



AGENDA

Town of Lunenburg Council Meeting

Tuesday, March 9, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street & Zoom/YouTube

(Agenda is subject to change due to additions &/or amendments)

-
1. Call to Order – Mayor Risser
 2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Risser
 3. Agenda - motion to approve

Motion: moved and seconded to approve the agenda.

4. February 23, 2021 Council meeting minutes - motion to approve

Motion: moved and seconded to approve the February 23 Council meeting minutes.

5. Public Hearings, Presentations and Questions
 - a. Marilyn Hay, Municipal Advisor, Department of Municipal Affairs and Housing, introductory discussion.
6. Correspondence, Petitions and Proclamations consideration
 - a. Request for a Town of Lunenburg Proclamation recognizing Lyme Disease Awareness Month May 2021.

7. Business arising from the Minutes/Unfinished Business
 - a. Proposed Committees of Council Policy amendment to establish a Committee of the Whole and dissolve the General Government Committee - draft motion

Motion: moved and seconded approval of amendments to the Committees of Council Policy to establish a Committee of the Whole and dissolve the General Government Committee (Schedule "A").

- b. Internal Committee Appointments 2021 proposed revised Audit Committee Chair who is not a Town cheque signing authority – draft motion

Motion: moved and seconded that Councillor Halverson be appointed as the new 2021 Audit Committee Chair.

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

- a. Anti-Racism Special Committee February 11, 2021 Meeting Minutes;
- b. Lunenburg War Memorial Community Centre/Recreation Committee February 17, 2021 Meeting Minutes; and
- c. Project Lunenburg Steering Team February 10, 2021 Meeting Minutes.

9. New Business

- a. Development Agreement Application of David Brix, 185 Pelham Street, for a third residential unit - draft motion

Motion: moved and seconded to accept the Development Agreement application of David Brix, 185 Pelham Street, for a third residential unit, forward it to staff and the Planning Advisory Committee for a Public Information Meeting and recommendation back to Council for further consideration (Schedule “B”).

10. Meet in camera

Motion: moved and seconded to meet in camera pursuant to section 22 (2) Municipal Government Act to consider the following agenda item – section 22 (2) (g) legal advice eligible for solicitor-client privilege.

11. Report from Council in camera meetings - motion to consider any in camera meeting notices of motion and recommendations pursuant to section 22 (3) Municipal Government Act

Motion: moved and seconded that:

- A. The Town is the owner of the property at 37 Tannery Road in Lunenburg (represented in Property Online by PID 60053246) and it is hereby determined that the property is no longer required for the purposes of the Town save for the portion to be retained for the purposes of a sidewalk and subject to a utility easement; and
- B. The Town has entered into an Agreement of Purchase and Sale for the sale of property (as detailed in the documents attached as Schedule TBA) which the Town hereby considers to be at market value, and the said Agreement is hereby approved, ratified and confirmed; and
- C. The Mayor and CAO are authorized to execute on behalf of the Town (and to affix the municipal seal on), such documents as are in their opinion necessary or

advisable (and in such form as they deem appropriate) for the completion of the sale (including, without limiting the foregoing, Warranty Deed of property to be conveyed, utility easement in such location as they deem appropriate, 15 foot easement without warranty over adjacent property in such location as they deem appropriate, and any documentation to subdivide and retain such property as they deem appropriate for a sidewalk).

12. Adjournment – Mayor Risser

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Cultural Action Plan	Corporate Services	September 8, 2020	Staff will prepare a report about what the expectations of Town are and suggested resources	Assistant Municipal Clerk estimates June 2021 Council report
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Preliminary report will be prepared by Town Engineer for April 2021 Council meeting
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer will have preliminary report for May 2021 Council meeting
Project Lunenburg Comprehensive Community Plan	All Departments	November 17, 2020	First quarterly progress report for March 2021 circulation	March 2021

TOWN OF LUNENBURG COUNCIL MEETING

TUESDAY, FEBRUARY 23, 2021 AT 6:00 P.M.

LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST

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

ALSO PRESENT: Pat Burke, Q.C., Town Solicitor
Lisa Dagley, CPA, CGA, Finance Director
Dennis MacPherson, M. Eng., P. Eng., Town Engineer
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, P. Eng., Engineering Consultant

1. Call to Order

The Mayor called the meeting to order at 6:01 p.m. He extended best wishes and congratulations to the new Premier Iain Rankin and Provincial Cabinet.

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

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

3. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

4. February 9, 2021 Council meeting minutes

Motion: moved and seconded to approve the February 9 Council meeting minutes.
Motion carried.

5. Public Hearings, Presentations and Questions

- a. Sheila Woodcock, Lunenburg Foundation for the Arts/Lunenburg Cultural Collective and Joanne Young, Lunenburg Art Gallery/Lunenburg Cultural Collective regarding the Lunenburg Foundation of the Arts Cultural Action Plan for Lunenburg

Ms. Woodcock led Council through an overview of the Cultural Action Plan for Lunenburg ([Schedule "A"](#)) their organization initiated. They noted that their recent work progress to date includes: Steering Team meetings; selection of a new name as the Lunenburg Cultural Collective; reaffirmed commitment to facilitating implementation of the Cultural Action Plan; and formulation of plans for short term recommendations. They are requesting of Town Council: recognition of the Cultural Action Plan as part of Project Lunenburg; that the Town work with the Cultural Collective to support the Plan's implementation; provide Town staff support resources; identify other partners to support the Plan; and expedite communication about the Plan with the community.

The Mayor thanked them for their presentation. [He advised that their requests would be taken under advisement and response.](#)

b. Sandy Marshall, Lunenburg Waterfront Association, regarding Lunenburg Waterfront activities update

Messrs. Marshall and Rolfsen spoke of the recent history of the waterfront ownership which in 2005 transferred from Clearwater Fisheries to Waterfront Development Corporation Limited, now known as Develop Nova Scotia ([Schedule "B"](#)). They emphasized the significance through thoughtful planning of enhancing the working waterfront through the production of a Waterfront Master Plan. The Lunenburg Waterfront Association was formed to help oversee the working waterfront in collaboration with Develop Nova Scotia and Town Council which has continued membership on the former's Board. They commented on the recent waterfront activities including the big boat shed restoration, Government Railway Wharf repairs, Zwicker Building upgrades and other investments.

Council expressed appreciation for their presentation and ongoing initiatives.

6. Correspondence, Petitions and Proclamations consideration (nil)

7. Business arising from the Minutes/Unfinished Business

a. Wastewater Treatment Plant Upgrade and Outfall Extension Pre-Design Engineering Project Proposed Request for Proposal (RFP) Award

Mr. Tillard provided an overview of the report and recommendation regarding the proposed pre-design engineering project ([Schedule "C"](#)). Notwithstanding that CBCL has the highest bid, their relevant work experience, technical skills, additional hours of work, level of effort and other factors as outlined in his report brings greater value to the project. It was noted that all bidders were notified of CBCL's involvement in the preparation of the RFP terms of reference as recommended by the Town's legal counsel. As well, the majority of previous CBCL work was done through other RFP and tenders as per the Town Purchasing Policy with a small portion necessitated during short term, immediate municipal engineering requirements based on previously bid prices.

Council discussed the staff report ([Schedule "C"](#)) noting in part: concerns about the weighting exercise for evaluating proposals; prior engineering consultant experiences of the Town; and interest in knowing more about the technical elements of each proposal for possible consideration at another Council meeting. [Council agreed to continue this discussion during the in camera meeting portion.](#)

- b. External Council Appointments 2021 - Lunenburg Common Lands Board of Trustees Town Appointments (x2) and Supreme Court Justice Appointment (x1) request and Town Solicitor's report and recommendation, Lunenburg Harbour Health Advisory Group proposed dissolution with successful completion of work and Waste Reduction Strategy Working Group proposed dissolution with successful completion of work

The Town Solicitor's report regarding the composition of the Lunenburg Common Lands Board of Trustees was received for information (Schedule "D").

Motion: moved and seconded to appoint Deputy Mayor Mosher and Rachel Bailey as the Town of Lunenburg's 2021 appointments to the Lunenburg Common Lands Board of Trustees. Motion carried.

Motion: moved and seconded confirmation of the successful completion of the Lunenburg Harbour Health Advisory Group and Waste Reduction Strategy Working Group's respective mandates and reports for Town Council's implementation. Motion carried.

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

- a. Committees of Council Policy amendments to provide for Committee of the Whole meetings and dissolution of the General Government Committee

Deputy Mayor Mosher gave notice of motion of proposed amendments to the Committees of Council Policy which will provide for the establishment of a Committee of the Whole comprised of all Council members and phasing out of the General Government Committee (Schedule "E") for possible adoption at the March 9 Council meeting. Council has begun Committee of the Whole meetings in the interim in anticipation of this Policy amendment.

9. New Business

- a. Planning Amendment Application of Thom and Beth Barclay, 272 Montague Street, and other neighborhood properties to allow multi-unit residential properties

The Planning and Development Manager advised Council that in the Marine Industrial Zone no new residential uses are permitted. Only previously existing residential properties that are specifically noted in the Land Use Bylaw are permitted which did not include the subject properties. The property owners are therefore seeking amendments to include their residential properties in those permitted uses by specific reference. Building and Occupancy Permits could still be required for these uses.

Motion: moved and seconded to accept the application (Schedule "F") and forward it to staff and the Planning Advisory Committee to hold a public information meeting for the Land Use By-law text amendment application from Thom and Beth Barclay to allow for the converted dwelling at 272 Montague Street to be added as a development permitted in the Marine Industrial (MI) Zone plus an addition to the application to list the Ross property at 268 Montague Street and Hebb et al. property at 200 Montague Street as existing residential uses (Schedule "F"). Motion carried.

b. Proposed Captain Angus Walters Artifacts Proposed Donation to the Fisheries Museum of the Atlantic

Councillor Ernst advised that there are additional items in storage at the old Fire Hall which the Museum is also interested in acquiring which he proposes be included in the staff report draft motion (Schedule "G") for Council approval.

Motion: moved and seconded that Council gift/donate the items identified in the staff report (Schedule "G") and the additional items identified by Councillor Ernst from those items stored at the former Fire Hall to the Fisheries Museum of the Atlantic to facilitate public and research accessibility of these materials through exhibits and to further build the Provincial Bluenose collection. Motion carried.

10. Meet in camera

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

- Litigation settlement relating to a flood claim, section 22 (2) (f) Municipal Government Act;
- Potential sale of Town lands on 17, 18 and 37 Tannery Road and 40 Duke Street, section 22 (2) (a) Municipal Government Act; and
- Lease of Town lands at Blockhouse Hill campground, section 22 (2) (a) Municipal Government Act.

Motion carried.

Council held a brief recess at 7:26 p.m. before meeting in camera.

The public portion of the Council meeting resumed at 9:13 p.m.

11. Report from Council in camera meeting

Motion: moved and seconded acceptance of CBCL Engineering's proposal in response to the Town's Wastewater Treatment Plant and Outfall Pre-Design Request for Proposal and award of contract for same (Schedule "C"). Motion carried. Councillor Sanford voted in the negative.

11. Adjournment

The meeting was adjourned at 9:14 p.m. by the Mayor.

Bea Renton, CAO



Introductory Discussion

Marilynn Hay, Municipal Advisor

Department of Municipal Affairs
Governance and Advisory Services

Overview

– Introductions

- Department of Municipal Affairs
- Your Municipal Advisor

– Governance

- Governance, Management and where you fit

– Future Workshops



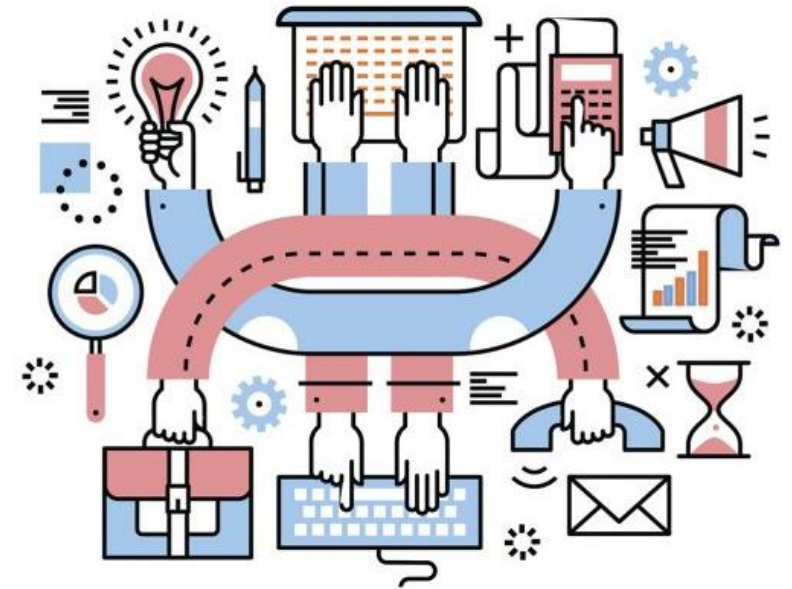
Department of Municipal Affairs

- Municipal Government in Canada is enabled by provincial statute law.
- The Department sets the legislative framework, primary statute is the *Municipal Government Act*.
- We provide support in areas that include: Financial Reporting, Strategic Planning, Asset Management, Infrastructure, and more.

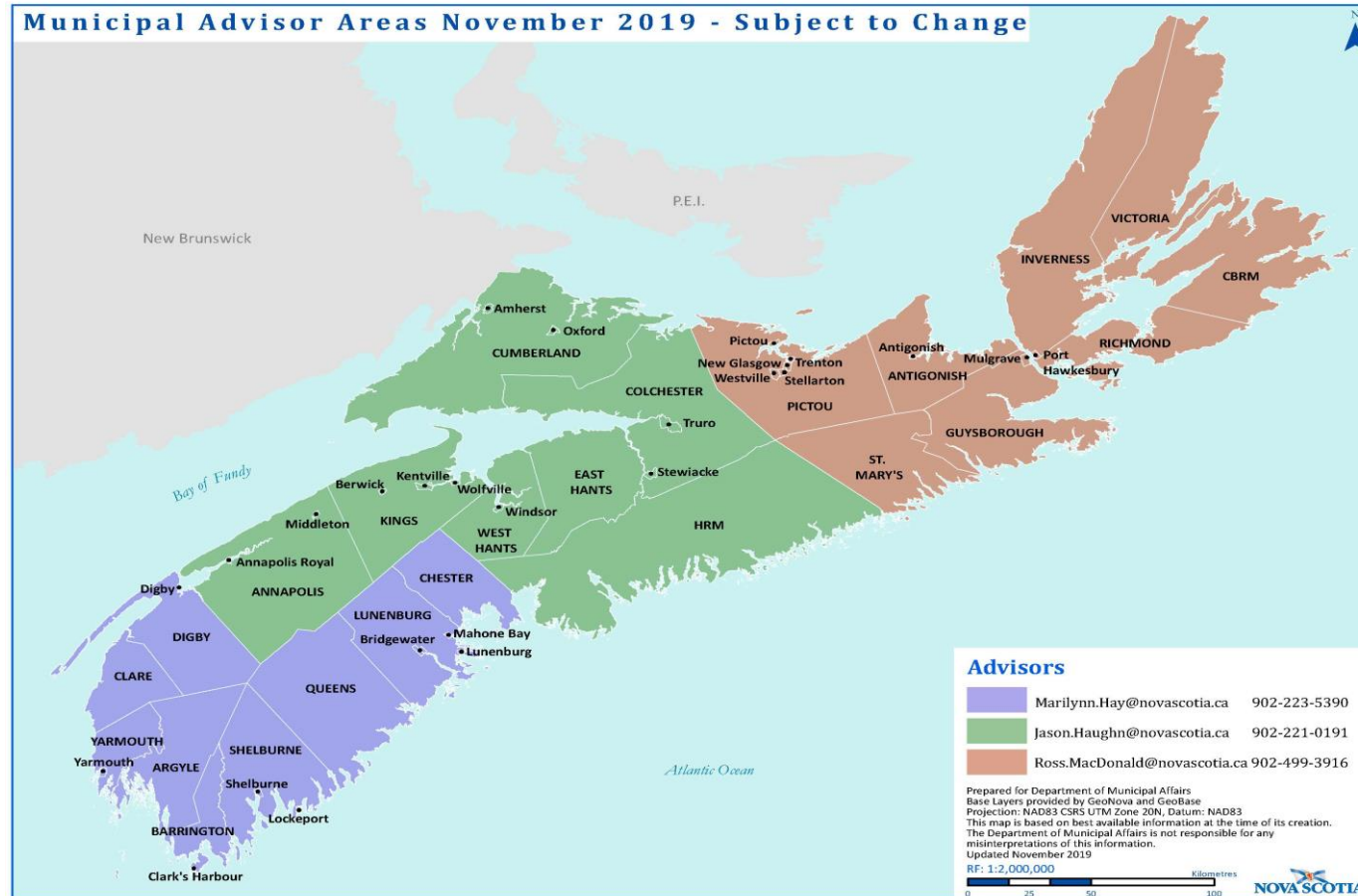


Department of Municipal Affairs

- Nova Scotia Municipal General Elections
- Regional Enterprise Networks
- Consolidation of West Hants Regional Municipality
- Modernizing the Legislation
- Municipal Operating Loan Program
- Safe Restart Agreement

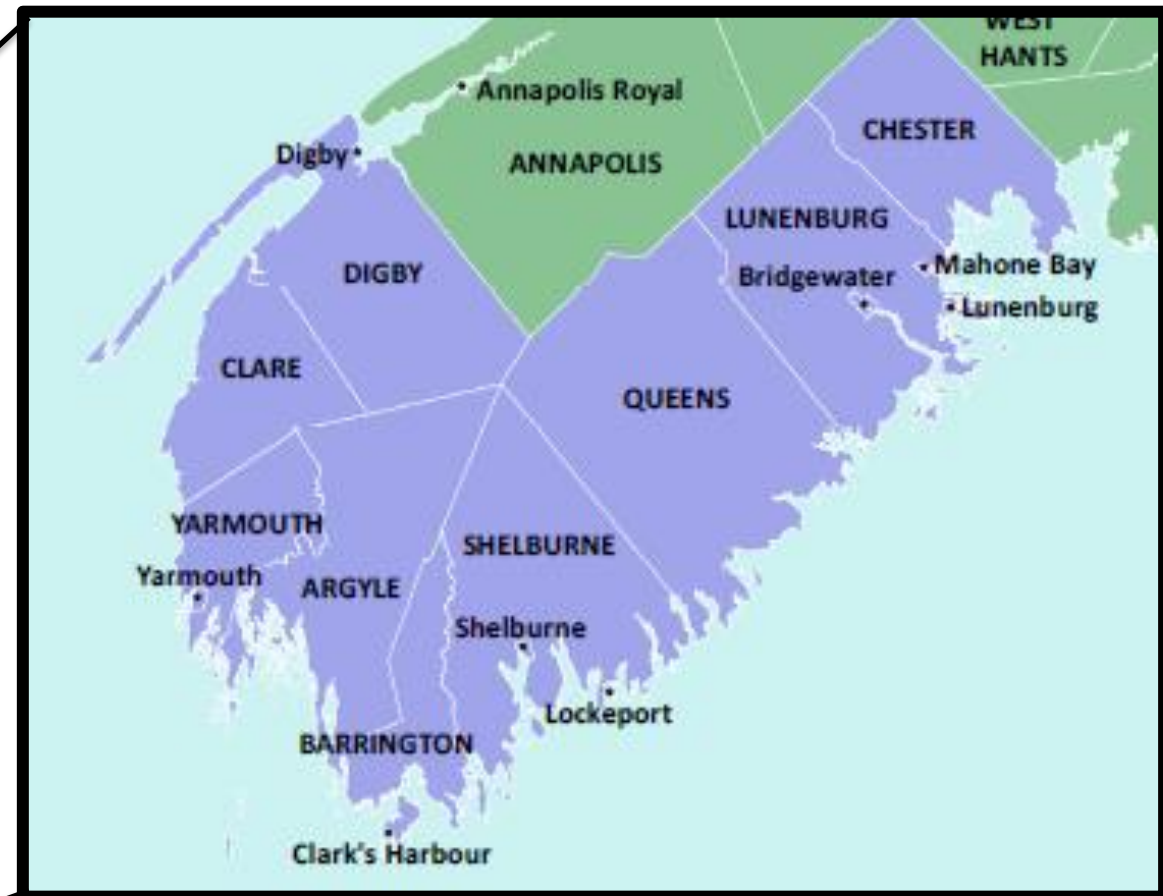
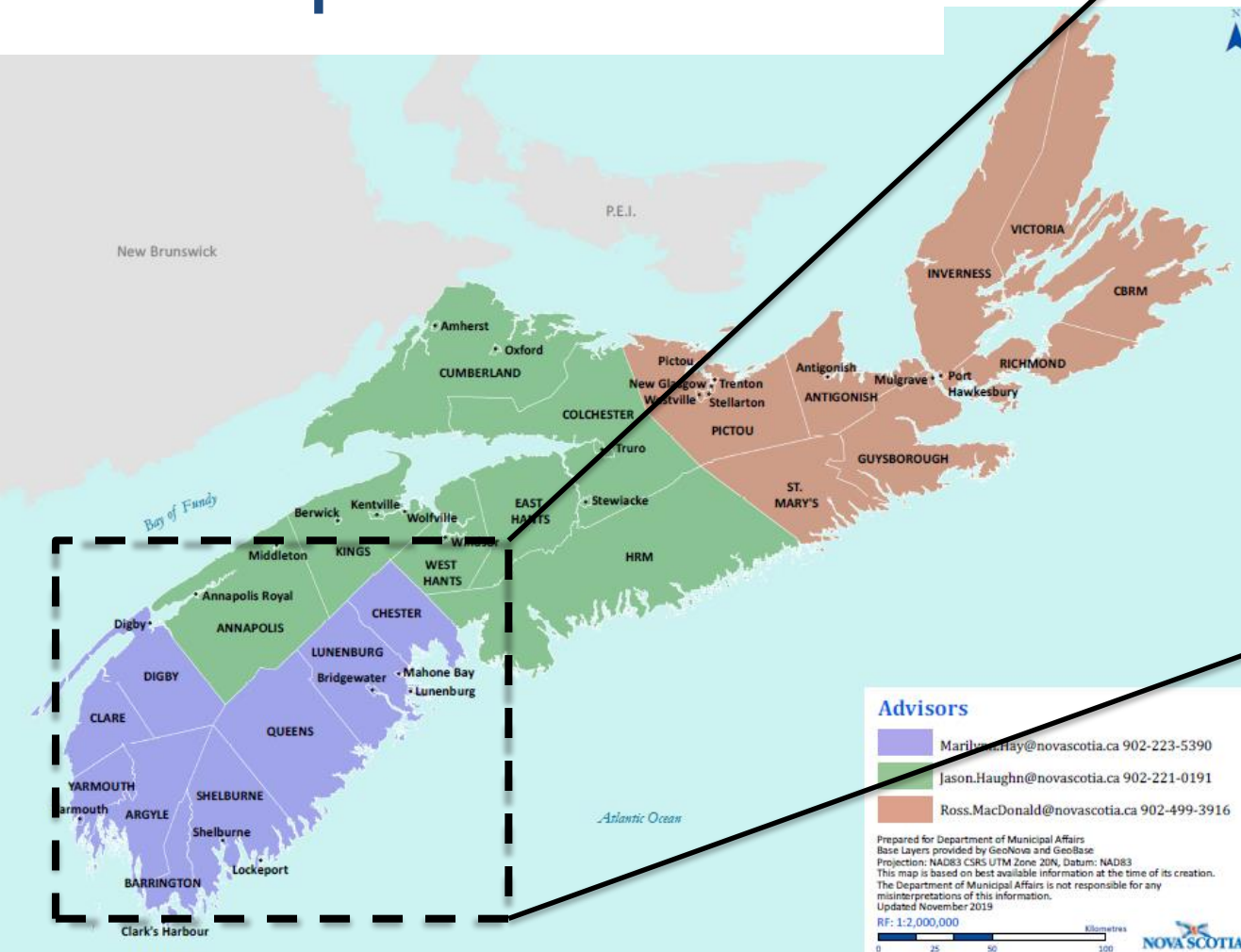


Municipal Advisors



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- Ross MacDonald
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- Marilynn Hay
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- Jason Haughn
Jason.Haughn@novascotia.ca

Municipal Advisors



Advisors

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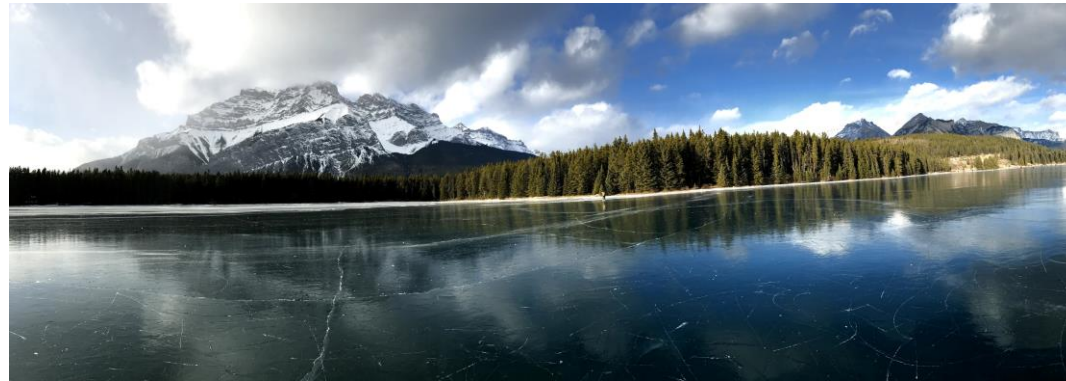
Prepared for Department of Municipal Affairs
Base Layers provided by GeoNova and GeoBase
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This map is based on best available information at the time of its creation.
The Department of Municipal Affairs is not responsible for any
misinterpretations of this information.
Updated November 2019

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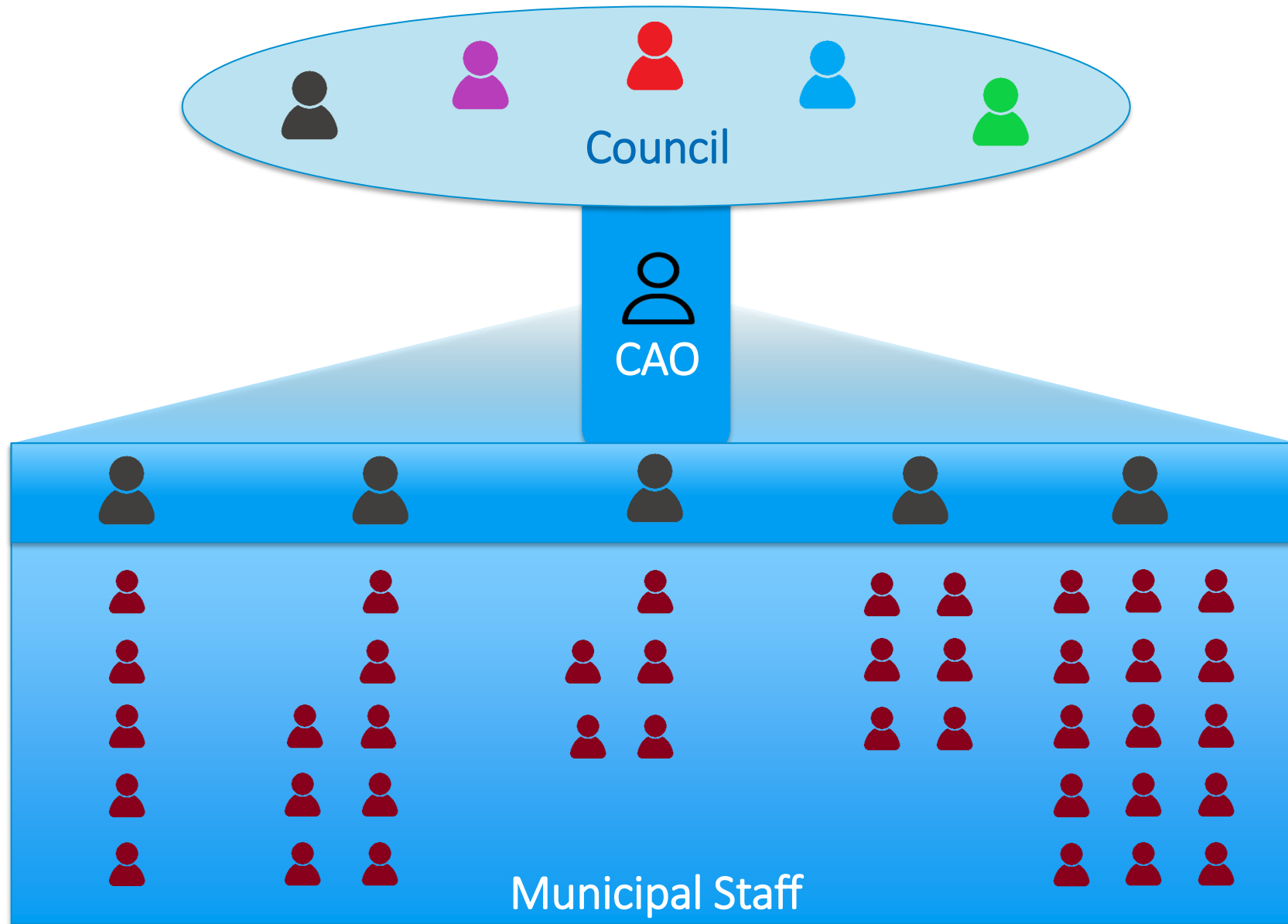
Your Municipal Advisor



Governance – Where Do I Fit?

Municipal Government is a system and for it to be effective, you need to find where you fit and be comfortable with your role.

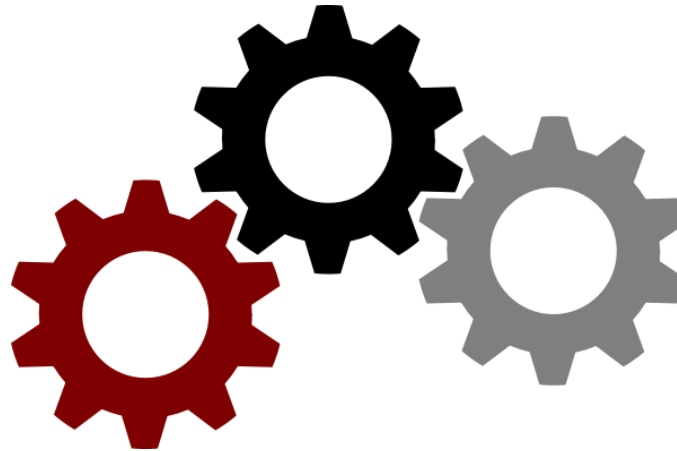




Governance – Where Do I Fit?

ELECTED OFFICIALS

- Leads the system of government
- Sets policy and strategic direction
- Decides
- Articulates the path forward
- Plans broadly



MUNICIPAL STAFF

- Advises on policy and direction to be approved
- Ensures intended progress in occurring
- Advises
- Devises the means to get there
- Implements day-to-day

Follow-up Workshops



Your team from Governance and Advisory Services would be happy to work with you on any of the material from a “menu” of topics.

We provide “advanced” training workshops that explore concepts in much more depth and that can help set you and your Council up for success.

Disclaimer

- Information contained in the presentation is considered accurate to the date on the title slide, changes may occur after that date.
- Any errors or omissions are solely the responsibility of the person presenting.
- This presentation, and the related discussions, is **not legal advice nor is it a substitute for same.**

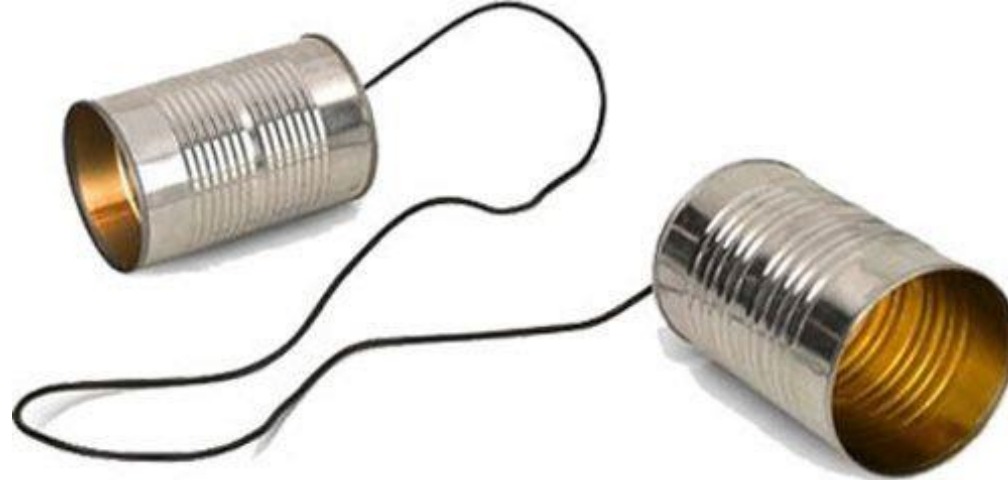
Governance and Advisory Services

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Jason.Haughn@novascotia.ca



Kelly Jardine

From: Donna Lugar [<mailto:donna.lugar@ns.sympatico.ca>]

Sent: February 16, 2021 3:56 PM

To: Bea Renton <brenton@explorelunenburg.ca>

Subject: Town of Lunenburg Proclamation - Lyme Disease Awareness Month, May 2021

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST.

Good afternoon Ms. Renton,

I'm wondering if the Town of Lunenburg could, once again, proclaim May as Lyme Disease Awareness Month. With COVID-19 getting all the awareness these days, it is very important to continue keeping this issue at the forefront of residents minds so that proper precautions are undertaken and a quick diagnosis and treatment can be obtained.

Although May is generally Lyme Disease Awareness Month around the world, ticks can be active anytime temperatures are above freezing. In Nova Scotia, this means that ticks can be active 12 months of the year as we usually have at least a couple of nice days each month. There can also be areas of micro-climates where it is warmer and they can be active on even colder days in these areas. In this regard, it would also be helpful if a year-round awareness initiative were undertaken in the Town of Lunenburg as this area usually has a large number of the overall NS cases.

For your information, the number of Confirmed/Probable cases of Lyme disease reported in 2019 in Nova Scotia was 830, which is a significant increase from 2018, which was 454 - <https://novascotia.ca/dhw/populationhealth/documents/Annual-Notifiable-Disease-Surveillance-Report-2019.pdf>. As you are aware, these numbers are much lower than the "true" numbers of yearly cases as many go unreported. Unfortunately, we do not presently know how many go unreported. Two different research documents in Canada suggest quite different amounts, but it has been confirmed that many are being missed.

Unfortunately, I am still being frequently contacted by people with new cases of Lyme and Tick-borne diseases in the province and, for the most part, they are still having considerable issues due to Doctors that are not overly knowledgeable. We need to keep the awareness level up to reduce case numbers and ensure that health care providers are knowledgeable about the three stages of Lyme, as well as the different clinical presentations. Additional information as to other potential Tick-borne diseases is also very important to provide to residents. Some additional information in this regard can be found here - <https://novascotia.ca/dhw/cdpc/documents/Tick-Borne-Disease-Response-Plan.pdf>.

In the hope that you may agree to consider my request, I have attached an updated Resolution for Town Council's consideration.

Please let me know if you would like for me to provide any additional information/clarification.

Thank you.

Donna

From: Bea Renton <brenton@explorelunenburg.ca>
Date: Tuesday, April 28, 2020 at 7:01 PM
To: Donna Lugar <donna.lugar@ns.sympatico.ca>
Subject: Re: Lyme Disease Awareness Month, May 2020

Thank you Donna for your email! I hope this finds you well.

If you have an updated Resolution for Town Council to approve in recognition of this I would be pleased to share it with Council for their consideration.

With much appreciation and best wishes for your wellness - Bea

Bea Renton

Town of Lunenburg, NS

(902) 527 7604/c

On Apr 28, 2020, at 12:58 PM, Donna Lugar <donna.lugar@ns.sympatico.ca> wrote:

Good afternoon,

Although COVID-19 is what everyone is talking about at the moment, I'm reaching out regarding Lyme disease. As Lyme Disease Awareness Month is generally known as May, I'm hoping that municipalities throughout the province can do something to help raise awareness about ticks, Lyme and Tick-borne diseases.

With the temporary (hopefully) closure of public parks, beaches, etc., It is even more important to continue keeping this issue at the forefront of your residents minds so that proper precautions are undertaken as a quick diagnosis and treatment may be difficult during the present circumstances if someone is bitten by a tick. As well, with these closures, more people are out working in their yards and

heading to less groomed areas for exercise, putting them in high risk areas. As I am sure you are aware, all of Nova Scotia is now considered “at risk” area for Lyme disease.

For some reason, Lyme disease case numbers in Nova Scotia in 2018 and 2019 are not yet officially known as the Annual Notifiable Disease Surveillance Report is not yet available for either year. However, we know that whatever the “confirmed” or “probable” case numbers are for these years they are much lower than the “true” numbers of cases in Nova Scotia as, to be considered a Confirmed/Probable case of Lyme disease in Nova Scotia, one must either have a bull’s eye rash and/or a positive ELISA/Western Blot. These requirements can leave out a lot of cases as many do not get, or see, a bull’s eye rash and the ELISA/Western Blot testing is not 100% accurate.

As advised last year, there was a Lyme conference in Bridgewater in 2019. Many of the presentations are now available on my “All About Ticks, and What they Carry, in Nova Scotia” YouTube playlist - <https://www.youtube.com/playlist?list=PLI6c4TVQk8wqoP80aeMuchjovCvVslFTq>. There are also links to two made in Nova Scotia prevention videos that were prepared for the Lunenburg Lyme Association.

Any assistance you can give to help raise awareness of tick activity, prevention, etc., would be very much appreciated. Please let me know if I can provide any additional assistance in this regard.

Thank you.
Donna Lugar

NS Representative, Canadian Lyme Disease Foundation

Founder, NS Lyme Support Group

41 Brentwood Drive, Bedford, NS, B4A 3S2

902-835-5643

PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2021

WHEREAS Lyme disease is a serious illness caused by the bite of a black-legged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick borne diseases;

THEREFORE, be it resolved that I, Mayor Matt Risser, on behalf of the Town of Lunenburg, do hereby proclaim May 2021 as “Lyme Disease Awareness Month”.

Dated at Nova Scotia
this day of May, 2021

Mayor Matt Risser

#98 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.

Committee of the Whole

26. The responsibilities of the Committee of the Whole are to:

- a. discuss, consider, advise and make recommendations to Council for approval concerning the affairs of the Town in advance of Council making decisions or taking actions on such matters, except where the Mayor and CAO have determined that consideration by Committee of the Whole is unnecessary or inadvisable including the following matters which will normally be dealt with by Council without first being considered by the Committee of the Whole for its recommendations:
 - i. first and second readings of a Bylaw enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing by Council;
- b. review and revise draft Town Bylaws and Policies and amendments thereto making recommendations to Council regarding same;
- c. review and revise draft strategic and annual corporate plans and make recommendations to Council regarding same;
- d. review and revise the Town draft budget for the next fiscal year and make recommendations to Council regarding same;
- e. receive reports and related presentations of a complex nature requiring strategic, budget, and/or policy consideration for recommendation to Council;
- f. discuss, consider, advise and make recommendations on any other matters which may be referred to it by Council;
- g. take such steps not inconsistent with this Policy that this Committee deems necessary to carry out its mandate; and
- h. meet in camera where appropriate to fulfill its responsibilities in accordance with the Municipal Government Act.

27. The Chair of the Committee of the Whole is the Mayor and in their absence the Deputy Mayor.

28. The Committee of the Whole 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.

29. Items may be added to the Committee of the Whole agenda by Council members making prior requests to the Mayor and CAO who will review the requests and determine if it should be included in the next Committee of the Whole meeting agenda or referred elsewhere.

30. In addition to scheduled Committee of the Whole meetings, a Council member may move that Council recess and move into Committee of the Whole for informal consideration of any item on the Council agenda and rise and report back to Council. Such motion shall be determined by a majority vote of Council members present and voting.

General Government Committee

~~31. The responsibilities of the General Government Committee are to:~~

- ~~i. discuss, consider, advise and make recommendations to Council concerning Town Policies, Bylaws and related matters referred to the Committee by Council;~~
- ~~j. review and recommend the General Government Services budget to Council; and~~
- ~~k. consider annual Town grant applications and recommend same to Council.~~

~~32. The Chair of the General Government Committee is the Deputy Mayor.~~

~~33. 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

34. 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.

35. 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

36. 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.

37. 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

38. 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.
39. 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

40. 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.
41. 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

42. 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.
43. The general provisions of this Policy shall also apply to Special Committees.
44. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.

45. 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

46. 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.
47. 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

Clerk's Annotation For Official Policy Book

Date of notice to Council members of intent to consider Policy amendments: January 28, 2020

Date of passage of Policy amendments: September 22, 2020

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

Municipal Clerk

Date

2020/21 TOWN OF LUNENBURG COUNCIL APPOINTMENTS

ANTI-RACISM SPECIAL COMMITTEE

Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
Alden Darville
Jerin Kottakkal
Rebecca Fisk
Saundra Vernon
Stephen Labrador, Acadia First Nation Appointee

Ex-officio:

- Chavassee Bain, African NS Affairs
- Piotr Luczak, LL.B.
- Megan Meldrum
- Yvonne Mosely
- Mayor Matt Risser

Advisors:

- Cynthia Dorrington, Black Loyalist Heritage Centre
- Tammy Hamlin, Town of Truro
- Jessika Hepburn, BIPOC South Shore
- Mohammad Mousa, Social, Human Sciences & Youth, CC UNESCO (Ottawa)
- Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs

Staff:

- Arthur MacDonald, Heritage Manager
- Heather McCallum, Assistant Municipal Clerk (Recording Secretary)

Terms of Reference (approved by Council January 26, 2021)

Purpose/Objective

The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.

The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

Responsibilities of the Special Committee

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) 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 (Black/ Indigenous/People of Colour) 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 Committees, 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 government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

Membership of the Special Committee

The Special Committee will be established by the Town issuing invitations to appropriate stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg where possible, and the wider community where necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.

The Special Committee shall be comprised of eight (8) voting Special Committee members including:

- a) Two Town Councillors (one of which shall Chair)
- b) Two citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town);
- c) Two representatives from the African Nova Scotian community (who may or may not live within the Town); and
- d) Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations (who may or may not live within the Town).

Other Special Committee non-voting participants:

- The Special Committee may invite external non-voting participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
- Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services)

Meeting Proceedings

1. The rules of procedure for the Special Committee shall be governed by the Town's "Council and Committee Meetings and Proceedings Policy".
2. All Minutes of the Special Committee will be open to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act.
3. The Special Committee will report progress updates to the Town Council at intervals determined by the Special Committee and Council.
4. Meeting dates and frequency to be determined by the Special Committee upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom. When the easing of the pandemic allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
5. A quorum of the Special Committee shall consist of five voting members.
6. Citizen members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.
7. The mandate of the Anti-Racism Special Committee will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption. It is anticipated that the work of the Special Committee will take approximately a year, depending on availability of the members.

AUDIT COMMITTEE

Mayor Matt Risser, Chair
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Peter Mosher
Councillor Susan Sanford
Jamie Green, Citizen Representative

Audit Committee (Committees of Council Policy excerpt)

Section 9 of Committees of Council Procedural Policy – The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes.

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.

COMPREHENSIVE COMMUNITY PLAN STEERING TEAM

Councillor Susan Sanford, Chair
 Councillor Peter Mosher
 Councillor Stephen Ernst
 Peter Goforth, Qualified Expert
 Gerry Rolfsen, Qualified Expert
 Cheryl Lamerson, Citizen Representative
 Bill Rice, Citizen Representative

Approved by Council 11 September 2018, amended 23 October 2018, amended 24 November 2020
 COMPREHENSIVE COMMUNITY PLAN PROJECT
 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, Heritage Conservation District Plan and 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, Heritage Conservation District Plan and 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., or in accordance with an amended consulting services agreement.

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, Heritage Conservation District Plan and 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, Heritage Conservation District Plan and 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. Qualified Expert #3, 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.

5.4 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 Peter Mosher

November 12, 2020 Council motion appointing the Deputy Mayor for a one year term approximately to the next Council election.

January 22, 2013 Council motion - all future Deputy Mayors shall be **annually** elected by Council and shall no longer be limited to a one year term.

Town of Lunenburg Role & Responsibilities of the Deputy Mayor (approved by Council motion December 9, 2014):

The Deputy Mayor shall

- ▶ As per MGA section 16 (5) act in the absence or inability of the mayor or in the event of the office of mayor being vacant
- ▶ Act as and perform the duties of the Mayor in the Mayor's temporary absence as per MGA section 15
 - 1) preside at all meetings of Council
 - 3) a) monitor the administration and government of the municipality b) communicate such information and recommend such measures to the Council as will improve the finances, administration and government of the municipality.
- ▶ Attend civic and community events as a representative of the Town as may be required and requested by the Mayor
- ▶ Accompany the Mayor or attend on behalf of the Mayor, meetings dealing with inter-municipal relations and matters concerning regional cooperation or of regional or provincial or national significance.
- ▶ Assist the Mayor in planning for and working with Council through a process of CAO support and evaluation.
- ▶ Preside over some meetings, as may be mutually agreed, such as Committee of the Whole (COW) meetings.

GENERAL GOVERNMENT COMMITTEE

Mayor Matt Risser

Councillor Jenni Birtles

Councillor Melissa Duggan

Councillor Stephen Ernst

Councillor Ed Halverson

Councillor Peter Mosher
Councillor Susan Sanford

General Government Committee (Committees of Council Policy excerpt)

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

Councillor Stephen Ernst, Chair
Councillor Jenni Birtles
Oliver Osmond, Lunenburg Heritage Society Representative
Nathalie Irving, Lunenburg Heritage Society Representative
David John Lobb, Citizen Representative
Virginia Stephen, Citizen Representative

Heritage Advisory Committee (Committees of Council Policy excerpt)

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.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION COMMITTEE

Councillor Ed Halverson, Chair
Councillor Melissa Duggan
Councillor Jenni Birtles
Councillor Chasidy Veinotte, MODL
Debbie Dauphinee, Citizen Representative
Kimberly Hanlon, Citizen Representative
Kristi Tibbo, Citizen Representative

Recreation Committee (Committees of Council Policy excerpt)

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.

ACTIVE TRANSPORTATION (LWMCC) SUB-COMMITTEE

Councillor Jenni Birtles, Chair

Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative

_____, representative from Recreation Committee

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

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

_____, 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

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. (Council motion October 25, 2011)

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

Councillor Susan Sanford, Chair

Councillor Stephen Ernst

Councillor Ed Halverson

Jack Strowbridge, Citizen appointment

Peter Goforth, Citizen appointment

Derek Kinsmen, Citizen appointment

Gerry Rolfsen, Citizen appointment

Planning Advisory Committee (Committees of Council Policy excerpt)

31. 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

Councillor Peter Mosher, Chair
Councillor Ed Halverson
Councillor Susan Sanford
Councillor Melissa Duggan
Brian Keizer, Districts 1 & 2 Fire Commission
David Afford, Districts 1 & 2 Fire Commission
David Baugil, Districts 1 & 2 Fire Commission

Protective Services Committee (Committees of Council Policy excerpt)

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.

NEWCOMERS WELCOME GROUP

Jane Theman
Letisha McFall
Christina Pottie
Lori Nickerson

WASTE REDUCTION STRATEGY WORKING GROUP

Mayor Matt Risser (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

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.

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

ANTI RACISM SPECIAL COMMITTEE MINUTES

THURSDAY, FEBRUARY 11, 2021 AT 6:00 P.M.

VIA ZOOM MEETING

PRESENT:

Voting Members

Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
Rebecca Fisk
Saundra Vernon
Stephen Labrador, Acadia First Nation

Non-Voting Ex-officio Members

Piotr Luczak, LLB
Megan Meldrum, Graduate Student
Yvonne Mosley
Mayor Matt Risser

Advisors

Chavasse Bain, African NS Affairs
Cynthia Dorrington, Black Loyalist Heritage Centre
Jessika Hepburn, BIPOC South Shore
Mohammed Mousa, Social, Human Sciences & Youth CC
UNESCO

ALSO PRESENT: Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Bea Renton, CAO

ABSENT: Alden Darville (Voting)
Jerin Kottakkal (Voting)

1. Call to Order

The Chair (Councillor Melissa Duggan) called the meeting to order at 6:05 p.m.

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

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

3. Agenda – *motion to approve*

Motion: moved and seconded to approve the agenda as circulated. Motion carried.

It was agreed by the group that they would not use formal motions in future, but rather seek consensus. And further the Special Committee will loosen the format to be more casual.

4. Introduction of voting members, ex-officio members, and advisors

All attendees introduced themselves (**Attachment “A”**) and spoke on what they hoped to get out of participating in the Special Committee.

5. Background: Brief overview of how we got here

The Assistant Municipal Clerk gave a brief overview of the events leading up to the formation of the Special Committee as noted below.

- a. Council July 28, 2020 Presentation from Jessika Hepburn
- b. Council August 25, 2020 Staff Report “Anti-Racism Special Committee”
 - i. Intro to Municipal Action Plans for Ending Racism and Discrimination
 - ii. Intro to the Coalition of Inclusive Municipalities (Canadian Commission for UNESCO)

Mohammed Mousa provided a brief introduction to the Coalition of Inclusive Municipalities.

- c. Council November 12, 2020 Appointment of Council Members to Special Committee
- d. Council January 26, 2021 Staff Report “Anti-Racism Special Committee – Terms of Reference and Membership”

6. New Business

a. Draft Terms of Reference

The Committee reviewed the document for potential amendments (**Attachment “B”**), as noted below.

➤ Purpose/Objective

There were no objections to this section.

➤ Responsibilities of the Special Committee

The Committee would like some assurance that the output of the Special Committee will see action from Town Council. It was noted that the Project Lunenburg Comprehensive Community Plan (adapted by Council on November 17, 2020) includes action items connected to this Special Committee that must be completed in the first five years (**Attachment “C”**).

Item 1a) Add “barriers to economic prosperity”.

It was noted that the NS Public Procurement Act, which applies to NS municipalities requires that the Town: “promote sustainable procurement in procurement decisions including identifying and exploring opportunities to work with and support social enterprises and businesses that are owned by and who employ underrepresented populations.”

Item 1b) Add “marketing” here, to support Item 1c.

Item 1d) Revise to read “implementation and ongoing monitoring and training”. Also add “equity” along with “anti-racism lens”.

The “organization” (the Town) was defined as everyone who is employed by or serves the Town in any capacity – staff, Council, consultants, committee members, and anyone else who acts as an agent of the Town.

➤ Membership of the Special Committee

It was confirmed that Councillor Duggan will speak to the work of the Special Committee to Council on an ongoing basis.

➤ Meeting Proceedings

An informal approach to the conducting meetings for the Special Committee is preferred over the “Council and Committee Meetings and Proceedings Policy”, which is a formal process.

The Terms of Reference will be edited by staff with the above changes and brought back to the next meeting of the Special Committee for consideration and recommendation to Council for approval.

b. Items for consideration by Special Committee: Ms. Hepburn’s presentation and Project Lunenburg CCP actions

CCP actions were reviewed above in 6a (Attachments “C”). The suggested actions from Ms. Hepburn’s presentation were not reviewed at this time and will be brought forward to a future meeting.

c. Housekeeping: Special committee member honourarium payroll form and Reference materials available to date

Voting members, with the exception of Councillors, are asked to complete the payroll form in order to collect their honourarium (Attachment “D”).

In response to a question, Heather noted that she will set up a shared folder with resources for the group on Sync (similar to Dropbox), with access to add materials:
Link: <https://ln2.sync.com/dl/db7d3a4b0#xeuc3mbv-dzyjhmqu-5325yg4d-5zgzbjy8>
Password: Lunenburg

7. Next Meeting

The following is a summary of suggestions made during the discussion of meeting frequency and scheduling:

- Pros and cons of meeting frequencies of every two weeks or monthly were discussed; this will be considered further at the next meeting.
- It was suggested that an intensive working group over a full weekend may be considered at some point during the mandate.
- A planning workshop was suggested by staff.
- The possibility of having guest speakers for ongoing education on the different issues facing different communities at future meetings was also raised. *Staff will source lived-experience speakers to bring forward for consideration.*
- The next meeting will focus on goal setting: see the Terms of Reference section “Responsibilities of the Special Committee” items 1 a-d, and the Coalition of Inclusive Municipalities’ “10 Common Commitments” (*Schedule “E”*).

The next meeting was scheduled for Thursday, February 25, 2021 at 7:00 p.m. on Zoom.

8. Adjournment

The meeting adjourned at 8:03 p.m.

Heather McCallum, Assistant Municipal Clerk

TOWN OF LUNENBURG

Anti-Racism Special Committee – Membership

February 11, 2021

Composition of the Special Committee [as approved by Council on August 25, 2020]	
Eight committee members:	Invited representatives:
<i>Two municipal Councillors (one of which shall Chair); [appointed on November 12, 2020]</i>	<ol style="list-style-type: none"> 1. Councillor Melissa Duggan, Chair 2. Deputy Mayor Peter Mosher
<i>Two Citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town;</i>	<ol style="list-style-type: none"> 3. Alden Darville 4. Jerin Kottakkal
<i>Two representatives from African Nova Scotian Community;</i>	<ol style="list-style-type: none"> 5. Rebecca Fisk 6. Sandra Vernon
<i>Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations)</i>	<ol style="list-style-type: none"> 7. Stephen Labrador, Acadia First Nation 8. TBD, Native Council of Nova Scotia
Other participants:	
<i>The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.</i>	Ex-officio: <ul style="list-style-type: none"> • Piotr Luczak, LLB • Megan Meldrum, Graduate Student • Yvonne Mosely • Mayor Matt Risser
	Advisors: <ul style="list-style-type: none"> • Chavasse Bain, African NS Affairs • Cynthia Dorrington, Black Loyalist Heritage Centre • Tammy Hamlin, Town of Truro • Jessika Hepburn, BIPOC South Shore • Mohammad Mousa, Social, Human Sciences & Youth, CC UNESCO (Ottawa) • Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs
<i>Town Staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services)</i>	Staff: <ul style="list-style-type: none"> • Arthur MacDonald, Heritage Manager • Heather McCallum, Assistant Municipal Clerk (Recording Secretary)

**The Special Committee may choose to adjust the membership parameters of the group as part of their work.*

**TOWN OF LUNENBURG
ANTI-RACISM SPECIAL COMMITTEE
DRAFT TERMS OF REFERENCE**

January 13, 2021

Purpose/Objective

The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.

The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

Responsibilities of the Special Committee

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) 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 (Black/Indigenous/People of Colour) 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 Committees, 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 government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

Membership of the Special Committee

The Special Committee will be established by the Town issuing invitations to appropriate stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg where possible, and the wider community where necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.

The Special Committee shall be comprised of eight (8) voting Special Committee members including:

- a) Two Town Councillors (one of which shall Chair) – *Councillor Melissa Duggan, Chair, and Councillor Peter Mosher,*
- b) Two citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town);
- c) Two representatives from the African Nova Scotian community (who may or may not live within the Town); and
- d) Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations (who may or may not live within the Town).

Other Special Committee non-voting participants:

- The Special Committee may invite external non-voting participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
- Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services) – *Assistant Municipal Clerk and Heritage Manager.*

Meeting Proceedings

1. The rules of procedure for the Special Committee shall be governed by the Town's "Council and Committee Meetings and Proceedings Policy".
2. All Minutes of the Special Committee will be open to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act.
3. The Special Committee will report progress updates to the Town Council at intervals determined by the Special Committee and Council.

4. Meeting dates and frequency to be determined by the Special Committee upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom. When the easing of the pandemic allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
5. A quorum of the Special Committee shall consist of five voting members.
6. Citizen members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.
7. The mandate of the Anti-Racism Special Committee will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption. It is anticipated that the work of the Special Committee will take approximately a year, depending on availability of the members.

Project Lunenburg Comprehensive Community Plan

It is noted that the formation of this Special Committee is in keeping with the following five year Action priorities in the Town's Comprehensive Community Plan:

Governance

- *Reform municipal committees to build a culture of inclusion.*

Culture and Recreation

- *Foster inclusivity in programming and leadership.*
- *Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.*
- *Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.*

Implementation and Monitoring

11.2e**Reform municipal committees to build a culture of inclusion.**

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.

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. 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.

Potential Partners

Union of Nova Scotia , other municipalities, Province of Nova Scotia, external consultant

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

\$\$\$\$\$

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**\$\$\$\$\$****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.

10.1 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.

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.

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 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.

Potential Partners

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.

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."

Town of Lunenburg - Committee Members

Required Payroll Information

Date:

Full Name:

Address:

Include civic and mailing
address, if different

SIN:

THE 10

COMMON COMMITMENTS

Signatory municipalities of CCMARD rely on 10 Common Commitments to inform and guide their work. These Commitments relate to three primary areas of municipal responsibility:

THE MUNICIPALITY AS A GUARDIAN OF THE PUBLIC INTEREST

- 1.** Increase vigilance against systemic and individual racism and discrimination.
- 2.** Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination.
- 3.** Inform and support individuals who experience racism and discrimination.
- 4.** Support policing services in their efforts to be exemplary institutions in combating racism and discrimination.

THE MUNICIPALITY AS AN ORGANIZATION IN THE FULFILLMENT OF HUMAN RIGHTS

- 5.** Provide equal opportunities as a municipal employer, service provider and contractor.
- 6.** Support measures to promote equity in the labour market.
- 7.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.

THE MUNICIPALITY AS A COMMUNITY SHARING RESPONSIBILITY FOR RESPECTING AND PROMOTING HUMAN RIGHTS AND DIVERSITY

- 8.** Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
- 9.** Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector and in other forms of learning.
- 10.** Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION
COMMITTEE MEETING MINUTES**

WEDNESDAY, FEBRUARY 17, 2021 AT 12:00 P.M.

(via Zoom Webinar)

PRESENT: Councillor Ed Halverson, Chair
Councillor Jenni Birtles
Councillor Melissa Duggan
Debbie Dauphinee
Kimberly Hanlon
Kristi Tibbo
Councillor Chassidy Veinotte-Dorey, Municipality of the District of Lunenburg

ALSO PRESENT: Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk

1. Call to order – *Councillor Halverson*

The Chair called the meeting to order at 12:17 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – *Councillor Halverson*

3. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

4. November 18, 2020 Meeting Minutes

Motion: moved and seconded to approve the November 18, 2020 meeting minutes. Motion carried.

5. Public Presentations

Nil.

6. Business Arising from the Minutes/Unfinished Business

The Chair initiated a round of introductions, as there are many new additions to the Committee post-election.

a. Recreation Covid-19 facility overview

The Recreation Director provided an overview of the Covid-19 challenges and changes that recreation facilities have faced since March. The Arena has been particularly affected with changing guidelines and gathering limits.

- A general overview of the Arena's Covid-19 adaptations: no hockey tournaments permitted, cancellation of games during holiday restrictions, public community events cancelled, public skate maximum restrictions, no spectators were permitted for a duration of time, etc.
- The Arena is anticipated to have an extended season into April 2021, as the season is typically over at the end of March.
- There are Covid-19 terms and conditions for the Arena and Community Centre for use of the facility – available on the Town website as below.
 - Recreation page: <https://explorelunenburg.ca/recreation.html>
 - Covid-19 Updates & Information page: <https://explorelunenburg.ca/covid-19.html>
- Changes to restrictions tend to come from the Province on Friday afternoons.

The Back Harbour Trail maintenance – a budget recommendation from the Committee in 2020. Half the trail has been completed, and the other half will be done in the spring. The work has been very well received by residents. (Facebook post: <https://www.facebook.com/TownofLunenburgNS/posts/3670458346400672>)

The Town has ordered the new Olympia ice resurfacer, which is scheduled for delivery in April 2021.

The Assistant Municipal Clerk provided a brief overview of the “Culture and Recreation” and “Mobility” (active transportation) action items from the new Project Lunenburg Comprehensive Community Plan (**Attachment “A”** – see highlights). Senior staff have been developing implementation plans on each of these items. The attachment highlights the items related to Recreation.

7. New Business

a. Nova Scotia Sports Hall of Fame Nomination: Lunenburg Lasers Soccer Team

The Recreation Director recapped the proposal brought to the previous Committee by Bob Sayer to nominate the Lunenburg Lasers to the NS Sports Hall of Fame, which was approved by the previous Council. The nomination has been submitted and we await the decision.

b. Selection of the 2021 Provincial Volunteer Representative for the Town of Lunenburg

Committee members evaluated the nominees in advance of the meeting using prepared criteria-based scoring forms, and reviewed their results. Joy Saunders was the top scorer and thus the selection for 2021.

Motion: moved and seconded to select Joy Saunders as the Town of Lunenburg's representative to the 2021 Provincial Volunteer Awards. Motion carried.

Councillor Veinotte-Dorey and the Chair expressed the Committee's gratitude to all volunteers in our communities who give of their time, and also to the nominators who took time to provide detailed information to recognize the work of these individuals.

8. Next Meeting Dates

- *LWMCC Committee – Wednesday, May 12, 2021 at 12:00 p.m.*

9. Adjournment

The meeting was adjourned at 12:40 p.m.

Heather McCallum, Assistant Municipal Clerk

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
Governance	A town where positive relationships, communication, continual engagement, and shared vision are the foundation to municipal decision-making.	Reform municipal committees to build a culture of inclusion.	11.2 Local Engagement (e)	G2 and G3
		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



MEETING NOTES

PROJECT LUNENBURG

Steering Team Joint Meeting with Planning Advisory Committee and Heritage Advisory Committee

Wednesday, February 10, 2021 at 3:00 p.m.

Via Zoom Meeting

PRESENT:

Voting members of the Steering Team:

Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Peter Mosher
Gerry Rolfsen, Qualified Expert
Bill Rice, Citizen Representative

Non-voting, ex-officio members:

Mayor Matt Risser
Arthur MacDonald, Heritage Manager
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg
Dawn Sutherland, Planning & Development Manager

ALSO PRESENT:

Steffen Käubler, UPLAND Planning and Design Studio
Dennis MacPherson, Town Engineer
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO
Wendy Shearer, UPLAND Planning and Design Studio
Ian Watson, UPLAND Planning and Design Studio

Planning Advisory Committee

Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Ed Halverson
Jack Strowbridge, Citizen Appointment
Derek Kinsmen, Citizen Appointment
Gerry Rolfsen, Citizen Appointment

Heritage Advisory Committee

Councillor Stephen Ernst, Chair

Councillor Jenni Birtles

Oliver Osmond, Lunenburg Heritage Society Representative

Nathalie Irving, Lunenburg Heritage Society Representative

Virginia Stephen, Citizen Appointment

ABSENT: Terry Drisdelle, Senior Planner, Develop Nova Scotia (PLST)
Cheryl Lamerson, Citizen Representative (PLST)
David John Lobb, Citizen Representative (HAC)
Peter Goforth, Qualified Expert (PLST)/Citizen Appointment (PAC)

The Chair, Councillor Sanford, called the meeting to order at 3:00 p.m. There was a round of introductions from the members of the three Committees present at the meeting.

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 notes of the 13 January 2021 meeting of the Steering Team be approved, as presented. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report (*note Gantt Chart Phase 4 Revised is attached*)

Mr. Käubler reviewed the January 31, 2021 Status report (**Attachment "A"**).

b. Steering Team - Joint meeting with PAC & HAC

i. Background and Overview of Project Lunenburg
(<https://www.projectlunenburg.ca/>)

The Planning & Development Manager (PDM) presented an overview of Project Lunenburg (**Attachment "B"**), which will be followed up in a booklet form after the meeting (**Attachment "C"**).

ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
(<https://explorelunenburg.ca/comprehensive-community-plan.html>)

The PDM included this topic in the above presentation.

- iii. Review of roles and responsibilities in relation to heritage (heritage conservation district plan and by-law) and planning (municipal planning strategy, land use by-law, and subdivision by-law) documents approval process

The PDM included this topic in the above presentation.

- iv. Explanation of integrated processes, milestones, and timelines for approvals

Mr. Watson from UPLAND reviewed the team working on the planning documents and the Municipal Planning Strategy, Land Use and Subdivision Bylaws timeline Gantt charts; and Mr. Käubler reviewed the Heritage Conservation District Plan, Bylaw, and Design Guidelines chart (**Attachment "D"**).

- v. Question and answer

In response to a question, Mr. Käubler confirmed that the planning documents will be presented to the Steering Team for review first. The PDM noted that staff reviews will be for function, and that public meetings are part of the process for all the proposed new bylaws.

In response to a question, Mr. Watson confirmed that while some areas are moving out of the Land Use Bylaw into the Heritage Conservation District Bylaw, there is a time lag with the Heritage documents compared to Planning. The timing will have to coordinate closely to avoid leaving a gap or a contradiction

In response to a question, Mr. Watson confirmed that UPLAND is keeping a running tally of the major changes and will make that available as a resource.

5. Correspondence

Nil.

- 6. In camera portion - motion to recess to meet in camera to consider contract negotiations/matters (section 22 *Municipal Government Act*), if needed.

Nil.

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

- a. Next Meeting Dates - Wednesday, 10 March 2021, 3:00 pm, Zoom meeting

8. Adjournment

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

The meeting was adjourned at 3:58 p.m.

Heather McCallum
Assistant Municipal Clerk



Planning +
Design Studio

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

PROGRESS REPORT

31
January
2021

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: January 1 - January 31, 2021

1. Targets Achieved in Period

- N/A

2. Outputs of Project

- Internal drafting of LUB and MPS.
- Drafting of Change Order for preparing the Heritage Conservation District Plan and By-law.

3. Project Related Issues

- An updated Gant chart is attached to this report.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

- 4.1. Draft Planning Documents
- Heritage Conservation District Plan and By-law project start
- Joint PAC/HAC/Steering Committee Meeting

Project: Lunenburg

PROJECT DUE: Jun 19, 2020 BUDGET: C\$186,895 C\$200,000

Search for a task...

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Week

Month

Year

Last Task

Critical Path

Cascade

Print

SCHEDULE

TASKS		SCHEDULE																											
#	TASKS	2020 Octob	2020 Novemb	2020 Decemb	2021 January	2021 February	2021 March	2021 April	2021 May	2021 June	2021 July	2021 Aug																	
9	4.0 Planning Documents	12	19	26	02	09	16	23	30	07	14	21	28	04	11	18	25	01	08	15	22	29	05	12	19	26	02	09	
Planning Documents		<div></div>																											
10	4.1 Draft Planning Doc...	<div></div>																											
Planning Documents		<div></div>																											
11	Draft Subdivision By...	<div></div>																											
Draft Subdivision By-Law		<div></div>																											
12	Draft LUB	<div></div>																											
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13	Draft MPS	<div></div>																											
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14	GIS Mapping	<div></div>																											
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15	CAD Drawings	<div></div>																											
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16	4.2 Staff Review and Ed...	<div></div>																											
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17	Draft Submission	<div></div>																											
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18	Draft Review with St...	<div></div>																											
Draft Review with Staff		<div></div>																											
19	Draft Revisions	<div></div>																											
Draft Revisions		<div></div>																											
20	4.3 PAC and Public Revi...	<div></div>																											
4.3 PAC and Public Review and Edits		<div></div>																											
21	Draft Online Release	<div></div>																											
Draft Online Release		<div></div>																											
22	PAC Meetings (up to...	<div></div>																											
PAC Meetings (up to 4)		<div></div>																											
23	Public Open House	<div></div>																											
Public Open House		<div></div>																											
24	Public Feedback Su...	<div></div>																											
Public Feedback Summary to PAC		<div></div>																											
25	Final Draft Preparati...	<div></div>																											
Final Draft Preparation and Submis...		<div></div>																											
26	4.4 Council Adoption	<div></div>																											
4.4 Council Adoption		<div></div>																											
27	Attend First Reading	<div></div>																											
Attend First Reading		<div></div>																											
28	Attend Public Hearing	<div></div>																											
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29	Attend Second Read...	<div></div>																											
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30	Package Document f...	<div></div>																											
Package Document for Submission t...		<div></div>																											

PROJECT LUNENBURG

Steering Team meeting with members of the Heritage Advisory
and Planning Advisory Committees



10 February 2021
Via Zoom

COMPREHENSIVE COMMUNITY PLAN

TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY
AND
LAND USE BY-LAW

Approved by the Minister of Municipal Affairs
13 June 1996

PROJECT
LUNENBURG

LUNENBURG
OLD TOWN



Heritage Conservation District Plan & Bylaw
with
Design Guidelines

Office Consolidation
April 2001

Agenda

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan

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COMPREHENSIVE COMMUNITY PLAN

TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY
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Approved by the Minister of Municipal Affairs
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PROJECT
LUNENBURG

LUNENBURG
OLD TOWN



Heritage Conservation District Plan & Bylaw
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Design Guidelines

Office Consolidation
April 2001

Agenda

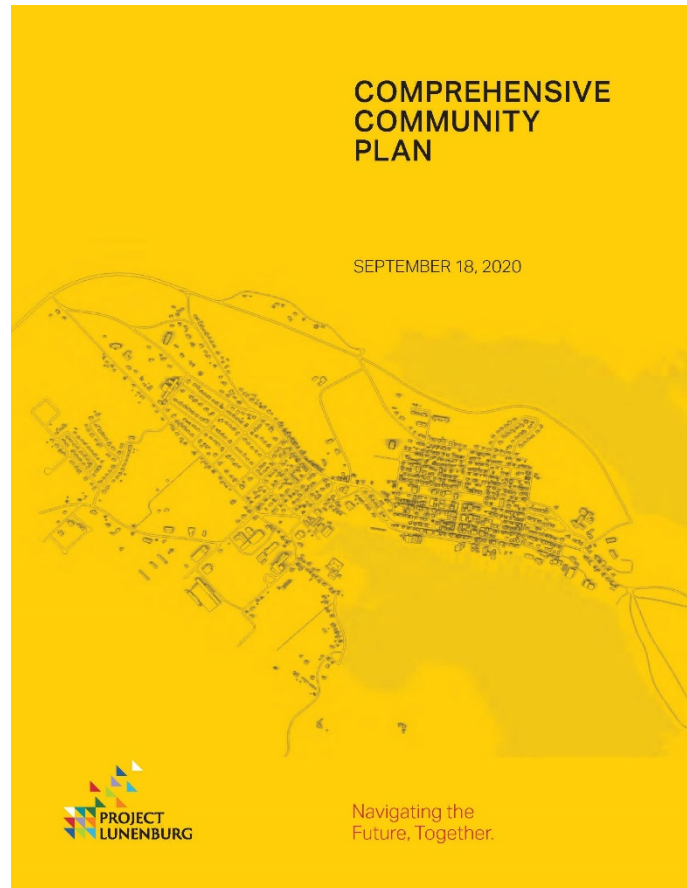
- ▶ iii. Review of roles and responsibilities in relation to heritage and planning documents approval process
- ▶ iv. Explanation of integrated processes, milestones, and timelines for approvals.
- ▶ v. Question and answer

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AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
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- ▶ iv. Explanation of integrated processes, milestones, and timelines for approvals
- ▶ v. Question and answer

COMPREHENSIVE COMMUNITY PLAN



What does the CCP provide Lunenburg?

- ▶ Policy document to chart future of community
- ▶ Framework for decisions on all aspects of community life
- ▶ Holistic approach / Shared vision
- ▶ Long-term development and sustainability – over 40 years with new priorities every 5 years

COMPREHENSIVE COMMUNITY PLAN



PROJECT
LUNENBURG

How was the plan developed?

- ▶ Steering Team of citizen experts
- ▶ Extensive public engagement – themed public meetings, interviews, focus groups, outdoor pop-ups, social pinpoint map, surveys, etc.
- ▶ Over 400 individual people participated over 12 months
- ▶ Primary survey was completed by 260 people (75% residents)
- ▶ Topic discussion papers and reports

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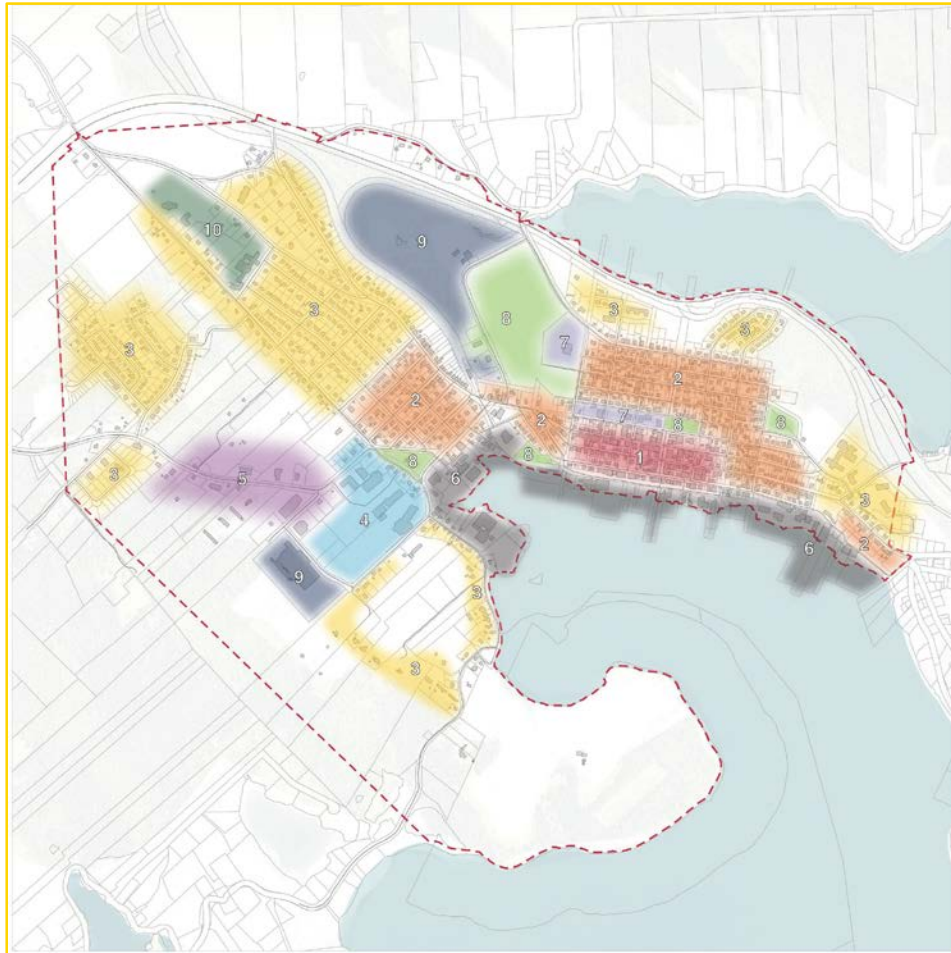
COMPREHENSIVE COMMUNITY PLAN



What are the components?

- ▶ 9 Guiding principles (*see left*)
- ▶ 10 Strategic directions
- ▶ Land use and Heritage planning documents will align with CCP
- ▶ Implementation is a **shared effort** among citizens, partners, and the Town

COMPREHENSIVE COMMUNITY PLAN

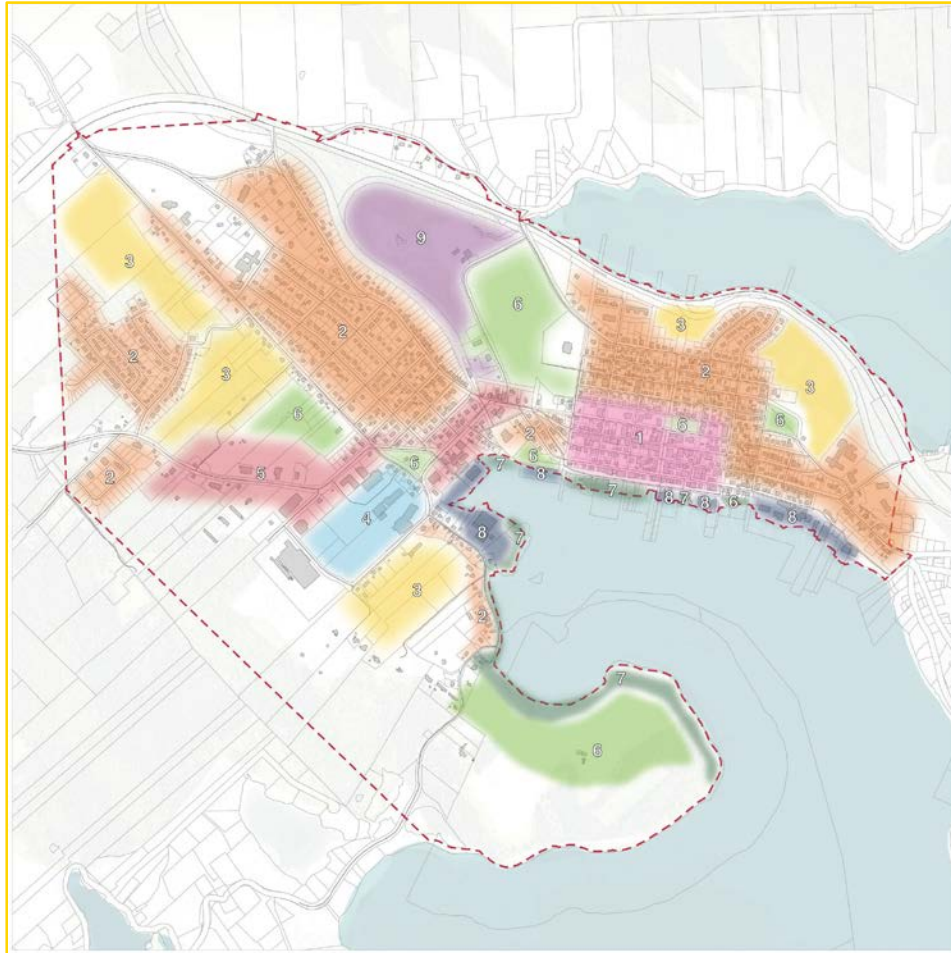


Community Structure Map: Today

- Map is a depiction of present

1	Old Town Mixed-Use	6	Public & Working Waterfront
2	Residential (1800s to 1940s)	7	Civic Landmarks
3	Residential (Post 1940s)	8	Parks & Public Space
4	Recreational/ Educational Hub	9	Industrial
5	Highway Commercial	10	Institutional
		---	Town Boundary

COMPREHENSIVE COMMUNITY PLAN

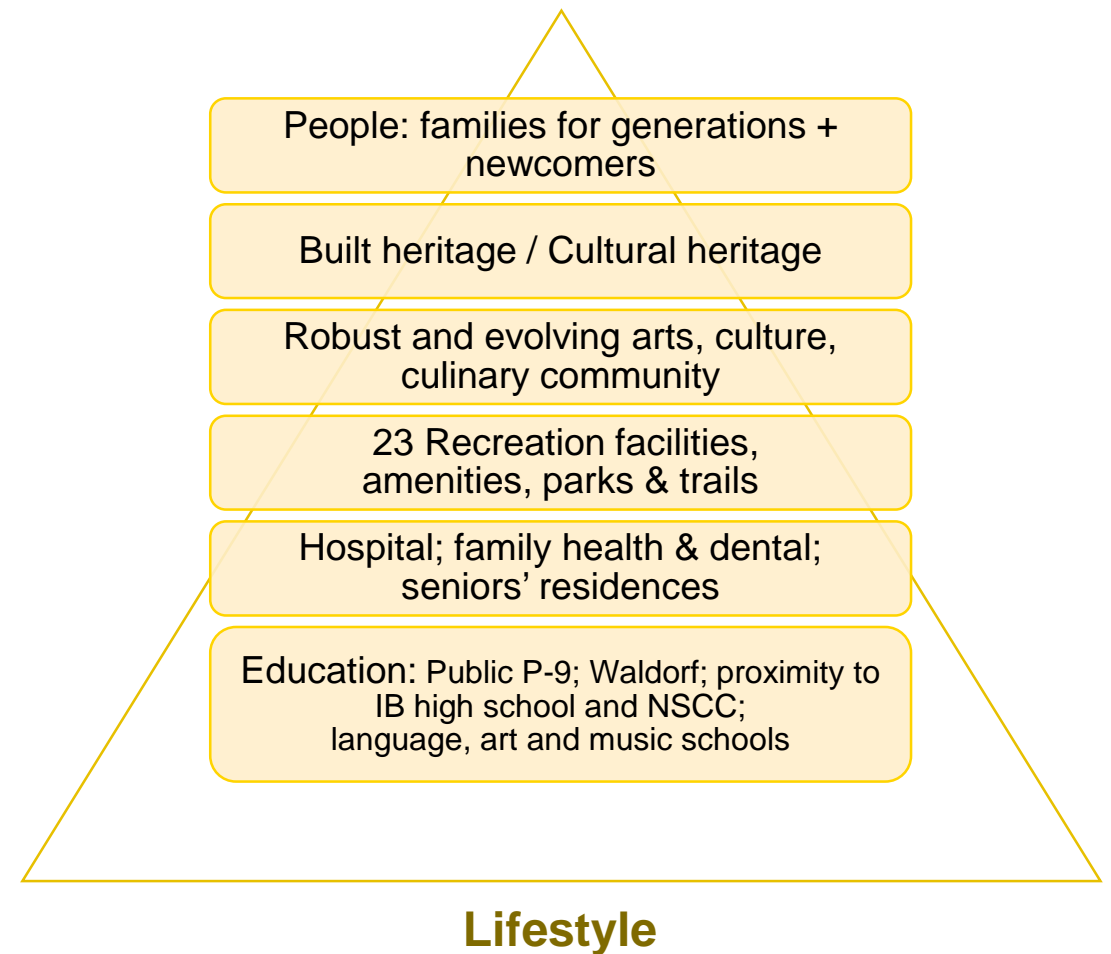
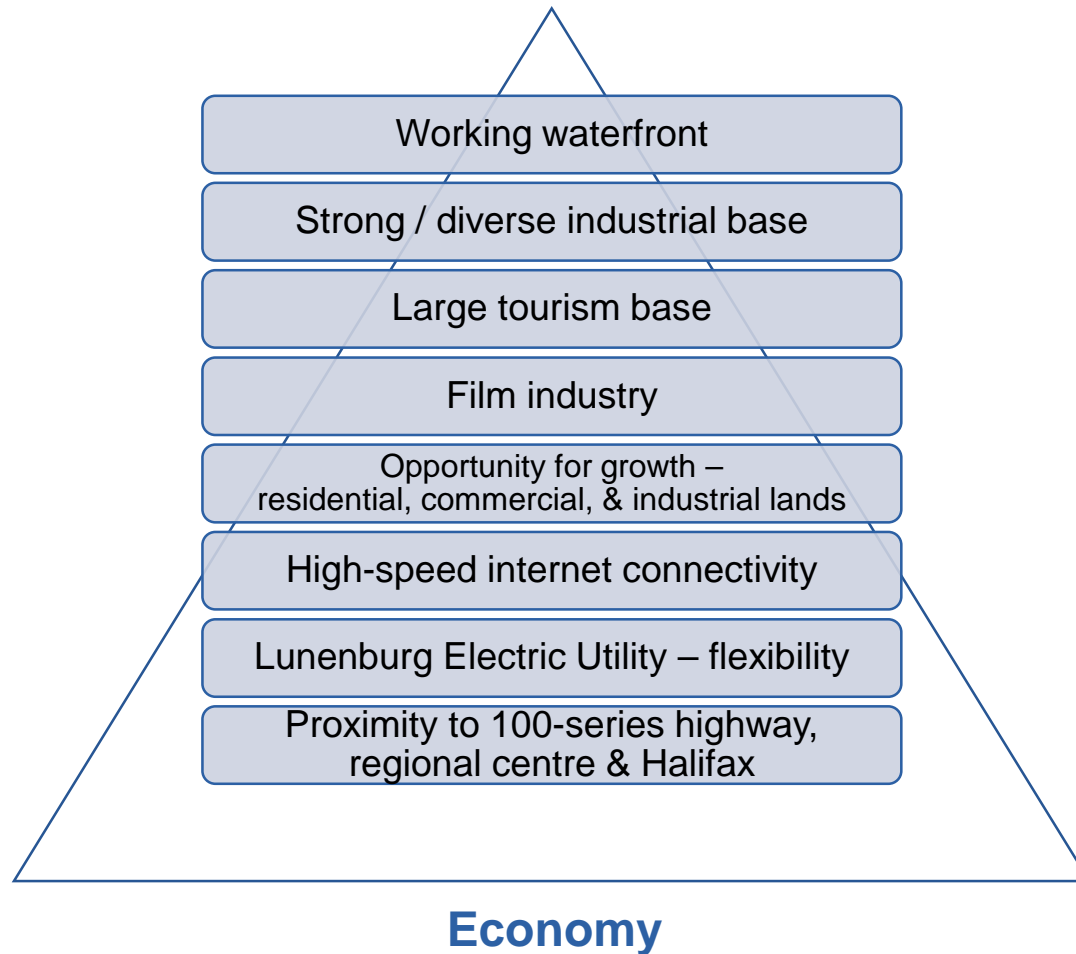


Community Structure Map: Tomorrow

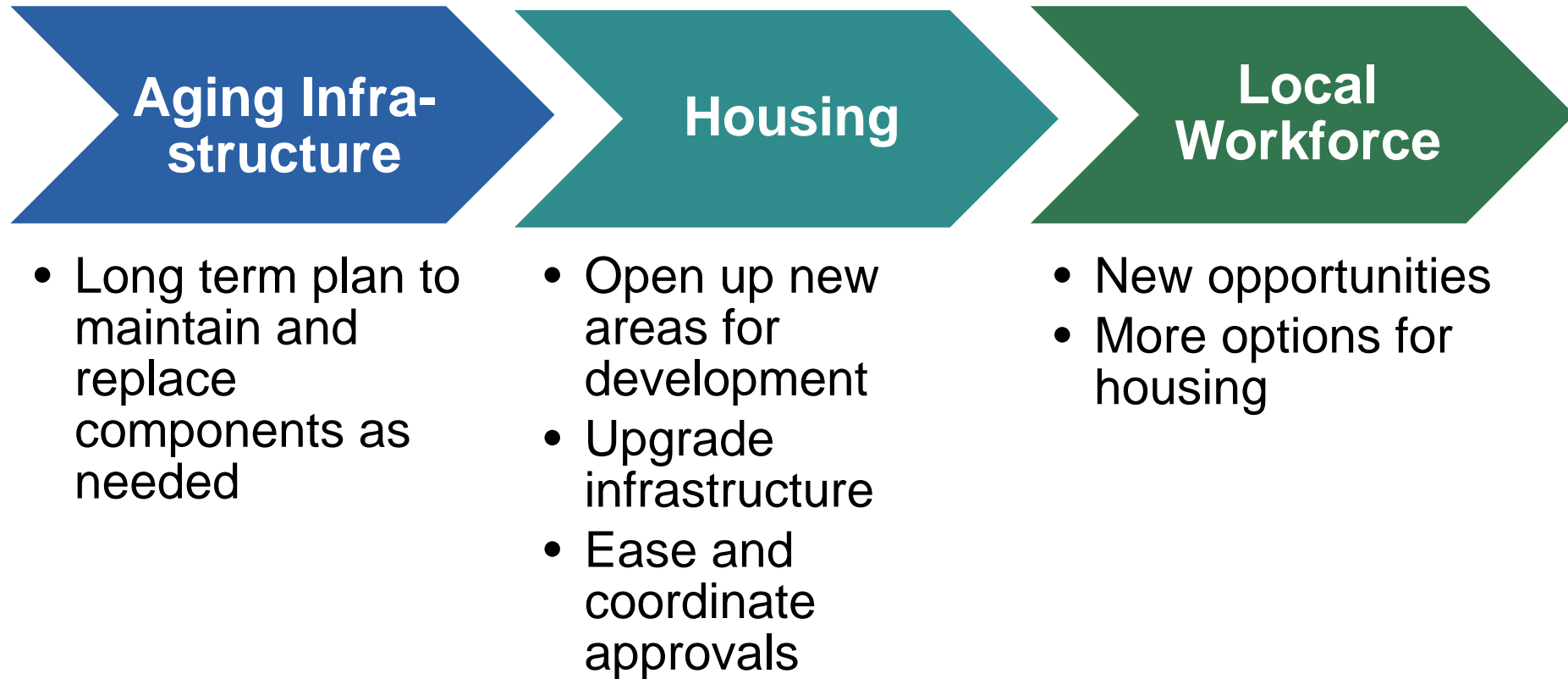
- ▶ Map is a depiction of future – room for densification/growth

1	Residential Gentle Density	6	Parks & Public Space
2	Residential Gentle Density	7	Public Waterfront
3	Residential Expansion	8	Working Waterfront
4	Revitalized Recreational/Educational Hub	9	Waste + Sustainable Energy District
5	Main Street Mixed-Use		

COMMUNITY ASSETS



COMMUNITY CHALLENGES



THE FIVE-YEAR PLAN



PROJECT
LUNENBURG

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AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
- ▶ iii. Review of roles and responsibilities in relation to heritage and planning documents approval process
- ▶ iv. Explanation of integrated processes, milestones, and timelines for approvals
- ▶ v. Question and answer

II. RELATIONSHIP OF HERITAGE AND PLANNING POLICIES AND THEIR RESPECTIVE REGULATIONS TO THE COMPREHENSIVE COMMUNITY PLAN

Comprehensive Community Plan (CCP)

- **Foundation: community engagement**
- Best planning practice
- Research
- Professional advice



II. RELATIONSHIP OF HERITAGE AND PLANNING POLICIES AND THEIR RESPECTIVE REGULATIONS TO THE COMPREHENSIVE COMMUNITY PLAN



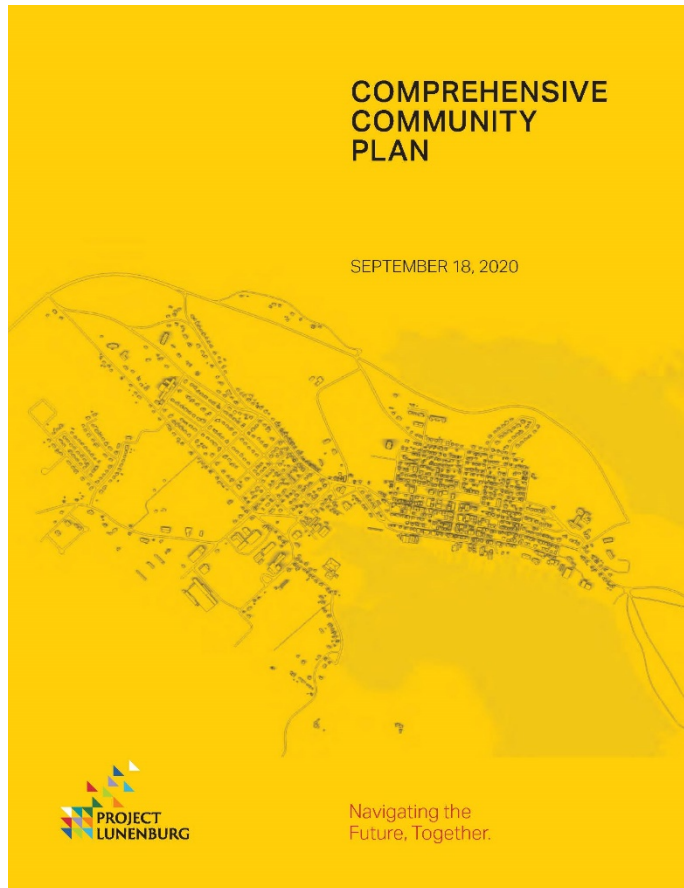
AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
- ▶ iii. Review of roles and responsibilities in relation to heritage and planning documents approval process
- ▶ iv. Explanation of integrated processes, milestones, and timelines for approvals
- ▶ v. Question and answer

III. REVIEW OF ROLES AND RESPONSIBILITIES IN RELATION TO HERITAGE AND PLANNING DOCUMENTS APPROVAL PROCESS

- Terms of Reference
- Members
- Act for Advisory Committees
- Public Participation Program
- Approval Process for Council under the respective Provincial Act.

STEERING TEAM – TERMS OF REFERENCE

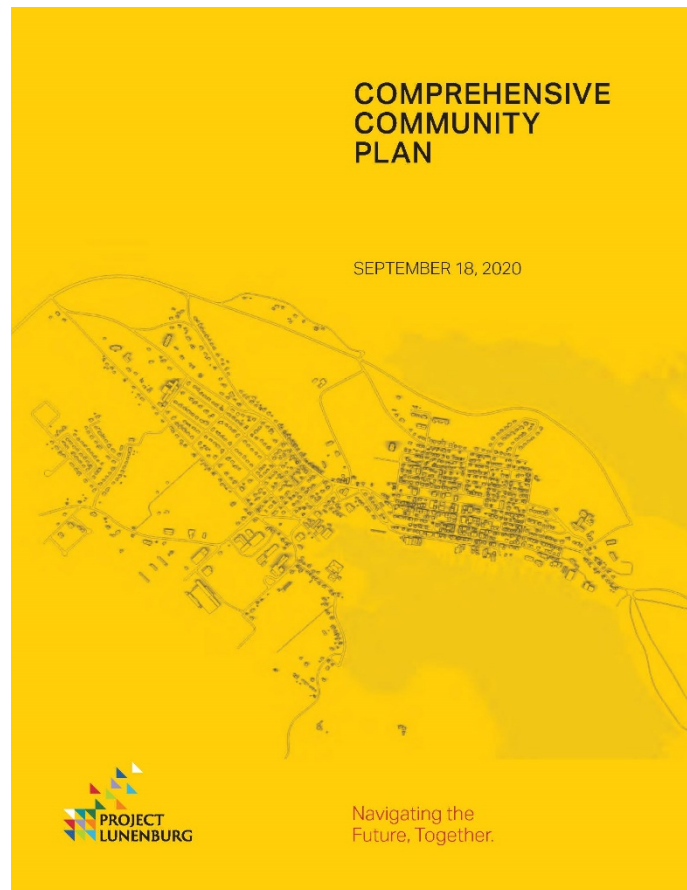


PROJECT
LUNENBURG

- ▶ “Comprehensive Community Plan Project” includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, Heritage Conservation District Plan and 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**.

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STEERING TEAM – TERMS OF REFERENCE



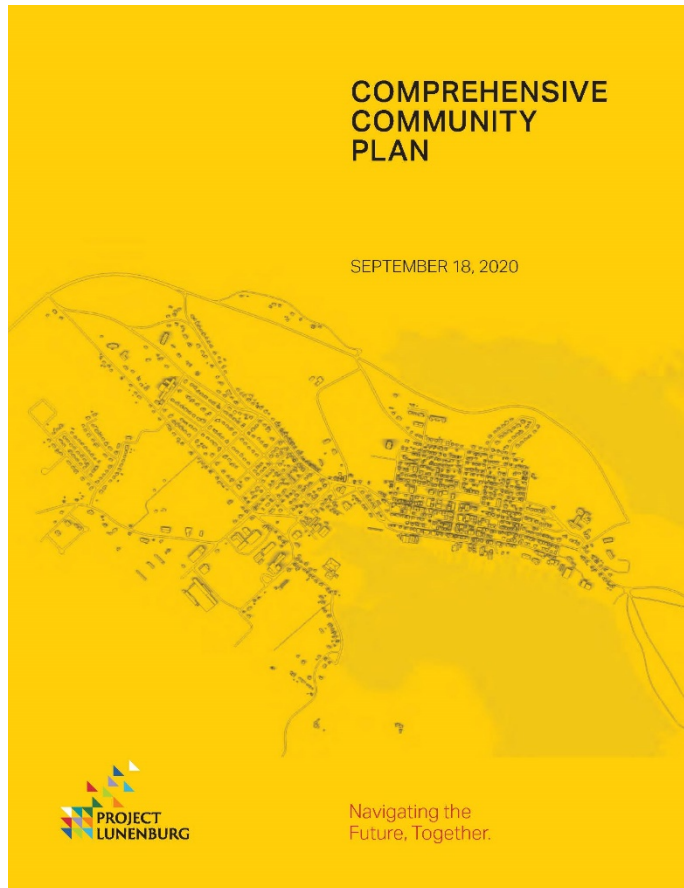
PROJECT
LUNENBURG

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, Heritage Conservation District Plan and 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., or in accordance with an amended consulting services agreement.

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STEERING TEAM – MEMBERSHIP

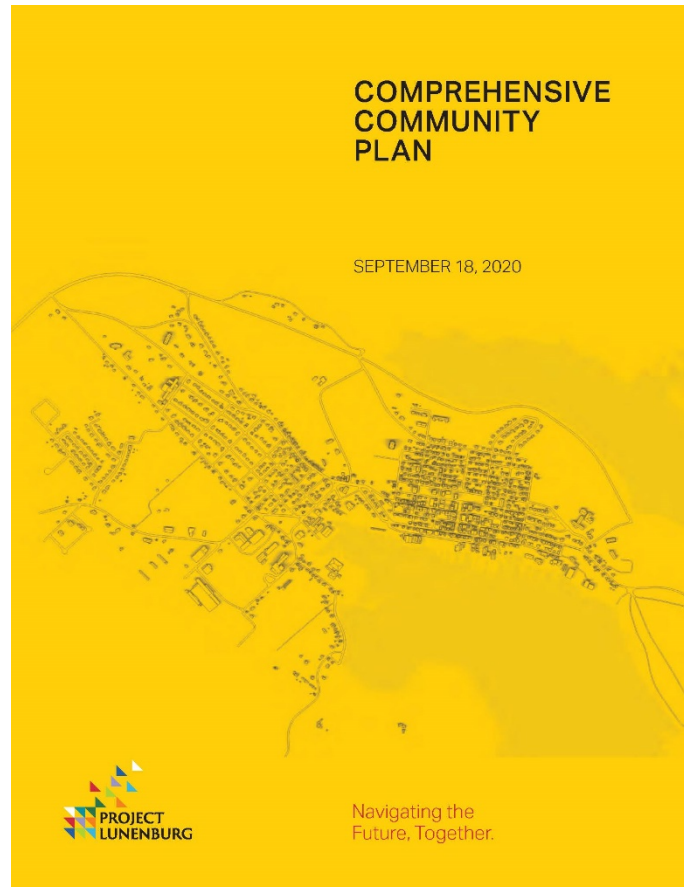


► 5.0 MEMBERSHIP

► 5.1 Voting members of the Steering Team shall include:

1. Chair, Town Councillor #1, as appointed by Council- Councillor Susan Sanford
2. Town Councillor #2, as appointed by Council – Councillor Stephen Ernst
3. Town Councillor #3, as appointed by Council – Deputy Mayor Peter Mosher
4. Citizen Representative #1, as appointed by Council – Bill Rice
5. Citizen Representative #2, as appointed by Council – Cheryl Lamerson
6. Qualified Expert #1, as appointed by Council – Gerry Rolfsen
7. Qualified Expert #2, as appointed by Council –
8. Qualified Expert #3, as appointed by Council – Peter Goforth

STEERING TEAM – MEMBERSHIP



► 5.0 MEMBERSHIP

- 5.2 Non-voting, ex-officio members shall include:
 1. Project Manager/Manager of Planning and Development – Dawn Sutherland
 2. Heritage Manager – Arthur MacDonald
 3. Town Engineer – Dennis MacPherson
 4. Staff representative of the Municipality of the District of Lunenburg - Norma Schiefer, Development Officer
 5. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs) – Terry Drisdelle, Senior Planner, Develop Nova Scotia

NOTE: The Mayor is an ex-officio of all Town Committees and groups:
Mayor Matt Risser

PLANNING ADVISORY COMMITTEE & THE MUNICIPAL GOVERNMENT ACT

TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY
AND
LAND USE BY-LAW

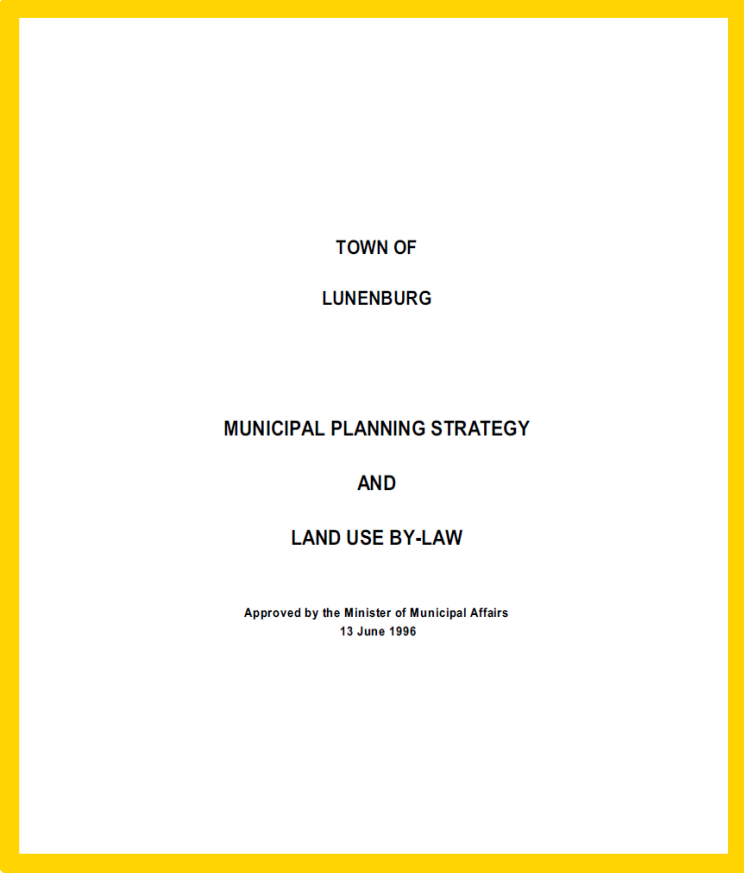
Approved by the Minister of Municipal Affairs
13 June 1996

MGA 200

(4) The purpose of a planning advisory committee or a joint planning advisory committee is to **advise** respecting the preparation or amendment of planning documents and respecting planning matters generally.

(5) The **duties assigned**, pursuant to this Part, to a planning advisory committee or a joint planning advisory committee **shall only be carried out by the committee**.

PAC – TERMS OF REFERENCE



TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY
AND
LAND USE BY-LAW

Approved by the Minister of Municipal Affairs
13 June 1996

PLANNING ADVISORY COMMITTEE

- ▶ Councillor Susan Sanford, Chair
- ▶ Councillor Stephen Ernst
- ▶ Councillor Ed Halverson
- ▶ Jack Strowbridge, Citizen appointment
- ▶ Peter Goforth, Citizen appointment
- ▶ Derek Kinsmen, Citizen appointment
- ▶ Gerry Rolfsen, Citizen appointment

PAC – TERMS OF REFERENCE (COMMITTEES OF COUNCIL POLICY EXCERPT)

TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY
AND
LAND USE BY-LAW

Approved by the Minister of Municipal Affairs
13 June 1996

31. 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.

PAC – TERMS OF REFERENCE (COMMITTEES OF COUNCIL POLICY EXCERPT)

TOWN OF
LUNENBURG

MUNICIPAL PLANNING STRATEGY

AND

LAND USE BY-LAW

Approved by the Minister of Municipal Affairs
13 June 1996

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.

PAC – PROCESS - PUBLIC PARTICIPATION PROGRAM

#65. TOWN OF LUNENBURG PROCEDURAL POLICY

Council hereby adopts the following Public Participation Program pursuant to Section 204 of the Municipal Government Act (SNS 1988 Chapter 18) to identify opportunities and establish ways and means of seeking the opinions of the public concerning the review, adoption and amendment of Municipal Planning Strategies, Land Use By-laws, Subdivision By-laws and Development Agreements:

1. A notice advising of each Planning Advisory Committee Meeting shall be posted at the Town Hall prior to the meeting and through such other means as determined from time to time, e.g., Town website, social media, newspaper, etc.



2. Under the authority of section 221 of the Municipal Government Act, the Land Use By-law shall specify the class or classes of By-law amendments, development agreements or development agreement amendments that require notification of affected property owners and posting of a notification sign on the affected property.



PROJECT
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PAC – PROCESS- PUBLIC PARTICIPATION PROGRAM

3. Before holding any public hearing under the authority of Section 206 of the MGA, Council shall ensure that the Planning Advisory Committee or qualified staff members conduct one or more **public information meetings** which are **advertised in a local newspaper** at least four days in advance, and by a **notice posted at the Town Hall**. The Planner shall notify by mail affected property owners whose property lies within 30 metres (98 ft.) of a property which is the subject of a proposed amendment, development agreement or any amendment to a development agreement of the scheduled public information meeting.



4. Council may conduct opinion surveys, **request written briefs or submissions, hold public meetings**, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.

PROJECT
LUNENBURG



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together.

PAC – PROCESS- MUNICIPAL GOVERNMENT ACT

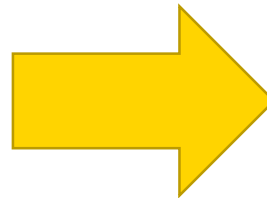
5. Council shall make every reasonable effort to seek the opinions of the public on all matters relevant to planning, and shall reserve time for commentary, questions or presentations by the public on planning matters in all Planning Advisory Committee meetings and Council meetings.



6. Council shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant to planning, and where it is feasible, provide copies of such material for distribution, purchase or loan.



RECOMMENDATIONS



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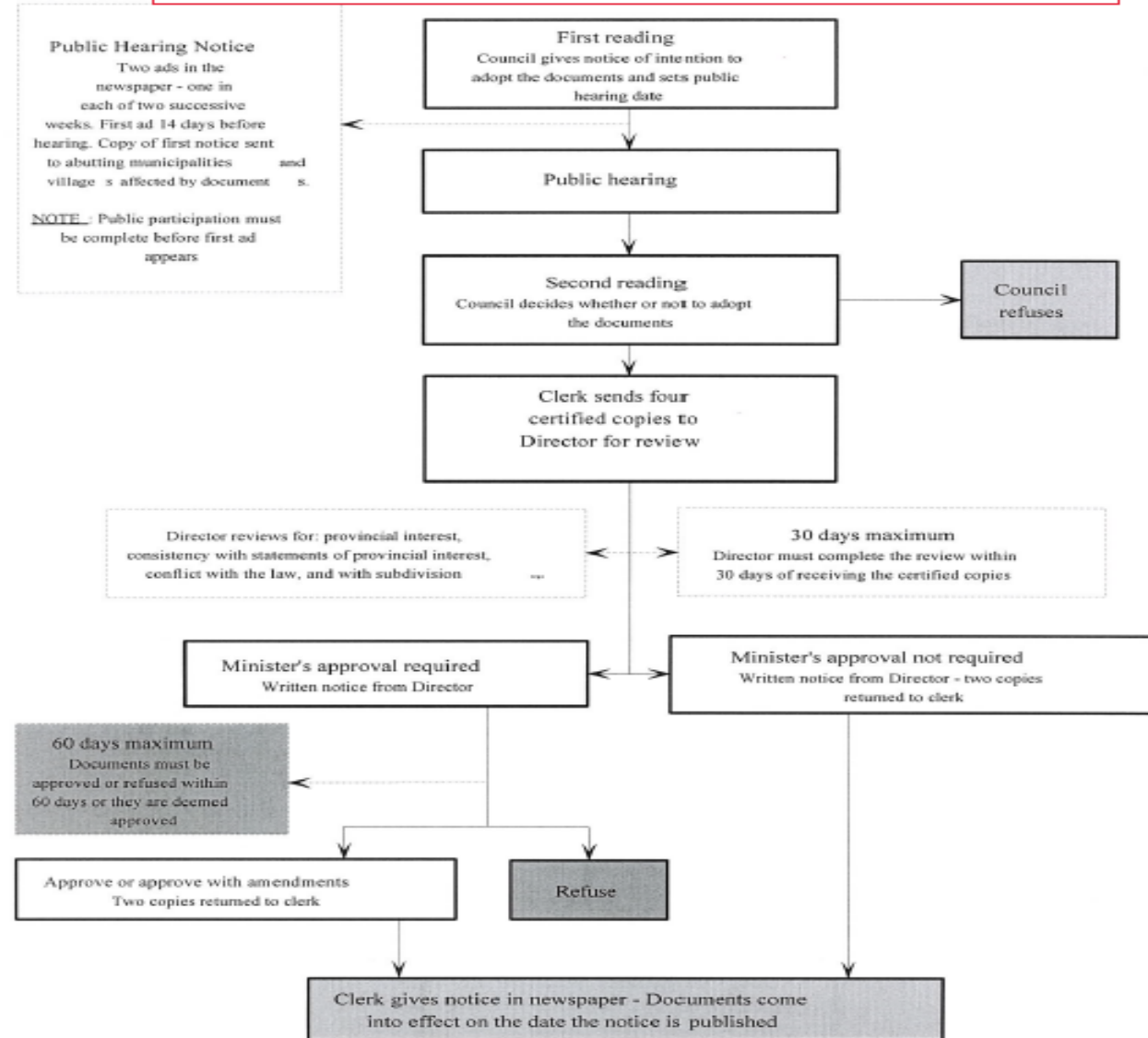
COUNCIL PROCESS MUNICIPAL GOVERNMENT ACT



PROJECT
LUNENBURG

Chart 1 - Planning Documents Approval Process

**THIS IS THE PROCESS FOR COUNCIL
AFTER THE PLANNING ADVISORY COMMITTEE HAS CARRIED OUT ITS PUBLIC
PARTICIPATION PROGRAM AND MADE A RECOMMENDATION TO COUNCIL**

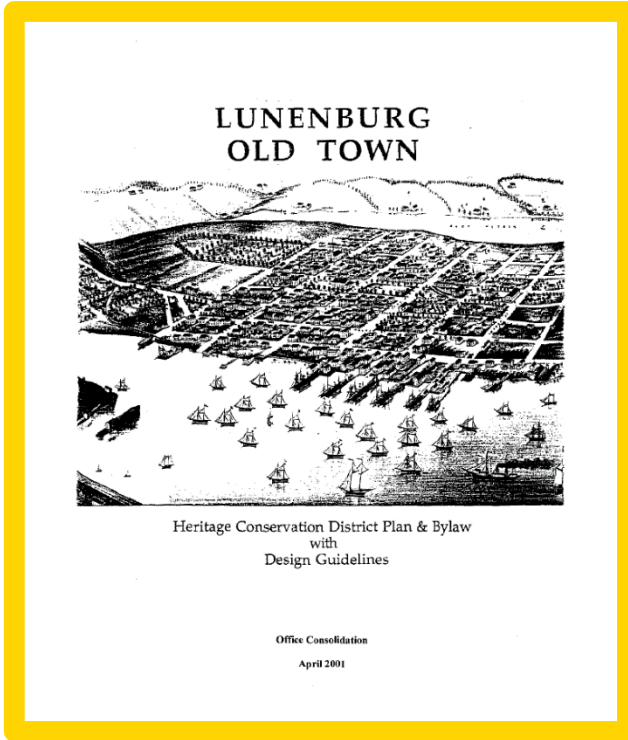


Shaded boxes indicate that the process has come to an end.
Source: MGA sections 205, 206 and 208.

February, 1999

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HERITAGE ADVISORY COMMITTEE & THE HERITAGE PROPERTY ACT



PROJECT
LUNENBURG

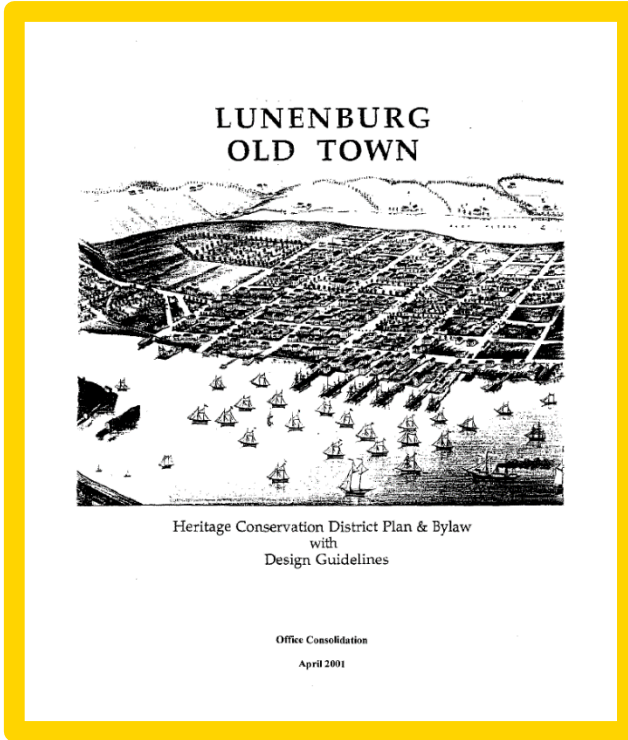
Municipal registry of heritage property and heritage advisory committee

12 (1) A municipality may by by-law establish a municipal registry of heritage property.

(2) A by-law made pursuant to this Section shall provide for the establishment of a heritage advisory committee.

(3) The heritage advisory committee shall consist of at least two members of the council and such persons or such number of persons as the council may determine by by-law. Navigating the Future, Together.

HERITAGE ADVISORY COMMITTEE & THE HERITAGE PROPERTY ACT



PROJECT
LUNENBURG

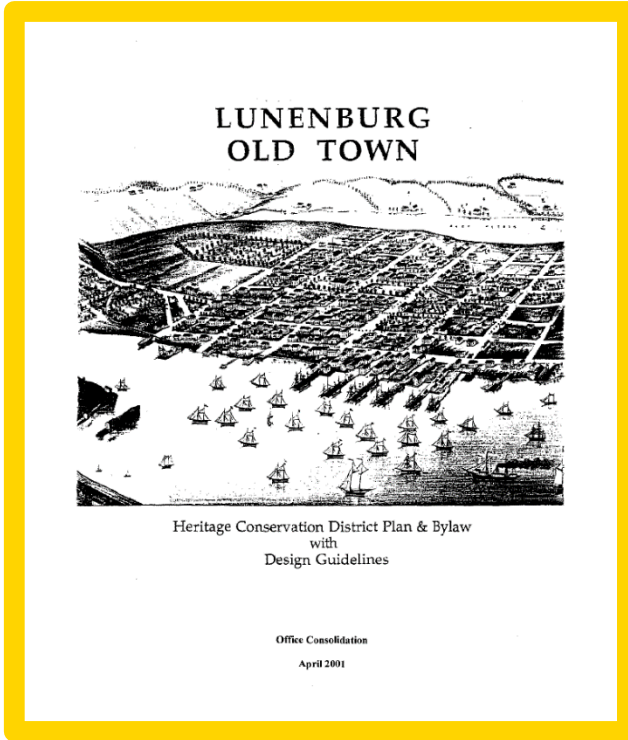
(4) The by-law may provide the term for which members of the heritage advisory committee shall serve.

(5) The by-law may provide that the planning advisory committee of the municipality shall be the heritage advisory committee of the municipality.

(6) A by-law made pursuant to this Section is subject to the approval of the Minister of Municipal Affairs, and when so approved has the force of law. R.S., c. 199, s. 12.

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HERITAGE ADVISORY COMMITTEE & THE HERITAGE PROPERTY ACT

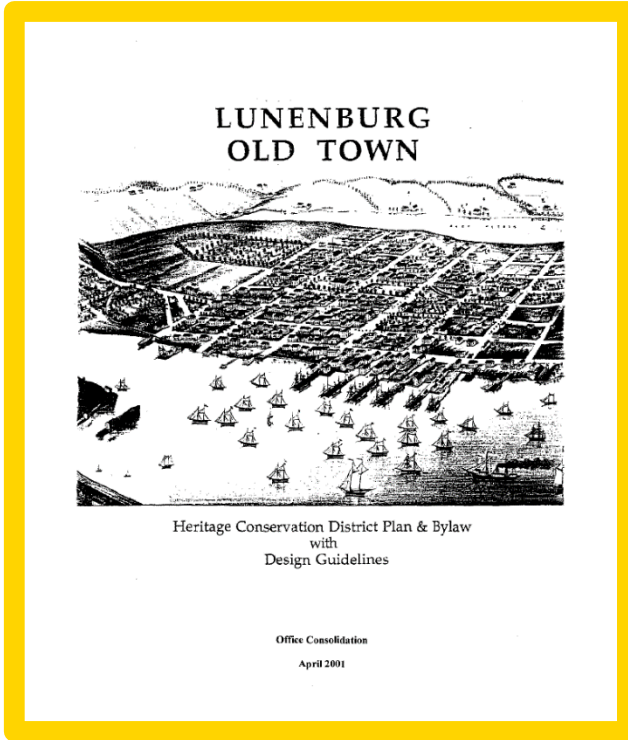


Powers of heritage advisory committee

13 The heritage advisory committee may advise the municipality respecting

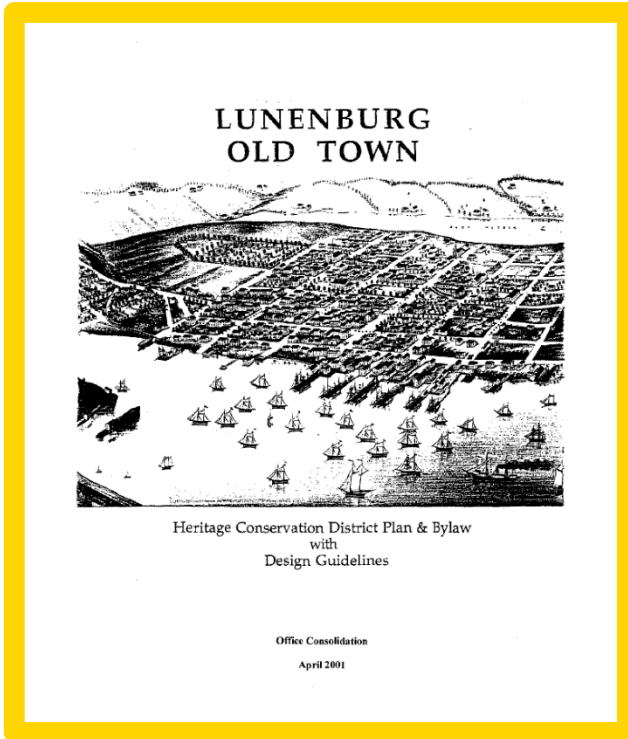
- (a) the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;
- (b) an application for permission to substantially alter or demolish a municipal heritage property;
- (ba) the preparation, amendment, revision or repeal of a conservation plan and conservation by-law;

HERITAGE ADVISORY COMMITTEE & THE HERITAGE PROPERTY ACT



- (bb) the administration of heritage conservation districts pursuant to the provisions of this Act;
- (bc) an application for a certificate that is required by this Act or the conservation plan and conservation by-law to go to a public hearing;
- (c) building or other regulations that affect the attainment of the intent and purpose of this Act;
- (d) any other matters conducive to the effective carrying out of the intent and purpose of this Act. *R.S., c. 199, s. 13; 1991, c. 10, s. 3; 2010, c. 54, s. 9.*

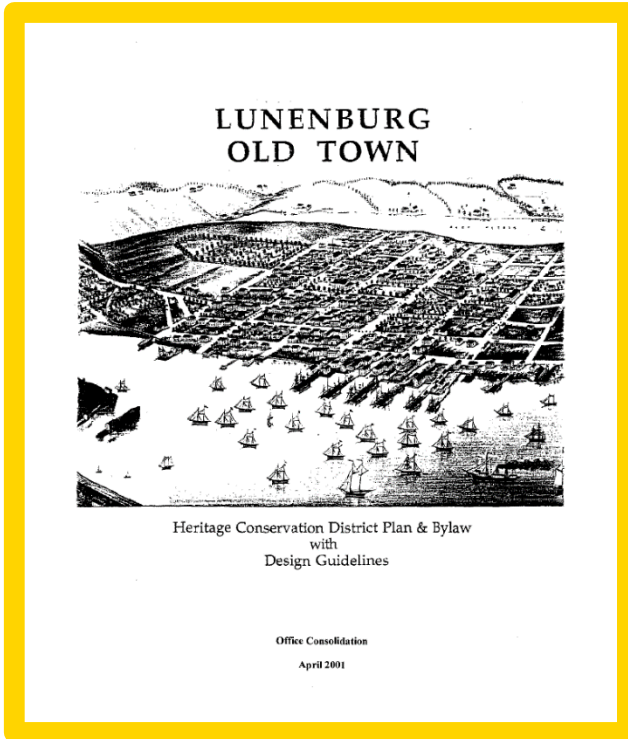
HAC – TERMS OF REFERENCE



HERITAGE ADVISORY COMMITTEE

- ▶ Councillor Stephen Ernst, Chair
- ▶ Councillor Jenni Birtles
- ▶ Oliver Osmond, Lunenburg Heritage Society Representative
- ▶ Nathalie Irving, Lunenburg Heritage Society Representative
- ▶ David John Lobb, Citizen Representative
- ▶ Virginia Stephen, Citizen Representative

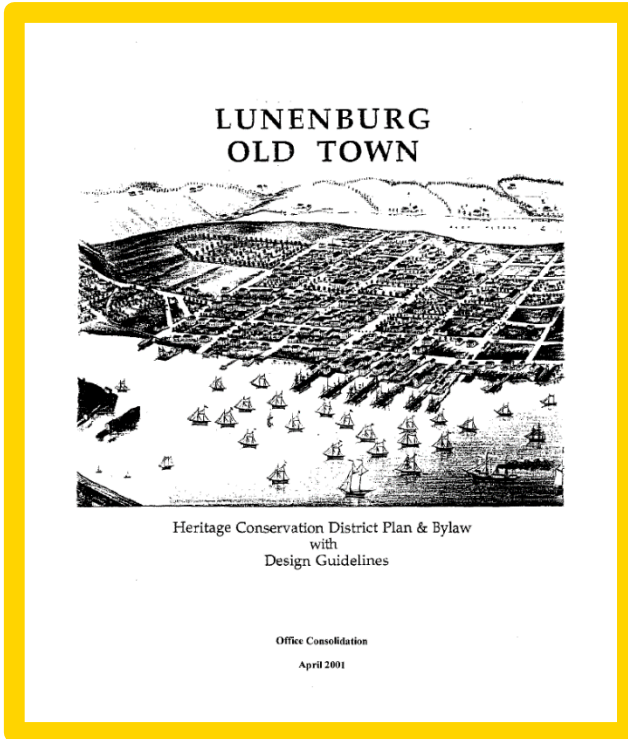
HAC – TERMS OF REFERENCE (COMMITTEES OF COUNCIL POLICY EXCERPT)



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:**
 - a. i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - b. ii. an application for permission to alter substantially or demolish a Town Heritage Property;

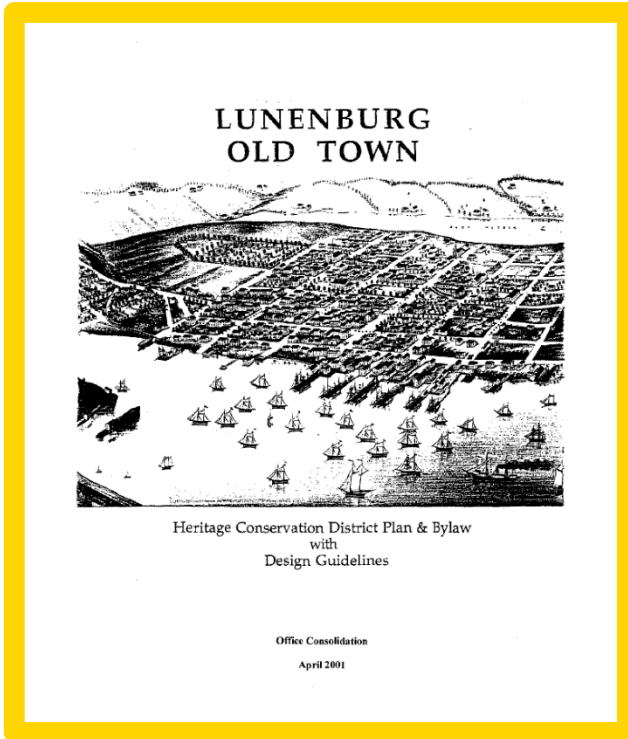
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- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
- b. **advise Town Council respecting:**
 - a. iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - b. 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.

HAC – TERMS OF REFERENCE (COMMITTEES OF COUNCIL POLICY EXCERPT)



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.

HAC – PROCESS - PUBLIC PARTICIPATION PROGRAM

TOWN OF LUNENBURG PROCEDURAL POLICY

HERITAGE CONSERVATION DISTRICT PUBLIC PARTICIPATION PROGRAM

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

1. Before holding any public hearing under the authority of subsection (3) of Section 19A of the Heritage Property Act, Council shall ensure that the Heritage Advisory Committee conduct at least one **public participation meetings** which are **advertised in a local newspaper** at least four days in advance, and by a **notice** posted at the Town Hall.
2. The Heritage Advisory Committee may conduct opinion surveys, request written **briefs or submissions**, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.

PROJECT
LUNENBURG



Navigating the
Future, Together.

HAC – PROCESS - PUBLIC PARTICIPATION PROGRAM

3. The Heritage Advisory Committee shall make every reasonable effort to seek the opinions of the public on all matters relevant, and **shall reserve time for commentary, questions or presentations by the public.**



4. The Heritage Advisory Committee shall provide **public access to all reports, studies, maps, air photographs and other materials that are relevant, and where it is feasible, provide copies of such material for distribution, purchase or loan.**

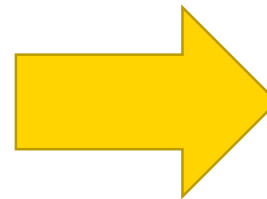


5. The Heritage Advisory Committee shall consider the views, expressions and opinions **obtained from the Public Participation Meeting prior to making a recommendation to Council.**

PROJECT
LUNENBURG



RECOMMENDATIONS



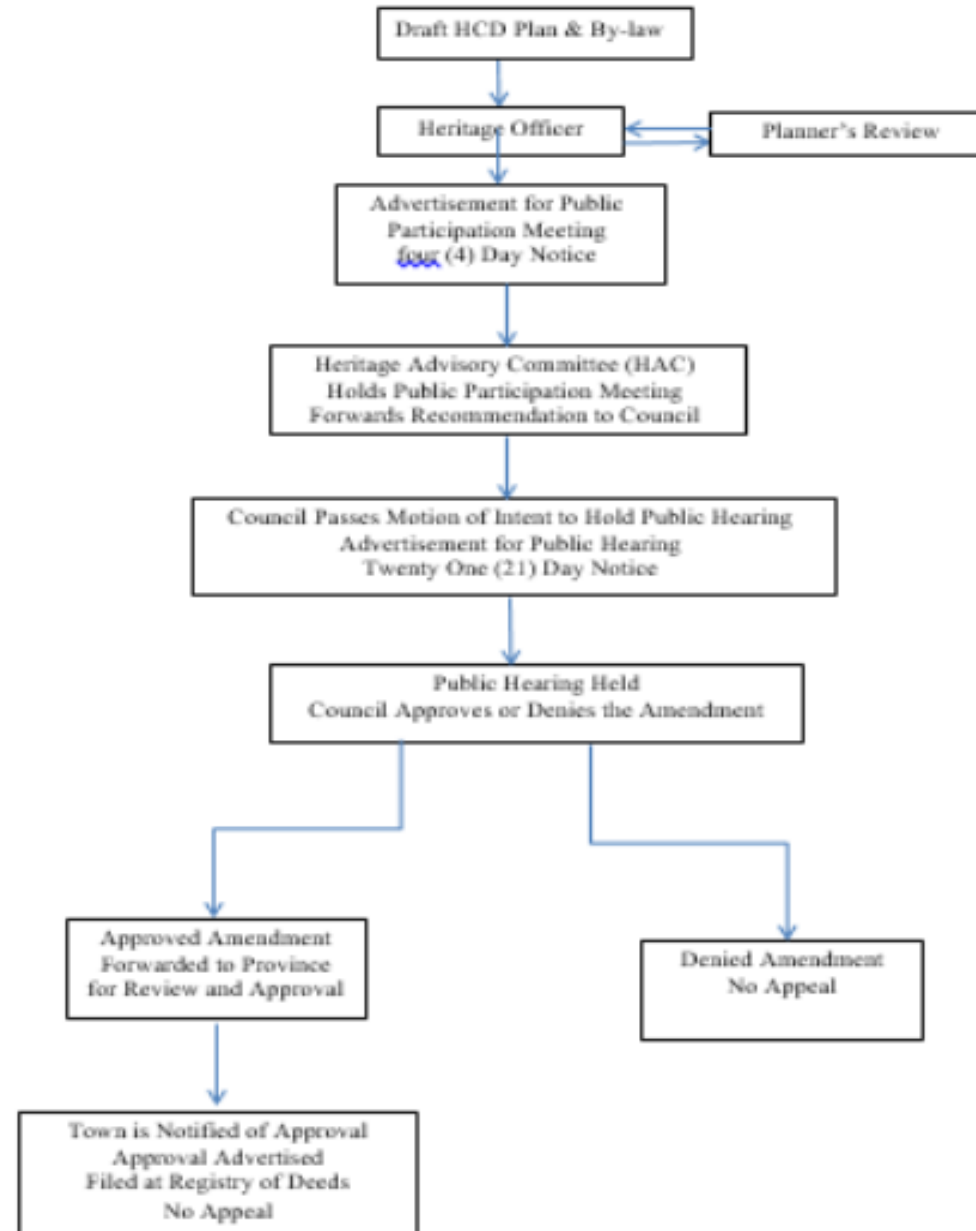
Future, together.

COUNCIL PROCESS HERITAGE PROPERTY ACT



PROJECT
LUNENBURG

Heritage Conservation District Plan and By-law Approval Process



... together.

AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
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- ▶ v. Question and answer

UPLAND

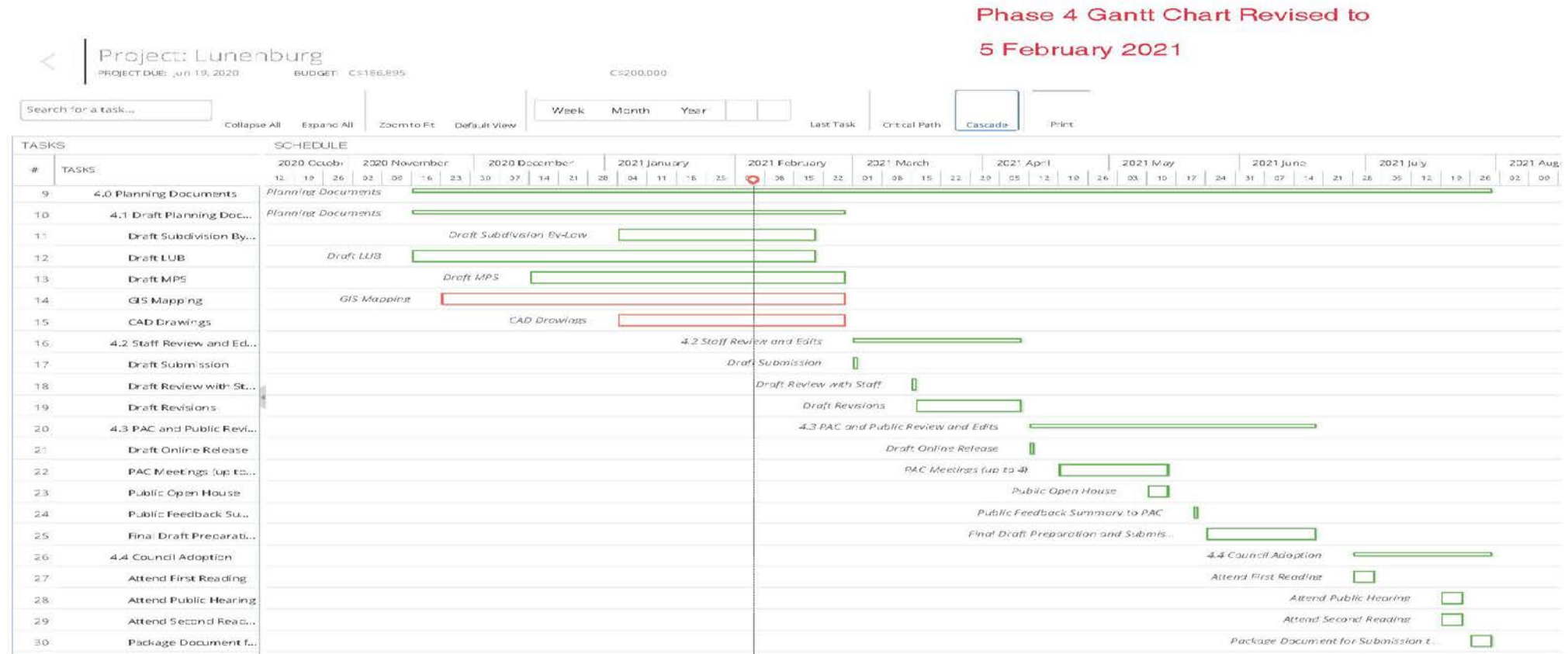


Project Lunenburg Comprehensive Community Plan

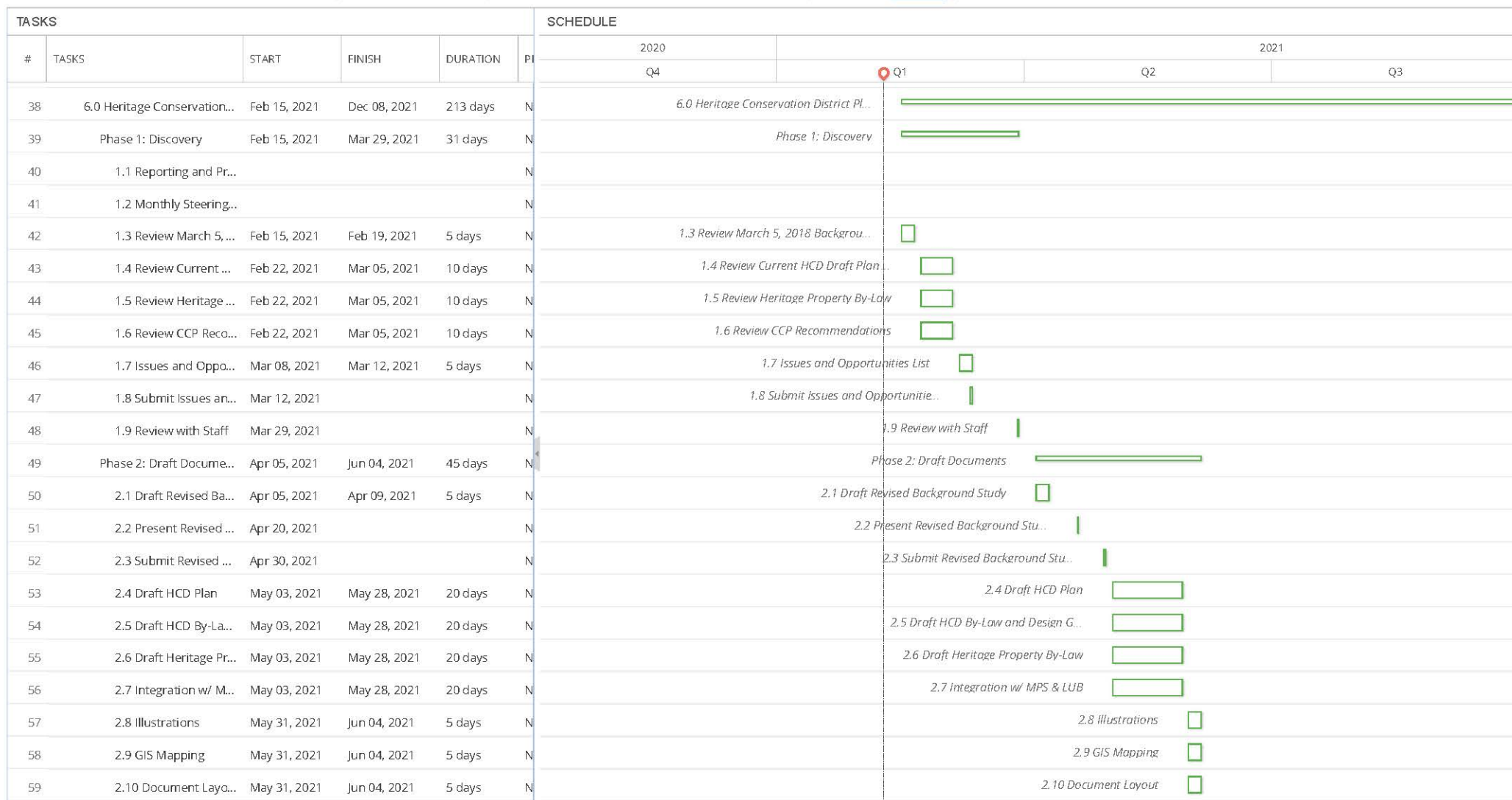
PROJECT
LUNENBURG

Navigating the
Future, Together.

Planning Documents Timeline



Heritage Documents Timeline 01



Heritage Documents Timeline 02

60	Phase 3: Staff Review &...	Jun 11, 2021	Jul 16, 2021	26 days	N	Phase 3: Staff Review & Edits	
61	3.1 Draft Submission	Jun 11, 2021			N	3.1 Draft Submission	
62	3.2 Draft Review wit...	Jun 25, 2021			N	3.2 Draft Review with Staff	
63	3.3 Draft Revisions	Jun 25, 2021	Jul 16, 2021	16 days	N	3.3 Draft Revisions	
64	Phase 4: HAC + Public R...	Jul 19, 2021	Sep 24, 2021	50 days	N	Phase 4: HAC + Public Review & Edits	
65	4.1 Draft Document...	Jul 19, 2021			N	4.1 Draft Documents Online Release	
66	4.2 HAC Meetings (u...	Jul 19, 2021	Aug 13, 2021	20 days	N	4.2 HAC Meetings (up to 3)	
67	4.3 Advertisement f...	Aug 16, 2021			N	4.3 Advertisement for Public Partici...	
68	4.4 Present HCD Pla...	Aug 30, 2021			N	4.4 Present HCD Plan and By-Law at...	
69	4.5 Additional Optio...	Aug 30, 2021	Sep 24, 2021	20 days	N	4.5 Additional Optional Public Cons...	
70	4.6 Public Feedback ...	Sep 24, 2021			N	4.6 Public Feedback Summary to HAC	
71	4.7 Final Draft Prepa...				N		
72	Phase 5: Adoption	Sep 28, 2021	Dec 08, 2021	52 days	N	Phase 5: Adoption	
73	5.1 Present at First R...	Sep 28, 2021			N	5.1 Present at First Reading	
74	5.2 Mail-Out Notifica...	Sep 29, 2021			N	5.2 Mail-Out Notifications for Public...	
75	5.3 Present at Public...	Nov 17, 2021			N	5.3 Present at Public Hearing	
76	5.4 Revisions	Nov 17, 2021	Nov 26, 2021	8 days	N	5.4 Revisions	
77	5.5 Present at Secon...	Dec 01, 2021			N	5.5 Present at Second Reading	
78	5.6 Package Docum...	Dec 01, 2021	Dec 08, 2021	6 days	N	5.6 Package Documents for Submiss...	

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- ▶ i. Background and Overview of Project Lunenburg
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v. Question and answer

QUESTIONS?

Thank you





Project Lunenburg

Steering Team meeting with members of the
Heritage Advisory and Planning Advisory
Committees



10 February 2021
BOOKLET
Dawn Sutherland



TABLE OF CONTENTS

- i. Background and Overview of Project Lunenburg

PAGES 4-13

- ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan

PAGES 14-16

- iii. Review of roles and responsibilities in relation to heritage and planning documents approval process

PAGES 17-41

Steering Team

PAGES 19-22

Planning Advisory Committee, Approval Process

PAGES 23-30

Heritage Advisory Committee, Approval Process

PAGES 31-41

- iv. Explanation of integrated processes, milestones, and timelines for approvals

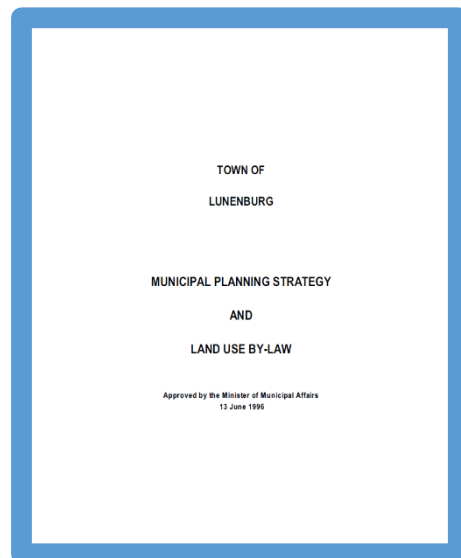
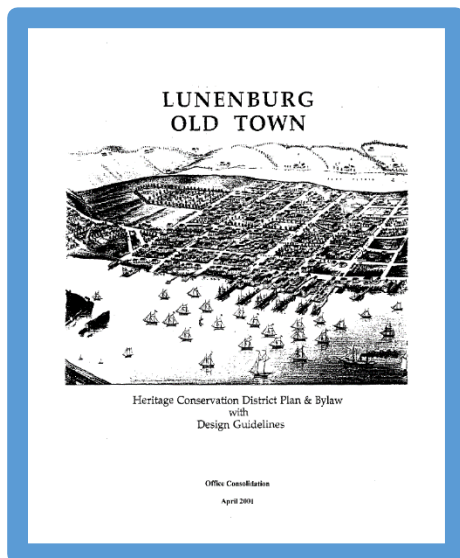
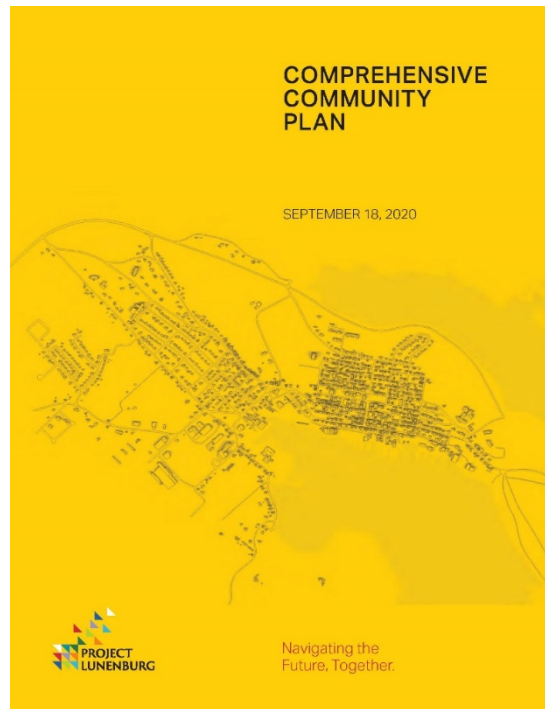
PAGE 42-46

- v. Question and answer

PAGE 47-48

Note: Page numbers do not correspond to slides in original PowerPoint deck.

COMPREHENSIVE COMMUNITY PLAN





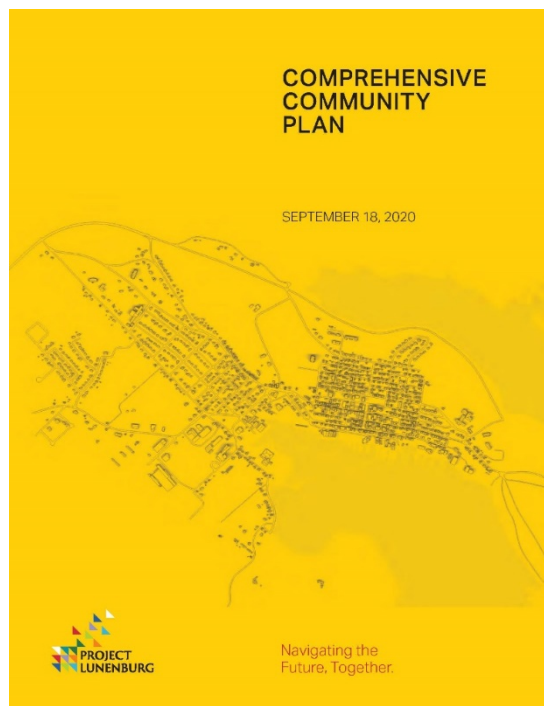
AGENDA

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COMPREHENSIVE COMMUNITY PLAN

What does the CCP provide Lunenburg?

- ▶ Policy document to chart future of community
- ▶ Framework for decisions on all aspects of community life
- ▶ Holistic approach / Shared vision
- ▶ Long-term development and sustainability
– over 40 years with new priorities every 5 years



COMPREHENSIVE COMMUNITY PLAN

How was the plan developed?

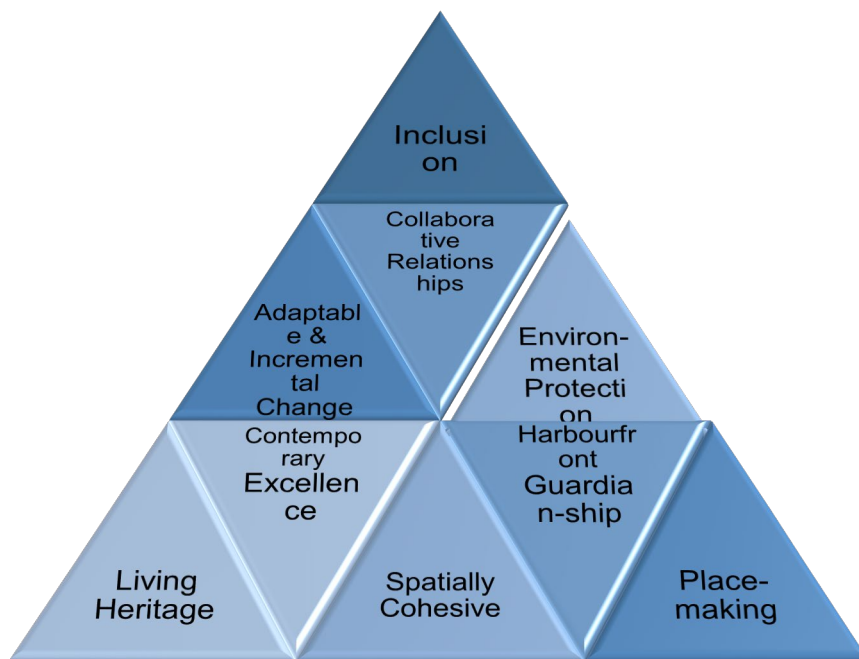
- ▶ Steering Team of citizen experts
- ▶ Extensive public engagement – themed public meetings, interviews, focus groups, outdoor pop-ups, social pinpoint map, surveys, etc.
- ▶ Over 400 individual people participated over 12 months
- ▶ Primary survey was completed by 260 people (75% residents)
- ▶ Topic discussion papers and reports



COMPREHENSIVE COMMUNITY PLAN

What are the components?

- ▶ 9 Guiding principles (*see left*)
- ▶ 10 Strategic directions
- ▶ Land use and Heritage planning documents will align with CCP
- ▶ Implementation is a **shared effort** among citizens, partners, and the Town



COMPREHENSIVE COMMUNITY PLAN

Community Structure Map: Today

- ▶ Map is a depiction of present



- | | | | |
|---|-------------------------------|-----|-----------------------------|
| 1 | Old Town Mixed-Use | 6 | Public & Working Waterfront |
| 2 | Residential (1800s to 1940s) | 7 | Civic Landmarks |
| 3 | Residential (Post 1940s) | 8 | Parks & Public Space |
| 4 | Recreational/ Educational Hub | 9 | Industrial |
| 5 | Highway Commercial | 10 | Institutional |
| | | --- | Town Boundary |

COMPREHENSIVE COMMUNITY PLAN

Community Structure Map: Tomorrow

- ▶ Map is a depiction of future – room for densification/growth



1	Residential Gentle Density	6	Parks & Public Space
2	Residential Gentle Density	7	Public Waterfront
3	Residential Expansion	8	Working Waterfront
4	Revitalized Recreational/Educational Hub	9	Waste + Sustainable Energy District
5	Main Street Mixed-Use		

COMMUNITY ASSETS



People: families for generations + newcomers

Built heritage / Cultural heritage

Robust and evolving arts, culture, culinary
community

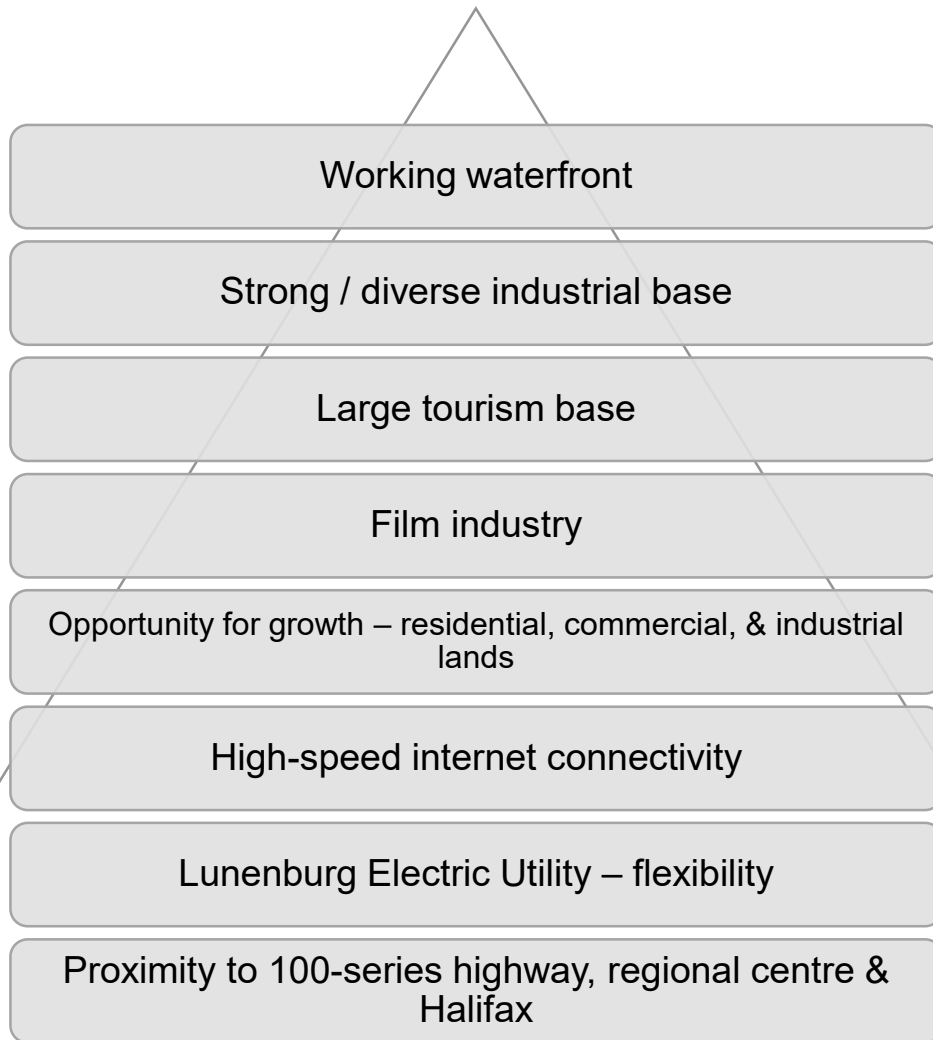
23 Recreation facilities, amenities, parks & trails

Hospital; family health & dental; seniors' residences

Education: Public P-9; Waldorf; proximity to IB high school
and NSCC; language, art and music schools

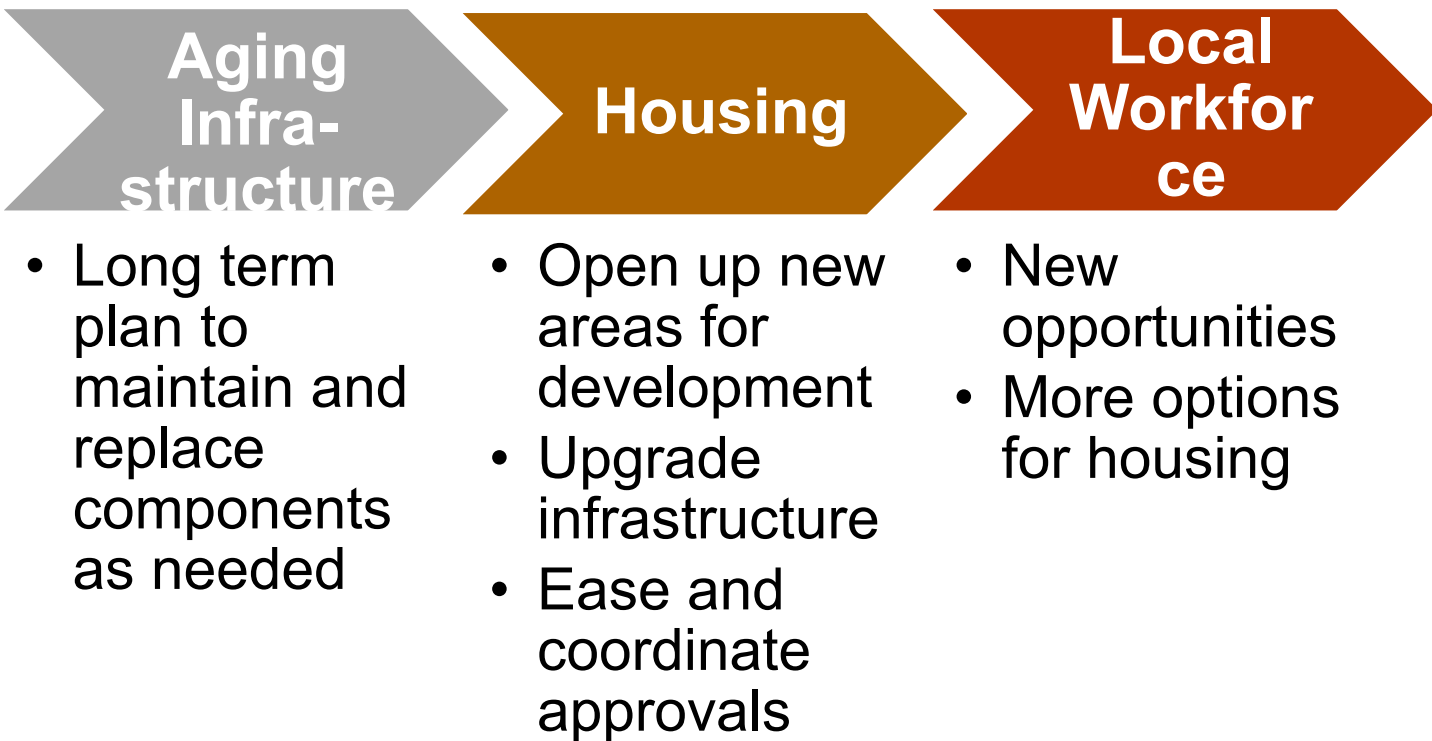
Lifestyle

COMMUNITY ASSETS

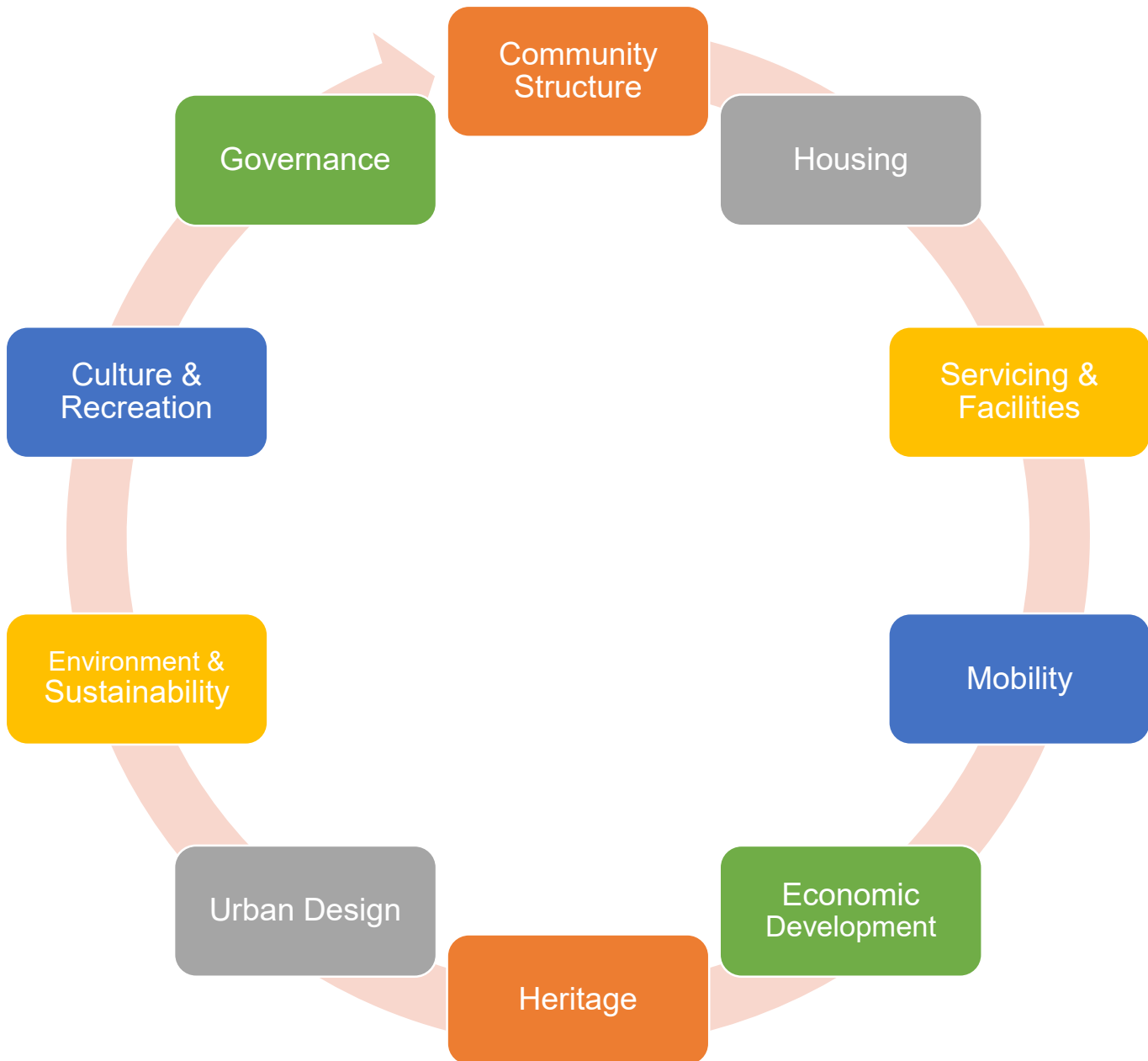


Economy

COMMUNITY CHALLENGES



The five-year plan





AGENDA

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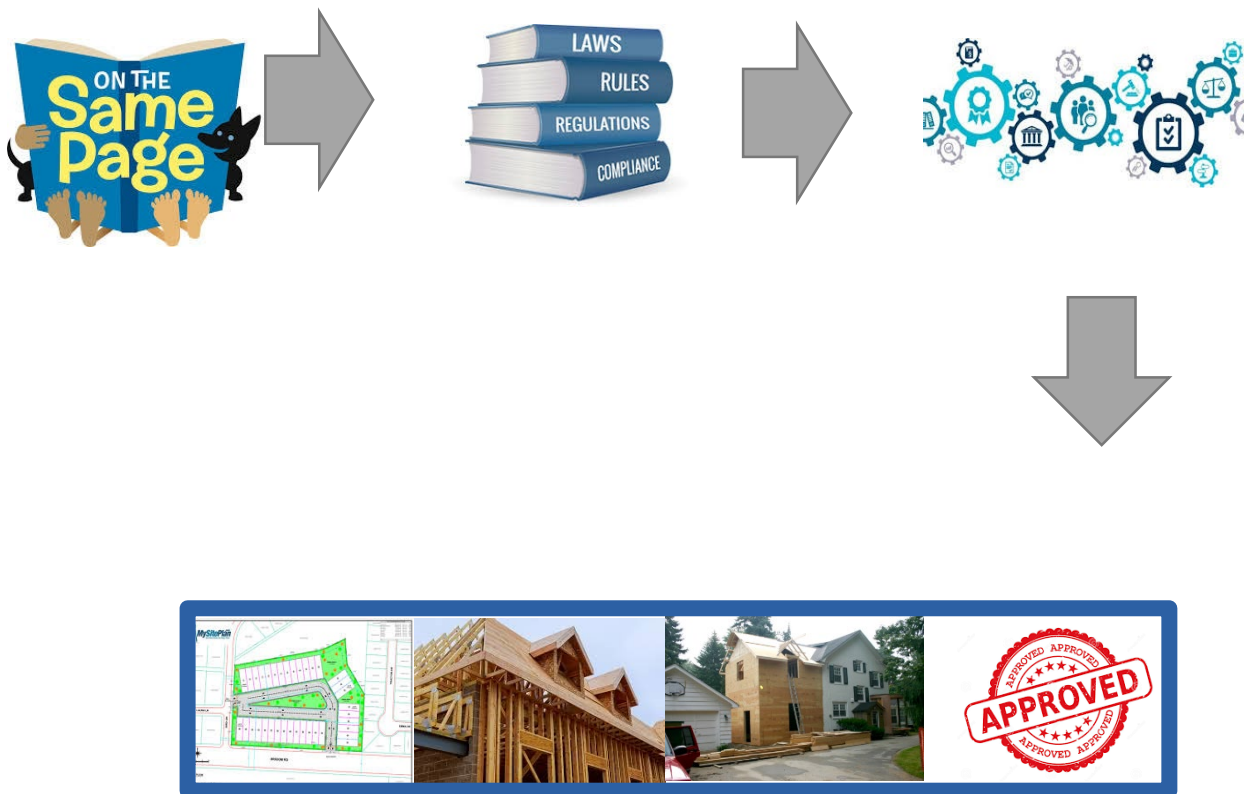
ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan

Comprehensive Community Plan (CCP)

- ▶ **Foundation: community engagement**
- ▶ Best planning practice
- ▶ Research
- ▶ Professional advice



ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan





AGENDA

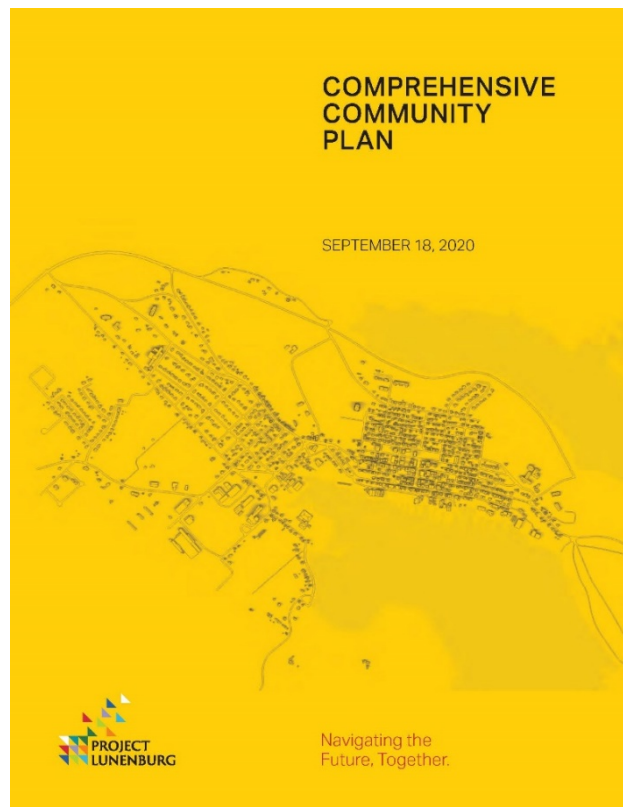
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iii. Review of roles and responsibilities in relation to heritage and planning documents approval process

- ▶ Terms of Reference
- ▶ Members
- ▶ Act for Advisory Committees
- ▶ Public Participation Program
- ▶ Approval Process for Council under the respective Provincial Act.

STEERING TEAM – Terms of Reference

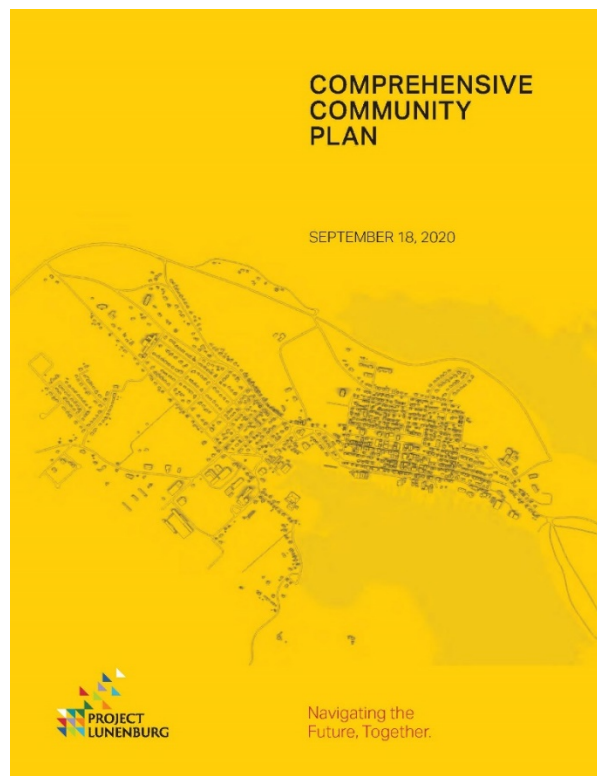
- ▶ “Comprehensive Community Plan Project” includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, Heritage Conservation District Plan and By-law, and Subdivision By-law as supporting documents.
- ▶ “Comprehensive Community Plan Steering 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**.



STEERING TEAM – Terms of Reference

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, Heritage Conservation District Plan and 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., or in accordance with an amended consulting services agreement.

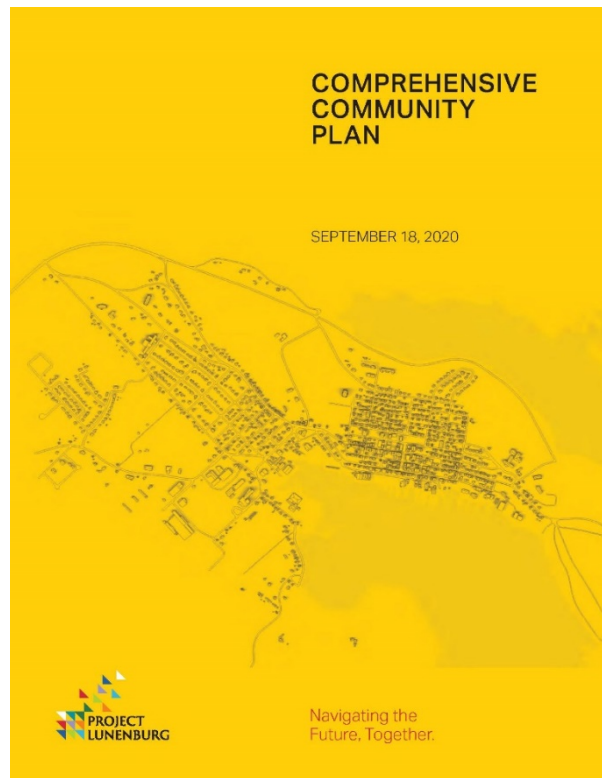


STEERING TEAM – membership

► 5.0 MEMBERSHIP

► 5.1 Voting members of the Steering Team shall include:

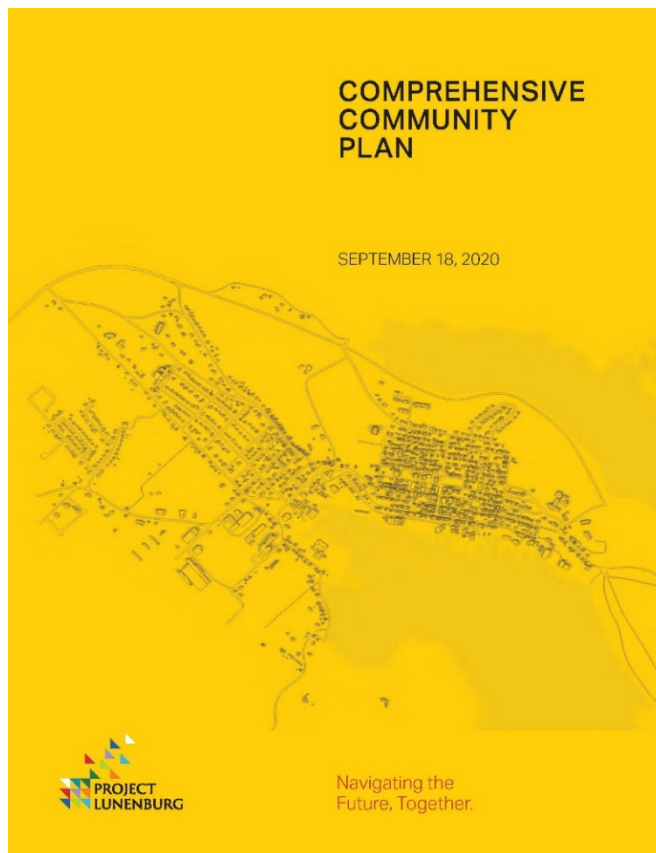
1. Chair, Town Councillor #1, as appointed by Council- Councillor Susan Sanford
2. Town Councillor #2, as appointed by Council – Councillor Stephen Ernst
3. Town Councillor #3, as appointed by Council – Deputy Mayor Peter Mosher
4. Citizen Representative #1, as appointed by Council – Bill Rice
5. Citizen Representative #2, as appointed by Council – Cheryl Lamerson
6. Qualified Expert #1, as appointed by Council – Gerry Rolfsen
7. Qualified Expert #2, as appointed by Council –
8. Qualified Expert #3, as appointed by Council – Peter Goforth



STEERING TEAM – membership

- ▶ 5.0 MEMBERSHIP
- ▶ 5.2 Non-voting, ex-officio members shall include:
 1. Project Manager/Manager of Planning and Development – Dawn Sutherland
 2. Heritage Manager – Arthur MacDonald
 3. Town Engineer – Dennis MacPherson
 4. Staff representative of the Municipality of the District of Lunenburg - Norma Schiefer, Development Officer
 5. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs) – Terry Drisdelle, Senior Planner, Develop Nova Scotia

NOTE: The Mayor is an ex-officio of all Town Committees and groups: Mayor Matt Risser

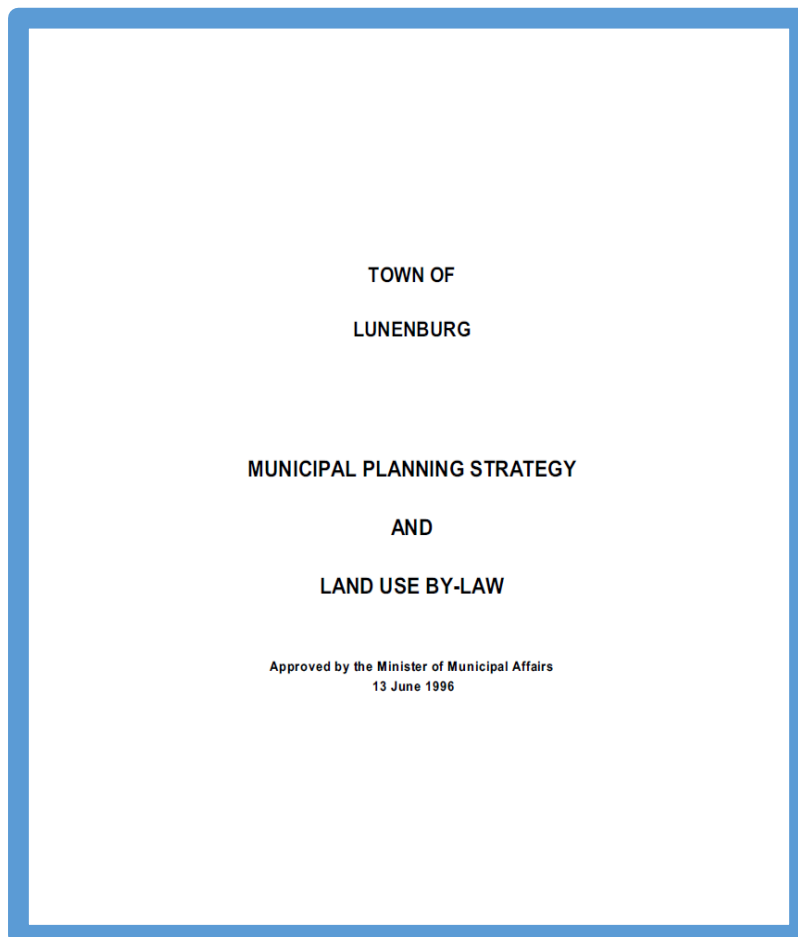


PLANNING ADVISORY COMMITTEE and the Municipal Government Act

MGA 200

(4) The purpose of a planning advisory committee or a joint planning advisory committee is to **advise** respecting the preparation or amendment of planning documents and respecting planning matters generally.

(5) The **duties assigned**, pursuant to this Part, to a planning advisory committee or a joint planning advisory committee **shall only be carried out by the committee**.



PAC – Terms of Reference

PLANNING ADVISORY COMMITTEE

- ▶ Councillor Susan Sanford, Chair
- ▶ Councillor Stephen Ernst
- ▶ Councillor Ed Halverson
- ▶ Jack Strowbridge, Citizen appointment
- ▶ Peter Goforth, Citizen appointment
- ▶ Derek Kinsmen, Citizen appointment
- ▶ Gerry Rolfsen, Citizen appointment

TOWN OF
LUNENBURG

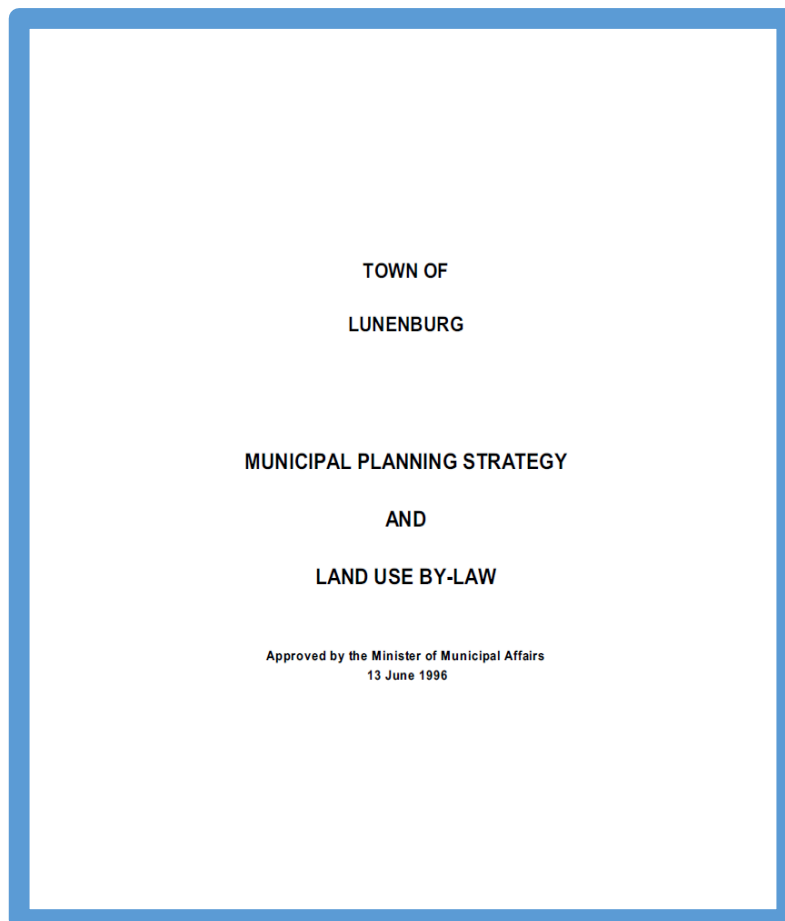
MUNICIPAL PLANNING STRATEGY
AND
LAND USE BY-LAW

Approved by the Minister of Municipal Affairs
13 June 1996

PAC – Terms of Reference (Committees of Council Policy excerpt)

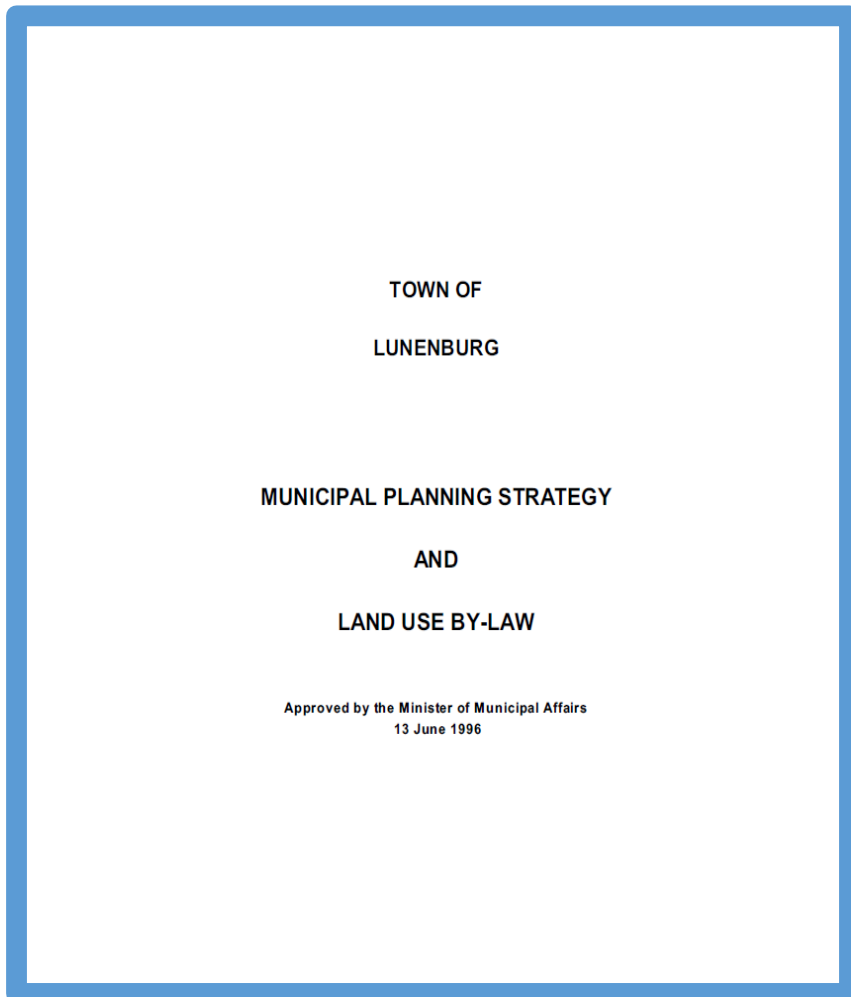
31. The responsibilities of the Planning Advisory Committee are to:

- 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.



PAC – Terms of Reference (Committees of Council Policy excerpt)

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.



PAC – Process - PUBLIC PARTICIPATION PROGRAM

#65. TOWN OF LUNENBURG PROCEDURAL POLICY

Council hereby adopts the following Public Participation Program pursuant to Section 204 of the Municipal Government Act (SNS 1988 Chapter 18) to identify opportunities and establish ways and means of seeking the opinions of the public concerning the review, adoption and amendment of Municipal Planning Strategies, Land Use By-laws, Subdivision By-laws and Development Agreements:

1. A notice advising of each Planning Advisory Committee Meeting shall be posted at the Town Hall prior to the meeting and through such other means as determined from time to time, e.g., Town website, social media, newspaper, etc.



2. Under the authority of section 221 of the Municipal Government Act, the Land Use By-law shall specify the class or classes of By-law amendments, development agreements or development agreement amendments that require notification of affected property owners and posting of a notification sign on the affected property.



PAC – Process - PUBLIC PARTICIPATION PROGRAM

3. Before holding any public hearing under the authority of Section 206 of the MGA, Council shall ensure that the Planning Advisory Committee or qualified staff members conduct one or more **public information meetings** which are **advertised in a local newspaper** at least four days in advance, and by a **notice posted at the Town Hall**. The Planner shall notify by mail affected property owners whose property lies within 30 metres (98 ft.) of a property which is the subject of a proposed amendment, development agreement or any amendment to a development agreement of the scheduled public information meeting.



4. Council may conduct opinion surveys, **request written briefs or submissions**, **hold public meetings**, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.



PAC – Process - Municipal Government Act

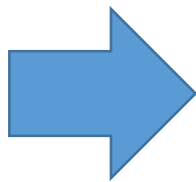
5. Council shall make every reasonable effort to seek the opinions of the public on all matters relevant to planning, and **shall reserve time for commentary, questions or presentations by the public on planning matters in all Planning Advisory Committee meetings and Council meetings.**



6. Council shall provide **public access** to all reports, studies, maps, air photographs and other materials that are relevant to planning, and where it is feasible, provide copies of such material for distribution, purchase or loan.



RECOMMENDATIONS

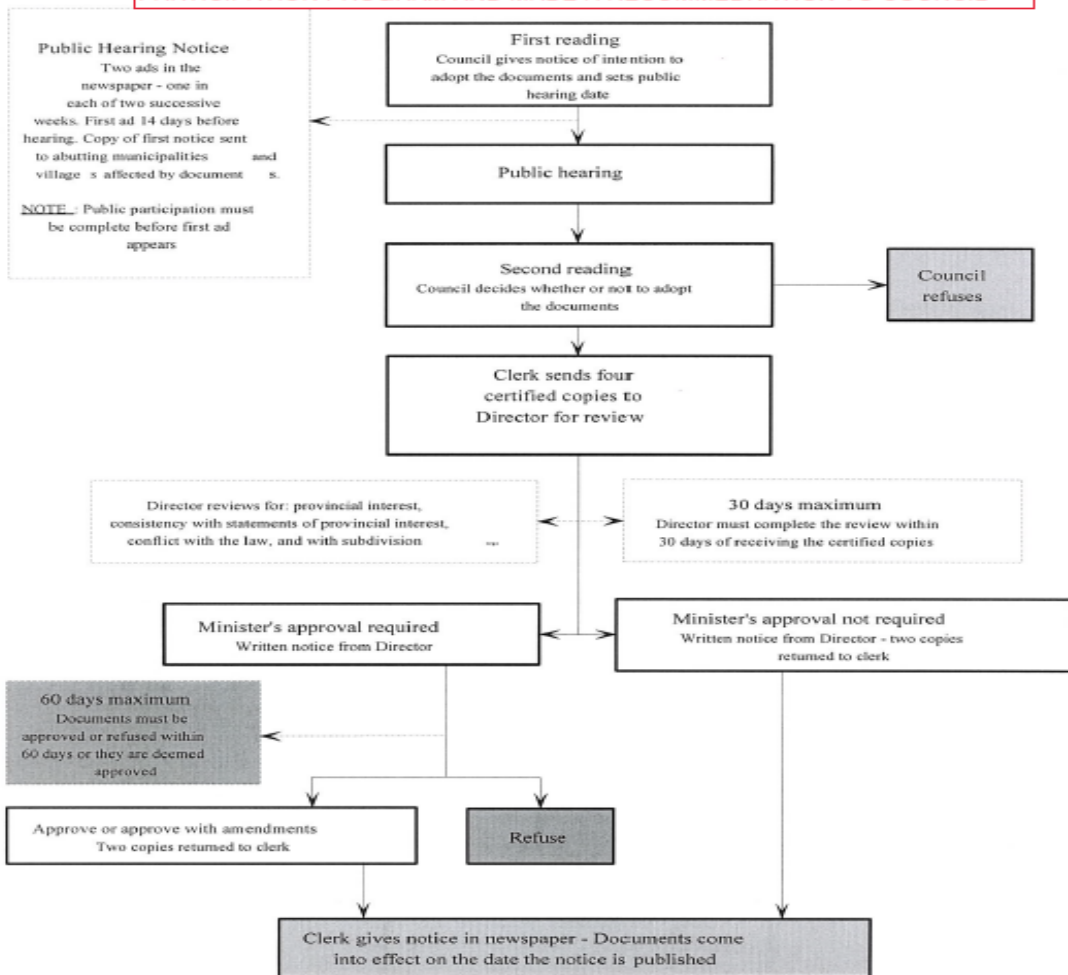


Council – Process - Municipal Government Act



Chart 1 - Planning Documents Approval Process

**THIS IS THE PROCESS FOR COUNCIL
AFTER THE PLANNING ADVISORY COMMITTEE HAS CARRIED OUT ITS PUBLIC
PARTICIPATION PROGRAM AND MADE A RECOMMENDATION TO COUNCIL**



Shaded boxes indicate that the process has come to an end.
Source: MGA, sections 205, 206 and 208.

February, 1999

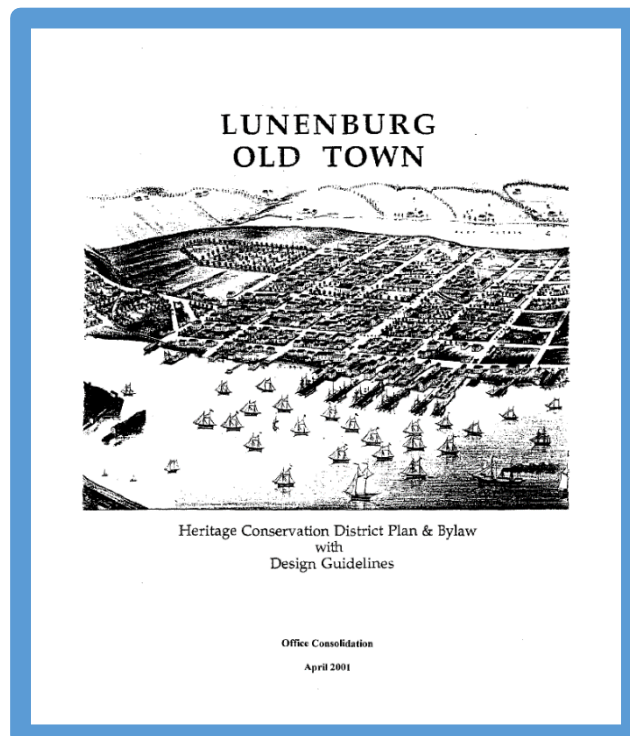
Heritage Advisory Committee & the Heritage Property Act

Municipal registry of heritage property and heritage advisory committee

12 (1) A municipality may by by-law establish a municipal registry of heritage property.

(2) A by-law made pursuant to this Section shall provide for the establishment of a heritage advisory committee.

(3) The heritage advisory committee shall consist of at least two members of the council and such persons or such number of persons as the council may determine by by-law.

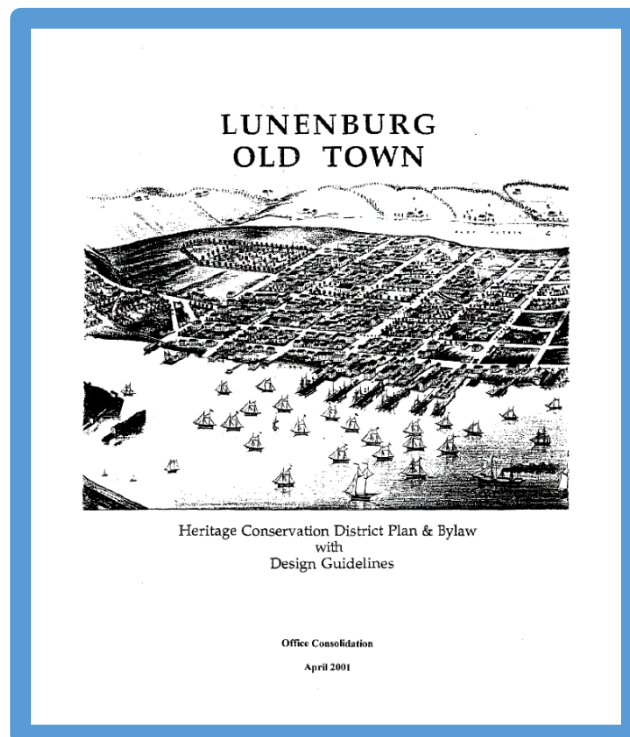


Heritage Advisory Committee and the Heritage Property Act

(4) The by-law may provide the term for which members of the heritage advisory committee shall serve.

(5) The by-law may provide that the planning advisory committee of the municipality shall be the heritage advisory committee of the municipality.

(6) A by-law made pursuant to this Section is subject to the approval of the Minister of Municipal Affairs, and when so approved has the force of law. R.S., c. 199, s. 12.

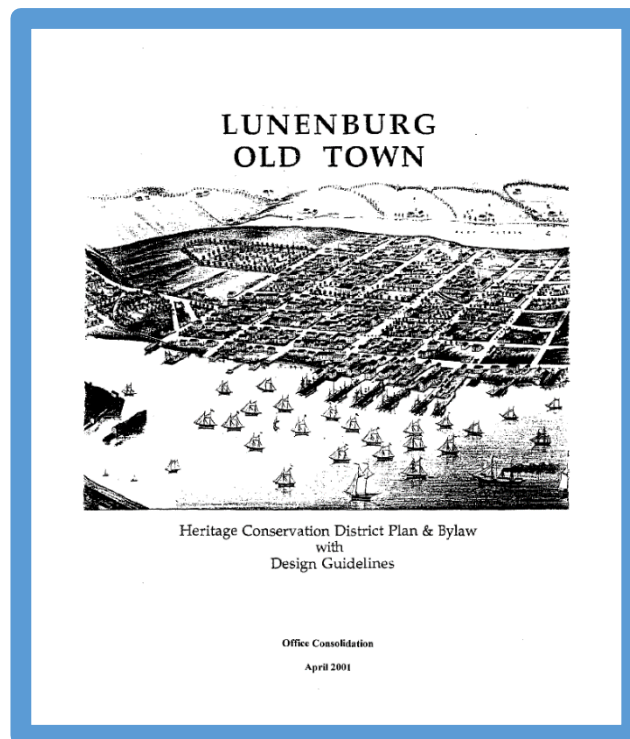


Heritage Advisory Committee and the Heritage Property Act

Powers of heritage advisory committee

13 The heritage advisory committee may advise the municipality respecting

- (a) the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes and areas in the municipal registry of heritage property;
- (b) an application for permission to substantially alter or demolish a municipal heritage property;
- (ba) the preparation, amendment, revision or repeal of a conservation plan and conservation by-law;



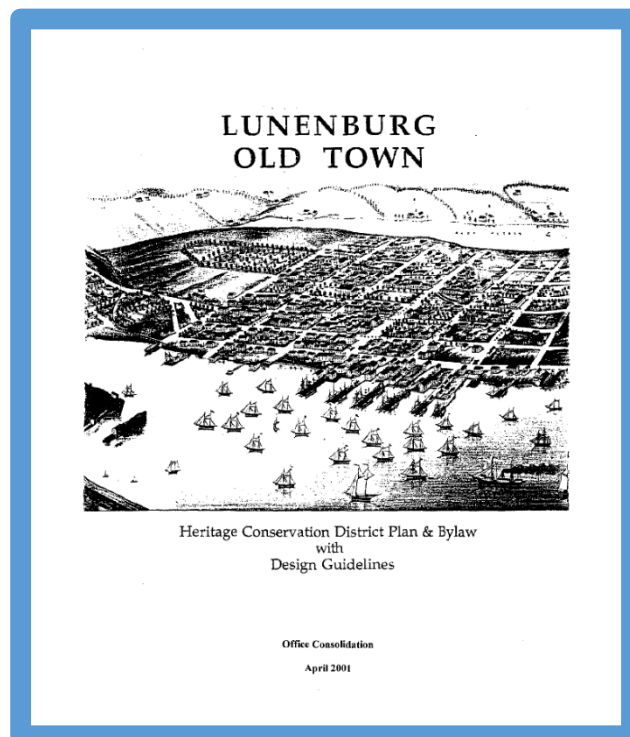
Heritage Advisory Committee and the Heritage Property Act

(bb) the administration of heritage conservation districts pursuant to the provisions of this Act;

(bc) an application for a certificate that is required by this Act or the conservation plan and conservation by-law to go to a public hearing;

(c) building or other regulations that affect the attainment of the intent and purpose of this Act;

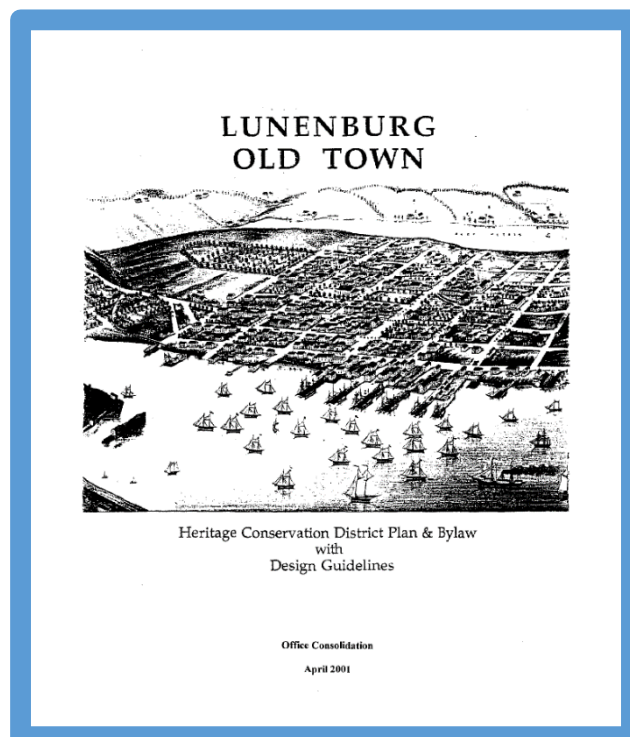
(d) any other matters conducive to the effective carrying out of the intent and purpose of this Act. *R.S., c. 199, s. 13; 1991, c. 10, s. 3; 2010, c. 54, s. 9.*



HAC – Terms of Reference

HERITAGE ADVISORY COMMITTEE

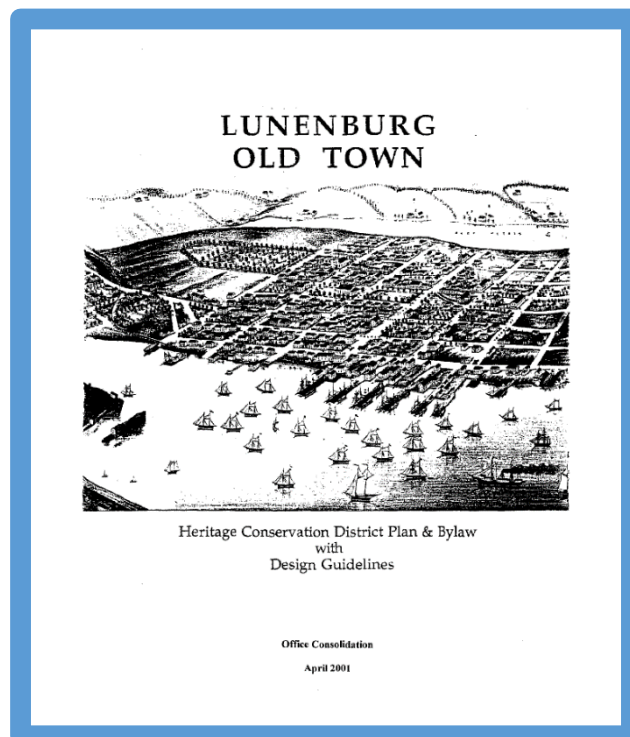
- ▶ Councillor Stephen Ernst, Chair
- ▶ Councillor Jenni Birtles
- ▶ Oliver Osmond, Lunenburg Heritage Society Representative
- ▶ Nathalie Irving, Lunenburg Heritage Society Representative
- ▶ David John Lobb, Citizen Representative
- ▶ Virginia Stephen, Citizen Representative



HAC – Terms of Reference (Committees of Council Policy excerpt)

29. The responsibilities of the Heritage Advisory Committee are to:

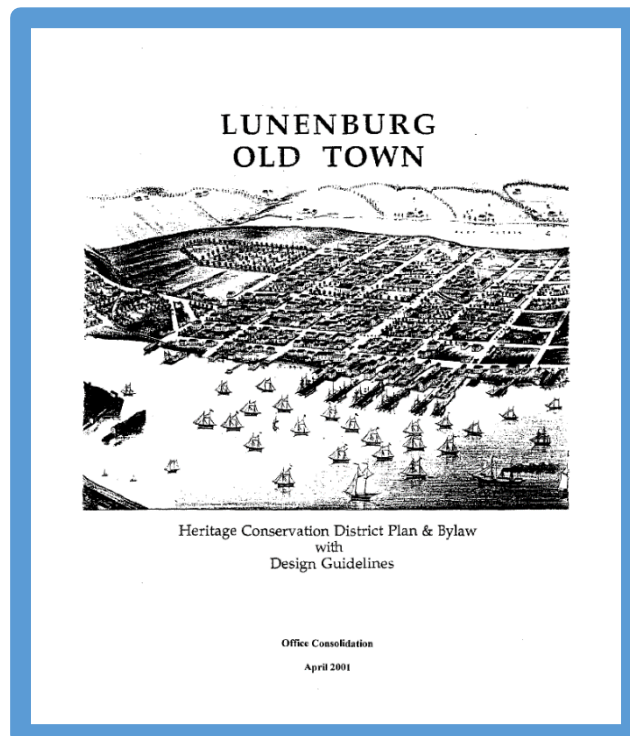
- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
- b. **advise Town Council respecting:**
 - a. i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - b. ii. an application for permission to alter substantially or demolish a Town Heritage Property;



HAC – Terms of Reference (Committees of Council Policy excerpt)

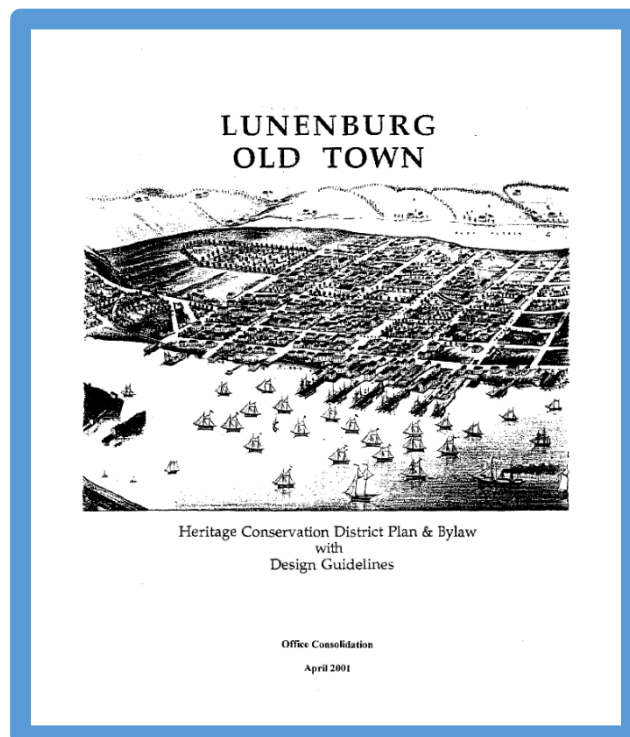
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- b. **advise Town Council respecting:**
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 - b. iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.



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HAC – Process - PUBLIC PARTICIPATION PROGRAM

TOWN OF LUNENBURG PROCEDURAL POLICY

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1. Before holding any public hearing under the authority of subsection (3) of Section 19A of the Heritage Property Act, Council shall ensure that the Heritage Advisory Committee conduct at least one **public participation meetings** which are **advertised in a local newspaper** at least four days in advance, and by a **notice** posted at the Town Hall.

2. The Heritage Advisory Committee may conduct opinion surveys, request written **briefs or submissions**, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.

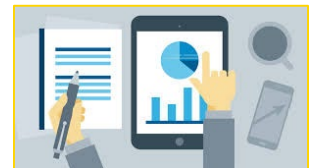


HAC – Process - PUBLIC PARTICIPATION PROGRAM

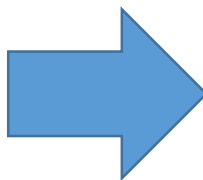
3. The Heritage Advisory Committee shall make every reasonable effort to seek the opinions of the public on all matters relevant, and shall reserve time for commentary, questions or presentations by the public.



4. The Heritage Advisory Committee shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant, and where it is feasible, provide copies of such material for distribution, purchase or loan.



5. The Heritage Advisory Committee shall consider the views, expressions and opinions obtained from the Public Participation Meeting prior to making a recommendation to Council.



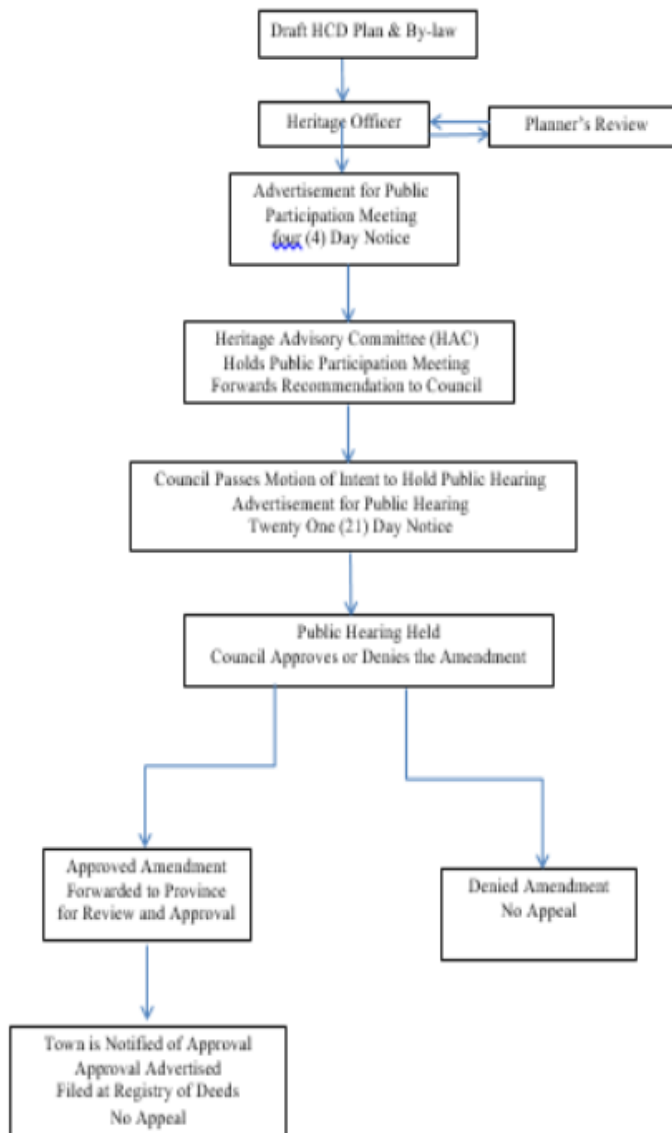
RECOMMENDATIONS



Council – Process - Heritage Property Act



Heritage Conservation District Plan and By-law Approval Process





AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
- ▶ iii. Review of roles and responsibilities in relation to heritage and planning documents approval process
- ▶ iv. Explanation of integrated processes, milestones, and timelines for approvals
- ▶ v. Question and answer



UPLAND



Project Lunenburg Comprehensive Community Plan

Planning Documents Timeline

Phase 4 Gantt Chart Revised to

5 February 2021

Project: Lunenburg

PROJECT DUE: Jun 19, 2020

BUDGET: C\$186,895

C\$700,000

Search for a task...

Collapse All

Expand All

Zoom to Fit

Default View

Week

Month

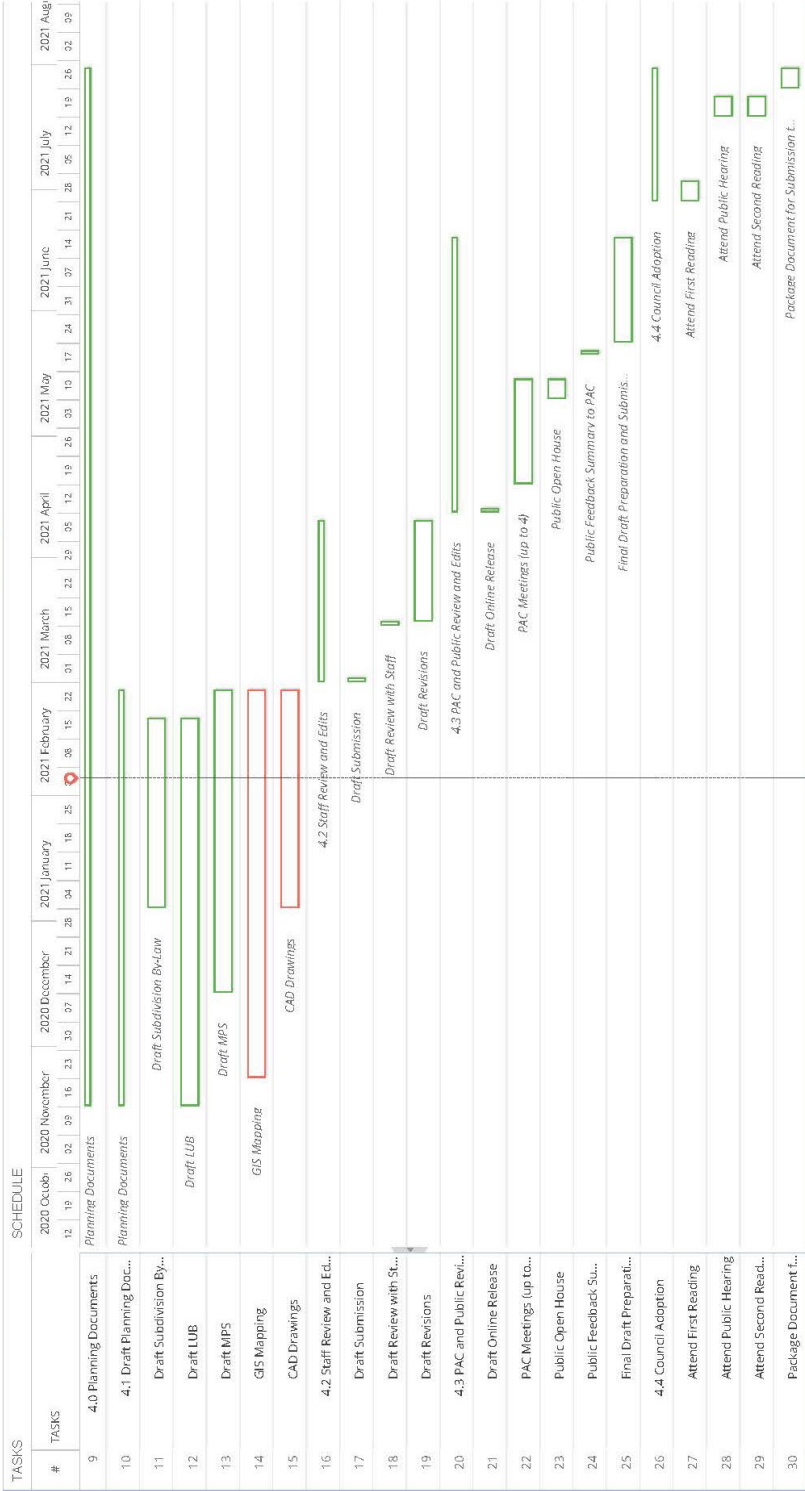
Year

Last Task

Critical Path

Cascade

Print



Heritage Documents Timeline 01

TASKS					SCHEDULE				
#	TASKS	START	FINISH	DURATION	PI	2020	Q1	Q2	2021
						Q4			Q3
38	6.0 Heritage Conservation...	Feb 15, 2021	Dec 08, 2021	213 days	N	6.0 Heritage Conservation District Pl...			
39	Phase 1: Discovery	Feb 15, 2021	Mar 29, 2021	31 days	N	Phase 1: Discovery			
40	1.1 Reporting and Pr...			N					
41	1.2 Monthly Steering...			N					
42	1.3 Review March 5, ...	Feb 15, 2021	Feb 19, 2021	5 days	N	1.3 Review March 5, 2018 Backgrou...			
43	1.4 Review Current ...	Feb 22, 2021	Mar 05, 2021	10 days	N	1.4 Review Current HCD Draft Plan...			
44	1.5 Review Heritage ...	Feb 22, 2021	Mar 05, 2021	10 days	N	1.5 Review Heritage Property By-Law			
45	1.6 Review CCP Reco...	Feb 22, 2021	Mar 05, 2021	10 days	N	1.6 Review CCP Recommendations			
46	1.7 Issues and Oppo...	Mar 08, 2021	Mar 12, 2021	5 days	N	1.7 Issues and Opportunities List			
47	1.8 Submit Issues an...	Mar 12, 2021		N		1.8 Submit Issues and Opportunitie...			
48	1.9 Review with Staff	Mar 29, 2021		N		1.9 Review with Staff			
49	Phase 2: Draft Docume...	Apr 05, 2021	Jun 04, 2021	45 days	N	Phase 2: Draft Documents			
50	2.1 Draft Revised Ba...	Apr 05, 2021	Apr 09, 2021	5 days	N	2.1 Draft Revised Background Study			
51	2.2 Present Revised ...	Apr 20, 2021		N		2.2 Present Revised Background Stu...			
52	2.3 Submit Revised ...	Apr 30, 2021		N		2.3 Submit Revised Background Stu...			
53	2.4 Draft HCD Plan	May 03, 2021	May 28, 2021	20 days	N	2.4 Draft HCD Plan			
54	2.5 Draft HCD By-La...	May 03, 2021	May 28, 2021	20 days	N	2.5 Draft HCD By-Low and Design G...			
55	2.6 Draft Heritage Pr...	May 03, 2021	May 28, 2021	20 days	N	2.6 Draft Heritage Property By-Law			
56	2.7 Integration w/ M...	May 03, 2021	May 28, 2021	20 days	N	2.7 Integration w/ MPS & LUB			
57	2.8 Illustrations	May 31, 2021	Jun 04, 2021	5 days	N	2.8 Illustrations			
58	2.9 GIS Mapping	May 31, 2021	Jun 04, 2021	5 days	N	2.9 GIS Mapping			
59	2.10 Document Layo...	May 31, 2021	Jun 04, 2021	5 days	N	2.10 Document Layout			

Heritage Documents Timeline 01

60	Phase 3: Staff Review &...	Jun 11, 2021	Jul 16, 2021	26 days	N	Phase 3: Staff Review & Edits
61	3.1 Draft Submission	Jun 11, 2021			N	3.1 Draft Submission
62	3.2 Draft Review with Staff	Jun 25, 2021			N	3.2 Draft Review with Staff
63	3.3 Draft Revisions	Jun 25, 2021	Jul 16, 2021	16 days	N	3.3 Draft Revisions
64	Phase 4: HAC + Public R...	Jul 19, 2021	Sep 24, 2021	50 days	N	Phase 4: HAC + Public Review & Edits
65	4.1 Draft Document...	Jul 19, 2021			N	4.1 Draft Documents Online Release
66	4.2 HAC Meetings (L...	Jul 19, 2021	Aug 13, 2021	20 days	N	4.2 HAC Meetings (up to 3)
67	4.3 Advertisement f...	Aug 16, 2021			N	4.3 Advertisement for Public Partici...
68	4.4 Present HKD Pla...	Aug 30, 2021			N	4.4 Present HKD Plan and By-Law at...
69	4.5 Additional Optio...	Aug 30, 2021	Sep 24, 2021	20 days	N	4.5 Additional Optional Public Cons...
70	4.6 Public Feedback ...	Sep 24, 2021			N	4.6 Public Feedback Summary to HAC
71	4.7 Final Draft Prepa...				N	
72	Phase 5: Adoption	Sep 28, 2021	Dec 08, 2021	52 days	N	Phase 5: Adoption
73	5.1 Present at First R...	Sep 28, 2021			N	5.1 Present at First Reading
74	5.2 Mail-Out Notifica...	Sep 29, 2021			N	5.2 Mail-Out Notifications for Public...
75	5.3 Present at Public...	Nov 17, 2021			N	5.3 Present at Public Hearing
76	5.4 Revisions	Nov 17, 2021	Nov 26, 2021	8 days	N	5.4 Revisions
77	5.5 Present at Secon...	Dec 01, 2021			N	5.5 Present at Second Reading
78	5.6 Package Docum...	Dec 01, 2021	Dec 08, 2021	6 days	N	5.6 Package Documents for Submiss...



AGENDA

- ▶ i. Background and Overview of Project Lunenburg
- ▶ ii. Relationship of heritage and planning policies and their respective regulations to the Comprehensive Community Plan
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- ▶ v. Question and answer



Questions?



MPS/LUB/SUBDIVISION BY-LAW



Ian Watson

MCIP, LPP
Senior Planner



Jason Genee

M. Plan
Planner



Juniper Littlefield

BCD
Planner



Angharad Wylie

BA, DIP. GIS
GIS + Planning Technician,
Cartographer

HCD PLAN, BY-LAW AND DESIGN GUIDELINES



Steffen Käubler

MCIP, LPP
Partner, Planner, Urban Designer



Elizabeth Cushing

M. Plan
Heritage Consultant



Wendy Shearer

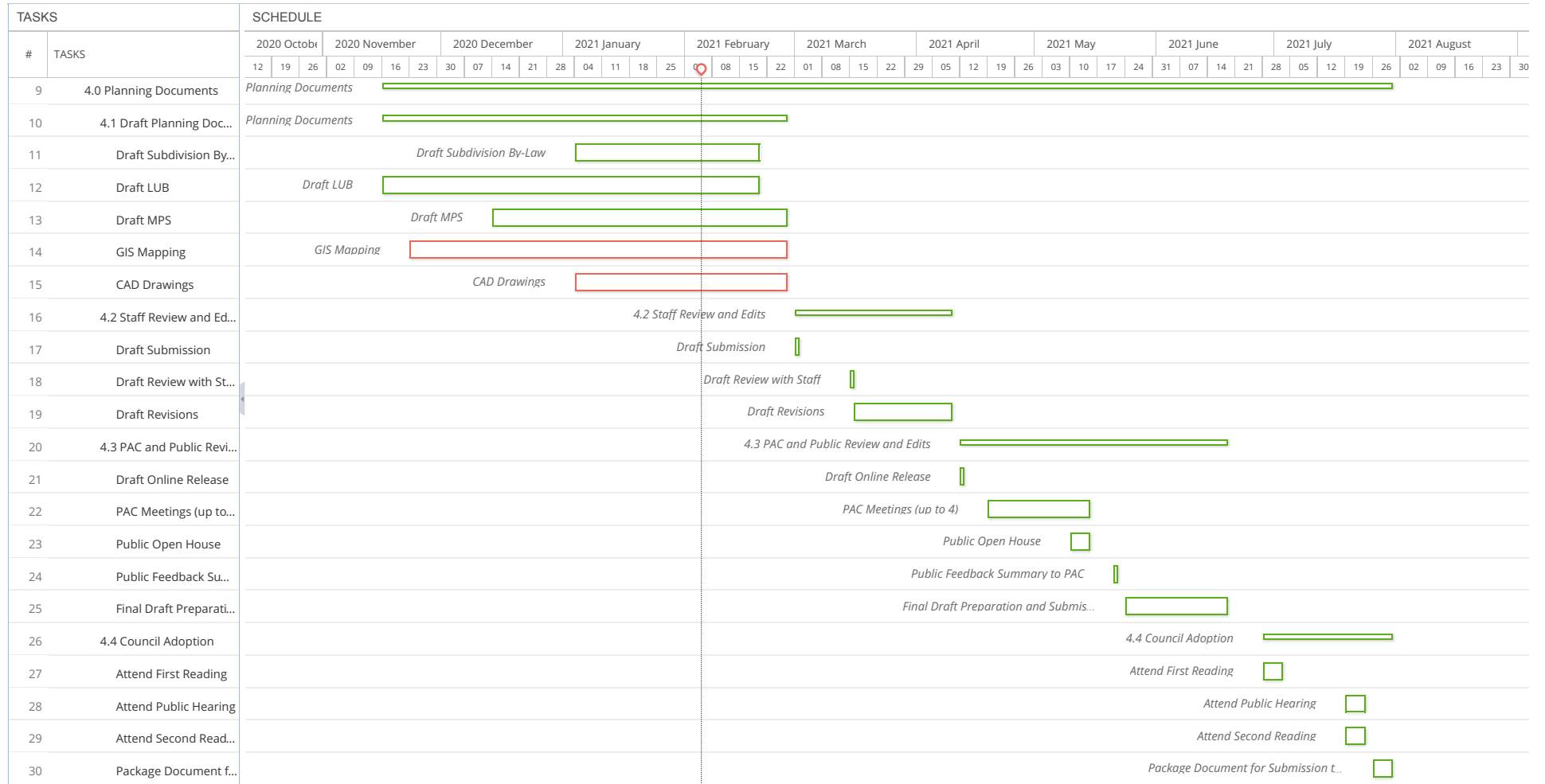
OALA, FCLA, ASLA, CAHP
Landscape Architect and
Cultural Heritage Landscape
Consultant



Oliver Bence

APALA, CSLA, CMLI
Senior Landscape Architect

MPS/LUB/SUBDIVISION BY-LAW



HCD PLAN, BY-LAW AND DESIGN GUIDELINES

TASKS						SCHEDULE				
#	TASKS	START	FINISH	DURATION	PR	2020 Q4	2021 Q1	2021 Q2	2021 Q3	
38	6.0 Heritage Conservation...	Feb 15, 2021	Dec 08, 2021	213 days	N					
39	Phase 1: Discovery	Feb 15, 2021	Mar 29, 2021	31 days	N					
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44	1.5 Review Heritage ...	Feb 22, 2021	Mar 05, 2021	10 days	N					
45	1.6 Review CCP Reco...	Feb 22, 2021	Mar 05, 2021	10 days	N					
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49	Phase 2: Draft Docume...	Apr 05, 2021	Jun 04, 2021	45 days	N					
50	2.1 Draft Revised Ba...	Apr 05, 2021	Apr 09, 2021	5 days	N					
51	2.2 Present Revised ...	Apr 20, 2021			N					
52	2.3 Submit Revised ...	Apr 30, 2021			N					
53	2.4 Draft HCD Plan	May 03, 2021	May 28, 2021	20 days	N					
54	2.5 Draft HCD By-La...	May 03, 2021	May 28, 2021	20 days	N					
55	2.6 Draft Heritage Pr...	May 03, 2021	May 28, 2021	20 days	N					
56	2.7 Integration w/ M...	May 03, 2021	May 28, 2021	20 days	N					
57	2.8 Illustrations	May 31, 2021	Jun 04, 2021	5 days	N					
58	2.9 GIS Mapping	May 31, 2021	Jun 04, 2021	5 days	N					
59	2.10 Document Layo...	May 31, 2021	Jun 04, 2021	5 days	N					

HCD PLAN, BY-LAW AND DESIGN GUIDELINES

TASKS					SCHEDULE				
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68	4.4 Present HCD Pla...	Aug 30, 2021			N			4.4 Present HCD Plan and By-Law at...	
69	4.5 Additional Optio...	Aug 30, 2021	Sep 24, 2021	20 days	N			4.5 Additional Optional Public Cons...	
70	4.6 Public Feedback ...	Sep 24, 2021			N			4.6 Public Feedback Summary to HAC	
71	4.7 Final Draft Prepa...				N				
72	Phase 5: Adoption	Sep 28, 2021	Dec 08, 2021	52 days	N			Phase 5: Adoption	
73	5.1 Present at First R...	Sep 28, 2021			N			5.1 Present at First Reading	
74	5.2 Mail-Out Notifica...	Sep 29, 2021			N			5.2 Mail-Out Notifications for Public...	
75	5.3 Present at Public...	Nov 17, 2021			N			5.3 Present at Public Hearing	
76	5.4 Revisions	Nov 17, 2021	Nov 26, 2021	8 days	N			5.4 Revisions	
77	5.5 Present at Secon...	Dec 01, 2021			N			5.5 Present at Second Reading	
78	5.6 Package Docum...	Dec 01, 2021	Dec 08, 2021	6 days	N			5.6 Package Documents for Submiss...	

Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION

Name:

David Brix

Company Name

Brix Design LTD

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

REGISTERED OWNER OF PROPERTY

Name: Brett Arnason

Company Name: Arnason Industries LTD

[REDACTED]

[REDACTED]

Phone

[REDACTED]

PLEASE NOTE: If you are not the registered owner of the property, include a letter of authorization from the owner with your application.

PROPERTY INFORMATION

Civic Address: 185 Pelham Street

PID: 60061074

Present Use of Property: Residential (2-units)

Proposed Use of Property: Residential (3 Units)

APPLICATION CHECKLIST

☐ Copy of Deed

☒ Survey Plan or Equivalent

☐ A Letter Explaining the Proposal

☐ Application and Advertising Fees
\$945.15 (\$245.15 + \$700.00)

EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation)

Finish the main floor of the home to accommodate another residential suite of approximately 650 square feet. Access to the unit would be from the existing front door off Pelham Street.

By submitting this application I affirm that the facts set forth are true and complete.

Name (printed): David Brix

Signature: [Signature]

Date: 02/17/2021

From: Eric Stefanson [REDACTED]
Subject: 185 Pelham
Date: Feb 17, 2021 at 11:07:18 AM
To: Dave Brix [REDACTED]
Cc: Brett Arnason [REDACTED]

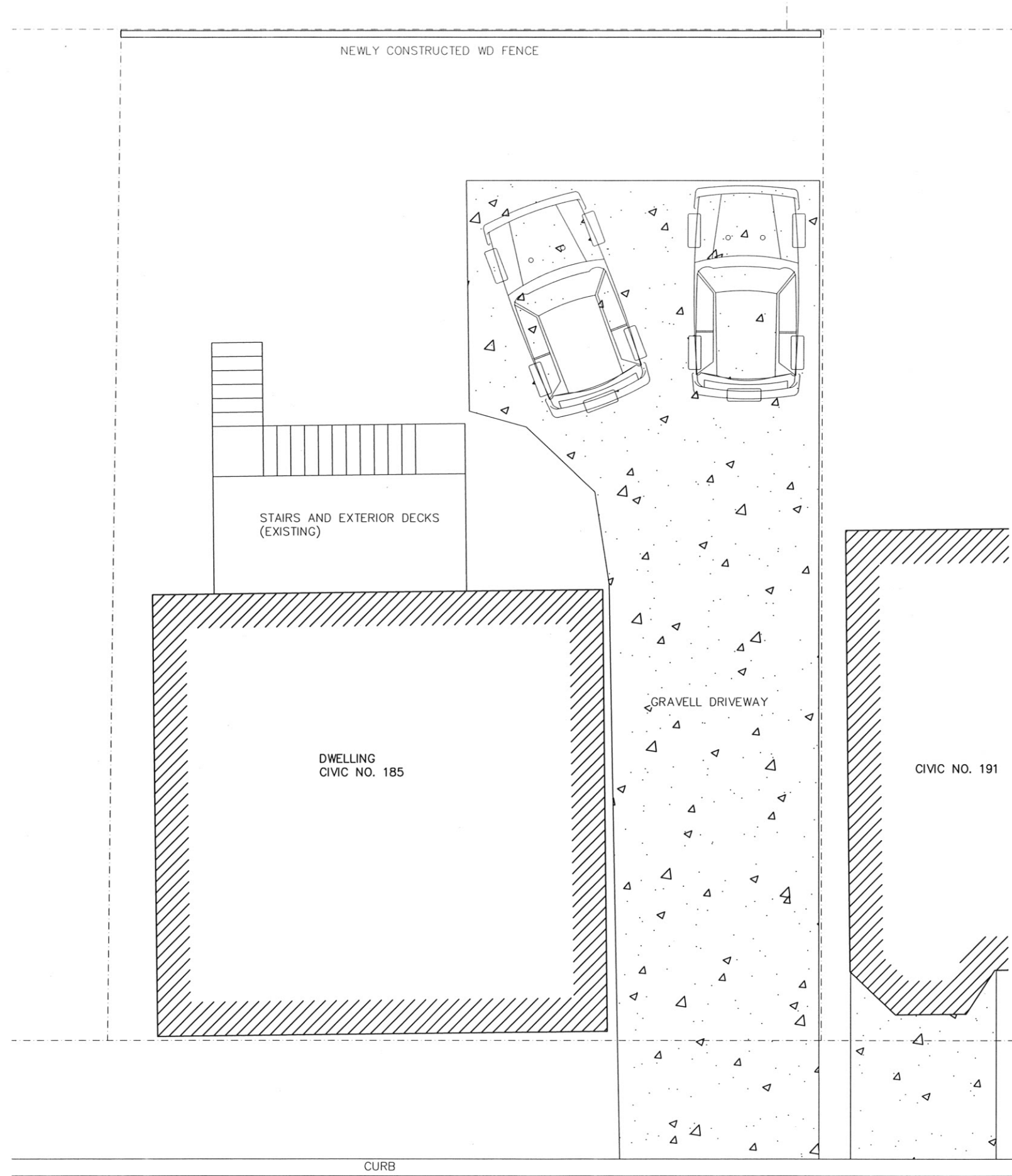
To Whom it May Concern:

Arnason Industries Ltd currently owns the property at 185 Pelham Street, Lunenburg,
Nova Scotia B0J 2C0

Arnason Industries Ltd is selling to David Brix (Terra View Custom Homes Ltd)

Arnason Industries Ltd grants permission to David Brix (Terra View Custom Homes Ltd) to
make an application gaining permission to finish the main level of the home as we await
the closing on the sale of the property.

Eric G Stefanson, CPA,CA
Chief Financial Officer
Arnason Industries Ltd
Direct line: [204-261-2585](tel:204-261-2585)
Fax: [204-694-5622](tel:204-694-5622)



PELHAM STREET