity of the feature.

This approach is relevant to Lunenburg as a living heritage site with an active community of residents and business owners who want to ensure that historic properties and sites remain in use. This also provides direction for new initiatives that are part of contemporary construction, primarily barrier free accessibility for people with a range of abilities, and sustainability initiatives. Keeping the waterfront as a place of employment is another example of the need for flexible heritage preservation, as industrial spaces often require unique materials and technologies but can respect heritage values by adapting existing buildings and maintaining local aesthetics.

The S and G do not recommend replication of missing historic features or buildings. Rather it suggests that an interpretation of the historic scale, form and massing in new construction is appropriate to ensure that new work is compatible and sympathetic to the historic resources. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast. This approach is relevant to Lunenburg as a living heritage site with an active community of residents and business owners who want to ensure the building collection remains in use. This Standard also provides direction for new initiatives that are part of contemporary construction, primarily barrier free accessibility for people with a range of abilities, and sustainability initiatives.

a) Guide the evaluation of infill and new development proposals in accordance with Standard 11 Rehabilitation found in The Standards and Guidelines for the Conservation of Historic Places in Canada.

(Supports objective HE2)

L

b) Conserve the heritage value and character-defining elements when creating any new additions to a historic place or any related new construction.

(Supports objective HE1)

L

c) Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.

(Supports objective HE2)

L

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Industrial properties often experience pressure to accommodate rapid changes in technology and processes. This change may require additions to existing infrastructure or new development for continuing production. Since the working waterfront is a key heritage feature of the designated place, the review and approval process when applied to industrial projects should consider the requirements of the industry. The design of new facilities should follow the guidance of Standard 11 ensuring that new

work is compatible with, subordinate to and distinguishable from the historic place. This may mean using materials and forms not found within Old Town but rather are similar to the existing built fabric of the industry.

Balancing conserving the industrial uses in the waterfront area by reusing the existing buildings is recommended. Where changes to the built form are proposed, evaluate the impact on the historic views and the visual character of the area.

7.5 Historical Interpretation

There is recognition today in Canada, especially since the findings of the Truth and Reconciliation Commission, that reconciliation with Indigenous peoples is greatly needed. One of the first steps that communities may make to advance reconciliation is to acknowledge the First Peoples on whose traditional territories we live and work. The Mi'kmaq people have been present in E'se'katik (Lunenburg) long before the arrival of European settlers, and the territory falls within the area covered by the Treaties of Peace and Friendship.

The WHS and NHS designation processes focus on the British colonial period and its built form as the significant part of Lunenburg's history to be safeguarded and commemorated. Current best practice is to respect and acknowledge the earlier layers of the past and the value associated with traditional Indigenous use of the land. Many Indigenous practices such as harvesting, fishing and hunting left little physical evidence in the archaeological record. These practices were nearly lost, and the next generation of indigenous people are striving to maintain land rights, and preserve and pass on the cultural traditions of their ancestors.

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

(Supports objective HE4)

P

b) Create a framework of cross-cultural analysis to be used in all municipal heritage work related to policy, regulations, funding and interpretation.

(Supports objective HE4)

O

c) Develop an action plan for identifying and safeguarding intangible cultural heritage.

(Supports objective HE3 and HE4)

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Parks Canada plays a key role in the management of the WHS and NHS designations. A recent publication by Parks Canada “Framework for History and Commemoration, National Historic Sites Systems Plan, 2019” is relevant to the future planning process in Lunenburg. This document contains up to date guidance on the issue of revising the heritage values associated with a historic place to address voices and stories that may not have been part of the original recognition. It provides insights into the challenge of ensuring stories of conflict and controversy are shared as well as a process for reviewing existing designations. It also outlines several aspects of best practices for Public History at Heritage Places. The key directions included

in the document include:

- 1) Emphasize a full range of voices, perspectives, and experiences,
- 2) Explore the spectrum of powerful memories and meanings attached to heritage places
- 3) Appreciate that interpretations of the past are constantly evolving.

Integrating these activities in future planning will ensure that the heritage values associated with Lunenburg are comprehensive and inclusive and effectively interpreted for the public.

Urban Design

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Urban Design:

A creative, collaborative process that involves shaping the forms of a community, enhancing the experience of it, and improving its function as a habitat for human life. Urban Design exists at the intersection of architecture, landscape architecture and landscape and urban planning.

Lunenburg is world renowned for its historic architecture, colourful streetscapes, and working waterfront. While the municipality has changed significantly from the original 18th century colonial town blocks, the original character of the Old Town remains remarkably intact. As Lunenburg evolves over the next decades, good urban design can shape the three-dimensional spaces of the town with the intention to improve not just the beauty of Lunenburg, but to allow better interaction between people and between people and their environment.

Goal

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

Objectives

- U1** Provide for the safety and comfort of pedestrians, bicyclists, freight and other vehicles.
- U2** Reinforce the sense of place and give structure and orientation to the urban experience.
- U3** Contribute positively to the fabric of the town and the unique qualities of its neighbourhoods.
- U4** Contribute to the sustainability of the urban environment.

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8.1 Streetscapes

The way people experience a street is closely tied to the attributes of the terrain and elements within the built environment. Certain physical qualities are required to make good streets - streets that feel comfortable, safe, have high aesthetic values, and define the character of a place. These qualities are few in number and appear to be straightforward, but in practice the design of streetscapes is not so simple. The most important qualities are directly related to social and economic criteria for good city building and placemaking, including: lighting, materials, waste management, amenities, and accessibility. Lunenburg features a great variety of street types and each layout closely ties to the period in Lunenburg's 267-year history in which it was developed. By working with these street typologies, purposeful design interventions can give distinction to peoples' experiences of moving through Lunenburg's streets.

Lighting

Although the primary purpose of lighting is nighttime visibility for security and safety, successful street lighting takes into account the human users and design of the street. Lighting is important as it not only increases safety for people and the built environment, but also aids in geographic orientation, and highlights the identity of the area. Lunenburg is currently replacing its street-lights with 4,000K LED bulbs in response to changes in provincial regulations. The community

engagement revealed a strong interest in approaches to street lighting that is deliberate and balanced.

a) Minimize the intensity and location of light for parking and pedestrian areas to the minimum necessary to provide safe and visible spaces.

(Supports objectives U1, U3 and U4)

L

b) Maintain the heritage identity of Lunenburg while meeting the provincial streetlight standards.

(Supports objectives U2 and U3)

L

c) Consider installing softer lighting where permitted to create an inviting atmosphere.

(Supports objectives U2 and U3)

L

d) Develop a dark sky policy to reduce energy consumption, recognize health benefits for humans and all species, and reduce light pollution.

(Supports objectives U4)

Le

e) Coordinate the placement of lighting with landscaping elements to avoid the screening of illumination and shadow effects.

(Supports objectives U1, U2 and U3)

L

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f) Add lighting scaled to the pedestrian realm in addition to overhead lighting for vehicles on Old Town streets with high pedestrian volumes.

(Supports objectives U1, U2 and U3)

L

g) Implement attractive lighting designs on historical facades of key civic structures, using a variety of fixtures to accent the architecture.

(Supports objectives U2 and U3)

L

h) Develop a town-wide lighting strategy to tailor brightness and lighting design to neighbourhood context and establish energy reduction and light pollution targets.

(Supports objectives U1, U2 and U4)

S L

Materials

Lunenburg's buildings work together to create a cohesive environment and interesting pedestrian experience. Detailed workmanship and high quality, long-lasting materials define many of the streets in the Old Town. Any repairs, renovations, new construction, or infill should include like-materials to reflect Lunenburg's history and recognize the Town's overall aesthetic.

i) Consider the adoption of design guidelines for areas within the town.

(Supports objectives U2 and U3)

L

j) Encourage facade material or colour variety from building to building to highlight the fine grain of the traditional development pattern.

(Supports objectives U2 and U3)

L

k) Use original or similar materials for repairs and renovations of historic buildings.

(Supports objectives U2 and U3)

L

l) Respect the neighbouring historic material choices by using similar or complementary materials and form/character in the construction of infill projects.

(Supports objectives U2 and U3)

L

m) Embrace contemporary vernacular design.

(Supports objectives U2 and U3)

L

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Amenities

Community amenities are items that the community sees as important and desirable additions to the Town. These can include a range of fixtures and actions, including park benches, sidewalk upgrades, public art, new parks and trails, and the preservation or development of heritage features. Currently Lunenburg has a variety of amenities concentrated in specific areas around the Town, such as the waterfront. Additional recommendations include:

n) Provide amenities to shield pedestrians from the weather (bus shelters, awnings, covered areas within parks).

(Supports objectives U1 and U2)

L

o) Beautify streetscapes through planters, benches, and signage.

(Supports objectives U1, U2 and U3)

L

p) Establish new formal and informal seating to offer places to rest, relax, and enable chance encounters.

(Supports objectives U1, U2 and U3)

L

q) Consider widening sidewalks with good sun exposure (east side and north side of Old Town streets) to create additional amenity space.

(Supports objectives U1, U2, U3 and U4)

L

r) Enable temporary street closures for events and integrate design features such as power outlets into street redesigns.

(Supports objectives U3 and U4)

L

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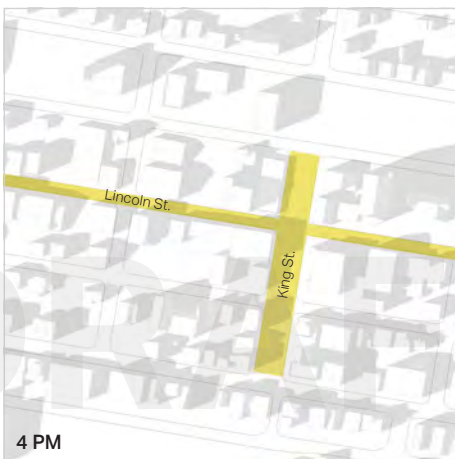
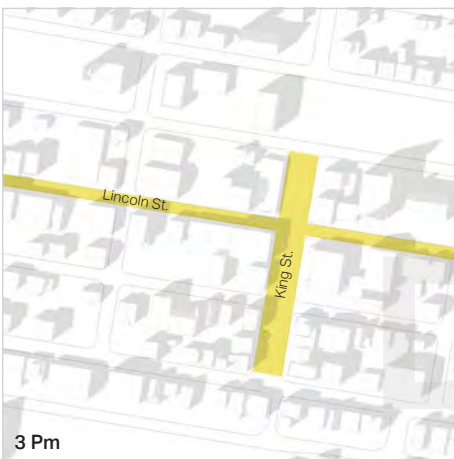
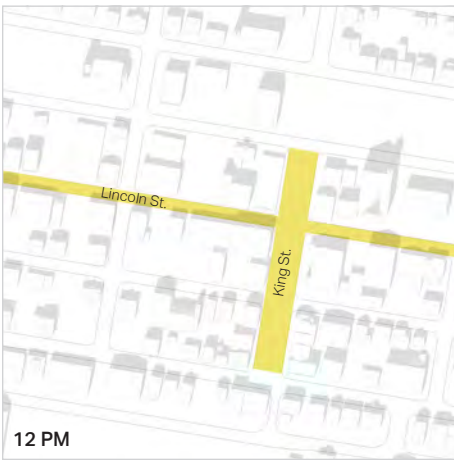
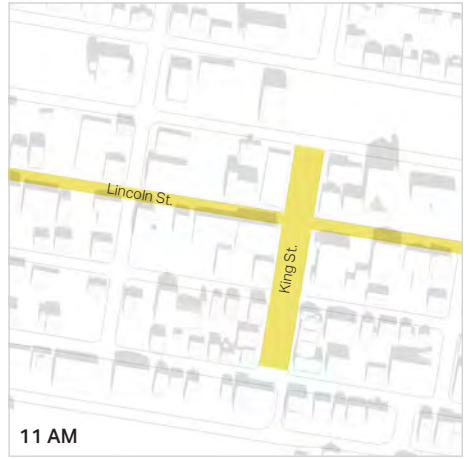
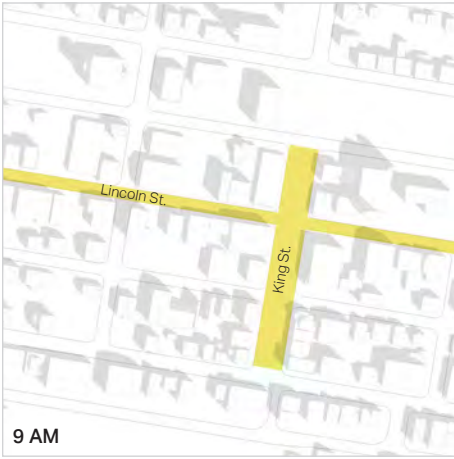


Figure 8.1
Old Town Sidewalk Sun Exposure
Spring Equinox, March 20

Accessibility

The small block structure, provision of sidewalk space, beautiful building frontages, and the human scale of the built form all combine to create a successful pedestrian environment in Lunenburg. Due to Lunenburg's hilly topography, accessibility can be a challenge, but through a series of design interventions access within the Town can be significantly improved.

s) Provide accessible parking spaces in close proximity to barrier free access ways.

(Supports objective U1)

L

t) Consider implementing additional accessible parking spaces in key locations.

(Supports objectives U1 and U3)

L

u) Ensure that main entrances are directly accessible from public sidewalks.

(Supports objectives U1 and U2)

L

v) Locate public art where it is visibly and physically accessible.

(Supports objective U3)

L

w) Provide sidewalk and interior finish floor elevations close enough that steps will not be necessary to enter the building, and wherever possible is flush to allow for wheelchair access.

(Supports objective U1)

L

x) Ensure that sidewalks are without major gaps or deformities that would make them non-traversable for wheelchairs and other mobility devices.

(Supports objective U1)

L

y) Maintain sidewalks at-grade through conflict zone at driveways.

(Supports objectives U1, U2 and U4)

L

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Sidewalks

The presence of sidewalks greatly enhances the safety of pedestrians walking along streets. Motorists keep their distance from sidewalks because the latter are raised. The distance in turn increases pedestrian comfort and safety. At very low speeds, such as during a parking manoeuvres, the vertical edge of a sidewalk also serves as a stopping mechanism. As public spaces, sidewalks serve as the front steps to a community, activating streets socially and economically. Safe, accessible, and well-maintained sidewalks are fundamental and necessary, and can enhance general public

health and maximize social capital. Not all streets however, require or are suitable for sidewalks. On a number of Old Town's upper streets without sidewalks, residential front lawns, vegetated ditches and front steps of houses create a charming edge along the narrow streets. On several New Town streets, wide right-of-ways and gravel shoulders accommodate pedestrians reasonably well. With lower speed limits and minimal design interventions, those streets can function as shared streets with comfortable pedestrian experiences.



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Figure 8.2
Shared Street Candidate
Brook Street, New Town

z) Update Municipal Engineering Specifications and Subdivision By-law to include context-specific sidewalk standards.

(Supports objectives U1, U2, U3 and U4)

L

aa) Create sidewalk standard for mixed-use streets that include the following zones:

- i) frontage zone,**
- ii) pedestrian through zone,**
- iii) street furniture zone, and**
- iiii) enhancement/buffer zone.**

(Supports objectives U1, U2 and U3)

L

bb) Require new subdivisions to have either sidewalks, shared street design or shared-use path adjacent to the roadway.

(Supports objectives U1, U2, U3 and U4)

L

cc) Consider designating or upgrading existing streets without sidewalks to shared streets, if traffic volumes are sufficiently low. This requires the addition of specific traffic calming devices and regulations that offset potential conflicts with traffic accessing local properties.

(Supports objectives U1, U2, U3 and U4)

L

dd) Relocate fixed objects such as utility poles and light fixtures that impinge on or restrict a sidewalk as opportunities arise.

(Supports objectives U1 and U2)

L

ee) Integrate benches and other seating platforms within the frontage zone of sidewalks.

(Supports objectives U1 and U2)

L

ff) Allow sidewalk cafes to foster street life and to increase business along a street. Where provided, sidewalk cafes should not impinge upon the accessible pedestrian pathway.

(Supports objectives U1, U2 and U3)

L

gg) Remove angled parking on east side of King Street and widen sidewalk between Cumberland Street and Montague Street.

(Supports objectives U1, U2 and U3)

L

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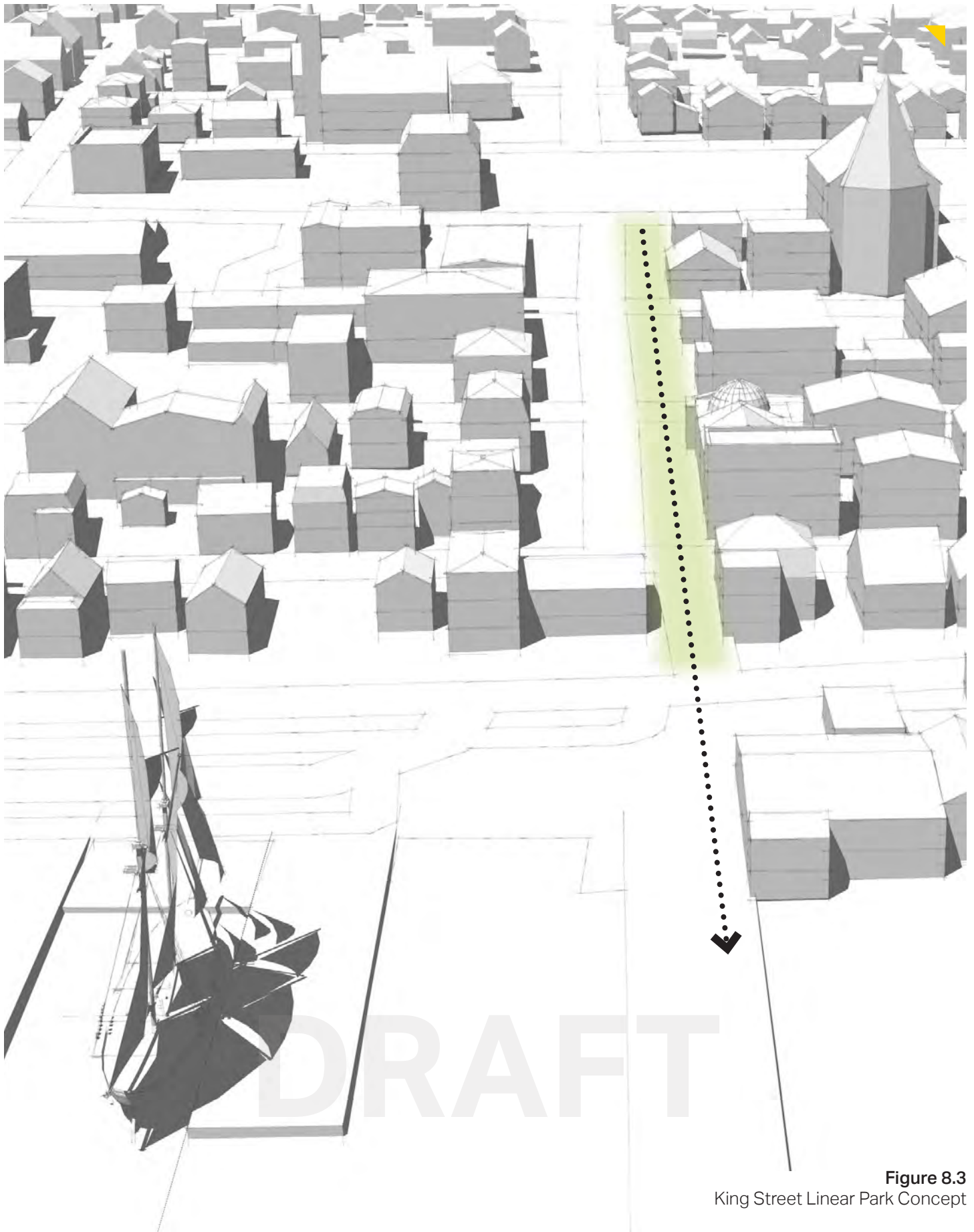


Figure 8.3
King Street Linear Park Concept



Figure 8.4
King Street Widened Sidewalk /
Linear Park

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8.2 Urban Forest

A connected urban forest system is essential to both human health and the life of the plant environment. Taking a cohesive, systems approach to landscaping in the Town also enables the development of inter-connected habitat corridors that benefit terrestrial and avian species.

A creative landscaping approach is encouraged, one that makes use of varying topography, natural areas, and gathering spaces in the built environment. Focal points can include hard entrance surfaces and plantings at storefronts, corner landscaping, the development of courtyards and gathering spaces, and introduced landscaping adjacent to parking areas at the rear of buildings.

Currently Lunenburg has 1025 municipal trees, of which most are in good to fair condition. These trees are working trees, serving the community by delineating roadways, calming traffic, reducing street noise, extending the life of asphalt, shading pedestrians, welcoming visitors, filtering pollutants, reducing energy consumption, and minimizing stormwater runoff. Improvements to the green environment of Lunenburg include:

a) Use planting and consistent landscape treatments to visually unify different streets or areas.

(Supports objectives U3 and U4)

L

b) Provide additional tree planting within the streetscape to provide opportunities for shade and micro-climate relief in summer months.

(Supports objectives U1, U2 and U4)

L

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c) Develop a maintenance schedule that will keep cost down and replenish aging trees with new trees.

(Supports objective U4)

O

d) Use native plants that are both indigenous and historically ecologically matched to the site.

(Supports objectives U2, U3 and U4)

L

e) Maintain diversity in the species of trees to avoid diseases.

(Supports objective U4)

L

Street Trees

f) Establish a tree planting program to expand the current urban forest while replacing those trees that are lost to disease.

(Supports objective U4)

O

g) Explore an adopt-a-tree program for local tree street planting.

(Supports objectives U3 and U4)

O

h) Encourage tree planting on private lots through land use regulations.

(Supports objectives U3 and U4)

L

8.3 Wayfinding

Wayfinding is not just about signs and sign systems, it involves using many kinds of spatial and environmental information, from the logic of building and space arrangements, to naming and numbering systems, and directions given by residents. A clear, organized set of sign elements strategically arranged to aid the wayfinding process is a key part of the overall system.

a) Design and implement a uniform wayfinding system for roads, pedestrian routes, parking, trails, and major attractions.

(Supports objectives U1, U2 and U3)



b) Implement a parking wayfinding system at key entrance points to the town to minimize vehicular traffic in Old Town.

(Supports objectives U1, U2 and U4)



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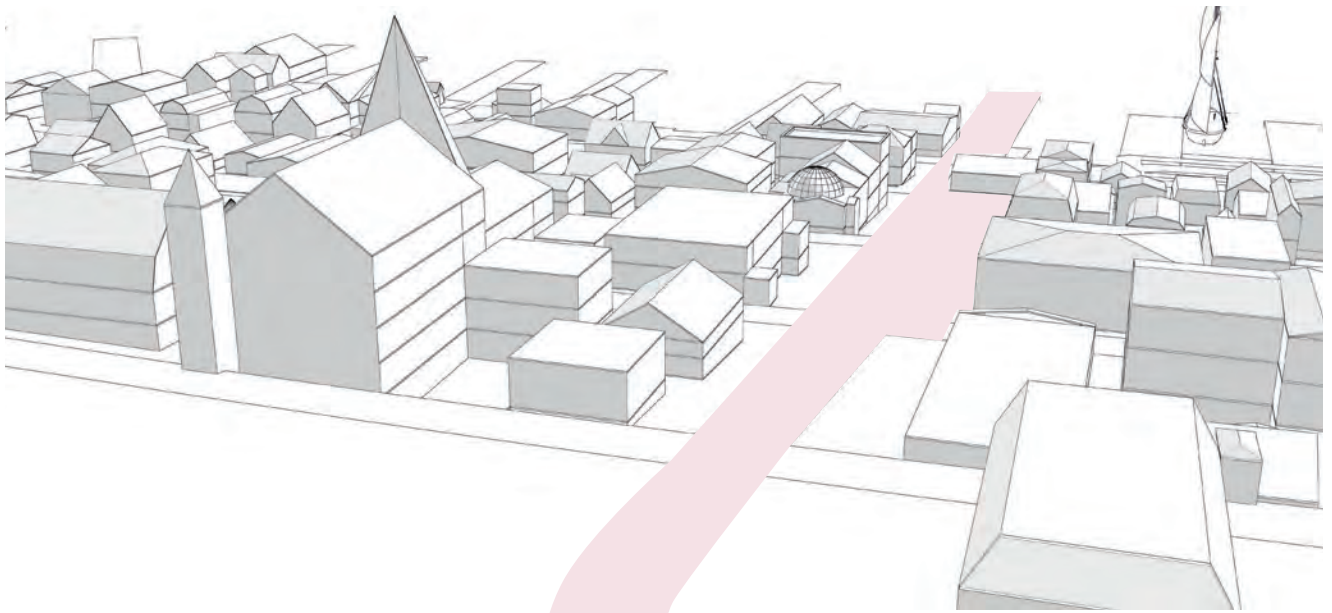


Figure 8.5
King Street Linear Park Concept

Environment and Sustainability

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Climate Change:

Climate change refers to the long-term shift in global or regional climate patterns.

Despite its small footprint, the Town of Lunenburg exhibits vast topographical and geomorphological variability. Old Town Lunenburg is situated upon a drumlin, a geological landmass formed under moving glaciers that often manifest as oval hills, which runs to the water's edge. On the other hand, New Town is situated in the more low-lying, flat areas of Lunenburg that are prone to seasonal flooding. This variability connects Lunenburg to the wider region and has played a role in ecosystem services and the availability of natural resources within the town boundaries. The natural environment has shaped how Lunenburg has developed and changed over time and will continue to do so.

Within Lunenburg, there are few sources of fresh water, but immediately outside of the town's boundaries, there are plentiful sources. The most dominant environmental feature, that is also essential to the town's identity and economy, is Lunenburg Harbour. The harbour played a key role in connecting Lunenburg to the rest of the world through trade, a legacy that is still seen today in many of the structures and businesses that are oriented toward the ocean. However, changing environmental conditions, particularly climate change and sea level rise could begin to threaten much of the coastal infrastructure and how the town functions as a whole.

Fundamental to the future of Lunenburg will be adapting to changing environmental conditions. The people that have inhabited the region of Lunenburg have continuously adapted, and adapted to, the environmental conditions throughout history. Beginning with the Mi'kmaq people who inhabited the land more than 10,000 years ago, to the Acadians, to the British, and now to the people who inhabit the town today, the community has emerged to relative stability over the past 30 years. Now, faced with climate change, the resiliency that has been built into the fabric of the community will usher the town into the future and its endeavours to adapt to and mitigate the impacts of climate change.

Goal

A town that is ecologically diverse and climate resilient that has adapted to a changing climate while also reducing its overall footprint on the natural environment.

Objectives

E1 Increase the town's resilience to the impacts of climate change including sea level rise, drought, and increased storm frequency.

E2 Implement strategies to mitigate climate change, through direct and indirect actions.

E3 To promote the restoration of the natural environment.

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9.1 Sea Level Rise

Land Subsidence: Land subsidence describes the process in which the land surface gradually sinks and can be the result of natural and/or human impacts on the environment.

There is overwhelming evidence that suggests the earth’s climate is changing. A key indicator of climate change is the increase in the global mean sea level. Global sea levels rose through the 20th century and are predicted to continue to rise through the 21st century and beyond. Much of the rise in sea levels can be attributed to the melting of glaciers, ice sheets, and ice caps, and the thermal expansion of oceans (as water is warmed, it takes up a greater volume).

Sea level rise threatens to increase flooding in coastal communities around the world. The south coast of Nova Scotia has been shown to have significant sensitivity to sea level rise and associated storm impacts due to its position in the Gulf Stream. This will affect coastal communities like Lunenburg and its infrastructure and industries.

Land subsidence could exacerbate the effects of sea level rise along Nova Scotia’s coastline. Land subsidence results from the process in which the earth’s surface gradually rebounds from the melting of the North American ice sheets. As areas of the earth’s crust rebound upward where the ice sheets once sat, regions on the periphery, including Nova Scotia, subside downwards. The combined effects of global sea level rise and crustal subsidence determine the local sea level rise of 0.30 m in Nova Scotia over the 20th century.

Finally, storm surge will further the impacts of sea level rise. Storm surge describes the difference between the predicted tide and what is actually observed at a location. Storm surge is often caused by onshore winds and storms that result in a higher than predicted tide. The intensity of a storm surge also depends on the orientation of the coastline with the storm track. Although storm surges are temporary, they can cause extensive damage. As extreme weather hazards such as storm surges become more prevalent, coastal communities must learn to adapt and mitigate impacts.

Sea Level Rise

a) Develop an emergency preparedness plan in the event of significant sea level rise damage to infrastructure.

(Supports objective E1)

O P

b) Work with the Departments of Fisheries and Oceans and Environment and Climate Change Canada to establish methods to more accurately measure changes in sea level over time within Lunenburg Harbour such as the implementation of a tidal gauge.

(Supports objective E1)

S P

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Sea Level Rise Adaptation

c) Work with the Province and Federal Government to implement living shorelines, living reefs, and wave breaks along the coast to filter bacteria and limit coastal erosion.

(Supports objectives E1, E2 and E3)

P

d) Permit structures and land, through land use regulations, to be raised to accommodate rising sea levels.

(Supports objective E1)

L

e) Use conservation land use zoning to protect critical and environmentally sensitive areas along the shoreline.

(Supports objective E3)

L

f) Develop land use regulations controlling how close structures may be placed to the coastline.

(Supports objective E1)

L

Future Studies

g) Conduct a comprehensive sea level rise analysis, as influenced by tides, wind and rainfall for Lunenburg Harbour and the Back Harbour.

(Supports objective E1)

S

h) Update coastal hazard maps to reflect updates in sea level rise projections and improvements in data measurement techniques.

(Supports objective E1)

O

i) Ensure new critical infrastructure is placed outside of coastal floodplains and high risk areas.

(Supports objective E1)

L

Documentation and Education

j) Create an online documentation platform to upload images and stories of significant storm and sea level rise events.

(Supports objective E1)

O

k) Consider hosting regular community workshops (e.g. biannual) updating the community of sea level rise and climate change projections.

(Supports objective E1)

O

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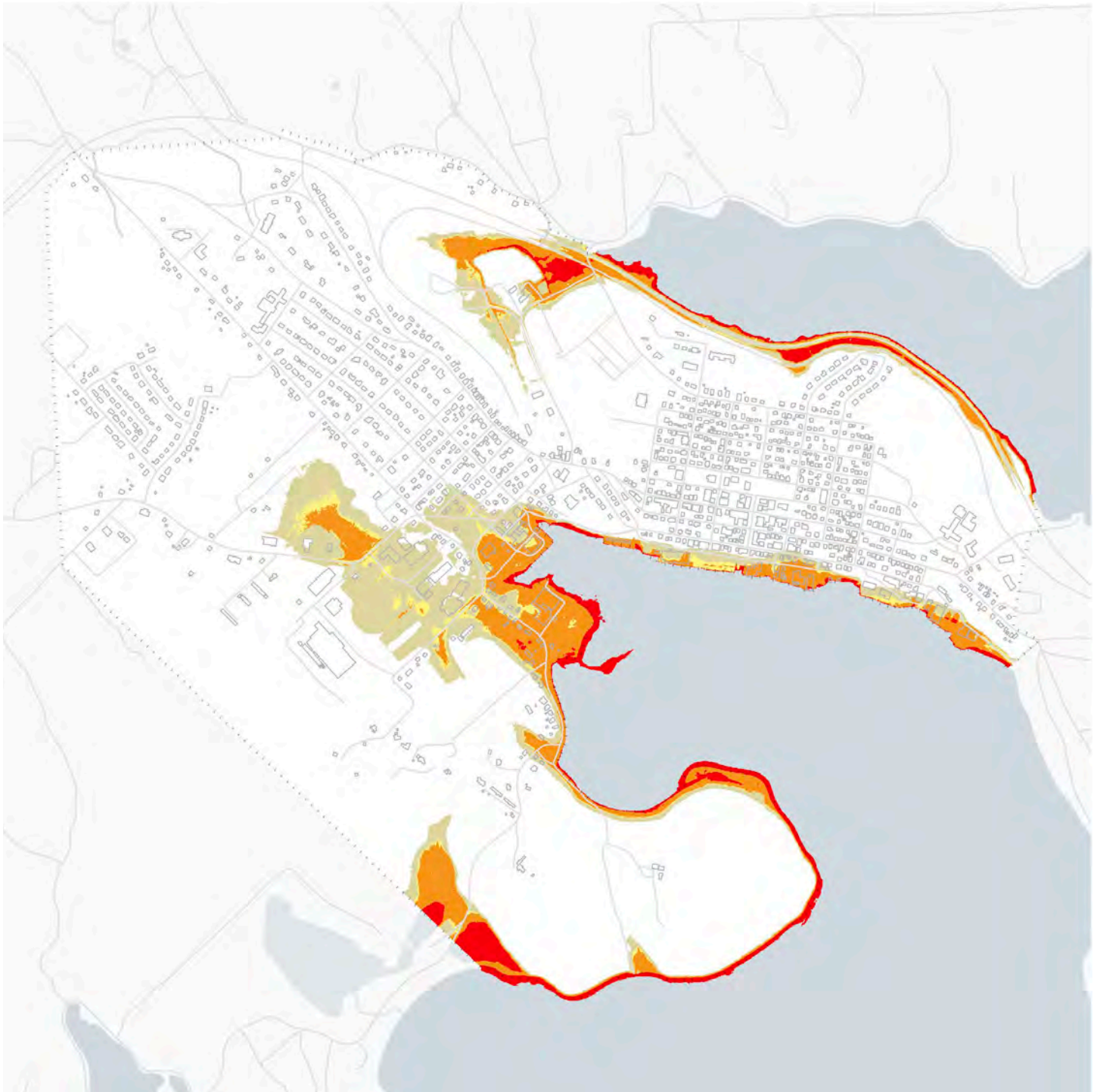


Figure 9.1
2050 and 2100 Projected
Sea Level Rise

Scenario	Increase
2050 Extreme sea level rise	1.62 m
2100 Extreme sea level rise	2.17 m
2050 Extreme sea level rise + storm surge	3.25 m
2100 Extreme sea level rise + storm surge	3.80 m

9.2 Renewable Energy

Energy Poverty:

A situation whereby individuals, households, or communities are unable to afford the energy to meet their basic needs.

Smart Grid:

A Smart Grid is an electric grid enhanced by information technology that allows two-way communication of electricity data making monitoring, generation, consumption and maintenance more efficient.

There are significant benefits to adopting renewable energy production practices within a community. Reduced reliance on energy produced through the burning of fossil fuels can help mitigate the impacts of climate change all the while reducing energy costs associated with 'energy poverty'. Renewable energy production can be adopted at multiple scales, from the individual level to municipal and regional renewable energy production. Renewable energy initiatives at the municipal level are typically supported by provincial and federal programs

Solar

a) Permit, through land use regulations, on-building solar as an accessory use.

(Supports objectives E1 and E2)

L

b) Explore the feasibility and appropriateness of permitting on-building solar within the heritage conservation district.

(Supports objectives E1 and E2)

S L

c) Encourage the development of on-building solar through financial incentives such as interest-free loans in unison with provincial and federal programs.

(Supports objectives E1 and E2)

F L O

d) Explore community solar options within the town as a means to reduce the reliance on conventional power generation.

(Supports objectives E1 and E2)

O

Town Properties

e) Encourage the uptake of solar energy and other renewable sources through the retrofits of municipal facilities.

(Supports objectives E1 and E2)

O

Wind Energy

f) Consider wind energy projects, including those in partnership with other organizations or municipalities, to supplement power purchased from Nova Scotia Power.

(Supports objectives E1 and E2)

O P

Smart Grid Technology

g) Explore the potential for new subdivision development to require 'smart grid' capabilities.

(Supports objectives E1 and E2)

L O

DRAFT

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9.3 Waste Reduction

There is a growing movement towards waste reduction, and plastics in particular. Waste reduction, however, includes more than limiting single-use items such as plastics, but it involves a collective approach to reducing and diverting all waste from our landfills.

Waste Diversion

a) Develop a construction, renovation, and demolition waste by-law intended to reduce construction waste.

(Supports objectives E2 and E3)

O **Le**

b) Require all municipal waste bins to include recycling and organic composting.

(Supports objective E3)

O

Single Use Items

c) Introduce bottle-fill stations within Lunenburg to reduce single use plastic purchases.

(Supports objectives E2 and E3)

O

d) Pilot a single use items ban within Lunenburg, documenting lessons learned with the intention to develop a strategy to eliminate single use items from the town.

(Supports objectives E2 and E3)

O **Le**

Former Municipal Waste Site

e) Conduct a site evaluation of the former dump site for use as a community solar farm. This includes examining drainage and potential future uses for the site.

(Supports objectives E1 and E2)

S

Sharing Economy

f) Encourage and develop a 'sharing library' or event where community members are able to swap and borrow items from other residents.

(Supports objectives E1 and E2)

P **O**

g) Establish a 'safe swap area' where community members can swap items found on online classified sites in a safe location.

(Supports objectives E1 and E2)

O

Education

h) Continue to host and promote educational events and seminars intended to educate the public, and showcase case studies and best practices already happening in the community and region.

(Supports objective E1)

O

DRAFT

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9.4 Energy Efficiency

Leadership in Energy and Environmental Design (LEED):

An independent, third party certification verifying that a structure or community was designed and built using strategies for achieving high performance in key areas of human and environmental health: location and transportation, sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

Passive House:

The most rigorous voluntary energy-based standard in the design and construction industry. Passive Houses consume up to 90% less heating and cooling energy than conventional buildings.

Energy efficiency is not only beneficial for the environment, but it can provide significant cost savings to homeowners and building owners. Increasingly, the impact that energy costs have on an individual, household, or community have led to the development of local strategies in an attempt to reduce energy poverty. Implementing energy efficiency measures, in conjunction with renewable energy production, represents a significant step in reducing the cost of energy for an individual, household, or community. There are two common approaches to improving energy efficiency for a building: reducing energy use and eliminating waste energy, and throughout the province, Efficiency Nova Scotia finances and delivers energy efficiency programs

Partnerships

a) Partner with Efficiency Nova Scotia to promote energy audits within Lunenburg to inform residents of ways to reduce energy use and eliminate waste energy.

(Supports objectives E1 and E2)

P

New Builds

b) Encourage the development of new structures to adopt energy efficiency principles and standards such as those established by Leadership in Energy and Environmental Design (LEED).

(Supports objectives E1 and E2)

O

c) Require new municipal buildings to achieve LEED or Passive House certification or LEED/Passive House comparable energy efficiency performance.

(Supports objectives E1 and E2)

O

Retrofits

d) Partner with other levels of government to explore incentives for energy efficiency retrofits.

(Supports objectives E1 and E2)

P

O

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DRAFT

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9.5 Urban Agriculture

Urban agriculture can include backyard gardens and the keeping of small livestock such as fowl, rabbits, and bees, on residential properties. Where urban agriculture is permitted, it must come with careful restrictions to enable on- and off-site sales, and roadside vending offers more flexibility for the sale of farm, fish or forestry products. Community gardens sometimes also include a retail component, and use both individual and shared plots, available to all local residents. In Lunenburg, there is a community garden, which is operated by a not-for-profit organization on the Lunenburg Academy grounds.

Urban agriculture has been increasing in popularity in recent years, and communities across Canada are incorporating allowances for urban agriculture and community gardens into their land use regulations. In 2020, the COVID-19 pandemic has further highlighted the benefits of local food production, threatening supply chains and leaving local businesses and economies at risk.

With our continued dependence on industrial food production, small-scale urban agriculture has only minimal influence on food security and nutrition, but there are many additional reasons to encourage these activities. By supplementing local diets, urban agriculture of various forms has the ability to reduce carbon emissions, stimulate

the economy, improve biodiversity, educate participants and improve connections with nature, as well as provide environmental benefits associated with green space such as aesthetic and mental health impacts, reduction in stormwater runoff and the urban heat island effect. Small-scale agriculture (and particularly community gardens) work to reduce social isolation and strengthen community, though it is important that all residents be consulted and empowered in the leadership of these projects so benefits may be shared equitably.

Backyard Gardening

a) Enable the on-site sale of agricultural products grown on residential properties through the Land Use By-law, with no development permit required.

(Supports objectives E1 and E2)

L

b) Permit and regulate the use of accessory structures to support urban agricultural use through the Land Use By-law.

(Supports objectives E1 and E2)

L

The Keeping of Animals

c) Regulate beekeeping as an accessory use within residential areas, through the Land Use By-law.

(Supports objectives E1, E2 and E3)

L

DRAFT

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d) Enable the keeping and raising of animals suitable for urban agriculture through the Land Use By-law.

(Supports objectives E1 and E2)

L

e) Regulate factors including the number of animals by type and lot size, through the Land Use By-law.

(Supports objectives E1 and E2)

L

Community Gardens

f) Continue to support existing community gardens and promote the benefits of local food production.

(Supports objectives E1 and E2)

O

g) Encourage the development of community gardens throughout the Town.

(Supports objectives E1 and E2)

O

h) Regulate associated structures, water sources and waste disposal, and other needs associated with community garden uses, through the Land Use By-law.

(Supports objectives E1 and E2)

L

Roadside Vending

i) Permit the sale of products by those engaged in their harvest or production, within small unenclosed structures such as farm or fish stalls, with no development permit required, through the Land Use By-law.

(Supports objectives E1 and E2)

L

j) Regulate the size, rear and side setback of associated structures, through the Land Use By-law.

(Supports objectives E1 and E2)

L

DRAFT

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

9.6 Electric Vehicles

There is a growing uptake of electric powered vehicles across North America. Electric vehicles are automobiles that run completely or partially on electrical energy as opposed to internal combustion engines that burn fossil fuels. Many electric vehicles require an external source of energy to charge batteries that provide the automobile propulsion; however, charging stations differ from traditional gasoline or diesel fueling as it is possible for chargers to be either personal in nature (at home or at work), or operate as a commercial business (where travelers pay a fee to charge their vehicle).

Electric Vehicle Charging Stations

a) Permit and encourage personal charging stations across Lunenburg through the land use regulations.

(Supports objective E2)

L

b) Require large developments to provide a certain number of electric vehicle charging stations through land use regulations.

(Supports objective E2)

L

c) Explore the potential of providing electric vehicle charging stations at Town Hall or other locations in Lunenburg.

(Supports objective E2)

L O

d) Provide and promote electrical vehicle charging stations at new central visitor parking lots.

(Supports objective E2)

L O

Carshare

e) Explore the potential for an electric vehicle carshare program to serve residents of Lunenburg.

(Supports objective E2)

S

f) Provide free carshare on-street parking spots throughout the town.

(Supports objective E2)

O

Municipal Fleet

g) Encourage the transition of the Town of Lunenburg's fleet to electric vehicles, where possible.

(Supports objective E2)

O

Idle-free Lunenburg

h) Develop a Vehicle Idling By-law aimed at reducing personal and commercial vehicular idling in the town.

(Supports objective E2)

O Le

DRAFT

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9.7 Coastal Water Quality

The ocean is, of course, the most significant water body in Lunenburg, impacting the weather, climate, and contributing to the identity, character, and economy of the town. However, studies have determined there are periodic water quality issues in the harbour. The future of the harbour and its water quality will require advocacy and cooperation between the town and other levels of government, community groups, land owners and harbour users to ensure it remains an asset in the town.

a) Continue to explore and enhance relationships and cooperation with other levels of government, community groups, land owners and harbour users to monitor and improve water quality in Lunenburg Harbour.

(Supports objective E3)

O P S

DRAFT

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9.8 Conservation



Prior to human settlement, Lunenburg was a completely natural environment. As humans have developed the area, natural ecosystems and processes have been altered and impacted plant and animal species, placing many species at risk. While direct protection of species at-risk is the responsibility of provincial and federal agencies, the Town can play a role when considering development proposals in areas with known species-at-risk habitat, and through education of developers and property owners.

Conservation

a) Promote conservation zoning through a clear regulatory framework to protect ecologically sensitive and important areas.
(Supports objective E3)

L

b) Explore implementing Wildlife Corridors through the town to ensure wildlife can safely connect to natural areas outside of the town.

(Supports objective E3)

S L P

c) Encourage the planting of native species through tree and landscaping requirements.

(Supports objective E3)

L O

Indigenous Communities

d) Work with local Indigenous communities to share knowledge about practices to improve conservation efforts and environmental health.

(Supports objective E3)

P O

DRAFT

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Culture and Recreation

DRAFT



The Arts:

The term arts can refer to architecture, sculpture and painting, film and media arts, music, theatre, dance and literary arts, and there are variations of terms used that can expand this list, such as craft, artisan, or maker.

Culture:

The term culture fundamentally refers to the 'way of life' of groups of people. It can mean different things according to context and user intent, including the economic sector, physical cultural heritage, diversity and identity.

Lunenburg has a large variety of cultural and recreation assets and amenities, with further opportunities in the greater region. These spaces and activities are a vital component to the community. Recreation, parks, sports, fitness, leisure, active living, social gathering, activism, arts, and cultural services are all essential to personal health and well-being, building strong communities, reducing health care, social service, and justice costs as well as being significant economic generators.

Arts and culture in particular are a significant economic industry as well as a source of recreational experiences, engagement in new ideas, and administration of public institutions. They provide opportunities to bring people together, and support social and individual well-being by promoting self-expression, offering educational experiences and building civic engagement, while also building livelihoods. Cultural vibrancy attracts creative workers, and the town is well known as an attractive place for artists. There are significant arts and cultural assets in the community, and these resources can help Lunenburg to achieve its broader civic goals.

The cultural appeal of Lunenburg is the result of an authenticity that can be found in the town, with a unique sense of place, a distinct identity and strong cultural heritage. At the same time, the diversity of cultural backgrounds is increasing, and a fuller awareness of cultural heritage is emerging, in particular to include the

contributions and hardships of Mi'kmaq, Black, and Acadian peoples. With this awareness comes the need to reassess how history is commemorated, and foster greater complexity in the resounding cultural narrative. This direction in the evolution of how Lunenburg chooses to remember the past is a reflection of current publicly held values of inclusion and equity, and does not seek to erode any sense of pride in the accomplishments of settler families. Rather the goal is to acknowledge the centrality of Mi'kmaq, Black, and Acadian people in history, to foster dialogue, build a sense of belonging, and strive toward more tolerant and just relationships.

The future of culture and recreation in Lunenburg must also consider the real and perceived barriers to participation. Many barriers are intersectional, whereby the multiple identities of an individual may create discrimination or disadvantage. While any types of disadvantage require attention and action, addressing gender and financial equity issues continue to be a key component of inclusion.

As trends in leisure activity have evolved, the design of facilities and users' needs have also changed. Generally, activity has shifted from formally organized, group activities, to informal, individual or small group activities. Trends in sport and fitness indicate a movement towards less competitive and more spontaneous activities, such as drop-

DRAFT

in yoga or on-off workshops. Due to these changing trends and choices, multipurpose facilities and spaces that support greater options and flexibility have begun to replace more prescriptive spaces that serve fewer functions.

The primary purpose of planning for culture and recreation is to strengthen Lunenburg's identity and economy and improve the quality of life for residents and visitors. Culture and recreation exist throughout the town and beyond, in a network of places, experiences and people. In this context, it is essential that the task of planning and development be viewed as a shared effort among a range of community stakeholders including local government, not for profits, and general citizens. This can be achieved by starting with a mutual understanding of the assets, goal, objectives and opportunities for action. Exactly what actions are implemented at what time will flow from the relationships, resources and circumstances of the moment.

Goal

A town where all community members have access to cultural and recreation experiences.

Objectives

CR1 Promote and cultivate inclusivity in culture and recreation.

CR2 Promote culture and recreation as a critical pillar for the social, physical, and mental well-being of Lunenburg's residents.

CR3 Expand and improve the quality, connectivity, and access to parks and trail spaces within the town.

CR4 Continue to build connections, understanding and equity between ethno-cultural communities..

CR5 Develop and promote Lunenburg as an arts and cultural hub of the South Shore and Nova Scotia.

DRAFT

10.1 Identity

The high quality and quantity of arts activity in Lunenburg is underpinned by the unique North Atlantic maritime culture, both traditional and contemporary. Lunenburg's traditional marine industries hold major significance, providing not only economic activity but also a strong sense of identity in the lifestyles, values and skills that evolved from these practices. This identity is unique and warrants protection from forces of cultural homogenization.

However, Lunenburg's marine culture does not exist in isolation. Newcomers from many different backgrounds are forging new paths in community identity. Furthermore, the narrative of colonial settlement has largely omitted the experiences of Mi'kmaq, Black and Acadian people, which contributes to a perpetuation of exclusion, injustice and racism. Over the next generation, the traditional identity of Lunenburg will be reframed and expanded, while maintaining the core elements of the maritime culture.

a) Create learning programs, workshops, or lectures that ensure the transfer of traditional crafts and skills to the next generation.

(Supports objectives CR1 and CR4)

O

b) Create learning programs, workshops, or lectures that illuminate the more recently arrived identities that are present in Lunenburg.

(Supports objectives CR1 and CR4)

O

c) Build relationships between the Town and Mi'kmaq residents and organizations, and the Town and Black residents and organizations in the area.

(Supports objectives CR1 and CR4)

P

d) Create or promote learning programs to deepen understanding of the histories of Mi'kmaq and Black people in Nova Scotia and Lunenburg.

(Supports objectives CR1 and CR4)

P

O

e) Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations of Black, Indigenous and people of colour in Lunenburg.

(Supports objectives CR1 and CR4)

P

O

DRAFT

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10.2 Arts Facilities

The vitality of the arts is closely linked to the quality and availability of facilities and locations where these activities take place. Facilities include a wide range of public, private and community-based spaces, both indoor and outdoor. Lunenburg already has many excellent arts and cultural facilities, including museums, galleries and performance venues. Protecting these spaces, as well as creating and enabling new ones, will be an essential part of achieving the town's objectives.

Universal Design:
Design that prioritizes making spaces comfortable, safe and accessible for people of all abilities and identity.

a) Ensure that all current and future arts facilities are universally accessible.

(Supports objectives CR1 and CR2)

L O

b) Create an outdoor amphitheatre for live performance, potentially behind the Fire Hall, Lunenburg Academy, on Blockhouse Hill, at the waterfront, or at the Recreation Hub.

(Supports objectives CR3 and CR5)

L O

c) Permit the sale of art in residential structures through the Land Use By-law.

(Supports objective CR5)

L

d) Permit the creation of live/work studio spaces through the Land Use By-law.

(Supports objectives CR2 and CR5)

L

e) Maintain or develop use agreements with other municipalities or institutions.

(Supports objectives CR1 and CR4)

P

f) Identify space needs and feasibility of converting an underutilized municipal building to a multi-purpose community arts space and studios, as part of a broader recreation needs assessment and municipal facilities strategy.

(Supports objectives CR2 and CR5)

S L

g) Evaluate the effect of commercial property taxes on arts and cultural businesses and facilities and consider a tax grant program.

(Supports objectives CR1, CR2 and CR5)

S

DRAFT

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10.3 Sport and Leisure Facilities

Lunenburg's Recreation Department is responsible for a number of facilities in the town for individual and community use with the overarching goal to provide adequate built environments for all members of the community to enjoy. The Library in the Lunenburg Academy is a significant facility, recently renovated and well positioned to meet user needs in the years to come. The other two key facilities are the Lunenburg Community Centre (which features an auditorium, studio/meeting rooms, a fully equipped kitchen, weight room, bouldering wall, baseball field, soccer field, 400 metre track, and a skate park) and the Lunenburg War Memorial Arena, operating from the start of October to the end of March for all skating needs. Both of these facilities are dated and aging, and will require significant investment or replacement over the life of the Comprehensive Community Plan. Sport and leisure trends are also shifting, and the facilities will need to adapt to these new needs and community interests. Recreation buildings are also a part of the directions outlined in sections 2.9 Community Structure and 4.0 Servicing and Facilities.

a) Ensure all current and future recreation facilities are designed for universal accessibility.

(Supports objectives CR1, CR2 and CR3)

L O

b) Implement an electronic parks and recreation software that can perform program and facility bookings and track user data and trends.

(Supports objectives CR2 and CR3)

O

c) Maintain or develop use agreements with other municipalities or institutions.

(Supports objective CR3)

P

d) Conduct a regional recreation inventory to understand how current infrastructure is meeting recreation and community needs and what infrastructure is missing or surplus, with the purpose of identifying future investment.

(Supports objective CR3)

S P

e) Based on the results of a recreation needs assessment, develop a redevelopment concept plan for the Recreation and Education Hub and potentially other Town buildings, to revitalize and improve the Town's current stock of recreation facilities.

(Supports objective CR3)

L O S

DRAFT

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Figure 10.1
Recreation Facilities

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- Indoor Recreation Facilities ○
- Outdoor Recreation Facilities and Open Spaces ●

10.4 Parks and Outdoor Public Spaces

Parks and outdoor public spaces are important assets of the recreation and community space network. This can include green spaces, plazas, seating areas, playgrounds, fields and environmental features such as reservoirs, flood barriers, watersheds, waterways and wetlands. Other spaces include school grounds, cemeteries and underdeveloped lands. A body of growing research has examined the benefits of spending time in natural settings and its impact on health psychological well-being. As Lunenburg moves into the future, it is critical that an adequate number and quality of outdoor spaces are provided for the community.

a) Explore feasibility of creating a new playground and green space in the New Town area.

(Supports objectives CR1, CR2 and CR3)

S L

b) Develop an outdoor skating rink during the winter months, in partnership with community.

(Supports objectives CR1, CR2 and CR3)

P L

c) Implement the Lot Development Plan for the Lunenburg Academy.

(Supports objectives CR1 and CR2)

L O

d) Maintain the open space surrounding the Lunenburg Academy as a character defining element of the site.

(Supports objectives CR1 and CR2)

L O

e) Ensure all parks and open spaces incorporate universal design principles that ensure accessibility.

(Supports objectives CR1, CR2 and CR3)

L O

f) Explore partnerships and feasibility of developing a wetland park with boardwalks in the marshy area near Victoria Road, as shown in Chapter 2, Community Structure.

(Supports objectives CR1 and CR3)

S L P

g) Protect Blockhouse Hill open space bound by Blockhouse Hill Road, Townsend Street and Kempt Street.

(Supports objective CR3)

L

DRAFT

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Waterfront

Lunenburg features a lively working waterfront, lined by distinctive wooden-clad warehouses and commercial structures. As the hub of the town, the waterfront plays many different roles - it is an employment centre for residents of Lunenburg and the region; it is one of the primary points of interest for visitors to Lunenburg, and it is one of the most visited public places for members of the community. The waterfront and the coast not only plays a significant role in the identity and character of the town, but it is deeply tied to the identity of local residents. Ensuring the waterfront remains a critical asset in the open space network is integral to the future of Lunenburg. The Town owns a limited number of properties along the Old Town waterfront, meaning integrated planning with government and non-government land owners will be integral for the continued success of the Lunenburg waterfront. The following policies were developed through the Comprehensive Community Planning process which reinforce the goals of the 2019 Lunenburg Waterfront Master Plan completed by Develop Nova Scotia.

h) Implement land use regulations that promote improved waterfront access, including but not limited to:

- i) limiting the use of fencing**
 - ii) ensuring adequate and appropriate pedestrian corridors**
 - iii) promoting streetfront activities.**
- (Supports objectives CR1, CR2 and CR3)

L

i) Explore opportunities to increase physical connectivity with the shoreline and ocean, including implementing areas where people can interact with the water.
(Supports objectives CR1, CR2 and CR3)

L

j) Work with landowners along the waterfront to ensure wharves are used to their full potential.

(Supports objectives CR3 and CR4)

L P

Cemeteries

k) Continue to ensure town operated cemeteries remain the focus and part of the Town's open space network.

(Supports objective CR4)

L O

l) Partner with organizations, community members and other levels of government in order to retain and acquire additional outdoor parks and open space within the town.

(Supports objectives CR3)

L P

m) Partner with organizations within the community to increase the use of existing facilities and structures including, but not limited to churches, schools and vacant lots.

(Supports objectives CR1, CR4 and CR5)

L P

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Figure 10.2
Victoria Road Wetland Park

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10.5 Trails

Within Lunenburg, there is an excellent collection of trails and paths that serve recreational and leisure purposes, but also perform more practical purposes. Trails and pathways connect people within the town to amenities, businesses, and people, in addition to other trail networks outside of Lunenburg. The Front Harbour and Back Harbour Trails both provide excellent user experiences with their scenic views of the coastline, and there are also several trails inland; however, many of the town's trails are disjointed from one another. Trail connections are further elaborated in the Community Structure and Mobility chapters.

Trail Network and Design

a) Encourage active transportation through trail connectivity and continuity within the town and the greater region.

(Supports objectives CR2 and CR3)

P O

b) Integrate off-street trail network with on-street active transportation network.

(Supports objectives CR2 and CR3)

L O

c) Realign the Bay to Bay Trail where it crosses Maple Avenue.

(Supports objectives CR2 and CR3)

L

d) Improve trail connections between Old and New Town through the Front Harbour Trail.

(Supports objectives CR2 and CR3)

L

e) Work with the Municipality of the District of Lunenburg to connect open space destinations outside of Lunenburg with the town via an integrated trail network.

(Supports objectives CR2 and CR3)

L P

f) Extend a trail past King Street to connect it to the Back Harbour Trail.

(Supports objectives CR2 and CR3)

L O

g) Implement Tannery Road boardwalk trail.

(Supports objectives CR2 and CR3)

O

h) Create a new access point to the Back Harbour Trail from the base of Kinley Drive.

(Supports objectives CR2 and CR3)

L O

i) Develop and foster partnerships with landowners along the harbourfront to determine how to create a harbourfront walking path.

(Supports objectives CR2, CR3 and CR4)

L P

DRAFT

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Trail Amenities

j) Ensure adequate provision of amenities along trails within the town such as the provision of benches, tables, and waste receptacle.

(Supports objectives CR1, CR2 and CR3)



k) Develop a cohesive and consistent wayfinding program for the town's parks, trails, and open space network, building on the existing signage program.

(Supports objectives CR2 and CR3)



DRAFT

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Proposed Trail Improvements:

- Maple Avenue Crossing 1
- Kinley Drive - Back Harbour Trail Connection 2
- King Street - Back Harbour Trail Connection 3
- Front Harbour Trail Extension 4
- Tannery Road Boardwalk 5

Open Space

Trail or Path

- Bay-to-Bay Trail to Mahone Bay 1
- Bay-to-Bay Trail 2
- Bay-to-Bay Trail (Back Harbour Trail) 3
- Hillcrest Cemetery Paths 4
- Cumberland St to Townsend St Connections 5
- Front Harbour Trail 6
- Bluenose Dr to Montague St Connections 7
- Waterfront Boardwalk 8

Figure 10.3
Trail Network

10.6 Programming

The Recreation Department of the Town plans and facilitates a wide variety of recreation programming for residents and community members. The programs are advertised in the Town's quarterly recreation guide, giving residents an opportunity to embrace a physically active lifestyle, take part in educational workshops, volunteer, and discover what is going on in the town. The guide also includes important dates throughout the season and information on rentals in the Community Centre. The guide features a variety of activities such as badminton, morning walks, pickleball, and community events such as the raising of the pride flag, Lunenburg's birthday, and concerts.

Public Art and Collections

Public art is distinguished by how it is made, where it is, and what it means. Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions. Placed in public sites, this art is there for everyone, a form of collective community expression. Lunenburg has a number of public art works, and there is potential for more. The Town, and many residents, also possess a wide variety of historic artefacts, documents and relics. With a clear mandate, these disparate collections have the potential to form a relevant public collection that can be interpreted as a cohesive component of Lunenburg's cultural identity.

a) Establish a Public Art Advisory Committee of Council to develop the Town collection and create public works.

(Supports objectives CR1, CR2 and CR5)

P **O**

b) Undertake an inventory of art and significant cultural artifacts owned by the Town and in private collections.

(Supports objective CR5)

S

c) Develop a management policy and curation strategy for the Town's collection, taking future maintenance needs into consideration.

(Supports objectives CR4 and CR5)

S **O**

Community Access

Culture and recreation are an important feature of quality of life, and many local residents engage with these activities in a variety of ways. However, young, elderly and low-income families are less likely to take part. Women, girls and LGBTQ+ individuals are also less likely to participate in sport and physical activity. Inclusive community programs and events are designed to reduce or eliminate barriers to participation, including attending events and engaging in leisure and hobbies that contribute to high quality of life.

DRAFT

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d) Develop and implement strategies and policies to ensure no individual or family is not able to participate in public recreation for economic reasons.

(Supports objectives CR1, CR2 and CR3)



e) Create mechanisms for sponsorship or pay-what-you-can participation in any for-fee programs and events.

(Supports objectives CR1, CR2 and CR3)



f) Continue to implement the Positive Recreation Opportunities for Kids program.

(Supports objectives CR1, CR2 and CR3)



g) Enable low-cost culture and recreation programs for children and youth, for seniors, and for intergenerational groups.

(Supports objectives CR1, CR2, CR3 and CR4)



h) Encourage community events in public open spaces and within streets which can accommodate a wide range of participants.

(Supports objectives CR1, CR2, CR4 and CR5)



i) Explore greater drop-in and flexible culture and recreation programming for youth and young families in Lunenburg.

(Supports objectives CR1 and CR2)



j) Enable and encourage women, girls, LGBTQ+and racialized individuals to participate in recreation through the development and implementation of strategies and policies.

(Supports objectives CR1 and CR2)



Events and Activities

The development of innovative, inclusive and desirable events and activities is an ongoing effort. What is of interest to residents will continue to evolve over time, and will be impacted by broader trends.

k) Carry out annual engagement with residents to co-create and implement new events and activities.

(Supports objectives CR1 and CR4)



l) Continue integrating education and learning into culture and recreation programming.

(Supports objectives CR2 and CR4)



DRAFT

m) Develop an arts and recreation library or borrowing program where community members have free access to tools, games or equipment.

(Supports objectives CR1 and CR2)

O

n) Work with the Bluenose Golf Course to establish cross-country skiing and snowshoeing activities on the golf course during the winter months.

(Supports objectives CR3 and CR4)

P O

o) Introduce additional methods to promote recreation programming.

(Supports objectives CR1 and CR2)

O

Waterfront Programming

p) Explore opportunities for cold weather/ rainy day programming for the Lunenburg waterfront.

(Supports objectives CR1, CR2 and CR5)

L O

q) Continue to promote local art and music through waterfront shows and exhibits.

(Supports objectives CR2 and CR5)

L O

r) Continue to partner with provincial and federal agencies for the expansion of programmed activities on the Lunenburg waterfront.

(Supports objective CR5)

L P

s) Develop year round activities and programming opportunities along the Public Waterfront.

(Supports objectives CR2 and CR5)

L O

t) Utilize waterfront surface parking lot for seasonal outdoor events

P O

Volunteerism

u) Continue to promote volunteer opportunities and openings in Lunenburg.

(Supports objectives CR1 and CR2)

O

v) Develop and host seasonal volunteer training workshops.

(Supports objectives CR1 and CR2)

O

w) Establish criteria for providing no-cost community group access to meeting rooms, to ensure that financial barriers are not an impediment to participation in community building efforts.

(Supports objectives CR1 and CR2)

O

x) Develop and host regular volunteer appreciation events.

(Supports objectives CR1 and CR2)

O

y) Review the terms of the Recreation Advisory Committee to ensure representation of equity-seeking groups.

(Supports objectives CR2 and CR5)

P O

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

10.7 Arts Management and Promotion



Maximizing the development of arts and culture requires focused and intentional management and promotion geared toward building community capacity. Unlike sport, leisure and conventional recreation offerings, arts and culture are also a significant local economic sector. Further development of this sector is an indirect responsibility of a municipality and leadership is most effective when shared among the local government and community leaders. Partnerships and shared management will better enable the delivery of inclusive programming and arts-based tourism, and ensure the conditions that enable working arts are in place, contributing to a robust overall system of arts that will benefit all residents.

a) Establish a staff position that can support arts and cultural management, as part of a broader strategy for municipal community development resources.
(Supports objectives CR2 and CR5)

O

b) Clarify and formalize a collaborative group of diverse stakeholders including Town representation, to lead advancement of arts and culture in Lunenburg and throughout the region, including designated positions for equity seeking groups.

(Supports objectives CR2 and CR5)

P

c) Develop communications and marketing campaigns that leverage the arts and cultural sector.

(Supports objectives CR2 and CR5)

O

d) Monitor the economic impact of arts and cultural industries over time, as part of a broader community metrics monitoring program.

(Supports objective CR2)

S

e) Identify resources to centralize and coordinate communications with formal and informal systems for sharing information within the sector.

S

P

DRAFT

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Governance

DRAFT



Governance:

The processes by which public decisions are made, the use of public and private resources to implement them, and the evaluation of outcomes.

Traditionally, good municipal governance has been understood as efficient delivery of public services. While this is an essential component, it forecloses understanding whether the actions of the municipality are having a positive impact on social, economic and environmental aspects of the community. As the goals and objectives of the Comprehensive Community Plan demonstrate, the coming decades will have an expanded view of good municipal governance that will involve a wider range of democratic process and community outcomes, including some important qualities that are difficult to quantify and fall within the scope of many different stakeholders, both public and private. Furthermore, good governance will also come to be defined by not only community access to decision making, but community participation in the implementation of those decisions.

The evaluation of governance is a systematic process of measuring successes and shortcomings that should involve input from the community. Assessments of a governance system should involve

meaningful public input, but should not be left to emerge from individual voices and perception. It is important to establish protocols for gathering and tracking information about the impact of actions toward many aspects of the community. Assessments should evaluate the specific actions and the collaborative impact of the municipality, citizens and other stakeholders. Metrics for evaluation can be wide ranging; ice arena user statistics, residents' confidence in Town Council, and commercial vacancy rates are all examples of ways to assess impact. The best metrics have clearer attribution to the action under evaluation, and are able to illuminate any barriers or opportunities for improvement.

This chapter of the Comprehensive Community Plan is not a substitute for the multitude of systems, policies and procedures that already exist within the Town of Lunenburg. Rather, it should be viewed as key guidance for determining what assessments and changes are needed in order to ensure the Town has the governance capacity to achieve its long term goals and objectives.

DRAFT

Goal

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

Objectives

G1 Facilitate and grow engagement between the Town and the community with flexible and innovative approaches.

G2 Promote and enhance communication based on transparency and inclusion.

G3 Identify measurable metrics and targets to evaluate progress made through the actions of the Town and community.

G4 Continue to collaborate with regional partners and communities.

G5 Continue to build and maintain a system of municipal administration that can adapt to changing community needs and aspirations.

DRAFT

11.1 Internal Operations

Implementation of the Comprehensive Community Plan over the next 40 years will likely require some new ways of working within the Town administration. Continuing to carefully assess and challenge the status quo is invaluable for ensuring high quality, modern service delivery. Adapting to new circumstances means looking inward to evaluate internal operations. An operational review means taking an in-depth, objective big picture look at the municipal organization as a whole. It would include identification of opportunities that would maintain or improve core services, while also enabling support for broader community goals.

The work of the municipality can also be more clearly demonstrated with results-based targets and reporting. In addition to communicating the task, projects or other actions undertaken each year, it is important to measure the effect of that work. This will help to ensure the municipality is progressing in the desired ways, and will provide clearer rationale for modifying or maintaining aspects of the internal operations.

a) Undertake an organizational review (including an evaluation of operational performance, assessment of staff roles and responsibilities, etc.) with the purpose of identifying changes that will be required to enable implementation of the CCP and other goals of the Town.

(Supports objective G5)

S **O**

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

(Supports objective G5)

S **O**

c) Scan and assess for issues that may need to be addressed on a routine basis, driving a culture of continuous improvement.

(Supports objective G5)

O

d) Continue to provide staff training and development on change management, and leadership through change.

(Supports objective G5)

O

e) Identify performance indicators and appropriate measurements to annually identify activities of the municipality, and assess the impact and value of those activities for residents.

(Supports objectives G3 and G5)

O

f) Undertake a demographic monitoring study after each Canadian Census to evaluate socio-economic impacts.

(Supports objectives G3 and G5)

S

g) Reshape technology and equipment investments to meet contemporary standards, including cloud-based data management and digital information administration.

(Supports objective G5)

O

h) Create processes that empower all appropriate staff to take ownership of matters in their area of work, and undertake collaboration with regional and community stakeholders.

(Supports objectives G1 and G4)

O **P**

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

11.2 Local Engagement

Commitment to good governance is demonstrated by engaging the full range of community interests in a number of ways. Engagement of the community most often focuses on gathering input in a decision making process, but it also includes the community involvement in implementing those decisions. It also involves two way communication, keeping citizens informed while also continually acquiring knowledge of the social and economic conditions of the community. Like any municipality, there are several committees and boards that support the Town. These committees and boards have potential to expand and evolve in scope and function to provide an avenue for continual local engagement.

a) Expand the Town’s communication plan to include public participation strategy to guide protocols for involving the public in decision making and implementation of relevant initiatives.

(Supports objectives G1, G2 and G3)

O P

b) Continue and expand staff training for skills development in negotiation, communication, and facilitation.

(Supports objectives G1 and G2)

S O

c) Enhance centralizing information and services to provide a “one-stop-shop” service point that is integrated with a simplified online portal, to facilitate easy citizen interaction with the Town.

(Supports objective G2)

O

d) Develop educational materials to inform citizens about key municipal policies, in particular land use and heritage regulations.

(Supports objectives G1 and G2)

O

e) Reform municipal committees to build a culture of inclusion, with a particular focus on involvement of individuals from groups who are outside of mainstream power and influence.

(Supports objectives G2 and G3)

O

f) Pursue establishment of committees, task-forces, working groups or other participatory entities, including but not limited to the following issues:

i) Youth Leadership

ii) Anti-Racism and Decolonization

iii) Accountability and Engagement

iv) Housing.

(Supports objectives G1 and G2)

O P

DRAFT

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

11.3 Regional Cooperation



The need for collaborative regional governance is driven by a number of factors, including the complexity of the issues local communities face, such as climate change and housing. On a more basic level, small municipalities will increasingly struggle to afford working primarily in isolation. Regional partnerships are fundamental to achieving better outcomes within a fiscally restrained environment. The communities of Lunenburg, Lunenburg County, and the other towns in the area are deeply connected to one another; in the years to come this will only increase, and municipal regional cooperation should continue to reflect this reality.

a) Recommit to establishing frameworks and resources for ongoing relationship building between municipal and local leaders and regional stakeholders, even in the absence of specific projects.

(Supports objectives G1, G2 and G4)

O P

b) Continue to assess potential for sharing information technologies and software among municipalities.

(Supports objectives G4 and G5)

O P

c) Ensure consistency in land use planning policies where municipal boundaries meet.

(Supports objectives G4 and G5)

O P

d) Continually reevaluate and monitor the benefits and deterrents for annexation of areas adjacent to the Town, regional amalgamation with the surrounding municipality or other options for merging or restructuring municipal boundaries.

(Supports objectives G4 and G5)

O P

e) Advocate for a review of the roles and responsibilities of the Province and Municipalities, and the disparities between municipal units across the province.

(Supports objectives G4 and G5)

O P

DRAFT

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

11.4 Joint Services

Shared (Joint) Services:

The processes by which public decisions are made, the use of public and private resources to implement them, and the evaluation of outcomes.

Joint and shared services is a common approach to municipal governance in Nova Scotia. Shared services are facilitated and administered through formal agreements between municipal governments that allow municipalities to pool resources to improve the provision of services at a reduced cost. The sharing of services between municipalities also allows municipal governments to build their capacity and offer new services. For a shared services model to work, it must be based upon and satisfy the following three principles¹:

- 1) Common Interest: the objectives of all parties involved in a shared service are aligned.
- 2) Mutual Benefit: all parties must benefit, it must be proportional to contribution, and the arrangement must be perceived as fair.
- 3) Cost Effectiveness: there must be cost benefits associated with the shared service, and managing and administering the service must not eliminate any financial benefits gained.

Like many other municipalities in Nova Scotia, the Town of Lunenburg is also engaged in joint and shared services with nearby municipalities. The Town is partnered

with several communities along the South Shore to share fire fighting, emergency first response, emergency management, and solid waste management, among others. As further detailed in the Servicing and Facilities chapter of the Plan, municipal water, wastewater and electric utility connections extend to various degrees into the District of Lunenburg.

To ensure the Town can provide adequate services to the community, all the while exploring new series, a shared service lens should be applied to decision making.

a) Deepen work with local and regional partners in the provision of shared services.

(Supports objectives G4 and G5)

P

b) Monitor and evaluate existing joint and shared service agreements to ensure they are adequately designed and administered.

(Supports objective G4)

O P

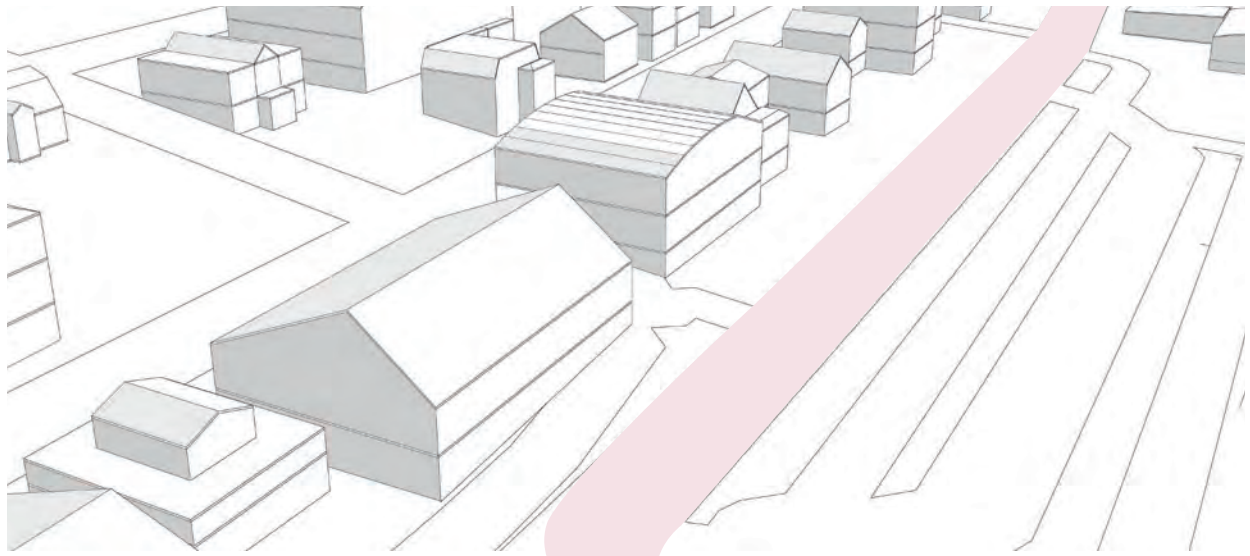
c) Explore and seek out additional joint and shared services opportunities for the Town.

(Supports objectives G4 and G5)

P

¹ Municipal Finance Officers' Association of Ontario. (n.d.). Shared services in Ontario's local public sector: localizing accountability.

DRAFT



Implementation and Monitoring

This section provides a five-year Implementation Plan for the CCP, outlining the steps to achieving 35 priority recommendations, and the process for continually updating actions. Standards for an annual review of the CCP priorities are included, with a detailed scoring process allowing Town staff to review other possible projects from the CCP and new initiatives that will emerge over time. The priorities included in this section will inform Town budgets and Council priorities for the next five years, and kick off implementation of the CCP.

The implementation of this CCP can not be achieved by the Town alone. In order to strengthen relationships and tackle complex issues, the public must continue to be involved in the participatory process of implementing these stated desires. A collective impact approach will be necessary to collaborate among all stakeholders on this common agenda, and consistent communication and shared evaluation is key to this process.

Prescreening

The action prioritization process was divided into two parts. First, all the actions included in this CCP were prescreened for: 1) community desire and 2) fundamental qualities.

To determine community desire, the top five¹ ranked actions in each topic² from the Project Lunenburg Draft CCP Community Survey were compiled, forming the first criteria, "Community Desire". A further review of all recommendations included in this CCP ensured no actions were missed which were favoured by engagement participants throughout the plan development but not reflected in the survey.

This prescreening review also assessed and identified actions that have fundamental qualities. More fundamental actions are prerequisite or capacity building, and enable other actions. Fundamental recommendations were then added to the prescreened list, and included actions which may not have been explicitly stated in the CCP process, or have benefits that are not obvious, but are nonetheless fundamental.



Prioritization

This prescreened list of actions included a total of 65 action items that were then further evaluated. This exercise considered six criteria (including a more detailed evaluation with the two used in the prescreening process). These six criteria are:

- ▶ Capacity Building
- ▶ Community Benefit
- ▶ Equity Benefit
- ▶ Immediacy of Impacts
- ▶ Community Desire
- ▶ Fundamentals

Each criteria used a range of weighted values, and was determined by a qualitative description of each potential value:

Capacity Building scored an action on the extent to which it can be accomplished using existing local resources (including Town staff capacity), and its ability to expand these capacities.

Community Benefit examined an action on the urgency of the issue it addresses, the proportion of the population affected, and its ability to positively impact Lunenburg's sustainability.

Equity Benefit assessed whether an action specifically targets or addresses an equity seeking group, such as low-income households or new immigrants.

Immediacy of Impacts scored an action on the immediacy of its impact, with categories for impacts felt within 1 year, 5 years, or longer. In scoring, this criteria is grouped with the previously mentioned Capacity Building, Community Benefit and Equity Benefit, collectively labeled "Community Building" throughout this chapter.

Community Desire divides actions which are supported by the majority of the community (though this does not imply a true consensus), actions that are supported by only some of the community, and actions which have limited support but may not have been explicitly considered in the engagement process or have less obvious benefits (many actions that fall within this category of limited community support score high in the "Fundamental" criteria).

Fundamentals are defined here as actions without which, many other actions would not be possible (such as data collection), but partial points were also gained by actions which enable some other actions but may not be essential.

Resulting scores were ranked, and the top scoring 35 actions were selected for this Implementation Plan. They were then assessed by the Project Team for consistency with expert opinion and lived experience.

This prioritization process will be repeated by Town staff every five years, in conjunction with a public review of the CCP. At this time, the review will be conducted alongside public engagement in order to identify new action items which have emerged in the preceding five years.

Action Sheets

The action sheets detailed in the chapter outline the process for implementing priority actions, with details on cost (Figure 12.1 outlines the costing continuum included in the project sheets), steps, and potential partners. The action's scores from the three criteria groupings in the prioritization are also illustrated.

Action items included in the Draft CCP Community Survey were in some cases amalgamations of multiple CCP recommendations. The priority action items included in this section have been adjusted to best reflect groupings which follow a clear and distinct implementation process.

Some first steps to consider prior to the implementation of these actions include:

- ▶ Ensure sufficient staff resources
- ▶ Reach out to potential partners
- ▶ Review relevant policy or documents

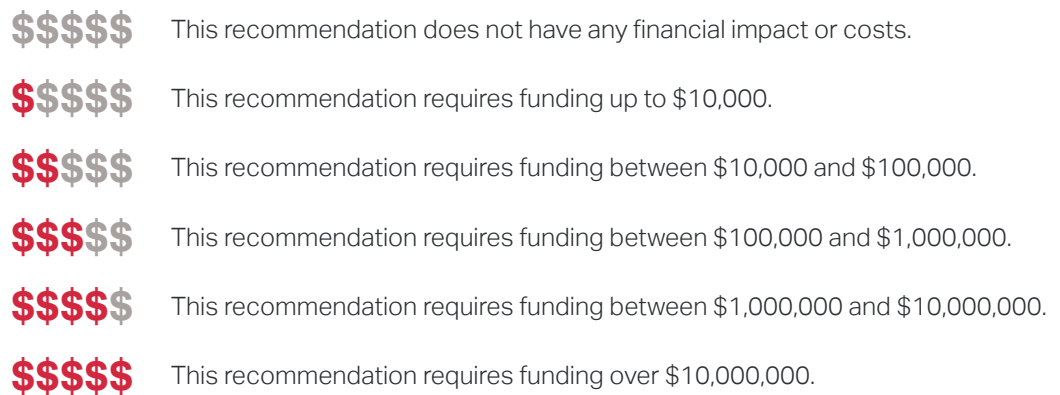


Figure 12.1
Estimated cost groupings for action sheets



Evaluation Metrics

Evaluation metrics are included in the introduction of each subsection, intended to measure the prioritized actions against the goal for that topic. Evaluation metrics should be collected and analyzed on an ongoing or annual basis, reflecting the importance of consistent data collection and data sharing.

These metrics draw from the principles of Developmental Evaluation, a framework best suited for initiatives characterized by uncertainty, innovation, and social complexity, such as a Comprehensive Community Plan. This is a flexible approach to evaluation, and allows new metrics or mechanisms to emerge as community goals shift or evolve. This flexibility should reflect an ever deepening understanding of the context and respond to community needs and values.

These evaluation metrics are intended to track the benefits of the action items and the outcomes they enable. While these metrics are derived from the goals set out in each chapter of this CCP, they are not accompanied by a measurable target. Targets fail to capture the consideration that any progress is not failure; progress is not linear, and these comprehensive and unique action items lend themselves to a more adaptive evaluation approach.

Annual Review

Appendix A includes a matrix which can be used by Town staff to score and prioritize potential projects on an annual basis. The annual review matrix is more detailed than the prioritization matrix used within this section, and provides information on financing, action assessments such as community wellbeing and public health, economic assessment, as well as the criteria included in the five-year prioritization matrix (Appendix A).

This review process will help staff and Council to align CCP guidelines with the Town budget, and make room for new recommendations as the existing conditions change, and new issues or values arise.



12.1 Community Structure



As Lunenburg readies itself for the future, decisions about spatial growth, organization of movement and the design of buildings and public space should be made in a comprehensive way. The community structure elements of this Plan provide a comprehensive framework to guide and influence the development of individual buildings, spaces or infrastructure. The structure forms the foundation for the detailed design and planning of each element within the Town of Lunenburg and strives to ensure its future as a well-planned, livable small community.

The priorities included in this five-year Implementation Plan deal with two large tracts of land that can be utilized to accommodate residential growth and chart the course for a sustainable energy future of the Town's utility.

Goal

A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.

Evaluation Metrics

Number and mix of new housing units.

Housing unit density per residential acre.

Number of secondary and backyard suites.

Population, number of households and youth population.

Capital and operating costs of roads and services relative to number of new housing units.

Area of public open space per resident and maximum walking distance from residences to public open space.

Number of live/work units and home-based businesses.

Proportion of renewable energy in utility's energy mix.

2.10a,b

Study and planning for a sustainable energy district.

The former municipal waste site along Starr Street represents significantly underutilized land within the town boundary. The area is also home to the Town’s wastewater treatment facility, critical power infrastructure and continues to operate as a compost collection area for Lunenburg residents. With remediation being cost prohibitive and soils not structurally sound, the area could potentially host a solar farm for renewable energy generation by either the Town’s utility or through private sector investment. Further study is required to assess the viability of the site, and the potential for municipal energy generation at other locations within or beyond the municipal boundary.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Define scope of work and create RFP.
2. Partner with external consultant to undertake study.
3. Determine feasibility and plan for implementation.

Potential Partners

Private Investors, Smart Cities, Province of Nova Scotia, Other Municipalities

2.4d

Site planning for Blockhouse Hill.

The Blockhouse Hill lands are comprised of 21 acres of largely undeveloped land located at the north-western corner of Old Town sloping towards the Lunenburg Back Harbour. Approximately 3 acres of the town-owned lands are home to the Lunenburg Board of Trade campground.

As lands adjacent to an established residential area, close to existing services and located on lands generally suitable for development, Blockhouse should be prioritized when residential expansion occurs. As the current landowner of this key municipal asset, the Town should seize the unique opportunity to shape the development character, housing variety and housing affordability. Tools that should be explored include conditions of sale, a municipal land bank or a community land trust. These models improve affordability by separating the cost of housing from the cost of land, and could create a community based alternative to conventional market housing.

Like all residential expansion areas, Blockhouse Hill should be developed in a comprehensive manner by coordinating various development interests through a Town-led planning and design process.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Relocate campground and offset lost Board of Trade revenue by increasing Old Town visitor parking fees.
2. Rezone Blockhouse Hill for comprehensive development.
3. Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing.
4. Commence Blockhouse Hill master planning study.

Potential Partners

Developers, Housing Nova Scotia, Housing Advocacy Groups

12.2 Housing

Engagement showed that housing is a critical topic for Project Lunenburg, and the Comprehensive Community Plan aims to ensure access to housing that is affordable, suitable, sustainable, and puts the needs of residents before tourists and investors.

The priorities included in this section aim to encourage long-term residency through short-term rental regulation and a feasibility study for tax mechanisms. These actions also aim to improve housing options by placing importance on partnerships among other government sectors, a flexible regulatory framework, and continued data monitoring.

Goal

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

Evaluation Metrics

Number of units constructed and offered for 30% or less of the median household income for the census DA (permit records, census data).

Single-detached dwelling units as a proportion of new construction (permit records over time).

Number of affordable housing developments funded in part by the Town (financial records).

Proportion of renters to owners (census data over time).

Proportion of renter and owner households spending over 30% of their income on shelter (census data over time).

Number of accessibility-related retrofits (permit records).

3.5a-d

Regulate Short-term rentals.

Short-term rentals (or STRs) are one housing form that can enable affordable home ownership and bolster tourism, but they are also a threat to the availability of long-term rentals and the prosperity of traditional hospitality sectors. It will be important to balance these benefits and challenges to maintain a housing market suitable for long-term local residents. This action item aims to create clear and enforceable enabling policy which allows STRs where appropriate.

Recommendations for regulating STRs include incorporating STR policies into the existing Municipal Planning Strategy and Land Use Bylaw; creating a standalone Short-term Rental Bylaw which regulates the use of secondary and primary residences as STRs, classifying secondary residences hosted as STRs as a commercial use, and requiring Municipal registration of primary residences hosted as STRs; and allocating funds acquired from STR registration and taxation (and potentially non-resident owners taxes) for policy enforcement and affordable housing initiatives. Capital costs for this item cover the expenses of consulting services to conduct further engagement and create a Short-term Rental Bylaw.

Action Type

S Study
 F Funding
 L Land Use
 P Partnerships
 O Organization
 Le Legislative

Estimated Cost

\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Incorporate STR policy in upcoming MPS and LUB review
2. Issue an request for tender (RFT) for consulting services to complete a Short-term Rental Bylaw
3. Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable housing initiatives

Potential Partners

Local short-term rental operators, the Province of Nova Scotia

How would this approach ensure hosts aren't purchasing homes for short-term rental?

A primary residence is the dwelling where an individual lives more than half the year as an owner or tenant, and is the residential address for bills, identification, taxes, and insurance. By restricting short-term rental to primary residences (hosts will be required to present government-issued ID upon registration), this Bylaw would allow properties to be listed only as a room within a home or as a full home while the host is away on vacation or otherwise. This approach attempts to avoid the removal of homes from the long-term rental market, encouraging long-term residency and stable neighbourhoods. Under the proposed regulations secondary residences could not be hosted as short-term rentals but may be registered as tourist accommodations where zoning allows.

3.6f

Conduct a feasibility study of mechanisms to encourage long-term residency.

Affordability of housing is a major concern for both renters and home owners, though renters also face the challenge of limited housing availability. In Lunenburg, seasonal residents and international buyers impact housing supply, making it harder for local residents to find suitable housing. In 2016, 14% of Lunenburg’s residences were seasonal, and the Town has one of the highest rates of non-resident and international ownership in Nova Scotia, and international owners make up half of all temporary residents. Construction has been slowing to near-record lows since 2015, and while the market typically moves in cycles, the current conditions do not favour long-term residency.

With an aging population, many homes will be entering the market in coming years, and this is a crucial time to ensure this supply is accessible for long-term residency and favours residents over visitors and investors. This feasibility study will analyze potential mechanisms for encouraging long-term residency among property owners through new tax programs.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Issue a request for proposals for consulting services that would include a Feasibility Analysis of the following mechanisms:
 - International/national buyer tax
 - Other non-resident owners tax
 - Empty homes tax
 - Lower owner tax credit (or augment provincial assessment cap)
2. Work with consultant to develop an implementation plan.

Potential Partners

Housing / Planning consultant, Province of NS, local homeowners.

3.1h,i

Continue to foster relationships with housing stakeholders to foster collaboration and data sharing.

Municipal governments are slowly starting to recognize their role in providing affordable housing as a part of creating equitable communities, but housing is primarily under Provincial jurisdiction. The responsibility also extends to housing providers and funders who include Provincial and Federal governments, non-profit housing providers, and private developers. It will be crucial to develop strong relationships with stakeholders in order to coordinate strategies, enable data sharing, and collaborate on shared goals.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Consult with Housing Nova Scotia on how their 2019-2022 Housing Action Plan could impact CCP recommendations.
2. Establish protocols for communicating with housing stakeholders on related policy, funding, and development work.

Potential Partners

Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, regional non-profit housing providers, local home owners and renters, local landlords, private developers.

3.4a-o

Study, policies and other actions toward alternative housing models.

Changing market trends can lead to a demand for alternative housing models which better suit emerging housing needs, compared to conventional market housing. This includes models which target demographics with unique needs like home share, supportive housing, or boarding housing; financial models such as rent-to-own or rent-geared-to-income; alternative development forms such as cohousing or grouped housing; and cooperative ownership models that enable affordable housing by removing the cost of land from the equation, like cooperative housing and community land trusts, often enabled by a Municipal Land Bank.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Enable alternative housing options through a review of Municipal land use documents.
2. Promote alternative housing options through programs and educational materials.
3. Work with housing stakeholders to develop financial incentives for alternative housing models.
4. Work with interested local housing advocates or non-profits within the region to conduct a feasibility study into establishing a Municipal land bank and community land trust.

Potential Partners

Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, regional non-profit housing providers, local home owners and renters, local landlords, private developers.

3.1f,g

Continue to monitor and analyze housing demand and supply, demographic indicators and relevant development trends.

Data monitoring is essential both to understanding current housing needs and opportunities, and to developing a baseline from which to measure success. An analysis of housing demand and supply should form the basis of all housing work, to ensure actions address the identified gaps in the housing continuum. Tracking market trends and demographic data through permitting and census profiles will add another layer of detail and provide important context.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish baseline data for housing demand and supply using population trends and characteristics, household trends and incomes, and an analysis of both market and non-market housing units.
2. Conduct annual reviews of development permit data.
3. Create local summary reports upon the release of the national census profiles (every five years).

Potential Partners

Statistics Canada, Housing Nova Scotia, the Affordable Housing Association, the South Shore Housing Action Coalition.

12.3 Servicing and Facilities

The servicing and facility duties of the Town of Lunenburg constitute a tremendous responsibility. Over the course of the next 40 years the facility, service, and infrastructure needs will be constantly changing and adapting, requiring a continuous approach to monitor, evaluate, and invest in facilities and services. Any future development scenarios for the town will need careful consideration of municipal water and sewer service provision.

The short- and long-term financial costs of providing high quality facilities and services is one of the primary factors, and challenges, in municipal operations. The Town must carefully consider and plan, including with local and regional partners, how to efficiently and effectively ensure financial burdens are not placed onto taxpayers when decisions to invest are made.

The priorities included in this five-year Implementation Plan deal with necessary upgrades to the Town's Wastewater Treatment Plant and wastewater collection system as well planning for the future of municipally owned buildings.

Goal

A town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Evaluation Metrics

Operating costs for provision of water, wastewater and stormwater services per resident.

Total length of separated stormwater and wastewater services.

Reported incidents of infiltration and seawater intrusion.

Length of underground electrical services.

Amount of cost contribution collected from private developers.

Total costs for fire services per resident.

Operating costs of municipal buildings.

Cost savings from inter-municipal facility and programming cost share arrangements.

Amount of annual waste diversion and reduction.

4.2a-d

Upgrades to the wastewater treatment plant.

The Town's Wastewater Treatment Plant (WWTP) was constructed in 2003 and is designed to treat an average dry weather flow of approximately 2.9 million litres per day and a peak wet weather flow of 11.4 million litres per day. Due to inflow and infiltration throughout the wastewater treatment system, the plant has aged at an accelerated rate and the seawater interferes with the proper functioning of the plant. Additionally, the flow rates from the plant are relatively high and come close to the plant's capacity, especially during rainfall events.

Should development in the identified expansion areas drive an increase in population or commercial activity, or should groundwater infiltration increase, the Average Dry Weather design flow may be exceeded, requiring significant work to control infiltration, or increase treatment capacity.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost
\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Conduct appropriate studies, design and budgeting for upgrades for the Wastewater Treatment Plan.
2. Clearly communicate the plans, costs, challenges and benefits to citizens.

Potential Partners

Infrastructure Canada, Service Nova Scotia

4.2e-h

Plan and make upgrades to the wastewater collection and discharge system.

Challenges with the wastewater treatment plant (WWTP) can be mitigated somewhat by several modifications to the wastewater collection system. Because of the hilly terrain, there are nine pump stations which move wastewater through the town to the treatment plant. The pump stations at sea level lack back-flow prevention, allowing seawater into the stations during very high tides and storm surges, which has caused temporary shut down of the treatment plant in the past, and has caused undue damage to the pumping stations. Installation of backflow prevention at these pumping stations would reduce the risk of this occurring, and would reduce damage to and the resulting need for maintenance of the pumping stations in the future.

Additional stress is put on the WWTP from the high inflow of groundwater and stormwater to the system. While the costs of a one-time replacement of all sewer lines within Town boundaries are prohibitive, this should be pursued whenever opportunities arise (e.g. during recapitalization of streets). New development should also manage stormwater as much as possible on-site, and planning documents should include net-zero runoff policies.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Conduct capital maintenance on the pump stations (replace if necessary), as per the 2019 Lunenburg Process Support - Lift Station Capital Maintenance memorandum.
2. Separate stormwater and wastewater sewers at every opportunity when streets are being recapitalized.

Potential Partners

Infrastructure Canada, Service Nova Scotia

4.6a
4.8c

Plan for long-term of all municipal facilities, including renovation, sale, or lease.

The Town currently owns a number of buildings and facilities that can be leveraged toward future goals. There are two primary facility needs for the Town of Lunenburg: A centralized, modern public works building; and new spaces for community and recreation events and programs, including meetings space and arts and cultural space.

There are many structures which have had changing roles over the last several years and may be surplus to the core requirements of the Town. Others yet are being underutilized and could be adapted to serve unmet needs in the community. These facilities include but are not necessarily limited to: Old School, Angus Walters House, CN Station, Armouries Building, Old Fire Hall, Current Fire Hall and the Town Hall. There are a few scenarios whereby the town could adapt, sell, or lease these properties in a manner that will meet the core facility needs and generate revenue to finance construction and renovations. Planning should start with a full understanding of the Town’s current inventory of facilities and maintenance needs, as well as how these spaces are used by staff and community.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost
\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Undertake a comprehensive asset management analysis and create a plan for how the Town will manage these assets to continue to provide adequate services to the community.
2. Establish a participatory process to engage community representatives in undertaking a comprehensive facilities recapitalization strategy, including public engagement, for renewal and sale of surplus municipal buildings.

Potential Partners

Community groups, real estate experts

12.4 Mobility

The Comprehensive Community Plan aims to improve mobility options for all residents and community members in Lunenburg, putting the needs of pedestrians first while also balancing the needs of residents and visitors that use automobiles.

Within this five-year Implementation Plan for mobility, the priorities cover two primary topics:

1. Improving connectivity between Old Town and New Town, and,
2. Planning for new visitor, employee and bus parking areas outside of Old Town.

Goal

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

Evaluation Metrics

Length (m) of sidewalks in town.

Length (m) of bicycle or mixed-use trails in town.

Number of automobile collisions.

Number of pedestrian collisions.

5.1d

Improve connectivity between Old Town and New Town for all modes of transportation.

Residents of Lunenburg typically travel between one of the residential areas and an array of destinations and recreational opportunities which are largely aligned along an axis reaching from the Stelia plant and its adjoining community facilities to the eastern part of Old Town. The trips of tourists typically begin outside of the community and are directly bound for the historic core of the Old Town. Despite a relatively dense and compact road system, Lunenburg is challenged by a lack of connectivity between Old Town and New Town.

For vehicle travel, intersection realignment at key intersections between Old Town and New Town (particularly Falkland and Lincoln) as well as reduced travel speeds along some streets will create a safer, more enjoyable environment for drivers as well as pedestrians. Creating or improving active transportation infrastructure along Victoria Road and Falkland Street connecting to the Front Harbour Trail and the Bay to Bay Trail will improve the connectivity for active transportation users between many of Lunenburg’s residential areas and destinations. Maintenance of active transportation connections, such as the Front Harbour Trail, is also critical in the winter months.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Issue an RFP and work with a consultant to conduct an intersection realignment study for Lincoln St and Falkland St.
2. Issue an RFP and work with a consultant to create a detailed design for active transportation infrastructure improvements along the Victoria-Falkland-Lincoln axis.
3. Allocate municipal funds to conduct regular winter trail maintenance on the Front Harbour trail and associated active transportation connections.

Potential Partners

Other levels of government; funding.

5.4a-y

Plan for new visitor, employee and bus parking areas outside of Old Town and associated programs.

Throughout the initial engagement for Project Lunenburg, parking availability was a concern for many residents and community members. A coordinated approach to parking management will help to eliminate congestion that is experienced during the tourist season. Dedicated, free visitor parking at the Memorial Arena parking lot, tour bus parking along Starr St, and RV Parking behind the railway station building will reduce traffic coming into Old Town and help to reduce congestion along streets.

A comprehensive signage plan directing traffic arriving in Lunenburg to the appropriate locations will be necessary. Associated amenities and services such as active transportation and transit/shuttle-bus connections between parking areas in New Town and destinations in Old Town, and public washrooms for tour bus drivers will also be necessary in order to make this strategy functional.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Make improvements to Starr St, the lot behind the railway station, and to the Memorial Arena parking lot as necessary for their new uses (e.g. expand shoulder along Starr St.).
2. Issue an RFP and work with a consultant to create a signage plan to direct arrival traffic and identify dedicated parking areas.
3. Work with private businesses to establish transit within the Town to transport visitors and residents from parking areas to destinations.

Potential Partners

Private sector operators, community groups, Tourism Nova Scotia, external consultant.

12.5 Economic Development

With regard to economic development, the Comprehensive Community Plan looks to ensure Lunenburg is a place where people want to invest, live and work. Throughout the engagement, residents and community members expressed their desire to see a more diverse, balanced economy in the town.

The priorities included in this five-year Implementation Plan support strengthening the Town's ability to conduct economic development including enhancing relationships with surrounding municipalities and establishing a staff position to spur economic development.

Goal

A town where year-round, well-paying employment is available to all residents.

Evaluation Metrics

Number of new businesses established.

Number of new businesses established by town residents.

Number of jobs in the town.

Employment and unemployment rate.

Number of vacant storefronts.

Number of businesses located in Lunenburg.

Median income of residents.

6.1i

Enhance relationships with surrounding communities and municipalities.

Although Lunenburg has a strong regional presence, there are many factors outside of the scope of municipal governance that contribute to economic development. Trends in education, technology and globalization are driving economic changes; however, municipalities are still able to play a role in local and regional economic development. To support economic development locally and regionally, the Town should enhance its relationships with surrounding communities and municipalities.

Regional economic development should not only consider the number and types of businesses that can be created, but it should also consider promoting the Town and the South Shore as a place to reside. To promote stable economic growth, growth in the region's permanent population should go hand in hand with growth in industry.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Reach out to surrounding communities and municipalities to explore potential economic development opportunities especially as it relates to attracting permanent residents to the South Shore.
2. Explore potential strategies to attract and retain residents along Nova Scotia's South Shore.

Potential Partners

Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester.

6.1a

Establish a staff position that can support economic development initiatives.

Throughout Project Lunenburg, the community emphasized the need for the Town to take on a greater role in economic development. One of the ways in which the Town can support economic development is to establish a staff position to support economic development initiatives. Currently, the Town does not have a dedicated staff person that supports economic development. An economic development officer, or similar position, could help the Town complete actions and initiatives related to business attraction and investment, business retention and expansion, land marketing and sales, and relationship building between public and private entities. Alternatively, if capacity does not exist within the Town to establish a dedicated staff person, the Town could also pursue a cost-sharing model with a regional partner.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Allocate funds for a Town employee or cost-shared employment position that supports economic development initiatives.
2. Hire a person to fill the role.

Potential Partners

Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Municipality of the District of Chester, Lunenburg Board of Trade, Develop Nova Scotia

<p>6.1c</p>	<p>Create an inventory of economic information, including vacant and available land or storefronts, as well as other economic data.</p>		
<p>In order to support data-driven decision making with respect to economic development, the Town should establish a public inventory of economic information. An inventory of public data that reports information including the location of vacant storefronts, available land, and other economic data can help the Town measure its economic health, but it can also support business attraction and retention. Completing this action will require the Town to reach out to different stakeholders and sources of data to create a comprehensive inventory of data.</p>			
<p>Action Type</p> <p> S Study F Funding L Land Use P Partnerships O Organization Le Legislative </p>			
<p>Estimated Cost</p> <p>\$\$\$\$\$</p>	<p>Score</p> <p>Community Building</p> <p>Community Desires</p> <p>Enabling Fundamentals</p>		
<p>Steps to Implementation</p> <ol style="list-style-type: none"> 1. Establish a publicly available, online, repository to store economic data. 2. Establish economic data and indicators that will be shown in the inventory. 3. Collect, and continue to update inventory as new economic data becomes available. 		<p>Potential Partners</p> <p>Lunenburg Board of Trade, Department of Finance Canada, Develop Nova Scotia</p>	

12.6 Heritage

Much of Lunenburg's popularly recognized and preserved heritage tells a story of colonial European legacies of fishing, farming and shipbuilding, but the cultural history of the Mi'kmaq remains crucial to an understanding of the land. Since the mid 18th century, Lunenburg has been covered under the Peace and Friendship Treaties which extend across the Maritime Provinces and northern Quebec, securing land use rights for Indigenous descendants.

Lunenburg's cultural heritage landscape is continually evolving. The prosperity of European Lunenburg settlers is evident in the town's extensive collection of historic colonial buildings, the working waterfront and the overall pattern of town development, all concentrated on the slope overlooking the sheltered harbour of Lunenburg. The character-defining elements of Lunenburg's architecture, streetscapes, waterfront features, and open spaces have undergone many changes and yet the overall visual character has remained remarkably intact since the original 18th century grid was laid out.

The priorities included in this five-year Implementation Plan deal primarily with updates to the Town's heritage frameworks that will allow practical adaptations to accommodate contemporary needs without compromising Lunenburg's heritage integrity.

Goal

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

Evaluation Metrics

Number of projects, monuments or interpretive panels recognizing Mi'kmaw and Black Nova Scotian history.

Number of registered heritage buildings.

Number of energy and accessibility retrofits to heritage buildings.

Value of construction permits in heritage district.

7.3c

Policy to encourage accessibility and provide heritage design guidance.

One of the defining characteristics of Lunenburg is the built heritage and architecture in the town. This includes all buildings, outbuildings and structures and features that support past activities such as wharves and docks; however, many of these structures do not possess features that make them fully accessible to the wider community. As many of these buildings still function today as homes and businesses, it is important they are fully accessible to the community and visitors to the town.

This action seeks to develop policies that permit and encourage accessibility improvements, such as wheelchair ramps, and to provide guidance to ensure any accessibility improvements complement the existing heritage character. When considering changes to the existing built heritage, the practical needs of the changes should be balanced with any potential negative impacts on the heritage value of the resource and any surrounding areas.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Review existing design guidelines for the Heritage Conservation Area and any applicable town policies and by-laws that could impact accessibility improvements such as wheelchair ramps.
2. Develop a design standard for accessibility improvements.
3. Update any design guidelines and/or town policies or by-laws, where necessary.

Potential Partners

Lunenburg County Joint Accessibility Advisory Committee

7.3b

Accommodate new additions to heritage structures such as solar panels without detrimental impacts to heritage value.

Lunenburg’s approach to heritage conservation should be updated by exploring how heritage values can coexist with contemporary concerns such as energy efficiency and production. Energy efficiency and renewable energy generation are not only beneficial for the environment, but can provide significant cost savings to homeowners and building owners. In addition, the emergence of electric vehicles will make it increasingly palatable for homeowners to produce energy at their residences. By enabling renewable energy generation by owners of heritage homes, the Town can work towards reducing the overall environmental footprint of its residents.

Any changes to existing built heritage resources must be carefully considered, and should balance both the practical needs of the present day while minimizing negative impacts on the heritage value of the resource and its surrounding land.

Action Type

S Study
 F Funding
 L Land Use
 P Partnerships
 O Organization
 Le Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Conduct a review of the Municipal Heritage Conservation District and Municipal Heritage Designation and identify potential improvements related to energy efficiency and renewable energy generation.

Potential Partners

Efficiency Nova Scotia

7.4c

Ensure infill and new development is visually compatible with, subordinate to, and distinguishable from the historic place.

The best practices for new additions in heritage areas are based on the principle that as historic places evolve over time, it is valuable to show changes added in different periods. Lunenburg is an example of such a place, where the evolution is visible in its variety of architectural styles. There are numerous opportunities in Old Town Lunenburg for infill development. It is on these vacant lots where the scale, form and setback of new dwellings can be managed to conserve the streetscape without mimicking previous architectural styles. The Comprehensive Plan aims to ensure that new development and additions to historic buildings are carefully considered to ensure the evolution of Lunenburg’s built form.

Lunenburg’s heritage management frameworks should be updated and clarified to respond to current needs and follow best practices in accordance with Standard 11 of The Standards and Guidelines for the Conservation of Historic Places in Canada (Second Edition, 2011) by Parks Canada.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Conduct a review of the Municipal Heritage Conservation District and Municipal Heritage Designation and identify potential improvements related to infill and new development.

Potential Partners

Other Nova Scotia UNESCO Heritage Sites

12.7 Urban Design

Throughout Project Lunenburg, residents and community members commented on public spaces within the town and their experiences within these spaces. Engagement results showed that improvements to the public realm could allow better interaction between people and between people and the environment.

The priorities included in this five-year Implementation Plan deal with the public spaces that people use such as policies to improve accessibility and implementations to improve streetscaes in Lunenburg.

Goal

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

Evaluation Metrics

Dollars (CAD) spent on streetscaping.

Number of street trees.

Accessibility standards (such as those developed by the Rick Hansen Foundation).

8.1s-y

Policies and other actions to improve accessibility throughout the town.

The built environment, which includes streets, sidewalks and other public places, must be designed to enable desired and intended use by all members of the community. One of the best ways to ensure this is to design and improve public spaces so they are accessible for all people. While, especially in Old Town, the small block structure and provision of sidewalks creates a successful pedestrian environment, the hilly topography often creates challenges when navigating the town's streets.

This action supports initiatives that reduce barriers that exist in Lunenburg and will enable more residents and visitors to enjoy the town's public spaces. Improvements in the number and allocation of accessible parking spaces, ensuring that main entrances are accessible, and providing sidewalks that are designed so steps are not required to enter a building are three recommendations to support improved accessibility throughout the town.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Evaluate the number of accessible parking spaces within the town and consider implementing additional spaces, where possible.
2. Review standards and guidelines for sidewalks to ensure they are fully accessible.

Potential Partners

Lunenburg County Joint Accessibility Advisory Committee, Nova Scotia Accessibility Advisory Board

**8.1a-r
8.1z-gg**

Activate streetscapes through design and programming.

The built environment plays an important role in the way in which people experience a street, and Lunenburg features many different types of streets that have been developed over the town’s history. Qualities like how safe someone feels, one’s comfort level and the aesthetic value of a street can all be influenced by the design of certain street elements. Whether by choice or coincidence, streets are often the public space we spend most of our time, and well-designed streets can have significant social and economic benefits.

This action supports the town to design and program its streets in a manner that are safe, comfortable, enjoyable and accessible to all residents and community members. Features and amenities that improve a street such as street lighting, places to sit, vegetation and widened sidewalks can all improve how someone experiences a street.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Identify potential streetscapes or streetscaping elements to be upgraded or implemented.
2. Conduct any potential studies, if necessary.
3. Develop a tendering process for the design and installation of any streetscaping projects.

Potential Partners

Develop Nova Scotia, Lunenburg Board of Trade

8.2a-h

Policies and programs for street trees and urban forest

Lunenburg has a well-connected, healthy urban forest. But to ensure street trees and the urban forest continue to thrive, the Town should prioritize the maintenance and upkeep of these trees. These trees bring many benefits to the community including calming traffic, reducing street noise, shading pedestrians, reducing energy consumption and minimizing stormwater runoff.

This action looks to support street trees and the urban forest through policies and programs for existing trees as well as new trees planted in the future. Planting additional trees and developing a maintenance and replacement program for existing street trees are two potential mechanisms to ensure Lunenburg’s urban forest remains healthy. As part of any maintenance and replacement program, a comprehensive inventory of street trees should be established. Special consideration should be given to the diversity and types of tree species that are planted which may require consultation with a forestry or urban forest expert .

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Consult with a forestry expert to understand types of tree species that should be planted in the town.
2. Establish a comprehensive urban forest inventory to track the condition of existing and future trees.
3. Review and update land use policies and regulations as they relate to landscaping and tree planting on private lots.

Potential Partners

Forest Nova Scotia, Department of Lands and Forestry, Canadian Urban Forest Research Group

12.8 Environment and Sustainability

The natural environment has played a critical role in shaping Lunenburg, and throughout Project Lunenburg, residents and community members expressed the need to ensure the town is prepared for the impacts of climate change but also to develop in more succinct harmony with the environment.

Included within the five-year Implementation Plan for the environment and sustainability are actions that support both climate change adaptation and mitigation.

Goal

A town that is ecologically diverse and climate resilient that has adapted to a changing climate while also reducing its overall footprint on the natural environment.

Evaluation Metrics

Number of households and businesses that adopt energy efficiency retrofits.

Kilowatts of energy produced through clean energy (wind, solar, etc.) sources.

9.4d

Partnerships to encourage energy efficiency retrofits.

Energy efficiency retrofits are upgrades to a building or structure that reduce its energy consumption needs. A large portion of a building’s energy needs are used to heat, cool and light it, but as technologies improve, there are an increasing number of options to improve a building’s energy efficiency. Energy efficiency retrofits can range in scale from minor change such as improving the insulation around windows and doors to larger retrofits that could see windows or heating/cooling systems replaced. Reducing energy demand not only creates benefits for the environment, but it also creates energy savings for consumers.

This action is aimed at facilitating partnerships that can help residents and business owners reduce their energy needs. The partnerships should explore potential funding and financial incentives that can be offered to residents and business owners in Lunenburg to install energy efficiency retrofits.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Partner with Efficiency Nova Scotia and Nova Scotia Power to promote home and business energy audits. Also explore potential partnerships at the federal and regional level.
2. Explore potential partnerships and funding opportunities that enable residents and business owners to conduct energy efficiency retrofits.

Potential Partners

Efficiency Nova Scotia, Nova Scotia Power, Department of Natural Resources, Department of Energy and Mines, Infrastructure Canada

9.2a-f

Policies for wind and solar energy at multiple scales.

There is growing uptake of renewable energy sources, including wind and solar, across Nova Scotia and beyond. What were once expensive and inefficient technologies have improved considerably to the point where the cost to produce energy through renewable energy sources is comparable, if not less expensive, than producing energy through the burning of fossil fuels. Renewable energy production not only reduces a consumer’s demand for energy produced through the burning of fossil fuels, but it also reduces the need to purchase power, thus reducing one’s energy costs.

This action is aimed at supporting wind and solar energy production at multiple scales in the town, including at the individual and municipal levels. Enabling and encouraging the uptake of solar at the individual level in addition to exploring community solar options may help to reduce the overall electricity demand in Lunenburg. This action also encourages the Town to explore wind energy projects that could supplement power purchased from Nova Scotia Power.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Review regulations as they relate to on- and off-building solar collector systems in Lunenburg.
2. Make appropriate changes to regulations to permit a greater uptake of solar in the community.
3. Explore funding opportunities in unison with provincial and federal programs for on-building solar projects.

Potential Partners

Nova Scotia Power

9.1c-f

Policies to regulate buildings near the shoreline as part of sea level rise adaptation.

As a coastal community, Lunenburg will be impacted by climate change, including sea level rise, now and into the future. As the sea levels rise and the potential for extreme weather increases, the need to ensure buildings and structures within the town are located at an elevation or distance from the shoreline that keeps people and their properties safe will be required. This action specifically looks to establish regulations that regulate where buildings can be located with regards to the shoreline. Any regulations that are established should consider the regulations within the Coastal Protection Act that will be released in the future.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish regulations to control the location of buildings within the Land Use By-law.
2. Update, if necessary, the Land Use By-law so regulations are consistent with the Coastal Protection Act.
3. Continue to review sea level rise projections and update regulations, as necessary.

Potential Partners

Nova Scotia Environment, Department of Municipal Affairs and Housing, Bluenose Coastal Action Foundation, Fisheries and Oceans Canada, Environment and Climate Change Canada

9.1j,k

Facilitate ongoing community learning and dialogue about sea level rise and climate change projections and adaptation measures.

Although climate change and sea level rise are of immediate concern for many residents and community members in Lunenburg, the relatively slow onset of climate change’s impact can create feelings of indifference. This action looks to ensure the community remains vigilant towards climate change and its impacts. One of the potential ways to support this vigilance is through the establishment of an online documentation platform for residents and community members to share their experiences with climate change and sea level rise. A platform like this may help to create a continuous dialogue in the community.

Another potential way to support climate change vigilance is for the Town to host workshops or other community events whereby residents are actively updated with sea level rise projections and measures the Town is taking to protect its residents and infrastructure.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish an online platform for residents and community members to share their experiences and stories that relate to climate change and sea level rise.
2. Continue to update sea level rise projections for the Town.
3. Host regular (e.g. biannual) community workshops to update the community of sea level rise projections and adaptation measures.

Potential Partners

Residents of Lunenburg, Nova Scotia Environment, Department of Municipal Affairs and Housing, Bluenose Coastal Action Foundation, Fisheries and Oceans Canada, Environment and Climate Change Canada

12.9 Culture and Recreation

Lunenburg has a wide breadth of culture and recreation opportunities within the town, and residents take advantage of regional offerings as well, often travelling throughout the county or the province for activities. Recreation, parks, sports, fitness, leisure, active living, social gathering, activism, arts, and cultural services are all essential to personal health and well-being, building strong communities, reducing health care, social service, and justice costs as well as being significant economic generators.

The actions included in this section aim to address inequities in Lunenburg through leadership, recreation and culture programming, heritage interpretation and preservation, and wider cultural actions. Other actions focus on facilities for recreation and culture, including waterfront trails and open spaces, as well as indoor and outdoor venues and services.

Goal

A town where all community members have access to cultural and recreation experiences.

Evaluation Metrics

Visitors travelling to Lunenburg for the purpose of arts, culture, or recreation (Annual Nova Scotia Visitor Exit Survey).

Number of visiting artists per year (Schedule records from local arts organizations).

Number of people participating in municipal and community arts and recreation programs. (records from Municipal programs and local arts and recreation organizations).

Number of recreation facilities per number of residents (Measured against Ontario Ministry of Culture and Recreation standards).

Mental and physical health outcomes by health district (Statistics Canada).

Diversity of age, gender, race, Indigenous status, sexuality, ability, among Municipal culture and recreation service users (Municipal user data).

Diversity of age, gender, race, Indigenous status, sexuality, ability, among Municipal council and committee members (self-declaration on application forms).

Measuring Inclusion Tool for Municipal Governments score card (Tool published by Alberta Urban Municipalities Association).

10.1b
10.6g
10.7b

Foster inclusivity in programming and leadership.

Although maritime culture underpins much of the high quality and quantity of arts activity in Lunenburg, it does not exist in isolation. Newcomers from many different backgrounds are forging new paths in the local community identity. Furthermore, the narrative of colonial settlement has largely omitted the experiences of Mi'kmaq, Black and Acadian people, which contributes to a perpetuation of injustice and racism. Like arts and culture, recreation is also an important component of quality of life, and many residents engage with these offerings in a variety of ways. However, women, girls, LGBTQ+ individuals, and racialized people are less likely to participate in sport and physical activity in particular, for a variety of reasons.

Over the next generation, the traditional identity of Lunenburg will be reframed and expanded, and partnerships and shared management will better support diverse leadership and enable the delivery of inclusive programming, designed to reduce or eliminate barriers to participation.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish a regional arts council or committee with designated positions for equity-seeking groups.
2. Work with diverse stakeholders to host a series of events highlighting the various cultural identities and histories of Lunenburg.
3. Implement strategies and policies to improve inclusivity in recreation, including gender-neutral spaces, programming dedicated to women and trans individuals, inclusive terminology, visual diversity in promotional materials, and staff diversity & inclusion training.

Potential Partners

Lunenburg Foundation for the Arts, local artists, South Shore Multicultural Association, ISANS, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, South Shore Sexual Health Centre, Bridgewater Junior Senior High School Project Rainbow, Lunenburg Pride.

10.1 c

Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.

Prior to the arrival of Europeans, the area which is now considered the Town of Lunenburg was the ancestral land of the Mi'kmaq people. The colonial heritage and history for which Lunenburg is renowned has coincided with centuries of harm for Indigenous community members. Additionally, heritage and culture throughout Canada has erased the history of systemic anti-Black racism that continues today, including the history of slavery that brought Black and Indigenous bodies under the rule of white European authority. Building relationships between local residents and organizations is the first step in the continual process of anti-racism and decolonization.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Establish Municipal protocol for engaging and collaborating with Indigenous and Black residents and organizations.
2. Budget resources to enable collaboration and sharing of knowledge and information.
3. Practice open dialogue, cooperation and collaboration on topics of common interests, challenges, and opportunities.
4. Regularly consider and acknowledge harm done by settler governments and colonial practices, and consider the impacts this has today on relationship building.

Potential Partners

South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, Indigenous and Black residents within the South Shore region.

<p>10.1 e</p>	<p>Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations of Black, Indigenous and people of colour in Lunenburg.</p>							
<p>This action runs parallel to actions focused on inclusion and relationship building, and also serves as one starting point for this work. Creating a special committee will bring together residents with lived experience of racism and colonization to inform Municipal work as well as independently take steps towards anti-racism, decolonization, and inclusion, through the support of Council. The committee may play an advisory role in municipal heritage development, including heritage interpretation and the upcoming review of the Heritage Bylaw.</p>								
<p>Action Type</p> <p> S Study F Funding L Land Use P Partnerships O Organization Le Legislative </p>								
<p>Estimated Cost</p> <p>\$\$\$\$\$</p>	<p>Score</p>	<table border="0"> <tr> <td>Community Building</td> <td><div style="width: 100%; height: 15px; background-color: #c00000;"></div></td> </tr> <tr> <td>Community Desires</td> <td><div style="width: 70%; height: 15px; background-color: #c00000; background-image: linear-gradient(to right, #c00000, #999);"></div></td> </tr> <tr> <td>Enabling Fundamentals</td> <td><div style="width: 100%; height: 15px; background-color: #c00000;"></div></td> </tr> </table>	Community Building	<div style="width: 100%; height: 15px; background-color: #c00000;"></div>	Community Desires	<div style="width: 70%; height: 15px; background-color: #c00000; background-image: linear-gradient(to right, #c00000, #999);"></div>	Enabling Fundamentals	<div style="width: 100%; height: 15px; background-color: #c00000;"></div>
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Enabling Fundamentals	<div style="width: 100%; height: 15px; background-color: #c00000;"></div>							
<p>Steps to Implementation</p> <ol style="list-style-type: none"> 1. Establish a committee or action group that represents diverse identities and perspectives from Black, Indigenous, and racialized community members, and advocates. 2. Budget resources to support the committee’s work. 3. Work with the committee to develop a racial equity lens for Municipal work. 	<p>Potential Partners</p> <p>South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of Nova Scotia, ISANS, Indigenous and Black residents within the South Shore region.</p>							

What is meant by decolonization?

The 2019 National Inquiry into Missing and Murdered Indigenous Women and Girls defines decolonization as, “a social and political process aimed at resisting and undoing the multi-faceted impacts of colonization and re-establishing strong contemporary Indigenous Peoples, Nations, and institutions based on traditional values, philosophies, and knowledge systems.” The Inquiry adds that, “a decolonizing mindset requires people to consciously and critically question the legitimacy of the colonizer and reflect on the ways we have been influenced by colonialism.”

**10.5
d-i**

Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths.

Lunenburg’s working waterfront forms the hub for the town, and plays a major role in local identity, employment, and tourism. The balance between the working and public waterfront is delicate, and this corridor is an integral asset in the town’s open space network. In order to improve the experience for community members and tourists who visit the waterfront, it will be important to connect open spaces, boardwalks, trails, and amenities to improve the pedestrian experience.

Recommendations include improvements to the Front and Back Harbour Trails, as well as a Tannery Road boardwalk trail, regional trail connections, and a harbourfront walking path.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Consult and collaborate with regional partners and waterfront land owners on trail development opportunities.
2. Submit a request for proposals for Architecture, Engineering, and Landscaping (AEL) services that will include detailed design drawings for improvements to the waterfront active transportation network, as well as a phased development plan.
3. Hire a contractor(s) to make improvements and additions to the waterfront active transportation network.

Potential Partners

Municipality of the District of Lunenburg, waterfront land owners and businesses, Develop Nova Scotia, Tourism Nova Scotia, AEL consultants, construction contractors.

**10.3
d,e**

Study and assess the regional arts and recreation facility needs, and develop an integrated strategy for renovation or new construction.

The quality of arts and recreation is dependent on adequate facilities, which may serve multiple purposes, or may need to be designed for one particular purpose. This task must incorporate findings from a Recreation Needs Assessment and input from local arts bodies before contributing to the development of a Municipal Assets and Facilities Strategy, and a Recreation and Community Facilities Recapitalization Strategy. This will be a participatory process in collaboration with the local community, in order to ensure the needs of all residents are met by arts and recreation facilities. Inclusion and accessibility principles will be incorporated throughout the planning stages.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost
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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Submit a request for proposals for planning and design services that includes community consultation and the development of a Recreation Needs Assessment.
2. Incorporate findings into the Municipal Assets and Facilities Strategy, and the Recreation and Community Facilities Recapitalization Strategy.
3. Submit a request for proposals for planning and design services that include the development of a concept plan for the recreation and education hub, among others.

Potential Partners

Planning and design consultant, Municipality of the District of Lunenburg, Town of Bridgewater, Lunenburg Foundation for the Arts, local artists, local arts and recreation facilities.

12.10 Governance

As the goals and objectives of the Comprehensive Community Plan demonstrate, the coming decades will have an expanded view of good municipal governance that will involve a wider range of democratic process and community outcomes. The 5-year governance actions lay a foundation for many other efforts in the progress of Lunenburg. Most importantly, these actions will help to empower the Town and community to grapple with the complexity of issues and the unknowns that the next decades will bring.

Goal

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

Evaluation Metrics


Municipal financial condition indicators, as per Province of Nova Scotia.

Number of community-based projects in Lunenburg.

Number of regional partnerships.

Number of candidates for municipal committees and Council.

Diversity of committee and Council membership.

<p>11.2e</p>	<p>Reform municipal committees to build a culture of inclusion.</p>		
<p>The future of good governance in Lunenburg will be dependent on the town’s ability to engage with a full range of residents and community members with diverse values, interests and backgrounds. One of the ways that the Town can include more perspectives, especially from individuals who are from groups outside of mainstream power and influence, is to reform the structures, practices and conventions of all municipal committees. As a first step, committees can be reformed to ensure there is representation from diverse groups and communities. It is important to note that a “diverse” committee member will have both identity-linked perspectives as well as subject-matter expertise related to the mandate of the committee. Other measures can include optimal scheduling, provision of meals, transportation or childcare, and facilitation and management of group dynamics. It is essential that committee members, Council and staff are all part of building a culture of inclusion. Committees benefit from consciously building their capacity for recognizing, understanding and responding to less common perspectives, and the complex intersections (or lack thereof) among identities, experiences, skills, interests and expertise.</p>			
<p>Action Type</p> <p> S Study F Funding L Land Use P Partnerships O Organization Le Legislative </p>			
<p>Estimated Cost</p> <p>\$\$\$\$\$</p>	<p>Score</p> <p>Community Building</p> <p>Community Desires</p> <p>Enabling Fundamentals</p>		
<p>Steps to Implementation</p> <ol style="list-style-type: none"> 1. Examine the diversity of municipal committee members to identify segments of the local population that are not represented. 2. Ensure all committee members receive training and support about inclusion. 3. Designated resources to overcome practical barriers to committee participation. 4. Build relationships with a broad range of community members to help identify new committee members. 		<p>Potential Partners</p> <p>Union of Nova Scotia , other municipalities, Province of Nova Scotia, external consultant</p>	

**11.4
a-c**

Deepen work with local and regional partners in the provision of shared services.

Lunenburg is advantageously located in close proximity to several other municipalities. The Municipality of the District of Lunenburg, Town of Bridgewater and Town of Mahone Bay are all a short drive from the Town of Lunenburg and represent potential partners for joint or shared services. Joint and shared services are facilitated through formal agreements between municipalities whereby they agree to pool resources to improve the provision of services at a reduced cost. While the Town already has a number of joint services, it should continue to explore opportunities to deepen this work with surrounding municipalities, to ensure it can continue to provide adequate services to residents and business. Even in the absence of specific projects, the Municipalities can continue to build relationships and solidify shared goals, to strengthen capacity for building shared service agreements as opportunities and needs emerge.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals




Steps to Implementation

1. Reach out to surrounding municipalities to routinely discuss shared experiences, challenges and opportunities, and potential joint and shared services.
2. Where opportunities exist, develop the appropriate agreements to facilitate the service.
3. Continue to apply a joint and shared service lens to decision making.

Potential Partners

Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester.

<p>11.1a</p>	<p>Undertake an organizational review that will identify changes required for enabling implementation of the CCP.</p>		
<p>An organizational review means taking an in-depth, objective big picture look at the municipal organization as a whole, in the positive spirit of continuous improvement and capacity building for the years to come. It engages an independent perspective and results in advice on future organizational changes that would enable alignment for long term future success. It would include identification of opportunities that would maintain or improve core services, while also enabling support for broader community goals, all with the purpose of identifying changes that will be required to enable implementation of the CCP and other goals of the Town.</p> <p>A review can include, but may not be limited to: evaluation of operational performance; assessment of staff job description roles and responsibilities; separation and clustering of work; supervisory spans; organizational culture; budgeting procedures, and more. The overall objective is to clearly understand the current organization and compare it to the organizational needs that are anticipated for implementing the CCP.</p>			
<p>Action Type</p> <p> S Study F Funding L Land Use P Partnerships O Organization Le Legislative </p>			
<p>Estimated Cost</p> <p>\$\$\$\$\$</p>	<p>Score</p> <p>Community Building</p> <p>Community Desires</p> <p>Enabling Fundamentals</p>		
<p>Steps to Implementation</p> <ol style="list-style-type: none"> 1. Detail the scope of work and include item in annual budget. 2. Issue Request for Proposals and select an external consultant. 3. Facilitate full participation of staff and Council. 		<p>Potential Partners</p> <p>External consultant</p>	

11.2a

Expand Town’s communication plan to include a public participation strategy.

Currently, the Town’s communication plan guides internal operations, setting guidance for providing the public with accurate and timely information, and ensuring compliance with the Municipal Governance Act. Expanding the Town’s communication plan to include a public participation strategy will guide frameworks for involving the public in decision making and implementation of relevant initiatives. The Project Lunenburg process illuminated a strong enthusiasm for public life and community building among citizens. Lunenburg is well positioned to take on co-implementation of the Comprehensive Community Plan in collaboration with community, and will need to do so in order to achieve many of the goals and objectives. As such, a public participation strategy must go beyond conveying information, and strive to build the structures for community-wide mobilization and a mainstream culture of participation. The engagement strategy should conceptualize citizens and business owners as co-producers of municipal projects, and not as heroes, consumers or advocates. This will require new structures and supports for participation that run alongside conventional committees of council.

Action Type

S Study
 F Funding
 L Land Use
 P Partnerships
 O Organization
 Le Legislative

Estimated Cost

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Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Review existing communication plan to understand gaps in the document.
2. Undertake research on best innovations in public participation, and develop the strategy.
3. Allocate resources for putting the strategy in place.
4. Review and evaluate outcomes on a continuous basis.

Potential Partners

Community Sector Council of Nova Scotia, Inspiring Communities, external consultant

11.1e

Identify performance indicators and appropriate measurements to annually evaluate activities of the municipality.

The Town of Lunenburg currently reports annually to the Province on key financial indicators, and to the community on work accomplished toward the *Strategic Plan*. The gap in the current evaluation structure is in relation to the impacts of the well-managed finances and work completed. The efforts of the municipality can be more clearly demonstrated with results-based evaluation and reporting. In addition to communicating the task, projects or other actions undertaken each year, it is important to measure the effect of that work. This will help to ensure the municipality is progressing in the desired ways, and will provide clearer rationale for modifying or maintaining aspects of the internal operations. Evaluations can be undertaken in a number of ways, using a wide range of data sources, including stakeholder interviews, citizen perception surveys, program participation data collection, permit and application data collection, kilometres of infrastructure and operating cost per kilometer, and others, as possible. It is important to identify the general desired direction for a metric, such as more girls participating in physical activity, but specific targets are often arbitrary and create a false pass/fail dichotomy that can undermine progress. Rather, a developmental evaluation approach should be applied, where ongoing adaptation is the goal.

Action Type

S Study **F** Funding **L** Land Use **P** Partnerships **O** Organization **Le** Legislative

Estimated Cost

\$\$\$\$\$

Score

Community Building



Community Desires



Enabling Fundamentals



Steps to Implementation

1. Seek out training or other education resources on results-based developmental evaluation.
2. Meet internally with staff to identify existing data that can be used for performance measurements, as well as new data collection practices.
3. Assign responsibility for collecting, compiling and analyzing to appropriate staff, working with external advisors.
4. Repeat annually.

Potential Partners

Union of Nova Scotia, other municipalities, St. FX's Coady International Institute, external consultant

12.11 Implementation Summary

Strategic Direction	Strategic Direction Goal	Action	CCP Section	Objectives Supported by Action
Community Structure	A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.	Study and planning for a sustainable energy district.	2.10 Waste and Sustainable Energy District (a,b)	C2
		Site planning for Blockhouse Hill.	2.4 Residential Expansion (d)	C3
Housing	A town that offers a wide range of high quality and affordable housing options.	Regulate Short-term rentals.	3.5 Short-term Rentals (a-d)	H1 and H2
		Conduct a feasibility study of mechanisms to encourage long-term residency.	3.6 Housing Programs (f)	H1 and H2
		Continue to foster relationships with housing stakeholders to foster collaboration and data sharing.	3.1 General (h,i)	H1, H2 and H3
		Study, policies and other actions toward alternative housing models.	3.4 Alternative Housing Models (a-o)	H1, H2 and H3
		Continue to monitor and analyze housing demand and supply, demographic indicators and relevant development trends.	3.1 General (f,g)	H1, H2 and H3
Servicing and Facilities	A town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.	Upgrades to the wastewater treatment plant.	4.2 Wastewater (a-d)	SF1, SF3 and SF6
		Plan and make upgrades to the wastewater collection and discharge system.	4.2 Wastewater (e-h)	SF1, SF2, SF4 and SF6
		Plan for long-term of all municipal facilities, including renovation, sale, or lease.	4.6 Potential Facilities Scenarios (a) and 4.8 Community and Recreation Facilities (c)	SF1, SF2, SF4 and SF6
Mobility	A town with an integrated transportation system for all modes that can support the needs of residents and visitors without creating undue burden on the town.	Improve connectivity between Old Town and New Town for all modes of transportation.	5.1 Connectivity (d)	M1, M3, M4 and M5
		Plan for new visitor, employee and bus parking areas outside of Old Town and associated programs.	5.4 Parking and Visitor Arrival Strategies (a-y)	M1, M2, M3, M4 and M5
Economic Development	A town where year-round, well-paying employment is available to all residents.	Enhance relationships with surrounding communities and municipalities.	6.1 General (i)	ED1
		Establish a staff position that can support economic development initiatives.	6.1 General (a)	ED1
		Create an inventory of economic information, including vacant and available land or storefronts, as well as other economic data.	6.1 General (c)	ED1



Strategic Direction	Strategic Direction Goal	Action	CCP Section	Objectives Supported by Action
Heritage	A town which continues to evolve as a living heritage site and recognizes a holistic view of its diverse history.	Policy to encourage accessibility and provide heritage design guidance.	7.3 Built Heritage (c)	HE1
		Accommodate new additions to heritage structures such as solar panels without detrimental impacts to heritage value.	7.3 Built Heritage (b)	HE1
		Ensure infill and new development is visually compatible with, subordinate to, and distinguishable from the historic place.	7.4 Infill and New Development (c)	HE2
Urban Design	A town that is shaped by cohesive design and supported by amenities that creates an attractive, enjoyable, and sustainable urban environment for residents and visitors.	Policies and other actions to improve accessibility throughout the town.	8.1 Streetscapes (s-y)	U1, U2, U3 and U4
		Activate streetscapes through design and programming.	8.1 Streetscapes (a-r and z-gg)	U1, U2, U3 and U4
		Policies and programs for street trees and urban forest	8.2 Urban Forest (a-h)	U1, U2, U3 and U4
Environment and Sustainability	A town that is ecologically diverse and climate resilient that has adapted to a changing climate while also reducing its overall footprint on the natural environment	Partnerships to encourage energy efficiency retrofits.	9.4 Energy Efficiency (d)	E1 and E2
		Policies for wind and solar energy at multiple scales.	9.2 Renewable Energy (a-f)	E1 and E2
		Policies to regulate buildings near the shoreline as part of sea level rise adaptation.	9.1 Sea Level Rise (c-f)	E1, E2 and E3
		Facilitate ongoing community learning and dialogue about sea level rise and climate change projections and adaptation measures.	9.1 Sea Level Rise (j,k)	E1

Strategic Direction	Strategic Direction Goal	Action	CCP Section	Objectives Supported by Action
Culture and Recreation	A town where all community members have access to cultural and recreation experiences.	Foster inclusivity in programming and leadership.	10.1 Identity (b), 10.6 Programming (g) and 10.7 Arts Management and Promotion (b)	CR1, CR2, CR3, CR4 and CR5
		Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.	10.1 Identity (c)	CR1 and CR4
		Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations of Black, Indigenous and people of colour in Lunenburg.	10.1 Identity (e)	CR1 and CR4
		Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths	10.5 Trails (d-i)	CR2, CR3 and CR4
		Study and assess the regional arts and recreation facility needs, and develop an integrated strategy for renovation or new construction.	10.3 Sport and Leisure Facilities (d,e)	CR3
		Reform municipal committees to build a culture of inclusion.	11.2 Local Engagement (e)	G2 and G3
Governance	A town where positive relationships, communication, continual engagement, and shared vision are the foundation to municipal decision-making.	Deepen work with local and regional partners in the provision of shared services.	11.4 Joint Services (a-c)	G4 and G5
		Undertake an organizational review that will identify changes required for enabling implementation of the CCP.	11.1 Internal Operations (a)	G5
		Expand Town's communication plan to include a public participation strategy.	11.2 Local Engagement (a)	G1, G2 and G3
		Identify performance indicators and appropriate measurements to annually evaluate activities of the municipality.	11.1 Internal Operations (e)	G3 and G5



COMPREHENSIVE COMMUNITY PLAN

SEPTEMBER 18, 2020

UPLAND

Appendix

Appendix A

Five Year Prioritization Framework

Criteria	Description	Max Value	Scoring Description	Weight	Score
Community Building					
Capacity Building	Local implementation and spin-off impacts of an action.	100	The community is able to undertake the action and builds upon local resources.	10%	
		50	The community is partially able to undertake the action and will marginally build upon local resources.		
		0	External resources are wholly required to complete the action.		
Community Benefit	The overall impact on the Lunenburg community including the impact on health and well-being, and social determinants of health.	100	The action addresses an urgent issue and will benefit the physical and mental well-being of the majority of the community. The action will lead to greater sustainability of the community and impact future generations.	10%	
		75	The action addresses an urgent issue but will only benefit the physical and mental well-being of a portion of the community. The action may lead to greater sustainability of the community and may impact future generations.		
		50	The action does not address an urgent issue but will benefit a large portion of the community. The action will positively impact the sustainability of the community and the physical and mental well-being in Lunenburg.		
		25	The action does not address an urgent issue and benefits a small portion of the community. Marginal positive impacts on the community's sustainability, physical and mental well-being, and impacts on future generations.		
		0	The action does not address an urgent need and does not benefit the larger community. There are limited, if any, positive benefits on the community's sustainability and well-being.		
Equity Benefit	The action's benefit for a marginalized or an equity-seeking group in the community.	100	An action addresses an equity-seeking group in the community (low-income, seniors, youth, new immigrants).	15%	
		0	An action does not address an equity-seeking group in the community (low-income, seniors, youth, new immigrants).		
Immediacy of Impact	The level of 'instantaneous' impact in the community.	100	Completing the action will bring an immediate impact (<1 year) in the community.	10%	
		50	Completing the action requires some level of 'ground laying', with the impact in the community felt between 1 and 5 years after implementation.		
		0	The impact of the action will be felt 5 or more years after its implementation.		
Community Preference					
Community Desire	The action has been specified by the community. Despite any level of support for an action, the community may still have concerns, and there may be details to resolve during implementation.	100	An action is supported by the majority of the community, but individuals or groups may still disagree with the action.	35%	
		50	An action is supported by some, but not all of the community.		
		10	An action is supported by only a handful of the population or a limited number of community groups. This may include prerequisite actions that may not have been explicitly considered throughout the CCP process, or actions that may have benefits that are not obvious.		
Enabling Fundamentals					
Fundamentals	The action is a fundamental mechanism for future planning initiatives and enables other actions within the CCP.	100	This action is an underlying essential; without it, many other actions will not be possible.	20%	
		50	This action will help to enable some other actions but may not be essential.		
		0	This action is not relevant as an essential; without it, most other actions would still be possible.		
				100%	

Annual Prioritization Framework

Criteria	Description	Max Value	Scoring Description	Weight	Score
Community Building					
Capacity Building	Local implementation and spin-off impacts of an action.	100	The community is able to undertake the action and builds upon local resources.		
		50	The community is partially able to undertake the action and will marginally build upon local resources.		
		0	External resources are wholly required to complete the action.		
Community Benefit	The overall impact on the Lunenburg community including the impact on health and well-being, and social determinants of health.	100	The action addresses an urgent issue and will benefit the physical and mental well-being of the majority of the community. The action will lead to greater sustainability of the community and impact future generations.		
		75	The action addresses an urgent issue but will only benefit the physical and mental well-being of a portion of the community. The action may lead to greater sustainability of the community and may impact future generations.		
		50	The action does not address an urgent issue but will benefit a large portion of the community. The action will positively impact the sustainability of the community and the physical and mental well-being in Lunenburg.		
		25	The action does not address an urgent issue and benefits a small portion of the community. Marginal positive impacts on the community's sustainability, physical and mental well-being, and impacts on future generations.		
		0	The action does not address an urgent need and does not benefit the larger community. There are limited, if any, positive benefits on the community's sustainability and well-being.		
Equity Benefit	The action's benefit for a marginalized or an equity-seeking group in the community.	100	An action addresses an equity-seeking group in the community (low-income, seniors, youth, new immigrants).		
		0	An action does not address an equity-seeking group in the community (low-income, seniors, youth, new immigrants).		
Immediacy of Impact	The level of 'instantaneous' impact in the community.	100	Completing the action will bring an immediate impact (<1 year) in the community.		
		50	Completing the action requires some level of 'ground laying', with the impact in the community felt between 1 and 5 years after implementation.		
		0	The impact of the action will be felt 5 or more years after its implementation.		
Community Preference					
Community Desire	The action has been specified by the community. Despite any level of support for an action, the community may still have concerns, and there may be details to resolve during implementation.	100	An action is supported by the majority of the community, but individuals or groups may still disagree with the action.		
		50	An action is supported by some, but not all of the community.		
		10	An action is supported by only a handful of the population or a limited number of community groups. This may include prerequisite actions that may not have been explicitly considered throughout the CCP process, or actions that may have benefits that are not obvious.		
Enabling Fundamentals					
Fundamentals	The action is a fundamental mechanism for future planning initiatives and enables other actions within the CCP.	100	This action is an underlying essential; without it, many other actions will not be possible.		
		50	This action will help to enable some other actions but may not be essential.		
		0	This action is not relevant as an essential; without it, most other actions would still be possible.		

Criteria	Description	Max Value	Scoring Description	Weight	Score
Financial					
Capital Costs Financing	How the capital costs for the action will be financed.	100	Financed entirely from external sources or there are no associated capital costs for the action.		
		75	75-99% financed from external sources		
		50	50-74% financed from external sources.		
		25	25-49% financed from external sources.		
		10	Less than 25% financed from external sources.		
		0	Financed entirely from debt, reserve, or unknown.		
Impact on Operating Budget	The action's impact on the annual operating budget of the Town.	100	Significant decrease in annual operating costs (\$10,000 or greater).		
		50	Moderate decrease in annual operating costs (\$1,000 – \$9,999).		
		25	Marginal decrease in annual operating costs (\$0 - \$999).		
		0	Little to no impact on annual operating costs.		
		-25	Marginal increase in annual operating costs (\$0 - \$999).		
		-50	Moderate increase in annual operating costs (\$1,000 – \$9,999).		
-100	Significant increase in annual operating costs (\$10,000 or greater).				
Action Assessment					
Community Well-being and Public Health	The extent to which the action will address/mitigate risk to public health and community well-being.	100	The action is expected to have a significant positive impact on community well-being and public health.		
		50	The action is expected to have a moderate positive impact on community well-being and public health.		
		10	The action is expected to have a limited positive impact on community well-being and public health.		
		0	The action is not expected to have an impact on community well-being and public health.		
Environmental Impact	Level of environmental impact can be measured according to an action's impact on the physical environment or an action's impact on one's ability to derive personal, spiritual or other meaning from the environment.	100	An action has positive direct impacts on the environment.		
		90	An action has positive indirect impacts on the environment.		
		50	An action does not have an impact on the environment.		
		-10	An action has negative indirect impacts on the environment.		
Project Risk Assessment	The level of real and/or perceived risk with undertaking a specific action.	100	There is a low degree of real or perceived risk with undertaking this action. The likelihood of failure is low, there is a low degree of difficulty and it will likely stay on budget.		
		-50	Unknown or moderate level of risk.		
		-100	There is a high degree of real or perceived risk with undertaking this action. The action exhibits a high degree of difficulty, likelihood of failure, and/or cost overrun.		
Strategic Alignment	The action aligns with strategic goals and guiding principles established in the CCP.	100	The action is directly aligned with CCP goals and guiding principles.		
		50	The action is indirectly linked with CCP goals and guiding principles.		
		0	No alignment with any CCP goals and guiding principles.		

Criteria	Description	Max Value	Scoring Description	Weight	Score
Action Assessment					
Service Levels	An action's impact on the service levels the Town is able to provide.	100	The action addresses a current service level deficiency and/or increases level of town services.		
		90	The action is required as a prerequisite to addressing a service level deficiency and/or to increase level of town services. (E.g. Sewer Capacity Study)		
		0	The action does not increase the level of town services.		
Economic Assessment					
Economic Impact	The action's economic impact on the community and businesses in terms of revenue generation. An economic benefit can include those that increase the Town's capacity to provide services.	100	The action has the potential to generate a significant economic and community benefit.		
		50	The action has the potential to generate a moderate economic and community benefit.		
		10	The action has the potential to generate a limited or minimal economic and community benefit.		
				100%	

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, JULY 9, 2020 AT 11:00 A.M.

VIA ZOOM VIDEO CONFERENCE

PRESENT: Paul Bracken, Facilities Superintendent/Safety Officer, Public Works (Co-Chair)
Peter Baker, Public Works Superintendent
Cali Beck, Finance Officer/Electric Utility Coordinator, Corporate Services
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk, Corporate Services
Taylor Rombaut, Water Resource Operator, Public Works

ALSO PRESENT: Bea Renton, CAO

ABSENT: Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)
Laura Langille, Construction Safety Nova Scotia
Trevor Lohnes, Operator, Public Works
Gary Mossman, Fire Hall Superintendent, Fire Department

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:05 a.m.

1. Agenda

The agenda was approved by consensus.

2. May 7, 2020 Joint Occupational Health and Safety Committee meeting minutes

The May 7, 2020 meeting minutes were approved by consensus.

3. Unfinished Business

a. Outstanding items chart from May 7, 2020 meeting minutes

Outstanding Items May 7 Meeting	Status
Recreation ➤ Surplus bleachers stored outside.	Public Works will handle dismantle internally; this is scheduled to be completed by the beginning of June. UPDATE: Completed – the chart can be removed.

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

Mr. Bracken presented an email from Laura Langille outlining 15 points that Construction Nova Scotia will be looking at for the Town's gap assessment for COR Certification (**Schedule "A"**). It will be circulated to the committee and department managers for their review to prepare for the assessment.

The assessment is scheduled for July 30-31, 2020

4. New Business

a. COVID-19 Update

Committee representatives provided an update from their departments.

- Public Works: No new processes to report.
- Recreation: The Farmer's Market has restarted outdoors in the Arena/Community Centre parking lot as of today.
- Corporate Services: Ms. Beck reported that the Finance counter has re-opened on Mondays/Tuesdays/ Wednesdays from 10:00 a.m.-12:00 p.m. with a social distancing and masking protocol and the rest of the building blocked off to visitors. A door auto-opener and video camera are being sourced. Ms. McCallum noted that there will be in-person voter registration on August 17-19 from 1:00-4:00 p.m., also restricted to the front part of the main floor. Ms. Renton reported that additional PPE is being ordered to maintain supply stock.
- Water and Wastewater: Mr. Rombaut requested guidance for handling the number of people in and out of the Wastewater Treatment Plant for the repairs underway. They have delayed two-person jobs to date. Mr. Bracken will schedule a meeting with the three water operators and Mr. Tillard.

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

Mr. Bracken reported that he has received all the inspection reports and any deficiencies will be added to the spreadsheet on the S: drive.

c. Incident Reports

Mr. Bracken reported two incidents:

- Jun 3, 2020: A Public Works truck had an unsecured load in the back that broke the back window of the cab when it slid forward as the truck braked. Mr. Bracken has reviewed securing protocol and back racks are being installed in the trucks.
- Jun 30, 2020: During a Fire Department call there was a minor traffic collision.

Mr. Rombault queried a blown brake line (the vehicle in question was stationary at the time). Mr. Bracken asked that a near-miss report be prepared and he will review the daily vehicle 360-standing inspection protocol.

d. Bi-annual Fire Drills

Mr. Bracken will liaise with the Town's fire inspector and confirm scheduling.

e. Safety and Wellness Training schedule

Mr. Bracken has been in discussions with several companies to review online training availability, and the feasibility of small group training on site in Lunenburg. Some training, like First Aid, requires an in-person component.

Transportation of dangerous goods training has taken place online, and a WHMIS refresher has been circulated to staff.

f. Annual inspections for lifting devices, falls and ladders.

The annual inspections on these items have been completed; Mr. Bracken is waiting for the report. The Department of Labour is in the process of conducting five-year inspections on boilers, compressors, and other pressure vessels; a report is pending on these items as well.

5. Next Committee meeting dates – *Thursday: September 10 and November 5, 2020 at 11:00 a.m. Location (online or at Lunenburg Town Hall) is TBD.*

6. Adjournment

The meeting was adjourned at 11:41 a.m.

Heather McCallum, Asst. Municipal Clerk

July 6, 2020

Paul.

This should serve as a guide to help you prepare for the internal audit that we have scheduled for the end of July. I've thought through each of your areas, however, there may be additional items that come up during the observations. You can confirm each one of these points with me, as much as possible, prior to the date of the audit.

Section 1- Health and Safety Policy

- Have you implemented a sample safety policy provided? This will ensure that all items that are required to be in the policy have been stated.
- Is the policy signed and dated?
- Is the policy posted at each of the locations?
 - Town Hall
 - Public Works including Water and Wastewater plants
 - Recreation
 - Fire Services
- Has the policy been reviewed with all employees? This will be confirmed during the interviews.

Section 2- Hazard Assessment

- Has a comprehensive hazard assessment been developed for all areas? Please forward to me so that I can review to ensure appropriate hazards and controls have been put in place.
 - Public Works
 - Water Treatment
 - Wastewater Treatment
 - Town Hall
 - Recreation
 - Electrical
 - Fire Services
- Are jobsite/task hazard assessments being completed as required? Please forward to me a selection of (or I can review on the day of). Covid -19 should also be included and considered.
 - Public Works including water and wastewater treatment
 - Town Hall (may not apply. An annual review of the CHA may be sufficient)
 - Recreation
 - Electrical
 - Fire Services

Section 3&4- Safe Work Practices and Safe Job Procedures

- Have all required safe work practices and safe job procedures been created? This will be identified on your Comprehensive Hazard Assessments. If there are safe work practices or procedures identified as controls then they must be part of your program.
 - Public Works including water and wastewater treatment
 - Town Hall
 - Recreation
 - Electrical
 - Fire Services
- Are the safe work practices and procedures known to the employees? This will be confirmed during the interview process. There should be documented proof (through a tool box meeting or

orientation) that the employees have been made aware that they are available. Employees will also need to be involved in the review of the practices and procedures going forward (great topics for tool box meetings).

Section 5- Rules

- Are general rules in writing with enforcement procedures?
- Are employees aware of the rules? (This will be confirmed during interviews)

Section 6- Personal Protective Equipment- *The majority of this section would apply to the employees in Public Works, Water treatment, Wastewater treatment, Recreation and Fire Services. General knowledge would be expected from Town Hall employees. Documentation would be expected for Public Works, Recreation and Fire Services at a minimum.*

- Is there a PPE policy in place that outlines when PPE is required?
- Have all applicable employees received training for specialized PPE use and maintenance?
 - Fall Protection
 - Confined Space
 - Fit Tested
- Has all specialized PPE been tested and inspected as per manufacturers specifications?
 - All Fall protection gear inspected and tagged? Records of inspections. This would also be confirmed during site observations
 - All Confined space gear inspected and tagged? Records of inspections. This would also be confirmed during site observations.

Section 7- Maintenance- *The majority of this section would apply to the employees in Public Works, Water treatment, Wastewater treatment, Recreation and Fire Services. General knowledge would be expected from Town Hall employees.*

Documentation would be expected from Public Works, Recreation and Fire Services at a minimum.

- Is there a maintenance policy and program documented and in place for vehicles, tools and equipment?
- Are records kept of maintenance conducted?
- Is there a schedule for preventative maintenance documented?
- Is there a rigging program in place for inspection, maintenance and tracking of rigging equipment?
- Is there a lock out/ tag out system in place? Are employees aware?

Section 8- Training and Communication

- Is there an orientation program in place for new hires or rehires?
- Have all employees received the orientation? There should be a program orientation conducted for all existing employees in each department/area. This should be supported by documentation. (meeting minutes or orientation record).
- Are employees trained on their job specifics? Is this documented? If there has not been anyone that has been recently hired than there should be a policy/procedure stating that this will occur and be documented.
- Have all employees been appropriately trained? Training records and expiry should be available for each employee. Training will be confirmed for compliance training and will include
 - Supervisor training (Leadership for Safety Excellence)
 - WHMIS
 - Emergency First Aid
 - Excavation and Trenching
 - Transportation & Dangerous Goods
 - Rigging

- Other, as applicable.
- Are tool box meetings being held and documented? Records must be available for all areas including town hall employees (frequency may be different, as specified in the policy)
- Is there an annual general safety meeting held that includes all staff? If you haven't done this yet it would be a good opportunity to have your program orientation. Create an agenda and keep minutes and attendance.

Section 9- Inspections- *This section applies to facilities, equipment and workplace inspections. There should be records for each area.*

- Is there an inspection policy that outlines the frequency of inspections to be conducted for each area?
- Are inspections being conducted as per the frequency?
- Are employees involved in inspections?
- Are supervisors/managers conducting inspections?
- Are areas of concern documented and followed up on?

Section 10- Investigations

- Is there a policy outlining what should be reported and when an investigation is needed?
- Are there records of recent investigations for the past year?
 - Do they describe what happened?
 - Do they indicate what was the root cause of the incident?
 - Do they indicate what the corrective action will be to insure that the incident does not recur?
 - Are they communicated to employees? Can be posted, or through tool box meetings.
- Are applicable employees trained in investigations? This is your Leadership for Safety Excellence course.

Section 11- Emergency Preparedness

- Are there emergency procedures in place for each area? Shut down procedures? Who to call?
- Are there muster stations, where applicable.
- Are emergency numbers known?
- Are there rescue procedures for
 - Fall arrest
 - Confined space
 - Trenching
- Is there a controlled product inventory?
- Are Safety Data Sheets available for all controlled products and accessible to employees?

Section 12- Records and Statistics

- Are monthly safety summaries kept?
- Is there a process to identify trends and areas of concern?
- Are first aid kit records documented? (if someone uses something from the first aid kit, do they complete the logbook?)

Section 13- Legislation

- Is the OH&S Act posted at each location?
- Are Regulations available to employees? Through internet, or hardcopy.
- Are employees aware of their legislative rights and responsibilities? This will be confirmed during the interview process.

Section 14- Supplementary

- Is there a JOHSC in place?
- Are the names and contact of the JOHSC posted at each location?

- Have all JOHSC members been trained? This is the Committee Member Rep course.
- Are minutes of JOHSC meetings kept and posted?
- Does the committee have a Rules of Procedure and is it being followed?
- Are all required documents posted at each location? At a minimum,
 - DOLAE contact number
 - JOHSC members and contact
 - First Aid providers names
 - Safety Policy

Section 15- Constructors

- Is there a subcontractor policy?
- Is there a program/procedure for hiring subcontractors?
- Are subcontractors safety certified?
- Is information collected from subcontractors including
 - Liability insurance
 - Proof of WCB coverage
 - Proof of safety certification
 - A completed hazard assessment for the job being subcontracted.
 - Training records, as applicable, or a declaration confirming training
 - Orientation records showing knowledge of the Town's procedures on periodic inspections, reporting of incidents and emergency procedures, as applicable, or a declaration confirming completion
 - Confirmation that appropriate emergency procedures are in place including safety data sheets.
- Are periodic inspections conducted on subcontractors to ensure compliance? Are there records?

Any questions, please do not hesitate to contact me.

Regards

Laura Langille
OH&S Advisor

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/
RECREATION COMMITTEE RECOMMENDATIONS**

WEDNESDAY, AUGUST 12, 2020

1. That Council approve the proposed nomination of the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C").

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION
COMMITTEE MEETING MINUTES**

WEDNESDAY, AUGUST 12, 2020 AT 5:15 P.M.

(via Zoom Webinar)

PRESENT: Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Kimberly Hanlon
Kristi Tibbo

ALSO PRESENT: Mayor Rachel Bailey, ex officio [left meeting at 27:25 minute mark
at beginning of consideration of agenda item #7. (a)]
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

ABSENT: Councillor Matt Risser
Debbie Dauphinee
Councillor Errol Knickle, Municipality of the District of Lunenburg

1. Call to order – Councillor Bachman

The Chair called the meeting to order at 5:19 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the
Mi'kmaq People – Councillor Bachman

3. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

4. March 11, 2019 Meeting Minutes

Motion: moved and seconded to approve the March 11, 2019 meeting minutes. Motion
carried.

5. Public Presentations

Nil.

6. Business Arising from the Minutes/Unfinished Business

- a. Ice Resurfacers Fundraising Committee Meeting Notes – February 27, 2020 and approved ice resurfacers purchase

The Recreation Director reported that a 2021 Olympia propane ice resurfacers and propane ice edger tender was awarded by Town Council to Monarch Enterprise Ltd. at the July 28, 2020 Council Meeting. Delivery timeline is up to 300 days, therefore its exact arrival date is TBA.

In response to a question, the RD said the members of the Ice Resurfacers Fundraising Committee will be notified, as all the funds required were successfully sourced.

- b. Recreation Report for May and August 2020

The May report was provided for information. The RD reviewed her August report (Schedule "A").

In response to a question, the RD confirmed that additional trail signs planned through the Active Transportation Sub-committee have been completed.

- c. Crosswalk flag program maintenance and status – discussion

The RD reviewed Council Meeting minutes and referenced a staff report, both from 2016, which was the beginning of the crosswalk flag program (Schedule "B"). The Committee agreed by consensus to take this issue back to the Active Transportation Sub-committee and its SAC representative for resolution.

It was noted that the flags were removed at the beginning of the COVID-19 pandemic due to the impossibility of sanitization, and the restoration of the flags is TBA at this time.

7. New Business

- a. Proposed nomination to the Nova Scotia Sports Hall of Fame of the Lunenburg Lasers Soccer Team – discussion and recommendation to Council

Bob Sayer presented an overview of his draft proposal to nominate the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C"). The nomination due date is in November.

Councillor Bachman recused himself from the discussion, as he had a family member on the team. Councillor Croft assumed the Chair.

Motion: Moved and seconded that Council approve the proposed nomination of the Lunenburg Lasers, 1979-86, to the Nova Scotia Sports Hall of Fame (Schedule "C").
Motion carried.

If Council approval is obtained, the RD will meet with Mr. Sayer to assist in providing a letter or other assistance to preparing the nomination package.

Councillor Bachman resumed the Chair.

8. Next Meeting Dates

It was noted that the next scheduled LWMCC Committee meeting is not until after the municipal election, and there will be changes to its make-up with a new Council.

- *LWMCC Committee – Wednesday, November 18, 2020 at 2:00 p.m. (TBA) – Committee member Kim Hanlon is not available on this date.*
- *Active Transportation Sub-Committee – Wednesdays: August 26, and November 25, 2020 at 12:00 p.m.*

9. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 5:56 p.m.

Heather McCallum, Assistant Municipal Clerk

Document No:
Meeting:
Circulate To: LWMCC
File:

MEMORANDUM

TO: LWMCC

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: MAY 8, 2020

RE: RECREATION DIRECTOR'S REPORT

ARENA

- The Arena closed for the season on March 16, 2020 at 4:30pm to help prevent the spread of the novel coronavirus/Covid-19 in Nova Scotia.
- The closure resulted in the cancellation of the Minor Hockey March Break hockey tournament, the Burg Classic Charity Hockey Tournament and other rentals.
- The Burg Classic has rebooked their 2020 tournament for October 8-11, 2020 and plan to have the 2021 tournament as normal at the end of March 2021.
- To date cancelled events include the South Shore Kennel Dog Show (June 2020; however, rescheduled for a hopeful August 2020) and a potential rescheduling of the Craft Show (July 2020; however, has tentatively scheduled August 2020).
- I attended an "Arena Refrigeration Plan Compliance Awareness – Learning from Fernie, BC" online seminar hosted by Frank Cowan Company, in partnership with the Ontario Recreation Facilities Association Inc. (ORFA) and the Technical Standards and Safety Authority (TSSA) on March 5, 2020.
- Staff are following the Province's directives of COVID-19 as it relates to our facilities.

Update RE: Ice Resurfacers

- The Fundraising Committee last met on February 27, 2020. The next meeting was to be held in April 2020; however, due to COVID-19, the meeting was cancelled.
- Staff have been following up on priority action items outlined from the February 27, 2020 meeting.
- MODL grant allocations are still under discussion.
- A grant has been submitted to a private grant foundation for financial support.
- The Town's tender has been reviewed by the RFANS South Shore Rep and is now in the final stages at Town Hall. It is anticipated to be put to tender shortly.

COMMUNITY CENTRE

- The Community Centre was closed on March 16, 2020 at 4:30pm to help prevent the spread of the novel coronavirus/Covid-19 in Nova Scotia.

- The washroom renovations are finished and look fantastic. This includes: new and automatic sinks, toilets and urinals, new partitions, new mirrors, and freshly painted walls. The floor in the washrooms, hallways and lobbies have been dewaxed and cleaned. A new water bottle refill station and fountain have been installed in the lobby, and the two older fountains in the hallway have been removed. An automatic door opener and button has been installed in the main door. As well, the exterior bathroom doors leading from the parking lot straight into the washroom have been upgraded with a new platform and railing included.
- To date cancelled events include the 5km Heritage Muffin Run (June 2020), Paint Sea on Site (July 2020) and a wedding (September 2020).

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- The Back Harbour Trail overgrowth cutback has been completed.
- The Town, on behalf of the Lunenburg Community Development Group, applied for a Provincial grant for funding of the splash pad; however, the funding has been denied. We requested \$66,667, one-third of the total project cost, which was the maximum amount allowed to be requested.
- Staff are following the Province's directives of COVID-19 as it relates parks, trails, playgrounds, fields, etc.

PROGRAMS

- All programs and weight room memberships were suspended as of March 16, 2020 at 4:30pm and are frozen until re-opening.
- The spring and summer South Shore Recreation guides are not being distributed/made due to the cancellation of programs.
- The "Bikes for Kids" program through the United Way of Lunenburg Country, with whom the Town partnered to provide bikes to families with lower incomes, has been cancelled this year. Due to the pandemic, their volunteers did not have an opportunity to fix any bikes this year.

SPECIAL EVENTS

- Town staff recognized the National Day of Mourning on April 28 through a virtual online service and advertised to invite community participation.
- Flags were put out in front of Town Hall for the "Battle of the Atlantic" on May 3.
- The Town's Volunteer Civic Reception has been postponed to October 1, 2020 at 7:00pm (typically held in April). The Provincial Volunteer Awards has also been postponed to September 28 in Halifax (also typically in April).
- The German Band Concert has been cancelled for 2020, as the NS Royal International Tattoo has been cancelled for this year.
- Staff are exploring alternative options for celebrations of the Town's Birthday and Canada Day, if necessary.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

MEMORANDUM

TO: LWMCC
FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR
DATE: AUGUST 12, 2020
RE: RECREATION DIRECTOR'S REPORT

ARENA

- The Lunenburg Farmers' Market began using the Arena on June 18 for online order assembly and distribution. The market is also holding an outdoor farmers' market in the Arena/Community Centre parking lot for the summer months.
- The ice resurfacers room is being renovated in house by Bobby Cleveland, which includes upgrading electrical wiring, new built work station, removal of an older wall, cement floor repair, paint, automatic lights installed and new water valves.
- New LED lighting has been installed over the ice surface and main areas.
- New painting has been done in the building.
- Emergency lighting is being installed in dressing room 1, 2 and 3.
- The roof exhaust fans replacements and the water heaters are being tendered.

UPDATE: ICE RESURFACER:

- At the Council Meeting of July 28, 2020 the following motion was passed:

Motion: moved and seconded that a 2021 Olympia ice resurfacers be purchased from Monarch Enterprise Ltd. at the tendered price of \$102,100, plus HST and two blades for \$800, plus HST and one propane ice edger for \$5,400, plus HST with the capital funding coming from \$53,700 of reserves, \$20,000 from a Municipality of the District of Lunenburg grant, \$25,000 anonymous donation and \$9,600 capital from revenue. Motion carried.

COMMUNITY CENTRE

- New LED lighting has been installed in the auditorium.
- The gymnasium floor has been re-varnished.
- Direction flow and signage is placed in the facility for COVID-19.
- New painting in the building.

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- The Heritage Bandstand is now run by the Town. Public Works is doing the maintenance and Recreation will oversee the scheduling and rental agreements.
- Skateboard park has had the old wooden border removed with new concrete in place, additional gravel on the ramp area, cement is being crack filled, the half pipe is getting new wood on it, and a three-stream garbage can has been added.
- Playground maintenance, as required. The grounds has been tilled. New benches added to the Victoria Street Park.
- Old metal bleachers by the track/baseball field are removed and area cleaned.
- The Back Harbour Trail has had a large cutback on the Maple Ave section (which was not completed in the contracted overgrowth cutback).
- Outdoor pickleball lines have been painted on the basketball courts in consultation with Bluenose Academy for outdoor playing.

PROGRAMS

- The Community Centre began a partial re-opening of the facility on July 23, 2020, with terms and conditions in place. Timeslots available for drop-in programs and rentals.
- Fall 2020 programs are being organized and will follow public health measures.
- Online public programs and webinars are being planned for the near future.

SPECIAL EVENTS

- Virtual celebrations were held for Lunenburg's birthday on June 5 with the Heritage Recognition and Prominent Lunenburger Awards.
- A virtual Canada Day event was held on July 1. The event had greetings from the Mayor, Council, our MP and MLA, as well as songs from various local musical performers and Mi'kmaw knowledge sharing. The event also had public submissions from community members. There have been 560 views of this event on YouTube.
- The Pride Flag Raising was held on July 17, in partnership with Lunenburg Pride.
- The Fishers' Memorial Service will be held virtually on September 13 at 2pm.
- The Provincial Volunteer Awards Ceremony will be held virtually on Facebook live on September 28.

Acknowledged only by:

Bea Renton
Town Manager/Clerk



Ann Covey

Subject: 5 (a) LWMCC Oct 9 19 Crosswalk flags

From: Kelly Jardine <Kjardine@explorelunenburg.ca>

Date: September 10, 2019 at 10:02:43 AM ADT

To: Rachel Bailey <RBailey@explorelunenburg.ca>

Subject: RE: Crosswalk flags were to be a shared responsibility

October 11/16 Council Meeting

(b) Public Works

(i) Bluenose Academy School Advisory Committee crosswalk "orange flag proposal"- staff report

The TE reviewed his report (Schedule "B"). He said he spoke with the RCMP about them

making a presentation for students at Bluenose Academy if this project moves forward.

Motion: moved by Councillor Zwicker, seconded by Councillor Mosher that if the Bluenose

Academy School Advisory Committee is willing to maintain the flags installed at the intersections identified in this report (Schedule "B"), Dufferin Street in front of The Knot Pub,

Falkland Street in front of the Foundry, Victoria Road near the Foundry, Victoria Road at

Green Street, Victoria Road at Hall Street and Victoria Road in front of Lunenburg Hardware, that the town pay to supply and install the crosswalk flags.

Melissa Risser, Bluenose Academy School Advisory Committee representative, said that

spare flags will be kept at Bluenose Academy and she will ensure there are always flags

available at the designated intersections.

The motion was put and passed.

Circulated: _____

Document No:

Meeting: Council October 11, 2016

Circulate To: Council, BR, PH, MB, LD

File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: MARC BELLIVEAU, TOWN ENGINEER

DATE: OCTOBER 6, 2016

RE: CROSSWALK FLAGS

1. FACTS

At the September 27, 2016 Council Meeting it was agreed staff will provide a report for Council and contact the School Advisory Committee for more information in regards to crosswalk flags. We received correspondence from Jackie Belliveau and Melissa Risser who is the chairperson of the Bluenose Academy School Advisory Committee in regards to the installation of crosswalk flags at various crosswalks in the Town. We have contacted other municipalities in regards to the installation and maintenance of crosswalk flags and included a recommendation.

2. ISSUES AND OPTIONS

Crosswalk flags are being used in several Nova Scotia municipalities to attract a driver's attention when a pedestrian would like to cross the street. Flags are placed in a container at either side of the crosswalk and available for pedestrians to hold out and indicate to motorist their intent to cross the street. I have contacted other municipalities and they indicated that children and seniors are more inclined to use crosswalk flags.

I have contacted the Provincial Traffic Authority and Nova Scotia Department of Transportation and Infrastructure Renewal does not support or oppose the use of crosswalk flags. They have developed a standard drawing which identifies the preferred and optional location for installing the flags.

I contacted a senior traffic operations engineer at HRM and he indicated that the installation of crosswalk flags in HRM is not a City program. Their involvement is more of a facilitation role in that we allow the crosswalk flags to be placed within

the public right-of-way. The cost of materials and installation is borne solely by the community members wishing to have them installed at a particular location. They review the locations where the flags have been requested in order to provide feedback on any safety issues that may arise although they do not officially approve the installations. They only allow the flags to be placed at existing uncontrolled marked crosswalks.

I contacted the Town of Bridgewater, Village of Port Williams, Town of Hantsport, Village of Aylesford, Municipality of Chester and the Town of Windsor to discuss the installation of crosswalk flags in their communities. When the flags were first installed they had problems with the flags being stolen or carried away and thrown on public or private property. It seems the issue of flags being removed from and not replaced in the containers is more of a problem in towns than in rural municipalities and villages. It is important to have someone regularly check the flags on an ongoing basis to ensure that they are available for their intended use. A few Towns and Municipalities maintained the flags but the majority relied on nearby businesses or community groups to maintain the flags. When replacement flags were required they were replaced and paid for either by Towns, Municipalities, businesses or community groups.

I believe the best method of implementing a crosswalk flag program, based on information obtained to date, is that when a community group or individual would like to have crosswalk flags installed at a specific crosswalk or crosswalks that they get approval from the Traffic Authority before this request goes to Town Council. If the request is supported by the Traffic Authority then the community group or individual would write to Town Council to get approval as there is a cost of installing and maintaining crosswalk flags. The community group or individual must be willing to take on the responsibility of ensuring the flags are in their containers and if new flags are required they would contact the Town for additional flags at the Town expense. The cost to purchasing and installing the flags and containers at an approved crosswalk location would be at the Towns expense.

I contacted Melissa Risser, Chairperson of the Bluenose Academy School Advisory Committee, who is going to contact the principal of Bluenose Academy to confirm whether or not they would be willing to maintain the crosswalk flags. Her initial response was positive in regards to maintaining the flags but will follow up by email once she has discussed this issue with the principal. The crosswalk locations which are being considered are Lincoln at Dufferin Streets (adjacent to The Knot Pub), Falkland Street at Victoria Road (two crosswalks at this location) and at the intersection of Victoria Road at Green Street.

3. FINANCIAL IMPACT

Norm Collins is the president of the Crosswalk Safety Society of Nova Scotia. Mr. Collins is a Dartmouth resident and has been a strong advocate for the

installation of crosswalk flags in HRM and has also assisted other municipalities in implementing a crosswalk flag program. On the Safety Society's website there is information on the cost of purchasing flags and containers from them at a reasonable cost. The cost to set up a crosswalk with flags would be \$200 plus tax which includes two crosswalk flag buckets and 30 crosswalk flags. The cost of replacement flags would be \$5.50 plus tax. The cost of installing the buckets would be minimal as they can be placed on existing poles near the crosswalk. The funding for the crosswalk flags could come out of the Traffic Signs and Post operating account which currently has \$1,700 spent out of a \$3,000 budget.

The benefit of the Safety Society's buckets (4" PVC pipe with a cap) is that they include a label which reads as follows (1) Take a flag to increase your visibility, (2) Be absolutely sure all vehicles have stopped before you cross the road, (3) Place the flag(s) in the bucket on the other side and if you see the other bucket empty please take a few extra flags (4) The flags are helpful tools but always be cautious when crossing the road with or without a flag.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the Strategic Plan Goal #5 "Operate Town Business Efficiently and Effectively", Section B (a) in regards to maintaining and upgrading community infrastructure.

5. RECOMMENDATION

It is recommended that if the Bluenose Academy School Advisory Committee is willing to maintain the flags installed at the intersections identified in this report that the Town pay to supply and install the crosswalk flags.

Encls (1) Emails from Belliveau and Risser

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Kelly Jardine

From: Kelly Jardine
Sent: September-23-16 11:01 AM
To: Kelly Jardine

Good morning Mayor Bailey,

I have a request for the town, but also need your advice about how to go about it.

In many school neighborhoods, towns have been putting a hand-held flag system into effect at busy crosswalks. Since Lunenburg doesn't have crossing guards, and we have a few very busy areas where school children cross daily, I think this would be a wonderful initiative to start up. The cost would be minimal, simply the flags and flag holders, but this simple thing would make our town's children more visible and therefore more safe.

I would recommend they been installed at Dufferin and Falkland (by The Knot), where Victoria Rd meets Falkland, and at the little road on the other side of the tennis courts (is this an extension of Green St?).

I have attached a link to an article about the flags. You will see right away what a great thing they are and how easily the town could implement them. Principal McGill, at Bluenose, thinks it's wonderful. Something so simple can save lives and at minimum, help prevents accidents.

See article: <http://www.nsnews.com/news/crosswalk-flags-improve-visibility-safety-of-students-1.2174542>



Crosswalk flags improve visibility, safety of students

www.nsnews.com

A hand-held crosswalk flag pilot program at a West Vancouver elementary school is getting high marks. The pilot site is located at a busy crosswalk near West Bay ...

How would you suggest I go about pursuing this? Do I attend a town meeting? Do I email a specific counselor?

Thank you in advance for your help.

Sincerely,

Jackie Belliveau

Kelly Jardine

From: Kelly Jardine
Sent: September-23-16 10:53 AM
To: Kelly Jardine

From: "Risser,Melissa" <Melissa.Risser@nsc.ca>
Date: September 20, 2016 at 2:29:17 PM ADT
To: "RBailey@explorelunenburg.ca" <RBailey@explorelunenburg.ca>
Subject: Bluenose Academy School Advisory Committee

Hi Rachel,

I hope all is going well for you and you've had some time off to enjoy the incredible weather we had this summer. Fall is in the air....when this humidity breaks for a moment!!

I am writing to you today on behalf of the Bluenose Academy School Advisory Committee...of which I am the chair person. Last spring I spoke with Denise Dodge-Baker regarding our crosswalk issues in the town. As I'm sure you remember, there was a student hit while riding his bicycle on the crosswalk to school last year at the end of the school year, and I fear this may be the first of many. Anyhow, my suggestion to Denise at the time was to look into the orange flags that are beginning to replace crossing guards all over Nova Scotia. They surround Bridgewater elementary and high school and really grab your attention as you're driving through those intersections, regardless the time of day.

Of course, Denise was on her way to a new position with the school board at the time. Earlier this week I spoke with our new principal, Steve McGill and he thinks the flags are a great idea and has actually had recommendations already this school year from other parents. So as SAC chair, I offered to reach out to you to see what supports and thoughts you may be able to offer. Is this something the town would be willing to install, and if so what steps need to be taken to have this happen?! Also, what kind of time line would we be looking at?

I look forward to hearing from you and working together to see this happen. If you haven't already experienced driving through the flags I would suggest that you take the opportunity to drive past Bridgewater school the next time you are in the neighbourhood. I think this would be an incredible safety feature for our students as well as all residents of the town of Lunenburg.

Best Regards,
Melissa Risser

Sent from my iPad

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Crosswalk Flags Coming To Lunenburg

Bridgewater, NS, Canada / Country 100.7

[News](#)

November 21, 2016 11:57 am



Safety flags will soon be marching across streets in Lunenburg.

Town council approved buying a kit of safety flags to be put up at crosswalks in the area near Bluenose Academy.

Chairperson of the Bluenose School Advisory Council, Melissa Risser says recent events sparked her concern.

"A child was riding their bicycle in the intersection and there was a bit of a traffic issue there. I guess just to increase the safety for all the students so something like that doesn't happen again"

Risser thinks the flags could be a real help.

"We have been looking for a way to make the crosswalks safer around the school for a couple of years now. We've seen in several different communities, these flags popping up."

The Bluenose SAC will maintain and manage the flags.

Risser says RCMP are going to be invited to explain to students how to use the flags before they are installed.

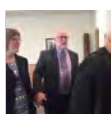
**Photo courtesy of Facebook*



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Tweet

Latest



[Former Bridgewater Police Chief Found Guilty](#)

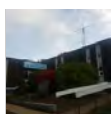
A few minutes ago



[Collyer Verdict Due This Morning](#)

12h ago

46 Views



[MODL Taking Action On Climate Change](#)

21h ago

101 Views



[New Canteen Management Bringing In a Different Taste](#)

23h ago

218 Views



[RCMP Asking Motorists To Take Care Around School Buses](#)

Oct 23, 2019

15 Views



[d'Entremont Wins West Nova](#)

Oct 22, 2019

4 Views

ON AIR NOW

10:00 AM - 3:00 PM

Work Days with Alicia



Listen While You
Work!

Alicia Hunter

Listen Live 

Last Played



Luke Combs
Even Though I'm Leaving

3 minutes ago



Aaron Pritchett
Lucky for Me

12 minutes ago



Aaron Lines
Cheaper To Keep Her

15 minutes ago



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It gives the Town of Lunenburg great pleasure to nominate the Lunenburg Lasers for induction into the Nova Scotia Sport Hall of Fame

Lunenburg Lasers, 1979-86

The Lasers blazed a trail in soccer in general and, in particular, for females in soccer. They showed that Nova Scotia teams could play with a quality and persistence that not only dominated Atlantic competition, but could be a force and win against major powers at the national level. They dispelled the myths of inferiority for all Nova Scotia teams, and for women in soccer.

The team made provincial and national sports history, being the first Nova Scotia soccer team to achieve honours at the Atlantic and National levels, and to host inaugural national events. The achievements of the Lasers have been truly unique: some unprecedented and some not equalled since.

For eight years 1979 to 86, the Lasers dominated female soccer in Nova Scotia and Atlantic Canada. They made their mark provincially and nationally by being Nova Scotia and Maritime or Atlantic Champions in seven of those eight years of competition.

The team made national soccer history when it hosted, and, as provincial champions, participated in the first-ever Canadian Soccer Association Eastern Canadian Women's Club Championship, in 1982, in Lunenburg [press clippings attached] Because of their status, the Canadian Soccer Association allowed the Lasers to host this inaugural event.

In 1984, they were the first Nova Scotia team to be rated third in Canada and top in Eastern Canada: Atlantic champions then beating the champions of both Ontario and Quebec in national club championships, and the first Atlantic team to medal at a full [minimum six-team] national tournament [press clipping attached]. For this achievement, Soccer Nova Scotia, at a special awards ceremony held on its 25th Anniversary in 2002, presented the team with its Outstanding Achievement Award.

Lasers are the only team to have been Soccer Nova Scotia's 'Girls Youth Team of the Year', 'Women's Team of the Year' and 'Team of the Year' in the same year, 1980 [Soccer Nova Scotia citation attached]. The achievement has not been equalled since. They repeated as 'Women's Team of the Year' in five of the six following years.

For all of its eight years of existence, the team was champion of the league it played in: first the Lunenburg County League, then, for seven consecutive years, the premier women's league in the province before the NSSL, the Metro Women's League. This too was unprecedented and has not been equalled since.

All-Star/Provincial Team Players The team's exceptional quality was reflected in the 1980 victory, while still a U-18 club team, representing South Shore, winning the open-age Soccer Nova Scotia Inter-Regional All-Star Tournament. Then in 1982 Lasers had six players [Carolyn Covey, Rachel Backman, Yvonne Lohnes, Denyse Cook, Pam Rafuse, and Susan Collicutt] selected to the first provincial all-star team [news clipping attached]. The team repeated as

regional all-star champions again in 1984. In 1986 four players [Rachel Backman, Carolyn Naugler, Denyse Cook, and Sally Pirie] were selected to the provincial select team that was sent to an interprovincial tournament in Winnipeg as part of the selection process for the first national women's team. Carolyn Naugler and Sally Pirie were selected for the national team camp, and Sally Pirie was selected to the very first national team.

The team attracted widespread media attention. For example, On October 12th 1982 the *Chronicle-Herald* Sportsweek section headlined [clipping attached] a full double-page story: **'The year of the Lasers.'** In a Daily News retrospect column [clipping attached] in May 1998, sports editor Carl Fleming had as his headline: **'Lasers blaze soccer trail in 1980s'**, and referred to the team as a past **'provincial powerhouse and contender on the national stage...amazing for a small town that relied primarily on local talent.'** Lasers were also honoured by their hometown, Lunenburg. The Town Council and Board of Trade held celebrations and receptions in their honour

LUNENBURG LASERS, 1978-1986

Chronology

Founded in 1978. The team/club was founded by its long-time coach and mentor Bob Sayer. Sayer went in to be an inductee in the Nova Scotia Sports Hall of Fame [1992] and the Canadian Soccer Hall of Fame [2020]-ceremony postponed to 2021 because of corona virus.

1978: Provincial U16 Girls Champions, Maritime Champions, Lunenburg County Women's League Champions.

1979: Provincial U16 Girls Champions, Maritime Champions [hosting the tournament in Lunenburg, beating Moncton 11:0, and Hunter River 3:1], Eastern Canadian Bronze Medallists, Lunenburg County Women's League Champions.

1980: Provincial U-18 Girls Champions and Women's Champions, Metro Women's League Champions.

Soccer Nova Scotia Girls Team of the Year, Women's Team of the Year, and Team of the Year.

Team won the Atlantic U18 Championship in PEI, beating defending champions Charlottetown in the semi-final [1:0] and the Newfoundland Champions in the final [3:1]

1981: Provincial U-18 and Women's Champions, Metro Women's League Champions, Winner of the inaugural SNS Women's League Winners Cup [with a win in Cape Breton over the Sydney Blues Sisters]. Soccer Nova Scotia Women's Team of the Year.

1982: Provincial Women's Champions, Metro Women's league Champions, Soccer Nova Scotia Women's Team of the Year.

Lasers hosted first-ever Eastern Canadian Women's Club Championship, losing final 2:1 to London Concorde.

Representing South Shore, Winners of Soccer N.S. Inter-Region All Star tournament. Six players selected for provincial select team.

1983; Champions Metro Women's League and Soccer Nova Scotia Nova Scotia Inter-Provincial Women's Club Tournament. Winners of Soccer Nova Scotia Preseason Tournament

1984 Repeated as winner of the SNS interprovincial Women's Club Tournament.

Bronze Medallists at national Championships: first Nova Scotian team and Atlantic champions to medal at national club championships, and, in doing so beat the champions of Quebec and Ontario, making them the top team in Eastern Canada.

1985: Undefeated in regular season play, Lasers were again League and Provincial Champions, and went to nationals.

1986 Provincial Champions: last appearance at National Club Championships. Metro Women's League Champions.

Four players selected for N.S. provincial team at inter-provincial tournament in Winnipeg. Two invited to national team camp, and one selected to national team.

1987 Metro Women's League Champions. Final year of club's existence.

In the near decade of their existence, the Lasers were provincial champion seven times in eight years. and Metro Women's League Champions seven consecutive years.

Lunenburg Lasers Team Honours Highlights

The Lasers were provincial champions and participated in seven national championships in their eight years existence. They hosted Maritime, Eastern Canadian and National Championships.

1978-9: Established as a youth, team and won their first provincial and Maritime Championships at the U-16 level. 1979 repeated as Provincial and Maritime U-16 Champions the following year.

1980 won an unequalled three Soccer Nova Scotia Awards: Youth Team of the Year, Women's Team of the Year, Nova Scotia Team of the Year With a record of 36-2-4 Team was champion of the Metro Women's League, U-18 provincial, and Atlantic regional play-offs-where in Charlottetown they beat the New Brunswick, P.E I and Newfoundland representatives.

In 1980 the Metro Women's League [a forerunner of the NSSL] was started to attract the best teams in mainland Nova Scotia, and the Lunenburg Lasers were champions every year up until 1986, the Lasers last year as a club.

1981 the Lasers went to nationals as U-18 provincial champions. They were also Metro Women's league Champions, and won Soccer Nova Scotia's first Women's Leagues Championship in Sydney.

1982 Won Metro League with perfect 16:0 record. Provincial Champions, the Lasers went on to host in Lunenburg a nationally historic first-ever Eastern Women's Canadian Club Championship, losing the final 2:1 to London Concorde of Ontario. Six Laser players were selected to the first Soccer Nova Scotia all-star team.

1983-4 Soccer Nova Scotia had earlier instituted the Soccer Nova Scotia Inter-Provincial Club Tournament to attract top teams from Newfoundland to Ontario. The Lasers were repeated champions over these two years.

1984 Repeating as provincial champions, Lasers went undefeated in the regular season. The squad, a club team representing the South Shore, also won the Nova Scotia Inter-Regional All-Star Tournament, competing against the best players from other regions' clubs

The Lasers beat Hunter River 10:0 and Fredericton 11:0 for the Maritime title and went on to be the first Nova Scotia team to medal at the first country-wide, 6-team, national club championships, and the first to beat the champions of both Quebec and Ontario [making them Top Team in Eastern Canada]. For this notable pioneering breakthrough, the team was later, in 2002, awarded a ***Soccer Nova Scotia 25th Anniversary Outstanding Achievement Award***.

1985: Lasers again undefeated in winning the Metro Women's League and President's Cup and the provincial Challenge Cup before again heading to nationals.

1986: Lasers were again provincial champions and attended nationals. Four Laser players were chosen to play for the provincial all-star team at a national tournament in Winnipeg: the start of the national women's team program.



Honored by Board of Trade

The Lunenburg Board of Trade honored the Lunenburg Under 18 Girls Soccer Team during their Ladies Night last week by having them as guests and presenting them with individual trophies. Shown are (front row, left to right) Denise Cook, Carolyn Covey, Jayne Falkenham, Susan Perry, Nancy Mosher, Joanne Courtney, Diane Shaw, Yvonne Lohnes; Standing (left to right) Al Toms, Beth Dauphinee, Marlon von Possel, Ann Wright, Megan Marnitz, Pam Rafuse, Lisa Courtney, Paula George, Mary Anne Tanner, Rachael Backman, Bob Sayer (coach). Missing - Cheryl Whynot.

1980

(Zinck Photo)

Girls soccer champs honored

The Lunenburg under 18 girls soccer team was officially honored by the Lunenburg Board of Trade last Thursday night. In a special ceremony held during the Board of Trade Ladies Night over one hundred people gathered to pay tribute to the eighteen girls who put Lunenburg on the soccer map the past two years.

Al Toms, a member of the Board of Trade and himself a soccer player and referee for many years, spoke of the many achievements of this group of girls. He stressed the point that the team is a community team and not a school team though they "came up through the ranks" of school soccer.

All the players are from Lunenburg County, and all but two live in or just outside the town of Lunenburg.

In 1979 the team was the Nova Scotia Under 16 champions and Atlantic Canada Under 16 champions. The girls went to Montreal for the Eastern Canadian competition but

lost out to the upper Canadian teams.

In 1980 the girls moved up to the Under 18 class because, naturally the girls were a bit older.

1980 was a record year. They played 42 games, won 36, tied 2 and lost 4, they were the Lunenburg Indoor Tournament Winners, Halifax-Metro League Champions, Nova Scotia Senior Women's Champions, Nova Scotia Under 18 Youth Champions, Atlantic Canada 18 Youth Champions. They again represented the Atlantic Provinces in Burlington, Ontario in the Eastern Canada Finals.

At the Soccer Nova Scotia A.G.M. and Awards Banquet in November they were declared Nova Scotia Girls and Women's Team of the Year, and in competition with outstanding men's teams, were declared Soccer Nova Scotia Team of the Year.

The team has played in Long Island (New York State), Montreal, Burlington (Ontario), Charlottetown, as

well as the length and breadth of this province.

Mr. Toms concluded his remarks with: "The team has proudly carried the name of Lunenburg and has brought the town widespread publicity in the media. They are a credit not only to their coach and parents, but to the entire community."

As Mr. Toms called each member of the team to come forward they were each presented with an engraved trophy from the Lunenburg Board of Trade. He explained that even though the team had won many laurels and trophies this was the only individual memento they had to show for their achievements that they could keep.

As a personal gesture, Mr. Toms presented a larger trophy to "the most improved player on the team" to Ann Wright.

Following the presentation their coach, Bob Sayer paid tribute to the girls for their skill and devotion to the team and the game of soccer. He said soccer was fast

becoming the number one sport in Canada and in 1980 over 250,000 young people registered in youth soccer. He thanked the parents for their assistance and perseverance, and had praise for the merchants and citizens of the Lunenburg area for their support.

Mr. Sayer said that three of the girls would be over age for the team this year but most of them would provide an even stronger team in 1981 because of their experience and enthusiasm. He said an Atlantic Provinces team had never won a game in Eastern Canadian finals but he was confident that with an even stronger and experienced team this year, it was the one all of them were certain was to be the really big year when they could go "all the way". He cited another advantage was that the Eastern Canadian Finals would be in Nova Scotia in 1981 and said he hoped Lunenburg could be the home of this important series.

1982



Signing the guest book

Co-captains of the three finalists in the Women's Eastern Canadian Soccer Championships signed the guest book of the town of Lunenburg last Saturday following a luncheon at the Jaycee room. From left to right are Anita Sauer and Nancy Allen of London Concordes, Elaine Gallant (seated) and Chris Loewen of Moncton Golden Lights, Denise Cook and Rachel Bachman of host Lunenburg Lasers.

(Zinck photo)

Ann Covey

Subject: Coun Sep 22 20 Lunenburg Board of Trade Candidates Forum - Availability of the Community Centre

From: jamiemyra@eastlink.ca [<mailto:jamiemyra@eastlink.ca>]

Sent: September 5, 2020 3:43 PM

To: Kelly Cunningham <KCunningham@explorelunenburg.ca>

Cc: Rachel Bailey <RBailey@explorelunenburg.ca>; Bea Renton <brenton@explorelunenburg.ca>

Subject: Availability of the Community Centre

Good Afternoon Kelly,

I am the current President of the LBOT and I was wondering what the availability of the Community Centre would be to host a "Meet the Candidates" forum on a Thursday evening in early October.

I was thinking of Thursday, October 1st. or 8th. from 6:30-9:00pm.

This would be an LBOT function but we would appreciate help from the Town in promoting it and by offering FREE rent for that evening.

It would be an opportunity for each candidate to make an opening statement, some planned questions from the organizers and then some questions from the floor. We would also provide a moderator for the event.

According to all the NS rules surrounding Covid this event can be held with a maximum of 200 people in attendance as long as masks are worn and the 6' social distance rule is adhered to. Not sure if we can fit that many inside with the 6' rule so we might want to cut it off to the first 150 people and have tables set-up in tables of 5 and people need to come as a bubble table for the event. I think you could easily fit 26 tables of 5 in there which would give you 130 citizens and still leave room for the candidates, up on the stage seated 6' apart and some members of the LBOT board.

Please let me know ASAP so we can start to plan the event.

Thanks,
Jamie Myra
President LBOT

From: [Bea Renton](#)
To: [Kelly Jardine](#)
Subject: FW: Lunenburg County welcomes the Longitudinal Integrated Clerkship Students
Date: September 17, 2020 4:18:55 PM

From: Tina Hennigar <tina.hennigar@gmail.com>
Date: September 12, 2020 at 11:55:24 AM ADT
To: Undisclosed recipients;;
Subject: Lunenburg County welcomes the Longitudinal Integrated Clerkship Students

Good afternoon,

This is a very exciting year in Lunenburg County! It's the first year for the Dal LIC program on the South Shore! This is HUGE for our area. It means that 5-med students are living and working in our communities for 48 weeks. Its up to us to make sure they have a good experience, not only so that they may one day settle here, but so that for years to come, other LIC candidates apply to be here as well.

Their orientation week begins the last week of September. The LIC lead, Dr Thibideau has asked that we host them for an event to celebrate the completion of Orientation week on October 2. We hope to take them on a boat cruise with a charcuterie of locally made products and spirits. This comes at a cost. If your council or organization would like to participate because this LIC program is important to your community, kindly let me know. If each community were to contribute just \$200 we'd have \$1200 (I've included Queens because Queens General is involved as well). NOW LC has funded the cost of the lunch and learn hosted a few months ago as well as a picnic when they arrived. Of course, we can't do this alone.

Thank you for your consideration. We advocated for this program when we learned it was important to our local doctors and prior to this, SSRH and FMH were not considered "learning hospitals" like they are in other communities; in Yarmouth, CB and Pictou for example. This is considered as asset to our community. Now that they're here, let's really welcome them properly, as they will be doing the same in other communities across the Maritimes who have this same program.

Kindest regards,
Tina Hennigar

Resolution of Council

September 18, 2020

WHEREAS:

1. The Town of Lunenburg is the owner of the Lunenburg Academy Building at 97 Kaulbach Street.
2. Lunenburg Academy Foundation is a Society registered under the Societies Act of Nova Scotia and a registered charity, whose main goal is the care, preservation, and restoration of the Lunenburg Academy.
3. The Lunenburg Academy Foundation seeks a 10 year lease of room 106 in the Academy Building for the purposes of the Heritage Interpretive Classroom.
4. Pursuant to Section 50(5)(c) of the Municipal Government Act, a municipality may lease property owned by the municipality at market value.
5. Pursuant to section 51 of the Municipal Government Act, a municipality may lease property at less than market value to a non-profit organization that the Council considers to be carrying on an activity that is beneficial to the municipality, provided that such Resolution must be passed by at least a 2/3 majority of the Council present and voting.

BE IT THEREFORE RESOLVED THAT:

- A. Council considers Lunenburg Academy Foundation to be a non-profit organization which is carrying on an activity that is beneficial to the Town; and
- B. The Town agrees to enter into the lease, a copy of which is attached hereto as Schedule LAF (with such minor modifications as the Mayor and Manager/Clerk deem appropriate), and the Mayor and Manager/Clerk are authorized to execute the document on behalf on the Town and to affix the municipal seal thereto.

Schedule LAF

THIS LEASE made this day of , 2020

BETWEEN:

TOWN OF LUNENBURG

(the “Landlord”)

AND

LUNENBURG ACADEMY FOUNDATION, a Society registered under the
Societies Act of Nova Scotia, bearing Registry of Joint Stock Companies ID No.
1445844

(the “Tenant”)

LUNENBURG ACADEMY LEASE
97 Kaulback Street
Lunenburg, Nova Scotia
BOJ 2C0

Table of Contents

ARTICLE 1 — DEFINITIONS

- 1.1 Definitions

ARTICLE 2 — LEASE AND TERM

- 2.1 Lease
- 2.2 Term
- 2.3 Renewal
- 2.4 No Right to Early Termination

ARTICLE 3 — PAYMENT OF RENT

- 3.1 Rent
- 3.2 Payment of Rent
- 3.3 No Deposit

ARTICLE 4 — GROSS RENT

- 4.1 Gross Rent
- 4.2 Damage to Premises
- 4.3 Decision of Architect

ARTICLE 5 — UTILITIES AND SERVICES

- 5.1 Charges for Utilities and Services
- 5.2 Overloading of Utilities and Services
- 5.3 Interruption of Utilities and Services
- 5.4 Interior Heating

ARTICLE 6 — QUIET ENJOYMENT

- 6.1 Quiet Enjoyment

ARTICLE 7 — COMMON AREAS AND FACILITIES

- 7.1 Use of Common Areas and Facilities
- 7.2 Tenant not to Interfere
- 7.3 Interruption and Alteration of Common Areas and Facilities

ARTICLE 8 — USE OF PREMISES

- 8.1 Use of Premises

ARTICLE 9 — TENANT'S BEHAVIOUR

- 9.1 Nuisance
- 9.2 Rules and Regulations
- 9.3 Environmental Obligations
- 9.4 Recycling
- 9.5 Signs and Exterior Installations

ARTICLE 10 — MAINTENANCE, REPAIRS, ALTERATIONS

- 10.1 Tenant's Maintenance and Repair
- 10.2 Alterations by Tenant
- 10.3 Entry
- 10.4 Landlord's Repairs
- 10.5 Notice of Damage
- 10.6 Damage to Building

ARTICLE 11- INSURANCE AND LIABILITY

- 11.1 Tenant's Insurance
- 11.2 Compliance with Landlord's Insurance
- 11.3 Indemnity
- 11.4 Landlord's Insurance
- 11.5 Extended Meaning

ARTICLE 12 - TRANSFERS BY TENANT

- 12.1 Consent Required

ARTICLE 13 - DEFAULT

- 13.1 Defaults and Remedies
- 13.2 Interest and Costs
- 13.3 Waiver by Tenant
- 13.4 Enforcement by Landlord
- 13.5 Remedies Cumulative

ARTICLE 14 - END OF TERM

- 14.1 Expiration
- 14.2 Removal at End of Term
- 14.3 Surviving Obligations
- 14.4 Overholding

ARTICLE 15 — MISCELLANEOUS

- 15.1 Force Majeure
- 15.2 Entire Agreement
- 15.3 Severability
- 15.4 Captions
- 15.5 Extended Meanings
- 15.6 Notices
- 15.7 No Lease Prior to Execution
- 15.8 Governing Law
- 15.9 Personal Information

SCHEDULE "A", LEGAL DESCRIPTION

SCHEDULE "B", FLOOR PLAN OUTLINING PREMISES

SCHEDULE "C", RULES AND REGULATIONS

WHEREAS the Landlord is the owner of the building known as the Lunenburg Academy in Lunenburg and the Tenant wishes to rent a portion of that building.

NOW THEREFORE in consideration of the mutual covenants and agreements herein contained, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree and covenant as follows:

Article 1 — Definitions

1.1 Definitions

In this Lease, unless there is something in the subject matter or context inconsistent therewith, the following terms have the following respective meanings:

- (a) "Alterations" has the meaning set out in Section 10.2;
- (b) "Assembly Hall" means the room located on the third floor of the Building and identified at the Building as the Assembly Hall;
- (c) "Building" means the Lunenburg Academy Building, located at 97 Kaulback Street, Lunenburg Nova Scotia and described in Schedule "A" attached hereto, together with the improvements, fixtures and equipment (whether chattels or fixtures) in such Building (but not including tenants' fixtures, improvements or chattels);
- (d) "Common Areas and Facilities" means all that part of the Building, including improvements, parts of buildings, fixtures and equipment (whether chattels or fixtures), which at any time is not included in premises leased to tenants or intended to be leased to tenants, including, lobbies, hallways, the south facing staircase, elevators, washrooms, loading areas, parking areas, driveways, landscaped areas, alarms, security, fire prevention and telecommunication services, janitor closets, and electrical closets;
- (e) "Gross Rent" means all sums of money or charges required to be paid under this Lease in relation to the occupation, use and operation of the Premises (except for any Renovation Cost) including, without limitation, payment of realty taxes, capital taxes, business taxes and charges for water, electricity, heating and other utilities and other charges, whether or not the same are designated as "Gross Rent" and shall specifically also include at least one (1) free reserved parking space for tenant use at the Building; provided, however, that H.S.T. shall be charged in addition to the Gross Rent payable pursuant to Article 4.1 and not be inclusive in the total sum of the Gross Rent payable under the aforementioned Article. Gross Rent does not cover telephone, internet and related charges, which are the responsibility of the Tenant;
- (f) "Lease" means this lease and all the terms, covenants and conditions set out herein (including all schedules), as amended from time to time in accordance with the terms hereof;
- (g) "premises" mean the premises shown outlined or located in Schedule "B1" attached hereto identified as Room 106 on the second floor of the Building, all of which is shown on Schedule B1;
- (h) "Rules and Regulations" means the rules and regulations as described in Section 9.2;
- (i) "Term" has the meaning set out in Section 2.2 and, where the context requires, shall include any renewal or extension of the Term pursuant to Section 2.3;
- (j) "Transfer" has the meaning set out in Section 12.1;

- (k) "Transferee" means any person or entity to whom a Transfer is or is to be made;
- (l) "Utilities and Services" (or "Utility and Service", as the case may be) includes, but is not limited to, the supply of water, hot water, heating, electricity, light bulbs, tubes and ballasts, sewage disposal service, and specifically excluding air-conditioning and any other utility or service not operating in the Premises at the time of the commencement of the Lease and specifically excluding the following: climate control, chilled water, any other janitorial and cleaning services and supplies, exterior and interior window cleaning and telephone.

Article 2 — Lease and Term

2.1 Lease

In consideration of the rents, covenants and agreements hereinafter reserved and contained to be paid, observed and performed by the Tenant, the Landlord demises and leases to the Tenant the Premises to have and to hold the same for and during the Term. The Tenant accepts the Lease of the same.

2.2 Term

The term of this Lease (the "Term") shall be (unless terminated earlier pursuant to the provisions hereof) the period of 10 years commencing on the 1st day of October, 2020 and from thenceforth next ensuing and to be fully completed and ended on the 30th day of September, 2030 .

2.3 Renewal

The parties may mutually agree in writing to renew this lease for up to five 1-year renewal terms on the same terms and conditions as provided herein, [subject to annual Consumer Price Index increases in rent, and such other changes as are required of the context (including, without limiting the generality of the foregoing, references to calendar years and dates)].

2.4 No Right to Early Termination

Neither party shall have the option, upon notice, for early termination of the lease; Provided that this clause shall not restrict a party's right to terminate pursuant to the expressed terms of this lease including, without limiting the foregoing, the right to terminate if there is a breach of the terms of the lease by the other party which would entitle a party to early termination pursuant to the terms of this lease.

Article 3 — Payment of Rent

3.1 Rent

The Rent shall be payable, unless otherwise provided herein, in equal monthly instalments in advance on the first day of each and every month during the Term. If the Tenant fails to pay any Rent when the same is due and payable, such unpaid amount shall bear interest at the rate of 18% per annum (calculated monthly at the rate of 1.5%) and such interest shall be calculated from the time the Rent becomes due until paid by the Tenant.

3.2 Payment of Rent

Unless otherwise specifically provided herein, all payments of Rent shall be payable without any prior demand therefor at such place and directed to such person as the Landlord may designate

from time to time. Until further notice, all Rent shall be paid to the Landlord at 119 Cumberland Street, Lunenburg, Nova Scotia, B0J 2C0.

3.3 No Deposit

The Tenant shall not be required to pay a Security Deposit.

Article 4 — Gross Rent

4.1 Gross Rent

The Landlord reserves and the Tenant covenants and agrees to pay to the Landlord as rent in lawful money of Canada the Gross Rent (the "Gross Rent") in the amount of \$1.00 per annum plus H.S.T., payable in advance on the first day of October in each year of the Term.

4.2 Damage to Premises

If the Premises shall, at any time, be wholly or partially destroyed or damaged, as a result of calamity, force majeure, environmental risk or any other cause (including, without limiting the foregoing, fire or water) for more than 5 consecutive days, the following provisions shall apply:

- (a) if the Premises are not rendered unfit for the Tenant's use by such damage, then Rent shall not abate and the Landlord shall promptly repair the Premises;
- (b) if the Landlord determines that the Premises and access thereto are rendered unfit for the Tenant's use to an extent of less than fifty percent (50%), then the Gross Rent shall abate from the date of the damage in the proportion that the area rendered unfit bears to the area of the Premises;
- (c) if the Landlord determines that the Premises and access thereto are rendered unfit for the Tenant's use to an extent of fifty percent (50%) or more, (whether by damage to the actual premises or other parts of the Building rendering the Premises unfit for use), then the full amount of Gross Rent shall wholly abate at the rate of \$0.50 per year or part thereof, -from the 31st consecutive day following the damage and the Tenant shall cease to carry on business on the Premises. The Landlord may, at its option (without prejudice to its right of termination hereinafter expressed) permit the Tenant to carry on business in any portion of the Premises which is fit for use on such terms as to payment of Rent and otherwise as the Landlord may specify. In the event the Premises are rendered unfit for use to an extent of fifty percent (50%) or more, the Landlord may elect to terminate this Lease by written notice to the Tenant given within sixty (60) days from the date of the damage, and in that event, the Lease shall terminate effective from the date of the damage;
- (d) whenever Section 4.2(b) or (c) applies, and the Landlord has not elected to terminate this Lease, the Landlord shall commence diligently to reconstruct, rebuild or repair the Premises. In performing any reconstruction or repair, the Landlord may effect changes in the buildings, equipment or systems of the Premises or minor changes in the location or area of the Premises.
- (e) whenever Section 4.2(b) or (c) applies, and the Landlord has not elected to terminate this Lease, the Landlord shall give the Tenant written notice when the Landlord's reconstruction, rebuilding or repair of the Premises have been

completed to the extent that the Tenant can have access thereto or that no Landlord's reconstruction, rebuilding or repair is required. Gross Rent shall recommence on the date of delivery of such notice.

4.3 Decision of Architect or Engineer

Any decisions regarding the extent to which the Premises or any portion of the Premises has become unfit for use shall be made by an architect or professional engineer appointed by the Landlord, whose decision shall be final and binding on the parties. The Landlord, at its discretion, may appoint the Town Engineer of the Landlord, for this purpose.

Article 5 — Utilities and Services

5.1 Charges for Utilities and Services

(1) The Landlord covenants and agrees to supply Utilities and Services [as defined in 1.1(1)] to the Premises and shall be responsible for maintaining, operating, repairing and replacing the system or systems necessary for supplying the Utilities and Services for the Premises.

5.2 Overloading of Utilities and Services

(1) The Tenant shall immediately advise the Landlord of any installations, appliances or machines used by the Tenant that are not equipment or resources that are typically found in offices in Lunenburg County and the Landlord shall supply such excess Utilities and Services required as a result thereof if the Landlord determines, in its sole discretion, that the provision of such excess Utilities and Services:

- (a) is within the capacity of the Building systems;
- (b) would not affect the operation, aesthetics or structure of the Building;
- (c) would not reduce the efficiency of the existing services supplied to other tenants or parts of the Building; and
- (d) is otherwise feasible.

(2) The Tenant shall pay in advance to the Landlord all costs, both non-recurring and recurring, of providing all such excess Utilities and Services. Such cost shall be determined by the Landlord in a reasonable manner, which may, but not necessarily, include installation (if none already exist), at the Landlord's expense, of separate meters or other measuring devices in the Premises or elsewhere.

5.3 Interruption of Utilities and Services

In no event shall the Landlord be liable for any injury to the Tenant, its employees, agents or invitees, or to the Premises, or to any property of the Tenant or anyone else, or for any loss of profits or business interruption, indirect or consequential damages, or for any other costs, losses or damages of whatsoever kind caused by or arising from any interruption or failure in the supply of any Utilities or Services to the Premises.

5.4 Interior Heating

- (1) The Landlord shall maintain in the Premises at a reasonable temperature for normal occupancy of a building of similar style and age during business hours as determined by the Landlord (which hours shall be, until changed by the Landlord by notice in writing to the Tenant, 8:30 a.m. to 5:00 p.m. from Monday to Friday (except holidays)). Unless at the direct fault of the Landlord, the Landlord shall not be liable for any inadequacy in performance of the interior heating system that falls materially outside of the reasonable temperature for normal occupancy of a building of the similar style and age. Landlord may, and at the written request of the Tenant shall, make any changes which are reasonably necessary and feasible to improve or alter the system so as to compensate for any use of the Premises by the Tenant not in accordance with the foregoing standards, all at the Tenant's cost and expense.
- (2) **No Portable Heaters**
The Tenant shall in no instance use portable heaters.
- (3) **Air Conditioning**
The Tenant shall in no instance use air conditioners at the premises.

Provided that notwithstanding the foregoing, an air conditioner unit which sits on the floor and which vents by a hose through the window opening, shall be permitted if the unit is energy efficient and there is not an electricity cost increase which the Landlord considers to be unreasonable. [If the Town considers the electricity cost increase to be unreasonable, this authorization will be re-evaluated by the Landlord and, in its discretion, could be withdrawn].

Article 6 — Quiet Enjoyment

6.1 Quiet Enjoyment

The Landlord covenants with the Tenant that if the Tenant pays the Rent and performs its covenants and obligations herein contained, the Tenant shall and may peaceably possess and enjoy the Premises for the Term hereby granted without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under it, save as herein provided.

PROVIDED THAT notwithstanding the foregoing, there will be interior and exterior renovations conducted by the Town of Lunenburg (and/or a third party on its behalf) during the term of the Lease and it is acknowledged and agreed that any disruptions or interference of the Tenant's use of the premises and common areas during this term due to the renovations shall not justify termination of the Lease or any reduction in rent or any damages or remedy of any nature. ALSO PROVIDED that it is understood that the Lunenburg Academy of Music Performance (LAMP) operates in the building and it is hereby agreed that music or other noises created by LAMP shall not constitute an interruption or disturbance of the peaceable possession and enjoyment of the Tenant's premises.

Article 7 — Common Areas and Facilities

7.1 Use of Common Areas and Facilities

- (1) Subject to and in accordance with this Lease and the Rules and Regulations, the Tenant shall have a non-exclusive right to the use of only such part of the Common Areas and Facilities on the 1st Floor of the building which provide access by the most direct route to the 1st Floor from the South entrance and to the premises herein rented, and the non-exclusive use of the elevator and the South door and stairway by the elevator, and non-exclusive access to the washrooms on the 1st Floor, and in the case of an emergency to such of the Common Areas and Facilities as may be necessary for the purposes of exiting the building.

The exterior doors to the building shall be kept locked at all times and the Tenant shall ensure to the best of its ability that the building is secure at all times.

The Tenant shall have one free reserved parking space at the Academy. The use of all other parking spaces is at the discretion of the Landlord.

- (2) The regulation and management of the Common Areas and Facilities (including the Washrooms) shall be under the exclusive control of the Landlord.

7.2 Tenant not to Interfere

The Tenant shall not, without the written permission of the Landlord, at its sole discretion, keep or display any merchandise, sign or other thing on or about, or solicit or conduct business on, or obstruct any of the Common Areas and Facilities.

7.3 Interruption and Alteration of Common Areas and Facilities

The Landlord may, from time to time, effect changes, alterations, enclosures, expansions, reductions, replacements or repairs to all or any part of the Common Areas and Facilities (including the Washrooms) and other parts of the Building, and also conduct renovations on all floors of the building. In so doing, the Landlord shall not disturb the operation of the Tenant's business any more than is reasonably necessary in the circumstances, but shall not be liable for any damages whether direct, indirect or consequential to any person or property in respect of any temporary interference with or denial of access during the performance of such work, or in any other way in respect of the performance of such work, or for failure to perform such work, or for any interference with the business of the Tenant, while any portion of the Common Areas and Facilities (including the Washrooms) is in need of repair, inoperable or otherwise not in its normal operating condition, or while any portion of the building is undergoing the foregoing renovations. In no event shall there be a reduction or elimination of rent notwithstanding any disturbance to the operation of the Tenant's business.

Article 8 — Use of Premises

8.1 Use of Premises

The Tenant shall use the Premises solely for the purpose of a Heritage Interpretive Classroom to provide a welcoming entrance and educational experience telling the story of the building, its role in the advancement of education in the Province and Country and its relationship with the Town of Lunenburg. The Tenant shall not bring onto the premises a greater volume and/or weight of materials than the structure and floor of the premises can, in the sole discretion of the Landlord, support.

Article 9 — Tenant's Behaviour

9.1 Nuisance

Neither the Tenant, nor any one for whom it is responsible, shall do nor suffer any waste, damage, disfiguration or injury to the Premises or the Common Areas and Facilities (including the Washrooms) or permit or suffer any overloading of the floors, and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business, and shall not cause or permit any nuisance in, at, or on the Premises.

9.2 Rules and Regulations

The Rules and Regulations contained in Schedule "C" shall form a part of this Lease and the remedies available to the Landlord for enforcement thereof shall be the same as for enforcement of any other provision of this Lease. The Landlord may, from time to time, in its sole discretion, promulgate additional reasonable Rules and Regulations, which shall, as soon as the Tenant is given notice of them, have full force and effect as if originally embodied in this Lease. Any such additional Rules and Regulations may affect alterations to existing Rules and Regulations and may deal with the matters dealt with in the Rules and Regulations contained in Schedule "C" and any other matters of a similar or dissimilar nature as the Landlord deems advisable, but additional Rules and Regulations may not conflict with any specific provisions of this Lease. The Landlord shall be under no obligation to enforce the Rules and Regulations against the Tenant, or against any other tenant of the Building or any other person, and shall be under no liability for failure to enforce the Rules and Regulations.

9.3 Environmental Obligations

(1) Without limiting the generality of the obligations of the Landlord as set out elsewhere in this Lease, the Landlord and Tenant agree that the Tenant is subject to the obligations of the Tenant set out in this Section (the "Environmental Obligations").

In this section:

- (i) "Hazardous Substance" means any product of waste, contaminant, pollutant, dangerous substance, potentially dangerous substance, noxious substance, toxic substance, hazardous waste, flammable, explosive, radioactive material, chlorofluorocarbons (CFC's), radon gas, urea formaldehyde foam insulation, asbestos, PCBs, gasoline, fuel oil, and any other substances or materials, and includes any Container (as hereinafter defined), declared or defined, at any time and from time to time, to be or to potentially be hazardous, toxic, contaminants or pollutants in or pursuant to any applicable federal, provincial, municipal or quasi-governmental law, statute, regulation, order, bylaw or requirement in force from time to time (collectively, in this Section, "Legislation") including, without limitation, environmental, land use, building, occupational, or health and safety Legislation, Legislation in respect to demolition of buildings, excavation of soil, building materials and component fixtures and fittings, and storage and disposal of waste or effluent, and Legislation with respect to the maintenance, conversion and replacement of Containers; and

- (ii) "Container" means any equipment, plant, pump, tank, container, receptacle, and any manner, method or procedure, which generates, manufactures, refines, treats, transports, stores, contains, uses, handles, disposes of, transfers, produces or processes Hazardous Substances; and
- (iii) "Remove" means to remove any Hazardous Substance from all or part of the Premises, Common Areas and Facilities and includes, without limitation, the removal, cleanup, treatment, transportation, storing, containment, handling, disposal, transfer and/or processing thereof, and "Removed" and "Removals" have similar meanings.

The Tenant shall not use or permit or suffer the use, directly or indirectly, of all or part of the Premises for any acts or omissions ("Activities") that are not in compliance with all Legislation and permits granted thereunder. It shall be the responsibility of the Tenant to obtain all permits necessary for the use of any Hazardous Substances on the Premises.

- (2) The Tenant shall not cause or allow any hazardous or toxic waste or substances to be used, generated, stored or disposed of on, under or about, or transported to or from, the premises. The Tenant covenants and agrees that it shall, at its sole cost and expense, observe and otherwise comply with all environmental laws, including those of any federal, provincial and municipal government or other body relating to pollution or the protection of human health or the environment dealing with filings, registrations, emissions, discharges, releases or threatened releases of hazardous substances or materials containing hazardous substances, and hazardous substances shall include, but not be restricted to, any substance capable of posing a risk or damage to health, safety, property or the environment, and any substance from material now or hereafter declared, defined, or deemed to be regulated or controlled under any environmental law. In the event that the Landlord determines that the Tenant is in breach of its obligations in this article, the Landlord may without limiting any other rights or remedies, provide the Tenant with notice of breach and the Tenant shall commence to rectify such breach at the Tenant's sole cost and expense, and shall complete such rectification as soon as reasonably possible. If the Tenant creates or brings to the premises or other part of the Building any hazardous substance, it shall be and remain the sole and exclusive property of the Tenant and shall not become the property of the Landlord, notwithstanding a degree of affixation to the premises or Building; and notwithstanding the expiry of the lease, the Tenant agrees to indemnify and save harmless the Landlord, its successors and assigns from and against any and all liabilities, claims, damages, interest, penalties, fines, monetary sanctions, losses, costs and expenses (including without limitation reasonable costs of professional advisors, consultants and experts and costs of remediation and clean-up) arising in any manner whatsoever out of any breach by the Tenant of this article, or any non-compliance by the Tenant of any environmental laws. This obligation shall survive the expiration or earlier termination of this lease.

PROVIDED nevertheless that it is understood that the Tenant will be using certain substances which are ordinarily used in an office environment including without limiting the foregoing photocopy toner and some cleaning products in common use in their work place - The Tenant will store, keep and use any such substances in strict compliance with

all environmental laws and occupational health and safety laws and shall otherwise be bound by this Article 9.3 with respect to such substances.

(3) **ADDITIONAL CLAUSE REGARDING ENVIRONMENTAL MATTERS AND AIR QUALITY**

In consideration of the sum of \$5.00 paid by the Landlord to the Tenant, receipt whereof is hereby conclusively acknowledged:

A. No Representation or Warranty

- (i) The Landlord makes no warranty, representation or covenant with the Tenant that the Landlord is maintaining and at all times has maintained the building or property at 97 Kaulback Street, Lunenburg, N.S. (collectively referred to as the "Property") in accordance with and in compliance with all applicable requirements of federal, provincial, municipal, and local environmental, public health, and safety laws, occupational health and safety laws, regulations, orders, permits, licenses, approvals, ordinances, policies, guidelines, the Environment Act, S.N.S. 1994-95. c 1, as amended, standards and directives including without limitation all applicable requirements with respect to the ambient air quality of the Property or the quality of any materials or substances at the Property (hereinafter collectively referred to as the "Environmental Obligations"). Without limiting the foregoing, the Landlord makes no representations as to air quality within the premises. The Landlord makes no representations that there are no hazardous or dangerous substances in or about the premises and makes no representations as to air or material or substances quality in or about the premises. If an issue is raised by the Tenant with respect to air or materials or substances quality in or about the premises or hazardous or dangerous substances (not brought to the site by the Tenant) either of the parties may terminate the Lease upon 30 days written notice. This clause does not restrict the Landlord with respect to any remedies under Article 9.3 of this Lease.

B. Tenant's Investigations

- (ii) The Tenant shall and does hereby acknowledge, represent and warrant to the Landlord, which representation, warranty and acknowledgement shall survive the closing that:

- (a) that Landlord has afforded the Tenant the opportunity to conduct whatever inspections and investigations it deems advisable with respect to the Property, including without limitation, physical inspections, environmental inspections, air quality tests, soil and subsurface tests; investigations regarding any substances in or about the Property; and other investigations that it deems necessary.

- (b) The Tenant has, to its complete satisfaction, conducted all investigations, inspections, searches and test with respect to the Property that it has deemed necessary in its interest and has determined to lease the Property solely on the basis of such investigations, inspections, searches and tests; and
- (c) the Landlord has not made, does not make, and shall not be required to make or provide any warranty, representation or covenants and has and shall have no obligation, explicit or implied, to inform or advise the Tenant, with respect to any matters relating to the Property, including, without limitation, the fitness or suitability of the Lands for the uses intended by the Tenant or potential or existing environmental liabilities in relation to the Property, latent or otherwise (whether known or not), or with respect to the quality or condition of the Property, and the Landlord shall have no liability or obligation with respect to the value, state or condition of the Property, any deficiencies therein or repairs, replacements or other work required with respect thereto (environmental, structural or otherwise).

C. Indemnity

(iii) The Tenant hereby releases and agrees to indemnify, defend and hold harmless the Landlord, its agents, officers, directors, Mayor, Councillors, contractors, employees, successors and assigns, to the fullest extent permitted by law, from and against any and all claims, causes of action, or demands, in law or in equity, including but not limited to, all lien claims, administrative claims, claims for injunctive relief, claims of property damage, natural resources damages, nuisance claims, bodily injury claims, emotional distress claims, punitive damages, environmental response and cleanup costs, fines, penalties and expenses (including without limitation, counsel fees, consultant fees and expert fees, costs and expenses incurred in investigating and defending against the assertion of such liabilities), which may be sustained, suffered or incurred by the Landlord, its agents, officers, directors, Mayor, Councillors, contractors, employees, successors and assigns and that arise out of or relate in any way to the Property, (and by whomsoever made, including without limiting the foregoing, by employees, licensees, or invitees of the Tenant) including, without limitation:

- (a) any breach of Environmental Obligations;
- (b) the release of any hazardous substances or contaminants or the presence of any hazardous substances or contaminants affecting the Property, including any loss of value of the Property to the Tenant (or affecting the health of any employee, licensee, or invitee or any other person) as a result of any of the foregoing;

- (c) any costs or removal or remedial action incurred by any authority having jurisdiction;
- (d) any matter relating to the air quality of the Property; or
- (e) any other environmental matter affecting the leased premises or the Property or the Tenant (or affecting the health of any employee, or licensee or invitee or any other person) within the jurisdiction of any lawful authority whether federal, provincial, municipal or otherwise.

(iv) The foregoing indemnity shall survive the termination of the Lease.

D. Allocation of Liability

(v) Except as otherwise provided herein, the Tenant shall be solely liable and shall indemnify, defend and hold harmless the Landlord from all obligations, claims and liabilities, whether asserted or unasserted, known or unknown, which in any manner result from or apply or relate to the Premises and all present and past uses thereof and operations and activities thereon of any person or entity, including the Landlord.

(vi) In particular, but not by way of limitation, the Tenant shall be solely liable and assume full responsibility for all obligations relative to environmental sampling, monitoring, reclamation, remedial activities, stabilization and maintenance of the Premises (and any other part of the Building for which it has a liability or responsibility under this Clause 9.3) as now or hereafter required by all federal, provincial or local regulatory agencies or authorities, and shall comply with all terms, conditions and requirements of any and all governmental permits, licenses, consents, approvals and authorizations transferred to the Tenant from Landlord or hereafter granted to the Tenant with regard to the Premises.

(4) The provisions set out in this Clause 9.3 shall survive the expiration or earlier termination of the Term of this Lease.

9.4 Recycling

(1) The Tenant covenants and agrees, at its sole cost and expense, to comply with all present and future laws, by-laws, orders, and regulations of all provincial, federal, municipal, and local governments, departments, commissions, and boards regarding the collection, sorting, separation, and recycling of waste products, garbage, refuse, and trash. Tenant shall sort and separate such waste products, garbage, refuse, and trash into such categories as provided by law. Each separately sorted category of waste products, garbage, refuse, and trash shall be placed in separate receptacles reasonably approved by the Landlord at such location at or near the Building as may be designated by the Landlord. Such separate receptacles may, at the Landlord's option, be removed from the Premises in accordance with a collection schedule prescribed by law. Also, at the Landlord's option, the Landlord may sort and separate all waste products, garbage, refuse and trash and charge the Tenant all costs involved in such recycling.

9.5 Signs and Exterior Installations

- (1) The Tenant shall be entitled to one (1) identification sign at or near the entrance to the Building, subject to the prior written approval of the Landlord as to design, size and location, and to be installed at the Tenant's expense and in accordance with any uniform pattern of signs which may be adopted by the Landlord. The Landlord reserves the right to attend to such installation and bill the Tenant therefor. The Tenant shall, in respect of such sign, comply with all by-law requirements of the Town of Lunenburg.
- (2) The Tenant shall not, without the prior written consent of the Landlord, erect, install or maintain any sign, lettering, placard or any other advertising material of whatsoever nature or size, painted on, posted on or otherwise affixed to the exterior of the Building or the exterior of the Premises, or within the Common Areas and Facilities, or affixed to either side of any glass on the windows or doors of the Premises.

9.6 Tenant Responsibility

Notwithstanding any requirement for insurance in this Lease:

The Tenant shall be legally responsible for the actions and omissions of all persons using the Premises and the Building and the Property at 97 Kaulback Street through or under (or at the invitation of) the Tenant [including, without limiting the foregoing, employees, guests, invitees and persons conducting genealogical searches, whether or not any fee is charged] with the intent that an act or omission of any of them shall be, by virtue of this clause, treated as if it were the act or omission of the Tenant.

This clause shall be in addition to, and not in substitution for, any remedies the Landlord may have against the other persons referred to herein.

Article 10 — Maintenance, Repairs, Alterations

10.1 Tenant's Maintenance and Repair

- (1) The Tenant shall, at all times, at its own expense keep the Premises (including, without limitation, the plate glass in the windows and doors) and its contents, in a good and reasonable state of repair consistent with the general standards applicable to public buildings which are historically significant, [but shall not be responsible for any items that are within the Landlord's obligations pursuant to Article 10.1(2)], in a neat and tidy condition, painted and decorated and shall be responsible for all cleaning of the Premises. The Tenant recognizes that the Premises are in a heritage building which is historically significant and that it will be sensitive thereto.
- (2) The Landlord shall make all reasonably needed repairs and replacements to the Premises and the Building arising from structural defects or weaknesses and all exterior repairs to the Building, and shall perform all such repairs and replacements with due diligence.

10.2 Alterations by Tenant

The Tenant acknowledges that the Building is a historical property and therefore the Tenant may not install leasehold improvements, alter existing leasehold improvements nor, save and except for minor alterations which do not affect the structure, exterior walls, windows, roof or any of the Building systems or the aesthetics of the Premises, alter the Premises in any way (the "Alterations") without the express written approval of the Landlord, which shall be at the Landlord's sole and absolute discretion and may be arbitrarily withheld.

All work done by the Tenant requires compliance with all Federal, Provincial and Municipal legislation, regulations and by-laws (and without limiting the foregoing, the Tenant shall obtain a Development Permit, Building Permit, and any other Permits, when required).

The Tenant will not make or erect in or to the Premises any other installations, alterations, additions or partitions without first submitting drawings and specifications to the Landlord and obtaining the Landlord's prior written consent, which shall be at the Landlord's sole and absolute discretion and may be arbitrarily withheld. The Tenant must further obtain the Landlord's prior written consent to any change or changes in such drawings and specifications. The Tenant will pay to the Landlord the Landlord's reasonable out-of-pocket costs of having its architects approve such drawings and specifications and any changes. Such work shall be performed by qualified contractors engaged by the Tenant (and approved by the Landlord), but in each case only under a written contract approved in writing by the Landlord and subject to all reasonable conditions which the Landlord may impose, provided nevertheless that the Landlord may, at its option, require that the Landlord's contractors be engaged for any structural, mechanical or electrical work. The Tenant shall submit to the Landlord's reasonable supervision over construction and promptly pay to the Landlord's or the Tenant's contractors, as the case may be, when due, the cost of all such work and of all materials, labour and services involved therein and of all decoration and all changes to the Premises, its equipment or services, necessitated thereby.

It is agreed that the Landlord has no obligation to make any interior renovations.

Construction Liens

If any construction or other lien, or builder's lien, or order for the payment of money shall be filed against the Premises or the Building or the property at 97 Kaulback Street by reason of or arising out of any labour or material furnished to the Tenant or to anyone claiming through the Tenant, the Tenant, within five (5) days after receipt of notice of the filing thereof, shall cause the same to be discharged by bonding, deposit, payment, court order or otherwise. The Tenant shall defend all suits to enforce such liens or orders against the Tenant at the Tenant's sole expense. The Tenant indemnifies the Landlord against any expense or damage incurred as a result of such liens or orders.

10.3 Entry

The Landlord and persons authorized by it may enter the Premises at all reasonable times to examine the condition thereof. The Landlord and persons authorized by it may enter the Premises at all reasonable times, and at any time in case of emergency, for the purpose of effecting changes, repairs or alterations to any of the fixtures, equipment or systems contained in the Premises or adjacent thereto, or for the purpose of access to other parts of the Building, and may install fixtures, equipment and systems in the Premises for service to the Premises or other

parts of the Building. [In addition, the Landlord and its employees, workmen and independent contractors, shall have access at all times without notice throughout the common areas to the attic and the roof. (Without restricting the generality of this right, this shall include but not be restricted to access for repairs, maintenance, servicing and/or operation of the paging and power system.)] In so doing, the Landlord shall interfere as little as possible with the Premises and the business of the Tenant, but shall not be liable to the Tenant with respect to any interference.

Without restricting the foregoing, the Landlord and persons authorized by it are authorized to do major renovations on the Academy building and/or the Premises, during the term of the lease and the Landlord shall not be liable to the Tenant or any third party for any interruptions to or disruption of the use of the Premises by the Tenant or third party.

AND FURTHER PROVIDED THAT if the Tenant and Landlord have not agreed to a new Lease prior to the first day of February 1, 2030, the Landlord shall be entitled at any time without unreasonable prior notice to enter on the premises during normal business hours for the purpose of exhibiting same to prospective Tenants.

10.4 Landlord's Repairs

Subject to Articles 4.2 and 10.6, the Landlord shall make repairs to the structural elements of the Building, consisting of the foundations, exterior walls, structural floor, columns and bearing walls supporting or surrounding the Premises as, in the sole opinion of the Landlord, shall be required. The Landlord shall also service and repair the elevator. The Landlord shall effect any repairs for which it is responsible expeditiously in the circumstances, but shall not be liable for any damages, whether direct, indirect or consequential, to any person or property in respect of any non-repair or for failure to carry out repairs.

There shall be no abatement of Rent pending completion of or during the performance of repairs, (or during the renovations as referred to herein).

10.5 Notice of Damage

The Tenant shall promptly notify the Landlord of any damage to or deficiency or defect in any part of the Premises or the Building as soon as the Tenant becomes aware thereof, regardless of whether or not the Landlord has any obligation to repair such damage.

10.6 Damage to Building

Notwithstanding any other clause of this Lease, if the Building, (including the lands on which the Building is situated) or any part thereof becomes damaged through the negligence, carelessness or misuse of the Tenant, its employees or agents, or invitees, the Tenant shall be responsible for rectifying such damage, which rectification shall be performed by the Landlord at the cost and expense of the Tenant.

Article 11 — Insurance and Liability

11.1 Tenant's Insurance

(A) General Liability Insurance - The Tenant will procure and maintain in full force throughout the term of the Lease or any renewal thereof, commercial general liability insurance with insurance companies acceptable to the Landlord protecting the Landlord

and the Tenant against liability for bodily injury and death and for damage to and/or destruction of property by reason of any occurrence or accident in, or about the leased premises, with liability coverage in an amount not less than Eight Million Dollars (\$8,000,000.00) (and such higher limits as the Landlord may reasonably require from time to time). The Landlord shall be added as an additional insured on the policy.

- (B) Tenant's Legal Liability Insurance – The Tenant will procure and maintain through the term of this Lease or any renewal thereof, legal liability insurance with a limit of not less than Five Hundred Thousand Dollars (\$500,000.00).
- (C) Subrogation – The Tenant shall have no claim against the Landlord or the Landlord's insurance for any damage the Tenant may suffer, and the Tenant shall require the insurers under the insurance in subsections (A) and (B) above to waive any rights of subrogation by the respective insurers against the Landlord, its officers, councillors, mayor, agents and employees. All such policies shall also contain a severability of interest clause, a cross-liability clause, and shall be primary and shall not call into contribution any other insurance available to the Landlord or any Mortgagee of the Tenant.
- (D) Evidence of Insurance – The Tenants shall provide to the Landlord a Certificate of Insurance demonstrating that such insurance has been obtained and maintained, as herein provided and such insurances shall not be subject to cancellation except after at least thirty days prior written notice to the Landlord. All policies of the Tenant shall contain a term that the Landlord will be given 30 day's notice of intent to cancel. If the Tenant fails to comply with the requirements hereof to obtain or maintain insurance, the Landlord may, but is not required to, obtain such insurance and keep the same in effect and the Tenant shall pay to the Landlord the premium cost thereof as additional rent upon demand therefor. If the Landlord fails to obtain such insurance, the Tenant shall not have any claim or action against the Landlord for failing to obtain such insurance. Furthermore and notwithstanding the foregoing, if the Tenant fails to obtain such insurance after the expiration of ten days after notice of default by the Landlord in writing, then the Lease shall, at the option of the Landlord, forthwith be forfeited and determined.
- (E) Premiums and Notification – The Landlord shall not be responsible for the payment of any premiums with respect to any such insurance and shall not be responsible for notifying the insurer of the Tenant of any occurrence of accident in or around the leased premises.
- (F) The Tenant agrees to pay any increased premiums, costs, charges or rates assessed for Commercial Broad Form property insurance of the Landlord, which are attributable to or in any way arise out of the occupancy of the leased premises by the Tenant, and further agrees to indemnify the Landlord from any such premiums, costs, charges or rates, and the Landlord may collect the same if unpaid as additional rent.

11.2 Compliance with Landlord's Insurance

The Tenant agrees that it and its employees, agents and invitees shall not keep, use, sell or offer for sale in or on the Premises any article or substance which may be prohibited by the insurance policies of the Landlord covering the Building, or do or omit, or permit to be done or omitted, anything which will cause any increase in the insurance premiums or the cancellation of any insurance policy of the Landlord. In the event any increase in premiums is caused by any breach of the foregoing or by any other activity of the Tenant, its employees, agents, or invitees, the

Tenant shall pay such increase to the Landlord forthwith on demand. If any insurance policy is cancelled or the coverage reduced or a threat of cancellation or reduction of coverage is made by reason of anything arising out of the use and occupation of the Premises, whether or not the first sentence of this Section has been complied with, and if the Tenant fails to forthwith remedy the condition giving rise to such cancellation, reduction or threat, on notice thereof by the Landlord, the Landlord may enter the Premises and remedy the condition at the sole cost and expense of the Tenant, and in addition or in the alternative, the Landlord may exercise any other remedies provided in this Lease or by law for default by the Tenant without further notice, any other provision in this Lease notwithstanding.

11.3 Indemnity

Unless solely due to the direct fault of the Landlord, the Tenant shall indemnify the Landlord and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property: (a) arising out of any occurrence in or about the Premises or the Common Areas or Facilities; (b) occasioned or caused wholly or in part by any act or omission of the Tenant (or licensee, invitee, or guest or anyone attending at the Premises) or anyone for whom it is in law responsible; or (c) arising from any breach by the Tenant of any provision of this Lease.

Furthermore, and in addition to the foregoing:

Unless solely due to the direct fault of the Landlord, the Tenant shall indemnify and save harmless the Landlord against any and all claims, actions, causes of action, damages, demands for damages, losses, costs (including party and party costs and solicitor and client costs) and other liabilities and expenses (including, without limitation, those in connection with bodily injury [including death], personal injury, illness or discomfort or damage to (or loss of) property and legal fees on a solicitor and client basis) due to or arising from or out of any occurrence in, on or at the Premises (or in any way related thereto, or the occupancy or use or presence by the Tenant (or any person permitted by the Tenant to be in the Building or at the Premises) or related to or in the Premises or any other part of the Building or on the Property at 97 Kaulback Street, or occasioned wholly or in part by any act or omission of the Tenant or its officers, employees, agents, contractors, invitees, licensees or by any person permitted by the Tenant to be on the Premises or in the Building (or occasioned or caused wholly or in part by any act or omission of the Tenant or anyone for whom in law it is responsible), or due to or arising out of any breach by the Tenant of this Lease.

And further without restricting the generality of the foregoing, the Tenant shall indemnify and save harmless the Landlord against all claims, actions, causes of actions, damages, demands for damages, losses, costs (including party and party costs and solicitor and client costs) and other liabilities and expenses [including, without limitation, those in connection with bodily injury (including death), personal injury, illness or discomfort or damage to property and legal fees on a solicitor and client basis] arising out of anything done or omitted by or anything done to or omitted to or suffered by or sustained by, any employee, Invitee or guest (as well as any person in the Building while at, or in, or going to or from the Premises or entering or leaving the Building or in the Common Areas and

Facilities), or on the property at 97 Kaulback Street and also anyone else for whom the Tenant is responsible.

11.4 Landlord Not Liable

Notwithstanding anything else contained in this Lease, in no event, whether or not the result of the wilful act or the negligence of the Landlord, its agents, officers, employees or others for whom it is legally responsible, and irrespective of any insurance that may or may not be carried or required to be carried, shall the Landlord be liable for:

- (a) damage to property of the Tenant or others located on the Premises or in the Building or on the Property;
- (b) any injury or damage to persons or property resulting from fire, explosion, steam, water, rain, snow or gas which may leak into or issue or flow from any part of the Building or from the water, steam or drainage pipes or plumbing works of the Building or from any other place or quarter;
- (c) any damage caused by or attributable to the condition or arrangement of any electrical or other wiring; or
- (d) any indirect or consequential damages suffered by the Tenant (or any other person).

11.5 Landlord's Insurance

The Landlord shall, throughout the Term, maintain insurance on the Building, and the machinery, boilers, pressure vessels and equipment contained therein (other than insurance on any property which the Tenant is obliged to insure under the provisions of Section 11.1 and other than any insurance which other tenants are obliged to maintain under the provisions of their leases) against damage by fire, explosion, rupture and such other perils and in such amounts and with such insurers as the Landlord may, in its sole discretion, determine. The Landlord shall carry liability insurance for injury, death and property damage in such amounts as it deems prudent. The Tenant shall not be insured under the Landlord's policies, nor shall it be deemed to have any insurable interest in the property covered by such policies, or any other right or interest in such policies or their proceeds.

11.6 Extended Meaning

Any and all release and indemnity clauses included in this Lease are for the benefit of the Landlord, its officers, mayor, councillors, employees and agents of each one of them and, for the purposes of such clauses, the Landlord is acting as agent or trustee on behalf of and for the benefit of the persons mentioned above.

Article 12 — Transfers by Tenant

12.1 Consent Required

The Tenant shall not assign, sublet, transfer, set over, mortgage, charge or part with or share possession of all or any part of the Premises or of this Lease (any of the foregoing being a "Transfer) without the Landlord's written approval, at its sole and absolute discretion (and which may be arbitrarily refused).

Article 13 -Default 13.1 Defaults and Remedies

If any of the following shall occur:

- (a) the Tenant fails to pay any Rent or other sums due hereunder when due, and if such Rent or other sums are not paid within five (5) days after notice is given by the Landlord of such non-payment;
- (b) the Tenant breaches any of its obligations in this Lease and, if such breach is capable of being remedied and is not otherwise listed in this Section 13.1, after notice in writing from the Landlord:
 - (i) the Tenant fails to remedy such breach within ten (10) days (or such shorter period as may be provided in this Lease); or
 - (ii) if such breach cannot reasonably be remedied within ten (10) days (or such shorter period), the Tenant fails to commence to remedy such breach within ten (10) days of such breach or thereafter fails to proceed diligently to remedy such breach;
- (c) should the Tenant abandon the Premises, or leave them vacant for more than seven (7) days, or makes a bulk sale of its goods or sells the business conducted at the Premises, or moves, or commences, attempts or threatens to move any of its goods, chattels and equipment out of the Premises;
- (d) a writ of execution issues against the Tenant, or if the Term or any of the goods, chattels or equipment of the Tenant are taken in execution or attachment or seized by any creditor of the Tenant, whether secured or otherwise; or
- (e) the Tenant becomes insolvent or commits an act of bankruptcy or becomes bankrupt or takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors, or becomes involved in voluntary or involuntary winding up proceedings, or if a receiver is appointed by the court or by any creditor for the business, property, affairs or revenues of the Tenant,

then, and in every such case, the Landlord may, in addition to any other rights or remedies it may have under other provisions of this Lease or by law, at its option, exercise all or any of the following remedies:

- (f) the Landlord may perform any obligation which the Tenant should have performed or cause the same to be performed, and for such purpose may enter on the Premises and do such things thereon as the Landlord considers requisite without effecting a termination of this Lease;
- (g) the Landlord may enter the Premises and distrain on the goods and chattels of the Tenant, or may remove and sell the goods, chattels and equipment of the Tenant without any notice or form of legal process, any rule of law to the contrary notwithstanding, and the Landlord may seize and sell the goods and chattels and the equipment, whether they are within the Premises or at any place to which the Tenant or any other person may have removed them in the same manner as if they had remained and been distrained on in the Premises, and the Landlord may follow the goods and chattels for the maximum period permitted by law, and any sale by the Landlord may, in its sole discretion, be effected by

- public auction or private contract and either in bulk or by individual items, or partly by one means and partly by the other;
- (h) the Landlord may remove the goods, chattels, equipment and fixtures of the Tenant from the Premises and store them in a public warehouse or elsewhere at the cost of and for the account of the Tenant;
 - (i) in order to relet, the Landlord may take possession of the Premises as agent of the Tenant and effect such alterations and repairs as it deems necessary or advisable for the purpose of such reletting, and it may relet the Premises or any part thereof for such term or terms (which may be for a term extending beyond the Term) and at such rental or rentals and on such other terms and conditions as the Landlord, in its sole discretion, may deem advisable. Upon such reletting, all rentals received by the Landlord from such reletting shall be applied: first to the payment of the Landlord's costs and expenses of such reletting and costs of such alterations and repairs; second to the payment of any indebtedness other than Rent due from the Tenant to the Landlord; third to the payment of arrears of Rent; fourth to the payment of Rent as it falls due; and the residue, if any, shall be held by the Landlord without interest until the end of the Term and applied from time to time in payment of Rent as the same may become due and payable, and any residue remaining at the end of the Term shall be held for the Tenant. No such reletting nor the receipt of any such rentals from any new tenant, nor the creation of the relation of landlord and tenant between the Landlord and any party to whom the Premises may have been relet, shall have the effect of exonerating the Tenant from its obligations to pay Rent hereunder as it falls due or of in any way terminating this Lease;
 - (j) the Landlord may terminate this Lease by commencing an action for possession or for termination of the Lease or by notice to the Tenant. Such termination may be effected either at or after the time of the breach or at any later time and notwithstanding that the Landlord may have exercised any of its other remedies, including that set out under Section 13.1(i). In the event that the Landlord or anyone claiming under it or to whom it has rented the Premises is in possession under the provisions of Section 13.1(i), the Landlord may at any time terminate this Lease by notice to the Tenant, and thereafter any then existing or later lease of the Premises shall be for the account of the Landlord notwithstanding that such Lease may originally have been entered into as agent for the Tenant. If the Landlord enters the Premises without notice to the Tenant as to whether it is terminating this Lease under Section 13.1(j) or proceeding under Section 13.1(i) or any other provision of this Lease, the Landlord shall be deemed to be proceeding under Section 13.1(i) and the Lease shall not be terminated, nor shall there be any surrender by operation of law, but the Lease shall remain in full force and effect until the Landlord notifies the Tenant that it has elected to terminate this Lease. No entry by the Landlord during the Term shall have the effect of terminating this Lease without notice to that effect to the Tenant;
 - (k) at the option of the Landlord, the full amount of the current year's-Rent and the next ensuing three (3) year's Rent shall accelerate and shall immediately become due and payable. For the purpose of this Section 13.1(k), where any of the items of Rent are not known, definite or established at the time of the exercise of such option by the Landlord, the acceleration in respect of such items shall be equal to three (3) times the average annual instalment during the full twelve (12) month period preceding such acceleration,

- or if there has not been a full 3 years period, it shall be equal to three (3) times the average annual instalment since the beginning of the Term; and
- (1) on any termination for default, all fixtures, Tenant's improvements or other installations in the Premises which in law are fixtures or a part of the realty or are attached, affixed to or incorporated into or with the immovable properties situated in or on the Building, and which are not the property of the Landlord, shall, at the Landlord's option, forthwith become the property of the Landlord, and whether or not such fixtures are in the nature of Tenant's trade fixtures and whether or not they would be removable by the Tenant at the expiry of the Term if there had been no default.

13.2 Interest and Costs

Whenever the Landlord takes any proceedings, sends any notices, does any work, or otherwise incurs any expense or trouble or takes any action with respect to any default by the Tenant, and whether or not legal proceedings are commenced or considered in consequence of such default, and whether or not this Lease is terminated, the Landlord shall be entitled to be paid by the Tenant forthwith on demand, in addition to any other amounts which may be payable or owing hereunder, all of the following:

- (a) the cost of effecting any repairs or performing any obligation of the Tenant;
- (b) the Landlord's costs and expenses in preparing the Premises for reletting in such manner as, in its sole discretion, it deems necessary or advisable;
- (c) unless established by an independent third party to be an unreasonable claim on the part of the Landlord or unless agreed to otherwise by agreement between the parties, the Landlord's court costs, collection costs and legal fees on a solicitor and his own client basis;
- (d) interest on rent or any other amounts overdue under the terms of this Lease and on any moneys expended by the Landlord in consequence of any default by the Tenant at the rate per annum equal to the prime rate of interest charged by the Landlord's chartered bank plus two percent (2%);
- (e) a charge of fifty dollars (\$50) for each cheque of the Tenant which is returned to the Landlord because of insufficient funds in the Tenant's account; and
- (f) any other costs, charges or expenses which the Landlord incurs or to which it is put, and which would not have been necessary at the time at which they were incurred but for the default of the Tenant.

Without restricting the generality of the foregoing, and in addition to the foregoing:

The Tenant shall pay to the Landlord all damages, costs and expenses (including, without limitation, all legal fees on a solicitor and client basis) incurred by the Landlord in enforcing the terms of this Lease, or with respect to any matter or thing which is the obligation of the Tenant under this Lease, or in respect of which the Tenant has agreed to insure or to indemnify the Landlord.

13.3 Waiver by Tenant

Notwithstanding anything contained in any statute at the present time or in the future in force, the Tenant agrees with the Landlord that none of the Tenant's goods or chattels on the Premises at any time during the Term shall be exempt from levy by distress for Rent in arrears, and that the Landlord may follow the Tenant's goods or chattels without limitation of time, and that on

any termination of this Lease by the Landlord under the terms hereof, the Landlord may enter or take possession of the Premises without judicial order, a writ of possession or any other legal process, and without notice to the Tenant except as provided under this Lease. The Tenant waives all and every benefit that could or might have accrued to the Tenant, but for this Section, by virtue of any present or future statute dealing with the matters set out in this Section. The Tenant agrees that on any claim being made for an exemption from levy by distress, or that the Landlord must proceed by judicial process to obtain possession, or with respect to any of the other rights dealt with herein, this Section may be pleaded as an estoppel against the Tenant in any action brought in which the rights of the Landlord to take the steps set out in this Section are in question.

13.4 Enforcement by Landlord

The failure by the Landlord to enforce any term, covenant or obligation of the Tenant contained herein shall not be deemed to be a waiver of such term, covenant or obligation, or permission for any subsequent breach of the same, and the Landlord may at any time enforce such term, covenant or obligation. The waiver by the Landlord of any breach of any term, covenant or obligation hereof shall not be deemed to be a waiver of such term, covenant or obligation with respect to any subsequent breach. No term, covenant or obligation of the Tenant contained in this Lease may be waived by the Landlord, unless such waiver is in writing executed by the Landlord. The acceptance of Rent by the Landlord subsequent to any such breach shall not be deemed to be a waiver of such breach, whether or not the Landlord had knowledge of the breach at the time of acceptance of the Rent.

13.5 Remedies Cumulative

Notwithstanding any other provision of this Lease, the Landlord may, from time to time, resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease or by statute or common law, all of which rights and remedies are intended to be cumulative and not alternative. The express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord by statute or common law.

Article 14 — End of Term

14.1 Expiration

On the expiration of the Term, the Tenant shall surrender and yield up the Premises to the Landlord in as good condition as the Tenant is required to maintain the Premises throughout the Term and the Tenant shall deliver to the Landlord all keys to the Premises and the Building and the combination of all locks, safes and vaults, if any, in the Premises.

14.2 Removal at End of Term

Subject to any alterations or leasehold improvements made to the Premises that have been approved by the Landlord prior to or during the Term of the Lease, the Tenant shall on any surrender of possession of the Premises remove such of its fixtures, leasehold improvements and equipment which are incorporated into, affixed or attached with permanency to and which have become a part of the realty or immoveable property comprising the Building, as the Landlord may require. In effecting such removal the Tenant shall do no damage to the Premises or any

parts of the Building. Any of the foregoing fixtures, leasehold improvements and equipment which are not required to be removed by the Landlord shall on surrender of possession by the Tenant become the sole and exclusive property of the Landlord without payment to the Tenant. Notwithstanding the foregoing, where required by the Landlord, the Tenant shall return the Premises to the condition in which it existed at the beginning of the Term. Subject to the foregoing, when not in default at the expiration of the Term, the Tenant may remove its furniture and trade fixtures other than those referred to in this Section.

14.3 Surviving Obligations

On any termination of this Lease, the Tenant's right of possession shall cease and terminate, but the obligations of the parties with respect to payment of Rent, covenants not performed at the date of such termination, indemnification, or any other obligations which, by their nature or by reason of the circumstances at the time of such termination, are not completely performed prior to such termination, shall remain in full force and effect until satisfied. It is agreed, however, that in no event shall the Tenant have any interest in or right to possession of the Premises or any part of the Building after the termination of this Lease.

14.4 Overholding

If the Tenant remains in possession of the Premises after the end of the Term with the consent of the Landlord and without the execution and delivery of a new lease, then there shall be no tacit renewal of the Lease or renewal or extension of the Term, nor shall a tenancy from year to year be created, but notwithstanding any statutory provisions to the contrary, a monthly tenancy shall be created, which may be terminated by either party on one (1) month's notice. Rent shall be payable in advance on the first day of each month equal to the sum of:

- (a) \$500.00 per month; and
- (b) one twelfth (1/12) of the amount of all other items of Rent determined in the same manner as if the Lease had been renewed for the year of which any such month is a part, and otherwise on the terms and conditions set out in this Lease, insofar as they are applicable; and
- (c) HST on the foregoing.

Article 15 — Miscellaneous

15.1 Force Majeure

Notwithstanding anything herein contained, neither the Landlord nor the Tenant shall be in default with respect to the performance of any of the terms of this Lease if any non-performance is due to any strike, lock-out, labour dispute, civil commotion, war or similar event, invasion, the exercise of military power, act of God, government regulations or controls, inability to obtain any material or service, or any cause beyond the control of the party relying on this Section (other than lack of or inability to obtain financial resources by such party). Otherwise, time shall be of the essence of this Lease and all the obligations contained herein. The provisions of this Section 15.1 shall not under any circumstances operate to excuse the Tenant from prompt payment of Rent and/or any other charges payable under this Lease.

15.2 Entire Agreement

This Lease contains the entire agreement between the parties and it is agreed that there is no covenant, promise, agreement, condition precedent or subsequent, warranty or representation or understanding, whether oral or written, other than as set forth herein. Notwithstanding the terms thereof, this Lease fully replaces and supersedes any offer, agreement, letter, letter of intent or other contractual arrangement between the parties related to the Premises or the Building in existence at the time of execution of this Lease.

15.3 Severability

If any term, article, section, subsection, paragraph, clause or subclause or any of the words contained in this Lease shall be held wholly or partially invalid or unenforceable by any court of competent jurisdiction, the Landlord and Tenant agree that the remainder of this Lease shall not be affected by such judicial holding, but shall remain in full force and effect.

15.4 Captions

The captions, Article and Section names and numbers and table of contents appearing in this Lease are for convenience of reference only, and in no way define, limit or describe the scope or intent of any portion of this Lease and have no effect on its interpretation.

15.5 Extended Meanings

The word "Tenant" as used herein shall include each and every person or corporation mentioned as Tenant herein and their personal representatives, heirs, executors, administrators, successors and permitted sub-tenants or permitted assigns. Where the context allows, the word "Tenant" shall include the servants, employees, agents, invitees, patrons, customers, and licensees of the Tenant and all others over whom the Tenant might reasonably be expected to exercise control. This extended meaning shall not confer any rights where any required consent has not been duly obtained. The word "Landlord" as used in this Lease shall be deemed to include the successors and assigns of the Landlord. The Landlord may act through such managers, representatives, officers, agents or employees as it may from time to time appoint. All references to the Landlord or the Tenant or others under this Lease shall be construed and adjusted for the applicable gender and number, regardless of the gender and number in which they are expressed. All provisions of this Lease creating obligations on any party shall be deemed to be and shall be construed as covenants.

15.6 Notices

- (1) Any notice required or permitted under this Lease may be sufficiently given to the following addresses:

To the Landlord: PO Box 129
119 Cumberland St
Lunenburg, Nova Scotia B0J 2C0
Attention: Manager/Clerk

To the Tenant: PO Box 697
Lunenburg, Nova Scotia B0J 2C0

- (2) Any party may by notice in writing to the others from time to time designate another address in Canada to which notices given more than ten (10) days thereafter shall be addressed. Notices shall be sufficiently given if delivered or if sent by prepaid registered mail from any place in Canada to such address. Service on an officer or director of the Tenant shall be deemed service on the Tenant. Any notice so delivered shall be deemed to have been given when delivered, and any notice so mailed shall be deemed to have been given on the third day after mailing; provided, however, that in the event of an interruption of mail services at the time of such mailing or within three (3) days thereafter, by reason of strike, wildcat strike, lock-out, industrial dispute or other reason, whether of the foregoing nature or not, the notice shall not be deemed to have been received until it is actually delivered, whether by mail or otherwise.

15.7 No Lease Prior to Execution

The submission of this Lease for examination by the Tenant, whether or not executed by the Landlord, shall not constitute an offer or agreement nor shall there be any obligation on the part of the Landlord towards the Tenant hereunder, until the Lease has been fully executed and delivered by both the Landlord and the Tenant.

15.8 Governing Law

This agreement shall be construed in accordance with and governed by the laws of the Province of Nova Scotia.

15.9 Personal Information

Any Tenant consents to the collection and use of the personal information of its officers and directors, as provided directly or collected from third parties, for the purposes of the Landlord considering the Tenant's offer in respect of this Lease and determining the suitability of the Tenant (both initially and on an on-going basis), including the disclosure of such information to existing and potential lenders, investors and purchasers.

15.10 No Joint Venture

Nothing herein contained shall be deemed or construed by the parties hereto or any third party as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that the parties hereto stand in the relationship of Landlord and Tenant only.

15.11

This Lease replaces any prior Lease between the parties, and any prior Lease is terminated, although this shall not prevent the Town from exercising any of its remedies thereunder which are intended to survive termination.

IN WITNESS WHEREOF the parties have duly executed this Lease as of the day and year first written above.

Witness

LUNENBURG ACADEMY FOUNDATION

Per: _____
Name:
Title:

[Affix corporate seal]
DRAFT

Witness

Per: _____
Name:
Title:

We are authorized by the Society to execute documents on behalf of the Society and have the authority to bind the Society

Witness

TOWN OF LUNENBURG

Per: _____
Name:
Title:

[Affix Municipal Seal]

DRAFT

Witness

Per: _____
Name:
Title:

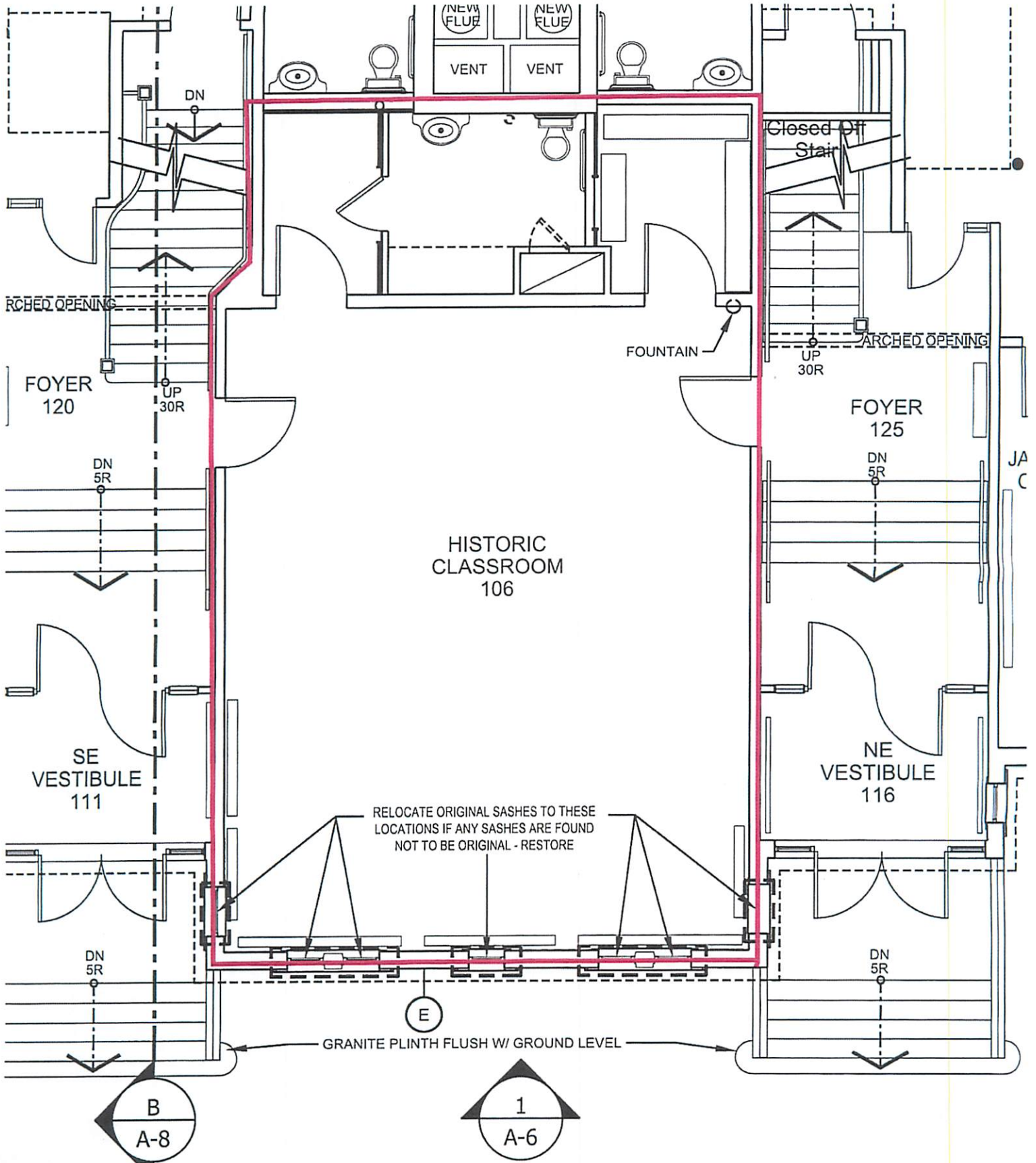
We have the authority to bind the Corporation

Schedule "A"
Description of Building

The building located at 97 Kaulback Street, Lunenburg, Nova Scotia B0J 2C0 known as Lunenburg Academy located on property shown as PID 60058831 in Nova Scotia Property Online.

Schedule "B1" Description/Plan of Premises

SCHEDULE B1



Schedule "C"

Rules and Regulations

1. **Ingress or Egress**
The sidewalks, entrances, elevators, stairways or corridors of the Building shall not be obstructed by the Tenant or used by it for any purpose other than ingress and egress to and from the Premises. The Tenant shall not place or allow to be placed in the hallways, corridors or stairways any waste paper, dust, garbage, refuse or anything whatsoever that tends to make them appear unclean or untidy.
2. **Windows**
Windows that reflect or admit light into halls or corridors in the Building shall not be covered or obstructed by the Tenant or any of its employees and no awning shall be erected over any window without the written consent of the Landlord. The Tenant shall observe strict care not to allow windows admitting light into the Premises to be opened or remain open so as to admit rain or snow, or so as to interfere with the heating of the Premises or of the Building.
3. **Washrooms**
The toilets and other plumbing apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, ashes or other substances shall be thrown therein. Any damage resulting to the toilets and other plumbing apparatus from misuse shall be borne by the Tenant who or whose employees caused it.
4. **Locks**
The Tenant shall not place or allow to be kept or placed on any door in, on or leading into the Premises any lock or bolt except such locks or bolts as the Landlord shall, in the exercise of reasonable discretion, provide. The Tenant shall bear the cost of repairing all locks damaged or destroyed by the Tenant, its employees and agents.
5. **Heavy Articles**
The Tenant agrees that it shall not bring into the Building or the Premises any safes or other heavy articles without having first obtained the consent in writing of the Landlord, which consent shall be subject to such conditions, directions and stipulations as the Landlord may in its sole and absolute discretion deem proper to impose.
6. **Machines and Mechanical Devices**
The Tenant shall not bring or allow to be brought into the Premises any machine or mechanical device of a nature to occasion noise or vibration which, in the opinion of the Landlord, is objectionable or would be injurious to the Building.
7. **Caretaking**
The Landlord will only provide cleaning services for the common areas (including washrooms). The Tenant shall be responsible for the cleaning of the premises.
8. **Walls**
The Tenant shall not mark, paint, drill into or in any way deface the walls, ceilings, partitions, floors, wood, stone or ironwork. Boring, cutting or stringing of wires or pipes shall not be permitted, except with the prior written consent of the Landlord.
9. **Wiring**

Wiring for all purposes is to be run in the under floor ducts provided for that purpose. Inserts and stand-pipes for each telephone will be installed by the Landlord. Other services required by the Tenant, and to which the Landlord has given its consent, will be supplied and installed by the Landlord at the Tenant's expense. Changes and additions required by the Tenant will be made by the Landlord at the Tenant's expense. Additional lighting fixtures and changes in position of fixtures already installed to which the Landlord has given its consent will be made at the expense of the Tenant.

10. Use of Premises

No person shall use the Premises or any part thereof for sleeping apartments or for residential or any immoral or unlawful purpose (or for any purpose other than the purposes specifically provided in its Lease).

11. Glass, Locks and Trimmings

All glass, locks and trimmings in or on the doors or windows affording access to or admitting light into the Premises or any part thereof shall be kept whole by the Tenant. Whenever any part thereof shall become broken, the Tenant shall immediately cause the same to be replaced or repaired by some person or persons selected by the Landlord to the satisfaction of the Landlord, and such replacement or repairs shall be paid for by the Tenant.

12. Bicycles

No bicycles or other vehicles shall be brought within the Building.

13. Musical or Sound-Producing Devices

The Tenant shall not operate or permit to be operated any musical or sound-producing instrument or device inside or outside the Premises which may be heard outside the Premises.

14. Window Drapes

The lining of all window drapes of exterior windows shall be subject to the prior approval of the Landlord as to colour and material and the Tenant shall not hang, and will remove, any draperies which, in the Landlord's opinion, do not conform to a uniform scheme of window coverings established for the Building.

15. Name of Building

The Tenant shall not refer to the Building by any name other than that designated from time to time by the Landlord nor use the name of the Building for any purpose other than that of the business address of the Tenant.

