AGENDA

Town of Lunenburg Council Meeting

Tuesday, June 8, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street and Zoom/YouTube

(Agenda is subject to change due to additions and/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 approval of the agenda.

4. May 25, 2021 Council meeting minutes - motion to approve

Motion: moved and seconded approval of the May 25, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions

6. Correspondence, Petitions and Proclamations Consideration

    a. Letter from the Minister of Justice congratulating the Town and others for the adoption of the Lunenburg County Accessibility Plan and available Provincial funding;

    b. Proclamation Request for the Recognition of the Longest Day of Smiles June 20, 2021 – draft motion/proclamation

Motion: moved and seconded adoption of the following proclamation –

Whereas, Operation Smile Canada announces June 20, 2021 as the Longest Day of Smiles to raise funds and awareness; and

Whereas, Operation Smile is a global medical charity helping to improve the health and lives of children in more than 60 countries. They have provided more than 300,000 children and young adults born with cleft lip, cleft palate and other facial differences with free life-changing surgical procedures and dental care. They train doctors and local medical professionals, donate medical equipment and supplies and provide year-round

medical treatments through a network of comprehensive care centres; and

Whereas, every three minutes a child is born with a cleft lip, a cleft palate, or both. This statistic does not change even during a pandemic; and

Whereas, the Longest Day of Smiles will unite Canadians across the nation to raise funds, awareness, and share smiles, with each other, for children born with cleft conditions; and

Whereas, on June 20, 2021 we encourage residents of the Town of Lunenburg to visit longestdayofsmiles.ca to learn more.

Therefore, the Town of Lunenburg Council proclaims June 20th, 2021 as "The Longest Day of Smiles" and commend its thoughtful observance to all citizens.

c. Proclamation Request for Recognition of Recreation and Parks Month June 2021 – draft motion/proclamation

Motion: moved and seconded adoption of the following proclamation –

Whereas, in the Town of Lunenburg recreation practitioners are continually working to create and grow accessible local recreation and parks options, and providing opportunities to explore in our backyards; and

Whereas, participating in recreation helps to connect interpersonal relationships, support healthy, active lives across the lifespan, celebrate our diverse cultures while creating opportunities to learn, grow and self-reflect; and

Whereas, our parks, green spaces and trails provide places to be in nature, learn about local ecosystems, and continually respect, maintain, and preserve Mi'kma'ki where we live, work and play;

Therefore, the Town of Lunenburg Council hereby proclaims June 2021 to be "Recreation and Parks Month" in the Province of Nova Scotia acknowledging the year round benefits of Parks and Recreation in our communities.

7. Business Arising from the Minutes/Unfinished Business

a. Property Valuation Services Corporation (PVSC) – information presentation;

b. Comprehensive Community Plan Annual Work Plan 2021/22 – staff report and draft motion

Motion: moved and seconded approval of the Comprehensive Community Plan Annual Work Plan 2021/22.

c. South Shore Public Libraries' Request to Use Lunenburg Academy Room 101 on a Permanent Basis for Programming and Community Organizations' Use – discussion and draft motion

Motion: moved and seconded referral of the SSPL request to refer consideration of Lunenburg Academy Room 101 to Committee of the Whole for recommendation to Council.

d. Draft amendments to the Deed Transfer Tax Bylaw – first reading

Motion: moved and seconded first reading of the proposed amendments of the Deed Transfer Tax Bylaw and publically advertise same for public input at second reading of same at the July 13 Council meeting.

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

   a. Planning Advisory Committee May 19 – 1 x recommendation/Councillor Sanford deferred to June 22 Council meeting for consideration and May 26 Meeting Minutes

   b. Anti-Racism Committee May 20 Meeting Minutes;

   c. Joint Occupational Health and Safety Committee May 6 Meeting Minutes;

   d. Project Lunenburg Steering Team May 12 Meeting Minutes; and

   e. Committee of the Whole June 1 Meeting Minutes – 1 x recommendation/Deputy Mayor

Motion: moved and seconded approval of the 2021/22 Community Grants as provided in the $20,000 2021/22 Town General Operating Budget for same.

9. New Business

   a. Pride Lunenburg 2021 Celebrations Crosswalk Painting 2021 Proposal – staff report and draft motion

Motion: moved and seconded that Council paint a rainbow walkway at ____ as part of Pride 2021 celebrations, with a budget of $500 for paint. The walkway is to be installed in the month of June by ____.

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 –

- Common Lands Ownership and Representation, section 22 (2) (a) Municipal Government Act
- Lunenburg Academy Lease Negotiations, section 22 (2) (e) Municipal Government Act
- Legal Advice Eligible for Solicitor Client Privilege, section 22 (2) (e)
- Bluenose Drive Tour Parking Agreement Negotiations, section 22 (2) (e) and (h)

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

12. Adjournment – Mayor Risser.

Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	Assigned to	Council Meeting Assigned	Status	Anticipated Return Date
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 anticipates a June 2021 Council report
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 preliminary report anticipated for September 2021 Council meeting
Heritage and Planning Advisory Committees citizen appointment vacancies	Corporate Services	May 11, 2021	Prior applicants will be asked if they wish to be considered and public advertisement	June 22 approx. Council meeting to consider potential applicants if sufficient applications received
Water Utility Rate Study and Possible Residential Installation and Commercial Meters Upgrade Proposal	Corporate Services/Public Works	May 25, 2021	Study options being prepared for Council review.	September 2021 estimate

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, MAY 25, 2021 AT 6:00 P.M.

ZOOM VIRTUAL MEETING 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: Paul Bracken, Facilities Superintendent
Pat Burke, Q.C., Town Solicitor
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
John Heseltine, Senior Planner, Town Planning Consultant
Arthur MacDonald, Heritage Manager
Katie MacMillan, Business/Purchasing Coordinator
Dennis MacPherson, M. Eng., P. Eng., Town Engineer
Gary Mossman, Fire Hall Superintendent
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, P. Eng., Town Engineering Consultant

---

1. Call to Order

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

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

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

3. Agenda

Motion: moved and seconded approval of the agenda with the addition of consideration of a proposed additional public information meeting to be conducted by the Planning Advisory Committee regarding the proposed adoption of a new Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw. And further that the time to adjourn will be as required to complete the agenda. Motion carried.

4. May 11, 2021 Council Meeting Minutes

Motion: moved and seconded approval of the May 11, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

   a. Land Use Bylaw Amendment to Allow Existing Residential Use in Marine Industrial(MI) Zone, 200, 268 and 272 Montague Street – Public Hearing

The Planning/Development Manager reviewed the process to date (Schedule A). She advised that there have been no written submissions received since the Planning Advisory Committee recommendation to Council about this matter.

There were no additional submissions from the applicants.

Public submissions were requested. It was explained that Zoom chat submissions will not be permitted henceforth as they are not monitored and the applicant and Council may be unaware of same during a meeting and unable to respond to same. If members of the public wish to make submissions they may use the raised hand function in Zoom and then they will be recognized to make a verbal submission to Council as part of the public hearing for inclusion in the Council meeting record. There were no public submissions.

The formal close of the public hearing was deferred to the conclusion of the other two public hearings.

   b. Development Agreement Application for a Third Residential Dwelling Unit at 6 Victoria Road – Public Hearing

The Town's Planning Consultant, John Heseltine, summarized the application and Planning Advisory Committee recommendation regarding same for Council (Schedule B). There were no written public submissions since the Planning Advisory Committee made its presentation.

The Applicant's Planning Consultant, Erin Ferguson, presented her client's request for a Development Agreement (Schedule C).

The Mayor requested public submissions regarding this application. There were none.

Council asked questions of the Applicant about parking. There are two spaces now and the proposed third unit would have to secure off-site parking as needed.

   c. Development Agreement Application for a Third Residential Dwelling Unit at 185 Pelham Street - Public Hearing

The Planning/Development Manager gave an overview of the application (Schedule D). She advised that there was one written submission that was just received from Susan Hewett which she read into the record (Schedule E).

Public submissions were requested and there were no further submissions.

The applicant David Brix advised that he is in attendance, but has no further submission to make.

Motion: moved and seconded to close the public hearings regarding these three planning applications. Motion carried.

d. Jeff Mercer, Deputy Chief Librarian, South Shore Public Libraries' Request to Use Lunenburg Academy Room 101 on a Permanent Basis for Programming and Community Organizations' Use

Mr. Mercer made a presentation regarding his request (Schedule F).

It was agreed to defer Council consideration of this item to the next Council meeting on June 8.

6. Correspondence, Petitions and Proclamations Consideration

7. Business Arising from the Minutes/Unfinished Business

a. Land Use Bylaw Amendment to Allow Existing Residential Use in Marine Industrial (MI) Zone, 200, 268 and 272 Montague Street

Motion: moved and seconded second and final reading/approval of a text amendment to the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after "61 Tannery Road ABCO":

i. 200 Montague Street
ii. 268 Montague Street
iii. 272 Montague Street, converted dwelling with 3 units

Motion carried.

b. Development Agreement Application for a Third Residential Dwelling Unit at 6 Victoria Road

Motion: moved and seconded the second and final reading of/approval to enter into a Development Agreement to add a third residential unit at 6 Victoria Road, PID 600557531. Motion carried.

c. Development Agreement Application for a Third Residential Dwelling Unit at 185 Pelham Street

Motion: moved and seconded the second and final reading of/approval to enter into a Development Agreement to add a third residential unit at 185 Pelham Street, PID 60061704. Motion carried.

a. Sarah Ensslin, P.Eng., CBCL Engineering, Wastewater Treatment Plant Building Condition, Outfall and Upgrades – Information Update Report and Presentation

Ms. Ensslin presented a project update for Council information (Schedule G). Their final report will be completed by July 31 for Council presentation.

b. Water Utility Rate Study and Possible Residential Installation and Commercial Meters Upgrade Proposal

As per Council's request, staff prepared a revised draft Council motion for approval which would allow for a rate study to be completed with two options – current metering arrangement and the potential inclusion of residential metering.

Motion: moved and seconded that the Town of Lunenburg Water Utility undertake a Water Utility rate study based on the existing rate structure including consideration of the potential implementation of a universal water metering program for further review by Council. Motion carried.

It was noted that there are draft Operating budget monies to proceed with this study.

c. Proposed Fuels RFQ Award

Councillor Birtles declared an interest in the matter because of her employment and did not participate in the Council discussion or vote.

Motion: moved and seconded that the Town join the Provincial standing offer for furnace oil and diesel to be provided by Irving Oil, and accept Irving's quote for gasoline supply and furnace/boiler maintenance for the period June 1, 2021 – March 31, 2023 approx. as per the supplementary staff report (Schedule H). Motion carried.

Councillor Birtles rejoined the meeting.

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

a. Anti-Racism Special Committee April 29 Meeting Minutes

These minutes were received for information.

b. Committee of the Whole May 18 Meeting Minutes - Recommendation

Motion: moved and seconded approval of the draft 2021/22 Town General Operating Budget reflecting no Commercial tax rate increase, a three cents Residential tax rate increase, a $15,000 Lunenburg Academy Foundation funding contribution and the other proposed budget revisions as set out in Schedule I. Motion carried. Councillor Sanford voted in the negative.

Motion: moved and seconded approval of the 2021/22 Town property tax rates at the following amounts per $100 of taxable property assessment - $1.376 for Residential, $3.318 Commercial and $2.489 Seasonal Tourist and approval of 2021/22 Town Sewer Charge rates of $496.10 per Residential dwelling unit, 47.40¢/$100 of property assessment for non-Residential users and a quarterly rate of $291.36 for Churches. Motion carried.

Motion: moved and seconded approval of the 2021/22 Town General Operating budget in the amount of $7,539,900. Motion carried.

c. Lunenburg County REMO Advisory Committee March 15 Meeting Minutes

These minutes were received for information.

9. New Business

a. Cpl. Dan Smith, RCMP, First Quarterly Report 2021

Cpl. Dan Smith described the RCMP's policing structure in Lunenburg and area (Schedule J). In response to Council questions he also spoke of COVID-19 pandemic Provincial Health Order enforcement and diversity and inclusion initiatives.

b. Deed Transfer Tax Bylaw Draft Amendment

The Finance Director summarized the staff report for Council consideration (Schedule K).

Motion: moved and seconded to approve in principle an increase to the Deed Transfer Tax to 1.5% and revise Bylaw #60 as noted in Schedule K by hereby giving notice of motion of same with first reading of the proposed Bylaw amendment at the June 8, 2021 Council meeting. Motion carried.

c. Proposed Additional Planning Advisory Committee Public Information Meeting regarding the Revised Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw

The Planning/Development Manager recommended holding a second public information meeting that could be held on June 2, 2021 to supplement the public information meeting being held tomorrow on May 26. The estimated cost is $3000 for additional planning consulting fees.

Motion: moved and seconded that a second public information meeting be held on June 2 by the Planning Advisory Committee regarding the proposed adoption of a new Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw at an approximate cost of $3000 for additional planning consultant fees. 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 –

- Inter-Municipal Fire Inspection Service Contract, section 22 (2) (e) Municipal Government Act
- Electric Utility Contract Consideration, section 22 (e) Municipal Government Act
- 17 Tannery Road Town Property Sale, section 22 (2) (a) Municipal Government Act

Motion carried.

7:42 p.m. - Council recessed and met in camera.

11. Resumption of Council meeting in public session

The public portion of the meeting resumed at 8:23 p.m.

There were no Council in camera recommendations to report.

12. Adjournment

The meeting was adjourned at 8:24 p.m. by the Mayor.

_____
Bea Renton, CAO

NOVA SCOTIA

Department of Justice
Office of the Minister

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Phone 902 424-4044 Fax 902 424-0510 • justmin@novascotia.ca

May 17, 2021

Mayor Matt Risser
Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, NS B0J 2C0

Dear Mayor Risser,

Congratulations on the Town of Lunenburg's adoption of the Lunenburg County Accessibility Plan. Your work with four other municipalities to form a joint accessibility advisory committee and develop a joint accessibility plan is a model of collaboration I'm sure other municipalities may wish to follow. Thank you for your leadership in this important work.

I am aware of the financial impact of accessibility requirements on municipalities, and work is underway to examine options to support all prescribed public sector bodies, including municipalities. The Government of Nova Scotia does offer several annual programs that can help support municipalities in meeting your obligations under the Accessibility Act:

- The Community ACCESS-Ability Program offers cost-shared grants to municipalities for accessibility related capital improvements.
- The Community Works Program helps municipalities to pay summer students and others to work on community projects, including active community involvement in accessibility planning (i.e., audits of municipal infrastructure such as buildings, sidewalks, trails, and signal lights).
- The Municipal Innovation Program considers applications that support collaboration among municipalities in a variety of areas, including collaboration in meeting municipal obligations under the Accessibility Act.

In addition, the federal government's Enabling Accessibility Fund (EAF) provides funding for projects that make Canadian communities and workplaces more accessible for persons with disabilities.

As accessibility standards are developed and enacted, and accessibility plans are adopted across the province, the government will continue to evaluate existing grant programs to ensure they are meeting the objective of supporting those impacted by the Accessibility Act.

Thank you once again for your commitment to building a more accessible and inclusive community.

Sincerely,

Randy Delorey
Minister of Justice

PROCLAMATION SAMPLE
THE LONGEST DAY OF SMILES
20 JUNE 2021

Whereas	Operation Smile Canada announces June 20, 2021 as the Longest Day of SMILES to raise funds and awareness; and
Whereas	Operation Smile is a global medical charity helping to improve the health and lives of children in more than 60 countries. We have provided more than 300,000 children and young adults born with cleft lip, cleft palate and other facial differences with free life-changing surgical procedures and dental care. We train doctors and local medical professionals, donate medical equipment and supplies and provide year-round medical treatments through a network of comprehensive care centres; and
Whereas	Every three minutes a child is born with a cleft lip, a cleft palate, or both. This statistic does not change—even during a pandemic; and
Whereas	The Longest Day of SMILES will unite Canadians across the nation to raise funds, awareness, and share smiles, with each other, for children born with cleft conditions; and
Whereas	On June 20, 2021 we encourage residents of xx to visit longestdayofsmiles.ca to learn more.
Therefore	**I, xxx, Mayor of xxx, do hereby proclaim June 20th, 2021 as "The Longest Day of SMILES" and do commend its thoughtful observance to all citizens of our municipality.**

Dated on this day, … day of …, 20…

_____

Name

375 University Ave., Suite 204, Toronto, ON M5G 2J5 ■ 647-696-0600
operationsmile.ca ■ ca-supporters@operationsmile.org

June is Recreation and Parks Month

WHEREAS, in _____, Nova Scotia, recreation practitioners are continually working to create and grow accessible local recreation and parks options, and providing opportunities to explore in our backyards; and

WHEREAS, participating in recreation helps to connect interpersonal relationships, support healthy, active lives across the lifespan, celebrate our diverse cultures while creating opportunities to learn, grow and self-reflect; and

WHEREAS, our parks, green spaces and trails provide places to be in nature, learn about local ecosystems, and continually respect, maintain, and preserve Mi'kma'ki where we live, work and play;

Therefore, _____(name of municipality/organization), do hereby proclaim the month of June, 2021 to be "**Recreation and Parks Month"** in the Province of Nova Scotia acknowledging the year round benefits of Parks and Recreation in our communities.

Signed this _____ day of _____, 2021 by:

_____ (printed name and title)

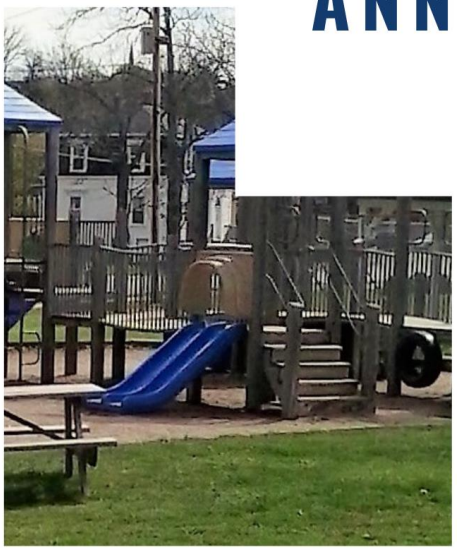
_____ (signature)







TOWN OF LUNENBURG ANNUAL WORK PLAN 2021/22







TOWN of LUNENBURG
A World Heritage Site

PROJECT LUNENBURG

TABLE OF CONTENTS

MESSAGE FROM THE MAYOR	p. 3
EXECUTIVE SUMMARY	pp. 4 - 5
A. PROJECT LUNENBURG - COMPREHENSIVE COMMUNITY PLAN (CCP)	
► CCP Strategic Directions	p. 6
► CCP Five Year Plan – Action Items 2021/22	p. 7
– Community Structure	p. 7
– Housing	p. 8
– Servicing & Facilities	p. 9
– Mobility	p. 10
– Economic Development	p. 11
– Heritage	p. 12
– Urban Design	p. 13
– Environment & Sustainability	p. 14
– Culture & Recreation	p. 15
– Governance	p. 16
B. MUNICIPAL SERVICES	
► Essential Core Services	p. 17
► Departmental Responsibilities	
– Corporate Services	p. 18
– Electric Utility	p. 18
– Protective Services	p. 19
– Public Works	p. 19
– Recreation	p. 20
– Water Utility	p. 20
IMPLEMENTATION & ENGAGEMENT	pp. 21 - 23
PLANS & REPORTS	p. 24
APPENDICES	p. 25

MESSAGE FROM THE MAYOR

The Town of Lunenburg acknowledges that it is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. We are all beneficiaries of the Peace and Friendship Treaties with this region's First Nation and we will all benefit when we find a new way forward based on the principles of truth and reconciliation.



Lunenburg Town Council 2020-24

L to R: Deputy Mayor Peter Mosher, Councillor Jenni Birtles, Councillor Melissa Duggan, Mayor Matt Risser, Councillor Susan Sanford, Councillor Ed Halverson & Councillor Stephen Ernst

The Town of Lunenburg's Annual Work Plan is a roadmap of the municipality's priorities for the 2021/22 fiscal year (April 1, 2021 to March 31, 2022). This roadmap is determined by the Project Lunenburg Comprehensive Community Plan (CCP) as well as by the essential core services we provide to our residents, businesses and visitors.

Core services include things like electricity, drinking water, garbage collection, fire and police, and skating at the Arena. The CCP lays out how the Town will approach long-term strategic goals such as housing, sea level rise, infrastructure, accessibility and diversity. Together these priorities give Lunenburgers the kind of community we value and will also see us grow and strengthen for years to come. Quarterly progress reports will be provided at Lunenburg Town Council meetings and on-line to ensure we are meeting our commitment to implement the CCP Strategic Directions, Goals and Action items described in the Town's first Annual Work Plan.

I'm proud of the work being done by Town Council, staff, partner organizations, volunteers and citizens to bring these priorities to life in Lunenburg, despite the very real impact of the ongoing COVID-19 pandemic on our local community and economy. Thank you.

EXECUTIVE SUMMARY

This chart summarizes all the project priorities for Town Council, Committees and staff in fiscal 2021/22 (April 1, 2021 to March 31, 2022). This includes (A) the Comprehensive Community Plan (CCP)'s Five Year Plan Action items and (B) operational priorities by Department if not already addressed in a CCP Action item.

For more on the CCP Action Items please see pp. 6 – 16 and for more on Departmental responsibilities, see pp. 17 - 20.

PRIORITIES CHART 2021/22

A. CCP FIVE YEAR PLAN PRIORITIES (YEAR 1 OF 5)

- **Municipal Planning Strategy, Land Use Bylaw & Subdivision Bylaw**
- **Heritage Conservation District Plan & Bylaw**

Community Structure
- Study re: sustainable energy district (Action #8)
- Initiate Blockhouse Hill site planning for development (Action #10)

Housing
- Foster relationships with stakeholders (Action #20)

Servicing & Facilities
- Upgrades to Wastewater Treatment Plant: pre-engineering study & Flood Study (Action #1)
- Upgrades to Wastewater collection & discharge system: Capital maintenance projects (Action #2)
- Municipal facilities plan; Capital maintenance projects (Action #6)

Mobility
- Improve connectivity between Old Town & New Town (Action #30), including maintenance projects re: sidewalks, trails

Economic Development
- Enhance relationships with surrounding communities (Action #4)
- Establish a staff position (Action #23)

Heritage/Urban Design
- Lunenburg Accessibility Plan (Actions #16, 22)

Environment & Sustainability
- Study on energy-efficient retrofits (Action #5)

Culture & Recreation/Governance
- Anti-Racism Special Committee (Actions #3, 11, 12, 18)

Governance
- Deepen work with local & regional partners re shared services (Action #7)
- Develop a public participation strategy (Action #9), followed by Communications plan update, including new government/ visitation websites
- Undertake an organizational review, including a policy/bylaw review (Action #14)
- Identify performance indicators to annually evaluate municipality (Action #34)

B. OPERATIONAL PRIORITIES

CORPORATE SERVICES

- Budget 2020/21 accounting & oversight
- Cultural Action Plan staff review report
- Corporate CCP Plan quarterly reporting
- Council & staff professional development
- IT systems upgrades/inter-municipal partnership
- Lunenburg Accessibility Operational Plan (2022)
- Municipal Audit & Financial Statements preparation
- Municipal Climate Change Action Plan review
- Nova Scotia Power operating service contract oversight
- Municipal procurement
- Risk management & municipal insurance
- Town building and property licenses, lease & sales

ELECTRIC UTILITY

- Capacitor Bank Distribution project
- Utility maintenance with poles, overheads & transformers
- New & increased service installations
- Street light upgrades

PROTECTIVE SERVICES

- Replacement Pumper truck/Tanker truck delivery & training
- *Capital projects captured under CCP Action #6*.

PUBLIC WORKS

- Asset Management Plan/GIS development
- Street & sidewalk maintenance
- Snow & ice control
- Solid waste systems
- Fleet maintenance
- *Capital projects captured under CCP Action #6*.
-

RECREATION

- Adaptation of public facilities & programming for public safety during the pandemic
- Service delivery of recreation facilities
- Special events planning
- PRO Kids Financial Assistance program for children and youth
- Ice resurfacer delivery & training
- *Capital projects captured under CCP Action #6*.

WATER UTILITY

- Water Rate study & meter analysis
- Provincial Water Withdrawal Permit study & application
- Source Water Management Plan projects

WASTEWATER

- Plant & collection system maintenance & upgrades
- Provincial & Federal treatment reporting
- *Capital projects captured under CCP Action #1 & 2.*

A. PROJECT LUNENBURG – COMPREHENSIVE COMMUNITY PLAN (CCP)

Project Lunenburg's Comprehensive Community Plan (CCP) will inform and shape municipal decision-making and activity for the next 40 years. The success of this Plan depends on collaboration among the Town, project partners and the community.

The CCP was developed by UPLAND Planning & Design Studio with extensive community input over a period of 18 months. It is a plan for the community, by the community. It is designed to be reviewed in five-year increments; the first review will be in 2025.

The current Five Year Plan contains 35 Action Items based on 10 Strategic Directions.

CCP Strategic Directions



Navigating the Future, Together.

CCP Five Year Plan – Action Items 2021/22

The following charts outline the CCP Strategic Direction Goal Action milestones for the current fiscal year 2021/22 (year 1 of 5) only.

KEY to CCP Strategic Direction Charts

STRATEGIC DIRECTION GOAL	*Description of the Strategic Direction*
5 YEAR ACTION ITEMS	*The Action Item #s refer to the CCP weighting exercise utilized by staff. Internal work plan Gantt chart documents are all numbered accordingly.*
MUNICIPAL LEAD	*Department(s) assigned to an Action Item project by Town staff.*
KEY STAKEHOLDERS	*Potential partners on an Action Item project identified by UPLAND Planning & Design.*
MILESTONES FOR FISCAL 2021/22	*Work progress on an Action Item projected for this fiscal year.* *Items that appear in "grey font" are Actions to be acted upon in upcoming years.*

STRATEGIC DIRECTION:
Community Structure

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
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.	**#8 Study & planning for a sustainable energy district**	Planning Electric Public Works	Private investors, Smart Cities, Province & other municipalities.	► Scope of work/RFP preparation, & hiring of external consultant for energy study
	#10 Site planning for Blockhouse Hill	Planning	Developers, Housing NS & Housing advocacy groups	► Development plan initiation: surveying, appraisal, preliminary engineering review ► Enabling MPS, Land Use & Subdivision Bylaws with specifications in progress will include comprehensive zoning

STRATEGIC DIRECTION: Housing

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town that offers a wide range of high quality and affordable housing options.	**#13 Conduct a feasibility study of mechanisms to encourage long-term residency**	Planning	Housing/Planning consultant, Province of NS & local homeowners	► Scheduled to begin work in 2022/23 Enabling MPS, Land Use & Subdivision Bylaws to be completed first
	#17 Regulate short-term rentals	Planning	Local short-term rental operators & Province of NS	
	#20 Continue to foster relationships with housing stakeholders to foster collaboration & data sharing	Planning	Housing/Planning consultant, Canadian Mortgage Housing Corporate (CMHC), Housing NS, South Shore Housing Action Coalition, Affordable Housing Association of NS, regional non-profit housing providers, local home owners & renters, local land lords & private developers	► Initiate conversations with Housing NS, SSHAC, & other stakeholders on related policy, funding, & development work
	#25 Study, policies & other actions toward alternative housing models	Planning		► Enabling MPS, Land Use & Subdivision Bylaws to be completed first
	#33 Continue to monitor & analyze housing demand & supply, demographic indicators & relevant development trends	Planning		► Baseline data needed; consultant not included in 2021/22 budget

STRATEGIC DIRECTION:
Servicing & Facilities

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
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.	**#1 Upgrades to the wastewater treatment plant**	Public Works	Infrastructure Canada & Service NS	► Engineering pre-design reports July 2021 Flood Study interim recommendations implementation
	#2 Plan & make upgrades to the wastewater collection & discharge system	Public Works	Infrastructure Canada & Service NS	► Capital projects: lift stations, catch basins & salt water intrusion remediation ► Sanitary & storm master plan deferred to 2022/23
	#6 Plan for long-term of all municipal facilities, including renovation, sale or lease.	Public Works Planning Heritage	Community groups, real estate experts & Parks Canada	► Facilities report including Heritage & Planning implications for redevelopment (internal) ► Capital facilities maintenance projects: Town Hall, Annex, Arena, Skate Park, & Fire Hall

STRATEGIC DIRECTION: Mobility

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
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.	**#29 Plan for new visitor, employee & bus parking areas outside of Old Town & associated programs**	Planning Public Works Corporate Services	Private sector operators, community groups, Tourism NS & external consultant	► Planning scheduled to initiate in 2022/23. Enabling MPS, Land Use & Subdivision Bylaws to be completed first
	#30 Improve connectivity between Old Town & New Town for all modes of transportation.	Planning Public Works Recreation	External consultant & other levels of government funding	► Evaluate Bikeway Concepts Design provided by Bicycle NS for feasibility (internal) ► Capital projects: Tannery Road sidewalk surveying & legal, Back Harbour trail resurfacing

STRATEGIC DIRECTION: Economic Development

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town where year-round, well-paying employment is available to all residents.	**#4 Enhance relationships with surrounding communities & municipalities**	Corporate Services	MODL, Bridgewater, Mahone Bay, Chester & Queens	► New Economic Development Officer action priority. ► Joint services streamline development & regional business development opportunities, e.g. building & technology services
	#23 Establish a staff position that can support economic development initiatives	Corporate Services	MODL, Bridgewater, Mahone Bay, Chester, LBOT & Develop NS	► Economic Development Officer recruitment & onboarding to realize CCP initiatives
	#26 Create an inventory of economic information, including vacant & available land or storefronts, as well as other economic data.	Planning Corporate Services	MODL, Bridgewater, Mahone Bay, Chester, LBOT & Develop NS	► Economic Development Officer Action item when in place, with Planning

STRATEGIC DIRECTION: Heritage

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town which continues to evolve as a living heritage site and recognizes a holistic view of its diverse history.	**#22 Policy to encourage accessibility & provide heritage design guidance**	Heritage	Lunenburg County Joint Accessibility Advisory Committee	► Develop Lunenburg Accessibility Operational Plan, facilitated by Lunenburg County Joint Accessibility Coordinator (to be hired)
	#31 Accommodate new additions to heritage structures such as solar panels without detrimental impacts to heritage value	Heritage	Efficiency NS	► Enabling Heritage Conservation District Plan & Bylaw to be completed first; Action #31 is included in document
	#35 Ensure infill & new development is visually compatible with, subordinate to, & distinguishable from the historic place	Heritage	Other NS UNESCO sites	► Enabling Heritage Conservation District Plan & Bylaw to be completed first; Action #35 is included in document

STRATEGIC DIRECTION:
Urban Design

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town that is shaped by cohesive design & supported by amenities that creates an attractive, enjoyable, & sustainable urban environment for residents & visitors.	**#16 Policies & other actions to improve accessibility throughout the town**	Heritage Public Works	Lunenburg County Joint Accessibility Advisory Committee & NS Accessibility Advisory Board	► Develop Lunenburg Accessibility Operational Plan, facilitated by Lunenburg County Joint Accessibility Coordinator (to be hired) ► Draft RFQ for development of accessible sidewalk standards & guidelines
	#19 Activate streetscapes through design & programming	Planning Public Works	Develop NS, LBOT & external consultant.	► Project budget deferred to 2022/23.
	#28 Policies & programs for street trees & urban forest	Planning Public Works	Forest NS Department of Lands & Forestry & Canadian Urban Forest Research Group	► Project budget deferred to 2022/23.

STRATEGIC DIRECTION:
Environment & Sustainability

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
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.	**#5 Partnerships to encourage energy efficient retrofits**	Corporate Services Electric Public Works	Efficiency NS, NSPI, Departments of Natural Resources, Energy & Mines & Infrastructure Canada	► Scope of work/RFP preparation, & hiring of external consultant re operating study
	#15 Facilitate ongoing community learning & dialogue about sea level rise & climate change projections & adaptation measures	Planning	Town residents, NS Environment, Department of Municipal Affairs, Housing NS, Coastal Action, Fisheries & Oceans Canada & Environment & Climate Change Canada	► Scheduled to begin 2023. Flood Study modeling tool available online
	#21 Policies to regulate buildings near the shoreline as part of sea level rise adaptation	Planning		► Enabling MPS & Land Use Bylaw to be completed ► Pending Provincial Coastal Protection Act Regulations will need to be assessed for Town impact
	#27 Policies for wind & solar energy at multiple scales	Corporate Services Electric Public Works	NSPI	► Enabling MPS, Land Use Bylaw & Heritage Conservation District guidelines required first .

STRATEGIC DIRECTION: Culture & Recreation

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town where all community members have access to cultural and recreation experiences.	**#11 Foster inclusivity in programming & leadership**	Corporate Services Heritage Recreation	Lunenburg Foundation for the Arts, local artists, South Shore Multicultural Association, ISANS, Black Loyalist Heritage Centre, Acadia First Nation, Native Council of NS, South Shore Sexual Health Centre, SSRCE & Lunenburg Pride	► Anti-Racism Special Committee report & recommendations ► Continue special flag-raising events such as Pride, Mi'kmaq Grand Council, Transgender Day of Mourning & Pan-African
	#12 Build relationships between the Town & Mi'kmaw residents & organizations, & the Town & Black residents & organizations in the area	Corporate Services Heritage Recreation		► Anti-Racism Special Committee report & recommendations
	#18 Create a special committee to promote anti-racism & decolonization, with particular emphasis on the lived experiences & aspirations of Black, Indigenous, & people of colour in Lunenburg	Corporate Services Heritage Recreation		► Anti-Racism Special Committee report & recommendations re: Municipal Action Plan Against Racism & Discrimination
	#24 Facilitate partnerships & opportunities to increase waterfront access, including boardwalks & walking paths	Planning Public Works Recreation	MODL, waterfront landowners & businesses, Develop NS, Tourism NS, AEL consultants, contractors	► Connected to Mobility Action #30: improve connectivity between Old/New Town; ongoing partnerships with community organizations
	#32 Study & access the regional arts & recreation facility needs, & develop an integrated strategy for renovation/new construction	Planning Public Works Recreation	Planning consultant, MODL, Bridgewater, Foundation for the Arts, local artists & local arts/recreation facilities	► Servicing & Facilities Action #6 re Town facilities building report to be completed first; future regional project development will be required

STRATEGIC DIRECTION: Governance

STRATEGIC DIRECTION GOAL	5 YEAR ACTION ITEMS	MUNICIPAL LEAD	KEY STAKEHOLDERS	MILESTONES FOR FISCAL 2021/22
A town where positive relationships, communication, continual engagement, and shared vision are the foundation to municipal decision-making.	**#3 Reform municipal committees to create a culture of inclusion**	Corporate Services Planning Heritage Recreation	NSFM, other municipalities, Province of NS & external consultant	► Anti-Racism Special Committee report & recommendations
	#7 Deepen work with local & regional partners in the provision of shared services	Corporate Services	MODL, Bridgewater, Mahone Bay Chester & Queens	► 2021/22 opportunities include IT services, fire inspection, bylaw enforcement, & building inspection
	#9 Expand Town's communication plan to include a public participation strategy	Corporate Services Planning Heritage	Community Sector Council of NS, Inspiring Communities & AMANS	► Public participation strategy to be developed (internal)
	#14 Undertake an organizational review that will identify changes required for enabling implementation of the CCP	Corporate Services	External consultant	► RFP for external consulting service with Council and staff support to implement
	#34 Identify performance indicators & appropriate measurements to annually evaluate activities of the municipality	All Departments	NSFM, other municipalities, St. FX Coady International Institute & external consultant	► RFP for external consulting service with Council and staff support to implement

B. MUNICIPAL SERVICES

Essential Core Services

In addition to the Strategic Direction Goal Actions from the Project Lunenburg Comprehensive Community Plan, the Town provides an expansive range of core services to the community. Many of these services are subject to rigorous Provincial and Federal legislative compliance standards including the Municipal Government Act, Environment Act, Fisheries Act, Utility and Review Board Act, Cemeteries and Monuments Protection Act, Fire Safety Act, Building Code Act, Weights and Measures Act and others.



Departmental Responsibilities

Corporate Services	**2021/22 Budget** Operating $600,900 Capital $191,000 Property Tax Base • 1,197 residential • 183 commercial • 10 seasonal tourist	**Services Provided** • Administration (human resources & labour relations; IT services; insurance & risk management; leases & rentals; mapping; municipal records management; Council, Committee & staff training; public inquiries/complaints; regional collaboration) • Bylaws & Policies & advisory services • Communications & Public Relations • Council & Committees (agendas, minutes, administration & request execution) • Economic Development (film locations; new & existing business inquiries; shared services; community organization grants & funding application support) • Elections • Finance (accounting, audits & budgeting; Utility billings & account management; low income tax relief; payroll & benefits; procurement & contract management) • Heritage (permits & inspection; education; recognition programs) • Online civic address system • Open Government (public information & records access) • Planning & Development (planning projects, building permits; development agreements; municipal planning; land use/zoning; Project Lunenburg) • Public Relations & Communications
Electric Utility	**2021/22 Budget** Operating $6,764,100 Capital $573,800 2,200 Customers • 1,800 residential = 80% • 400 commercial = 20% • 6.7% savings over NSPI customers (residential)	**Services Provided** • Electricity supplier to the Town of Lunenburg & surrounding communities including Garden Lots, Blue Rocks, First Peninsula, Stonehurst, Mason's Beach, & Lilydale • Read & maintain electric meters, utility lines & poles • Maintenance of main substation & two backup substation transformers • Issue Electric Wiring Permits & electric wiring inspections • Connect power for temporary service or community panels for Town events

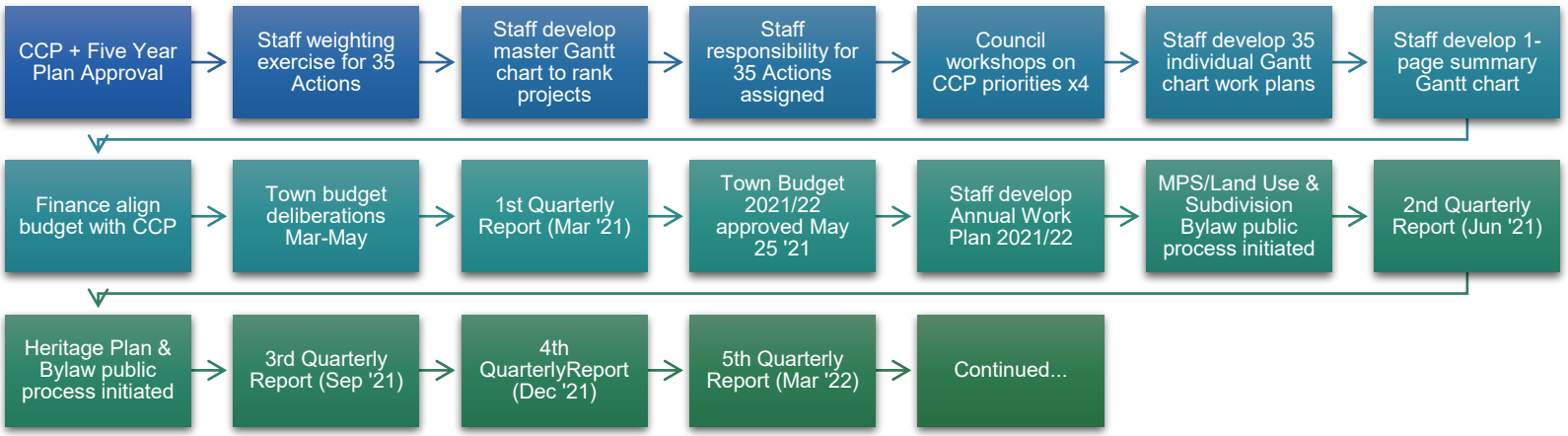
Protective Services	**2021/22 Budget** Operating • Fire $698,000 • Other $958,100 Capital $64,700	**Services Provided** • Animal Control • Building & Fire Inspection • Dangerous & Unsightly Premises • Emergency Management Planning • Fire & Rescue services for Districts #1 & 2 of Municipality of Lunenburg (interior & exterior, incl. boats, motor vehicle collisions, ice) • Mutual aid assistance for other Regional Fire Departments
Public Works	**2021/22 Budget** Operating • Transportation Services $1,027,500 • Environmental Health $1,407,000 • Environmental Development $636,300 Capital $767,000	**Services Provided** • Street & sidewalk maintenance, snow plowing & salting • Maintenance of Town buildings & facilities • Solid Waste Management (garbage, recycling, compost, bulky waste), including Starr Street compost; yearly calendar; maintain records of carts • Wastewater/Stormwater: Collect & treat wastewater; operate & maintain treatment plant, pumping stations, collection system; maintain storm sewer infrastructure manholes, catch basins; Provincial & Federal government reporting requirements • Cemetery maintenance & burials • Maintain Public Works vehicles, equipment & municipal signage • Parking meter maintenance & coin collection • Festival/event support (installations, recycling stations, traffic control, etc.) • Clean up of post-storm tree brush, fall leaf collection, street litter, etc. • Town parks & gardens maintenance

Recreation	**2021/22 Budget** Operating • Recreation $507,300 • Cultural $291,400 Capital $77,500 Estimated income from program fees & rentals • $19,000 Fees • $188,600 Rentals	**Services Provided** • Recreation facility (Arena, Community Centre, sports fields, skate park, playgrounds, trails) maintenance & rentals • Development, promotion, delivery of indoor/outdoor recreation programming • Public special events planning, organizing, & implementing • Regional shared/cooperation projects • PRO Kids program (financial assistance program for children & youth re: sport, recreation & culture activities)
Water Utility	**2021/22 Budget** Operating $1,641,100 Capital $668,000 1,347 Customers • 1,153 residential = 86% • 194 commercial = 14%	**Services Provided** • Water treatment • Maintain Town's water distribution system • Daily/weekly/semi-annual testing of treated water • Provincial & Federal government reporting requirements • Provide water for fire protection • Commercial water meter reading • Maintain Water Utility property, buildings, infrastructure & equipment • Watershed management

IMPLEMENTATION & ENGAGEMENT

An overview of the steps being taken by Council and staff to bring the Comprehensive Community Plan (CCP)'s Five Year Plan Action items to life and how the status of the work is being shared with the public.

CCP Five Year Plan Implementation



1. November 17, 2020: Town Council unanimously approved the Project Lunenburg CCP, as well as the 35 Strategic Direction Goal Action items identified as the Actions to be undertaken in the first five years of the forty year Plan.

2. UPLAND Planning & Design is continuing to work on a new Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw and revised Heritage Conservation District Plan and Bylaw. The first three of these documents were released to the public on May 8, 2021 and are currently undergoing a public feedback process. These documents are required to enable many of the Action Items to proceed.

3. December 17, 2020: Workshop #1 – the first of four CCP Priorities workshops; presented the weighting exercise completed by staff during November - December 2020 to evaluate the relative priority of each of the 35 Action Items, considering factors such

as if it was an “enabling” item (i.e., does it need to be in place to allow other Actions to proceed) & what Actions were connected. From there, a master Gantt chart was developed to rank the projects.

4. January 18, 2020: Workshop #2 – staff assigned each Action item to responsible Departments, an estimated timespan and UPLAND’s provided budget range. Staff were assigned Action items to create individual work plan/critical path Gantt Charts for each one. The first seven were presented at this workshop to describe implementation steps.

5. February 16, 2021: Workshop #3 at Committee of the Whole – all 35 Gantt charts completed with planning notes, as well as an overall one-page summary Gantt chart showing the timelines of all 35 Actions presented to Council.

6. March 2, 2021: Workshop #4 at Committee of the Whole – CCP Action items and five year work plan based on the Gantt charts was approved by Council. An annual work plan for year 1 of 5 was requested of staff.

7. March 16, 2021: Finance staff presented a revised structure of the Town Budget (insofar as possible, subject to Provincial regulation) to align with the CCP & presented this to Council. Determination of Action items subject to budget approval and funding availability. Council deliberations on the budget, with staff presentations of alternate scenarios during spring 2021.

8. Town Budget 2021/22 was approved by Council on May 25, 2021. A copy is available from the Town website here: https://explorelunenburg.ca/finances-and-tax-rates.html

9. Reporting: staff preparing Quarterly Update reports to Council reporting on status of each Action item as the fiscal year progresses. First quarterly report received March 23, 2021; the next one is scheduled for June 2021.

10. Operations: this Annual Action Plan 2021/22 shows the milestones to be achieved during this fiscal year, as aligned with the Town Budget 2021/22.

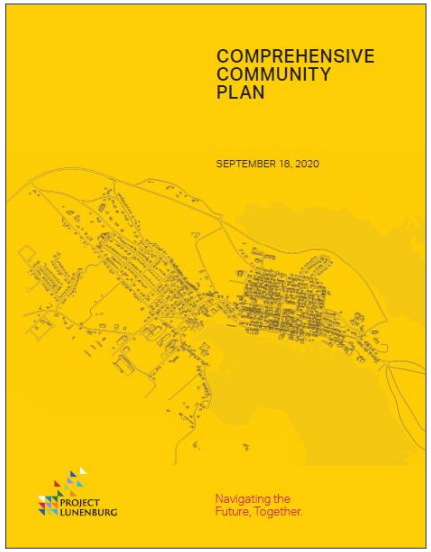
11. CCP Action #34 is a project to develop performance indicators to annually evaluate activities of the municipality; scheduled for initiation this year.

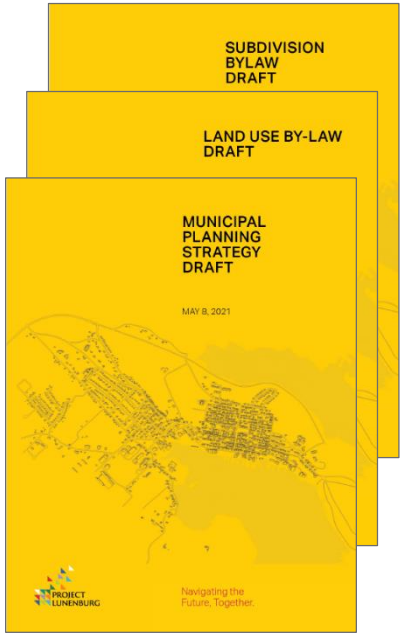
Public Engagement

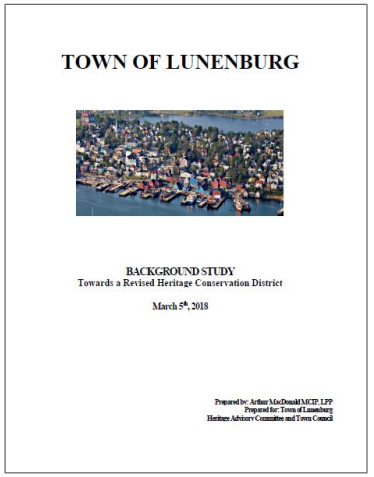
CCP progress updates are shared with the public and/or public feedback solicited through the following channels:

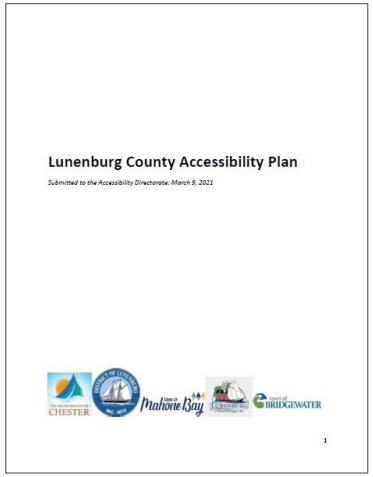
- Council Meetings – in person and live streamed; agenda and minutes packages are available on the Town website.
- Committee of the Whole – in person and live streamed; agenda and minutes packages are available on the Town website. Budget deliberations including CCP Five Year Plan Priorities are evaluated.
- Public Information Meetings/Public Hearings – when additional public input is required, such as is taking place now for the revised Municipal Planning Strategy, Land Use Bylaw, Subdivision Bylaw and later in the year the Heritage Conservation District Map and Bylaw amendment. These are advertised in the newspaper and on-line and notices sent to property owners.
- Mayor's Monthly Update – this informal newsletter from Mayor Risser always begins with an update on Project Lunenburg; available on the Town website, social media and to a subscribed mailing list.
- Periodic updates are shared via the Town website and social media as appropriate.
- CCP Action #9 is to develop a public participation strategy as part of a revised communication plan scheduled for completion this year.

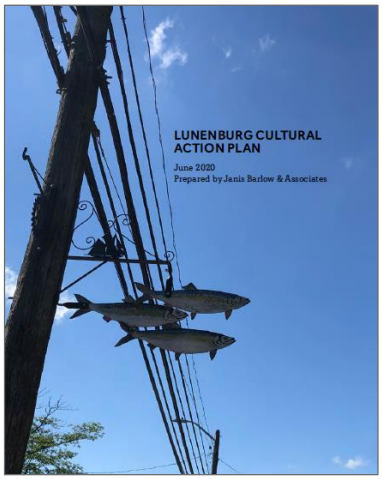

Municipal Climate Action Plan
Integrated Community Sustainability Plan
Source Water Management Plan
Comprehensive Community Plan
Anti-Racism Action Plan
Accessibility Plan
Cultural Action Plan

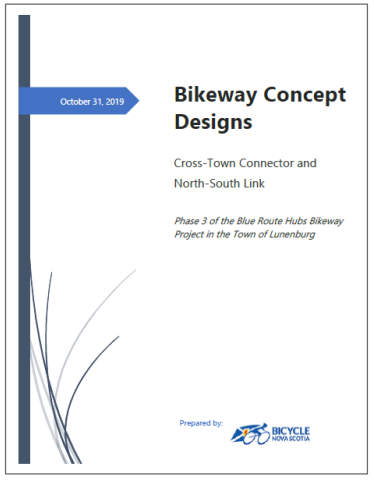

COMPREHENSIVE COMMUNITY PLAN
SEPTEMBER 18, 2020
PROJECT LUNENBURG
Navigating the Future, Together.

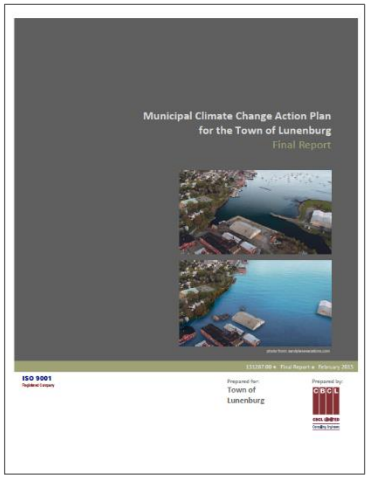

SUBDIVISION BYLAW DRAFT
LAND USE BY-LAW DRAFT
MUNICIPAL PLANNING STRATEGY DRAFT
MAY 8, 2021
PROJECT LUNENBURG
Navigating the Future, Together.

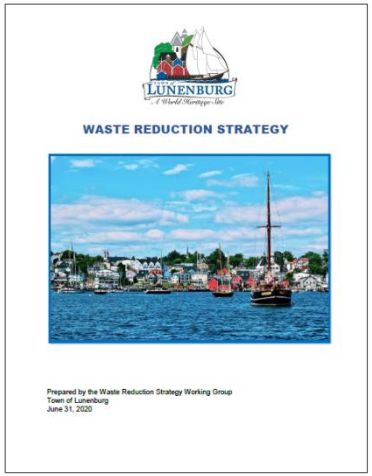

TOWN OF LUNENBURG
BACKGROUND STUDY
Towards a Revised Heritage Conservation District
March 5th, 2018
Prepared by: Arthur MacDonald MCIP, LPP
Prepared for: Town of Lunenburg
Heritage Advisory Committee and Town Council


Lunenburg County Accessibility Plan
Submitted to the Accessibility Directorate: March 9, 2021
CHESTER
Mahone Bay
BRIDGEWATER
1


LUNENBURG CULTURAL ACTION PLAN
June 2020
Prepared by Janis Barlow & Associates


October 31, 2019
Bikeway Concept Designs
Cross-Town Connector and North-South Link
Phase 3 of the Blue Route Hubs Bikeway Project in the Town of Lunenburg
Prepared by:
BICYCLE NOVA SCOTIA


Municipal Climate Change Action Plan for the Town of Lunenburg
Final Report
ISO 9001
Prepared for:
Town of Lunenburg
Prepared by:


LUNENBURG
WASTE REDUCTION STRATEGY
Prepared by the Waste Reduction Strategy Working Group
Town of Lunenburg
June 31, 2020

APPENDICES

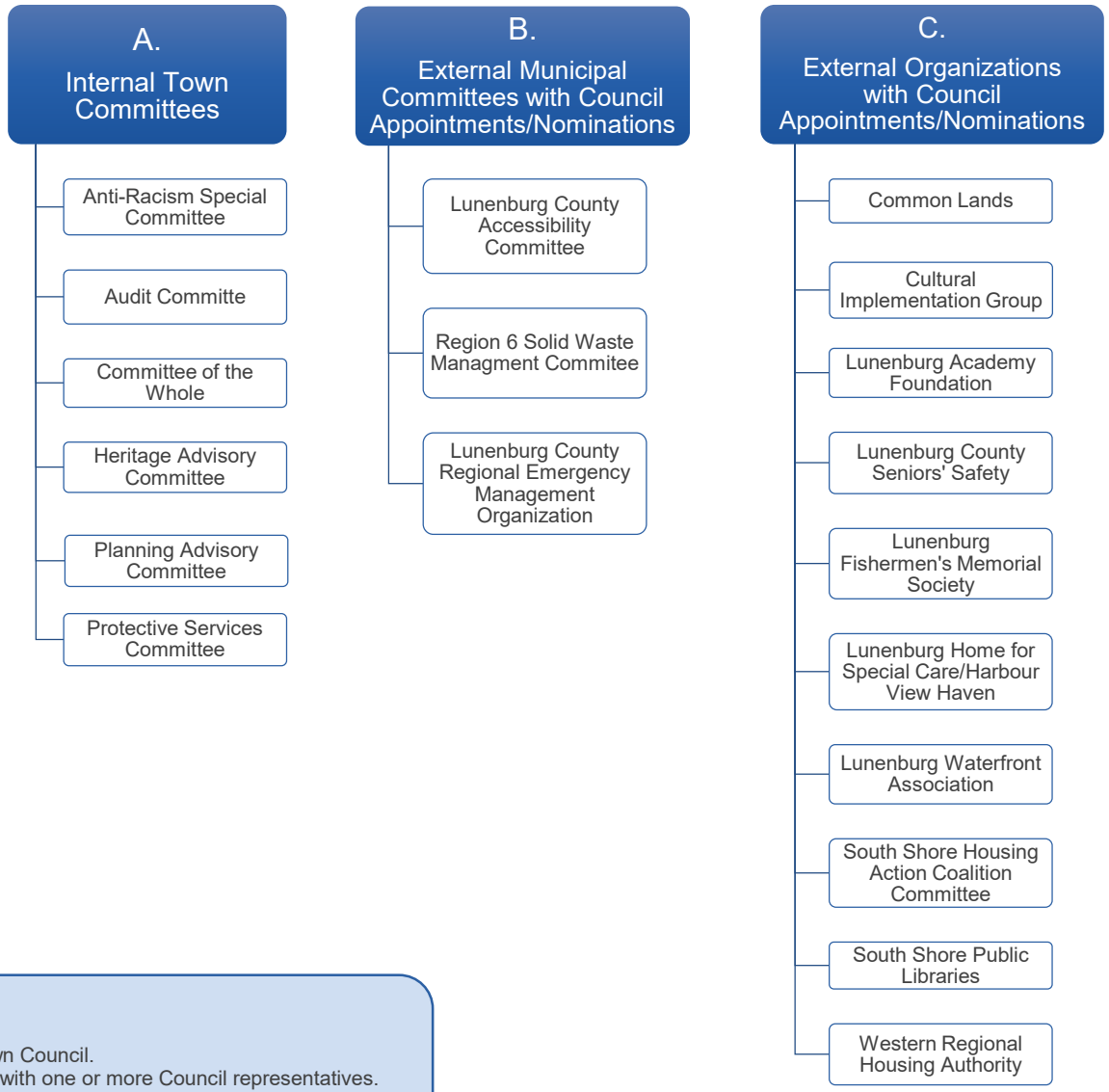
1. **Organization & Committees Charts**
2. **CCP 35 Actions – Ranking Spreadsheet by Strategic Direction – December 17, 2020**
3. **CCP 35 Actions – Individual Gantt Charts – February 16, 2021**

ORGANIZATION CHART



**Additional responsibilities*

TOWN COMMITTEES STRUCTURE



Note:

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

PROJECT LUNENBURG

STRATEGIC DIRECTION - COMMUNITY STRUCTURE

GOAL - A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Number and mix of new housing units. *Housing Unit density per residential acre. *Number of secondary and backyard suites.	2.10 Waste and sustainable Energy District (a.b)	**Study and Planning for a sustainable energy district.**	$100,000	$1,000,000	**57.0**	**8**						1. Define scope of work and create RFP. 2. Partner with external consultant to undertake study. 3. Determine Feasibility and plan for implementation.	Private Investors, Smart Cities, Province of Nova Scotia, Other Municipalities.	Electric Utility/Planning Department
*Population, number of households and youth population *Capital and operating costs of roads and services relative to number of new housing units. *Area of public open space per resident and maximum walking distance from residences to public open space. *Number of live/work units and home-based businesses. *Proportion of renewable energy in utility's energy mix.	2.4 Residential Expansion (d)	**Site Planning for Blockhouse Hill.**	$100,000	$1,000,000	**53.60**	**10**						1. Relocate campground and offset lost board of Trade Revenue by increasing Old Town visitor parking fees. 2. Rezone Blockhouse Hill for comprehensive development. 3. Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing. commence Blockhouse Hill master planning study. 4. Commence Blockhouse Hill master planning study.	Developers, Housing Nova Scotia, Housing Advocacy Groups.	Board of Trade, Planning Department

PROJECT LUNENBURG

STRATEGIC DIRECTION - HOUSING

GOAL - A town that offers a wide range of high quality and affordable housing options.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Number of units constructed and offered for 30% or less of the median household income for the census DA (permit records, census data). *Single-detached dwelling units as a proportion of new construction (permit records over time). *Number of affordable housing developments funded in part by the Town (financial records). *Proportion of renters to owners (census data over time). *Proportion of renter and owner households spending over 30 of their income on shelter (census data over time). *Number of accessibility-related retrofits (permit records).	3.5 Short-term Rentals (a-d)	**Regulate short-term rentals.**	$10,000	$100,000	**46.0**	**17**						1. Incorporate STR policy in upcoming MPA and LUB review. 2. Issue a request for tender (RFT) for consulting services to complete a Short-term Rental Bylaw. 3. Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable initiatives.	Local short-term rental operators, the Province of Nova Scotia.	Planning Department
	3.6 Housing Programs (f)	**Conduct a feasibility study of mechanisms to encourage long-term residency.**	$10,000	$100,000	**50.50**	**13**						1. Issue a request for proposals for consulting services that would include a feasibility analysis of the following mechanisms: -International/national buyer tax; -Other non-resident owners tax; -Empty homes tax; -Lower owner tax credit (or augments provincial assessment cap). 2. Work with consultant to develop an implementation plan.	Housing/Planning consultant, Province of NS, local homeowners.	Planning Department
	3.1 General (h,i)	**Continue to foster relationships with housing stakeholders to foster collaboration and data sharing.**	No Cost		**44.8**	**20**						1. Consult with Housing Nova Scotia on how their 2019-2022 Housing Action Plan could impact CCP recommendations. 2. Establish protocols for communication with housing stake-holders on related policy, funding and development work.	Canadian Mortgage & Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, The Affordable Housing Association of Nova Scotia, regional non-profit housing providers, local home owners and renters, local landlords, private developers.	Planning Department

PROJECT LUNENBURG

STRATEGIC DIRECTION - HOUSING

GOAL - A town that offers a wide range of high quality and affordable housing options.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
Page 2-Housing Continued	3.4 Alternative Housing Models (a-o)	**Study, policies and other actions toward alternative housing models.**	$10,000	$100,000	**37.73**	**25**						1. Enable alternative housing options through a review of Municipal land use documents. 2. Promote alternative housing options through programs and educational materials. 3. Work with housing stakeholders to develop financial incentives for alternative housing models. 4. Work with interested local housing advocates or non-profits within the region to conduct a feasibility study into establishing a Municipal land bank and community land trust.	Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, Regional non-profit housing providers, local home owners and renters, local landlords, private developers.	Planning Department
	3.1 General (f,g)	**Continue to monitor and analyze housing demand and supply, demographic indicators and relevant development trends.**	$100,000	$1,000,000	**26.85**	**33**						1. Enable alternative housing options through a review of Municipal land use documents. 2. Promote alternative housing options through programs and educational materials. 3. Work with housing stakeholders to develop financial incentives for alternative housing models. 4. Work with interested local housing advocates or non-profits within the region to conduct a feasibility study into establishing a Municipal land bank and community land trust.	Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, Regional non-profit housing providers, local home owners and renters, local landlords, private developers.	Planning Department

PROJECT LUNENBURG

STRATEGIC DIRECTION - SERVICING AND FACILITIES

GOAL - A town where the long-term infrastructure needs of community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE		Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
			From	To										
*Operating costs for provision of water, wastewater and stormwater services per resident. *Total length of separated stormwater and wastewater services. *Reported incidents of infiltration and seawater intrusion. *Length of underground electrical services. *Amount of cost contribution collected from private developers. *Total costs for fire services per resident. *Operating costs of municipal buildings. *Cost savings from inter-municipal facility and programming cost share arrangements. *Amount of annual waste diversion and reduction.	4.2 Wastewater (a-d)	**Upgrades to Wastewater Treatment Plant**	$10,000,000	$15,000,000	**82.50**	**2**						1. Conduct appropriate studies, design and budgeting for upgrades for the Wastewater Treatment Plant. 2. Clearly communicate the plans, costs, challenges and benefits to citizens.	Infrastructure Canada, Service Nova Scotia.	Public Works
	4.2 Wastewater (e-h)	**Plan and make upgrades to the wastewater collection and discharge system.**	$10,000,000	$15,000,000	**85.00**	**1**						1. Conduct capital maintenance on the pump stations (replace if necessary), as per the 2019 Lunenburg process Support - Lift Station Capital Maintenance memorandum. 2. Separate storm water and wastewater sewers at every opportunity when streets are being recapitalized.	Infrastructure Canada, Service Nova Scotia.	Public Works
	4.6 (a) Potential Facilities Scenarios and 4.8 (c) community and Recreation Facilities	**Plan for long-term of all municipal facilities, including renovation, sale or lease.**	$10,000		**65.60**	**6**						1. Undertake a comprehensive asset management analysis and create a plan for how the Town will manage these assets to continue to provide adequate services to the community. 2. Establish a participatory process to engage community representatives in undertaking a comprehensive facilities recapitalization strategy, including public engagement, for renewal and sale of surplus municipal buildings.	Community groups, real estate experts.	Public Works, Planning, Heritage

PROJECT LUNENBURG

STRATEGIC DIRECTION - MOBILITY

GOAL - A town with an integrated transportation system for all modes that can support the needs of residents and visitors without creating undue burden on the town.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE		Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
			From	To										
*Length (m) of sidewalks in town. *Length (m) of bicycle or mixed-use trails in town. *Number of automobile collisions. *Number of pedestrian collisions.	5.1 Connectivity (d)	**Improve connectivity between Old Town and New town for all modes of transportation.**	$1,000,000	$10,000,000	**31.7**	**30**						1. Issue an RFP and work with a consultant to conduct an intersection realignment study for Lincoln St. and Falkland St. 2. Issue an RFP and work with a consultant to create a detailed design for active transportation infrastructure improvements along the Victoria-Falkland-Lincoln axis. 3. Allocate municipal funds to conduct regular winter trail maintenance on the Front Harbour trail and associated active transportation connections.	Other levels of government funding.	Public Works, Recreation
	5.4 Parking and Visitor Arrival Strategies (a-y)	**Plan for new visitor, employee and bus parking areas outside of Old Town and associated programs**	$1,000,000	$10,000,000	**32.60**	**29**						1. Make improvements to Starr St., the lot behind the railway station, and to the memorial Arena parking lot as necessary for their new uses (e.g. expand shoulder along Starr St. 2. Issue an RFP and work with a consultant to create a signage plan to direction arrival traffic and identify dedicated parking areas. 3. Work with private businesses to establish transit within the Town to transport visitors and residents from parking areas to destination.	Private sector operators, community groups, Tourism Nova Scotia, external consultant.	Public Works, Planning

PROJECT LUNENBURG

STRATEGIC DIRECTION - ECONOMIC DEVELOPMENT

GOAL - A town where year-round, well-paying employment is available to all residents.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE		Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
			From	To										
*Number of new businesses established. *Number of new business established by town residents. *Number of jobs in the town. *Employment and unemployment rate. *Number of vacant storefronts. *Number of businesses located in Lunenburg. *Median income of residents.	6.1 General (i)	**Enhance relationships with surrounding communities and municipalities.**	No Cost		**70.1**	**4**						1. Reach out to surrounding communities and municipalities to explore potential economic development opportunities especially as it relates to attracting permanent residents to the South Shore. 2. Explore potential strategies to attract and retain residents along Nova Scotia's South Shore.	Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester.	Corporate Services
	6.1 General (a)	**Establish a staff position that can support economic development initiatives.**	$10,000	$100,000	**41.4**	**23**						1. Allocate funds for a Town employee or cost shared employment position that supports economic development initiatives. 2. Hire a person to fill the role.	Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Municipality of the District of Chester, Lunenburg Board of Trade, Develop Nova Scotia.	Corporate Services
	6.1 General (c)	**Create an inventory of economic information, including vacant and available land or storefronts, as well as other economic data.**	$0	$10,000	**36.9**	**26**						1. Establish a publicly available, online, repository to store economic data. 2. Establish economic data and indicators that will be shown in the inventory. 3. Collect, and continue to update inventory as new economic data becomes available.	Lunenburg Board of Trade, Department of Finance Canada, Development Nova Scotia	Planning

PROJECT LUNENBURG

STRATEGIC DIRECTION - HERITAGE

GOAL - A town which continues to evolve as a livig heritage site and recognizes a holistic view of its diverse history.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Number of projects, monuments or interpretive panels, recognizing Mi'kmaw and Black Nova Scotian history. *Number of registered heritage buildings. *Number of energy and accessibility retrofits to heritage buildings. *Value of construction permits in heritage district.	7.3 Built Heritage (c)	**Policy to encourage accessibility and provide heritage design guidance.**	$10,000	$100,000	**43.1**	**22**						1. Review existing design guidelines for the Heritage Conservation Area and any applicable town policies an by-laws that could impact accessibility improvements such a wheelchair ramps. 2. Develop a design standard for accessibility improvements. 3. Update any design guidelines and/or town policies or by-laws, where necessary.	Lunenburg County Joint Accessibility Advisory Committee.	Heritage
	7.3 Built Heritage (b)	**Accommodate new additions to heritage structures such as solar panels without detrimental impacts to heritage value.**	$10,000	$100,000	**30.2**	**31**						1. Conduct a review of the Municipal Heritage Conservation District and Municipal Heritage Designation and identify potential improvements related to energy efficiency and renewable energy generation.	Efficiency Nova Scotia	Heritage
	7.4 Infill and New Development (c)	**Ensure infill and new development is visually compatible with, subordinate to, and distinguishable from the historic place.**	$10,000	$100,000	**18.7**	**35**						1. Conduct a review of the Municipal Heritage Conservation District and Municipal Heritage Designation and identify potential improvements related to infill and new development.	Other Nova Scotia UNESCO Heritage Sites.	Heritage

PROJECT LUNENBURG

STRATEGIC DIRECTION - URBAN DESIGN

GOAL - A town that is shaped by cohesive design and supported by amenities that creates an attractive, enjoyable, and sustainable urban environment for residents and visitors.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Dollars (CAD) spent on streetscaping. *Number of street trees. *Accessibility standards (such as those developed by the Rick Hansen Foundation).	8.1 Streetscapes (s-y)	**Policies and other actions to improve accessibility throughout the town.**	$10,000	$100,000	**47.4**	**16**						1. Evaluate the number of accessible parking spaces within the town and consider implementing additional spaces, where possible. 2. Review standards and guidelines for sidewalks to ensure they are fully accessible.	Lunenburg County Joint Accessibility Advisory Committee, Nova Scotia Accessibility Advisory Board.	Heritage, Public Works
	8.1 Streetscapes (a-r and z-gg)	**Activate streetscapes through design and programming.**	$10,000	$100,000	**45.0**	**19**						1. Identify potential streetscapes or streetscaping elements to be upgraded or implemented. 2. conduct any potential studies, if necessary. 3. Develop a tendering process for the design and installation of any streetscaping projects.	Develop Nova Scotia, Lunenburg Board of Trade	Planning, Public Works
	8.2 Urban forest (a-h)	**Policies and programs for street trees and urban forest.**	$10,000	$100,000	**33.4**	**28**						1. Consult with a forestry expert to understand types of tree species that should be planted in the town. 2. Establish a comprehensive urban forest inventory to track the condition of existing and future trees. 3. Review and update land use policies and regulations as they relate to landscaping and tree planting on private lots.	Forest Nova Scotia, Department of Lands and Forestry, Canadian Urban Forest Research Group.	Public Works

PROJECT LUNENBURG

STRATEGIC DIRECTION - ENVIRONMENT AND SUSTAINABILITY

GOAL - A town that is ecologically diverse and climate resilient that has adapted to a changing climate while also reducing its overall footprint on the natural environment.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE		Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
			From	To										
*Number of household and businesses that adopt energy efficient retrofits. *Kilowatts of energy produced through clean energy (wind, solar, etc.) sources.	9.4 Energy Efficiency (d)	**Partnerships to encourage energy efficient retrofits.**	$0	$10,000	**69.50**	**5**						1. Partner with Efficiency Nova Scotia and Nova Scotia Power to promote home and business energy audits. Also explore potential partnerships at the federal and regional level. 2. Explore potential partnerships and funding opportunities that enable residents and business owners to conduct energy efficiency retrofits.	Efficiency Nova Scotia, Nova Scotia power, Department of Natural Resources, Department of Energy and Mines, Infrastructure Canada	Corporate Services/Electric Utility
	9.2 Renewable Energy (a-f)	**Policies for wind and solar energy at multiple scales.**	$10,000	$100,000	**34.50**	**27**						1. Review regulations as they relate to on- and off-building solar collector systems in Lunenburg. 2. Make appropriate changes to regulation to permit a greater uptake of solar in the community. 3. Explore funding opportunities in unison with provincial and federal programs for on-building solar projects.	Nova Scotia Power	Corporate Services/Electric Utility/Public Works
	9.1 Sea Level Rise (c-f)	**Policies to regulate buildings near the shoreline as part of sea level rise adaptation.**	$0	$10,000	**44.00**	**21**						1. Establish regulation to control the location of buildings within the Land Use By-law. 2. Update, if necessary, the Land Use By-law so regulations are consistent with the Coastal Protection Act. 3. Continue to review sea level rise projections and update regulations, as necessary.	Nova Scotia Environment, Department of Municipal Affairs and Housing, Bluenose Coastal Action Foundation, Fisheries and Oceans Canada, Environment and Climate Change Canada.	
	9.1 Sea level Rise (j,k)	**Facilitate ongoing community learning and dialogue about sea level rise and climate change projections and adaptation measures.**	$10,000	$100,000	**50.00**	**15**						1. Establish an online platform for residents and community members to share their experiences and stories that relate to climate change and sea level rise. 2. Continue to update sea level rise projections for the Town. 3. Hose regular (e.g. biannual) community workshops to update the community of sea level rise projections and adaptation measures.	Residents of Lunenburg, Nova Scotia Environment, Department of Municipal Affairs and Housing, Bluenose Coastal Action Foundation, Fisheries and Oceans Canada, Environment and Climate Change Canada.	Planning

PROJECT LUNENBURG

STRATEGIC DIRECTION - CULTURE AND RECREATION

GOAL - A town where all community members have access to cultural and recreation experiences.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Visitors travelling to Lunenburg for the purpose of arts, culture, or recreation (Annual nova Scotia Visitor Exit survey). *Number of visiting artists per year (schedule records from local arts organizations). *Number of people participating in municipal and community arts and recreation programs (records from Municipal programs and local arts and creation organizations). *Number of recreation facilities per number of residents (Measured against Ontario Ministry of Culture and Recreation Standards). *Mental and physical health outcomes by health district (Statistics Canada). *Diversity of age, gender, race, Indigenous status, sexuality , ability, among Municipal culture and recreation services users (Municipal user data). *Diversity of age, gender, race, Indigenous status, sexuality, ability among Municipal council and committee members (self-declaration on application forms). *Measuring inclusion Tool for Municipal Governments score card (Tool published by Alberta Urban Municipalities Association).	10.1 Identity (b), 10.6 Programming (g) and 10.7 Arts management and Promotion (b)	**Foster inclusivity in programming and leadership.**	$10,000	$100,000	**53.0**	**11**						1. Establish a regional arts council or committee with designated position 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 promotional materials and staff diversity & inclusion training.	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.	Assistant Municipal Clerk, Heritage, Recreation
	10.1 Identity (c)	**Build relationships between the Town and Mi'kmaq residents and organization, and the Town and Black residents and organizations in the area.**	$0	$10,000	**51.4**	**12**						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.	South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadian First Nation, Native Council of Nova Scotia, Indigenous and Black residents within the South Shore region.	Assistant Municipal Clerk, Heritage, Recreation
	10.1 Identity (e)	**Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspiration of Black, Indigenous and people of colour in Lunenburg.**	$10,000	$100,000	**45.4**	**18**						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 committee's work. 3. Work with the committee to develop a racial equity lens for Municipal Work.	South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadian First Nation, Native Council of Nova Scotia, ISANS, Indigenous and Black residents within the South Shore region.	Assistant Municipal Clerk, Heritage, Recreation

PROJECT LUNENBURG

STRATEGIC DIRECTION - CULTURE AND RECREATION

GOAL - A town where all community members have access to cultural and recreation experiences.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
Culture and Recreation Continued	10.5 Trails (d-i)	**Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths.**	$1,000,000	$10,000,000	**40.9**	**24**						1. Consult and collaborate with regional partners and waterfront land owners on trail development opportunities. 2. Submit a request for proposals for Architecture, Engineering, and Landscaping (AEL) services that will include detailed design drawing for improvements to the waterfront active transportation network, as well as a phased development plan. 3. Hire a contractor(s) to make improvements and additions to the waterfront active transportation network.	Municipality of the District of Lunenburg, waterfront land owners and businesses. Develop Nova Scotia, Tourism Nova Scotia, AEL consultants, construction contractors.	Planning, Public Works, Recreation
	10.3 Sport and Leisure Facilities (d,e)	**Study and assess the regional arts and recreation facility needs, and develop an integrated strategy for renovation or new construction.**	$100,000	$1,000,000	**27.1**	**32**						1. Submit a request for proposals for planning and design services that includes community consultation and the development of a Recreation Needs Study. 2. Incorporate findings into the Municipal Assets and Facilities Strategy and the Recreation and Community Facilities Recapitalization Strategy. 3. Submit a request for proposals for planning and design services that include the development of a concept plan for the recreation and education hub, among others.	Planning and design consultant, Municipality of the District of Lunenburg, Town of Bridgewater, Lunenburg Foundation for the Arts, local artists, local arts and recreation facilities.	Planning, Recreation

PROJECT LUNENBURG

STRATEGIC DIRECTION - GOVERNANCE

GOAL - A town where positive relationships, communication, continue engagement, and shared vision are the foundation to municipal decision-making.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE From	CCP ESTIMATED PRICE RANGE To	Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
*Municipal financial condition indicators, as per Provinve of Nova Scotia. *Number of community-based projects in Lunenburg. *Number of regional partnerships. *Number of candidates for municipal committees and Council. *Diversity of committee and council membership.	11.2 Local Engagement (e)	**Reform municipal committees to build a culture of inclusion.**	$10,000	$100,000	**70.6**	**3**						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.	Union of Nova Scotia (NSFM), other municipalities, Province of Nova Scotia, external consultant.	Planning, Heritage, Recreation
	11.4 Joint Service (a-c)	**Deepen work with local and regional partners in the provision of shared services.**	$0	$10,000	**64.9**	**7**						1. Reach out to surrounding municipalities to routinely discuss shared experiences, challenges and opportunities, and potential joint and shared services. 2. Where opportunities exist, develop the appropriate agreements to facilitate the service. 3. Continue to apply a joint and shared service lens to decision making.	Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester.	Corporate Services
	11.1 Internal Operations (a)	**Undertake an organizational review that will identify changes required for enabling implementation of the CCP.**	$10,000	$100,000	**50.3**	**14**						1. Detail the scope of work and include item in annual budget. 2. Issue Request for Proposal and select an external consultant. 3. Facilitate full participation of staff and Council.	External consultant.	CAO
	11.2 Local Engagement (a)	**Expand Town's communication plan to include a public participation strategy.**	$1,000,000	$10,000,000	**56.0**	**9**						1. Review existing communication plan to understand gaps in the document. 2. Undertake research on best innovations in public participation, and develop the strategy. 3. Allocate resources for putting the strategy in place. 4. Review and evaluate outcomes on a continuous basis.	Community Sector Council of Nova Scotia, Inspiring Communities, external consultant.	Corporate Services, Assistant Municipal Clerk

PROJECT LUNENBURG

STRATEGIC DIRECTION - GOVERNANCE

GOAL - A town where positive relationships, communication, continue engagement, and shared vision are the foundation to municipal decision-making.

Evaluation Matrix	Section	Action	CCP ESTIMATED PRICE RANGE		Weighted Score	Ranking	2021/22	2022/23	2023/24	2024/25	2025/26	Steps to Implementation	Potential Partners	Responsible Department(s)
			From	To										
	11.1 Internal Operations (e)	**Identify performance indicators and appropriate measurements to annually evaluate activities of the municipality.**	$100,000	$1,000,000	**18.9**	**35**						1. Seek out training or other education resources on results-based development evaluation. 2. Meet internally with staff to identify existing data that can be used for performance measurements, as well as new data collection practices. 3. Assign responsibility for collecting, compiling and analyzing to appropriate staff, working with external advisors. 4. Repeat annually.	NSFM, other municipalities, St. FX's Coady International Institute, external consultant.	All Departments

ACTION 1

SERVICING & FACILITIES: UPGRADES TO THE WASTEWATER COLLECTION AND DISCHARGE SYSTEM

Gantt Chart *(Ongoing; 5 Years +)*

#	Activity	Start	Finish	Who?	Status
	Upgrades to Wastewater Collection and Discharge System			Public Works	(Dennis)
	CCP Estimated Price Range: $10,000,000-15,000,000	Sep-19	Nov-25		
1	**Phase 1: Project Set Up and Initiation** *(2 Months)*				
1.1	Identification and High Level Description in Project Lunenburg	Complete		Council	Complete
1.2	Project Lunenburg, Project Ranking Exercise	Complete		Council	Complete
	ASSET MANAGEMENT PROGRAM (AMP)				
	Sub-Projects, Initiatives, Maintenance Practices to support (AMP):				
1.3	WWTP Overflow Check Valve Installation	Complete			Complete
1.4	Waste Water Plant Flood Study	Complete			Complete
1.5	Brook Street Storm/Sanitary Separation	Complete			Complete
1.6	Lift Station Capital Pump Repairs	Sep-19	Jul-21		
1.7	Voltage Monitoring at Lift Stations	Apr-20	Oct-21		
1.8	Lift Station Backflow Prevention Study	Aug-20	Jan-21		
1.9	Lift Station Flow Meter Installation (FEED)	Oct-20	Mar-21		
1.10	GIS System Development	Dec-20	Sep-21		
1.11	Lift Station Preventative Maintenance Program (inc reg inspections)	Dec-20	ongoing		
1.12	Lift Stations Radio Replacements and Upgrades, Phase 1	Jan-21	Mar-21		
1.13	Storm Water Diversion (from town properties)	Apr-21	Dec-21		
1.14	Sewer Compliance for Commercial Customers	Apr-21	Dec-21		
1.15	Lift Station Flow Meters (Detailed Design and Installation)	Apr-21	Dec-21		
1.16	Lift Station Backflow Prevention (FEED)	Apr-21	Dec-21		
1.17	Lift Stations Radio Replacements and Upgrades, Phase 2	Apr-21	Mar-22		
1.18	Storm Separation (as per Design Point report, CSK-005)	Apr-21	Mar-22		
1.19	Storm Separation (as per Design Point report, CSK-003)	Apr-22	Mar-23		
1.20	Master Plan	Apr-22	Mar-23		
1.21	Lift Station Backflow Prevention (Detailed Design and Installation)	Apr-22	Mar-24		
1.22	Storm Separation (as per Design Point report, CSK-004)	Apr-23	Mar-24		
1.23	Storm Separation (as per Design Point report, CSK-006)	Apr-24	Mar-25		
1.24	Catch Basin Cleaning	Ongoing, annually			
1.25	Lift Station Cleaning	Ongoing, annually			

Potential Partners: Infrastructure Canada, Service Nova Scotia

Stewardship Plan:

Council Update: Champions, Sponsors and Steering Committee

Assessment Team Working Sessions

Assessment Progress Updates (Email Update from Team Lead)

ACTION 2

SERVICING & FACILITIES: UPGRADES TO THE WASTEWATER TREATMENT PLANT

Gantt Chart *(3 Years for Design; Construction dependent on funding - 5 Years)* = Milestone

#	Activity	Start	Finish	Who?	Status
	Upgrades to the Wastewater Treatment Plant	Jan-21	Dec-25	Public Works	(Dennis)
	CCP Estimated Price Range: $10,000,000-15,000,000				
1	**Phase 1: Project Set Up and Initiation** *(2 Months)*	Jan-21	Feb-21		
1.1	Identification and High Level Description in Project Lunenburg	Complete		Council	Complete
1.2	Project Lunenburg, Project Ranking Exercise	Complete		Council	Complete
1.3	Identification of Project Team	Jan-21	Jan-21	Dennis	
1.4	Definition of Roles & Responsibilities for Project Team Members	Jan-21	Jan-21	Dennis	
1.5	Confirmation of team members	Jan-21	Jan-21	Dennis	
1.6	Development of Organizational Chart	Jan-21	Jan-21	Dennis	
1.7	Development of Preliminary Project Scope of Work, Goals, Outcomes	Jan-21	Jan-21	Dennis	
1.8	Development of Preliminary Project Schedule (Gantt Chart or equivalent)	Jan-21	Jan-21	Dennis	
1.9	Development of Preliminary Project Budget	Jan-21	Jan-21	Dennis	
1.10	Review Project Set-Up with Town Council	Feb-21	Feb-21	Dennis	
1.11	Project Kick-Off Meeting	Feb-21	Feb-21	Dennis	
2	**Phase 2: Front End Engineering and Design (FEED)** *(9 months)*	Mar-21	Dec-21		
2.1	Options Assessment	Mar-21	May-21		
2.2	Design Basis Development (Process Engineering)	Jun-21	Jul-21		
2.3	FEED Scope of Work Development (Mech, Piping, C/S, I&C, Elect)	Jul-21	Aug-21		
	MTOs (all disciplines) for Cost Estimate	Aug-21	Aug-21		
2.4	FEED (Class 5) Cost Estimate and Budget	Aug-21	Sep-21		
2.5	FEED Project Schedule	Aug-21	Sep-21		
2.6	Funding Profile	Oct-21	Oct-21		
2.7	Review FEED with Town Council	Nov-21	Nov-21		
2.8	Project and Funding Approval	Dec-21	Dec-21		
3	**Phase 3: Detailed Engineering** *(12 months)*	Oct-21	Sep-22		
3.1	Detailed Engineering, Develop Construction Work Packages (CWPs)				
3.2	Civil CWPs	Oct-21	Dec-21		
3.4	Mechanical CWPs	Oct-21	Jun-22		
3.5	Piping CWPs	Oct-21	Jun-22		
3.3	Structural CWPs	Mar-22	Jul-22		
3.6	I&C CWPs	Jan-22	Jul-22		
3.7	Electrical CWPs	Apr-22	Aug-22		
3.8	Class 2 Cost Estimate and Budget	Jul-22	Sep-22		
3.9	Detailed Project Schedule	Jul-22	Sep-22		
3.10	Development of Commissioning and Operating Procedures, Maintenance Manuals, PMs, Technical Data, etc.	Apr-22	Sep-22		
4	**Phase 4: Procurement** *(9 months)*	Jul-22	Mar-23		
4.1	Civil Procurement	Jul-22	Sep-22		
4.2	Structural Procurement	Jul-22	Mar-23		
4.3	Mechanical Procurement	Jul-22	Mar-23		
4.4	Piping Procurement	Jul-22	Mar-23		
4.5	I&C Procurement	Jul-22	Mar-23		
4.6	Electrical Procurement	Jul-22	Mar-23		
5	**Phase 5: Construction** *(18 months)*	Oct-22	Mar-24		
5.1	Site Preparation	Oct-22	Dec-22		
5.2	Systems Identification, Mechanical Completion Checklists, Turnover Preparation	Oct-22	Mar-23		
5.3	Construction (all disciplines)	Jan-23	Mar-24		
	Pre-Commissioning (all disciplines)	Jan-24	Mar-24		
5.4	Checklists, Deficiency Lists	Jan-24	Mar-24		
5.5	Mechanical Completion	Mar-24	Mar-24		
5.6	Turnover to Commissioning Team	Mar-24	Mar-24		
6	**Phase 6: Commissioning and Start Up** *3 months)*	Apr-24	Jun-24		
6.1	Electrical Commissioning	Apr-24	Apr-24		
6.2	Process and Automation Commissioning	May-24	Jun-24		
6.3	Run In Operation	Jun-24	Jun-24		
6.4	Handover to Operations	Jun-24	Jun-24		
7	**Phase 7: Operation**				
7.1	Handover of Technical, Operational and Maintenance Documentation	Jun-24	Aug-24		
7.2	Project Cleanup and Closeout	Jun-24	Aug-24		
7.3	Day to Day Operation				

Potential Partners: Infrastructure Canada, Service Nova Scotia

Stewardship Plan:

Council Update: Champions, Sponsors and Steering Committee

Assessment Team Working Sessions

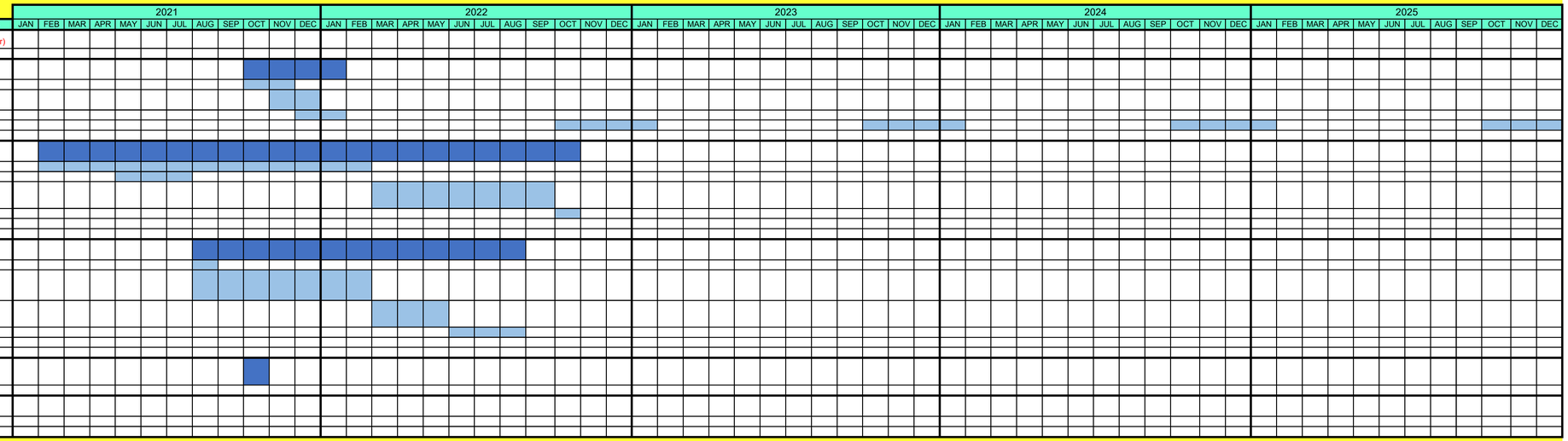
Assessment Progress Updates (Email Update from Team Lead)

ACTION 3

GOVERNANCE: REFORM MUNICIPAL COMMITTEES TO BUILD A CULTURE OF INCLUSION

Gantt Chart *(4 Years)*

#	Activity	Start	Finish	Who?	Status
	Reform municipal committees re: inclusion	Feb-21	Oct-22	Corp Services, Planning, Heritage, Rec	(Heather)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Examine the diversity of municipal committee members to identify segments of the local population who are not represented.**	Oct-21	Jan-22		
1.1	Identify when the current committee appointments expire re advertising for new	Oct-21	Nov-21	Corp Svcs	
1.2	Ad copy should include a statement encouraging diverse applicants - race, gender, sexual identity, age, disabilities, etc.	Nov-21	Dec-21	Heather	
1.3	Recommendations to Council for appointments to include diversity as a metric	Dec-21	Jan-22	Corp Svcs	
1.4	Repeat as appointment terms expire or vacancies emerge	Ongoing		Corp Svcs	
2	**Phase 2: Ensure all committee members receive training and support about inclusion.**	Feb-21	Oct-22		
2.1	Raise training with the Anti-Racism Special Committee for Municipal Action Plan	Feb-21	Feb-22	Heather/Art	
2.2	Source diversity training materials from Province, other municipalities	May-21	Jul-21	Heather	
2.3	Review committee member training and develop a generic all-committee handout including diversity and a wider historic lens	Mar-22	Sep-22	Corp Svcs, Planning, Heritage, Rec	
2.4	Council approval of new handout(s)	Oct-22	Oct-22	Council	
2.5	Share the committee manual to new website	Oct-22	Oct-22	Heather	
3	**Phase 3: Designated resources to overcome practical barriers to committee participation.**	Aug-21	Aug-22		
3.1	Assign a staff team or external consultant	Aug-21	Aug-21	Corp Svcs	
3.2	Raise the question with Anti-Racism Special Committee, Lunenburg Pride, Lunenburg County Joint Accessibility Advisory Committee (2022), NS Recreation, etc.	Aug-21	Feb-22	Corp Svcs, Planning, Heritage, Rec	
3.4	Identify barriers to participation for all demographics based on feedback	Mar-22	May-22	Corp Svcs, Planning, Heritage, Rec	
3.5	Report to Council re elimination of participation barriers and prelim budgets	May-22	Aug-22	Consultant	
3.3	Outcome of report TBD; may require project funding	TBD	TBD	Corp Svcs	
4	**Phase 4: Build relationships with a broad range of community members to help identify new committee members.**	Oct-21	Ongoing	Corp Svcs, Planning, Heritage, Rec	
	Potential Partners: Nova Scotia Federation of Municipalities (NSFM), other municipalities, Province of Nova Scotia, external consultant				



ACTION 4

ECONOMIC DEVELOPMENT: ENHANCE RELATIONSHIPS WITH SURROUNDING COMMUNITIES AND MUNICIPALITIES

Gantt Chart *(Ongoing)*

#	Activity	Start	Finish	Who?	Status
	Enhance relationships with municipalities	**Underway**	**Ongoing**	Corporate Services	(Bea)
	CCP Estimated Price Range: No cost per CCP & specific project budgets				
1	**Phase 1: Reach out to surrounding communities and municipalities to explore potential economic development opportunities especially as it relates to attracting permanent residents to the South Shore.**	Underway	Ongoing		
1.1	Lunenburg County Municipalities Economic Development Meetings			Asst Clerk	
1.2	Lunenburg County Mayors & Wardens discussions for joint economic opportunities			Mayor/CAO	
1.3	Lunenburg (County) Now membership to support resident & business relocations			Corp Services	
1.4	Various Lunenburg County Board & Committee membership for integrated economic development opportunities			Council	
1.5	Joint Building Inspection service delivery to facilitate new housing and commercial development			Corp Services/ MODL	
1.6	Nova Scotia Federation of Municipalities relocation initiatives training			Corp Services	
1.7	Lunenburg County inter-municipal recreation offerings to encourage residency			Rec Dir	
2	**Phase 2: Explore potential strategies to attract and retain residents along Nova Scotia's South Shore.**	Underway	Ongoing		
2.1	Events Lunenburg Tourism membership to market local events & attractions			Corp Services	
2.2	Lunenburg Now membership to support new resident & business relocations			Corp Services	
2.3	South Shore Health Physician & Other Medical Professional relocation support			Corp Services	
2.4	Fishermen's Memorial Hospital site specific meetings & grants			Council	
2.5	NSCAD Residency Program to facilitate short & long term arts community			Corp Services	
2.6	Lunenburg Board of Trade cooperative initiatives to encourage residential & commercial relocations			Corp Services/ LBOT	
2.7	Newcomers Welcome group activities to welcome new residents & businesses			Rec Dir	
2.8	Education organization affliations to welcome international students & It residency			Corp Services	
2.9	Anti-Racism Special Committee meeting initiatives			Council/Corp Svcs	
2.10	Local business meetings to determine & support staff recruitment			Council/Corp Svcs	
2.11	Budget, tax rate & FCI rationalization for expansive municipal services & infrastructure			Finance Dir	
2.12	Lunenburg County Board participation to facilitate housing & employment initiatives			Council	

Potential Partners: Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester.

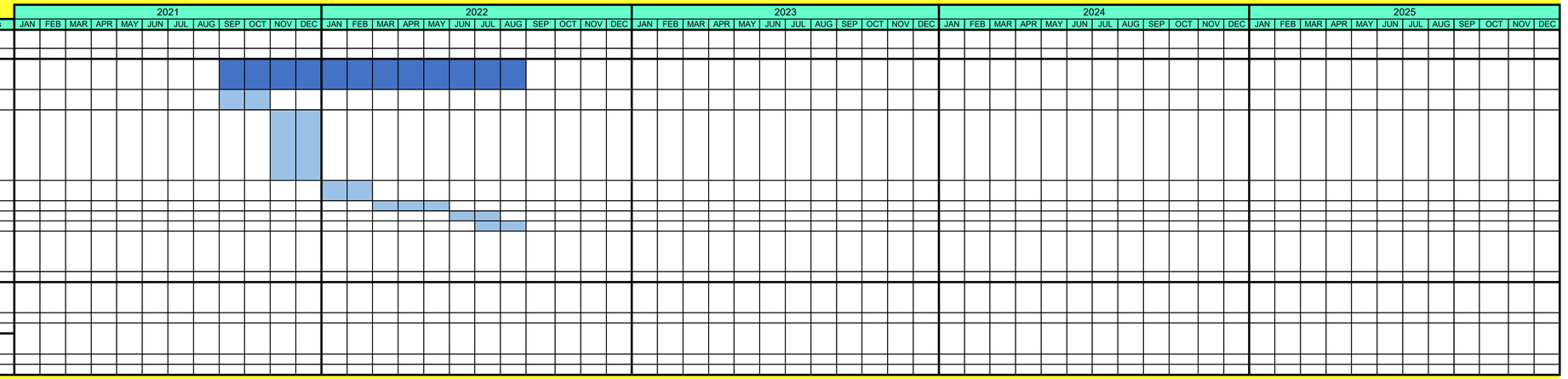
2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2023												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2024												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2025												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ACTION 5

ENVIRONMENT & SUSTAINABILITY: PARTNERSHIPS TO ENCOURAGE ENERGY EFFICIENCY RETROFITS

Gantt Chart *(1 Year)*

#	Activity	Start	Finish	Who?	Status
	Energy efficiency retrofits	**Sep-21**	**Aug-22**	Corp Svcs Public Works Electric Utility	(Lisa)
	CCP Estimated Price Range: $0-10,000				
1	**Phase 1: Partner with Efficiency NS and NS Power to promote home and business energy audits. Also explore potential partnerships at the federal and regional levels.**	Sep-21	Aug-22		
1.1	Hire consultant to prepare RFP and assist in the review of the results	Sep-21	Oct-21	Corp Svcs Consultant	
1.2	Prepare an RFP that would be used to hire a consulting firm to analyze all opportunities and risks for the development of programs that would encourage all energy efficient retrofits within the ToL Electric Utility catchment service area. The final report will identify partners, funding opportunities, and implementation plan for the Town to consider. Ensuring that the retrofits provide quality energy efficiency savings to customers while considering the impart to the revenues of the Electric Utility.	Nov-21	Dec-21	Corp Svcs Consultant	
1.3	Review and award contract	Jan-22	Feb-22	Corp Svcs Consultant	
1.4	Consultant completes work	Mar-22	May-22	Consultant	
1.5	Staff review completed report	Jun-22	Jun-22	Corp Svcs	
1.6	Update Council on report	Jul-22	Aug-22	Corp Svcs	
1.7	Implementation of report - will possibly require funding, i.e. grant application, inclusion in Town budgets, regulator review with NSUARB, possible rate amendments. Path to implementation cannot be determined until study completed.	TBD	TBD	Corp Svcs	
2	**Phase 2: Explore potential partnerships and funding opportunities that enable residents and businesses owners to conduct energy efficiency retrofits.**	TBD	TBD	Corp Svcs	
2.1	Incorporated in study above.				
	Potential Partners: Efficiency Nova Scotia, Nova Scotia Power, Department of Natural Resources, Department of Energy and Mines, Infrastructure Canada				



ACTION 6

SERVICING & FACILITIES: PLAN FOR LONG-TERM OF ALL MUNICIPAL FACILITIES, INCL. RENOVATIONS, SALE, OR LEASE

Gantt Chart *(3-5 Years)*

'= Milestone

#	Activity	Start	Finish	Who?	Status
	Plan for long-term of all municipal facilities	Jan-21	Dec-23	Public Works Planning Heritage	
	CCP Estimated Price Range: $10,000-100,000				
1	**Building Report and 25 year facilities plan**				
1.1	Complete the 2021 Building Report and 25 year plan	Jan-21	Apr-21	Staff	In progress
1.2	Finalize overall building report for presentation to staff and Council	May-21		Staff	In progress
1.3	Council to review each individual building and confirm long term direction and plan - also to confirm what properties require public consultation	May-21		Council	Not started
1.4	Review Council's direction on each building	May-21	Jun-21	Staff	Not started
1.5	Edit and finalize 25 year building plan to match Council's direction	May-21	Sep-21	Staff	Not started
1.6	Budget for implementation	May-21	Feb-22	Staff	Not started
1.7	Seek and apply for funding for projects	Continuous		Staff	Not started
1.8	Coordinate scheduling of public consultation with Planning, etc.	TBD		PW, Planning, Heritage	Not started
2	**Income / Rental Properties (5 Buildings)**				
2.1	***Lunenburg Academy**				
2.1.1	Develop / implement long term maintenance plan	Continuous		Paul / Arthur	In progress
2.1.2	Carry out maintenance plan	Continuous		Paul / Arthur	In progress
2.1.3	Continue to work towards 100% occupancy	Continuous		Staff	In progress
2.2	***Old Fire Hall**				
2.2.1	Prepare building to be listed for sale	Feb-21	Dec-21	Staff	Not started
2.2.2	Complete Survey	Mar-21	May-21	3rd Party	Not started
2.2.3	Migrate Property	Mar-21	May-21	Lawyer	Not started
2.2.4	Potential Re-Zoning under new Land Use By-Law	Wait for New By-Law		Staff	Not started
2.2.5	Bring forth action plan to council when the building is ready for sale	Jul-21		Staff/Council	Not started
2.2.6	List building for sale	Aug-21	Oct-21	Realtor	Not started
2.2.7	Review offers and complete sale of property	Nov-21	Dec-21	Staff/Council	Not started
2.3	***Old School Annex**				
2.3.1	Continue Exterior renovations in collaboration with NSCC Leased till Oct. 14th 2022, New roof, finish siding	Current	Dec-23	NSCC/Staff	In progress
2.3.2	Prepare building for sale or ... as per Council's recommendation	Jan-24		Staff	Not started
2.4	***Angus Walters House**				
2.4.1	Sell building	Current	Mar-21	Council/Staff	In progress
2.4.1	Public consultation TBD	TBD	TBD		Not started
2.5	***CN Station**				
2.5.1	Keep or sell building based on Council's direction	May-20	May-20	Council	Not started
3	**Recreation Facilities (2 Buildings)**				
3.1	***Community Centre**				
3.1.1	Continue regular maintenance	Continuous		Staff	In progress
3.1.2	Council to review 25 year building plan for future direction			Council	Not started
3.1.3	Undertake energy sturdy and cost analysis for upgrading current building vs. potential rebuild	Mar-22	Mar-23	Staff / 3rd Party	Not started
3.3.4	Plan for next steps				
3.2	***Arena**				
3.2.1	Continue regular maintenance	Continuous		Staff	In progress
3.2.2	Council to review 25 year building plan for future direction			Council	Not started
3.2.3	Undertake energy sturdy and cost analysis for upgrading current building vs. potential rebuild	Mar-22	Mar-23	Staff / 3rd Party	Not started
3.2.4	Plan for next steps				
3.3	***Skate Park**				
3.3.1	Install new Half Pipe				
3.3.2	Continue regular maintenance				
3.4	***Track / Ball Field**				
3.4.1	TBD				
3.5	***Playgrounds**				
3.5.1	TBD				
3.6	***Parks**				
3.6.1	TBD				
4	**Public Works Facilities - Public Works, Water & Waste Water - Distribution / Collection**				
4.1	***Armouries**				
4.1.1	Council to decide on long-term plan for building - CCP recommended to move Public Works outside of old town	May-21			
4.1.2	Plan / budget and design new Public Works building to be placed behind the WWTP				
4.1.3	Build New Public Works building				
4.1.4	Commission building and move Public Works to New building				
4.1.5	Prepare for the sale of the Armories				
4.1.6	Complete Survey				
4.1.7	Migrate Property				
4.1.8	Potential Re-Zoning under new Land Use By-Law				
4.1.9	Bring forth action plan to council when the building is ready for sale				
4.1.10	List building for sale				
4.1.11	Review offers and complete sale of property				
4.2	***Waste Water Treatment Plant**				
4.2.1	Continue with regular maintenance	Continuous		Staff	In progress
4.2.2	Continue with WWTP upgrade / rebuild / New plant				
4.3	***Bluenose Drive Lift Station**				
4.3.1	Continue regular maintenance	Continuous		Staff	In progress
4.4	***Brook Street Lift Station**				
4.4.1	Continue regular maintenance	Continuous		Staff	In progress
4.5	***Water Treatment Plant**				
4.5.1	Continue regular maintenance	Continuous		Staff	In progress
4.6	***Intake House Dares Lake**				
4.6.1	Continue regular maintenance	Continuous		Staff	In progress
4.7	***Pump House Dares Lake**				
4.7.1	Continue regular maintenance	Continuous		Staff	In progress
4.8	***Downstream Chlorination Building**				
4.8.1	Decommission building	Mar-21	Mar-22	Staff	Not started
4.9	***Standpipe Chlorination Building**				
4.9.1	Continue regular maintenance	Continuous		Staff	In progress
4.10	***Blue Storage Building**				
4.10.1	Continue regular maintenance	Continuous		Staff	In progress
4.10.2	Council to decide on long-term plan for building	May-21		Council	Not started
4.11	***Cemetery Upper Building**				
4.11.2	Continue regular maintenance	Continuous		Staff	In progress
4.12	***Cemetery Lower Building**				
4.12.1	Continue regular maintenance	Continuous		Staff	In progress
4.13	***Salt Shed**				
4.13.1	Continue regular maintenance	Continuous		Staff	In progress
5	**General Government / Electric Utility / Environmental Development Services / Protective**				
5.1	***Town Hall**				
5.1.1	Council to decide on long-term plan for building				
5.1.2	Undertake energy sturdy for potential energy saving upgrades	Mar-22	Mar-23	Staff / 3rd Party	Not started
5.2	***Electric Light Shop**				
5.2.1	Find a new location for the storage of our electric utility				
5.3	***Public Washrooms**				
5.3.1	Continue regular maintenance	Continuous		Staff	In progress
5.4	***New Fire Hall**				
5.4.1	Continue regular maintenance	Continuous		Staff	In progress
5.4.2	Undertake energy sturdy for potential energy saving upgrades	Mar-22	Mar-23	Staff / 3rd Party	Not started

Potential Partners: Community groups, real estate experts.

ACTION 7

GOVERNANCE: DEEPEN WORK WITH LOCAL AND REGIONAL PARTNERS IN THE PROVISION OF SHARED SERVICES

Gantt Chart *(Ongoing; 2 Years)*

#	Activity	Start	Finish	Who?	Status	2021 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Deepen shared services	**Underway**	**Ongoing**	Corporate Services	(Bea)																																																																														
	CCP Estimated Price Range: $0-10,000 & project specific budget requirements																																																																																				
1	**Phase 1: Reach out to surrounding municipalities to routinely discuss shared experiences, challenges and opportunities, and potential joint and shared services.**	Underway	Ongoing																																																																																			
1.1	NSFM provincial, regional & Town Caucus meetings & conferences			Council/CAO																																																																																				
1.2	AMANS provincial & regional meetings, committees & conferences			CAO																																																																																		
1.3	Lunenburg County REMO meetings & training			Council/Corp Svcs																																																																																			
1.4	Lunenburg County Mayors & Warden sessions			Mayor/CAO																																																																																		
1.5	Lunenburg County CAOs sessions			CAO																																																																																			
1.6	South Shore Recreation inter-municipal meetings			Rec Dir																																																																																			
1.7	Lunenburg County economic development representatives meetings			Asst Clerk																																																																																			
1.8	Lunenburg County joint Building Inspection project			Corp Svcs/MODL																																																																																		
1.9	Municipal Website Venture management meetings			Corp Svcs																																																																																			
2	**Phase 2: Where opportunities exist, develop the appropriate agreements to facilitate the service.**	Underway	Annual																																																																																			
2.1	Lunenburg Joint Building Inspection Development Agreement			Corp Svcs/MODL																																																																																	
2.2	Municipal Website Venture Service Agreement			Corp Svcs																																																																																		
2.3	IT service inter-municipal Service Agreement development			Corp Svcs																																																																																		
2.4	Fire Inspection inter-municipal Service Agreement development			Corp Svcs																																																																																		
2.5	Waste Management inter-municipal Agreement management			Corp Svcs																																																																																	
3	**Phase 3: Continue to apply a joint and shared service lens to decision making.**	Underway	Ongoing																																																																																		
3.1	Annual Budget development analysis to explore new opportunities	Oct	Apr	Corp Svcs																																																																																	
3.2	Inter-municipal Committee and Board meetings to develop add-ons			Corp Svcs																																																																																	
3.4	NSFM membership joint goods & services arrangements			Corp Svcs																																																																																		
3.5	AMA NS membership joint goods & services arrangements			Corp Svcs																																																																																		
3.3	Lunenburg County Mayors & Warden sessions			Mayor/CAO																																																																																		
3.6	Lunenburg County CAOs meetings			CAO																																																																																			
3.7	South Shore Recreation Directors meetings			Rec Dir																																																																																			
	Potential Partners: Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Region of Queens Municipality, Municipality of the District of Chester																																																																																					

ACTION 8

COMMUNITY STRUCTURE: STUDY AND PLANNING FOR SUSTAINABLE ENERGY DISTRICT

Gantt Chart *(2 Years)*

= Milestone

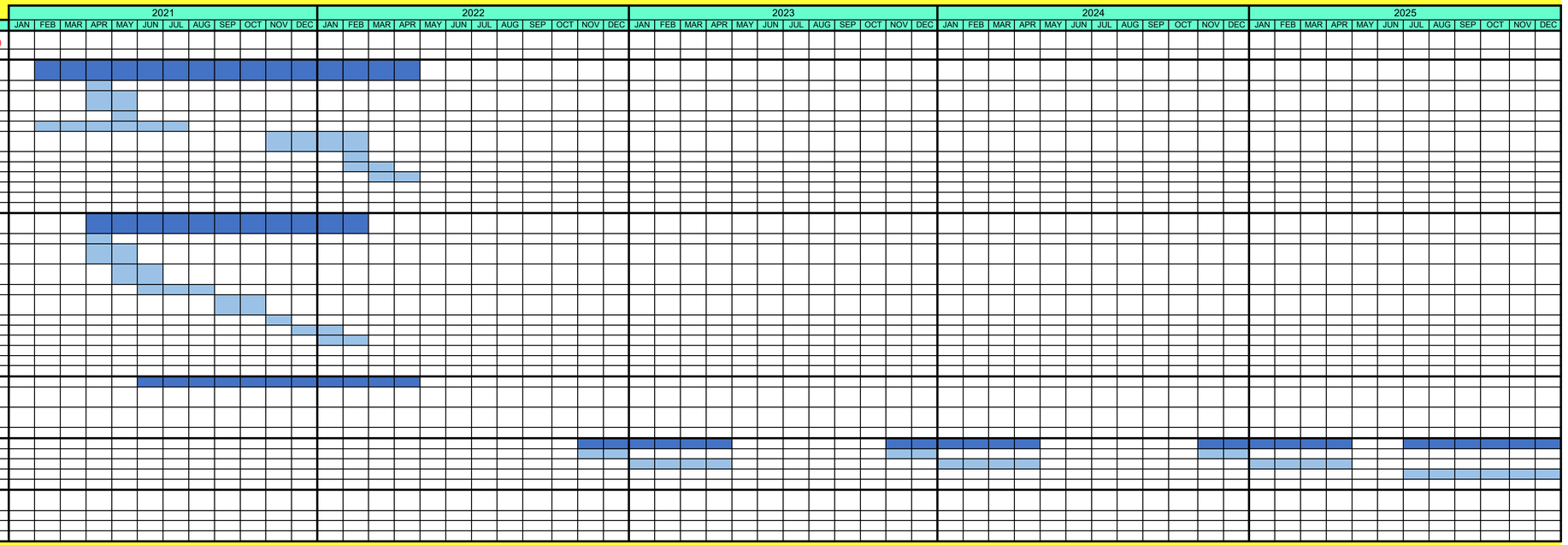
#	Activity	Start	Finish	Who?	Status	2021 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Sustainable Energy District	**Mar-21**	**TBD**	Electric Utility Public Works Planning	(Lisa/Dawn/ Dennis)																																																																													
	CCP Estimated Price Range: $100,000-1,000,000																																																																																						
1	**Phase 1: Undertake Study for Energy District ($16,800)**																																																																																					
1.1	Budget planned and approved	Mar-21		Council																																																																																				
1.2	Create Scope of work for energy study	Apr-21	Jun-21	Staff/3rd party																																																																																			
1.3	Apply for funding for study through FCM	Apr-21	Jun-21	Staff																																																																																			
1.4	RFP issued	Jul-21	Sep-21	Staff																																																																																			
1.5	Award project to contractor	Sep-21		Staff																																																																																			
1.6	Undertake study	Sep-21	Jan-22	3rd party																																																																																			
1.7	Report to Council - study summary	Jan-22		Staff/3rd party																																																																																		
1.8	Plan for next steps	Jan-22		Staff																																																																																	
2	**Phase 2: Design phase**	TBD																																																																																				
2.1	Budget and planning for detailed design of sustainable energy district																																																																																				
2.2	Apply for funding through FCM and other places																																																																																					
2.3	RFP for engineering services for project design design																																																																																					
2.4	tender and award																																																																																				
2.5	develop design of energy district																																																																																				
2.6	develop class "A" estimates for build phase																																																																																				
3	**Phase 3: Implamantation of sustainable energy into grid**	TBD																																																																																			
	Potential Partners: Private Investors, Smart Cities, Province of Nova Scotia, Other Municipalities																																																																																				

ACTION 9

GOVERNANCE: EXPAND TOWN'S COMMUNICATION PLAN TO INCLUDE A PUBLIC PARTICIPATION STRATEGY

Gantt Chart *(2 Years)*

#	Activity	Start*	Finish*	Who?	Status
	Public participation strategy	Feb-21	Apr-22	Corp Services (AMC); Planning	(Heather)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Review existing communications plan to understand gaps in the document.**	Apr-21	Feb-22		
1.1	Review 2016 document to re-visit tactics prioritized at that time	Apr-21	Apr-21	Heather	
1.2	Draft an outline of changes that should be made, including new websites and Public Participation documents	Apr-21	May-21	Heather	
1.3	Go to Phase 2; prioritize Public Participation strategy	May-21	May-21	Heather	
1.4	Website builds (x2) completed	Feb-21	Jul-21	AMANS/Heather	
1.5	When Public Participation documents are submitted, return to Communications Plan preparation; include resource/cost estimate and evaluation criteria	Nov-21	Feb-22	Heather	
1.6	Submit Communications Plan for internal review	Feb-22	Feb-22	Corp Services	
1.7	Revisions as required	Feb-22	Mar-22	Heather	
1.8	Submit 2022 Communications Plan to Council for review/approval	Mar-22	Apr-22	Council	
1.9	Post approved Plan to website after approval	TBD	TBD	Heather	
1.10	Execution to be determined	TBD	TBD	Heather	
2	**Phase 2: Undertake research on best innovations in public participation, and develop the strategy.**	Apr-21	Nov-21		
2.1	Review AMANS template provided to evaluate application to TOL	Apr-21	Apr-21	Heather	
2.2	Review other municipalities' examples where appropriate, include Anti-Racism Special Committee	Apr-21	May-21	Heather/Dawn	
2.3	Public consultation: from CCP and seek input from public via questionaire and/or on & off-line suggestion "box"	May-21	Jun-21		
2.4	Prepare a first draft of a TOL strategy - review with Town Planner	Jun-21	Aug-21	Heather/Dawn	
2.5	Incorporate feedback into second draft, along with resource/cost estimation and evaluation criteria	Sep-21	Oct-21	Heather	
2.6	Submit Public Participation Strategy for internal review	Nov-21	Nov-21	Corp Serv	
2.7	Revisions as required	Dec-21	Jan-22	Heather	
2.8	Submit Public Participation Strategy to Council for review/approval	Jan-22	Feb-22	Council	
2.9	Post approved strategy to website	TBD	TBD	Heather	
2.10	Execution to be determined	TBD	TBD	Heather	
3	**Phase 3: Allocate resources for putting the strategy in place.**				
3.1	Incorporated in Public Participation and Communications Strategy documents as above.	Jun-21	Apr-22	Heather	
3.2	Execution dependent on approved budgets	TBD	TBD	Council Heather	
4	**Phase 4: Review and evaluate outcomes on a continuous basis.**	2022	Ongoing		
4.1	Annual evaluation.	Nov	Dec	Corp Services	
4.2	Refresh resource/budget asks as needed annually.	Jan	Apr	Corp Services	
4.3	Schedule a full review of Communication Plan in 2025/26.	Jul-25	Dec-25	Corp Services	
	Potential Partners: Community Sector Council of Nova Scotia, Inspiring Communities, external consultant				
	***Timing subject to change dependent on prioritizing of this and other actions.**				



Project #: ACTION 10

COMMUNITY STRUCTURE: SITE PLANNING FOR BLOCKHOUSE HILL

Gantt Chart *(1.5-3 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Site Planning for Blockhouse Hill	**Underway**	**Apr-24**	Planning/ LBOT	(Dawn)
	CCP Estimated Price Range: $100,000-1,000,000				
1	**Phase 1: Relocate campground and offset lost LBOT revenue by increasing Old Town visitor parking fees.**	Mar-21	Dec-24	LBoT, Planning	
1.1	LBoT decision to relocate campground, determine ownership & operating model.				
1.2	Determine alternative to and/or additional ways of offsetting relocation expenses rather than increasing Town visitor parking fees (Covid recovery, inadequate source of revenue).				
1.3	Decision and adoption of funding model by LBoT and ToL				
1.4	Site Selection - Develop criteria for site (walkability, servicing requirements, acceptable elevations, minimum area, frontage, etc)				
1.5	Site Selection - carry out analysis and provide options, selection of site				
1.6	Site Purchase - legal and survey (retracement, possible subdivision), Council approvals (land title, ToL budget impacts).				
1.7	Site Pre-Construction - design work, cost estimates, possible phased approach.				
1.8	Site Construction - funding model in place, construction (likely in phases for full build out), possible infrastructure upgrades by Town.				
1.9	Campground operational				
2	**Phase 2: Re-zone Blockhouse Hill for comprehensive development.**			Upland, Planning	Ongoing
2.1	New MPS and LUB will enable comprehenisve development, rezoning should not be necessary. If RCDD, a development agreement will be most likley be needed once there is a change in title.				
2.2					
2.3					
2.4					
2.5					
2.6					
2.7					
2.8					
2.9					
2.10					
3	**Phase 3: Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing.**			Planning, Legal, Housing NS, Advocacy Groups	
3.1	RFP for feasibility study				
3.2	Council award of RFP				
3.4	Feasibility study - recommendations for methods and conditions for inclusion of affordable housing.				
3.5					
3.3					
3.6					
3.7					
3.8					
3.9					
3.10					
4	**Phase 4: Commense Blockhouse Hill master planning strategy.**			Planning, PW, consultant	
4.1	Preparation: Desk top archeology study				
4.2	Preparation: Heritage Impact Assesment or similar report with respect to development of WHS buffer property and its impact on OUV.				
4.3	Preparation: Migration of RoD lots, surveying, land assemblage (consolidating subdivision)				
4.4	Preparation: Internal Report on current servicing - issues identified for engineering requirements for site development				
4.5	RFP for master planning strategy				
4.6	Master planning strategy, with public engagement components				
4.7	Town led planning and design process - options for proceeding - RFP including DA negotiations, RFP for design THIS DEPENDS UPON WHAT IS SET OUT IN THE LUB AS WELL AS THE MASTER PLANNING STUDY				
4.8	Public Engagement				
4.9	Planning approvals				
	Potential partners: Developers, Housing Nova Scotia, Housing Advocacy Groups				

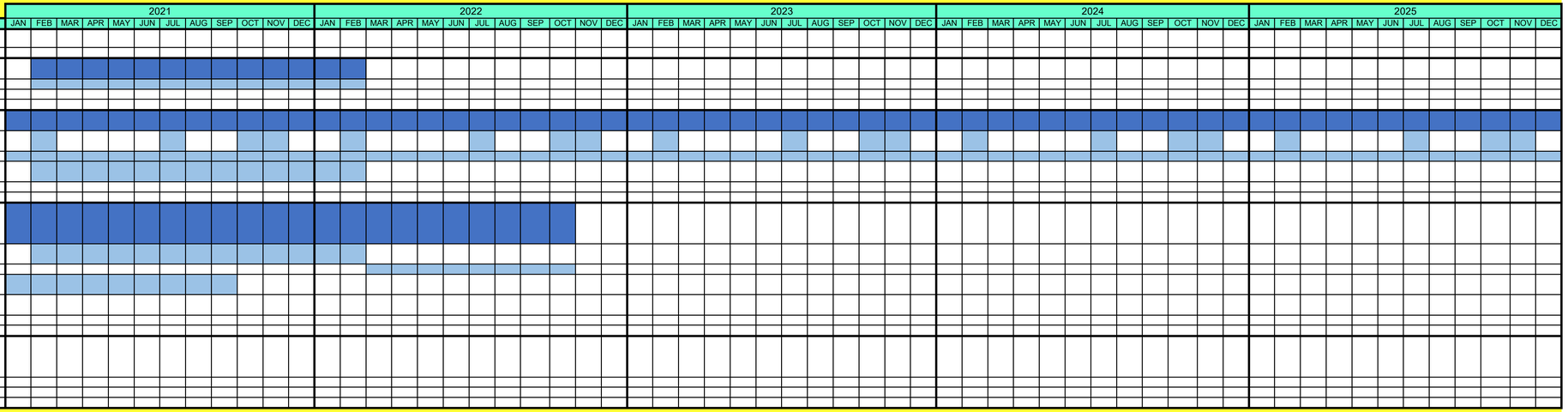
	2021												2022												2023												2024												2025											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1			●																																																											
1.1																																																															
1.2																																																														
1.3																																																														
1.4																																																														
1.5																																																														
1.6																																																														
1.7																																																														
1.8																																																														
1.9																																																														
2																										●																																					
2.1																																																														
2.2																																																														
2.3																																																														
2.4																																																														
2.5																																																														
2.6																																																														
2.7																																																														
2.8																																																														
2.9																																																														
2.10																																																														
3																■	■	■	■	■	■	■	■	■				■	■	■	■																																		
3.1																																																														
3.2																																																														
3.4																																																														
3.5																																																														
3.3																																																														
3.6																																																														
3.7																																																														
3.8																																																														
3.9																																																														
3.10																																																														
4																																																															
4.1																																																														
4.2																																																														
4.3																																																														
4.4																																																														
4.5																																																														
4.6																																																														
4.7																																																														
4.8																																																														
4.9																																																														

ACTION 11

CULTURE & RECREATION: FOSTER INCLUSIVITY IN PROGRAMMING AND LEADERSHIP

Gantt Chart *(Ongoing; 5 Years+)*

#	Activity	Start	Finish	Who?	Status
	Foster inclusivity in programming and leadership	**Jan-21**	**Dec-25**	AMC Heritage Recreation	(Kelly C)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Establish a regional arts council or committee with designated position for equity-seeking groups.**	Feb-21	TBD		
1.1	Refer to Anti-Racism Special Committee for consideration	Feb-21	Feb-22		
1.2	Next steps TBD pending report from Anti-Racism Special Committee	Feb-22	TBD		
2	**Phase 2: Work with diverse stakeholders to host a series of events highlighting the various cultural identities and histories of Lunenburg.**				
2.1	Continue special events such as Pride, Mi'kmaq Grand Council, Transgender, and Pan-African flag raisings	Underway	Ongoing		
2.2	Continue to work with different segments of the community for workshops	Underway	Ongoing		
2.3	Refer to Anti-Racism Special Committee for consideration re educational programming	Feb-21	Feb-22		
2.4	Next steps TBD	TBD	TBD		
3	**Phase 3: Implement strategies and policies to improve inclusivity in recreation, including gender-neutral spaces, programming devoted to women and trans individuals, inclusive terminology, visual diversity in promotional materials, and staff diversity & inclusion training.**	Jan-21	Oct-22		
3.1	Refer to Anti-Racism Special Committee and Lunenburg County Accessibility Advisory Committee for consideration	Feb-21	Feb-22		
3.2	See Action #3 regarding training for Council, committee members, and staff	Mar-22	Oct-22		
3.4	As part of Action #6, consider feasibility of installing gender-neutral washrooms in recreation facilities	Jan-21	Sep-22		
3.5	Partner with community organizations (see "potential partners" below) to develop programming	TBD	TBD		
3.3	Next steps TBD	TBD	TBD		
	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				



ACTION 12

CULTURE & RECREATION: BUILD RELATIONSHIPS BETWEEN THE TOWN AND MI'KMAQ RESIDENTS/ORGANIZATIONS AND THE TOWN AND BLACK RESIDENTS/ORGANIZATIONS IN THE AREA

Gantt Chart *(3 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Build relations between the Town and BIPOC residents	**Underway**	**TBD**	AMC Heritage Recreation	(Heather)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Establish municipal protocol for engaging and collaborating with Indigenous and Black residents and organizations.**				
1.1	Initiated diverse outreach during staff report research for Council responding to Cornwallis street naming petition	Jul-20	Aug-20		Complete
1.2	Outreach for forming Anti-Racism Special Committee - membership to be approved by Council	Oct-20	Jan-21		
1.3	Protocol question to be considered as part of Special Committee's work	Feb-21	Jan-22	Special Comm	
1.4	Specific recommendation(s) on how to accomplish to be included in final report	Jan-22	Jan-22	Special Comm	
1.5	Council decision(s) on report	Feb-22	Feb-22	Council	
1.6	Next steps TBD	TBD	TBD	Staff	
2	**Phase 2: Budget resources to enable collaboration and sharing of knowledge and information.**				
2.1	Special Committee final report to Council with recommendations - costs TBD	Jan-22	Jan-22	Special Comm	
2.2	Council decision(s) on costs in report	Feb-22	Feb-22	Council	
2.3	Next steps TBD	TBD	TBD	Staff	
3	**Phase 3: Practice open dialogue, cooperation and collaboration on topics of common interests, challenges, and opportunities.**				
3.1	Source diversity training materials from Province, other municipalities	May-21	Jul-21	Asst Clerk/CAO	
3.2	Diversity training for Council, Committees, Staff	Fall/Winter-21		Council/Staff	
3.4	Continuous application of inclusivity lens moving forward	Jan-22	Ongoing	Council/Staff	
3.5	Refresh diversity training periodically	Ongoing		Council/Staff	
4	**Phase 4: Regularly consider and acknowledge harm done by settler governments and colonial practices, and consider the impacts this has today on relationship building.**				
4.1	Heritage question to be considered as part of Special Committee's work	Feb-21	Jan-22	Special Comm/ Heritage Mgr	
4.2	Specific recommendation(s) to be included in final report	Jan-22	Jan-22	Special Comm	
4.3	Council decision(s) on report	Feb-22	Feb-22	Council	
4.4	Next steps TBD	TBD	TBD	Staff	
	Potential partners: South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadian First Nation, Native Council of Nova Scotia, Indigenous and Black residents within the South Shore region				

2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
◆												

ACTION 13

HOUSING: CONDUCT A FEASIBILITY STUDY OF MECHANISMS TO ENCOURAGE LONG-TERM RESIDENCY

Gantt Chart *(1 Year)*

= Milestone

#	Activity	Start	Finish	Who?	Status	2021 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Feasibility study to encourage long-term residen	**Apr-22**	**Apr-23**	Planning	(Dawn)																																																																								
	CCP Estimated Price Range: $10,000-100,000																																																																																
1	**Phase 1: Issue a request for proposals for consulting services that would include a Feasibility Analysis of the following mechanisms: international/national buyer tax; other non-resident owners tax; empty home tax; lower owner tax credit (or augment provincial assessment cap).**	Apr-22	Oct-22																																																																															
1.1	RFP for Feasibility Study			Planning																																																																																			
1.2	Data gathering for consultant																																																																																					

ACTION 14

GOVERNANCE: UNDERTAKE AN ORGANIZATIONAL REVIEW THAT WILL IDENTIFY CHANGES REQUIRED FOR ENABLING IMPLEMENTATION OF CCP.

Gantt Chart *(1 Year)*

#	Activity	Start	Finish	Who?	Status
	Organizational review to identify changes for CCP	**Jan-21**	**May-22**	Corporate Services	(Bea)
	CCP Estimated Price Range: $10,000-100,000 consultant study only + additional HR reorg costs				
1	**Phase 1: Detail the scope of work & include item in annual budget**				
1.1	Identify CPP implementation needs which cannot be met within current elected & appointed organizational & financial structure in consultation with same	Mar-21	Dec-21	Corp Svcs	
1.2	Determine if these CCP implementation needs can be addressed by existing Council, Committee, staff, budgeting resources through internal reorganization efforts & implement same & if not possible to do internally, assess organizational review options with external assistance as required	Mar-21	Dec-21	Corp Svcs	
1.3	Prepare a budget estimate for RFP contract award & source internal and external funding for same ($100,000 est)	Sep-21	Oct-21	Corp Svcs	
1.4	Develop terms of reference for Request for Proposals for organizational review & selection evaluation criteria as required	Nov-21	Dec-21	Corp Svcs	
1.5	Project budget identified and approved in relevant fiscal year(s)	May-22	May-22	Corp Svcs	
2	**Phase 2: Issue RFP & select an external consultant**				
2.1	Finalize RFP terms of reference & evaluation criteria to select the successful proponent	Jan-22	Feb-22	Corp Svcs	
2.2	Issue, evaluate & award the RFP based on available budget & confirmed scope of work	Mar-22	May-22	Corp Svcs	
3	**Phase 3: Facilitate full participation of staff & Council**				
3.1	Council, Committee & staff support of selected RFP consultant project making work adjustments as required to facilitate same	Jun-22	Nov-22	Council, Staff, Consultant	
3.2	Periodic consultant updates to ensure project progress & budget adherence	Jul-22	Dec-22	Staff, Consultant	
3.3	Review of consultant's final draft report by staff to determine if RFP terms of reference requirements have been completed	Jan-22	Feb-22	Staff	
3.4	Presentation of final consultant's report to Council for staff report in response to ascertain budget needs & any other implementation issues	Mar-22	Apr-22	Staff, Consultant	
3.5	Implement approved organizational review report recommendations as per approved budget	May-22	TBD	Council Staff	
	Potential Partners: External consultant				

2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
		■	■	■	■	■	■	■	■	■	■	
		■	■	■	■	■	■	■	■	■	■	
		■	■	■	■	■	■	■	■	■	■	
								■	■			
										■	■	
					■	■	■	■	■	■		
						■			■		■	

2022												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
■	■	■	■	■								
■	■											
		■	■	■								
■	■											
		■	■	■	■							
						■	■	■	■	■	■	

2023												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

2024												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

2025												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

ACTION 15

ENVIRONMENT & SUSTAINABILITY: FACILITATE ONGOING COMMUNITY LEARNING AND DIALOGUE ABOUT SEA LEVEL RISE AND CLIMATE CHANGE PROJECTIONS AND ADAPTATION MEASURES.

Gantt Chart *(1 Year)*

= Milestone

| # | Activity | Start | Finish | Who? | Status | 2021 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2022 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2023 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2024 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2025 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---

ACTION 16

URBAN DESIGN: POLICIES AND OTHER ACTIONS TO IMPROVE ACCESSIBILITY THROUGHOUT THE TOWN

Gantt Chart *(1 Year)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Policies to improve accessibility through Town	**Apr-21**	**Sep-22**	Heritage Public Works	(Arthur)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Evaluate the number of accessible parking spaces within the town and consider implementing additional spaces, where possible.**				
1.1	Inspect Town Parking Lots and log # of parking spaces and # of accessible parking spaces	May-21	Jul-21	Arthur/Paul	
1.2	Identify locations of potential additional accessible parking spaces	Jul-21	Sep-21	Arthur/Paul	
1.3	Create Budget/Costs Analysis	Sep-21	Dec-21	Arthur/Paul	
1.4	Get Budget approved	Apr-22	Apr-22	Arthur/Paul	
1.5	Undertake accessible parking up-grades/improvements	May-22	Sep-22	Public Works	
2	**Phase 2: Review standards and guidelines for sidewalks to ensure they are fully accessible.**				
2.1	Budget Approved for Consultant	Apr-21	Apr-21	Arthur/Paul	
2.2	Undertake RFP to hire Consultant	May-21	Jul-21	Dennis	
2.3	Consultant to develop standards and guidelines for accessible sidewalks	Aug-21	Dec-21	Dennis	
	Potential Partners: Lunenburg County Joint Accessibility Advisory Committee, Nova Scotia Accessibility Advisory Board				

2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2022												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2023												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2024												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2025												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ACTION 17

HOUSING: REGULATE SHORT-TERM RENTALS

Gantt Chart *(5 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Regulate short-term rentals (STR)	**Underway**	**Ongoing**	Planning	(Dawn)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Incorporate STR policy in upcoming MPS and LUB review**	Underway	Fall 2021	Consultants	ongoing
1.1	Generation of new planning documents				
2	**Phase 2: Issue a request for tender for consulting services to complete a Short-Term Rental Bylaw**	Apr-22	Fall 22	Planning	
2.1	RFP for consulting services, RFP to include pubic engagement component.				
2.2	Make necessary changes to planning docs and other Town policies and procdures to be in keeping with new STR By-law			Planning, Finance	
2.3	Lobby the Province and/or federal government to implement enabling policy or legislation.			Planning, Council	
2.4	Generate an administration, enforcement, & monitoring strategy with cost estimates			Planning	
3	**Phase 3: Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable housing initiatives.**	Fall 22	ongoing	Planing, Finance, Housing partners	
3.1	Ensure there is enabling legislation				
3.2	Allocate funds to enforcement				
3.4	Work with the Province andHousng parnters on affordable housing initiatives				
	Potential Partners: Local short-term rental operators, the Province of Nova Scotia				

2021												2022												2023												2024												2025											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

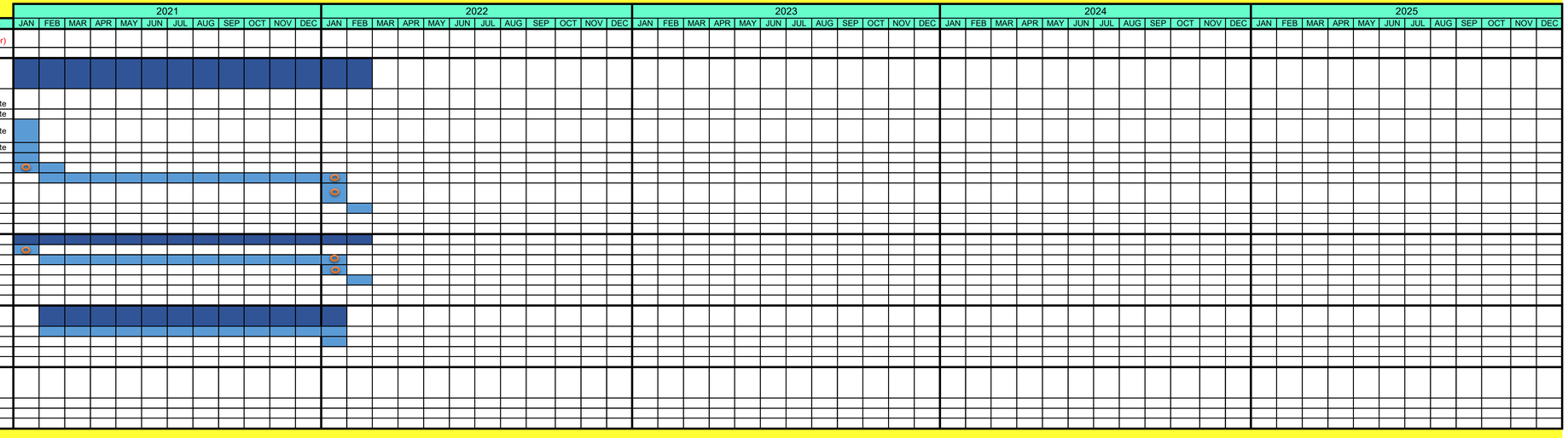
ACTION 18

CULTURE & RECREATION: CREATE A SPECIAL COMMITTEE TO PROMOTE ANTI-RACISM AND DECOLONIZATION, WITH PARTICULAR EMPHASIS ON THE LIVED EXPERIENCES OF BIPOC PEOPLE IN LUNENBURG

Gantt Chart *(3 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Create a special committee to promote anti-racis	Underway	Feb-22	AMC Heritage Recreation	(Heather)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Establish a committee or action group that represents diverse identities and perspectives from Black, Indigenous, and racialized community members, and advocates.**	Underway	Feb-22		
1.1	Staff report with recommendation to form a special committee to establish a Municipal Action Plan for Ending Racism and Discrimination	Jul-20	Aug-20	Arthur/Heather	Complete
1.2	Council members appointed (post-election)	Nov-20	Nov-20	Council	Complete
1.3	Invitations to potential members and advisors per approved membership structure	Nov-20	Jan-21	Heather/Arthur/ Councillors Duggan & Mosher	Complete
1.4	Write draft Terms of Reference	Nov-20	Jan-21	Arthur/Heather	Complete
1.5	Council approval of Membership and Draft ToR	Jan-21	Jan-21	Council	
1.6	Advise members and Schedule meetings	Jan-21	Feb-21	Heather	
1.7	Special Committee proceeds with Mandate	Feb-21	Jan-22	Special Comm	
1.8	Special Committee final report to Council with Municipal Action Plan and recommendations; including time for external advisors to provide feedback	Jan-22	Jan-22	Special Comm	
1.9	Council decision(s) on report	Feb-22	Feb-22	Council	
1.10	Next steps TBD	TBD	TBD	Staff	
2	**Phase 2: Budget resources to support the committee's work.**				
2.1	Council approval of honourarium and small ad budget for 2021/22	Jan-21	Jan-21	Council	
2.2	Other needs for 2021/22 to be determined, if necessary	Feb-21	Jan-22	Special Comm	
2.3	Special Committee final report to Council with recommendations - costs TBD	Jan-22	Jan-22	Special Comm	
2.4	Council decision(s) on costs in report	Feb-22	Feb-22	Council	
2.5	Next steps TBD	TBD	TBD	Staff	
3	**Phase 3: Work with the committee to develop a racial equity lens for Municipal work.**				
3.1	To be included with the Special Committee's work	Feb-21	Jan-22	Special Comm	
3.2	Specific recommendation(s) on how to accomplish to be included in final report	Jan-22	Jan-22	Special Comm	
3.4	Next steps TBD	TBD	TBD	Staff	
	Potential Partners: South Shore Multicultural Association, Black Loyalist Heritage Centre, Acadian First Nation, Native Council of Nova Scotia, ISANS, Indigenous and Black residents within the South Shore region				



ACTION 19

URBAN DESIGN: ACTIVATE STREETSCAPES THOROUGH DESIGN AND PROGRAMMING

Gantt Chart *(3 Years)*

#	Activity	Start	Finish	Who?	Status	2021												2022												2023												2024												2025											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Activate streetscapes			Planning, Public Works	(Dawn)																																																										
	CCP Estimated Price Range: $100,000-1,000,000																																																												
1	**Phase 1: Identify potential streetscapes or streetscaping elements to be upgraded or implemented.**			Planning, Develop Nova Scotia, LBoT																																																								
1.1	Create an inventory and mapping of all town owned lands suitable for public spaces																																																											
1.2	Identify areas that would benefit from improvements, such as the CCP King Street proposal.																																																										
1.3	Identify specfic actions requried to activate the space																																																										
1.4	Identify and establish partnerships																																																										
2	**Phase 2: Conduct any potential studies, if necessary.**																																																											
2.1	Develop an urban streetscape manual so that streetscaping initatives are compatible and complementary to the architecture and overall character of the area, meet streetscaping objectives (e.g. multifunctional places), and ensure a consistent image.			Consultant																																																										
2.2	Establish linkage to the subdivsion specifications.			Planning																																																										
2.10																																																													
3	**Phase 3: Develop a tendering process for the design and installation of any streetscaping projects.**		Dec-22																																																									
3.1	Incorporation of requirements from streetscaping manual into tender documents.																																																											
3.2	Develop process in conjunciton with the Business Coordinator and PW																																																											
	Potential Partners: Develop Nova Scotia, Lunenburg Board of Trade																																																										

ACTION 20

HOUSING: CONTINUE TO FOSTER RELATIONSHIPS WITH HOUSING STAKEHOLDERS TO FOSTER COLLABORATION AND DATA SHARING

Gantt Chart ***(1 Year; Ongoing)***

= Milestone

#	Activity	Start	Finish	Who?	Status	2021												2022												2023												2024												2025											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Foster relationships w/ housing stakeholders	**Apr-21**	**Ongoing**	Planning	(Dawn)																																																										
	CCP Estimated Price Range: No Cost																																																												
1	**Phase 1: Consult with Housing NS on how their 2019-22 Housing Action Plan could impact CCP recommendations.**	Apr-21	Jun-21	Planning																																																									
1.1	Initiate conversation with Housing NS representative, note to include discussion of affordable housing aspect of BHH development																																																												
2	**Phase 2: Establish protocols for communicating with housing stakeholders on related policy, funding, and development work.**	Jul-21	ongoing	Planning, housing stakeholders																																																										
2.1	Establish connections with stakeholders, participate in joint working groups, etc.																																																												
2.2	With input from stakeholders, establish protocol																																																											
	Potential Partners: Canadian Mortgage & Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, The Affordable Housing Association of Nova Scotia, regional non-profit housing providers, local home owners and renters, local landlords, private developers.																																																												

ACTION 21

ENVIRONMENT & SUSTAINABILITY: POLICIES TO REGULATE BUILDINGS NEAR THE SHORELINE AS PART OF SEA LEVEL RISE ADAPTATION

Gantt Chart *(1 Year)*

| # | Activity | Start | Finish | Who? | Status | 2021 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2022 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2023 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2024 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2025 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---

Project #: ACTION 22

HERITAGE: POLICY TO ENCOURAGE ACCESSIBILITY AND PROVIDE HERITAGE DESIGN GUIDANCE

Gantt Chart *(2 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Policy re: accessibility and heritage guidance	**Underway**	**Sep-23**	Heritage	(Arthur)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Review existing design guidelines for the Heritage Conservation District and any applicable Town policies and bylaws that could impact accessibility improvements such as wheelchair ramps.**				
1.1	Inticiated review of HCD Plan and By-law	Fall 2017		HAC	Completed
1.2	Background Study Approved	Mar-18		Council	Completed
1.3	HAC Review of Draft Plan and By-law			HAC	Completed
1.4	Public Participation Meetings	Oct-18		HAC	Completed
1.5	Transfer to UPLAND	Jan-21	Apr-22	UPLAND	
1.6	Implementation of New HCD Plan and By-law	Jan-22	Apr-22	Council	
1.7	Review Encroachment By-law	Mar-21	Sep-21	Arthur/Dawn	
1.8	Review Land Use By-law	Jun-21	Dec-21	Arthur/Dawn	
2	**Phase 2: Develop a design standard for accessibility improvements**				
2.1	Design Standard Handbook for Accessibility to Building's Entrances	Oct-21	Apr-22	Arthur	
3	**Phase 3: Update any design guidelines and/or Town policies or bylaws, where necessary**				
3.1	Amendments to Town's Encroachment By-law	May-22	Dec-22	Arthur/Dawn	
3.2	Amendments to Town's HCD By-law if necessary	Jan-23	Sep-23	Arthur	
3.4	Amendment to Town's LUB if necessary	Jan-23	Sep-23	Dawn	
	Potential Partners: Lunenburg County Joint Accessibility Advisory Committee				

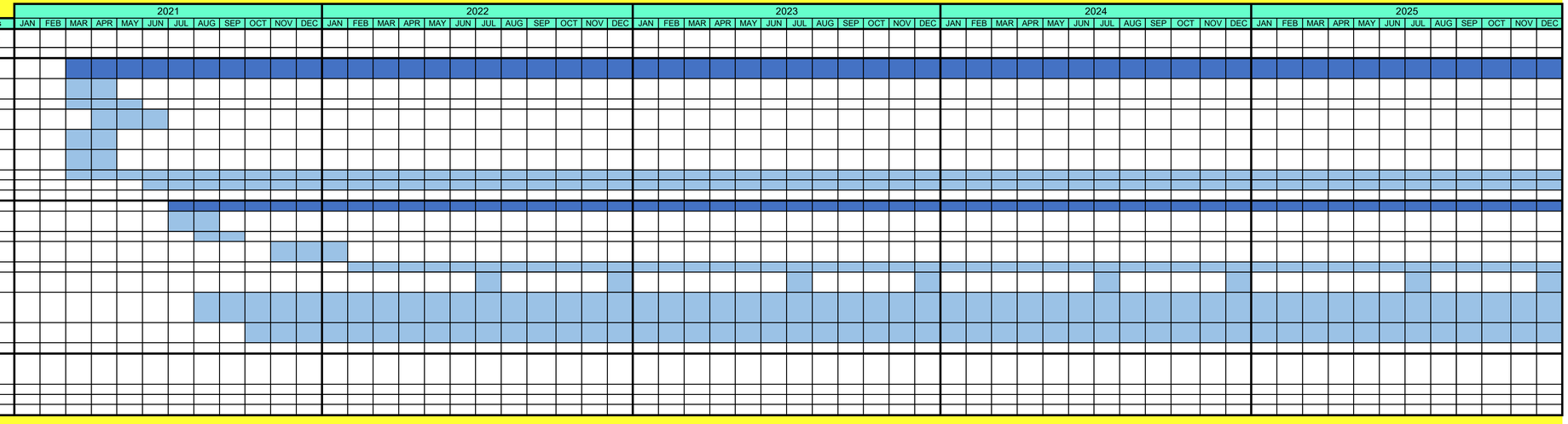
2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ACTION 23

ECONOMIC DEVELOPMENT: ESTABLISH A STAFF POSITION THAT CAN SUPPORT ECONOMIC DEVELOPMENT INITIATIVES

Gantt Chart *(1 Year)*

#	Activity	Start	Finish	Who?	Status
	Staff position for economic development	Mar-21	Ongoing	Corporate Services	(Bea)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Allocate funds for a Town employee or cost-shared employment position that supports economic development initiatives**				
1.1	Explore cost-sharing model with Lunenburg County Municipalities, LBOT & Develop NS	Mar-21	Apr-21		
1.2	Explore funding services with NSBI, ACOA, CMHA, MLA, LBOT, DNS	Mar-21	May-21		
1.3	Consider if consulting services contract opportunities for this service are an interim & affordable option as required	Apr-21	Jun-21		
1.4	Determine role/position description of an Economic Development Officer including statement of goals & objectives	Mar-21	Apr-21		
1.5	Draft budget for the potential establishment of an Economic Development Officer position based on secured funding sources	Mar-21	Apr-21		
1.6	Council budget approval of annual Economic Development Officer staff person	Mar-21	Ongoing		
1.7	Ongoing budget & third party funders commitment to staff person funding	Jun-21	Ongoing		
2	**Phase 2: Hire a person to fill the role**				
2.1	Update position description, goals & objectives of the new Economic Development Officer	Jul-21	Aug-21		
2.2	Conduct a hiring routine to select a candidate	Aug-21	Sep-21		
2.3	Orientation & introduction of the newly hired Economic Development Officer to various stakeholders	Nov-21	Jan-22		
2.4	Development Officer reporting regarding position objective outcomes	Feb-22	Ongoing		
2.5	Periodic review of the position, outcomes & funding services to ensure ongoing viability & success of economic development initiatives	Jul-22	Periodic		
2.6	Alternatively, if there are insufficient funds to hire a full-time staff member, but there are adequate funds for co-development services via a consulting contract, develop, issue, & award an RFP for consulting services	Aug-21	Ongoing		
2.7	Economic Development Consulting Services reporting to ensure outcomes are achieved	Oct-21	Ongoing		
	Potential Partners: Municipality of the District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Municipality of the District of Chester, Lunenburg Board of Trade, Develop Nova Scotia				



ACTION 24

CULTURE & RECREATION: FACILITATE PARTNERSHIPS AND OPPORTUNITIES TO INCREASE WATERFRONT ACCESS, INCL. BOARDWALKS AND WALKING PATHS

Gantt Chart *(3 Years)*

#	Activity	Start	Finish	Who?	Status	2021 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Increase waterfront access	**Feb-21**	**TBD**	Planning Public Works Recreation	(Kelly C)																																																																													
	CCP Estimated Price Range: $1,000,000-10,000,000																																																																																						
1	**Phase 1: Consult and collaborate with regional partners and waterfront land owners on trail development opportunities.**																																																																																					
1.1	Refer to Action #30 as part of consultation in developing a trail connectivity plan; partners must include Develop Nova Scotia	Feb-21	Nov-22	Planning/PW/ Recreation																																																																																					
1.2	Initiate discussions on collaboration after Action #30	TBD	TBD	Planning/PW/ Recreation																																																																																			
2	**Phase 2: Submit an RFP for Architecture, Engineering, and Landscaping (AEL) services that will include detailed design drawings for improvements to the waterfront active transportation network, as well as a phased development plan.**																																																																																						
2.1	Refer to Action #30 - evaluation of existing Bikeway Concepts Design required first	Aug-21	Feb-22																																																																																			
2.2	Uniform directional and way finding signage project for theTown (including trails) (possible business advertising component, not inclusive of brand development)	Apr-22	Nov-22	Consultant																																																																																		
3	**Phase 3: Hire a contractor(s) to make improvements and additions to the waterfront active transportation network.**																																																																																				
3.1	Evaluate reponses to the RFP received	TBD	TBD	Planning, PW, Rec																																																																																	
3.2	Discuss budget parameters with Finance Director	TBD	TBD	Planning, PW, Rec																																																																																	
3.4	Staff report with recommendation(s) and costs to Council	TBD	TBD	Planning, PW, Rec																																																																																	
3.5	Council decision re supplier and budget	TBD	TBD	Council																																																																																	
	Potential Partners: Municipality of the District of Lunenburg, waterfront land owners and businesses. Develop Nova Scotia, Tourism Nova Scotia, AEL consultants, construction contractors																																																																																				

ACTION 25

HOUSING: STUDY, POLICIES, AND OTHER ACTIONS TOWARD ALTERNATIVE HOUSING MODELS

Gantt Chart *(2 Years)*

= Milestone

#	Activity	Start	Finish	Who?	Status
	Actions toward alternative housing models	**Jan-21**	**Dec-22**	Planning	(Dawn)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Enable alternative housing options through a review of Municipal land use documents.**				
1.1	MPS & LUB, subdivsion by-law - new planning documents under Project Lunenburg	Underway	early 2022	Consultant	in progress
2	**Phase 2: Promote alternative housing options through programs and educational materials.**			Planning, Housing NS, CMHC, Housing stakeholders	
2.1	Education: workshop, discussion, presentation on CCP and new planning docs to Housing NS, CMHC, etc - linkages between what is now enabled and housing programming	Spring 2022	Summer 2022		
2.2	Partner with programming proivders to provide education to developers and other housing stakeholders (e.g. Q&A forum, presentations)	Sep-22	Oct-22		
2.3	Information and links on Town website	Sep-22	Sep-22		
3	**Phase 3: Work with housing stakeholders to develop financial incentives for alternative housing models.**	Jul-22	Dec-22	Planning, Housing stakeholders	
3.1	Identify stakeholders, needs assessment				
3.2	Identify programs and partnerships for financial incentives.				
3.4	Possible development of Town incentives, which may inlcude in-kind or land contributions				
4	**Phase 4: Work with interested local housing advocates or non-profits within the region to conduct a feasibility study into establishing a Municipal land bank and community land trust.**	Jan-22	Dec-22	Planning, Housing stakeholders	
4.1	Working group to create RFP for feasibility study				
4.2	RFP for feasibity study				
4.3	Decision on options, paths and barriers to implementation.				
	Potential Partners: Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, Regional non-profit housing providers, local home owners and renters, local landlords, private developers				

2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ACTION 26

ECONOMIC DEVELOPMENT: CREATE AN INVENTORY OF ECONOMIC INFORMATION, INCLUDING VACANT AND AVAILABLE LAND OR STOREFRONTS, AS WELL AS OTHER ECONOMIC DATA

Gantt Chart *(2 Years)*

| # | Activity | Start | Finish | Who? | Status | 2021 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2022 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2023 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2024 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | 2025 JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|---|---|---

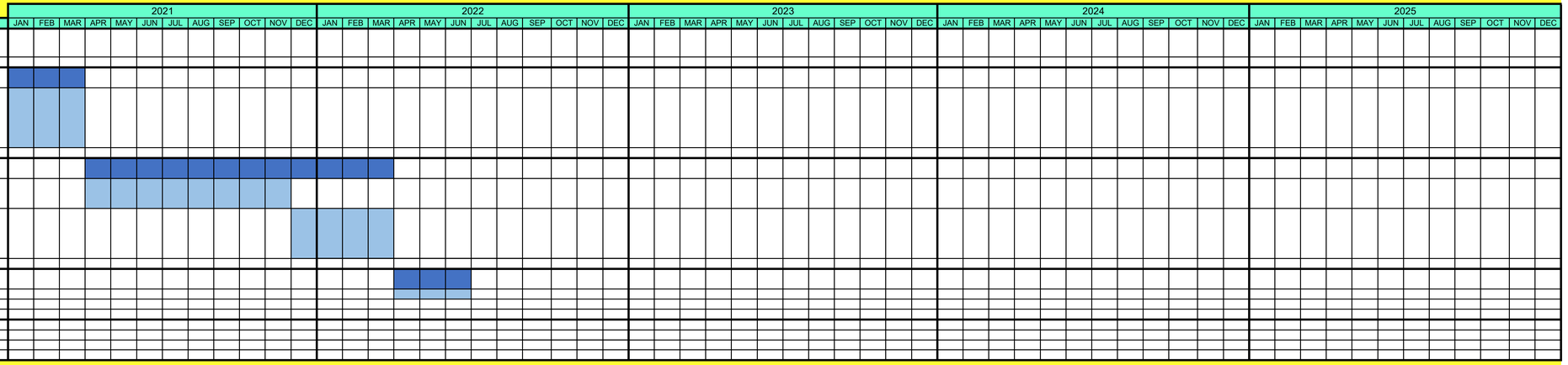
ACTION 27

ENVIRONMENT & SUSTAINABILITY: POLICIES FOR WIND AND SOLAR ENERGY AT MULTIPLE SCALES

Gantt Chart *(2 Years)*

= Milestones

#	Activity	Start	Finish	Who?	Status
	Policies for wind and solar energy	**Jun-19**	**Jun-22**	Planning Corp Services Electric Utility Public Works	(Lisa)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Review regulations as they relate to on- and off-building solar collection systems in Lunenburg.**				
1.1	The Town's Electric Utility applied to NSURB in April 2019 and received approval in June 2019 to allow customer to generate power up to 100kW, however customers are currently restricted to installation that align with Planning and Heritage guidelines. As the Land Use Bylaw is developed it will be necessary for the Planning department and consultants to ensure that the updated by-law considers wind and solar infrastructure within the TOL.	Jun-19	Apr-21	Planning Electric Utility	
2	**Phase 2: Make appropriate changes to regulations to permit a greater uptake of solar in the community.**				
2.1	Ensure the LUB allows for wind and solar energy at multiple scales. LUB and Electrical Utility regulations will need to be complementary so amendments may be required.	Apr-21	Nov-21	Planning Electric Utility	
2.2	Once the LUB is approved by the Prov of NS, TOL Electric Utility to hire an Electric Consultant to review the Electric Utility's Regulations in light of the new LUB to see if there are additional opportunities that could be made available to customers and if so, provide TOL with filings with NSUARB requesting these amendments.	Dec-21	Mar-22	Electric Utility Planning Public Works	
3	**Phase 3: Explore funding opportunities in unison with provincial and federal programs for on-building solar projects.**				
3.1	Hire consultant to develop implantation plan for Town owned properties.	Apr-22	Jun-22	Corp Services	
3.2	Implantation of consultants findings TBA	TBD	TBD	TBD	
	Potential Partners: Nova Scotia Power				



ACTION 28

URBAN DESIGN: POLICIES AND PROGRAMS FOR STREET TREES AND URBAN FOREST

Gantt Chart *(2 Years)*

= Milestones

#	Activity	Start	Finish	Who?	Status
	Programs for street trees and urban forest	**Mar-22**	**Ongoing**	Public Works	(Dennis)
	CCP Estimated Price Range: $100,000-1,000,000				
1	**Phase 1: Consult with a forestry expert to understand types of tree species that should be planted in the town.**				
1.3	Evaluation of existing trees and foliage for pruning and maintenance	Every spring			
1.1	Develop inventory of existing Town-Owned trees and other foliage on Town's GIS system (part of Assett Management Program)	Mar-22	May-22		
1.2	Develop Maintenance Program for our Trees/Foliage assets	Jun-22	Aug-22		
1.4	Develop Tree/Foliage Plan/Program to identify types and locations of new tree assets, aligned with Town Planning and expansion into new sub-divisions.	Sep-22	Dec-22		
1.5	Planning and execution of TOL Tree/Foliage Program	Mar-23	ongoing		
1.6	Update of TOL Tree/Foliage Program as town grows/expands	Mar-24	ongoing		
2	**Phase 2: Establish a comprehensive urban forest inventory to track the condition of existing and future trees.**				
2.1	See Phase 1				
3	**Phase 3: Review and update land use policies and regulations as they relate to landscaping and tree planting on private lots.**				
3.1	See Phase 1				
	Potential Partners: Forest Nova Scotia, Department of Lands and Forestry, Canadian Urban Forest Research Group				

2021												2022												2023												2024												2025											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

ACTION 29

MOBILITY: PLAN FOR NEW VISITOR, EMPLOYEE, AND BUS PARKING AREAS OUTSIDE OF OLD TOWN AND ASSOCIATED PROGRAMS

Gantt Chart *(3 Years)*

#	Activity	Start	Finish	Who?	Status	2021												2022												2023												2024												2025											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	New visitor, employee, and bus parking areas			Public Works Planning Corp Services																																																													
	CCP Estimated Price Range: $1,000,000-10,000,000																																																														
1	**Phase 1: Make improvements to Starr St, the lot behind the railway station, and the Arena parking lot as necessary for their new uses (e.g., expand shoulder along Starr St)**																																																													
1.1	Commission an Engineering study to develop options, determine selected scope of work and cost estimates	Feb-22	Apr-22	PW																																																												
1.2	Generate OUTSIDE Old Town parking plan (with prioritization and implementation), approval, sources of funding, budget allocation	May-22	Jun-22	Plng, PW, possible consultant																																																											
1.3	Develop Detailed Engineering Package	Jul-22	Dec-22	PW																																																											
	Tender Work	Jan-23	Feb-23																																																											
1.4	Construction, likley phased	Mar-23	Dec-23	PW, Contract																																																										
1.5	Education campaign		ongoing	Corp, LBoT, tourism providers, tour companies, etc.																																																										
2	**Phase 2: Issue an RFP and work with a consultant to create a signage plan to direct arrival traffic and identify dedicated parking areas.**																																																													
2.1	Uniform directional and way finding signage project for the Town (including trails) (possible business advertising component, not inclusive of brand development) - expand for signage locations. Linkage to Action Item 24	Jul-23	Dec-23	Planning, Consultant																																																										
2.2	Signage budgeting and implementation	Oct-23	onging	PW, Planning																																																										
3	**Phase 3: Work with private businesses to establish transit within the Town to transport visitors and residents from parking areas to destinations.**																																																													
3.1	RFP for feasibility study to determine best method to deliver this service																																																													
3.2	Determine cost including inhouse service delivery (necessary equipment and maintenance, insurance, and staffing), outsourcing, and partnership arrangement																																																												
3.4	Explore avenues for funding (e.g. pilot program) and partnerships																																																												
3.5	Awareness and promotion strategy and campaign		onging	Corp, LBoT																																																											
3.3	Assumption that this is a in-Town only transportation system.																																																												
	Potential Partners: Private sector operators, community groups, Tourism Nova Scotia, external consultant																																																												

ACTION 30

MOBILITY: IMPROVE CONNECTIVITY BETWEEN OLD TOWN AND NEW TOWN FOR ALL MODES OF TRANSPORTATION

Gantt Chart *(3 Years)*

= Milestones

#	Activity	Start	Finish	Who?	Status
	Improve connectivity between Old/New Town	**Jan-21**	**23-Oct**	Public Works Recreation	Kelly C/ Dennis
	CCP Estimated Price Range: $1,000,000-10,000,000				
1	**Phase 1: Issue an RFP and work with a consultant to conduct an intersectional realignment study for Lincoln St and Falkland St.**				
1.1	Develop RFP for Intersection Realignment Study (FEED)	Feb-21	Feb-21	PW/Planning	
1.2	Review with Council for Approval	Feb-21	Feb-21		
1.3	Issue RFP to potential proponents	Mar-21	Mar-21		
1.4	Review with Council for Approval	Mar-21	Mar-21		
1.5	Execute Intersection Realignment Study	Apr-21	Jul-21		
1.6	Present Study Results and Recommendations to Council for Approval	Jul-21	Jul-21		
1.7	Funding Development	Feb-21	Jul-21		
1.8	Develop RFP for Intersection Realignment Study Detailed Engineering	Aug-21	Aug-21		
1.9	Review with Council for Approval	Aug-21	Aug-21		
1.10	Issue RFP to potential proponents	Sep-21	Sep-21		
1.11	Review with Council for Approval	Sep-21	Sep-21		
1.12	Execute Intersection Realignment Detailed Engineering	Oct-21	Mar-22		
1.13	Issue for Execution Tender	Apr-22	Apr-22		
1.14	Execution of Intersection Construction	May-22	Nov-22		
2	**Phase 2: Issue an RFP and work with a consultant to create a detailed design for active transportation infrastructure improvements along the Victoria-Falkland-Lincoln axis.**				
2.1	Bikeway Concept Designs report, including preliminary designs and estimates (October 2019), was submitted by Bicycle Nova Scotia to Council on December 10, 2019 (who referred it to Project Lunenburg and Public Works).	Feb-19	Dec-19	Bicycle NS	Complete
2.2	Bikeway Concept Designs report to be evaluated for feasibility of short and long term capital projects	??	??	PW/Planning	
2.3	Develop RFP for Bikeway Study (FEED)	Aug-21	Aug-21	PW/Planning	
2.4	Review with Council for Approval	Aug-21	Aug-21		
2.5	Issue RFP to potential proponents	Sep-21	Sep-21		
2.6	Review with Council for Approval	Sep-21	Sep-21		
2.7	Execute Intersection Realignment Study	Oct-21	Jan-22		
2.8	Present Study Results and Recommendations to Council for Approval	Feb-22	Feb-22		
2.9	Funding Development	Aug-21	Feb-22		
2.10	Develop RFP for Bikeway Detailed Engineering	Mar-22	Mar-22		
2.11	Review with Council for Approval	Mar-22	Mar-22		
2.12	Issue RFP to potential proponents	Apr-22	Apr-22		
2.13	Review with Council for Approval	Apr-22	Apr-22		
2.14	Execute Bikeway Detailed Engineering	May-22	Oct-22		
2.15	Issue for Execution Tender	Nov-22	Nov-22		
2.16	Execution of Bikeway Construction	Dec-22	Oct-23		
3	**Phase 3: Allocate municipal funds to conduct regular winter trail maintenance on the Front Harbour Trail and associated active transportation connections.**				
3.1	Review the question of winter maintenance: plowing an unpaved surface, inadvisability of using salt, timing in the case of snow events, cost etc.	Oct-22	Oct-22	Kelly C/Dennis	
3.2	Continue discussions with neighbour municipalities in the wake of Covid-19 pandemic attempts to expand outdoor recreation availability	Underway	Ongoing	Kelly C	
3.4	Staff report to Council with recommendation(s) and costs for budget consideration	Jan-23	Jan-23	Kelly C/Dennis	
3.5	Next steps TBD pending Council direction	TBD	TBD	TBD	
	Potential Partners: Other levels of government funding				

ACTION 31

HERITAGE: ACCOMMODATE NEW ADDITIONS TO HERITAGE STRUCTURES SUCH AS SOLAR PANELS WITHOUT DETRIMENTAL IMPACTS TO HERITAGE VALUE

Gantt Chart *(2 Years)*

= Milestones

	Activity	Start	Finish	Who?	Status	2021												2022											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
#	**Accommodate new additions to heritage structures**	**Underway**	**Mar-23**	Heritage	(Arthur)																								
	CCP Estimated Price Range: $10,000-100,000																												
1	**Phase 1: Conduct a review of the municipal Heritage Conservation District and municipal Heritage Designation and identify potential improvements related to energy efficiency and renewable energy generation.**	Underway	Mar-23																										
1.1	Initiated review of HCD Plan and By-law	Fall 2017		HAC	Completed																								
1.2	Background Study Approved	Mar-18		Council	Completed																								
1.3	HAC Review of Draft Plan and By-law			HAC	Completed																								
1.4	Public Participation Meetings	Oct-18		HAC	Completed																								
1.5	Transfer to UPLAND	Jan-21	Apr-22	UPLAND																									
1.6	Implementation of New HCD Plan and By-law	Jan-22	Apr-22	Council																									
1.7	Review Utility Structure HCD By-law Section	Apr-22	Jul-22	Arthur																									
1.8	Advise HAC of any concerns or Issues	Aug-22	Oct-22	Arthur																									
1.9	Develop handout on Utility Structures	Nov-22	Mar-23	Arthur																									
	Potential Partners: Efficiency Nova Scotia																												

	Activity	2023												2024												2025											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
#	**Accommodate new additions to heritage structures**																																				
	CCP Estimated Price Range: $10,000-100,000																																				
1	**Phase 1: Conduct a review of the municipal Heritage Conservation District and municipal Heritage Designation and identify potential improvements related to energy efficiency and renewable energy generation.**																																				
1.1	Initiated review of HCD Plan and By-law																																				
1.2	Background Study Approved																																				
1.3	HAC Review of Draft Plan and By-law																																				
1.4	Public Participation Meetings																																				
1.5	Transfer to UPLAND																																				
1.6	Implementation of New HCD Plan and By-law																																				
1.7	Review Utility Structure HCD By-law Section																																				
1.8	Advise HAC of any concerns or Issues																																				
1.9	Develop handout on Utility Structures																																				
	Potential Partners: Efficiency Nova Scotia																																				

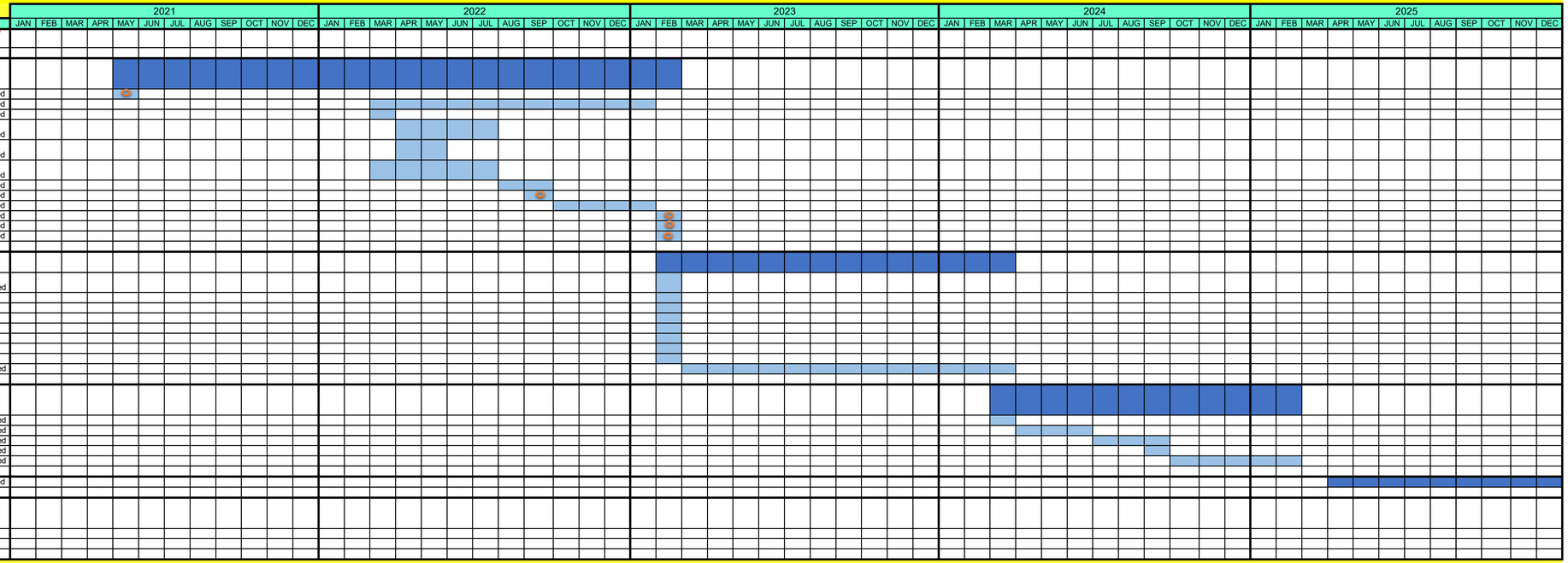
ACTION 32

CULTURE & RECREATION: STUDY AND ASSESS THE REGIONAL ARTS AND RECREATION FACILITY NEEDS, AND DEVELOP AN INTEGRATED STRATEGY FOR RENOVATION OR NEW CONSTRUCTION

Gantt Chart ***(4 Years)***

#	Activity	Start	Finish	Who?	Status
	Access regional arts and recreation facility needs	**May-21**	**Dec-25**	Planning Recreation Public Works	(Kelly C/ Paul)
	CCP Estimated Price Range: $100,000-1,000,000				
1	**Phase 1: Submit an RFP for planning and design services that includes community consultation and the development of a Recreation Needs Assessment.**				
1.1	Council to review 25 year building plan for understand of current facilities	May-21		Council	Not Started
1.2	Regional Arts and Recreational needs assessment	Mar-22	Jan-23		Not Started
1.3	Approved budget for Regional Arts and Recreational facility needs assessment	Mar-22			Not Started
1.4	Create a scope of work for needs assessment, this would include community engagement	Apr-22	Jul-22	Staff	Not Started
1.5	Potential opportunities for other communities engagement (such as Mahone Bay, MODL, Bridgewater, etc.)	Apr-22	May-22	Staff	Not Started
1.6	Apply for funding for assessment, with potential for cost sharing of project with other municipalities	Mar-22	Jul-22	Staff	Not Started
1.7	Issue RFP	Aug-22	Sep-22	Staff	Not Started
1.8	Award project	Sep-22	Sep-22	Staff	Not Started
1.9	Undertake assessment	Oct-22	Jan-22	Staff	Not Started
1.1	Present finding to Council for next steps	Feb-22		Staff	Not Started
1.11	Review finding with the Recreation Committee	Feb-22		Staff	Not Started
1.12	Share findings with community	Feb-22		Staff	Not Started
2	**Phase 2: Incorporate findings into the Municipal Assets & Facilities Strategy, and the Recreation & Community Facilities Recapitalization Study.**				
2.1	Host planning meeting to review Needs Assessment and long term facilities strategy, Staff and Recreation committee to review	Feb-22			Not Started
2.2	Review of the following documents:				
2.3	Regional Arts and Recreation facility Needs Assessment				
2.4	Active transportation strategic plan				
2.5	Long term facilities maintenance plan				
2.6	Accessibility audit on Recreational Facilities				
2.7	Deep energy retrofit study				
2.8	Cost analysis of retrofit rebuild vs. new facilities				
2.9	Create recommendations for long term plan	Mar-22	Jul-22	Staff	Not Started
3	**Phase 3: Submit an RFP for planning and design services that include the development of a concept plan for the recreation and education hub, among others.**				
3.1	Budget and funding for planning and design	Mar-24		Staff	Not Started
3.2	Create a scope of work for RFP	Apr-24	Jun-24	Staff	Not Started
3.4	Issue RFP	Jul-24	Sep-24	Staff	Not Started
3.5	Award contract	Sep-24		Staff	Not Started
3.3	Undertake planning and design phase	Oct-24	Feb-25	3rd Party	Not Started
4	**Phase 4: Build phase of project**	Apr-25	TBD	TBD	Not Started

Potential Partners: Planning and design consultant, Municipality of the District of Lunenburg, Town of Bridgewater, Lunenburg Foundation for the Arts, local artists, local arts and recreation facilities



ACTION 33

HOUSING: CONTINUE TO MONITOR AND ANALYZE HOUSING DEMAND AND SUPPLY, DEMOGRAPHIC INDICATORS, AND RELEVANT DEVELOPMENT TRENDS

Gantt Chart *(5 Years)*

#	Activity	Start	Finish	Who?	Status	2021 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2023 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Monitor housing demand and supply, trends	**Jun-21**	**Ongoing**	Planning	(Dawn)																																																																									
	CCP Estimated Price Range: $100,000-1,000,000																																																																																		
1	**Phase 1: Establish baseline data for housing demand and supply using population trends and characteristics, household trends and incomes, and an analysis of both market and non-market housing units.**	Jun-21	Dec-21	Planning, consultant?, housing partners							■	■	■	■	■	■	■																																																																					
1.1	Work with economist, housing experts, GIS professional, partners to determine appropriate indicators																																																																																		
1.2	Build fields into TownSuite into applications input page, if required.																																																																																	
1.3	Establish a protocol/procedure for regular collection of data and anaysis of data																																																																																
1.4	Collection of external sources of baseline data																																																																																			
2	**Phase 2: Conduct annual reviews of development permit data.**																											■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
2.1	Annual crystal report from GIS professional and/or simple analyis of raw data from TownSuite	Dec-22	ongoing																																																																																		
2.2	Report on analysis to PAC and Council , with potentail recommendation for change to policies, procedures if necessary	TBD	TBD																																																																																
3	**Phase 3: Create local summary reports upon the release of the national census profiles (every 5 years). NEXT CENSUS IS IN 2021**			Planning, Housing parters																																																																																
3.1	Gather pertinent census data, may require a specific request to Stats Canada	Jun-24	Dec-24																																																																																	
3.2	Analysis, Create summary report																																																																																
3.4	Summary report to inform next CCP review process																																																																																	
3.5	Summary report dissemination to housing partners																																																																																	
	Potential Partners: Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, Regional non-profit housing providers, local home owners and renters, local landlords, private developers																																																																																					

Potential Partners: Planning Consultants, Canadian Mortgage Housing Corporation, Housing Nova Scotia, South Shore Housing Action Coalition, the Affordable Housing Association of Nova Scotia, Regional non-profit housing providers, local home owners and renters, local landlords, private developers

ACTION 34

GOVERNANCE: IDENTIFY PERFORMANCE INDICATORS AND APPROPRIATE MEASUREMENTS TO ANNUALLY EVALUATE ACTIVITIES OF THE MUNICIPALITY

Gantt Chart *(1 Year)*

#	Activity	Start	Finish	Who?	Status (Dawn/ Heather)
	Performance indicators to evaluate municipality	**Jul-21**	**Ongoing**	All Departments	
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Seek out training or other education resources on results-based development evaluation.** *Developmental evaluation focuses on innovation and systems change. It focuses on innovation to support the organization's becoming more adaptable to the uncertain and unpredictable dynamics of complexity.*	Jul-21	Feb-22		Source link
1.1	Create terms of reference for RFP(education, creation of performance measurements, implementation strategy)			Dawn, Coady, may require outside advice	
1.2	Identify and secure expert in field for project via RFP				
1.3	Education on purpose of developmental evaluation and results -based model - presentation, webinar - by expert to Senior Staff, Council				
2	**Phase 2: Meet internally with staff to identify existing data that can be used for performance measurements, as well as new data collection practices.**	Jan/Feb 22	Apr-22	consultant	
2.1	Consultant to interview staff and review existing data				
2.2	Consultant to determine data gaps				
2.3	Consultant to create data gathering practises and methods for evaluation of data.				
2.4	Consultant to create implementation strategy and process for continual improvement / adjustment of model.				
3	**Phase 3: Assign responsibility for collecting, compiling and analyzing to appropriate staff, working with external advisors.**	Apr-22	May-22	IT consultant, All Depts	
3.1	Ensure data collection systems are in place				
3.2	Strategy Implementation				
4	**Phase 4: Repeat annually.**	Nov-22	ongoing		
4.1	Analysis				
4.2	Adjustment (amend, add,delete) to indicators or data collection methods, as needed				
4.3	Report on performance				
4.4	Recommendations for "course coorectins"				
	Potential Partners: NSFM, other municipalities, St. FX's Coady International Institute, external consultant				

2021: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2022: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2023: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2024: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
2025: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Developmental evaluation is an emerging approach to program evaluation that emphasizes innovation and learning. It is particularly well suited to evaluating innovative programs in their earliest stages of development and adapting existing programs to complex or changing environments. Key features of the developmental evaluation approach include a tight integration between evaluators and program staff and the use of data for continuous program

Project #: ACTION 35

HERITAGE: ENSURE INFILL AND NEW DEVELOPMENT IS VISUALLY COMPATIBLE WITH, SUBORDINATE TO, AND DISTINGUISHABLE FROM THE HISTORIC PLACE

Gantt Chart *(2 Years)*

#	Activity	Start	Finish	Who?	Status
#	**Ensure new development is visually compatible**	**Underway**	**Apr-22**	Heritage	(Arthur)
	CCP Estimated Price Range: $10,000-100,000				
1	**Phase 1: Conduct a review of the municipal Heritage Conservation District and municipal Heritage Designation and identify potential improvements related to infill and new development.**				
1.1	Initiated review of HCD Plan and By-law	Fall 2017		HAC	Completed
1.2	Background Study Approved	Mar-18		Council	Completed
1.3	HAC Review of Draft Plan and By-law			HAC	Completed
1.4	Public Participation Meetings	Oct-18		HAC	Completed
1.5	Transfer to UPLAND	Jan-21	Apr-22	UPLAND	
1.6	Implementation of New HCD Plan and By-law	Jan-22	Apr-22	Council	
	Potential Partners: Other Nova Scotia UNESCO sites				

2021												
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

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

Library Administration
135 North Park Street, Unit B
Bridgewater, NS B4V 9B3

902-543-2548
info@ssplibraries.ca
southshorepubliclibraries.ca

April 30, 2021

Bea Renton
Chief Administrative Officer, Town of Lunenburg
119 Cumberland Street
PO Box 129
Lunenburg, NS
B0J 2C0

Dear Ms. Renton,

I am writing to request that South Shore Public Libraries (SSPL) be included on the agenda of an upcoming Town of Lunenburg Council meeting. We would like to discuss the future use of room 101 in the Lunenburg Academy.

SSPL currently has permission from the Town of Lunenburg for occasional use of that room for meetings and other programming activities of the Lunenburg Library, and to manage use of the room for community groups. This has been a very successful arrangement for both the Library and community members, and especially so during the Covid-19 pandemic.

We would like to discuss how the current arrangement could be amended, so that room 101 in the Lunenburg Academy be made part of the Lunenburg Library on an official, permanent basis.

I thank you for your consideration of this request. Should you require further information I may be reached at 902-240-5774 or at jeff@ssplibraries.ca.

Yours sincerely,

Jeff Mercer,
Deputy Chief Librarian, South Shore Public Libraries

Motion: moved by Councillor Carnevale, seconded by Councillor Risser, to grant the South Shore Library's request for access to Room #101 for occasional overflow requirements, subject to availability (Schedule "C"). Motion carried.

To: Mayor Risser and Members of Lunenburg Town Council
From: Jeff Mercer, Deputy Chief Librarian & Holly Sweet, Branch Co-ordinator
Date: May 18, 2021
Re: Extension of Temporary Permission to use Room 101, at the Lunenburg Academy

REQUEST TO COUNCIL

Our request is that the permission which was generously granted in September, 2019 by Lunenburg Town Council to allow the Lunenburg Library the temporary use of Room 101 for the Library's many community programs be extended for the balance of the term of this Council.

We have strong and compelling reasons for this request; this report describes the services and programs the Lunenburg Library is offering to Lunenburg's residents and how the availability of Room 101 has helped to make those programs a success. It discusses how, with current provincial health measures in place, the library has been able to take advantage of the availability of room 101 and how it has become integral to the community and the library.

This report then describes how these programs, assisted by the use of Room 101, are helping Lunenburg Council meet many of its policy goals established in Lunenburg's Comprehensive Community Plan (CCP).

The conclusion of this report is that if Council grants the request to extend the temporary use of Room 101 to the Lunenburg Library, the Town will be obtaining real value by allowing all of these programs for the community to continue, further assisting Council in achieving many of its CCP objectives.

INTRODUCTION

On February 26 2019, Council approved the library's request for the occasional use of classroom 105 when additional space was required, subject to availability. In September 2019, Council approved our request to transfer temporary use of Classroom 105 to Classroom 101 in view of Eurocentres Language School's lease of classroom 105.

When we were first approved occasional use of classroom 105, the only recurring library program that we held in the space, was Adventure Club, a long-running weekly games-based children's program focused on physical activity that was held outdoors whenever possible. In the event of inclement weather, classroom 105 allowed us a large enough space to hold physical movement games indoors. Besides this program, we ran only one or two of our adult programs in this room when privacy was important to the participants. All of our other programs were held in common library areas. In September 2019, when our approved occasional use was transferred to classroom 101, we continued to hold the vast majority of our programs in common library spaces, turning to room 101 only when groups were too large for other spaces, (such as Jan Coates' book launch with 65 attendants), or on other occasions when it made our other common spaces more comfortable for the needs of the patrons using them

at those times. For example, when we received the grant funding from MusiCounts to purchase a number of musical instruments for library programs, if people were quietly working or studying in the spaces where we would otherwise hold music programs, we were able to hold these programs in room 101. We were aware that our use of the room was temporary and that the town was looking for a tenant for potential income.

In the six months prior to shutdown last year, between September 2019 and March 16 2020, the Lunenburg Library hosted a total of 301 programs with attendants. That included seven different community groups, some who met regularly, and fifty-two different library programs for both children and adults, (some of these recurring). Looking at the same time-frame, in the six months prior to shutdown over the past year, from October 2020 to the end of April 2021, we have hosted a total of 323 attended programs, including 14 different community groups, and fifty-four different library programs for both children and adults, (some of these recurring). We have run close to the same number of programs both years, with slightly more from October 2020 to the end of April this year (despite a global pandemic); Since reopening in June 2020, the number of community groups inquiring about meeting space has doubled. The key difference in programming now versus prior to the pandemic has been the location of the programs. Prior to the pandemic only a handful of programs were held in classroom 101. However, since the pandemic began, because of the room's large space making it safe to accommodate several groups over 5 people, and because of its availability, we have held all but a few of our programs there.

HOW THE AVAILABILITY OF ROOM 101 HELPS TO MAKE THE LIBRARY PROGRAMS SUCCESSFUL

Last summer, after being closed to the public for two and a half months, we started running programs with masks, limited numbers, and physical distancing. Most of our programming then was for children and was held outside as much as possible. When it wasn't possible to hold the programs outside, due to weather or when we required tables for our programs, we held them in room 101 because it could safely accommodate a group of people with physical distancing. Where we used to have two indoor spaces for programs aside from room 101, that could accommodate 20+ people, current health protocols now limit us to only one of those spaces accommodating up to 5 participants with tables. This space is the back half of classroom 103, where many regular patrons come daily to read, study, and work. We used this smaller space in room 103 last summer for a drop-in children's program where one or two kids were meant to participate at a time; however, this displaced the regular patrons who were coming daily to work and study in this area.

The library has several patrons who come daily to work in the library, some of them are here from open until close. These patrons enjoy working in the library as it is quiet and safe, and because the library offers everything they need, including computer access, printing, and free Wi-Fi. These patrons use the space in the back half of room 103. If we were to lose access to room 101, the back half of 103 would become our only programming space, making this room unavailable to these patrons for many hours every day. To help illustrate this, following is a sample of our programming schedule.

SAMPLE WEEK OF LUNENBURG LIBRARY PROGRAMMING (CURRENTLY ALL IN ROOM 101):

The Library is open 7 days a week, 10-5 every day except Thursday, 10-8 and Sunday 12-4.

Mon - AM - A weekly poetry group meets from 10-12. Before the group started we often had individuals writing an exam at that time.

PM - Every other Monday afternoon we have Rhythmic Drumming for Beginners from 1:30-2:30, and once a month the Council of Canadians meet for two hours in the afternoon from 3-5. In May we had plans for kids' yoga for ages 3+ every other Monday (and Wednesday) for a half hour.

Tue- AM - Needle-felting, an hour and a half long program for adults from 10:30am-12

PM - Dungeons & Dragons, 2-hour program for youth from 3-5pm

Wed - AM - Once a month the Raging Grannies book club meet for 2 hours from 10am-12

PM - Crafty Hands, a 2-hour program for adults from 1-3pm followed by a kids' program; In April it was superhero science, in May it would have been Kids Yoga, and in June, creative writing.

Thu - AM -Story time from 10:30-11:30

PM - Lunenburg Book Club, a community group, meets on the second Thursday of every month for an hour and a half from 1-2:30

Magic: the gathering meets weekly from 3-5, a leisure/educational game for ages 10+, Since we're open later on Thursday evening, this is when we run various creative art programs for adults such as Spontaneous Meditative Art or Intuitive Art Journaling

Fri - AM - Once a Month a Tai Chi Group meets for an hour

PM - Every Friday we have our Intuitive Drumming program from 2-3pm followed by Clay Club from 3:30- 4:30

Sat - AM - One Saturday a month we offer Guided Meditation for adults and one Saturday a month, a Break out box for kids

PM - Sometimes a private booking in the afternoon

Sun - PM - no current library program

Since the pandemic, each of these programs have been held exclusively in Room 101 because it is large enough to accommodate all of the participants who come to our programs and provide for physical distancing. Room 101 has allowed us to continue running all of these programs while also accommodating our regular patrons using the back of room 103 for work, study and tutoring. It has also allowed community groups to continue meeting at no cost in a safe space that is non-discriminatory and wheel-chair accessible.

Library Programs and Community Groups Using Room 101

Following is a list of library programs and community groups that have met in room 101 since reopening in June 2020 under new health protocols. While some of these are recurring programs, each program is listed only once, in the first month it appears.

June 2020
Knitting
July 2020
Opera Society - community group
Summer Fun (chalk, bubbles, outdoor play)
Lego Robotics
STEAM
Story Time
Scavenger Hunts
Lunenburg Book Club - community group
Magic the Gathering
Circuits - Science experiments for kids, using the Makey-Makey
Summer Shenanigans Summer Reading Club
Stop-Motion
Meme Creation
Garage Band
Coding for kids
Button-making
Dungeons & Dragons
September 2020
Escape Room (Breakout box)
Private rental - community group
October 2020
Science of Balancing Structure
Raging Grannies - community group
Council of Canadians - community group
Drumming for kids
Intuitive Art Journaling
Ghost Garlands - Halloween craft
Guided Meditation
Book Launch
Academy Foundation - community group
Sculpting with Cardboard
Tai Chi meeting - community group
Private booking - community group/individual
Burden's Poetry Group - community group
Needle Felting for adults

November 2020
Private booking - community group/individual
Day of the Dead Stone Painting
Drumming for Adults
Science of Kaleidoscopes
Workshop on grief and loss
December 2020
Popsicle stick tree ornaments Christmas craft
Yoga for adults
Jan 2021
Bluenose 100 meeting - community group
Clay club
Private rental - community group
Virtual code-makers by SuperNova
Private rental - community group
Feb 2021
Art Games
Tech Help
March 2021
Seven Sacred Teachings, Mi'kmaq heritage program for kids and adults
Lunenburg Foundation of the Arts - community group
Xylophones
Poetry corner for kids
St pat's day craft stone painting
Monster Making
Stephen Ernst book presentation
April 2021
Spontaneous meditative art CLAY
Superhero Science
Lunenburg Garden Club - community group
Spontaneous meditative art BILATERAL HAND DRAWING
Private rental - community group
OT intervention/private rental - community group/individual

Other Activities utilizing Room 101

As a library, a key activity is holding author readings and book launches, and we especially enjoy promoting local authors. While we are not used to limiting the number of audience member for such events, we had to do so two months ago when we had our first author presenter in the library since the pandemic began - Stephen Ernst, presenting his book *Lunenburg, a History in Pictures*. We reached the current maximum limit of audience members and Stephen shared the making of his book as well as some original photographs and artifacts of the Bluenose. Seeing how well this worked has ensured us that we can safely hold such events during a pandemic and we are encouraged to run more. This type of event requires a large enough space to allow for physical distancing. This event included display, and so we limited the number of

participants to 10. Without room 101, we would have to consider the back half of room 103, which would allow for half as many audience members.

Upcoming library programs and events that require a large space
-a live musician performing on a loop station. Pete Davison, Duke of Loops & loop station champion is currently scheduled to perform in room 101 on June 26th.
-a special Bluenose 100 program for kids
-Yoga for kids
-Yoga for adults
-various kids clay programs
-a creative writing program
-presentations on paddling and hiking in the area,
-two separate drumming groups for adults as well as drumming programs for kids and youth
-a zine party for adults and a zine workshop for kids
-a wet-felting workshop for adults
-guided meditation
-Intuitive Art Journaling
-our kinaesthetic community art project
-pen pals, a potential partnership with a library in British Columbia and possibly with Luneburg, Germany
-and all of our regular programs such as story time, Magic the gathering, and Crafty hands.

Community Groups Use of Room 101

From June 2020 to July 2021, seventeen different community groups or individuals have inquired about booking a space at the library, and we have been able to accommodate all of them in room 101. Six of these community groups meet regularly, most on a monthly basis, and a couple of them weekly or bi-weekly. Following is a list of groups that have used room 101 as a meeting space over the last year, separated into two categories: those who meet regularly, and those who booked the space once.

Community groups that regularly use this space for meetings year-round:
-two different book clubs: Lunenburg book club and Raging Grannies book club, each meet monthly
-the Council of Canadians, monthly
-a local tai chi group, monthly
-a local poetry group, weekly
-there is one individual who books the room once or twice a month to hold confidential meetings where they have to meet in a safe, accessible, and private space.
-We also had a local gardening group start meeting in our space just before we closed to the public, who was also going to be meeting regularly.

Other groups and individuals who have used it as a meeting space in the past year:
-Lunenburg Foundation of the Arts
-Bluenose 100
-the Academy Foundation
-Maritime Concert Opera Society
-Individuals writing exams for school as well as professional certifications
-A number of individuals who have required privacy for their meetings

Community groups that meet regularly say they prefer room 101 to the back of room 103, and had even started inquiring about using the room before the pandemic, as it was larger and they would be able to shut the door for privacy. In comparison, the back of room 103 can be booked by groups but is not an enclosed private area, and patrons are still welcome to use the front half of the room - a setup that doesn't allow for privacy. A few members of different groups have asked if they can continue meeting in room 101 once physical distancing is no longer required. We hope to be able to accommodate their request.

The privacy offered by room 101 has also inspired new library programs that involve the sharing and creative exploring of personal information. Both Intuitive Art Journaling and Spontaneous Meditative Art involve such personal sharing for which, when involved in a program, it is imperative to establish safety. These programs would not be possible without a private room such as 101, as room 103 would not have provided the safety required. The ability to shut the door has also allowed us to start running guided meditations, which have become quite popular. These programs also require the ability to control for noise, and any patron of our library knows that despite the popular but outmoded idea of libraries being quiet places, we have ringing telephones, beeping machines that process books, and many conversations, not to mention foot traffic down the long wooden floors.

The community groups that meet here can be large, with up to 10 people, sometimes more. The physical distancing possible in room 101 allows for eight people to meet at tables set up in a large square in the room. When tables aren't required, the room easily accommodates ten people in chairs set up in a large circle, and around 10-12 audience members all facing one presenter. If people come in couples, this number is slightly higher. The groups that have been meeting in room 101 are used to sitting 6 feet apart and it remains to be seen how long it will be before people are comfortable sitting within six feet of each other without masks again, even when physical distancing is no longer required.

HOW THESE LIBRARY PROGRAMS, WITH THE AVAILABILITY OF ROOM 101, ADDRESS THE POLICY OBJECTIVES OF LUNENBURG'S CCP

Heritage (Pg. 118)

On page 118 of Lunenburg's CCP, it states, *"These policy directives aim to guide future action and not only safeguard the heritage resources but also enhance the social fabric and economic health of the community. The directives focus on a comprehensive definition of heritage values by embracing inevitable change, responding to new concerns, recognizing both tangible and intangible assets, consciously working towards reconciliation with Indigenous peoples and recognizing all cultures that make up Lunenburg's history."*

The library, being a space that welcomes everyone regardless of race, gender, economic status, or political affiliation, attracts diverse community members. We offer access to information, public computers and free Wi-Fi, and programs where people connect with each other, learn new skills, share knowledge and skills, learn new ways to manage stress and deal with loss, try out a martial art or meditation without being affiliated with any particular group, and explore instruments and art supplies in new ways that encourage spontaneity and playfulness.

The library is a welcome place for volunteers. Local business owners or people wanting to try their hand at leading a workshop will volunteer at the library to gain experience or reach new clients. Some people who come to a program for the first time are surprised by the various programs offered through us and register for another and then volunteer to lead a program in something they've realized they would like to share with their community.

The library is also often the first point of contact for newcomers to the area, including many who are from different cultural backgrounds, and is often how they begin to find their way in a new community. These are all opportunities that are good for personal health, that build community and enhance the social fabric and economic health of the community.

INTANGIBLE ASSETS OFFERED BY A SAMPLE OF LIBRARY PROGRAMS:

Following is a sample of some of our popular library programs, currently using room 101, in order to highlight the kinds of intangible assets offered by such programs.

KIDS PROGRAMS

Story Time
Story time is the library's oldest program and has been running for around 40 years.
The intangible benefits of this program are that it teaches early literacy skills, creative confidence, exposure to with crafts and musical instruments, and it sparks a love for books and learning. It is also a chance for both young children and caregivers to socialize in a safe, fun, educational setting.

Escape Rooms/breakout box
Similar to escape rooms, where kids have to work together to solve puzzles to open the locks on the box.
The intangible benefits of this program are that it is educational and involves reading comprehension, math skills, collaborative learning, teamwork, pattern recognition, and logic.

Magic: the gathering
This is a card-based game for ages 10+, however with parental permission we often allow younger children as well.
The intangible benefits of this program include leisure and education as it involves reading comprehension, math skills, collaborative learning, logic, strategic thinking, and social skills.

Dungeons & Dragons
This is a weekly program for a group of friends, and is the exact target demographic that is hard to reach and get involved in library programs. A group of 13- and 14-year-old boys, come to the library weekly to play this game where they encounter problem-solving challenges, math, and reading comprehension, where they have to work together as a team as well as independently, in a space where they can safely explore the social and emotional challenges of their age. This is a very imaginative game where they are exposed to fantasy/science-fiction/adventure genres through storytelling.

Clay Club
Just this year we've started running clay programs, which have been tremendously popular and which we'd like to expand on.
Intangible benefits include; creative expression, creative confidence, and freedom to explore as these programs include both directed instructional activities as well as self-led exploration time. It's also a time for kids to socialize in a safe, educational and leisurely setting with developing fine motor skills.

ADULT PROGRAMS

Crafty Hands (recently changed from the long-standing Knitting Group)
This is a group of people who get together once a week at the library to socialize and work on their craft, helping each other, sharing patterns, ideas and stories. This program has been running since 2017, with an increase in participants since the pandemic.
Intangible benefits include; community building, the sharing of skills, patterns, supplies, ideas, stories, and until the pandemic, food. It fosters a sense of belonging, is great for stress-relief as well as creativity. This group has also been known to donate their creations to charities such as hospital fundraisers.

Drumming
With meet the demand for this program, we currently run two distinct drumming programs for ages 14+; Rhythmic drumming for beginners, and Intuitive Drumming.
Intangible benefits of drumming programs; build community, strengthen intuition, foster playfulness, while attuning the ear. Drumming is musical, creative, and a great stress-release as

well as exercise for the brain, not to mention great physical activity. An hour of drumming often translates to around 4,000-5,000 steps measured on Fitbit.

Spontaneous Meditative Art
This was an expressive arts program where participants signed up for one or two sessions; one involving clay, the other bilateral drawing (using both hands at the same time.)
Here, both the materials and the exercises were used as tools to foster spontaneity, playfulness, and creative expression.
Intangible benefits of this program are that it's grounding, great for stress-release, and for encouraging creative expression, playfulness and spontaneity in our approach to art. Studies show that bilateral drawing also promotes whole-brain thinking, and helps with problem solving and goal setting.

Intuitive Art Journaling
This was an expressive arts program where participants were each given a 5x7 multi-media art journal, and were invited to reflect on their inner worlds through the use of prompts and activities such as guided meditations, black-out poetry, collage, mark-making and painting.
Intangible benefits include; creative self-expression, stress-relief, inner work, exploration of different art material and approaches to art-making, and a sense of belonging.

- Our Community Art Project, "*Community Connections,"* was started in this program. Inspired by the self-isolation brought on by the pandemic, participants were invited to visualize a thread connecting them with others; their communities, their families and friends both near and far, and then using colour, line, shape, and words, depict this connection onto long strips of paper before weaving in into a web made of roots, sticks and wire. The web was then mounted on the wall by the front desk of the library along with blank strips of paper and various strips of fabric for patrons and community members to engage with, contributing something of their own. This project remains a public collaborative piece on display in the hallway for viewing and participating.

Other community art projects we've done have included:

- an interactive post-it project when we reopened last summer, where members of the community were invited to respond to the phrase "Something I did during quarantine…" by writing on post-it notes and sticking it to the wall. Patrons said they enjoyed seeing what other people did during those months and that it made them feel connected to others while also being a visual reflection of feeling separated at that time.

- A community flag project, where we sewed a number of identical blank flags and held programs where community members were invited to decorate their own flag using paints, ink, markers, and stencils, etc. The flags were then strung together on cord that was hung in their library as a sense of community identity and pride. This program was conducted at three of our library branches.

- A community art journal, a continuing project, where patrons are invited to borrow a leather-bound journal, and contribute to it either through writing, poetry, collage, drawing, painting, etc., and to look at what their fellow community members have contributed. This is meant to inspire a feeling of connection, a source of inspiration, and to act as a unique record of both Lunenburg and Queens Counties that will remain in the library system for generations to come.

Our focus on community-based art projects aligns with our core values as an organization and we believe with the values set out in the town's comprehensive community plan; they honour the individuals that make up our unique community identity while drawing connections and building a stronger sense of community. They also encourage the sharing of stories and ideas, and foster creative self-expression.

Two community art projects we have planned for when we reopen to the public involve:

- a kinaesthetic-based art project where community members will be invited to contribute to a collaborative visual art piece, by making marks while moving their whole bodies over a large piece of canvas. The canvas will then be painted by participants and displayed in the library.

- Creating a collaborative soundscape using the recording equipment we acquired through the MusiCounts grant in 2019, where participants each contribute a small musical phrase, either their own voice or any number of musical instruments, layering upon what has already been recorded by others. (phrases are layered upon one another to create a soundscape).

In 2019 the Lunenburg Library was one of 37 organizations across Canada to receive funding for musical instruments and equipment. MusiCounts TD Community Music Program granted us with funding to benefit youth in our community. We purchased a keyboard, microphone, xylophones, djembes, a loop station, and other percussive instruments to play around with sound-making, rhythm, and recording. Since September 2019 we have held a number of music programs for children, youth, and adults. While promoted as a children's program, hand drumming drew extensive attention from adults and currently (up until we closed) have 2 groups of drummers for ages 14+. This program especially, is one where participants have commented that drumming is a great way to build community while also being fun, creative and physically active.

Other Ways in which the Library assists the Town with meeting the Objectives in the CCP

Servicing and Facilities (Pg. 74)

"Based on the assessment, and the feedback that was gathered through Project Lunenburg, there are two primary facility needs for the Town of Lunenburg:

- *A new public works building*
- *New spaces for community and recreation events and programs, including meetings space and arts and cultural space"*

Since the pandemic, classroom 101 has had immense use as a space for various community and recreation programs, as a meeting space as well as an arts and culture space, one that is both free of charge for these groups and wheel-chair accessible. Not only has room 101 become integral for the library to hold programs and to allow community groups to meet, while accommodating patrons who are studying and working in the rest of the library, it has also become a vibrant new space for arts and culture in the Town of Lunenburg.

Heritage (Pg. 118)

"The primary goal of heritage conservation is to ensure that future generations will understand the historic processes that shaped the environment and our society. Through heritage conservation and interpretation, it is possible to observe the physical evidence of the buildings, structures and landscape features, and understand how our communities have evolved over the last 10.000 years. In the case of Lunenburg, the extensive collection of nineteenth and 20th century heritage buildings and cultural landscape resources provide the setting for a living community.
These policy directives aim to guide future actions and not only safeguard the heritage resources but also enhance the social fabric and economic health of the community."

We have demonstrated how the library's use of room 101 helps the Town achieve one of its primary needs for new spaces for arts and culture, and how it enhances the social fabric and health of the community by offering various programs. Our programs are well attended by the community, providing opportunities to try new ways to manage stress and deal with loss, learn a martial art, try meditation without being affiliated with any particular group, try good quality instruments and art supplies in new ways that encourage spontaneity and playfulness and much more; all things that are good for personal health, build community and contribute to a healthy, vibrant, and rich culture.

As the library is already an important resource for the preservation and availability of information on Lunenburg, such as the town's history, architecture, cultural landscape, etc., what better place than the library to hold events centred on the town. We hope to continue to hold such events at the library and we would welcome the opportunity to work more closely with the town in helping to co-ordinating such events moving forward. As the town moves forward developing their comprehensive community plan, the library is excited to explore ways we can fit into this new direction.

Culture and Recreation (Pg. 159)

"The arts: the term arts can refer to architecture, sculpture and painting, film and media arts, music, theatre, dance and literary arts, and there are variations of terms used that can expand this list, such as craft, artisan, or maker.
Culture: the term culture fundamentally refers to the 'way of life' of groups of people. It can mean different things according to context and user intent, including the economic sector, physical heritage, diversity and identity.

These spaces and activities are a vital component to the community. Recreation, parks, sports, fitness, leisure, active living, social gathering, activism, arts, and cultural services are all essential to personal health and well-being, building strong communities, reducing health care, social service, and justice costs as well as being significant economic generators.
They provide opportunities to bring people together, and support social and individual well-being by promoting self-expression, offering educational experiences and building civic engagement, while also building livelihoods. The cultural appeal of Lunenburg is the result of an authentic experience that can be found in the town, where history and identity are preserved, honoured and celebrated. Cultural vibrancy attracts creative workers, and the town is well known as an attractive place for artists…these resources can help Lunenburg to achieve its broader civic goals.
As trends in leisure activity have evolved, the design of facilities and users' needs have also changed. Generally, activity has shifted from formally organized, group activities, to informal, individual or small group activities. Trends in sport and fitness indicate a movement towards less competitive and more spontaneous activities, such as drop-in yoga or on-off workshops. Due to these changing trends and choices, multipurpose facilities and spaces that support greater facilities and spaces that support greater options and flexibility have begun to replace more prescriptive spaces that serve fewer functions."

<u>Examples of how the library has been using room 101 as a multi-purpose space for programs offering fitness, leisure, active living, social gathering, activism, arts, creative expression, exploration of imagination, and cultural services.</u>

Fitness - Yoga for both adults and children, drumming programs for ages 14+
Leisure - Needle-felting, Crafty Hands, book clubs, D&D, Magic the Gathering, Clay Club
Active living - Drumming (kids and adults), Jin Shin Jyutsu
Social gathering - Story Time, Crafty Hands, book clubs, Needle-Felting, Drumming, Intuitive Art Journaling,
Activism - Climate Action event, Plastic Free Lunenburg
Arts - Intuitive Art Journaling, Spontaneous Meditative Art, Clay Club, various community art projects, Xylophones, Drumming, Sound Station
Cultural Services - Seven Sacred Teachings, local author readings, presentations, film screenings, art displays.

"While any types of disadvantage require attention and action, addressing gender and financial equity issues continue to be a key component of inclusion.

The primary purpose of planning for culture and recreation is to strengthen Lunenburg's identity and economy and improve the quality of life for residents and visitors. Culture and recreation exist throughout the town and beyond, in a network of places, experiences and people. In this context, it is essential that the test of planning and development be viewed as a shared effort among a range of community stakeholders including local government, not for profits, and general citizens.

Goal: A town where all community members have access to cultural and recreation experiences."

The library is a public space open to everyone regardless of race, gender, economic status, political affiliation, that attracts diverse community members. All of our programs and events are free to the public, thus making arts and culture experiences accessible to all, and we are also wheelchair accessible.

Culture and Recreation (Pg. 161)

"Identity

Newcomers from many different backgrounds are forging new paths in community identity. Furthermore, the narrative of colonial settlement has largely omitted the experiences of Mi'kmaq people. Over the next generation, the traditional identity of Lunenburg will be reframed and expanded, while maintaining the core elements of the traditional maritime culture."

Many of the people who come to library programs are new to the area, and the library is often one of the first places they come to access resources, meet people, find out about the town and get involved with their new community.
We are discussing a new partnership with Gold River to work together providing library service on the reserve. Additionally, in consultation with the local Indigenous community, we have been updating our collection of Indigenous library material.
The library has a long-standing partnership with the Fisheries Museum of the Atlantic to loan family museum passes.
We have a permanent space in the library dedicated to a heritage shipbuilding and sailing collection, located in our Roué study.
We are happy to create book and resource lists for any of these topics.

"Goals:

A) Create learning programs, workshops, or lectures that ensure the transfer of traditional crafts and skills to the next generation. (Supports objectives CR1 and CR4) "O" (organization)"

In March, we had a student from the Mi'kmaq community lead a program called Seven Sacred Teachings, for both children and adults.

"d) Create or promote learning programs to deepen a better understanding of the truth of Lunenburg's shared history with Mi'kmaq people. (Supports objectives CR1 and CR4). "P" & "O""

We are very interested in planning more learning programs with the Mi'kmaq community to better support their needs, foster more communication and improve our understanding of their culture.

Arts Facilities (Pg. 162)

"The vitality of the arts is closely linked to the quality and availability of facilities and locations where these activities take place. Lunenburg already has many excellent arts and cultural facilities, including museums, galleries and performance venues. Protecting these spaces, as well as creating and enabling new ones, will be an essential part of achieving the town's objectives." And Universal Design: Design that prioritizes making spaces comfortable, safe and accessible for people of all abilities and identity."

The library is an existing arts and cultural facility in the Town that needs to be protected. The library is known as a safe, comfortable space that is wheel-chair accessible and non-discriminatory. We offer many novel art and music programs for all ages as well as display art by local artists. Protecting this space means approving our request to extend our temporary use of the room to the end of this Term of Council.

We understand that one of the Town's objectives is "*Identifying space needs and feasibility of converting an under-utilized municipal building to a multi-purpose community arts space and studios, as part of a broader recreation needs assessment and municipal facilities strategy. (Supports objectives CR2 and CR5) "S" & "L"."*
We speculate that there may be some misconception of this room as being under-utilized; the sample week provided earlier within this report shows otherwise.

Programming (Pg. 172)

"Community Access
Culture and recreation are an important feature of quality of life, and many local residents engage with these activities in a variety of ways. However, young, elderly and low-income families are less likely to take part."

Library programs are free of charge and are inclusive of everyone. Our drumming program is a great example of active living in which both elderly and low-income families participate.

Events and Activities (Pg. 173)

"The development of innovative, inclusive and desirable events and activities is an ongoing effort. What is of interest to residents will continue to evolve over time, and will be impacted by broader trends."

The library is continually reassessing how to meet the needs and interests of the community. We are constantly working with the public, facilitating workshops and programs with the public and engaging in activities and conversation that lead to other programs that emerge as being of interest to a number of people. The library is a great space for the public to share their skills, put on a workshop of their own, and to get to know their neighbours and learn from each other. Two examples are;
E.g. One patron attended needle-felting, then signed up for drumming, and then put on a workshop on Jin Shin Jyutsu.
E.g. Another patron attended Stephen Ernst's presentation, where she saw a poster advertising another program, signed up for Spontaneous Meditative Art, and next month will be facilitating a ZINE workshop.

"b) Continue integrating education and learning into culture and recreation programming."

Many library programs integrate education and learning into culture and recreation.
Some examples are;
Magic the gathering, which is a leisure-based program that incorporates math, reading comprehension, and teamwork.
Seven Sacred Teachings, a program on Mi'kmaq heritage and culture integrated education and recreation through making dream catchers and talking sticks.
See other examples above in INTANGIBLE ASSETS OFFERED BY A SAMPLE OF LIBRARY PROGRAMS

"C) develop an arts and recreation library or borrowing program where community members have free access to tools, games, or equipment."

Besides our collection of books and dvds we also have available to borrow;

- *Be active backpacks* that include various items like bean bags, ground markers, and parachutes to inspire outdoor activities.
- an artist easel
- a board game collection
- Tablets
- HappyLight lamps

"D) work with the bluenose golf course to establish cross-country skiing and snowshoeing on the golf course during the winter months."

This past year we partnered with the MARC to have 5 pairs of snowshoes to lend out during the winter months and we would welcome the opportunity to partner with the town to make this available here.

CONCLUSION

The Lunenburg Library, having access to room 101 over the past year and a half has been a space that has held both community and recreation events and programs, and it has also been available as a meeting space for several community groups as well as individuals to have meetings. It is wheelchair accessible, non-discriminatory and free for the public. If Council grants our request to extent the temporary use of Room 101 to the Lunenburg Library, the Municipality will be obtaining real value by allowing all of these programs for the community to continue, and opening up many new possibilities for the future. The intangible assets that come with these programs, as well as the concrete space for arts and culture assist Council in achieving many of its CCP objectives.

Document No:
Meeting: Council May 25, 2021
Circulate to: Council, BR, LD, KR
File: Budget 2021/22

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **LISA DAGLEY, FINANCE DIRECTOR**

DATE: **MAY 13, 2021**

RE: **INCREASE OF DEED TRANSFER TAX RATE**

---

1. FACTS

During 21-22 budget discussions Council has indicated that they wish to increase the Deed Transfer Tax Rate from 1.0% to 1.5% and that the additional revenue that will be generated be allocated annually to the Town's Operating Budget.

2. ISSUES AND OPTIONS ANALYSIS

Deed Transfer Taxes (By-Law #60) are currently established at the rate of 1.0% and are restricted to capital expenditures. A By-Law change is required to increase the rate and the allocation on the revenue.

The proposed revised By-Law is attached (Schedule 1).

3. FINANCIAL IMPACT

Deed Transfer Actuals for the past five fiscal years.

16-17	$144,406
17-18	$194,128
18-19	$223,474
19-20	$188,531
20-21	$264,441

The budget estimate for the 0.5% revenue in the 21-22 Operating Budget is $80,000. To generate the projected income will require $5.3M in house sales in the period of time after the bylaw change and before our March 31, 2022 fiscal year end.

4. STRATEGIC PLAN RELEVANCE

Governance: Direction to enhance internal and external relations through policies, procedures and resources.

5. RECOMMENDATION AND DRAFT MOTION

That the Deed Transfer Tax Rate be increased to 1.5% and that 0.5% of the rate be used as Town operating revenue,

Draft Motion:
Moved and Seconded to approve increasing Deed Transfer Tax to 1.5%. and update By-law #60 as noted in Schedule 1 and hereby give notice of motion of same with first reading of the proposed Bylaw change to be given at the June 8, 2021, Council meeting.

Attachments - 2

Acknowledged only by:

Bea Renton
CAO

TOWN OF LUNENBURG

BY-LAW #60.

RESPECTING DEED TRANSFER TAX

BE IT ENACTED by the Council of the Town of Lunenburg under the authority of Part V-Deed Transfers Section 102 (1) and (2) of the Municipal Government Act as follows:

Short Title

1. This By-Law shall be known as By-Law #60. and may be cited as the Deed Transfer Tax By-Law.

Definitions

2. (1) A Deed Transfer Tax applies in the Town of Lunenburg.

(2) The rate of the Deed Transfer Tax shall be one and one half percent (1.5%) of the value of the property transferred.

Collection

3. The Registrar of Deeds shall be the agent and collector of the Deed Transfer Tax for the Town of Lunenburg in accordance with an Agreement to that effect between the Town of Lunenburg and the Minister of Service Nova Scotia and Municipal Relations.

Revenue Distribution

4. The net proceeds from this Deed Transfer Tax, after deducting from the gross proceeds the cost of administration and collection of this tax by the Town, shall be utilized for: a) one percent (1%) applied to capital expenditures of the Town other than equipment purchases. Permitted capital expenditures shall include, but not be limited to, capital expenditures on streets, sidewalks, sewers, land development for housing and other infrastructure expenditures~~.~~ and b) one half of a percent (0.5%) shall be applied to Town general revenues.

_____
Date

_____
Bea Renton,
Town Manager/Clerk

I, Bea Renton, Town Manager/Clerk for the Town of Lunenburg, do certify that the foregoing is a true and current copy of the Deed Transfer Tax By-law #60 of the Town of Lunenburg, duly passed by the Lunenburg Town Council on March 27, 2003, with first reading having been given on February 27, 2003, second and

third/final readings on March 27, 2003, with an effective date of April 9, 2003 when published in the local newspaper.

Bylawapproved/60 Deed Transfer.wpd

Municipal Deed Transfer Tax Rates

The following Municipal Deed Transfer Tax Rates are set by each Municipality and are updated when we are advised by the Municipalities of any rate change. The list of rates is as current as possible; however, rate changes are at the direction of the municipalities and may not be reported to SNS. You are advised to check with the Municipality to confirm the most recent rate prior to conducting a transaction.

Municipal Deed Transfer Tax Rates			
County	**Municipality**	**Rate**	**Payable at LRO**
Cape Breton	Cape Breton Regional Municipality	1.5%	Sydney
Halifax	Halifax Regional Municipality	1.5%	Halifax
Queens	Region of Queens Municipality	1.0%	Bridgewater
Hants	West Hants Regional Municipality	1.5%	Lawrencetown
Kings	Municipality of the County of Kings	-	-
Digby	Municipality of the District of Clare	0.5%	Lawrencetown
Antigonish	Municipality of the County of Antigonish	1.0%	Amherst
Colchester	Municipality of the County of Colchester	1.0%	Amherst
Pictou	Municipality of the County of Pictou	1.0%	Amherst
Victoria	Municipality of the County of Victoria	1.0%	Sydney
Yarmouth	Municipality of the District of Argyle	1.0%	Bridgewater
Digby	Municipality of the District of Digby	1.0%	Lawrencetown
Guysborough	Municipality of the District of Guysborough	1.0%	Sydney
Yarmouth	Municipality of the District of Yarmouth	1.0%	Bridgewater
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Guysborough	Municipality of the District of St. Mary's	1.25%	Sydney
Annapolis	Municipality of the County of Annapolis	1.5%	Lawrencetown
Cumberland	Municipality of the County of Cumberland	1.5%	Amherst
Inverness	Municipality of the County of Inverness	1.5%	Sydney
Richmond	Municipality of the County of Richmond	1.5%	Sydney
Shelburne	Municipality of the District of Barrington	1.5%	Bridgewater
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Hants	Municipality of the District of Hants East	1.5%	Lawrencetown
Shelburne	Municipality of the District of Shelburne	1.5%	Bridgewater
Kings	Town of Kentville	-	-
Guysborough	Town of Mulgrave	0.5%	Sydney
Kings	Town of Berwick	1.0%	Lawrencetown
Shelburne	Town of Clark's Harbour	1.0%	Bridgewater
Lunenburg	Town of Lunenburg	1.0%	Bridgewater
Pictou	Town of New Glasgow	1.0%	Amherst
Cumberland	Town of Oxford	1.0%	Amherst
Pictou	Town of Pictou	1.0%	Amherst
Pictou	Town of Stellarton	1.0%	Amherst
Colchester	Town of Stewiacke	1.0%	Amherst
Pictou	Town of Trenton	1.0%	Amherst
Colchester	Town of Truro	1.0%	Amherst
Pictou	Town of Westville	1.0%	Amherst
Yarmouth	Town of Yarmouth	1.0%	Bridgewater
Cumberland	Town of Amherst	1.25%	Amherst
Digby	Town of Digby	1.25%	Lawrencetown
Annapolis	Town of Annapolis Royal	1.5%	Lawrencetown
Antigonish	Town of Antigonish	1.5%	Amherst
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Shelburne	Town of Lockeport	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater
Annapolis	Town of Middleton	1.5%	Lawrencetown
Inverness	Town of Port Hawkesbury	1.5%	Sydney
Shelburne	Town of Shelburne	1.5%	Bridgewater
Kings	Town of Wolfville	1.5%	Lawrencetown

Lunenburg County Summary

Lunenburg	Town of Lunenburg	1.0%	Bridgewater
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater

PLANNING ADVISORY COMMITTEE MAY 19, 2021
MEETING RECOMMENDATIONS

To recommend to Town Council approval of Option 3 in the staff report (Schedule B) to amend the Development Agreement to allow for an extension for lesser period of time than 10 years for commencement by amending Part 9. Termination of Agreement in a similar manner as in Option 2 in the staff report (Schedule B; as noted below) within a time period of twenty four months.

THEREFORE, THE FOLLOWING MOTION IS SUGGESTED FOR COUNCIL:

Moved and seconded that Council amend the development agreement:

3.1 to allow for a 2 year extension to commencement by amending Part 9. Termination of Agreement as follows:

a. In the first paragraph, after *commences more than*, delete "10" and insert "12" before *years from the date of this agreement;*

b. In the first paragraph, after *this agreement requires* delete "an" and insert "a further" before *amending agreement;*

c. In the third line of 9.(b), after *sixty (60) months of the date of this* insert "amending" before *agreement*;

d. In the third line of 9.(c), after *sixty (60) months or longer* insert "(which period is fully after the date of the amending agreement)";

AND

3.2 to reference multi-unit dwellings in 1. Use as follows:

a. after *bed resort hotel; and* delete

- sixty (60) residential condominium units: and
- thirty (30) apartments

insert

- multi-unit dwelling with sixty (60) units (shown as Building C); and
- multi-unit dwelling with thirty (30) units (shown as Building D); and

before

- *other facilities ordinarily ….;*

and give first reading and set a public hearing date to further consider same.

PLANNING ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, MAY 19, 2021 AT 6:00 P.M.

VIA ZOOM

PRESENT: Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Ed Halverson (8:40 p.m. left the meeting)
Peter Goforth, Citizen Appointment
Derek Kinsmen, Citizen Appointment
Gerry Rolfsen, Citizen Appointment

ALSO PRESENT: Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO
Dawn Sutherland, Planning and Development Manager

---

1. Call to Order

The Chair called the meeting to order at 6:03 p.m.

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

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

3. Agenda

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

4. Planning Advisory Committee April 12, 2020 meeting minutes

Motion: moved and seconded to approve the April 12, 2020 meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

Nil.

6. Public Information Meeting

a. Application to Amend Development Agreement to allow for a 10 year extension to commencement for 101 Masons Beach Road

The Development/Planning Manager gave an overview of the public information meeting process in relation to this application (Schedule A). She next provided a

summary of the application (Schedule B). She noted that there have been no written public submissions received in regards to the application.

The applicants, Stellar Investment Inc., were next invited to address the Committee. Chris Reibling spoke on behalf of his family's company. They are seeking to amend the Development Agreement to allow for a 10 year extension to commencement to realize the development, which was a passion project of their parents who passed last year. The earlier downturn in the economy and current global pandemic has delayed plans for their hotel, apartment, and other project components that they want to realize.

The Committee asked the Planning/Development Manager if the proposed new Town planning documents would allow for the renewal of a Development Agreement. She advised that it would not unless it relates to a non-substantial amendment. The applicants made their application before their Development Agreement would expire after ten years. The application must be considered under the existing planning documents.

Scott McVittie, President, Bluenose Golf Club, addressed the Committee expressing concerns about the impact the proposed development will have on the golf course's safe operations given its proximity to same (Schedule C). The Club instead proposes a smaller foot print for the development with a shorter term and additional project details to ensure it adds to the beauty of the community and surrounding uses. The Club has endeavored to meet with the applicants on site, but has been unable to thus far. The applicants responded that they are available to meet on site and were unaware of an earlier request.

Ron Kaulbach, owner of the adjacent Kaulbach Head lands where the Bluenose Golf Course is located, expressed concern about the application. The viability of the Top Mast Motel and Golf Course operations could be jeopardized by the development. His ability to maintain ownership of the land could also be adversely affected by the proposed densification of the subject lands, which take ongoing reinvestment to maintain once constructed. His experience has been that this is often not possible. He has made inquiries of other communities if Development Agreements would have ten year terms to action and he has found that they do not. The prolonged construction for such a development could adversely affect the use and enjoyment of other nearby properties. The capital investment required to realize the project proposed in the Development Agreement is significant and would need to be sustained over the various components of the overall project. The Reiblings earlier offered to purchase Kaulbach Head lands from him, which he declined. His family has historic roots in the Town and they have contributed to many community projects over time including ongoing support of the Bluenose Golf Club. He recommends a smaller scale development for the property, possibly two residential buildings with related amenities.

Committee members asked the applicants how long the development would take to construct and were advised - three to four years. They would endeavour to be good neighbours and take steps to limit the impact of construction.

The applicant's lawyer, Pat Burke, Q.C., addressed the Committee noting that the application is in compliance with the existing planning documents and is supported by the Planning/Development Manager. His clients would take measures to minimize the

impact on the Golf Club. The project would provide needed facilities for the community's growth. He commented in response to concerns that a renewed Development Agreement could also be terminated by the Town if there is no development on site within five years of the execution of the Development Agreement as per the current wording.

Stuart Gourley, owner of adjacent lands on which he has a permit to build a home, spoke expressing concern about the development and impact on his property.

Richard Glance, 255 Masons Beach Road, who owns a nearby home said the development will not directly impact his home as most vehicles approaching the proposed development will be coming from the opposite direction. It will generate a significant increase in traffic volume during construction and otherwise. The current application presents an opportunity to revisit the project and issues such as this.

Matthew Reibling, co-applicant, spoke of his family's longstanding connections to the community and interest in realizing this development when economic conditions improve. Their family has other land and development holdings in the US illustrative to their commitment to positive community development projects. The extension they have requested gives them the opportunity to balance their portfolio and develop this property at a more opportune time. In response to a Committee question, he said that it could also be sold in future for development by a future property owner.

Dr. Diane Wilson, 78 Masons Beach Road, advised that she owns the adjacent Top Mast Motel. The proposed development would impact the motel operations during the construction phase of the hotel and other building components. She concurred with the traffic volume and other development concerns noted by Richard Glance.

There were no further public submissions.

Motion: moved and seconded to close the public information meeting portion of the Planning Advisory Committee meeting. Motion carried.

7. New Business

a. Application to Amend Development Agreement to allow for a 10 year extension to commencement for 101 Masons Beach Road

Committee members discussed the options set out in the earlier staff report (Schedule B) regarding this application.

Motion: moved and seconded to recommend to Town Council approval of Option 2 in the staff report (Schedule B) as follows –

2. Recommend that Council amend the development agreement:

2.1 to allow for a 10 year extension to commencement by amending Part 9. Termination of Agreement as follows:

a. In the first paragraph, after *commences more than*, delete "10" and insert "20" before *years from the date of this agreement;*

b. In the first paragraph, after *this agreement requires* delete "an" and insert "a further" before *amending agreement;*

c. In the third line of 9.(b), after *sixty (60) months of the date of this* insert "amending" before *agreement*;

d. In the third line of 9.(c), after *sixty (60) months or longer* insert "(which period is fully after the date of the amending agreement)";

AND

2.2 to reference multi-unit dwellings in 1. Use as follows:

a. after *bed resort hotel; and* delete
- sixty (60) residential condominium units: and
- thirty (30) apartments

insert
- multi-unit dwelling with sixty (60) units (shown as Building C); and
- multi-unit dwelling with thirty (30) units (shown as Building D); and

before
- *other facilities ordinarily ….;*

and give first reading and set a public hearing date to further consider same.

Motion defeated due to a tie vote. Gerry Rolfsen, Councillor Halverson and Derek Kinsman voted in the negative.

Motion: moved and seconded to recommend to Town Council approval of Option 1 in the staff report (Schedule B) that the Council discharge the Development Agreement by resolution of Council pursuant to subsection 229(2) of the Municipal Government Act, whereupon the Land Use Bylaw shall apply and as set out in Part 9. Termination of Agreement, subsection (a). Motion defeated due to a tie vote. Councillor Sanford, Peter Goforth and Councillor Ernst voted in the negative.

Motion: moved and seconded to recommend to Town Council approval of Option 3 in the staff report (Schedule B) to amend the Development Agreement to allow for an extension for lesser period of time than 10 years for commencement by amending Part 9. Termination of Agreement in a similar manner as in Option 2 in the staff report (Schedule B) within a time period of twenty-four months. Motion carried. Mr. Rolfsen voted in the negative.

8:30 p.m. – 8:40 p.m. a recess was held. Councillor Halverson left the meeting.

Motion: moved and seconded that the time to adjourn the meeting be extended to 9:00 p.m. Motion carried.

b. Draft Planning Documents - Review of Public Feedback

Steffen Käubler and Ian Watson, Upland Planning and Design, presented a summary of public comments received thus far (Schedule D - TBA).

- Next Meeting Date - Wednesday, May 26 at 6:00 p.m. - Draft Municipal Planning Strategy, Land Use By-law and Subdivision By-law Public Information Meeting

8. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The Chair adjourned the meeting at 9:23 p.m.

_____
Bea Renton, CAO

Public Information Meeting Process Outline

1. Opening of the Public Information Meeting

A public information meeting provides members of the public with an opportunity to learn about a proposal and make their views known to the Planning Advisory Committee. A public information meeting is required under the Town of Lunenburg's Public Participation Program.

In terms of process, after the public information meeting is held, PAC may make a recommendation to Council or defer decision to a later date if, for example, more information is requested. Please note that time for questions from the gallery is during the Public Information Meeting. Once the meeting is closed, discussion is to be between the Committee members only. The public will have another opportunity for input should Council forward the proposal to a public hearing. After the public hearing, Council will make the final decision.

2. Review of General Rules of Conduct

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

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

3. Public Information Meeting

(a) Development Agreement 101 Masons Beach Road - proposed amendment

(i) Presentation by Town Planner Dawn Sutherland

(ii) Opportunity for presentation by applicant, Timothy Riebling, Stellar Investments Inc., or representative

(iii) Written submissions

(iv) Public input (oral submissions)

4. Closing of the Public Information Meeting

Motion: moved and seconded to close the Public Information Meeting portion of the Planning Advisory Committee meeting.

Schedule B

Document No:
Meeting: May 19, 2021 PAC

File: PAC

M E M O R A N D U M

TO: **PLANNING ADVISORY COMMITTEE**

FROM: **DAWN SUTHERLAND, DEVELOPMENT/PLANNING MANAGER**

DATE: **May 11, 2021**

RE: **AMENDING DEVELOPMENT AGREEMENT APPLICATION TO EXTEND THE ALLOWABLE COMMENCEMENT DATE FOR 10 YEARS.**
101 MASONS BEACH ROAD, LUNENBURG
PIDS 60388105, 60388097, 60053097

Applicant	Stellar Investments Inc.
Land Owner	Stellar Investments Inc.
Proposal	Application to extend the allowable commencement date for 10 years.
Lot Area	PID 60388105 Lot 00-1 1.21 acres PID 60388097 Lot 00-2 1.16 acres PID 60053097 Lot 00-3 7.24 acres TOTAL 9.61 acres or 418,611.6 ft²
Designation	Rural
Zone	Rural Residential (RR)
Surrounding uses	Recreation (Golf Course), vacant lands, residential, tourist accommodations
Heritage	Not a designated heritage property, or within an area of architectural control or heritage conservation district.

1. FACTS

A. Background

On 5 April 2001, the Town entered into a develoment agreement with Stellar Investments Inc. to allow for the construction of a 120 bed resort hotel, 60 condominium units, 30 unit apartment building along with associated facilities such as a restaurant, conference room, spa, pools, etc. on three lots at 101 Masons Beach Road.

The agreement was negiotiated under the policies of the 1996 Municipal Planning Stragety, as amended, which is in efffect today. The agreement was found to meet the

intent of the Muncipal Planning Strategy and, therefore, was approved and entered into by Town Council.



Figure 1. Three subject lots, showing home at 101 Masons Beach Road

As noted in the application of 22 March 2021, Timothy Reibling, President, Stellar Investments Inc., has requested a 10 year extension to the existing 10 year commencement timeframe. Under the 2011 agreeement, commencement of construction was to begin by 5 April 2021. Mr. Reibling noted the delay in construction was as a result of several factors including the downturn in the economy after the 2008 global crisis and the rise in popularity of short term rentals. He related that his late father, Guenther Riebling, former president of the business, expressed interest in beginning the project just prior to his passing in 2020. Stellar Investments Inc. wishes to evaluate the feasibility of the proposal and requests a 10 year extension to the commencement timeframe. The applicaiton is found in Schdule A. The exsiting development agreement is found in Schedules B and C.

B. Proposal

The request is for a change to the allowable timeframe for construction to begin. If a 10 year extension is granted, then construction for the uses permitted would have to begin within 10 years of the signing of the amended development agreement. If not, the amending development agreement would need to be further amended under Part 9. Termination of Agreement.

The uses permitted are set out in Part 1 Use of the development agreement, shown below:

1. Use

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted uses in Section 8.1 (a) and 8.1 (b) of the Land Use By-law; and

(b) the use of the properties for the development of :
- a one hundred and twenty (120) bed resort hotel; and
- sixty (60) residential condominium units; and
- thirty (30) apartments; and
- other facilities ordinarily associated with a business centre, hotel or condominium complex including without limiting the generality of the foregoing a restaurant, conference rooms, club house, tennis courts, recreation and business centre facilities, spa and indoor/outdoor pool,

in accordance with the terms of this agreement and as set out in Schedules B and C. All uses or phases need not be constructed by the developer; and

(c) except as otherwise provided in this agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this agreement.

Part 9 gives Council flexibility to discharge the agreement, in which case the Land Use By-law would regulate development. 9.b. sets out that Council may discharge if no use has commenced within 60 months (5 years) of the date of the agreement (5 April 2011). Council may also discharge if there is no use listed in 1.b for a period of 60 months or longer. Council can discharge if there has been material misrepresentation of the facts by the developer. Council has not taken any actions toward discharging the agreement.

2. ISSUES AND OPTIONS

Relevant Policies

It is important to note that enabling policies 6.4 and 6.5 remain unchanged since 2011. Policy 6.4 enables Council's consideration of multi-unit dwellings in the Rural Residential (RR) Zone through the development agreeement approval processs. The development is to be in accordance with Policy 5.12. Implementation Policy 5.12 was amended in 2013 as Policy 5.12 A. Policy 6.5 enables Council's consideration of tourist accommodations in the Rural Residential (RR) Zone through the development agreement approval processs. The development is to be in accordance with implementation Policies 19.8 and 19.9, which have remained unchanged. Municipal Planning Strategy Policy 5.9 allows Council to consider multi-unit dwellings through the development agreement approval process.

There has been little change in the area and conditions over the last 10 years. No changes are requested or proposed for the development. While the Land Use By-law was updated in 2012, there is virtually no change to the uses or zone standards. The PAC minutes of 21 September 2010 are attached as Schedule D. The minutes contain input received at the Public Information Session, a positive recommendation to Council, as well as the planning report dated 27 August 2010. The planning report contains the analysis with the above referenced policies. It should be noted that the

development agreement was subsequently revised after the PAC meeting. A recent analysis of the implementation policies can be found in Schedule E.

B. Requests for Comments

A staff development meeting was held via Zoom between Planning and Engineering staff on 10 May 2021 as part of this review process. Clarification was provided regarding the impacts of storm events on the sewage treatment plant capacity, measures the Town is taking to mitigate impacts (e.g., continuing capital work on separation of combined sewers, flood risk modeling, sewage treatment plant upgrades, etc.), and servicing. Information contributed to the analysis in Schedule E.

C. Issues Identified

Council deemed the proposal to meet the intent of the Municipal Planning Strategy and subsequently entered into the development agreement in 2011. The enabling and implementation policies are the same except for Policy 5.12. Policy 5.12A is used when considering proposals for new construction of multi-unit residential buildings by development agreement. The intent is to ensure that there is adequate area, green space, buffering, and site design. The development agreement meets the intent of Policy 5.12A.

The capacity of the sewage treatment plant during storm events has been an on-going issue that the Town has committed great resources in addressing and is making progress. It is a top priority of Council. It should be noted that there were these issues during storm events in 2011 when the original development agreement was entered into.

There are factors such as driveway approvals, connections to the sewer and water services, and determination of need and possible road upgrades that will be dealt with at the point of development permit application, which may or may not impact the Town budgeting process. The Town is under no obligation to upgrade the roadway to put in a turning lane, for example. It will be the decision of Council as to whether it wishes to invest in infrastructure upgrades to facilitate development.

This is a significant development proposal for Lunenburg. It would provide much needed housing and choice in terms of renting or owning a condominium unit in a multi-unit building. It would also provide additional tourist accommodations and associated services at the hotel resort.

The main issue is whether Council wishes to extend the commencement timeframe given that 10 years has already passed since the signing of the agreement. The minutes of the 7 December 2010 Council meeting noted that construction may take 15 – 20 years. However, in its approval, Council chose to limit the term to 10 years in Part 9 of the DA, which meant that construction was to commence within 10 years of the signing of the agreement. The 10 year commencement is a long time, however, this is a large development that will be built out over time. The condominium component adds a layer of complexity as a number of units will need to be purchased

in advance. Today one must consider the current global pandemic's impact on the economy, which includes constraints regarding the availability and cost of construction materials and the ability of the applicants to commence such large project from afar. Should Council not wish to extend the commencement for another 10 years, a shorter time frame, such as 5 – 7 years, is reasonable.

The draft planning documents of Project Lunenburg are not in effect so this application must be considered under the current 1996 Municipal Planning Strategy, as amended.

If the development agreement is amended, Part 1. Use, subsection (b) should be revised to reference multi-unit dwellings rather than condominium units and apartments.

D. Options

In response to the application PAC may:

1. Recommend that the Council discharge the development agreement by resolution of Council pursuant to subsection 229(2) of the *Municipal Government Act,* whereupon the Land Use By-law shall apply and as set out in Part 9. Termination of Agreement, subsection (a).

2. Recommend that Council amend the development agreement:

2.1 to allow for a 10 year extension to commencement by amending Part 9. Termination of Agreement as follows:

a. In the first paragraph, after *commences more than*, delete "10" and insert "20" before *years from the date of this agreement;*

b. In the first paragraph, after *this agreement requires* delete "an" and insert "a further" before *amending agreement;*

c. In the third line of 9.(b), after *sixty (60) months of the date of this* insert "amending" before *agreement*;

d. In the third line of 9.(c), after *sixty (60) months or longer* insert "(which period is fully after the date of the amending agreement)";

AND

2.2 to reference multi-unit dwellings in 1. Use as follows:

a. after *bed resort hotel; and* delete

- sixty (60) residential condominium units: and
- thirty (30) apartments

insert

- multi-unit dwelling with sixty (60) units (shown as Building C); and

- multi-unit dwelling with thirty (30) units (shown as Building D); and

before

- *other facilities ordinarily ….*

3. Recommend that Council amend the development agreement to allow for an extension for lesser period of time than 10 years for commencement by amending Part 9. Termination of Agreement in a similar manner as in Recommendation 2 (above):

4. Recommend that Council refuse the application as it does not to carry out the intent of the Municipal Planning Strategy and give specific reasons as to why it does not meet the intent.

5. Provide alternative direction, such as requesting further information on a specific topic.

3. FINANCIAL IMPACT

None at this time.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the following Comprehensive Community Plan's Strategic Directions and Goals:

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 (CCP, pg 17).

Housing: A town that offers a wide range of high quality and affordable housing options (CCP, pg 40).

5. RECOMMENDATION

Staff have completed a review the Stellar Investments Inc. application to amend the development agreement with the Town to extend commencement a further 10 years.

The proposal is consistent with the Town's residential development and rural residential tourist accommodation policies and meets the intent of the Municipal Planning Strategy.

OPTION 2.
IT IS RECOMMEDED THAT the Planning Advisory Committee recommend that Council amend the development agreement for 101 Mason Beach Road, PIDS 60388105, 60388097, 60053097 dated 5 April 2011 and registered in the Lunenburg County Land Registration system as Documents 98138185 and 98133375 to allow for

a 10 year extension to commencement by amending Part 9. Termination of Agreement and referencing multi-unit dwellings in 1. Use as set out below:

A. to allow for a 10 year extension to commencement by amending Part 9. Termination of Agreement as follows:

a. In the first paragraph, after *commences more than*, delete "10" and insert "20" before *years from the date of this agreement;*

b. In the first paragraph, after *this agreement requires* delete "an" and insert "a further" before *amending agreement;*

c. In the third line of 9.(b), after *sixty (60) months of the date of this* insert "amending" before *agreement*;

d. In the third line of 9.(c), after *sixty (60) months or longer* insert "(which period is fully after the date of the amending agreement)";

AND

B. to reference multi-unit dwellings in 1. Use as follows:

a. after *bed resort h*ote*l; and* delete

- sixty (60) residential condominium units: and
- thirty (30) apartments

insert

- multi-unit dwelling with sixty (60) units (shown as Building C); and
- multi-unit dwelling with thirty (30) units (shown as Building D); and

before

- *other facilities ordinarily …*

AND give First Reading and set a Public Hearing date.

6. SCHEDULES

~~S~~chedule A, Application
Schedule B, 2011 Development Agreement text document
Schedule C, 2011 Development Agreement plans
Schedule D, Planning Advisory Committee minutes of 21 September 2010 containing the planning report dated 27 August 2010.
Schedule E, Policies Analysis
Schedule F, Development Agreement Approval Process
Schedule G, Draft amending development agreement dated 12 May 2021

Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION

Name: Stellar Investments Inc.
Company Name (same)
Mailing Address: PO Box 849, Lunenburg, NS B0J 2C0
Email: c/o Timothy Reibling, President treibling@tigroup.us
Phone
Cell 902-527-6376

REGISTERED OWNER OF PROPERTY

Name: Stellar Investments Inc.
Company Name: (same)
Mailing Address: PO Box 849, Lunenburg, NS B0J 2C0
Email: same as applicant
Phone
Cell 902-527-6376

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: 101 Masons Beach Road
PID: 60053097, 60388097, & 60388105
Present Use of Property: no active use
Proposed Use of Property: as referred to in Development Agreement dated April 5, 2011

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)

Applying for an amending Agreement to extend the times referred to in clause 9 of the Development Agreement

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

Name (printed): Stellar Investments Inc. Timothy Reibling Signature: _____ Date: 3/22/2021

OFFICE USE ONLY: Type of DA Application: Substantial Amendment Date received:

Stellar Investments Inc.

March 22, 2021

Dawn Sutherland
Manager of Planning and Development
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

Dear Ms. Sutherland:

Re: Development Agreement Application – Stellar Investments Inc.

Stellar Investments Inc. entered into a Development Agreement with the Town of Lunenburg which is dated the 5th day of April, 2011. The first recital in the Agreement states:

> "**WHEREAS** the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #'s 60053097, 60388097, and 60388105; ... "

No construction has been commenced to date. Stellar Investments Inc. owned by the Estate of the late Guenther and Susan Reibling is requesting that the current development agreement in place be extended an additional 10 years, keeping the current terms in place. The project "The Top" proposed at Masons Beach in Lunenburg was delayed by Guenther Reibling due to several factors including the worldwide economic crisis of 2008 and the rise of vacation rental platforms such as VRBO and AirBNB that have the potential to change the dynamic of the proposed project. Before Mr. Reibling's passing in July 2020 he expressed interest in focusing on this project as he recently sold his company in the United States and was ready to tackle this project with his sons in his retirement. The Estate believes there is a housing shortage in Lunenburg and elements of this project make sense to develop. It is our intention to continue to evaluate the feasibility of "The Top" project proposed for Masons Beach as designed and kindly request that you extend the in-place development agreement another 10 years.

The company wishes to make application to amend **clause 9** of the existing Development Agreement as follows:

1. Change 10 years in the first paragraph to 20 years and insert the word "further" before the words "amending agreement";

2. In the third line of paragraph (b), change "date of this agreement" to "date of the amending agreement"; and

3. In the third line of paragraph (c), insert the words "(which period is fully after the date of the amending agreement)" after the word "longer".

Attached to this letter is an Application and a Cheque to the Town of Lunenburg in the amount of $945.15 for Application and Advertising Fees as well as a copy of the Deed.

Should anything further be required in this process, please do not hesitate to contact the undersigned.

Yours very truly,

Stellar Investments
Per: Timothy Reibling, President
Email: treibling@tigroup.us
Phone Number: 902-527-6376

Z:\PAB - WIP\1 - OPEN\Stellar Investments Inc. - Development Agreement\Letter to Dawn Sutherland March 22, 2021.docx

Schedule "B"

Form 26

Purpose: to record an interest in a parcel; or to record a power of attorney in the power of attorney roll

For Office Use

LUNENBURG COUNTY LAND REGISTRATION OFFICE
I certify that this document was registered as shown here.
Joan Plunkett, Registrar
98133185 Document # LR ☑ ROD ☐
APR 13 2011 MM DD YYYY 15:30 Time

Registration district: Lunenburg

Submitter's user number: 1728

Submitter's name: John R. Cameron

In the matter of Parcel Identification Number (PID)

PID	60053097	60388097
PID	60388105	

(*Expand box for additional PIDs, **maximum 9 PIDs per form.***)

Power of attorney *(Note: completion of this section is mandatory)*

☐ The attached document is signed by attorney for a person under a power of attorney, and the power of attorney is:
- ☐ recorded in the attorney roll
- ☐ recorded in the parcel register
- ☐ incorporated in the document

OR

X No power of attorney applies to this document

See Document Attachment:
Document # 98133375

This form is submitted to record the attached document *(select applicable box):*

X in the parcel register as a recorded interest
☐ in the power of attorney roll
☐ in the power of attorney roll as a duplication of a power of attorney registered under the *Registry Act*

The following information relates to the interest being recorded:

Instrument type	***Agreement re Use of Land (Development Agreement)***
Expiry date *(if applicable)*	
Interest holder and type to be added *(if applicable) Note: include qualifier (e.g., estate of, executor, trustee, personal representative) if applicable*	***Town of Lunenburg Party to Agreement***
Mailing address of interest holder to be added *(for power of attorney, provide mailing address for donee)*	***P.O. Box 129 Lunenburg, Nova Scotia, B0J 2C0***

May 4, 2009

Name and mailing address power of attorney donor to be added *(if applicable)*	
Name and mailing address power of attorney donee to be added *(if applicable)*	
Reference to related instrument in names-based roll/parcel register *(if applicable) (for power of attorney to be duplicated, insert document/instrument number/year; include book/page if applicable)*	

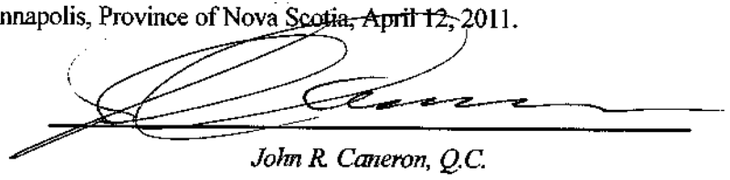
The textual qualifications in the above-noted parcel register(s) are to be changed as follows:

Textual qualification on title to be removed *(insert any existing textual description being changed, added to or altered in any way)*	
Textual qualification on title to be added *(insert replacement textual qualification)*	

Certificate of Legal Effect:

I certify that, in my professional opinion, it is appropriate to make the changes to the parcel register(s) as instructed on this form.

Dated at Bridgetown, in the County of Annapolis, Province of Nova Scotia, ~~April 12,~~ 2011.



John R. Cameron, Q.C.

Name: *John R. Cameron, Q.C.*

Address: *5 Victoria Street, P.O. Box 70, Bridgetown, Nova Scotia, B0S 1C0*

Phone: *902 665-5035*

E-mail: jrcameronlaw@ns.aliantzinc.ca

Fax: *902 665-5037*

☐ This document also affects non-land registration parcels. The original will be registered under the *Registry Act* and a certified true copy for recording under the *Land Registration Act* is attached.

This Development Agreement made this 5 day of ~~January~~ April, A. D., 2011

BETWEEN: Stellar Investments Inc.,
hereinafter called the " **DEVELOPER"**

OF THE ONE PART

AND

Town of Lunenburg, a municipal body corporate pursuant to the Municipal Government Act
hereinafter called the **"TOWN"**

OF THE OTHER PART

WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #'s 60053097, 60388097, and 60388105; and

WHEREAS the properties described in Schedule A are situated within an area designated Rural on the Future Land Use Map of the Municipal Planning Strategy (1996), and zoned Rural Residential (RR), on the Zoning Map of the Land Use By-law (1996); and

WHEREAS Policy 6.4 of the Municipal Planning Strategy requires that multi-unit dwellings be considered only by development agreement in the Rural Residential (RR) Zone, and policy 6.5 of the Municipal Planning Strategy requires that tourist accommodations be considered only by development agreement and Part 8 of the Land Use By-law provides that multi-unit residential uses and tourist accommodations be considered only by development agreement in the Rural Residential (RR) Zone; and

WHEREAS the Town by resolution of Town Council passed at a meeting on December 7, 2010, approved the proposed development subject to the execution of this development agreement by the parties hereto; and

WHEREAS the Developer is the owner of the properties described in Schedule A;

Now this agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. **Use**

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted uses in Section 8.1 (a) and 8.1 (b) of the Land Use By-law; and

(b) the use of the properties for the development of :

- a one hundred and twenty (120) bed resort hotel; and
- sixty (60) residential condominium units; and
- thirty (30) apartments; and
- other facilities ordinarily associated with a business centre, hotel or condominium complex including without limiting the generality of the foregoing a restaurant, conference rooms, club house, tennis courts, recreation and business centre facilities, spa and indoor/outdoor pool,

in accordance with the terms of this agreement and as set out in Schedules B and C. All uses or phases need not be constructed by the developer; and

(c) except as otherwise provided in this agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this agreement.

2. **Parking and Driveway Area**

(a) that driveways and a minimum of two hundred and twenty-seven (227) parking spaces be developed and maintained in a manner which meets the requirements of the Town Engineer and Traffic Authority, with a minimum of 227 parking spaces located in an underground parking garage approximately as shown on Schedule B; and

(b) that the driveways and parking area be surfaced to prevent the raising of dust due to wind or vehicular movement and that these areas be resurfaced or treated from time to time to ensure that dust will not be generated; and

(c) that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority

3. **Landscaping, Lighting and Screening**

(a) that any exterior lighting be limited to lighting for safety and security only, and be focused on the lands that are the subject of this agreement so as to minimize the illumination of surrounding areas, and be located so that nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result;

(b) that landscaping in keeping with the nearby golf course and the neighborhood be developed and maintained on all portions of the property which are not built on; and more particularly that the landscaping be substantially as provided on the landscaping plan annexed as Schedule D; and

(c) that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view.

4. Exterior Appearance of the Structures

(a) that the exterior appearance of the structures be approximately as shown on Schedule C; and

(b) that the maximum height of the buildings, as "height" is defined in the Land Use By-law, be sixty-five (65) feet.

5. Signs

(a) that a maximum of two (2) temporary advertising signs each with a maximum sign area of 3.5 square metres (40 sq. ft.) be permitted on the property. The temporary signs must be removed within thirty-six (36) months of the issuance of the occupancy permit for the hotel, condominiums and apartment structures; and

(b) that a maximum of two (2) permanent signs each with a maximum sign area of 3.5 square metres (40 sq. ft.) be permitted on the property.

6. Servicing

(a) that fire flows are to be evaluated and deemed satisfactory by the Town Engineer at the time application is made for a building permit; and

(b) that a storm drainage plan which is deemed satisfactory by the Town Engineer is provided before a development permit is issued; and

(c) that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved.

7. Maintenance

(a) that the buildings be kept in good repair, and the exposed exterior surface painted or treated as may be necessary, so that the building is maintained in a tidy and attractive state; and

(b) that all fences, retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements be regularly maintained and any undeveloped, unused portions of the lot shall be kept in a tidy state and free from unkempt materials or matter of any kind.

8. Changes and Alterations

(a) that all matters in this agreement not specified in Subclause 8 (b) below are non-substantial matters which may be changed or altered without a public hearing, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the agreement.

(b) that the following matters are substantial matters and may not be changed or altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:

(I) the maximum number of rental units within the hotel; and

(II) the maximum number of residential condominium units; and

(III) the maximum number of one-bedroom apartments.

9. Termination of Agreement

In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; any development which commences more than 10 years from the date of this agreement requires an amending agreement.

(a) that this agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to subsection 229(2) of the *Municipal Government Act,* whereupon the Land Use By-law shall apply to the lands described in Schedule A; and

(b) that the Town of Lunenburg may discharge this development agreement if no use described herein has been commenced within sixty (60) months of the date of this agreement; and

(c) that the Town of Lunenburg may discharge this development agreement if there is no use described in Section 1 (b) for a period of sixty (60) months or longer; and

(d) that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

10. Other

That this agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the Developer, its successors and assigns and the owner or owners from time to time of the property described in Schedule A, until discharged.

11. Compliance with Other By-laws and Regulations

That nothing in this agreement shall exempt the Developer from complying with other By-laws or Regulations in force within the Town, including the Building Code By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required.

12. Ownership

We hereby certify that Stellar Investments Inc. is the sole owner of the property described in the attached Schedule A, having received the deed from Guenther Reibling and Susan J. Reibling, dated July 2, 2003, and recorded at the Bridgewater Registry of Deeds at Page 593 in Book 900 as Document #4029 on July 4, 2003. Stellar Investments Inc. has not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances affecting the property.

WITNESS

GUENTHER REIBLING, President
STELLAR INVESTMENTS INC.

WITNESS

SUSAN REIBLING, Secretary
STELLAR INVESTMENTS INC.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

In the presence of:

WITNESS

GUENTHER REIBLING, President
STELLAR INVESTMENTS INC.

WITNESS

SUSAN REIBLING, Secretary
STELLAR INVESTMENTS INC.

TOWN OF LUNENBURG

WITNESS

D. LAURENCE MAWHINNEY, Mayor

WITNESS

BEA RENTON, Town Manager/Clerk

M:\Kelly\My Documents\MYFILES.2011\11.BEA\Miscellaneous\Stellar Development Agreement Jan.11.wpd

SCHEDULE "A"

(Lots 00-1, 00-2 and 00-3, Mason's Beach Road, Lunenburg)

All those lands and premises conveyed in a Warranty Deed dated the 14th day of May, 2002 from Sherman Zwicker to Gunther Reibling and Susan J. Reibling as recorded in Bridgewater Registry of Deeds Office on the 15th day of May, 2002 in Book 839 at Page 965 under Number 2880 and therein more particularly described as follows:

Nova Scotia Grid North

April 16, 2002

ALL those lots of land and premises situate at Masons Beach Road, in the Town of Lunenburg, in the County of Lunenburg, in the Province of Nova Scotia, and shown on a Plan of Survey 00-099, dated October 4, 2000, prepared by Turner Surveys, and being more particularly bounded and described as follows:

First

Lot 00-1
A Lot of Land in the Town of Lunenburg

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeastern side of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being on a Southwest boundary of the former Edwin Kaulback property, occupied now by the Bluenose Golf Club, this survey marker being 13' more or less from the Southeast limit of the Masons Beach Road;

THENCE South 55° 05' 18" East along the Southwest boundary of the former Kaulback property, occupied by the Bluenose Golf Club 134.83' to a point marked by a survey marker;

THENCE South 55° 05' 18" East continuing along the Kaulback property occupied by the Bluenose Golf Club 196.30' to a point at the most Easterly corner of the herein described lot;

THENCE South 24° 19' 39" West along the Northwest boundary of the Kaulback property occupied by the Bluenose Golf Club 31.21' to a point marked by a survey marker;

THENCE South 24° 19' 39" West continuing along the Kaulback property occupied by the Bluenose Golf Club 124.29' to a point marked by a survey marker at the most Easterly corner of Lot 00-2, the property of Sherman F. H.. Zwicker;

THENCE North 51° 30' 06" West along the Northeast boundary of Lot 00-2, 408.78' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 50° 14' 05" East along the Southeast limit of the Masons Beach Road 131.98' to a point at the Northwest corner of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE South 55° 05" 18" East along a Southwest boundary of the Kaulback property occupied by the Bluenose Golf Club 13.30' to the point of beginning.

The above described lot is all of Lot 00-1 shown on the aforementioned Plan of Survey and contains an area of 1.21 acres more or less and is part of the property referred to as "Windycrest".

For reference to title see a deed dated July 5, 1937, from Julia Selig et vir to F. Homer Zwicker and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 344.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Second

Lot 00-2
A Lot of Land in the Town of Lunenburg Adjoining the First Lot Above Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the most Westerly corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE South 49° 37' 55" West along the Southeast limit of the Masons Beach Road 120.90' to a point marked by a survey marker at the North corner of Lot 00-3, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Northeast boundary of Lot 00-3, 460.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE North 24° 19' 39" East along the Kaulback property occupied by the Bluenose Golf Club 117.50' to a point marked by a survey marker at the South corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE North 51° 30' 00" West along the Southeast boundary of Lot 00-1, 408.75' to the point of beginning.

The above described lot is all of Lot 00-2 shown on the aforementioned Plan of Survey and contains an area of 1.16 acres more or less. The above described lot is part of the property referred to as "Windycrest".

For reference to title see Lot No. 1 described in deed dated May 21, 1937, from Daniel Smith et ux to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on May 25, 1937, in Book 103, Page 185.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Third

Lot 00-3
A Lot of Land in the Town of Lunenburg Adjoining the Second Lot Herein Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the West corner of Lot 00-2, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Southwest boundary of Lot 00-2, 450.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Course;

THENCE South 23° 02' 57" West along the former Edwin Kaulback property occupied by the Bluenose Golf Course 418.01' to a point marked by a survey marker at the East corner of Lot 00-4, the property of Sherman F. H. Zwicker;

THENCE North 52° 57' 32" West along the Northeast boundary of Lot 00-4 marked by the remains of a wire fence, 499.20' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 53° 17' 02" West along the limit of the Masons Beach Road 8.35' to a point marked by an iron pipe;

THENCE North 53° 17' 02" West continuing along the limit of the Masons Beach Road 5' more or less to a point on the Southeast limit of the Masons Beach Road;

THENCE in a Easterly direction following along the various courses of the Southeast limit of the Masons Beach Road 428' more or less to the point of beginning, a tie line between the last mentioned survey marker and the point of beginning being North 28° 24' 02" East 417.37'.

The above described lot is all of Lot 00-3 shown on the aforementioned Plan of Survey and contains an area of 7.24 acres more or less and a portion of the Zwicker house having Civic No. 101 is located on this lot, which is part of the property referred to as "Windycrest".

SUBJECT TO any easement that might exist in favour of the Lunenburg Electric Company for the overhead service line crossing the above described lot and located as shown on the aforementioned Plan of Survey.

For reference to title see a deed dated July 6, 1937, from Anna Bertha Young to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 345.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.



PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG SS)

ON THIS 5 day of April, A.D. 2011, before me, the subscriber personally came and appeared, Patricia A. Burke, the subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that the **TOWN OF LUNENBURG**, a municipal body corporate, one of the parties thereto, caused the same to be executed in its name and on its behalf, and its corporate seal to be thereunto affixed by the Mayor and Town Manager/Clerk in his presence.

PETER JOHN HAUGHN
A Commissioner of the Supreme
Court of Nova Scotia

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG SS)

ON THIS 5 day of April, A.D. 2011, before me, the subscriber personally came and appeared, Patricia A. Burke, the subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **STELLAR INVESTMENTS INC.**, a body corporate, one of the parties thereto, caused the same to be executed in its name and on its behalf, and its corporate seal to be thereunto affixed by its proper officers in his presence.

PETER JOHN HAUGHN
A Commissioner of the Supreme
Court of Nova Scotia

" THE TOP " DEVELOPMENT

MASONS BEACH ROAD
LUNENBURG, NOVA SCOTIA

STELLAR INVESTMENT INC.

PROJECT NO. 08160
SITE PLAN - A-101
DATE: JUNE 01, 2010

SCALE: 1 = 300

0 2 4 12 m

BUILDING 'A'
ADMINISTRATIVE BUILDING
335.45 SM
(3,611 SF)

BUILDING 'B'
HOTEL
3,572.76 SM
(38,457 SF)

BUILDING 'C'
CONDOMINIUM
2,859.89 SM
(30,784 SF)

BUILDING 'D'
APARTMENTS
1,914.60 SM
(20,609 SF)

BUILDING 'E'
COMMUNITY SPACES
1,094.59 SM
(11,782 SF)

POOL
POOL DECK
DECK
LAWN AREA LEASED TO "BLUENOSE CLUB INC."
LAWN USED BY GOLF COURSE
DROP OFF PICK-UP
U/G PARKING INGRESS
U/G PARKING EGRESS
U/G TRUCK SERVICE
LINE OF UNDERGROUND PARKING LIMIT
PARKING INGRESS / EGRESS
NEW ACCESS
DROP OFF PICK-UP
CONSTRUCTION NORTH

SITE 'A1' - BUILDING A,B and E: AREA 13,159.35 SM
SITE 'A2' - BUILDING C : AREA 11,243.33 SM
SITE 'A3' - BUILDING D : AREA 3,414.29 SM

LEGEND:

- NEW BUILDING
- NEW BUILDING
- NEW BUILDING 2ND FLOOR and 3RD FLOOR
- BUILDING ACCESS
- BUILDING EXIT
- PROPERTY LINE
- LOT LINE
- FIREROUTE — FIRE ROUTE
- LINE OF CANOPY / ROOF ABOVE

See Document 98133185

LUNENBURG COUNTY LAND REGISTRATION OFFICE
I certify that this document was registered as shown here.
Jane Pleasant - Registrar
98133375 Document # LR ✓ ROD ☐
APR 13 2011 MM DD YYYY 15:35 Time

SCHEDULE B

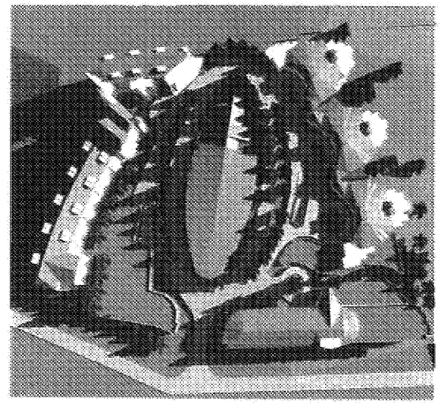
RECEIVED JUL 21 2010

PETROFF PARTNERSHIP ARCHITECTS

PETROFF



STELLAR INVESTMENT INC



PETROFF PARTNERSHIP ARCHITECTS

PETROFF

Planning Doc # 2010-34
Planning Doc DA 2009-58

THE TOP

LUNENBURG NOVA SCOTIA

Schedule "C"

STELLAR INVESTMENT INC

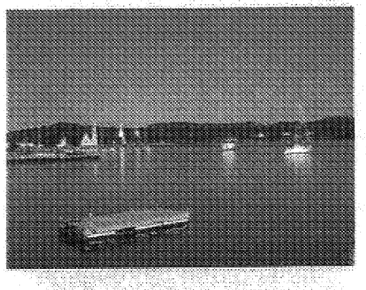
THE HOP

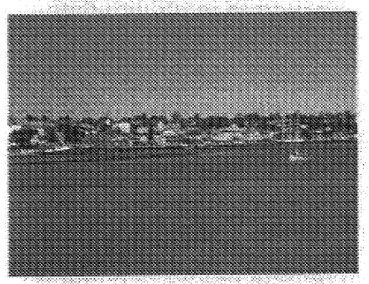
LUNENBURG NOVA SCOTIA

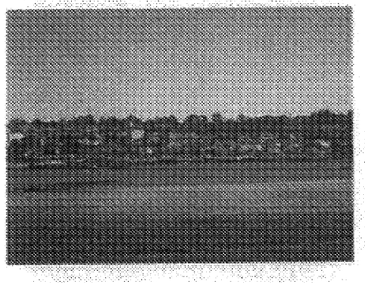
CONTEXT

PETROFF PARTNERSHIP ARCHITECTS

PETROFF









ATLANTIC OCEAN

LUNENBURG FRONT HARBOUR







THE 101

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

LOCATION

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

TOP VIEW

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE ICE

LUNENBURG NOVA SCOTIA

HOTEL COMPONENTS

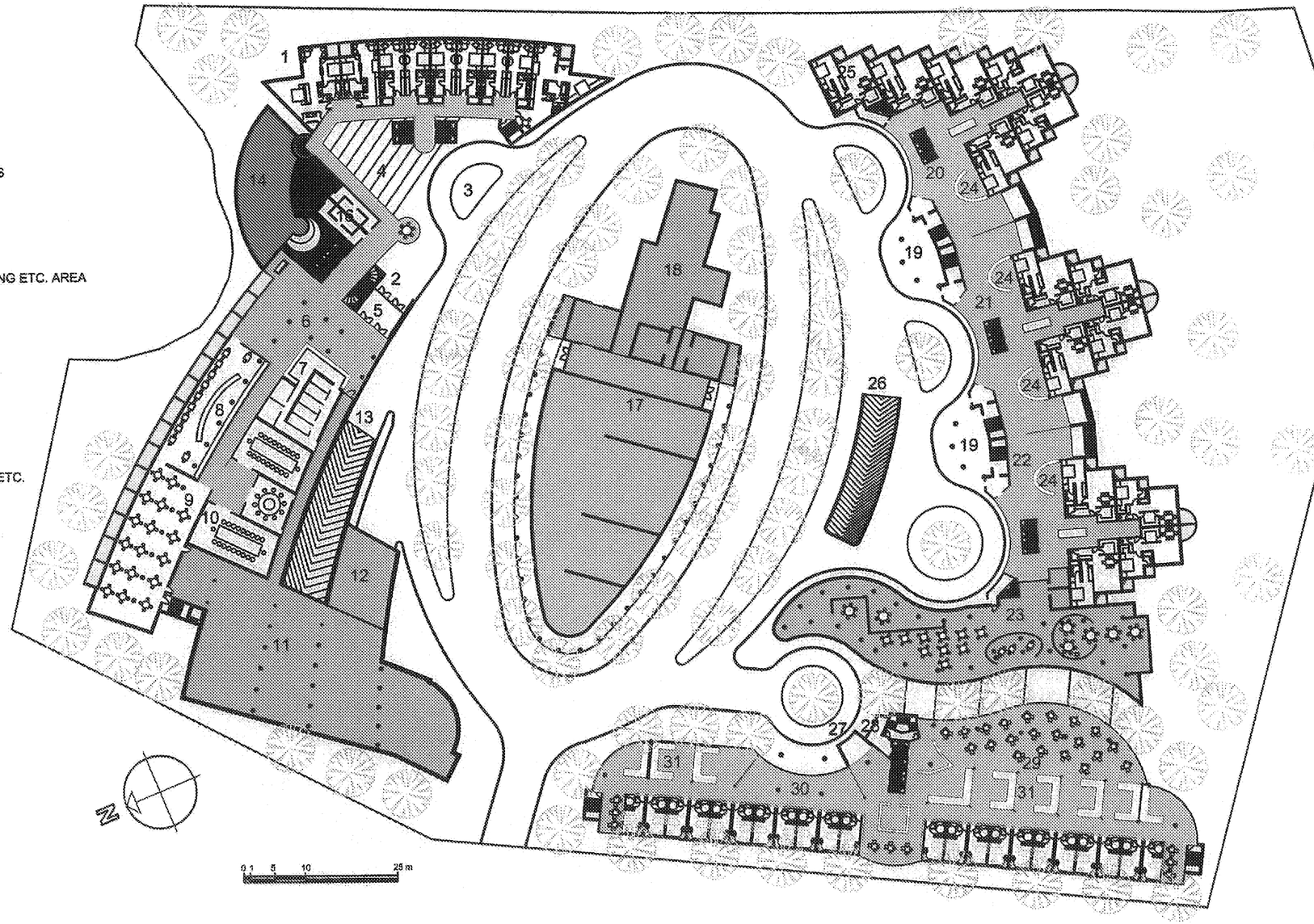
1 HOTEL PHASE 2
2 MAIN ENTRANCE
3 VEHICULAR ACCESS, DROP OFF-PICK UP
4 LANDSCAPED COURTYARD
5 VESTIBULE
6 MAIN LOBBY AND CIRCULATION AREA
7 FRONT DESK AND MANAGEMENT OFFICES
8 LOBBY BAR, LOUNGE AREA
9 RESTAURANT CAFE AREA
10 CONFERENCE MEETING ROOMS AREA
11 B.O.T.H. KITCHEN STAFF AREA
12 SHIPPING, RECEIVING GARBAGE HANDLING ETC. AREA
13 U.G. PARKING ACCESS-EGRESS RAMP
14 POOL
15 POOL DECK
16 CHANGING ROOMS

COMMON FACILITIES, RESIDENCES AND LONG TERM CARE

17 FITNESS, CARDIO MACHINES, EXERCISE ETC.
18 RESTAURANTS, SHOPS, ETC.
19 TERRACES
20 LOBBY OF PHASE 1
21 LOBBY OF PHASE 2
22 LOBBY OF PHASE 3
23 PARTIES, GAMES, CONTRACT BRIDGE, TV LOUNGES ETC.
24 CONCIERGE
25 CARETAKER'S FLAT
26 U.G. PARKING ACCESS-EGRESS RAMP
27 MAIN ENTRANCE
28 SERVICE ENTRANCE
29 DINING AND MAIN ACTIVITIES AREA
30 LOBBY AND VISITORS AREA
31 SPECIFIC ACTIVITIES AREA

UNITS ON GROUND LEVEL

HOTEL UNITS	9
RETIREMENT APARTMENTS	14
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

GROUND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

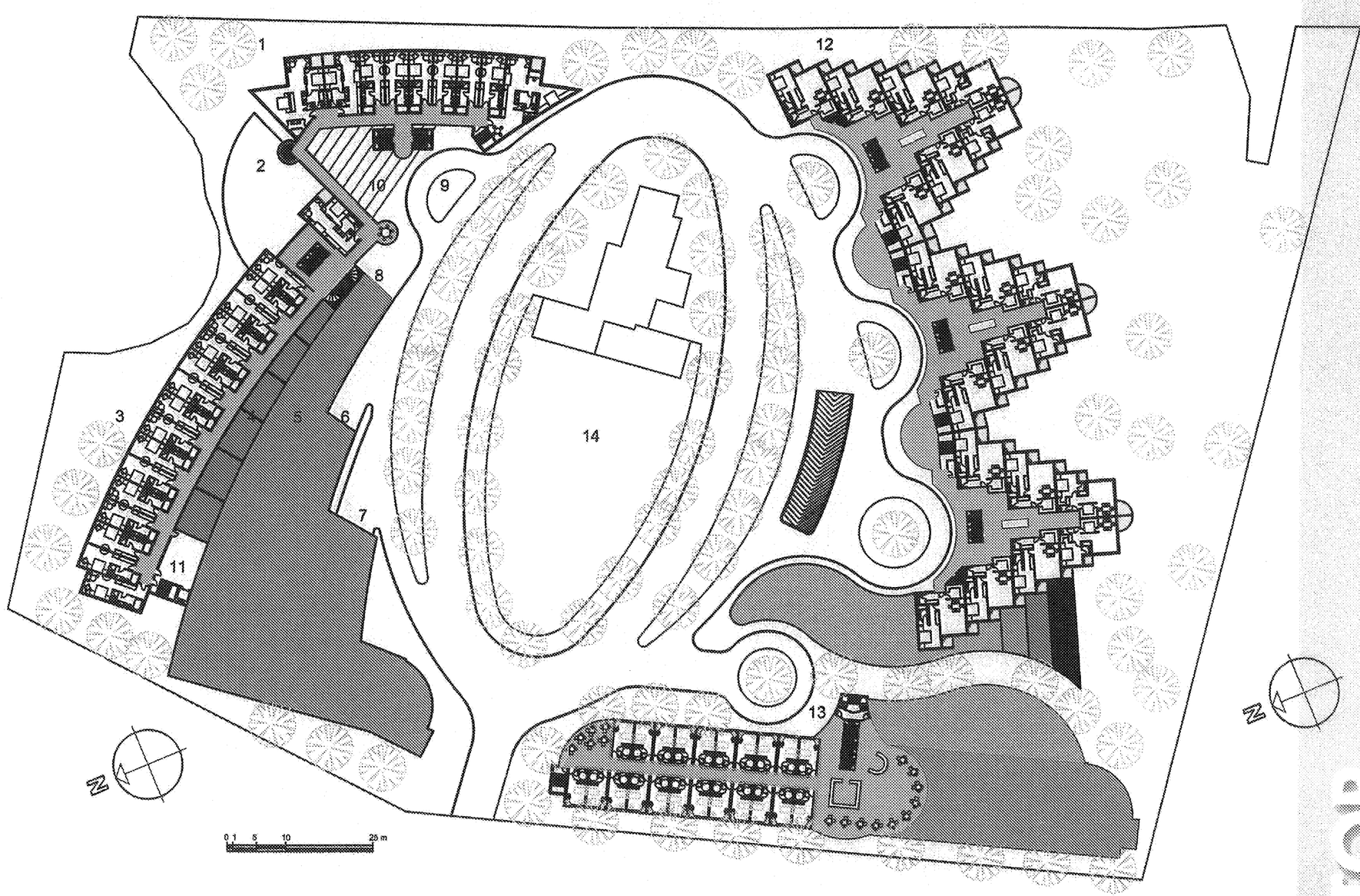
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 2nd LEVEL

HOTEL UNITS	26
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

2ND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

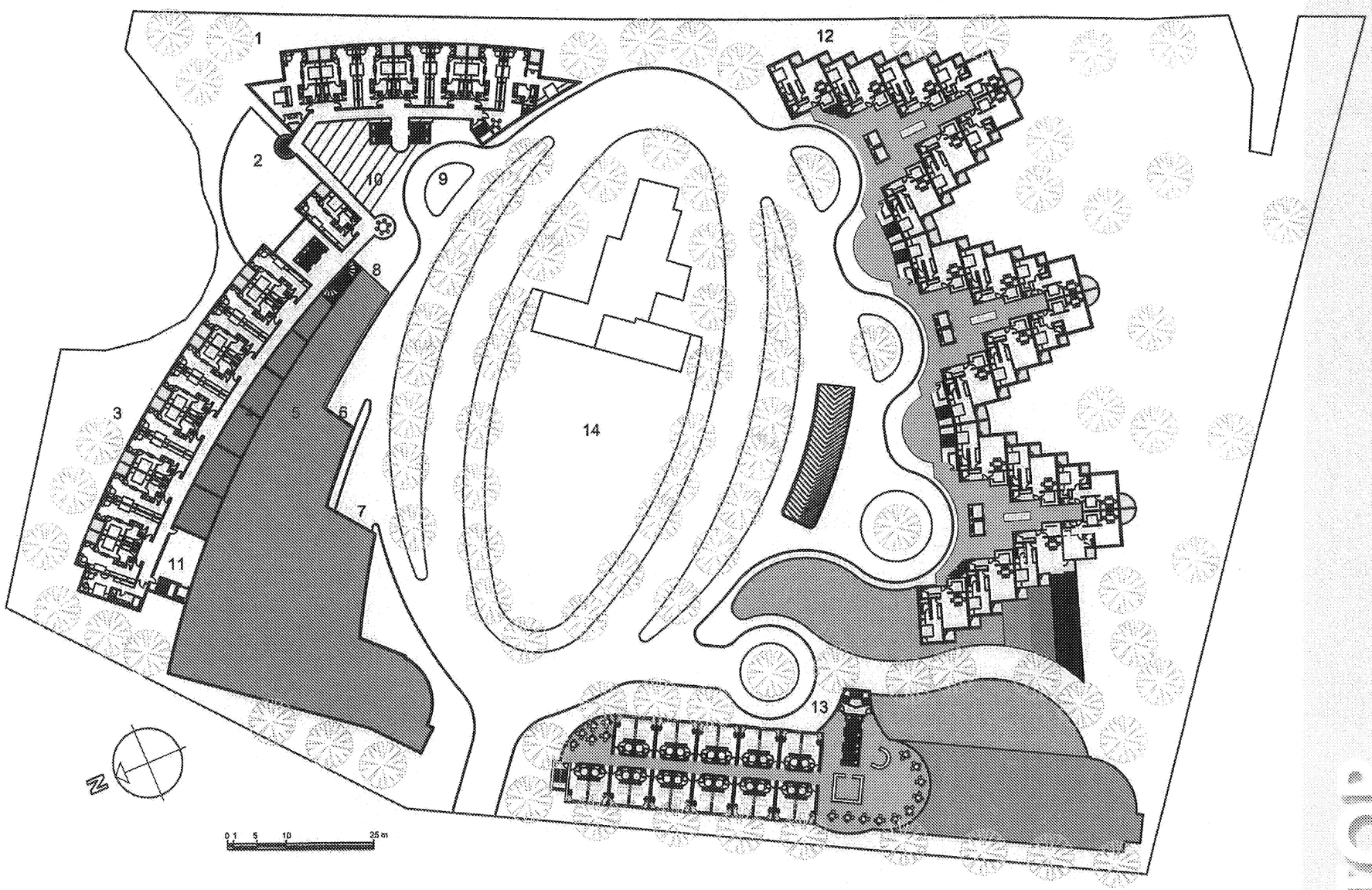
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 3rd LEVEL

HOTEL UNITS	19
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

3RD FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC.

THE TOP

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC.

THE 101

LUNENBURG NOVA SCOTIA

TOWN CENTRE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE HOF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

TOWN CENTRE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE 101

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE HOP

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LOWER LEVEL

UPPER LEVELS

HOTEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE 101

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC.

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

THE 101

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE HOF

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LOWER LEVEL

UPPER LEVELS

THE 101

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

RESIDENTIAL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

TITLE

LUNENBURG NOVA SCOTIA

RESIDENTIAL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE HOP

LUNENBURG NOVA SCOTIA

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

UPPER LEVELS

LOWER LEVEL

LONG TERM CARE FACILITES

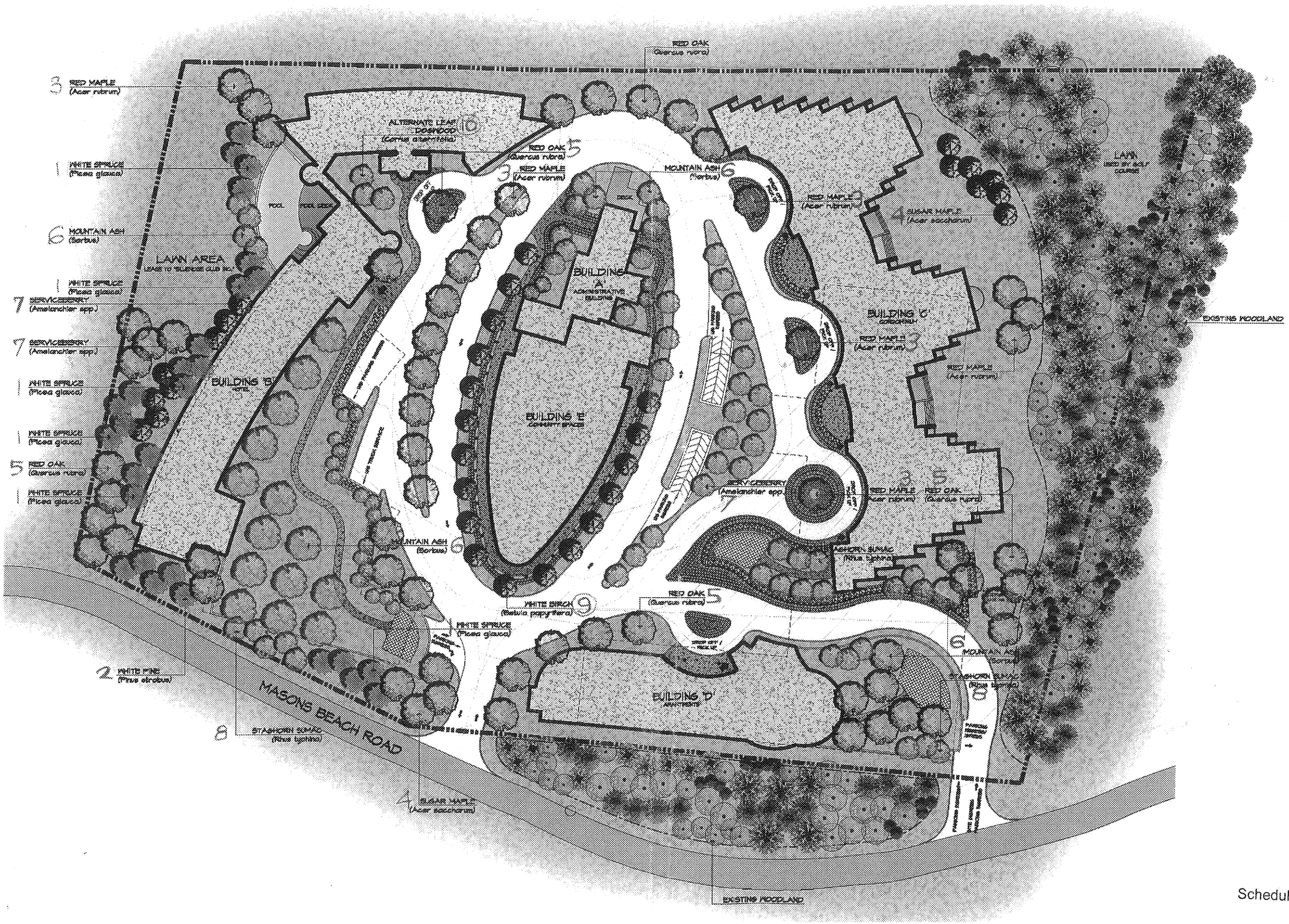
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC


RED OAK
(Quercus rubra)
3 RED MAPLE
(Acer rubrum)
ALTERNATE LEAF DOGWOOD 10
(Cornus alternifolia)
RED OAK 5
(Quercus rubra)
1 WHITE SPRUCE
(Picea glauca)
RED MAPLE 3
(Acer rubrum)
MOUNTAIN ASH 6
(Sorbus)
RED MAPLE
(Acer rubrum)
SUGAR MAPLE 4
(Acer saccharum)
LAWN
(used for golf course)
POOL
POOL DECK
6 MOUNTAIN ASH
(Sorbus)
LAWN AREA
(used for outdoor play)
BUILDING 'A'
ADMINISTRATIVE BUILDING
1 WHITE SPRUCE
(Picea glauca)
7 SERVICEBERRY
(Amelanchier spp.)
BUILDING 'C'
CHILDCARE
EXISTING WOODLAND
7 SERVICEBERRY
(Amelanchier spp.)
RED MAPLE 3
(Acer rubrum)
1 WHITE SPRUCE
(Picea glauca)
BUILDING 'B'
HOTEL
RED MAPLE
(Acer rubrum)
BUILDING 'E'
CONVENTION SPACES
1 WHITE SPRUCE
(Picea glauca)
5 RED OAK
(Quercus rubra)
1 WHITE SPRUCE
(Picea glauca)
SERVICEBERRY
(Amelanchier spp.)
RED MAPLE
(Acer rubrum)
3 5
RED OAK
(Quercus rubra)
MOUNTAIN ASH 6
(Sorbus)
ASHCRON SUMAC
(Rhus typhina)
RED OAK 5
(Quercus rubra)
WHITE BIRCH 9
(Betula papyrifera)
WHITE SPRUCE
(Picea glauca)
6 MOUNTAIN ASH
(Sorbus)
2 WHITE PINE
(Pinus strobus)
BUILDING 'D'
APARTMENTS
STAGHORN SUMAC
(Rhus typhina)
8
MASONS BEACH ROAD
4 SUGAR MAPLE
(Acer saccharum)
EXISTING WOODLAND

Schedule "D"

PLANNING ADVISORY COMMITTEE
MEETING MINUTES

September 21, 2010
5:00 p.m.
Lunenburg Court House

PRESENT: Councillor Peter Zwicker, Chair; Councillor Rachel Bailey; Councillor John McGee; and Robert Young.

ALSO PRESENT: Bea Renton, Town Manager/Clerk; and Madelyn LeMay, Planning/Development/Heritage Co-ordinator ("PDHC").

The Chair called the meeting to order at 7:00 p.m.

1. **Motion to Approve Agenda and Set Time to Adjourn**

Motion: moved and seconded to approve the agenda deferring all items except #3. (a.) and #5. (b.), and set a time to adjourn by 8:00 p.m. Motion carried.

2. **Motion to Approve April 14, 2010 PAC Meeting Minutes**

Motion: moved and seconded to approve the April 14, 2010 meeting minutes. Motion carried.

3. **Public Presentations and Public Information Session**

(a) Public Information Session - Proposed 101 Masons Beach Road Development Agreement, Susan and Guenther Reibling, Stellar Investments

The Chair outlined the agenda format for the public information session **(Schedule "A")**.

The PDHC reviewed her earlier reports **(Schedules "B" and "C")** noting proposed revisions to the draft Development Agreement requested by the applicant **(Schedule "C")**. She added that October 26, 2010, is the earliest possible Council public hearing date.

Guenther Reibling, applicant, reviewed their development proposal in a power point presentation **(Schedule "D")**.

He introduced their architect, Michaela Weiner, Petroff Architect, who discussed the project features in further detail. Ms. Weiner described the features of the subject 6.9 acre parcel. There will be two (2) vehicular access roads as illustrated on their site plans **(Schedule "D")**. Condos, a hotel and apartments will be built on a phased-in basis. The existing building will be preserved and renovated for administrative offices and adjoin a central service building. The landscaping will be integrated with the neighbourhood. While a modern development, it will be contextually sensitive.
Questions of the public were posed (noted by underlining)and responded to by the applicant as follows:

Ciel Duke, Corkum's Island

- It is not yet known if there will be an assisted living facility in the apartment building. This will be considered later as the development progresses and public interest in such a service is determined.

- Underground parking will be accommodated utilizing the natural slope of the hillside setting.

- The central building could have a club house and other facilities for residents and others.

Rosalie Osmond, 93 Buenavista Court

- The local architecture will be reflected in the development, e.g., silhouette, roof.

- The exterior building material has not yet been determined, but will be compatible with the local setting.

- A landscape architect will work with the project team to determine what trees can be retained and new, complimentary landscaping plan implemented.

Oliver Osmond, 93 Buenavista Court

- The total height of the three (3) floors should not exceed 35', plus the slope of the hillside. The PDHC said the draft development agreement allows for an increased maximum height of 65' from the grade as per the applicant's request.

- The proposed apartment building will be designed in a manner that is complimentary to the overall site and development.

Councillor McGee

- The exterior architectural details will ensure the development is attractive when looking over from the Lunenburg waterfront.

Susan Reibling, applicant, commented that the existing trees on site are diseased and falling over. They will try to retain what they can, but there will have to be new plantings.

Councillor Bailey

- The central building use has not yet been determined, but will allow for common use by residents and others.

Robert Young

- They will phase in the project dependent on financing. The conference facility in the centre will not occur until the other developments are accomplished so needs can be better determined.

- Apartment bedroom numbers will be determined based on need.
- They hope to use renewable energy sources, e.g., geothermal.
- Lunenburg architecture will not be copied, but complimentary.
- The development will cost anywhere from $10.0 - $100.0 Million.

Ciel Duke

- The condo prices are not yet known. This will be determined when the marketability is determined and building material cost estimates are refined.

Dorothy Vousden, 36 Sawpit Road, commented that it is a wonderful project and needed by the community.

Motion: moved and seconded to recommend Council to hold a public hearing on October 26, 2010 at 5:15 p.m. to consider the 101 Masons Beach Road draft development agreement (Schedules "B" - "D"). Motion carried.

The remaining agenda items were deferred by agreement.

4. **Unfinished Business**

(a) Town Council approval of Land Use By-Law Amendments to Allow Commercial Advertising Signage (visible from the street) on Town Owned Recreation Lands

(b) Town Council approval of Municipal Planning Strategy and LUB Amendments regarding Off-Street Parking Requirements

5. **New Business**

(a) Review of Development Permit and Certificate of Appropriateness Applications Logs

(b) Proposed 101 Masons Beach Road Development Agreement, Susan and Guenther Reibling, Stellar Investments - Recommendation to Council

Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 8:00 p.m.

Bea Renton
Town Manager/Clerk

Agenda for Public Information Meeting
Pursuant to the
Public Information Program Established by Council

Proposed Development Agreement
101 Masons Beach Road

September 21, 2010

1. **Public Information Meeting Opened by the Chair**
   - outlines agenda
   - notes general rules of conduct

2. **Overview by Planner**
   - overview of application

3. **Presentation by Applicant**

4. **Comments and Questions by the Public**
   - to be directed to the Chair
   - any written submissions to be read into the record

5. **Closing Remarks by Chair**
   - recommendation of PAC will be made during regular agenda

General Rules of Conduct
- each speaker to state name and address
- members of PAC may question each speaker
- speakers will be limited to one presentation unless called upon by the Chair for further comment

Circulated: _____

Document No: 8. (h.)
Meeting: Council August 31, 2010
Circulate To: Council, PAC, BR, PH, MB, DP, ML, Rob Lewis, Pat Burke, John Cameron and Reiblings
File:Mason's Beach Road Development Agreement

MEMORANDUM

TO: **TOWN COUNCIL**

FROM: **MADELYN LEMAY, PLANNING/DEVELOPMENT/HERITAGE CO-ORDINATOR**

DATE: **AUGUST 27, 2010**

RE: **101 MASONS BEACH ROAD, LUNENBURG DEVELOPMENT AGREEMENT TO ALLOW A HOTEL AND MULTI-UNIT RESIDENTIAL DEVELOPMENT AT 101 MASONS BEACH ROAD (PLANNING DOCUMENT DA 2009-58 A)**

---

1. FACTS

As noted in the April 6, 2010 report to Council, an application has been received from Guenther and Susan Reibling of Stellar Investments Inc. to permit development of a sixty (60) room (120 bed) resort hotel, sixty (60) residential condominium units and an additional thirty (30) apartments on three lots located at 101 Masons Beach Road (Figures 1-4). The development will also include a restaurant, conference rooms, club house, recreation and business center facilities, spa and indoor pool (Appendix A).

The opinion of Mr. John Cameron, solicitor, was sought and received to determine whether he felt there was sufficient information to proceed without an amendment to the Municipal Planning Strategy to permit Council's consideration of concept plans. Mr. Cameron indicated those areas in which he felt more information was required in order for Council to consider a development agreement (Appendix B).

Stellar Investments has provided this information as follows:

Information to be provided	Status
site plan showing three existing lots and proposed development	Received: the site plan is included as Schedule B to the draft development agreement (Appendix C)
second driveway access for emergency access to be shown on the plan	A second access/egress (to underground parking) is shown on the site plan, Schedule B to the development agreement.
Mr. Reibling was to discuss the adequacy of services with the Town Engineer.	The Town Engineer has indicated by e-mail that he feels the servicing issues can be left to the time of approval of the building permit.
timing and phasing of the phases	Mr. Reibling has stated that his intention is to construct the condominiums first.
an approximation of the amount of commercial space should be provided	Mr. Reibling has provided site information (Appendix D) which sets out the floor area of each proposed use.
proposed realignment of lot lines	The intended lot lines are shown on the site plan.
dimensions of signs	Since dimensions have not been provided, I have used the maximum size allowed under the Land Use By-law within the draft development agreement. Mr. Reibling was advised of this July 7, 2010, and has not indicated that he would prefer larger signs.

2. ISSUES AND OPTIONS

Clauses 8.1(c) (i) and (ii) of the Land Use By-law permit multi-unit residential uses and tourist accommodations to be considered only by development agreement, and policies 5.12, 19.8 and 19.9 of the Municipal Planning Strategy establish the criteria for these development agreements. The information provided to date and on which the draft development agreement is based is the information suggested by Mr. Cameron as required and the information Council agreed would be sufficient. Mr. Cameron has

reviewed the draft development agreement and commented that the development agreement addresses all required matters at least conceptually.

In my opinion, as noted below, there is not enough detail regarding the proposal for me to determine that all of the requirements of the Municipal Planning Strategy have been met.

Municipal Planning Strategy and Land Use By-law

The site is shown as "Residential (single unit)" on Map 1, the 1994 Existing Land Use Map, and is designated "Rural"on Map 2, the Future Land Use Map. It is zoned Rural Residential (RR) on Schedule "A", the Zoning Map of the Land Use By-law.

Clauses 8.1(c) (I) and (ii) of the Land Use By-law permit multi-unit residential uses and tourist accommodations to be considered only by development agreement (Appendix E).

Policy 6.4 of the Municipal Planning Strategy requires that in the Rural Residential (RR) Zone, multi-unit dwellings be considered only by development agreement, and policy 6.5 requires that tourist accommodations be considered only by development agreement (Appendix F). Policies 5.12, 19.8 and 19.9 establish the criteria for these development agreements.

The criteria set out in Policy 5.12 are compared to the proposed development in the following table:

5.12 ensure that the following criteria are met when Council is considering proposals for multi-unit dwellings including conversions, expansions and new construction by development agreement:

MPS CRITERIA	COMMENTS
(a) municipal central sewer and water services, with the capability of providing full services, including fire protection, are available or will be extended to the site prior to completion of the building; and	The Town Engineer has commented that sewer and water services are available, with the sewer main being extended at the developer's cost.
(b) where the proposal is for a multi-unit dwelling which will abut commercial uses, the building shall be sited and landscaped to minimize land use conflicts; and	Not applicable since the proposed development does not abut a commercial use.
(c) development is in accordance with policies 19.8 and 19.9.	Please see below.

The criteria set out in Policy 19.8 are compared to the proposed development in the following table:

19.8 enter into development agreements pursuant to Subsection 38(2)(p) and Section 55 of the Planning Act on the terms and conditions set forth in this Municipal Planning Strategy, and a development agreement shall:

MPS CRITERIA	COMMENTS
(a) specify the development, expansion, alteration, or change permitted; and	The type of development is described and listed in the agreement
(b) specify the conditions under which the development may occur; and	Conditions for the development are included within the draft development agreement (Appendix C); conditions regarding landscaping, usable outdoor open space and the appearance of the building are not specified.
(c) set forth the terms by which Town Council can terminate an agreement.	The usual termination clause has been included within the draft development agreement.

The criteria set out in Policy 19.9 are compared to the proposed development in the following table:

19.9.1 consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements:

MPS CRITERIA	COMMENTS
(a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and	Mr. Cameron has commented that the information available regarding the proposal appears to conform to the intent of the policies of the Municipal Planning Strategy at least conceptually. There are a number of topics for which information has been deferred until the application for a development permit or building permit is received that would usually be available for public comment

	prior to a development agreement being approved by Council. Each of these matters appears to meet the requirements of the Municipal Planning Strategy. The intent of a development agreement is to permit development that would not otherwise be permitted in an area only subject to the terms and conditions established in the Municipal Planning Strategy. The purpose of using the development agreement process is to ensure that the development will fit into its proposed neighbourhood. As a result, in Lunenburg as in other communities, considerable emphasis is generally placed on the comments of the public during the public information meeting. This proposal provides far less information than would usually be available regarding the appearance of the building and access and egress for the development, which are usually major topics of discussion at a public information meeting. As noted below, it is not possible, with the information available, for me as planner to determine and recommend to PAC and Council that the requirements: - of clause 19.9.2(d), regarding the appearance of the building; - of clause 19.9.2(g) regarding open space; and - of clause 19.9.2(f) regarding integration into the surrounding area have been met. All other requirements of the MPS appear to have been met.
(b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and	The proposal is not in conflict with Municipal or Provincial programs in Town.
(c) that the proposal is not premature or inappropriate by reason of:	

(I) financial ability of the Town to absorb costs related to the development; or	There may be costs related to the development for sewer, water, storm sewer and changes to Masons Beach Road. The developer should be required to bear the cost of any changes required to any Town services, including roads. The draft development agreement includes, in Part 6, the following clause *"that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved."* Mr. Cameron has advised that although requiring the developer to pay for any changes required to accommodate the development cannot be part of the development agreement, Council could consider these costs and who will pay these costs at the time any changes to Masons Beach Road are required.
(ii) adequacy and proximity of school, recreation and other community facilities; or	The developer has indicated the apartments will primarily be one-bedroom apartments. It is unlikely that either the residential units or the hotel will have a noticeable impact on community facilities.
(iii) negatively affecting the enjoyment of established residences; or	Any change in the use of this land may be seen as negatively affecting the enjoyment of established residences, as the neighbourhood is used to a large, primarily undeveloped lot. If this 6.9 acre site were to be developed as-of-right, with no need for a development agreement, roughly 35 single unit dwellings or two-unit dwellings (70 dwelling units) could be developed on the site. The traffic and noise generated by this development is likely to be somewhat greater than the "as-of-right" residential development would generate, as the development envisions more residential

	units than could be developed as-of-right, plus the hotel. Given the size, location and relative isolation of the site it is unlikely to have an increased negative impact on residences in the area.
(v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or	The Town Engineer has noted that the sanitary sewer system and domestic water supply to service this development are, or will, be adequate, but the developer must hire an engineer to (1) evaluate the fire flows to ensure they are adequate for this development and (2) review the location of sewer and water services on Tannery Road and Masons Beach Road to determine how this development will be serviced. As the Town Engineer has indicated by e-mail that he feels the servicing issues can be left to the time of approval of the building permit, this item has been deferred within the draft development agreement until the building permit has been requested.
(vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or	As with sanitary sewer and water, the draft development agreement requires that a storm drainage plan satisfactory to the Town Engineer be prepared prior to a development permit being issued.
(vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or	It is not anticipated that the development will cause a pollution problem in the area.
(viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and	There are no apparent difficulties for development of the site.

19.9.2 *consider the following in addition the criteria set out in 19.9.1 above, when considering development agreements:*

MPS CRITERIA	COMMENTS
(a) that the proposal provides adequate off-street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and	The underground parking garage has been indicated on the plans but has not yet been designed. The present requirements of the Land Use By-law (which need not be met when considering a development agreement) would be for a total of 227 parking spaces. The developer proposes to create 250 underground parking spaces plus above-ground drop off areas, thus exceeding the present requirements.
(b) that the proposal provides adequate emergency vehicle access; and	The entrances, exits and driveways have not yet been designed by an engineer or surveyor. As the Traffic Authority and the Fire Chief have noted that comments are not possible until the specific driveway entrances and exit locations and design are known, the following clause has been included within Part 2 of the draft development agreement: "that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority."
(c) that the hours of operation of the proposed use will not unduly disturb nearby properties; and	The hours of operation of the condominiums and apartments will be as for any residential development. The hours of operation of the hotel and hotel components, such as the restaurant, will increase the amount of traffic and noise in this area. The impact of the 60-unit hotel will be "year-round" rather than seasonal. The nearby area includes both a motel and golf course. It is not anticipated that the impact of the hotel units will provide an undue disturbance, but this is a matter which should be discussed at the public information meeting.
(d) that the primary architectural	No detailed design has yet been done for

features of the proposal, including but not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a new building, or with the original building in the case of an addition; and	the buildings; all of the information presented to date regarding the appearance of the buildings is included within Schedule C of the development agreement. It is not possible for me to determine from the information available whether the primary architectural features meet the requirements of the Municipal Planning Strategy, as the design has not been completed. As a result the draft development agreement simply makes reference to Schedule C, the booklet of drawings, which are conceptual. A provision that the building is permitted to have a height (defined in the Land Use By-law as the mean between the eaves and ridge of a pitched roof) greater than the 35' permitted under the Land Use By-law appears to be required and has been added to the draft development agreement as clause *4(b) "that the maximum height of the buildings, as defined in the Land Use By-law, be sixty-five (65) feet."* This height is required since the building is to be constructed on a slope.
(e) that the proposal will not significantly alter the existing character or stability of the surrounding neighbourhood; and	The impact on the neighbourhood will be that of intensified residential development. Neither the residential character nor the stability of the area should be affected by a development of this size.
(f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screening adequate to eliminate the impact of any objectionable features such as parking or outdoor storage of equipment, parts and waste material; and	Since the detailed landscaping plan has not yet been prepared, the following clause regarding the objectionable features portion has been included within the draft development agreement: "that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view" Since no information on the overall

	landscaping has been developed, it is not possible for me to determine whether the requirement has been met.
(g) that residential developments provide sufficient usable outdoor open space; and	"Usable" open space is not indicated on either the site plan or the concept plans. Although there appears to be a considerable amount of "green space" indicated on the plans, PAC and Council have in the past required developers to indicate what the area of "usable" open space for residents and guests would be, and in some cases note what furniture or equipment would be provided. This will not be apparent for this site until detailed design work has been completed.
(h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council determines, on the advice of a qualified person, that there is a significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and	There is no anticipated significant risk of damage to either the natural or built environment.
(l) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and	A structure for compost / cardboard/landfill collection has been shown on page 5 of Schedule C to the development agreement, the booklet of drawings. Arrangements for disposal of garbage are the responsibility of the developer.
(j) the use shall not as a result of emissions of noise, odour, dust, or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area.	There is no expectation of emissions of noise, odour, dust, or light or any other form of emission from the property. The impact on the neighbourhood will be that of an increase in residential density, plus the impact of a 60-room hotel.

	Development is to be anticipated as Lunenburg continues to grow. The degree of impact of these uses must be considered by PAC and Council at the Public Information Meeting. The project design details, especially the location of buildings and visibility of the development, often have the most impact on the neighbourhood. These have not yet been prepared and cannot be provided to the public.

Policy 69, "*Town of Lunenburg Procedural Policy: Planning Applications Procedure*" is attached as Appendix G for your reference. The checklist which I use for development agreements in Lunenburg is also attached as Appendix H and sets out the detailed process for development agreements.

3. FINANCIAL IMPACT

The development should not have a negative financial impact on the Town; the developer should be required to bear the cost of any changes required to Town servicing, including roads. As noted above, the draft development agreement includes, in Part 6, the following clause *"that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved."* Mr. Cameron has advised that although requiring the developer to pay for any changes required to accommodate the development cannot be part of the development agreement, Council could consider these costs and who will pay these costs at the time any changes to Masons Beach Road are required.

The assignment of infrastructure charges is now enabled under the Municipal Government Act [214 (1) (o) (viii)]. Council should consider an amendment to the Municipal Planning Strategy and Land Use By-law to allow infrastructure charges to be assigned within Lunenburg.

4. RECOMMENDATION

It is recommended that the Planning Advisory Committee, in accordance with clause 4(b) of Policy #69 (Appendix G) review both the above information and the draft development agreement for 101 Masons Beach Road (Appendix C), and recommend to Council regarding:

(a) the contents of the draft development agreement, including any changes PAC feels should be made to the draft development agreement or further information which should be required from the developer before the process can be moved forward; and

(b) whether the substantial/non-substantial matters are appropriate as shown in the draft development agreement or should be changed, noting that substantial matters require review through the entire process for a development agreement; and

(c) whether PAC feels that Council should now authorize PAC to hold a public information meeting.

Acknowledged only by - refer to Solicitor's report attached:

Aug. 27/10

Bea Renton
Town Manager/Clerk

Enclosures: Appendix A - Application
Appendix B - letter from John Cameron
Appendix C - Draft Development Agreement, comprised of:
- 3 pages of text
- Schedule A legal description
- Schedule B Site Plan (hard copy only)
- Schedule C booklet of drawings

Appendix D - 2 pages site information
Appendix E - LUB 8.1(c)
Appendix F - MPS 6.4 & 6.5
Appendix G - Policy 69
Appendix H - Checklist
Figures 1 - 4

APPENDIX A 1/5

Stellar investments inc.

9 King Street Lunenburg, Nova Scotia B0J 2C0
Phone: 902 634 7276 / Fax: 902 634 3905

APPLICATION

2010-01-25

Madelyn LeMay
Planner
Town Of Lunenburg
Lunenburg, Nova Scotia, B0J 2C0

Re: 101 Mason's Beach Rd.
Request for a Development Agreement

Dear Mrs. LeMay,

This letter should serve as our request for the issuance of a development agreement for our property at 101 Mason's Beach Road. We desire to erect on the corners of the property facing Mason's Beach Road during the sales and construction period 2 signs at the maximum allowable size to announce the development and sales activity. We will at a later time apply under separate application for the appropriate sign permit.

It is our intent to develop in 3 phases the following:

120 Bed Resort Hotel	with Restaurant, Spa and Indoor Pool	+/- 50.000 sq.ft usable space
60 Condominiums	with various sizes	+/- 90.000 sq.ft usable space
30 Small 1 Bedroom Apartments		+/- 21.000 sq.ft usable space

including various commercial buildings for use as a restaurant, conference rooms, club house, recreational and business centre facilities, etc.. Furthermore, the entire parking will be provided in underground parking spaces. An appropriate dock high space for deliveries and garbage removal will be located at the edge of the property to be determined later. Such a loading facility shall be properly screened.

Due to the extensive earthwork required more than 90% of the existing vegetation needs to be removed. A separate landscaping plan will be provided with the building plans at a later point. We will commence the process of building and landscaping plans once the Development Agreement has been approved and the amount of building space has been determined.

the Mariner King HISTORIC INN
King's Plate
cilantro. The Cooks Shop & Culinary Classes
Trattoria Della Nonna Ristorante & Pizzeria

The project will proceed once all permits and financing are received and will most likely be executed in 3 phases.

Phase 1 Condominiums once necessary presales have been obtained
Phase 2 Hotel complex
Phase 3 Apartment Units

Further plans as to the appearance of the property will be provided at a point when the Development Agreement has been finalized but will be along the current available design already provided to you.

We do not intend to consolidate the 3 properties but redraw the lines in such a way that each facility is located on one property. Only the underground garage will be located on all 3 properties with the required fire separation etc. As the condominiums will receive individual deeds this is an absolute requirement on our part.

During our meetings with the mayor and various other council members it became apparent that an Institutional use is not in the interest of the Town. We therefore request on that parcel 30 Apartment units in its place.

Stellar Investments Inc. is the sole owner of all properties on 101 Mason's Beach Rd. and we have no Mortgage, Liens or Judgements or other financial Encumbrance on the property. Stellar Investments Inc is located at 9 King Street, P.O. Box 849, Lunenburg. Guenther Reibling is the President and Susan Reibling Vice President / Sec. Treasurer and both are authorized to sign on behalf of the corporation.

Please let me know if you need any additional information.

With best regards,

Susan Reibling ... for

Guenther Reibling
President

3/5

Stellar investments inc.

9 King Street Lunenburg, Nova Scotia B0J 2C0
Phone: 902 634 7276 / Fax: 902 634 3905

APPLICATION:
LETTER CLARIFYING
INTENT

2010-02-20

Madelyn LeMay
Planner
Town Of Lunenburg
Lunenburg, Nova Scotia, B0J 2C0

Re: 101 Mason's Beach Rd.
Request for a Development Agreement
Your letter Dated Feb 9th.2010

Dear Mrs. LeMay,

Enclosed you find my responses to your letter dated Feb. 9th.

Lot Configuration
Enclosed with this letter you find a sketch drawing with estimated lot layouts. Obviously the final law-out will be done once we have a clearer picture what council will permit to be built on this site and construction drawing are finalized. I don't think the drawings can be final before the vote or a public hearing as we need building drawings to locate the final lot lines.

Lot Use
Lot 1 is the hotel site
Lot 2 is the condominium site
Lot 3 is the apartment site

The location of each building, driveway, underground and above ground park is all a result of the amount of units which can be placed on the site and approved by the council. I will not start drawing a whole project just to find out later that council will not approve it or the number of units changes dramatically.

One-Bedroom Apartments
The apartments will be initially owned by Stellar Investments Inc. as rental units. If sold at a later time it will be again to a single owner.

the Mariner King HISTORIC INN
King's Plate
cilantro
Trattoria Della Nonna Ristorante e Pizzeria

Condominiums
Once we know that council will allow us to built condominiums we will file the appropriate documentation. We understand that any council approval would be subject to registration with the province.

Parking
We will be providing at least the required if not more parking spaces. As the majority of the spaces will be underground we need the conceptual approval first so we can plan parking accordingly.
Page 2

Building Permits
Agreed. But first we need to know if council approves of the concept and the requested amount of units so we can have the architects draw the plans to code.

Building Appearance and Landscaping
As there is no buildings in the surrounding area which we could be compared too (for sure it will not look like the Topmast Motel) this is in my opinion up to the interpretation of the council. I feel that the submitted conceptual drawing gives more than enough ideas how this project will look.

We would not spend this kind of money and not consider landscaping and screening of waste dumpster's or similar unsightly but necessary parts of the project.

As to the roof type the idea was to blend it to some of the historic structures like the academy and the roofing material will be a architectural slate like tile. The cladding will be most likely stucco facades.

Signs
We would like to place the maximum allowable, temporary signs for advertising the project during the sales and construction period at the corner of Lot 1 and Masons Beach Rd. . I marked the spot on the plan provided.
Permanent signs will be located at the entrance of the properties. As we can not yet finalize where these entrances are I had hoped that we can do that at a later time. We also have not yet thought about any names for the hotel, condominium or apartments.

I hope this will give you further details on our plans at this time, completely understanding that it is difficult for all parties to wrap there arms around a project of that size and nature. On the other hand we can not spend hundreds of thousands of dollars for detail plans when we do not know what the council's wishes as to the scope of the project are. We spend over $50.000 to get to this point and I am at the point where I need to let the architects know what to design. Council now needs to let me know... yes we support up to 60 Hotel Rooms with conference facilities etc., on Lot 1, yes we support up to 60 Condominiums on Lot 2 and yes we support up to 30 Apartments on Lot 3. That gives me the tools for the next step.

Best regards

Stellar Investments Inc,
Guenther Reibling

APPENDIX B - 4/4

JOHN R. CAMERON, Q.C.
BARRISTER AND SOLICITOR

Telephone: 902.665.5035
Facsimile: 902.665.5037
email: jrcameroniaw@ns.aliantzinc.ca

5 Victoria Street
P. O. Box 70
Bridgetown, Nova Scotia
B0S 1C0

Ms. Bea Renton
CAO
Town of Lunenburg

Re: Stellar Investments application for development agreement

Dear Ms. Renton:

With respect to the Stellar Investments application, I noted that there were nine areas of deficiency cited:

1) location and visibility of buildings as they affect other nearby properties (of which there appear to be few) , but the golf course is notable among them.

The information provided appears to be adequate to evaluate this concept if there is something concerning external appearance (which does not show well in scanned black and white), but may be available. Height and bulk are evident. From the sketch submitted it appears that the buildings will be located more or less in the centre of the three lots Stellar owns on Masons Beach Road and will use all three of them.

Note: a portion of one lot is leased to the Golf Club.

Required: location of development on the sketch map provided (it appears that the rental housing will be on lot 3, the condos on lot 2 and the hotel on lot 1).

Also, some idea of the external appearance.

2) traffic - driveway entrance

This is apparent from the concept drawing, but not its location on the three lots.

Required: location of driveway on the sketch map provided. It appears to be more or less in the centre of the existing building.

Will the existing building be replaced?

3) adequacy of town services

fire flows (to be evaluated by applicant): this is related to the potential paving of Tannery Road, and the location of services (primarily a development permit issue) - the question appears to relate to the potential requirement for larger pipes to service the requirements of the development. The development appears to be limited to three levels (ground, second and third). There is little information as to what building materials will be used, which is a fire control issue.

Generally town services are adequate, and building to Code requirements with appropriate fire separations and barriers has to be presumed. If Stellar can get some advice from its insurers the fire flow issue can be resolved. Internal servicing is not a matter for the development agreement.

A meeting with the Town's engineer will likely resolve the connections problem.

Required: confirmation existing fireflow will be adequate; connection location

4) storm drainage plan

This is a large area of land, but there is no information showing just how the proposed development will sit on it. Best estimates are that it will essentially use up all of the available land. A storm drainage plan is essential, but can be included in the development agreement as "a storm drainage plan shall be provided to the satisfaction of the Town Engineer before a development permit is issued."

5) parking

The concept is to provide underground parking, which resolves most concerns (is there visitor parking above ground?). The Town needs to know how many spaces - the zoning by-law will control design, so the development agreement really only needs the number, or even a minimum number. Actual design must be provided before the development permit can be issued.

Required: number of parking spaces

Alternative: the development agreement can require the development to contain at least 117 parking spaces on lot 1 (hotel) etc., where the number is the minimum required in the present zoning by-law. The Town is not concerned if there are more.

6) adequate emergency vehicle access - same as 2.

7) primary architectural feature to be visually compatible with nearby buildings

pretty much the same as 1. detailed design is not needed if there is a rendering to allow evaluation of the concept. This is fairly clear from what has been provided.

8) landscaping/screening -

There needs to be a commitment to some form of landscaping, and screening where necessary, but the exact form is not needed at this time. Some indication on the plot plan of where observable landscaping features would go, and the screening, with freedom to change content but not effect, is the usual content.

Required: An indication of what areas will be landscaped and what will be paved. Some idea of the type (generally) of landscaping.

The development agreement can provide that all service areas will be screened to avoid conflict with the development and adjacent areas without specifying the exact location of the service area or the screen, while specifying some parameters for the screening. A development permit could not be issued unless these provisions were observed.

9) usable outdoor space

Not available from the information provided - this requires the site plan and a commitment as to what parts of the site will not be the subject of future development. Stellar probably has the elements of this information.

Required: an indication on the sketch plan of what parts of the area will be usable open space, available particularly to residents in the condos and apartments.

This is a major development that could be of great significance for the Town, if well done, as appears likely, but it could if improperly done be a severe eyesore. From what has been provided this seems quite improbable, but the purpose of the development agreement is to ensure that the development is an asset to the community.

The major missing item is a plot plan, showing the lots as presently configured (and as intended) with the proposed developments and driveways. This does not have to be prepared by a surveyor. The Town does not know how much open space will remain, whether the lots have to be reconfigured, whether there is some future development potential, where the driveway access to the road is, and the like.

I note from the January 25 letter from Stellar that they plan a phased development - the timing and content of the phases should be provided to be included in the development agreement. An approximation of the amount of commercial space to be included should

also be provided. Some of the information suggests that all three of the development types will be phased and some that the development will occur in discrete phases involving the condos, apartments and hotel.

A sketch plan showing the proposed realignment of the property boundaries to incorporate the different phases has been provided. Some idea of where the underground parking is going to go is essential to evaluate what problems, if any, the resubdivision of the lot may entail. Location of driveways, which use is on which lot and the footprint of the development is required.

This information has been requested and need not be expensive to provide.

Signs: the location has been provided; the Town needs an indication of the probable maximum size.

If the information is provided it should be adequate to allow the preparation of a development agreement. I think one that is general, requiring some further information at a future date as a condition of a development permit, and probably requiring amendment from time to time as plans progress, can be constructed. Based on the information requested by Ms. LeMay, that would appear to have been her idea as well.

I would advise Council to proceed, on its own, with the amendments to allow for concept development agreements. That is a useful tool in any event. However, I do think that a development agreement can be crafted for the Stellar proposal with a little more information from the developer without having to use a concept agreement unless the developer insists.

Yours very truly,

John R. Cameron

APPENDIX C

DRAFT AUGUST 24, 2010

This Development Agreement made this day of , A.D., 2010

Between: Stellar Investments Inc., hereinafter called the "Developer"
of the One Part

AND

Town of Lunenburg, a municipal body corporate pursuant to the Municipal Government Act
hereinafter called the "Town"
of the Other Part

WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #s 60053097, 60388097, and 60388105; and

WHEREAS the properties described in Schedule A are situated within an area designated Rural on the Future Land Use Map of the Municipal Planning Strategy (1996), and zoned Rural Residential (RR), on the Zoning Map of the Land Use By-law (1996); and

WHEREAS Policy 6.4 of the Municipal Planning Strategy requires that multi-unit dwellings be considered only by development agreement in the Rural Residential (RR) Zone, and policy 6.5 of the Municipal Planning Strategy requires that tourist accommodations be considered only by development agreement and Part 8 of the Land Use By-law provides that multi-unit residential uses and tourist accommodations be considered only by development agreement in the Rural Residential (RR) Zone; and

WHEREAS the Town by resolution of Town Council passed at a meeting on DATE, approved the proposed development subject to the execution of this development agreement by the parties hereto; and

WHEREAS the Developer is the owner of the properties described in Schedule A;

Now this agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. Use

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted uses in Section 8(a) and 8(b) of the 1996 Land Use By-law; and

(b) the use of the properties for the development of:
- a one hundred and twenty (120) bed resort hotel; and
- sixty (60) residential condominium units; and
- thirty (30) apartments; and
- a restaurant, conference rooms, club house, recreation and business center facilities, spa and indoor pool,

in accordance with the terms of this agreement and as set out in Schedules B and C; and

(c) except as otherwise provided in this agreement, the provisions of the 1996 Land Use By-law apply to any development undertaken pursuant to this agreement.

2. Parking and Driveway Area

(a) that driveways and a minimum of two hundred and twenty-seven (227) parking spaces be developed and maintained in a manner which meets the requirements of the Town Engineer and Traffic Authority, with a minimum of 227 parking spaces located in an underground parking garage approximately as shown on Schedule B; and

(b) that the driveways and parking area be surfaced to prevent the raising of dust due to wind or vehicular movement and that these areas be resurfaced or treated from time to time to ensure that dust will not be generated; and

(c) that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority

3. Landscaping, Lighting and Screening

(a) that any exterior lighting be limited to lighting for safety and security only, and be focussed on the lands that are the subject of this agreement so as to minimize the illumination of surrounding areas, and be located so that nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result; and

(b) that landscaping in keeping with the nearby golf course and the neighbourhood be developed and maintained on all portions of the property which are not built on; and

(c) that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view.

4. Exterior Appearance of the Structures

(a) that the exterior appearance of the structures be approximately as shown on Schedule C; and

(b) that the maximum height of the buildings, as defined in the Land Use By-law, be sixty-five (65) feet.

5. Signs

(a) that a maximum of two (2) signs be permitted on the property; and

(b) that the maximum sign area of each sign be 3.5 square metres (40 sq.ft.).

6. Servicing

(a) that fire flows are to be evaluated and deemed satisfactory by the Town Engineer at the time application is made for a building permit; and

(b) that a storm drainage plan which is deemed satisfactory by the Town Engineer is provided before a development permit is issued; and

(c) that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved.

7. Maintenance

(a) that the buildings be kept in good repair, and the exposed exterior surface painted or treated as may be necessary, so that the building is maintained in a tidy and attractive state; and

(b) that all fences, retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements be regularly maintained and any undeveloped, unused portions of the lot shall be kept in a tidy state and free from unkempt materials or matter of any kind.

8. Changes and Alterations

(a) that all matters in this agreement not specified in Subclause 8 (b) below are non-substantial matters which may be changed or altered without a public hearing, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the agreement.

(b) that the following matters are substantial matters and may not be changed or altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:

(i) the maximum number of rental units within the hotel; and

(ii) the maximum number of residential condominium units; and

(iii) the maximum number of one-bedroom apartments.

9. Termination of Agreement

(a) that this agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to the *Municipal Government Act*, whereupon the Land Use By-law shall apply to the lands described in Schedule A; and

(b) that the Town of Lunenburg may discharge this development agreement if the use described herein has not been commenced within twelve (12) months of the date of this agreement; and

(c) that the Town of Lunenburg may discharge this development agreement if the use described herein is discontinued for twelve (12) months or longer; and

(d) that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

10. Other

That this agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the developers, their heirs, executors, administrators, and assigns, the owner or owners from time to time of the property described in Schedule A, until discharged.

11. Compliance with Other By-laws and Regulations

That nothing in this agreement shall exempt the Developer from complying with other By-laws or Regulations in force within the Town, including the Building Code By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required.

12. Ownership

I hereby certify that we are the sole owners of the property described in the attached Schedule A, having received the deed from Guenther Reibling and Susan J. Reibling, dated July 2, 2003, and recorded at the Bridgewater Registry of Deeds at Page 593 in Book 900 as document # 4029 on July 4, 2003. We have not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances affecting the property. We hereby certify that Stellar Investments Inc. is the sole owner of the property described in the attached Schedule A.

_____
Witness

_____
Guenther Reibling, President
Stellar Investments Inc.

_____
Witness

_____
Susan Reibling, Secretary
Stellar Investments Inc.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

In the presence of:

_____
Witness

_____
Guenther Reibling, President
Stellar Investments Inc.

_____
Witness

_____
Susan Reibling, Secretary
Stellar Investments Inc.

TOWN OF LUNENBURG

_____
Witness

_____
D. Laurence Mawhinney
Mayor

_____
Witness

_____
Bea Renton
Town Manager / Clerk

SCHEDULE "A"

(Lots 00-1, 00-2 and 00-3, Mason's Beach Road, Lunenburg)

All those lands and premises conveyed in a Warranty Deed dated the 14th day of May, 2002 from Sherman Zwicker to Gunther Reibling and Susan J. Reibling as recorded in Bridgewater Registry of Deeds Office on the 15th day of May, 2002 in Book 839 at Page 965 under Number 2880 and therein more particularly described as follows:

Nova Scotia Grid North April 16, 2002

ALL those lots of land and premises situate at Masons Beach Road, in the Town of Lunenburg, in the County of Lunenburg, in the Province of Nova Scotia, and shown on a Plan of Survey 00-099, dated October 4, 2000, prepared by Turner Surveys, and being more particularly bounded and described as follows:

First

Lot 00-1
A Lot of Land in the Town of Lunenburg

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeastern side of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being on a Southwest boundary of the former Edwin Kaulback property, occupied now by the Bluenose Golf Club, this survey marker being 13' more or less from the Southeast limit of the Masons Beach Road;

THENCE South 55° 05' 18" East along the Southwest boundary of the former Kaulback property, occupied by the Bluenose Golf Club 134.83' to a point marked by a survey marker;

THENCE South 55° 05' 18" East continuing along the Kaulback property occupied by the Bluenose Golf Club 196.30' to a point at the most Easterly corner of the herein described lot;

THENCE South 24° 19' 39" West along the Northwest boundary of the Kaulback property occupied by the Bluenose Golf Club 31.21' to a point marked by a survey marker;

THENCE South 24° 19' 39" West continuing along the Kaulback property occupied by the Bluenose Golf Club 124.29' to a point marked by a survey marker at the most Easterly corner of Lot 00-2, the property of Sherman F. H.. Zwicker;

THENCE North 51° 30' 06" West along the Northeast boundary of Lot 00-2, 408.78' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 50° 14' 05" East along the Southeast limit of the Masons Beach Road 131.98' to a point at the Northwest corner of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE South 55° 05" 18" East along a Southwest boundary of the Kaulback property occupied by the Bluenose Golf Club 13.38' to the point of beginning.

The above described lot is all of Lot 00-1 shown on the aforementioned Plan of Survey and contains an area of 1.21 acres more or less and is part of the property referred to as "Windycrest".

For reference to title see a deed dated July 5, 1937, from Julia Selig et vir to F. Homer Zwicker and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 344.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Second

Lot 00-2
A Lot of Land in the Town of Lunenburg Adjoining the First Lot Above Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the most Westerly corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE South 49° 37' 55" West along the Southeast limit of the Masons Beach Road 120.90' to a point marked by a survey marker at the North corner of Lot 00-3, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Northeast boundary of Lot 00-3, 460.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE North 24° 19' 39" East along the Kaulback property occupied by the Bluenose Golf Club 117.50' to a point marked by a survey marker at the South corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE North 51° 30' 06" West along the Southeast boundary of Lot 00-1, 408.75' to the point of beginning.

The above described lot is all of Lot 00-2 shown on the aforementioned Plan of Survey and contains an area of 1.16 acres more or less. The above described lot is part of the property referred to as "Windycrest".

For reference to title see Lot No. 1 described in deed dated May 21, 1937, from Daniel Smith et ux to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on May 25, 1937, in Book 103, Page 185.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Third

Lot 00-3
A Lot of Land in the Town of Lunenburg Adjoining the Second Lot Herein Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the West corner of Lot 00-2, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Southwest boundary of Lot 00-2, 450.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Course;

THENCE South 23° 02' 57" West along the former Edwin Kaulback property occupied by the Bluenose Golf Course 418.01' to a point marked by a survey marker at the East corner of Lot 00-4, the property of Sherman F. H. Zwicker;

THENCE North 52° 57' 32" West along the Northeast boundary of Lot 00-4 marked by the remains of a wire fence, 499.20' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 53° 17' 02" West along the limit of the Masons Beach Road 8.35' to a point marked by an iron pipe;

THENCE North 53° 17' 02" West continuing along the limit of the Masons Beach Road 5' more or less to a point on the Southeast limit of the Masons Beach Road;

THENCE in a Easterly direction following along the various courses of the Southeast limit of the Masons Beach Road 428' more or less to the point of beginning, a tie line between the last mentioned survey marker and the point of beginning being North 28° 24' 02" East 417.37'.

The above described lot is all of Lot 00-3 shown on the aforementioned Plan of Survey and contains an area of 7.24 acres more or less and a portion of the Zwicker house having Civic No. 101 is located on this lot, which is part of the property referred to as "Windycrest".

SUBJECT TO any easement that might exist in favour of the Lunenburg Electric Company for the overhead service line crossing the above described lot and located as shown on the aforementioned Plan of Survey.

For reference to title see a deed dated July 6, 1937, from Anna Bertha Young to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 345.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Subject to a first Mortgage in favour of the Bank of Montreal recorded in Bridgewater Registry of Deeds Office on the 15th day of May, 2002 in Book 839 at Page 970 under Number 2881.

THE ASSOCIATION OF NOVA SCOTIA LAND SURVEYORS
ERWIN TURNER
431

Schedule B

(Hard copies
in your
Mailbox)

PETROFF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

Schedule "C"

CONTEXT

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

VIEWS FROM SITE LOCATION

PETROFF

LUNENBURG NOVA SCOTIA.

STELLAR INVESTMENT INC

LOCATION

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

TOP VIEW

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL COMPONENTS

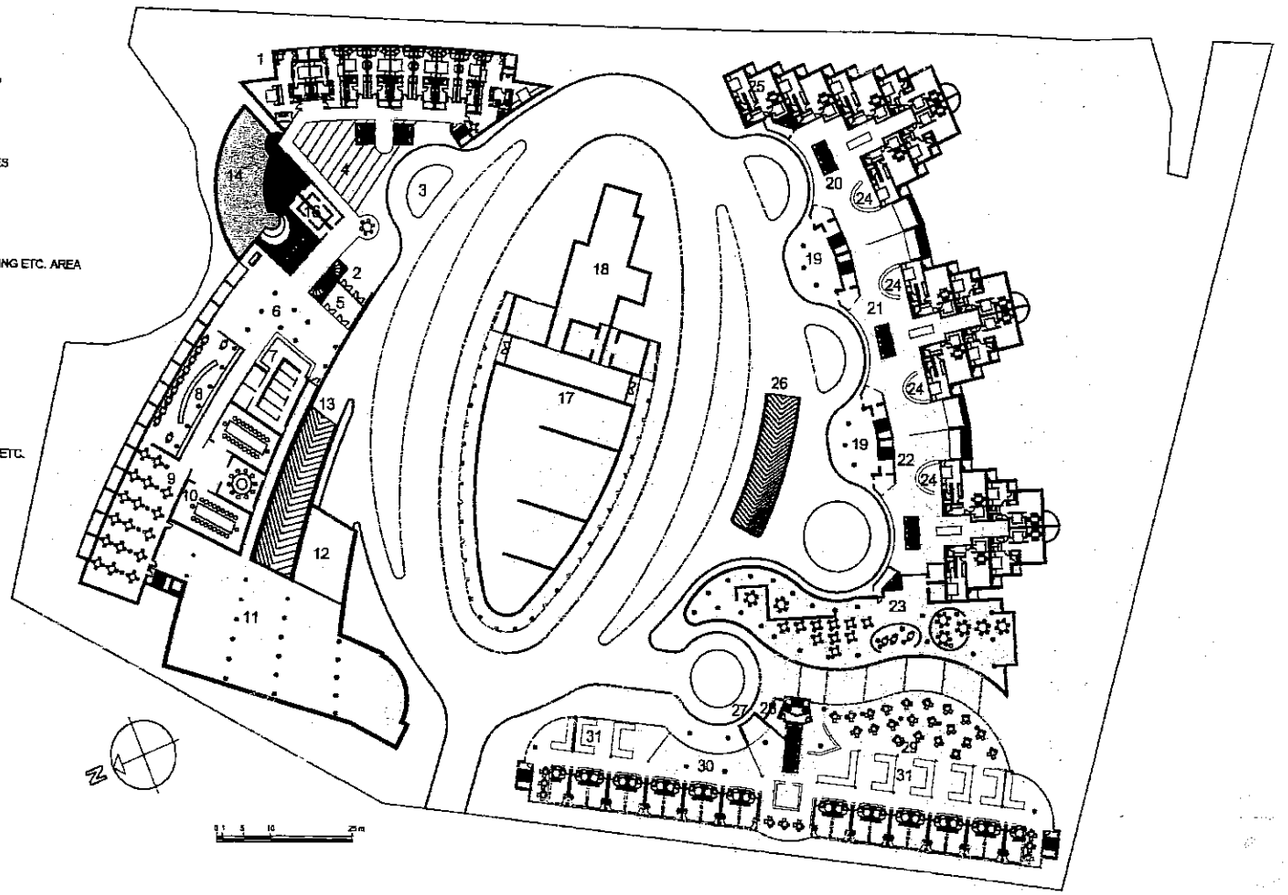
1 HOTEL PHASE 2
2 MAIN ENTRANCE
3 VEHICULAR ACCESS, DROP OFF-PICK UP
4 LANDSCAPED COURTYARD
5 VESTIBULE
6 MAIN LOBBY AND CIRCULATION AREA
7 FRONT DESK AND MANAGEMENT OFFICES
8 LOBBY BAR, LOUNGE AREA
9 RESTAURANT CAFE AREA
10 CONFERENCE MEETING ROOMS AREA
11 B.O.T.H. KITCHEN STAFF AREA
12 SHIPPING, RECEIVING GARBAGE HANDLING ETC. AREA
13 U.G. PARKING ACCESS-EGRESS RAMP
14 POOL
15 POOL DECK
16 CHANGING ROOMS

COMMON FACILITIES, RESIDENCES AND LONG TERM CARE

17 FITNESS, CARDIO MACHINES, EXERCISE ETC.
18 RESTAURANTS, SHOPS, ETC.
19 TERRACES
20 LOBBY OF PHASE 1
21 LOBBY OF PHASE 2
22 LOBBY OF PHASE 3
23 PARTIES, GAMES, CONTRACT BRIDGE, TV LOUNGES ETC.
24 CONCIERGE
25 CARETAKER'S FLAT
26 U.G. PARKING ACCESS-EGRESS RAMP
27 MAIN ENTRANCE
28 SERVICE ENTRANCE
29 DINING AND MAIN ACTIVITIES AREA
30 LOBBY AND VISITORS AREA
31 SPECIFIC ACTIVITIES AREA

UNITS ON GROUND LEVEL

HOTEL UNITS	9
RETIREMENT APARTMENTS	14
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC.

LUNENBURG NOVA SCOTIA

GROUND FLOOR LEVEL

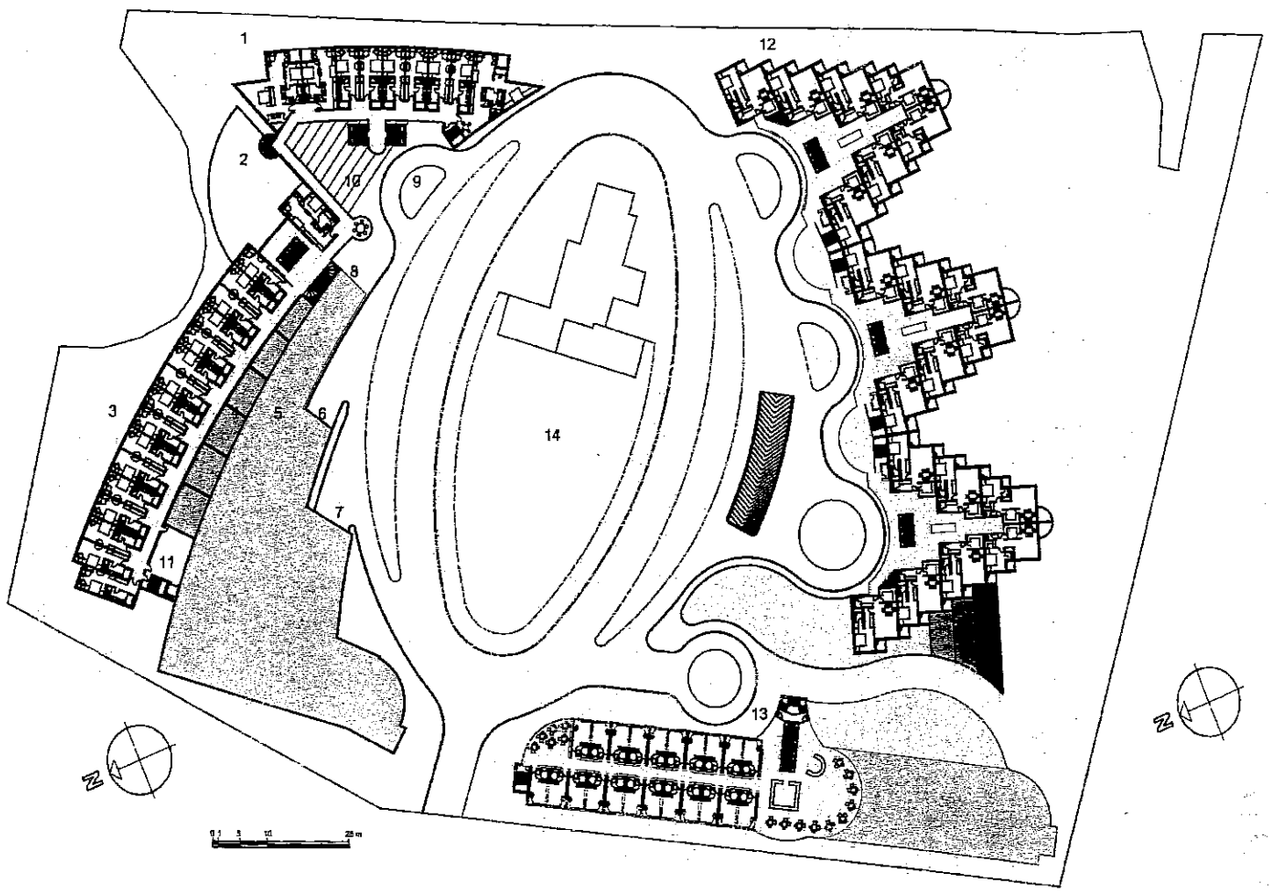
PETROFF PARTNERSHIP ARCHITECTS
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 2nd LEVEL

HOTEL UNITS	26
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC

LUNENBURG NOVA SCOTIA

2ND FLOOR LEVEL

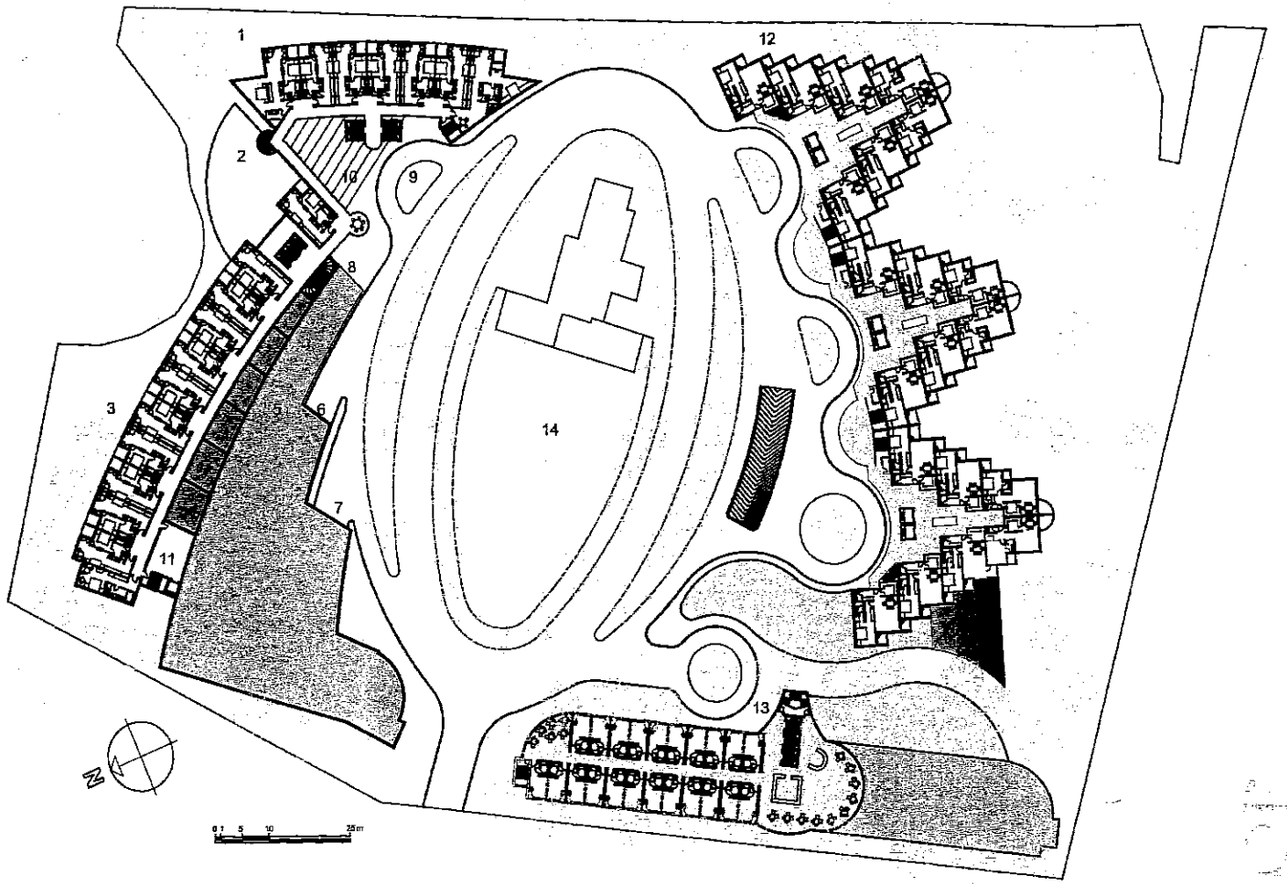
PETROFF PARTNERSHIP ARCHITECTS
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 3rd LEVEL

HOTEL UNITS	19
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



STELLAR INVESTMENT INC.

LUNENBURG NOVA SCOTIA

3RD FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

AERIAL PERSPECTIVE

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

TOWN CENTRE

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

PETROFF

TOWN CENTRE

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

PETROFF
PETROFF PARTNERSHIP ARCHITECTS

HOTEL

LUNENBURG NOVA SCOTIA

HOTEL

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC.

AERIAL PERSPECTIVE

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

LUNENBURG NOVA SCOTIA

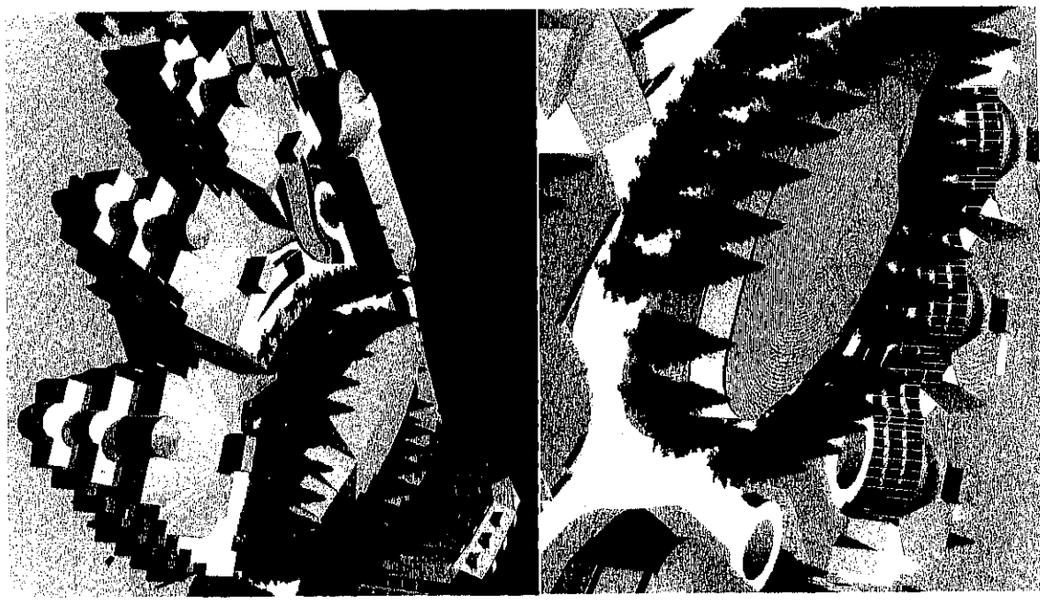
STELLAR INVESTMENT INC

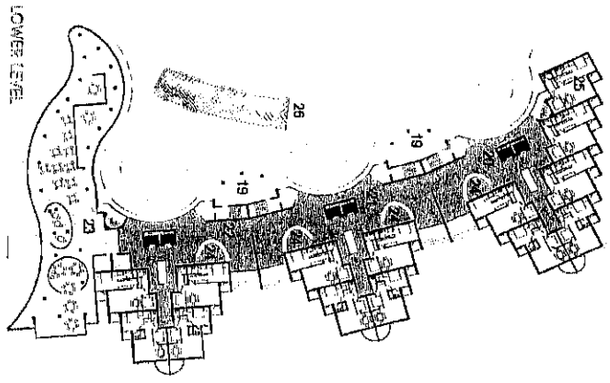
AERIAL PERSPECTIVE

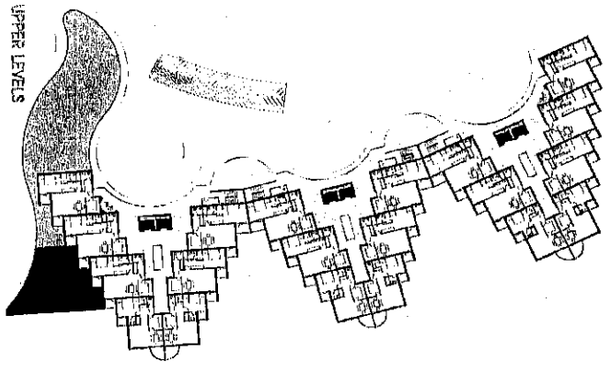
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LUNENBURG NOVA SCOTIA







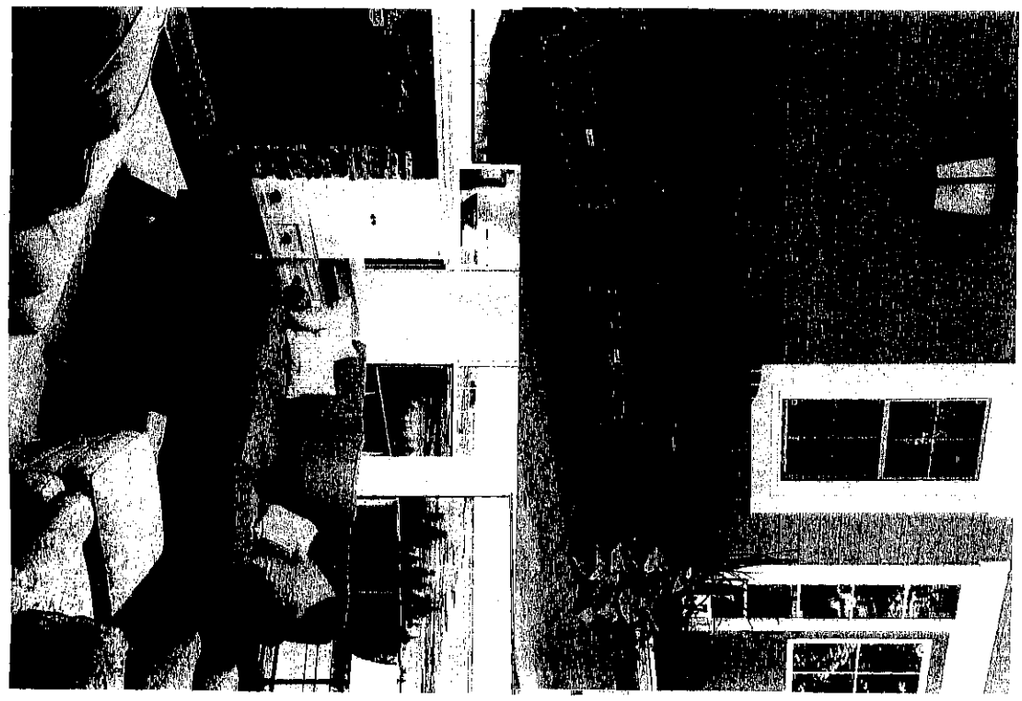


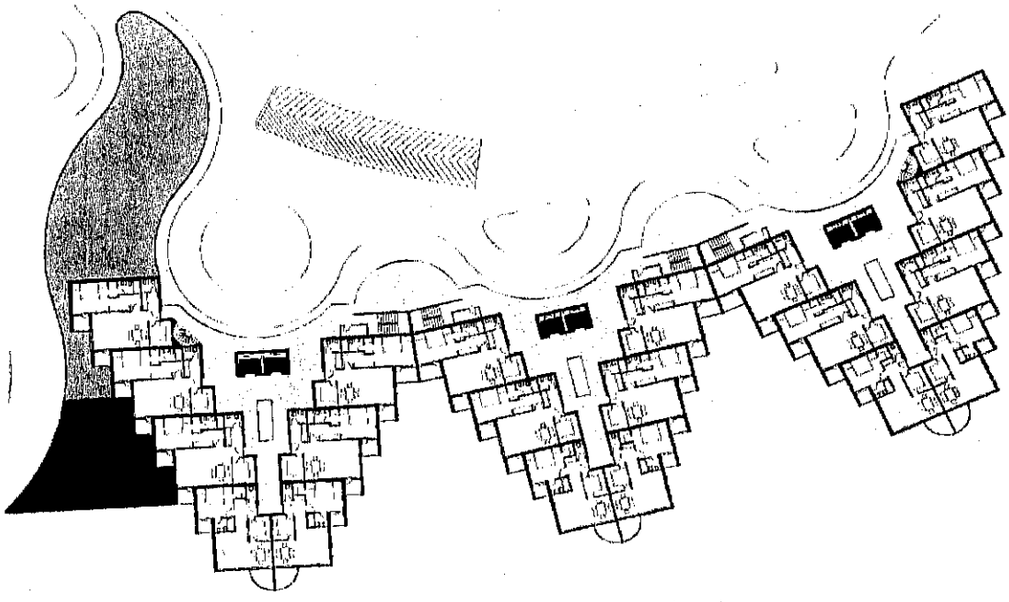
PETROFF

RESIDENTIAL

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC





RESIDENTIAL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

PETROFF

PETROFF PARTNERSHIP ARCHITECTS

LONG TERM CARE FACILITES

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC.

APPENDIX D

½

" THE TOP " DEVELOPMENT

PROJECT NO. 08160
DEVELOPMENT DATA
DATE: JUNE 01, 2010

MASONS BEACH ROAD
LUNENBURG, NOVA SCOTIA

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

SITE INFORMATION:

SITE AREA :			27,816.97 S.M.	6.874 Ac.
ZONING :				-
GROSS FLOOR AREA :				
BUILDING "A" – EXISTING :	GROUND FLOOR :		335.45 SM	3,611 SF
EXISTING G.F.A.:	TOTAL :		335.45 SM	3,611 SF
BUILDING "B" – HOTEL :	GROUND FLOOR :		3,572.76 SM	38,457 SF
	SECOND FLOOR :		1,885.84 SM	20,299 SF
	THIRD FLOOR :		1,885.84 SM	20,299 SF
	TOTAL – 60 UNITS :		7,344.44 SM	79,055 SF
BUILDING "C" – CONDO :	GROUND FLOOR :		2,859.89 SM	30,784 SF
	SECOND FLOOR :		2,316.74 SM	24,937 SF
	THIRD FLOOR :		2,316.74 SM	24,937 SF
	TOTAL – 60 UNITS :		7,493.37 SM	80,658 SF
BUILDING "D" – APARTMENTS :	GROUND FLOOR :		1,914.60 SM	20,609 SF
	SECOND FLOOR :		1,030.04 SM	11,087 SF
	THIRD FLOOR :		1,030.04 SM	11,087 SF
	TOTAL – ~~60~~ 30 UNITS :	1/2	~~3,974.68 SM~~	~~42,783 SF~~
BUILDING "E" – COMMUNITY :	GROUND FLOOR :		1,094.59 SM	11,782 SF
TOTAL :			1,094.59 SM	11,782 SF
PROPOSED G.F.A.:	TOTAL GROUND FLOOR :		9,441.84 SM	62,809 SF
TOTAL :			19,907.08 SM	28,663 SF
TOTAL G.F.A.:	TOTAL GROUND FLOOR :		9,777.29 SM	66,420 SF
TOTAL :			20,242.53 SM	32,274 SF
COVERAGE :			(9,777.29 / 27,816.97)	35.1 %
F.S.I. PROVIDED :			(20,242.53 / 27,816.97)	0.728
PARKING PROVIDED :				
SITE "A1" – HOTEL :		UNDERGROUND PARKING		120 CARS
SITE "A2" – CONDOMINIUM :		UNDERGROUND PARKING		95 CARS
SITE "A3" – APARTMENT :		UNDERGROUND PARKING		35 CARS
TOTAL PARKING PROVIDED :		UNDERGROUND PARKING		250 CARS

" THE TOP " DEVELOPMENT

MASONS BEACH ROAD
LUNENBURG, NOVA SCOTIA

PROJECT NO. 08160
DEVELOPMENT DATA
DATE: JUNE 01, 2010

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

HOTEL COMMON AREAS:

GROSS FLOOR AREA :

BUILDING "B" – HOTEL :	– RESTAURANT – 120 SEATS :	511.00 SM	5,500 SF
	– SPA / WELLNESS :	278.70 SM	3,000 SF
	– POOL and ANCELLARIES :	T.B.D. SM	T.B.D. SF
	– CONFERENCE CENTRE :	836.13 SM	9,000 SF
	– SERVICE :	T.B.D. SM	T.B.D. SF
	– LOUNGE / BAR :	139.35 SM	1,500 SF
	– RECEPTION and ADMINISTRATION :	232.26 SM	2,500 SF
	– LOBBY :	371,60 SM	4,000 SF

SITE AREA:

SITE "A1" – BUILDING A,B and E:	3.252 Acres	13,159.35 SM
SITE "A2" – BUILDING C :	2.778 Acres	11,243.33 SM
SITE "A3" – BUILDING D :	0.844 Acres	3,414.29 SM
TOTAL DEVELOPMENT SITE :	6.874 Acres	27,816.97 SM

APPENDIX E

8.1 (c) Developments Permitted by Development Agreement

(i) multi-unit dwellings in accordance with Municipal Planning Strategy policy 6.4.

(ii) tourist accommodations in accordance with Municipal Planning Strategy policy 6.5.

(iii) guest houses in accordance with Municipal Planning Strategy policy 6.6.

(iv) Dining Rooms in conjunction with guest houses in accordance with Municipal Planning Strategy Policy 5.10A.

(v) Mobile home parks in accordance with Municipal Planning Strategy policy 6.6A.

(vi) craft workshops in accordance with Municipal Planning Strategy 6.6 AA

6.4 consider, only by development agreement, in areas zoned Rural Residential on Schedule A, the Zoning Map of the Land Use By-law, proposals for multi-unit dwellings provided development is in accordance with policy 5.12.

6.5 consider, only by development agreement in areas zoned Rural Residential on Schedule A, the Zoning Map of the Land Use By-law, proposals for tourist accommodations, provided development is in accordance with policies 19.8 and 19.9.

#69. Town of Lunenburg Procedural Policy: Planning Applications Procedure

I. Purpose

The purpose of this policy is to clarify the process for applications for Municipal Planning Strategy and Land Use By-law amendments and development agreements and development agreement amendments.

II. Procedural Policy: Initial Process

1. Municipal Planning Strategy

All applications for an amendment to the Municipal Planning Strategy shall be referred immediately on receipt to Council. Council shall determine whether a report will be prepared and an application considered.

2. Land Use By-law: Map

Upon receipt of an application for an amendment to the map of the Land Use By-law, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

3. Land Use By-law: Text

(a) Upon receipt of an application for an amendment to the text of the Land Use By-law which is straightforward in nature, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

(b) Upon receipt of an application for an amendment to the text of the Land Use By-law for which a number of alternatives are possible, the planner shall prepare a report and forward the report to the Planning Advisory Committee for discussion and recommendation regarding a public information meeting to Council.

4. Development Agreements and Development Agreement Amendments

(a) Upon receipt of an application for a development agreement or amendment to a development agreement which is straightforward in nature, the planner shall prepare a report and forward the report to Council with a request that the Planning Advisory Committee be authorized to hold a public information meeting regarding the application.

(b) Upon receipt of an application for a development agreement or amendment to a development agreement within which a number of alternatives are possible or "fine-tuning" may be required, the planner shall prepare a report and forward the report to the Planning Advisory Committee for discussion and recommendation regarding a public information meeting to Council.

III. Procedural Policy: Remaining Process

The processes set out both in the Public Participation Program approved by resolution of Council and in the Municipal Government Act shall govern all of the remaining process for a planning application.

APPENDIX H

Development Agreement and Substantial Amendment

Location:

MGA	Activity	Date
-	Application Received, or Initiated by Council	
-	Planner advises applicant that $500 deposit required (300 advertising, 200 application fee)	
-	Applicant makes deposit	
-	Planner reviews application	
-	Once information is complete, Planner prepares report and has it circulated to PAC, Council and applicant and has it placed on PAC agenda	
	Draft ads and motions prepared	
	List of 100' owners prepared	
	planner contacts Town Solicitor to ensure he can review and record agreement	
	PAC considers request and makes changes/requires info from developer; requests authorization from Council to hold PIM	
	Council authorizes PIM by PAC (date set by planner/PAC Chair)	
	PIM ad placed in local paper minimum of 4 days prior to PIM notice posted in Town Hall Planner sends letter to applicant giving PIM date and time	
-	Planner checks paper to ensure ad was placed; dated copy placed in Planning file	
	PIM held; PAC recommendation to Council made	
	Council considers recommendation from PAC and determines direction	
	Planner gives copy of agreement as advertised to Solicitor for review	
	Planner notifies applicant of direction of Council and date of hearing.	
LUB 2.15	Planner sends notice to all owners with 100' at time of first advertisement	
-	Planner sends notice of intent to Provincial Director and Municipalities which abut area affected at time of first advertisement	
	Planner places notice of intent & Public Hearing in newspaper	
	Planner checks paper to ensure ad was placed for 2 consecutive weeks, places dated copy in Planning file	
230(2)	Council holds Public Hearing and makes decision	
230(1) 230(4) 230 (5)	If approved,(Council shall adopt or amend an agreement by policy) Planner inserts notice of entering into agreement in paper Planner notifies applicant Planner sends Provincial Director copy of agreement certified by Clerk	
	Planner advises Finance (Debbie) of ads placed (form)	
230(6)	If refused, planner notifies applicant within 7 days of decision	
249©)	Planner checks with NSURB following appeal period (14 days) from notice	
	If an appeal, planner and solicitor prepare the Town's case	
  228(3)©) 228(4) -	If there is no appeal, Planner sends agreement to applicant for execution by all owners Planner has agreement executed by Mayor and Clerk & completes affidavits Planner has solicitor records agreement at the Registry of Deeds (note: agreement not effective until filed; Authorized lawyer required by LRA) Planner provides Kelly with 1 certified copy and memo <reference\development agreements\Kelly amending list> ; sends required certified copies to applicant & keeps 1 certified copy in orange file	
	Planner copies agreement on disc and updates active list Planner inserts notice of agreement in civic file Planner puts electronic copy In computer reference file Planner adds information to "reference\Development Agreements\development agreements - active"	

Figure 1
Site
101 Masons Beach Road
April 2010

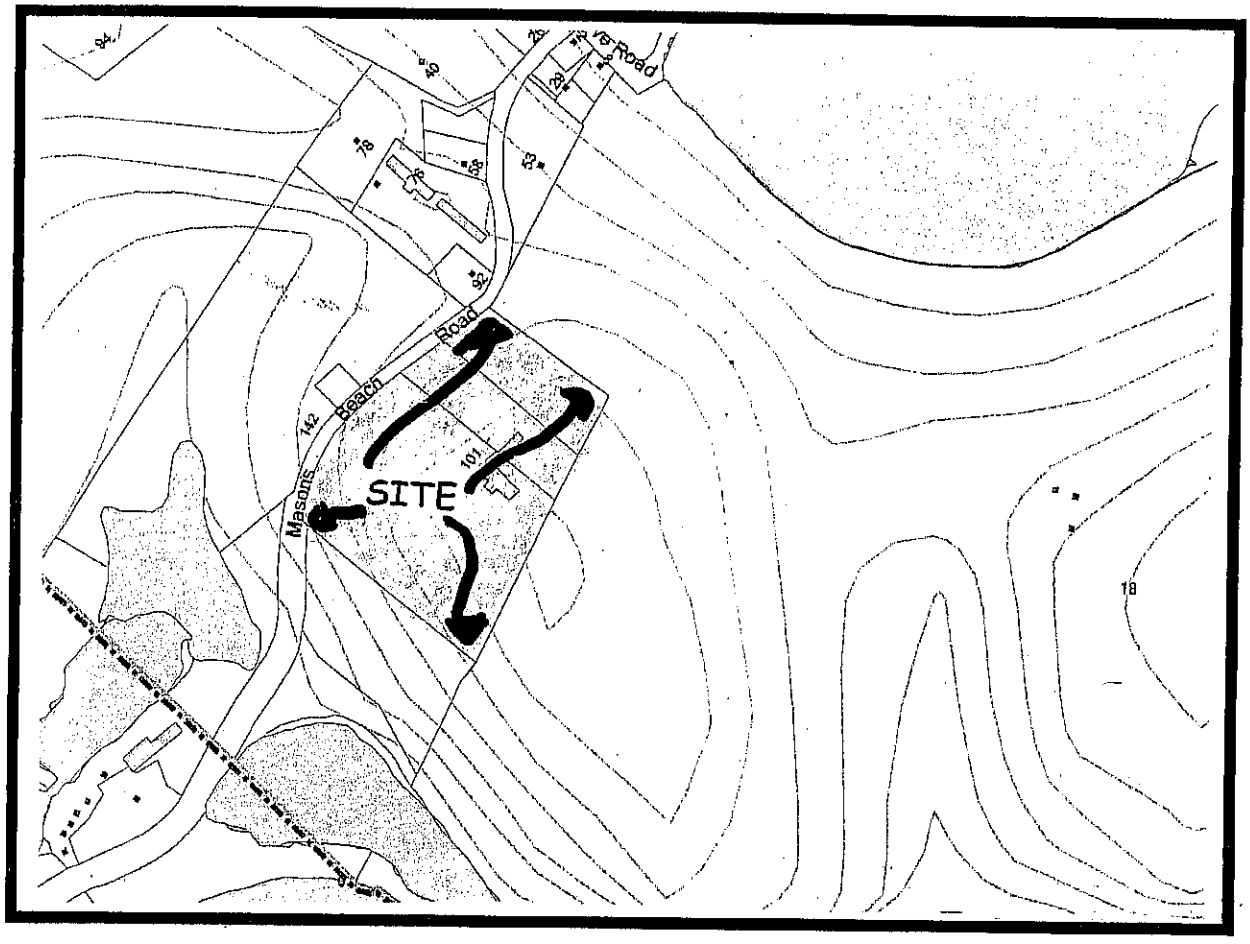
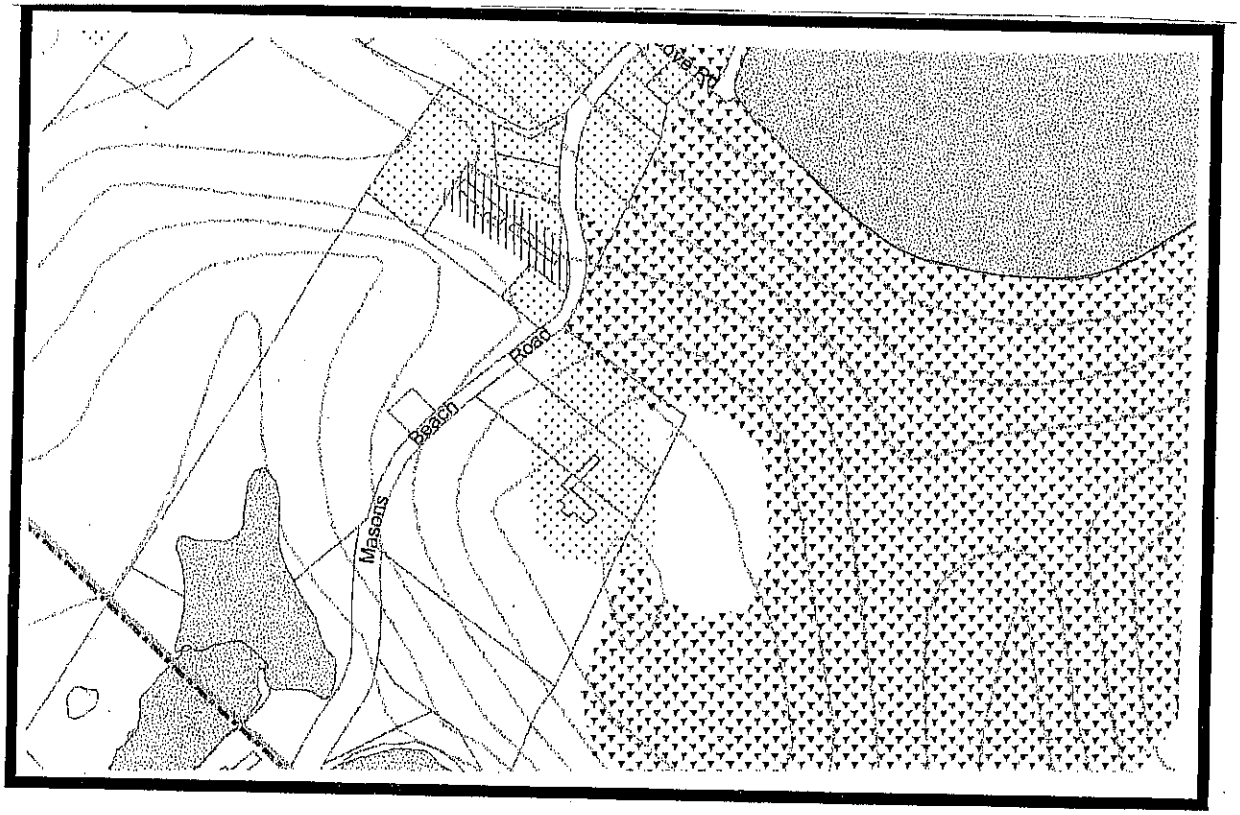


Figure 2
Existing Land Use Map Extract
101 Masons Beach Road
April 2010



TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 1

EXISTING LAND USE

LEGEND

- Residential *
- Commercial
- Industry
- Civic and Cultural Uses (Includes Public Utilities)
- Education
- Open Space
- Agriculture, Forestry & Open Country
- c Commercial Use in Residential Dwelling
- ∞ Private Garage On Separate Lot (Includes No. Of Units)

* +z Indicates Number of Dwelling Units
Based on Existing Land Use Survey Done Oct. 14 & 30, & Nov. 14, 1994

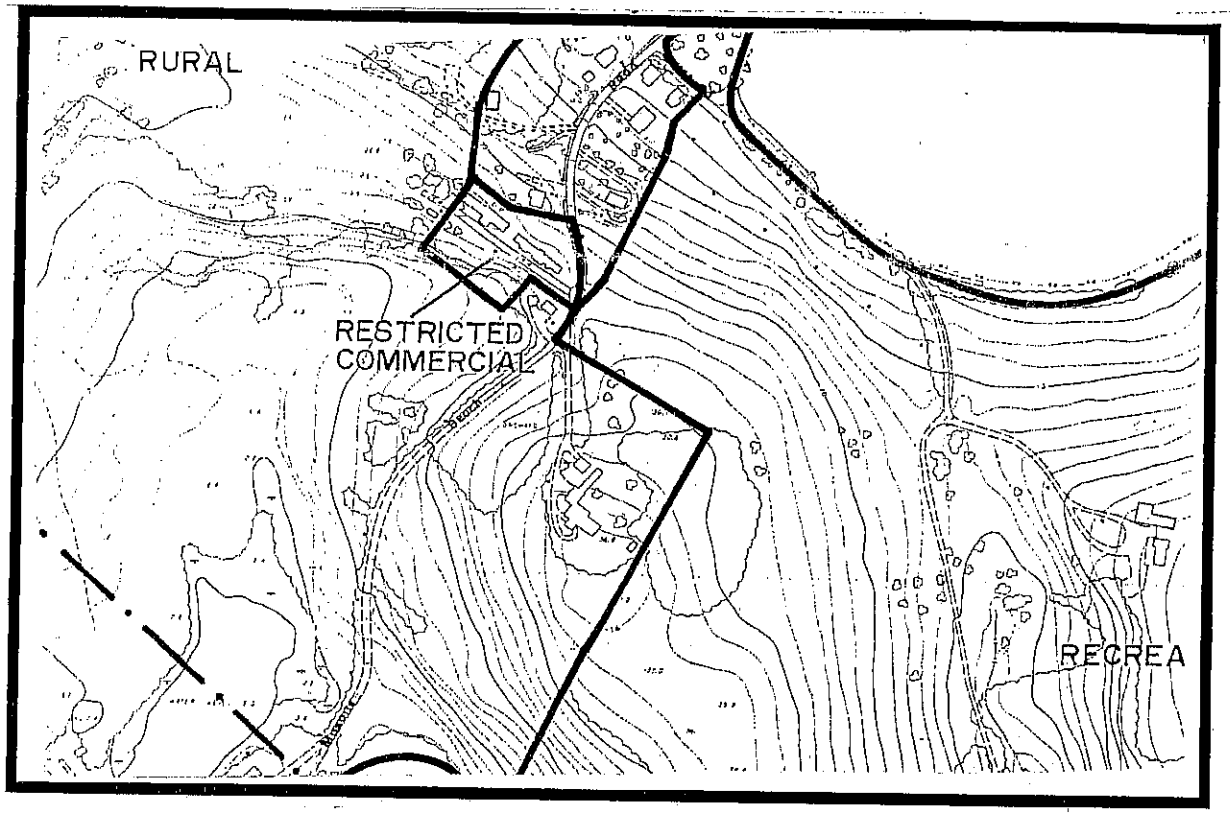
SCALE 1:5000

100 50 0 100 200 300 400 500 Metres

300 150 0 300 600 900 1,200 1,500 Feet

N

Figure 3
Future Land Use Map Extract
101 Masons Beach Road
April 2010



TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 2

FUTURE LAND USE

LEGEND

INS INSTITUTIONAL

REC RECREATION

ARCHITECTURAL CONTROL AREA

HERITAGE CONSERVATION DISTRICT

Adopted by Council 15 April 1996

Approved by the Minister of Municipal Affairs 13 June 1996

Amendments:

April 10, 1997 - to show industrial designation for Burnt (Little) Island and unnamed adjacent island.

April 2, 1998 - to change the designation of 157 Cumberland Street from Residential to Institutional.

July 19, 2000 - to change the designation of the rear of the property at 13 Sandy Hollow Road from Residential to Rural.

October 10 , 2000 - to remove Old Town Architectural Control Area and replace with Heritage Conservation District

(Amendments Continued Below)

NOTE: Private streets are shown in italics

SCALE 1:5000

Metres 100 50 0 100 200 300 400 500

Feet 300 150 0 300 600 900 1,200 1,500

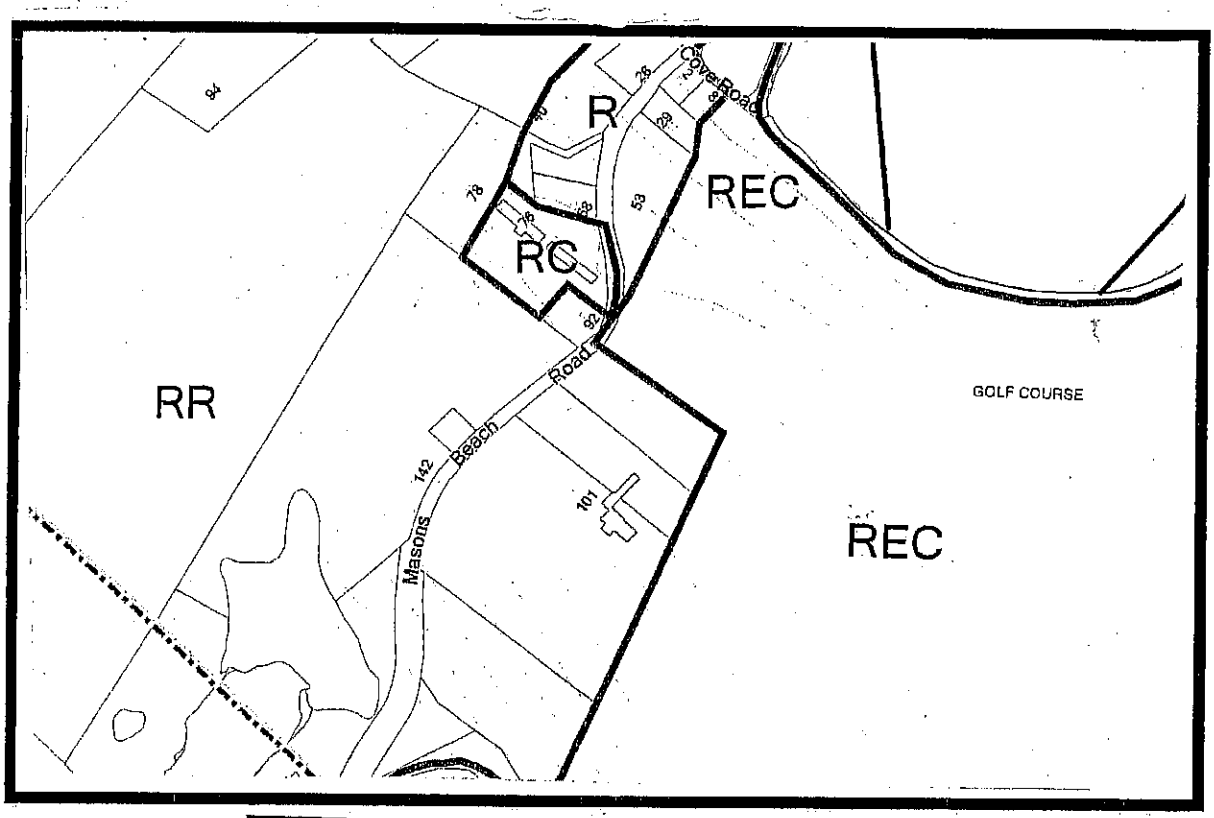
This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1987.

Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels.

This map was digitally replicated in July 2007. Please see the original for fully accurate information.

N

Figure 4
Zoning Map Extract
101 Masons Beach Road
April 2010



TOWN OF LUNENBURG

LAND USE BY-LAW

SCHEDULE "A" ZONING MAP

LEGEND

OTR	Old Town Residential	MI	Marine Industrial
R	Residential	I	Industrial
RR	Rural Residential	RI	Rural Industrial
GC	General Commercial	INS	Institutional
RC	Restricted Commercial	REC	Recreation
HC	Highway Commercial	OS	Open Shoreline
CS	Commercial Shoreline		Zone Boundary
TM	Tourism Marine		

Adopted by Council 15 April 1996

Approved by the Minister of Municipal Affairs 13 June 1996

Amendments:

April 13, 1997 - to show Marine Industrial (MI) Zone for Burnt (Little) Island and adjacent unnamed island.

April 2, 1998 - to change the zoning of 187 Cumberland Street from Old Town Residential (OTR) to Institutional (INS).

Aug 2, 2000 - to change the zoning of the rear portion of the property at 12 Sandy Hollow Road from Residential (R) to Rural Residential (RR).

(Amendments Continued Below)

Note: Private streets are shown in italics

SCALE 1:5000

100 50 0 100 200 300 400 500 Metres

300 150 0 300 600 900 1,200 1,500 Feet

This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1993.

Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels.

This map was digitally replaced in July 2007. Please see the original for fully accurate information.

Circulated: _____

Document No: 7. A. (e.)
Meeting: Council September 28, 2010
Circulate To: Council , BR, PH, MB, ML, Stellar, Pat Burke, John Camerson
File: 101 Mason's Beach Road

M E M O R A N D U M

TO: **MAYOR AND COUNCIL**

FROM: **MADELYN LEMAY, PLANNING/DEVELOPMENT/HERITAGE CO-ORDINATOR**

DATE: **SEPTEMBER 28, 2010**

RE: **101 MASONS BEACH ROAD, LUNENBURG**
SECOND REVISED DRAFT DEVELOPMENT AGREEMENT FOR 101 MASONS BEACH ROAD (PLANNING DOCUMENT DA 2009-58 C)

1. **FACTS**

The public information meeting for the above-noted development agreement was held September 21, 2010 and a recommendation will be presented by the Planning Advisory Committee at the September 28, 2010 Council meeting.

In the meantime, requests for further minor changes to the draft development agreement have been received from Mr. Pat Burke, acting on behalf of Stellar Investments. These most recent changes have been reviewed by and considered acceptable by Mr. John Cameron, solicitor, who is acting for the Town in this matter. The changes have been requested for clarity. In the case of 1(b) below, the developer was concerned that it could be construed that there is an obligation for him to construct the development in its entirety. The development agreement is a contract which enables but does not require the development to be constructed, and this is the point he wished clarified.

The changes are as follow, with the changes noted in bold:

- 1.(b)...
  the use of the properties for the development of:
  - a one hundred and twenty (120) bed resort hotel; and
  - sixty (60) residential condominium units; and
  - thirty (30) apartments; and
  - a restaurant, conference rooms, club house, recreation and business center facilities, spa and indoor pool,

  in accordance with the terms of this agreement and as set out in Schedules B and C. **All uses or phases need not be constructed by the developer.**

- 4(b) that the maximum height of the buildings, as **"height"** is defined in the

Land Use By-law, be sixty-five (65) feet.

- 5(a) **that a maximum of two (2) temporary advertising signs each with a maximum sign area of 3.5 square metres (40 sq.ft.) be permitted on the property. The temporary signs must be removed within thirty-six (36) months of the issuance of the occupancy permit for the hotel, condominiums and apartment structures.**

- 9. Preamble
  In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; **any development which commences more than 15 years of the date of this agreement requires an amending agreement.**

- 9(b) that the Town of Lunenburg may discharge this development agreement if **no** use described herein **has been** commenced within sixty (60) months of the date of this agreement.

- 9(c) that the Town of Lunenburg may discharge this development agreement if the use described herein is discontinued for **sixty (60) months** or longer; and

2. ISSUES AND OPTIONS

The second revised text of the draft development agreement (Appendix A) is provided for consideration by Council at the September 28, 2010 meeting.

3. FINANCIAL IMPACT

The changes within the text of the draft development agreement have no financial impact on the Town.

4. RECOMMENDATION

The draft agreement is provided to replace the September 20, 2010 development agreement for consideration at the September 28, 2010 Council meeting.

Approved by

_____

_____
Bea Renton
Town Manager/Clerk

Enclosures: Appendix A - Second Revised Text of Draft Development Agreement

APPENDIX A
REVISED DRAFT SEPTEMBER 27, 2010

This Development Agreement made this day of , A.D., 2010

Between: Stellar Investments Inc., hereinafter called the "Developer"
of the One Part

AND

Town of Lunenburg, a municipal body corporate pursuant to the Municipal Government Act
hereinafter called the "Town"
of the Other Part

WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #s 60053097, 60388097, and 60388105; and

WHEREAS the properties described in Schedule A are situated within an area designated Rural on the Future Land Use Map of the Municipal Planning Strategy (1996), and zoned Rural Residential (RR), on the Zoning Map of the Land Use By-law (1996); and

WHEREAS Policy 6.4 of the Municipal Planning Strategy requires that multi-unit dwellings be considered only by development agreement in the Rural Residential (RR) Zone, and policy 6.5 of the Municipal Planning Strategy requires that tourist accommodations be considered only by development agreement and Part 8 of the Land Use By-law provides that multi-unit residential uses and tourist accommodations be considered only by development agreement in the Rural Residential (RR) Zone; and

WHEREAS the Town by resolution of Town Council passed at a meeting on DATE, approved the proposed development subject to the execution of this development agreement by the parties hereto; and

WHEREAS the Developer is the owner of the properties described in Schedule A;

Now this agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. Use

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted uses in Section 8.1 (a) and 8.1(b) of the 1996 Land Use By-law; and

(b) the use of the properties for the development of:
- a one hundred and twenty (120) bed resort hotel; and
- sixty (60) residential condominium units; and
- thirty (30) apartments; and
- a restaurant, conference rooms, club house, recreation and business center facilities, spa and indoor pool,

in accordance with the terms of this agreement and as set out in Schedules B and C. All uses or phases need not be constructed by the developer; and

(c) except as otherwise provided in this agreement, the provisions of the 1996 Land Use By-law apply to any development undertaken pursuant to this agreement.

2. Parking and Driveway Area

(a) that driveways and a minimum of two hundred and twenty-seven (227) parking spaces be developed and maintained in a manner which meets the requirements of the Town Engineer and Traffic Authority, with a minimum of 227 parking spaces located in an underground parking garage approximately as shown on Schedule B; and

(b) that the driveways and parking area be surfaced to prevent the raising of dust due to wind or vehicular movement and that these areas be resurfaced or treated from time to time to ensure that dust will not be generated; and

(c) that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority

3. Landscaping, Lighting and Screening

(a) that any exterior lighting be limited to lighting for safety and security only, and be focussed on the lands that are the subject of this agreement so as to minimize the illumination of surrounding areas, and be located so that nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result; and

(b) that landscaping in keeping with the nearby golf course and the neighbourhood be developed and maintained on all portions of the property which are not built on; and

(c) that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view.

4. Exterior Appearance of the Structures

(a) that the exterior appearance of the structures be approximately as shown on Schedule C; and

(b) that the maximum height of the buildings, as “height” is defined in the Land Use By-law, be sixty-five (65) feet.

5. Signs

(a) that a maximum of two (2) temporary advertising signs each with a maximum sign area of 3.5 square metres (40 sq.ft.) be permitted on the property. The temporary signs must be removed within thirty-six (36) months of the issuance of the occupancy permit for the hotel, condominiums and apartment structures; and

(b) that a maximum of two (2) permanent signs each with a maximum sign area of 3.5 square metres (40 sq.ft.) be permitted on the property.

6. Servicing

(a) that fire flows are to be evaluated and deemed satisfactory by the Town Engineer at the time application is made for a building permit; and

(b) that a storm drainage plan which is deemed satisfactory by the Town Engineer is provided before a development permit is issued; and

(c) that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved.

7. Maintenance

(a) that the buildings be kept in good repair, and the exposed exterior surface painted or treated as may be necessary, so that the building is maintained in a tidy and attractive state; and

(b) that all fences, retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements be regularly maintained and any undeveloped, unused portions of the lot shall be kept in a tidy state and free from unkempt materials or matter of any kind.

8. Changes and Alterations

(a) that all matters in this agreement not specified in Subclause 8 (b) below are non-substantial matters which may be changed or altered without a public hearing, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the agreement.

(b) that the following matters are substantial matters and may not be changed or

altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:

(I) the maximum number of rental units within the hotel; and
(ii) the maximum number of residential condominium units; and
(iii) the maximum number of one-bedroom apartments.

9. Termination of Agreement

In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; any development which commences more than 15 years of the date of this agreement requires an amending agreement.

(a) that this agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to subsection 229(2) of the *Municipal Government Act*, whereupon the Land Use By-law shall apply to the lands described in Schedule A; and
(b) that the Town of Lunenburg may discharge this development agreement if the use described herein has not been commenced within sixty (60) months of the date of this agreement; and
(c) that the Town of Lunenburg may discharge this development agreement if no use described herein has been commenced within sixty (60) months of the date of this agreement; and
(d) that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

10. Other

That this agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the developers, its successors and assigns, the owner or owners from time to time of the property described in Schedule A, until discharged.

11. Compliance with Other By-laws and Regulations

That nothing in this agreement shall exempt the Developer from complying with other By-laws or Regulations in force within the Town, including the Building Code By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required.

12. Ownership

We hereby certify that Stellar Investments Inc. is the sole owner of the property described in the attached Schedule A, having received the deed from Guenther Reibling and Susan J. Reibling, dated July 2, 2003, and recorded at the Bridgewater Registry of Deeds at Page 593 in Book 900 as document # 4029 on July 4, 2003. Stellar Investments Inc. has not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances affecting the property.

_____ Witness

_____
Guenther Reibling, President
Stellar Investments Inc.

Witness — Susan Reibling, Secretary
Stellar Investments Inc.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

In the presence of:

Witness — Guenther Reibling, President
Stellar Investments Inc.

Witness — Susan Reibling, Secretary
Stellar Investments Inc.

TOWN OF LUNENBURG

Witness — D. Laurence Mawhinney
Mayor

Witness — Bea Renton
Town Manager / Clerk

Circulated: _____

Document No: #3.(a.) + 5.(b.)
Meeting: PAC September 21, 2010
Circulate To: BR, PH, MB, ML, PB, Stellar, John Cameron
File: 101 Masons Beach Road.

MEMORANDUM

TO: **PAC; MAYOR AND COUNCIL**

FROM: **MADELYN LEMAY, PLANNING/DEVELOPMENT/HERITAGE CO-ORDINATOR**

DATE: **SEPTEMBER 20, 2010**

RE: **101 MASONS BEACH ROAD, LUNENBURG**
REVISED DRAFT DEVELOPMENT AGREEMENT FOR 101 MASONS BEACH ROAD (PLANNING DOCUMENT DA 2009-58 B)

1. FACTS

The public information meeting for the above-noted development is scheduled for September 21, 2010 at 7:00.

The developer requested some minor changes to the text of the development agreement following Council's consideration of the matter August 31, 2010. These requested changes have been reviewed by and considered appropriate by Mr. John Cameron, solicitor, who is acting for the Town in this matter.

The changes are as follow, with the changes noted in bold:

- in clause 1 (a) the references to the land-use by-law have been changed to 8.**1** (a) and 8.**1** (b);
- in Section 9 (a) the MGA reference has been corrected to "of the Town pursuant to **subsection 229 (2)** of the Municipal Government Act"
- in 9(b) the construction start time has been changed from twelve (12) months to **sixty (60)** months;
- in Section 9, the following additional clause has been added at the beginning: **"Commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; the last phase of any use must be commenced within 15 years of the date of this agreement."**
- minor wording changes were made in Sections 10 and 12.

2. ISSUES AND OPTIONS

The revised text of the draft development agreement (Schedule A) is provided for consideration by the Planning Advisory Committee during the September 21, 2010 public information meeting.

3. FINANCIAL IMPACT

The changes within the text of the draft development agreement have no financial impact on the Town.

4. RECOMMENDATION

The draft agreement is provided to replace the August 24, 2010 development agreement for consideration at the September 21, 2010 public information meeting.

Approved by

Sept. 20/10

Bea Renton
Town Manager/Clerk

Enclosures: Appendix A - Revised Text of Draft Development Agreement

APPENDIX A

REVISED DRAFT SEPTEMBER 20, 2010

This Development Agreement made this day of , A.D., 2010

Between: Stellar Investments Inc., hereinafter called the "Developer"
of the One Part

AND

Town of Lunenburg, a municipal body corporate pursuant to the Municipal Government Act
hereinafter called the "Town"
of the Other Part

WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #s 60053097, 60388097, and 60388105; and

WHEREAS the properties described in Schedule A are situated within an area designated Rural on the Future Land Use Map of the Municipal Planning Strategy (1996), and zoned Rural Residential (RR), on the Zoning Map of the Land Use By-law (1996); and

WHEREAS Policy 6.4 of the Municipal Planning Strategy requires that multi-unit dwellings be considered only by development agreement in the Rural Residential (RR) Zone, and policy 6.5 of the Municipal Planning Strategy requires that tourist accommodations be considered only by development agreement and Part 8 of the Land Use By-law provides that multi-unit residential uses and tourist accommodations be considered only by development agreement in the Rural Residential (RR) Zone; and

WHEREAS the Town by resolution of Town Council passed at a meeting on DATE, approved the proposed development subject to the execution of this development agreement by the parties hereto; and

WHEREAS the Developer is the owner of the properties described in Schedule A;

Now this agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. Use

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted uses in Section 8.1 (a) and 8.1(b) of the 1996 Land Use By-law; and

(b) the use of the properties for the development of:
- a one hundred and twenty (120) bed resort hotel; and
- sixty (60) residential condominium units; and
- thirty (30) apartments; and
- a restaurant, conference rooms, club house, recreation and business center facilities, spa and indoor pool,

in accordance with the terms of this agreement and as set out in Schedules B and C; and

(c) except as otherwise provided in this agreement, the provisions of the 1996 Land Use By-law apply to any development undertaken pursuant to this agreement.

2. Parking and Driveway Area

(a) that driveways and a minimum of two hundred and twenty-seven (227) parking spaces be developed and maintained in a manner which meets the requirements of the Town Engineer and Traffic Authority, with a minimum of 227 parking spaces located in an underground parking garage approximately as shown on Schedule B; and

(b) that the driveways and parking area be surfaced to prevent the raising of dust due to wind or vehicular movement and that these areas be resurfaced or treated from time to time to ensure that dust will not be generated; and

(c) that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority

3. Landscaping, Lighting and Screening

(a) that any exterior lighting be limited to lighting for safety and security only, and be focussed on the lands that are the subject of this agreement so as to minimize the illumination of surrounding areas, and be located so that nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result; and

(b) that landscaping in keeping with the nearby golf course and the neighbourhood be developed and maintained on all portions of the property which are not built on; and

(c) that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view.

4. Exterior Appearance of the Structures

(a) that the exterior appearance of the structures be approximately as shown on Schedule C; and

(b) that the maximum height of the buildings, as defined in the Land Use By-law, be sixty-five (65) feet.

5. Signs

(a) that a maximum of two (2) signs be permitted on the property; and

(b) that the maximum sign area of each sign be 3.5 square metres (40 sq.ft.).

6. Servicing

(a) that fire flows are to be evaluated and deemed satisfactory by the Town Engineer at the time application is made for a building permit; and

(b) that a storm drainage plan which is deemed satisfactory by the Town Engineer is provided before a development permit is issued; and

(c) that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved.

7. Maintenance

(a) that the buildings be kept in good repair, and the exposed exterior surface painted or treated as may be necessary, so that the building is maintained in a tidy and attractive state; and

(b) that all fences, retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements be regularly maintained and any undeveloped, unused portions of the lot shall be kept in a tidy state and free from unkempt materials or matter of any kind.

8. Changes and Alterations

(a) that all matters in this agreement not specified in Subclause 8 (b) below are non-substantial matters which may be changed or altered without a public hearing, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the agreement.

(b) that the following matters are substantial matters and may not be changed or altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:

(i) the maximum number of rental units within the hotel; and

(ii) the maximum number of residential condominium units; and

(iii) the maximum number of one-bedroom apartments.

9. Termination of Agreement

In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; the last phase of any use must be commenced within 15 years of the date of this agreement.

(a) that this agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to subsection 229(2) of the *Municipal Government Act*, whereupon the Land Use By-law shall apply to the lands described in Schedule A; and

(b) that the Town of Lunenburg may discharge this development agreement if the use described herein has not been commenced within sixty (60) months of the date of this agreement; and

(c) that the Town of Lunenburg may discharge this development agreement if the

(d) use described herein is discontinued for twelve (12) months or longer; and that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

10. Other

That this agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the developers, its successors and assigns, the owner or owners from time to time of the property described in Schedule A, until discharged.

11. Compliance with Other By-laws and Regulations

That nothing in this agreement shall exempt the Developer from complying with other By-laws or Regulations in force within the Town, including the Building Code By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required.

12. Ownership

We hereby certify that Stellar Investments Inc. is the sole owner of the property described in the attached Schedule A, having received the deed from Guenther Reibling and Susan J. Reibling, dated July 2, 2003, and recorded at the Bridgewater Registry of Deeds at Page 593 in Book 900 as document # 4029 on July 4, 2003. Stellar Investments Inc. has not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances affecting the property.

_____
Witness

_____
Guenther Reibling, President
Stellar Investments Inc.

_____
Witness

_____
Susan Reibling, Secretary
Stellar Investments Inc.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

In the presence of:

_____
Witness

COPY

_____
Guenther Reibling, President
Stellar Investments Inc.

_____
Witness

_____
Susan Reibling, Secretary
Stellar Investments Inc.

TOWN OF LUNENBURG

_____
Witness

_____
D. Laurence Mawhinney
Mayor

_____
Witness

_____
Bea Renton
Town Manager / Clerk









STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA



PETROFF PARTNERSHIP ARCHITECTS

PETROFF

101 MASONS BEACH ROAD

LOCATION

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

VIEWS FROM SITE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

CONTEXT

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

TOP VIEW

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL COMPONENTS

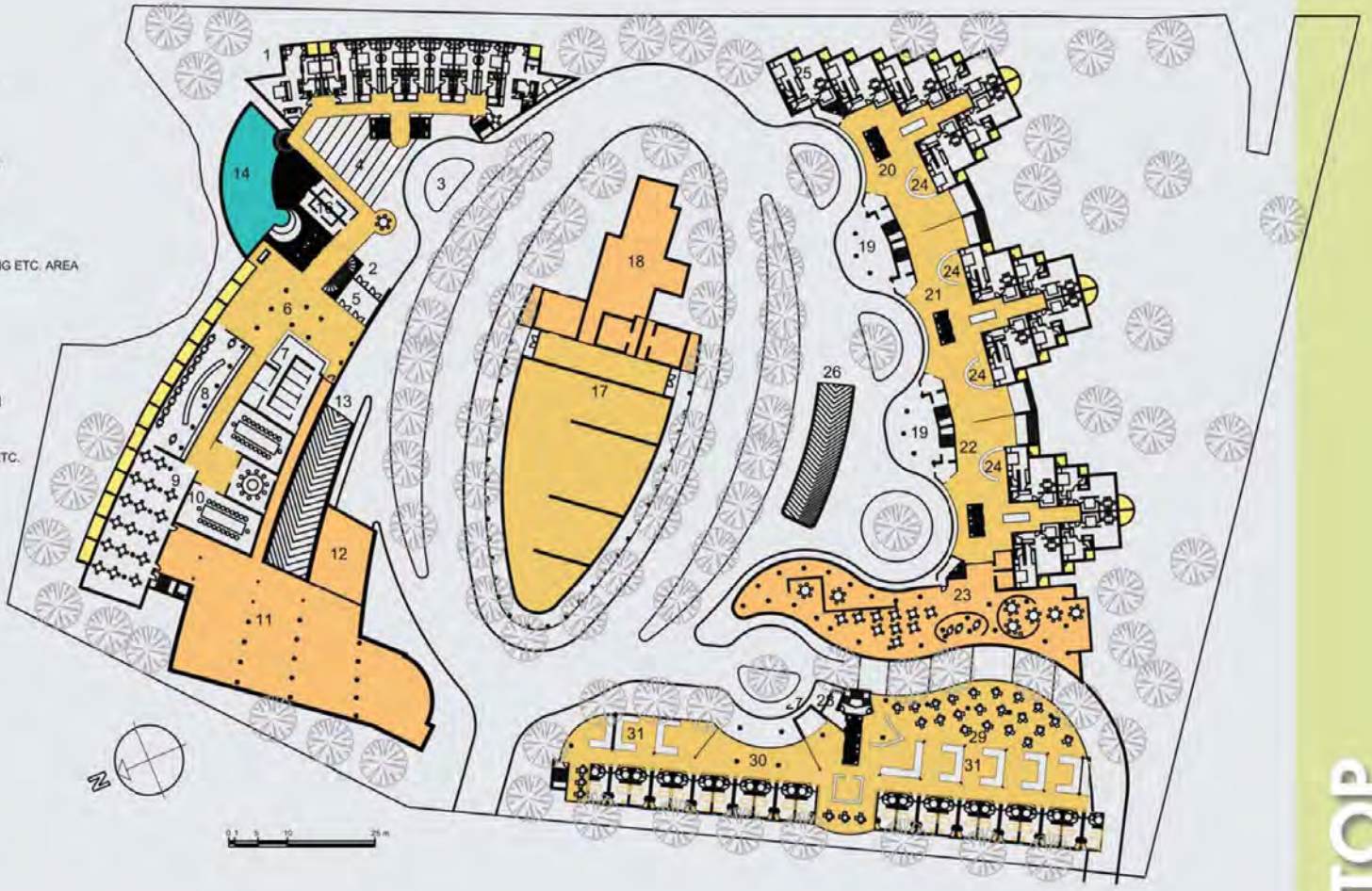
1 HOTEL PHASE 2
2 MAIN ENTRANCE
3 VEHICULAR ACCESS, DROP OFF-PICK UP
4 LANDSCAPED COURTYARD
5 VESTIBULE
6 MAIN LOBBY AND CIRCULATION AREA
7 FRONT DESK AND MANAGEMENT OFFICES
8 LOBBY BAR, LOUNGE AREA
9 RESTAURANT CAFE AREA
10 CONFERENCE MEETING ROOMS AREA
11 B.O.T.H. KITCHEN STAFF AREA
12 SHIPPING, RECEIVING GARBAGE HANDLING ETC. AREA
13 U.G. PARKING ACCESS-EGRESS RAMP
14 POOL
15 POOL DECK
16 CHANGING ROOMS

COMMUNITY SPACES, CONDOMINIUM AND APARTMENTS

17 FITNESS, CARDIO MACHINES, EXERCISE ETC.
18 RESTAURANTS, SHOPS, ETC.
19 TERRACES
20 LOBBY OF PHASE 1
21 LOBBY OF PHASE 2
22 LOBBY OF PHASE 3
23 PARTIES, GAMES, CONTRACT BRIDGE, TV LOUNGES ETC.
24 CONCIERGE
25 CARETAKER'S FLAT
26 U.G. PARKING ACCESS-EGRESS RAMP
27 MAIN ENTRANCE
28 SERVICE ENTRANCE
29 DINING AND MAIN ACTIVITIES AREA
30 LOBBY AND VISITORS AREA
31 SPECIFIC ACTIVITIES AREA

UNITS ON GROUND LEVEL

HOTEL UNITS	9
CONDOMINIUM UNITS	14
APARTMENT UNITS	22



GROUND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 2nd LEVEL

HOTEL UNITS	26
CONDOMINIUM UNITS	20
APARTMENT UNITS	22



STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

2ND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

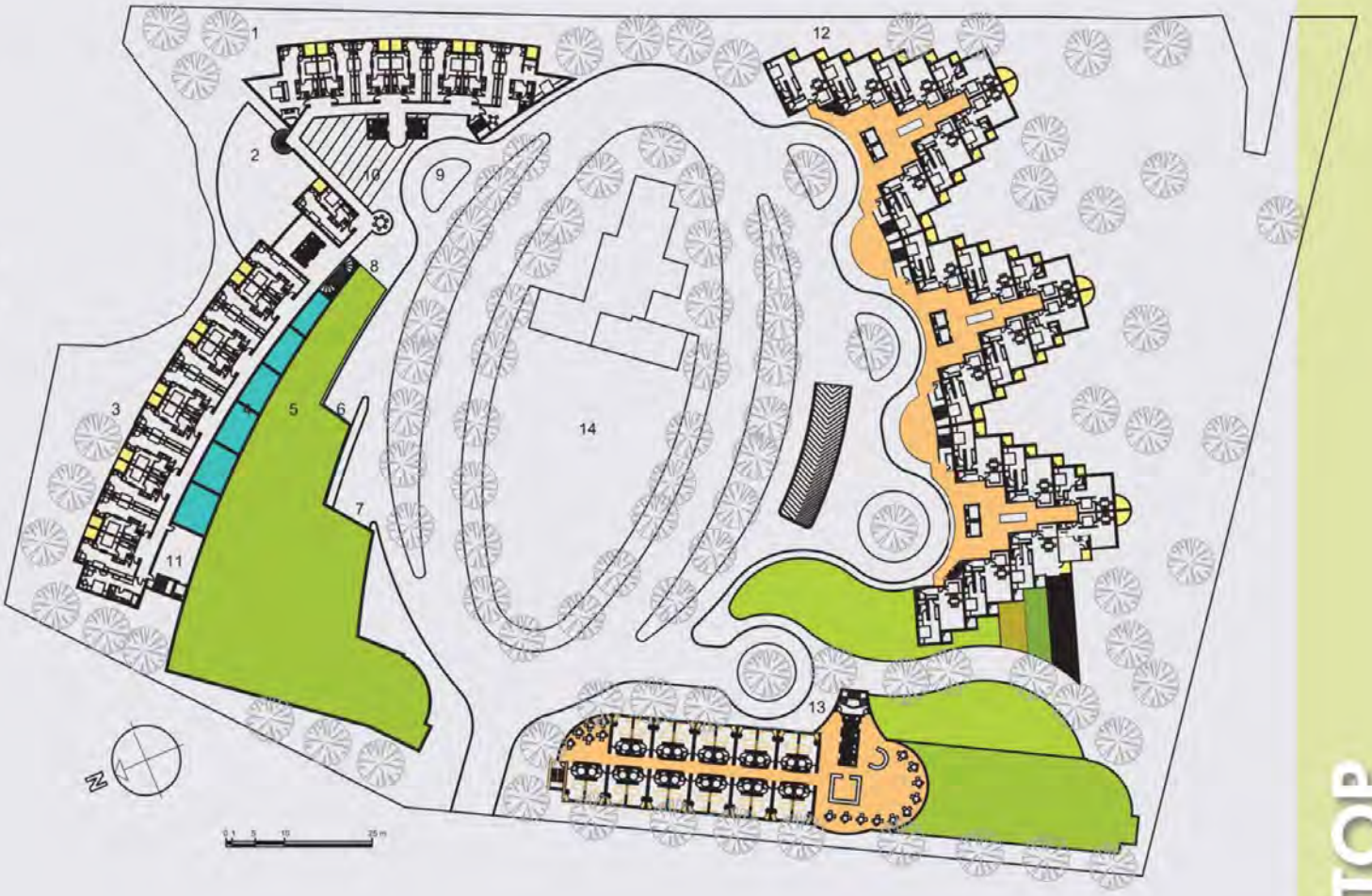
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

1 HOTEL PHASE 2
2 POOL AREA
3 HOTEL PHASE I
4 SKYLIGHTS
5 LANDSCAPED ROOF TERRACE
6 UG. PARKING ACCESS, EGRESS
7 RECEIVING
8 MAIN ENTRANCE
9 VEHICULAR ACCESS, DROP OFF-PICK UP
10 LANDSCAPED COURT YARD AREA
11 SERVICE CORE, MAIDS ROOM-STORAGE
12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
13 LONG TERM CARE
14 ROOF OF COMMON FACILITIES

UNITS ON 3rd LEVEL

HOTEL UNITS	19
CONDOMINIUM UNITS	20
APARTMENT UNITS	22



3RD FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LOWER LEVEL

UPPER LEVELS

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

CONDOMINIUM

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

CONDOMINIUM

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

LOWER LEVEL

UPPER LEVELS

HOTEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

APARTMENTS

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

AERIAL PERSPECTIVE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

COMMUNITY SPACES

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

COMMUNITY SPACES

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

WEST ELEVATION

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

SOUTH ELEVATION

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

TOP VIEW

PETROFF PARTNERSHIP ARCHITECTS

PETROFF



SITE PLAN

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC

Schedule E Policies Analysis

Municipal Planning Strategy Policy 19.8, 19.9

Implementation Policy 19.8	Analysis
19.8 enter into development agreements pursuant to Subsection 38(2)(p) and Section 55 of the Planning Act on the terms and conditions set forth in this Municipal Planning Strategy, and a development agreement shall:.	***Please refer to the draft development agreement, attached as Schedule F, for relevant terms noted below.***
(a) specify the development, expansion, alteration, or change permitted; and	Terms of the draft development agreement specify the uses (DA 1. Uses), as well as any changes (DA 8 & 9)
(b) specify the conditions under which the development may occur; and	The draft development sets out conditions in DA 2-7
(c) set forth the terms by which Town Council can terminate an agreement. The provisions of the Land Use By-law shall prevail after discharge of an agreement	Terms of termination are found in DA 9. Termination of Agreement

Implementation Policy 19.9	Analysis
Criteria For Development Agreements and Land Use By-law Amendments **19.9.1** consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements:	
(a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and	The proposal is in keeping with the intent of the Municipal Planning Strategy and other applicable By-laws and regulations in the Town. (There is a legal opinion on this. Council felt it was in keeping with initially entering into the DA in 2011).
(b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and	The proposal is not in conflict with Municipal or Provincial programs.
(c) that the proposal is not premature or inappropriate by reason of: (i) financial ability of the Town to absorb costs related to the development; or	There may be costs related to the development. DA 6 relates to Serving. A storm drainage plan needs to be approved by the Town Engineer prior to a building permit being issued. It also notes that changes to the road in the immediate vicinity of the subject properties, which are deemed necessary by the Town, are to be carried out prior to a development permit being issued. Who is paying for the upgrades is not expressly written in the agreement. Developer –pay or cost sharing arrangements would need to be addressed if required. Access permits (driveway) would be tied to the capability of the road to handle anticipated traffic load.

(ii) adequacy and proximity of school, recreation and other community facilities; or	Adequate
(iii) negatively affecting the enjoyment of established residences; or	Although abutting a golf course and vacant lands, there will be an impact on nearby residences due to the density and uses on the site. For example, there will be increased traffic travelling on Masons Beach Road. The impact is considered minimal as the subject lands are not adjacent to an established neighbourhood and in a rural environment.
(iv) the creation of any undue traffic hazard or congestion; or	No undue hazard or congestion as a result of this proposal has been identified. Road upgrades may be necessary, which would be determined by the Traffic Authority and Town Engineer.
(v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or	The operation of the Sewage Treatment Plant is negatively impacted by infiltration and salt water intrusion during significant storm events. Capacity is an issue during these times. The Town is working diligently and committing a great deal of funds and other resources in addressing the storm event related issues. The developer must pride information on the fire flows for the approval of the Town Engineer. It will be the responsibility of the developer pay for costs associated with tying to the Tannery Road 8" sewer line as per usual. The Town Engineer will need to approve the servicing plan - this is not written in the DA but is standard practice.
(vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or	DA 6.b sets out that the developer must provide a drainage plan to the satisfaction of the Town Engineer before a development permit can be issued.
(vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or	No pollution problem has been identified.
(viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and	The site appear to be suitable, given the information provided.
19.9.2 consider the following in addition the criteria set out in 19.9.1 above, when considering development agreements:	
(a) that the proposal provides adequate off-street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and	D.A 2 Parking and Driveway Area There is a <u>minimum</u> of 227 parking spaces to be provided with 227 in underground parking. Load calc.: RES 1.25 space X 90 res units= 112.5=113 HOTEL: 1 space X120 units= 120 LUB Parking requirement: is 233 spaces Minimum provided: 227 There is a difference of 6 spaces. Development agreements allow flexibility. Where the difference is small and the DA sets out a

risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and	
(i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and	DA 3.c. sets out that equipment, parts or waste material be located below ground in association with the parking garage or screened from public view. The Town of Lunenburg contracts for waste removal. Disposal must in in accordance with By-law # 38
(j) the use shall not as a result of emissions of noise, odour, dust, or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area.	There will be the usual impact as a result of the hotel as well as increased residential density. DA 3 regulates, landscaping, lighting, and screening of the development.

Implementation Policy 5.12A	Analysis
5.12A (1) Ensure that the following criteria are met when Council is considering proposals for new construction of multi-unit residential buildings by development agreement:	
(a) The minimum lot size must be 279 sq m. (3,000 sq ft) per dwelling unit up to four and 1,000 sq ft for each additional unit	
(b) Residential developments of 4 or more units must provide 20% of the minimum lot area as dedicated greenspace to be maintained in plantings and not paved – the approximate location of the green space and the plan for planting it must be included in the development agreement;	Meets the minimum 20% of lot area. Please refer to DA PLANS' Schedule D, which shows the plantings and their mix.
(c) Development must be screened from adjacent one or two unit residential uses by trees and shrubs according to the following requirements: (i) 4-5 units 1.5 m (5 ft) (ii) 6-10 units 3 m (10 ft) (iii) 11-15 units 4.5 m (15 ft) (iv) 16 units and over 6 m (20 ft) The location, plant mix and maintenance standards must be included in the development agreement.	There are no adjacent one or two unit residential uses. The proposal is screened from Masons Beach Road.
(d) 1.25 parking spaces are required for each unit in all developments of 4 and over.	RES 1.25 space X 90 res units= 112.5=113 (see above comments)
(e) parking in the front yard is prohibited	No parking in the front yard. Majority of parking is underground.
(f) location and design of parking spaces and driveways must be included in the development agreement.	Location and design are approximate/concept. Detailed design will be submitted for approval prior to the issuance of a development permit.
(2) In the case of additions to existing residential development, the criteria in subsection (1) apply only to the addition.	N/A
(3) In the case of conversions, the specific criteria in subsection (1) do not apply but the factors listed should be taken into account in the development agreement to the extent the existing lot permits.	N/A

	minimum, a load requirement of 227 is reasonable.
(b) that the proposal provides adequate emergency vehicle access; and	DA 2.c sets out that there be a minimum of two access/egress points, which will need to be approved by the Town Engineer and Traffic Authority. The locations are shown on the site plan.
(c) that the hours of operation of the proposed use will not unduly disturb nearby properties; and	None are set out in the agreement for the hotel use. The greatest impact will be on the residential uses within the development.
(d) that the primary architectural features of the proposal, including but not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a new building, or with the original building in the case of an addition; and	There are no detailed architectural drawings provided but there are concept drawings in the DA (PLANS attachment). The properties are not in an area of architectural control, Heritage Conservation District, or abutting a designated property. DA 4 Exterior Appearance of the Structure sets the height at 65 ft. and ties the appearance to that similar to the concept.
(e) that the proposal will not significantly alter the existing character or stability of the surrounding neighbourhood; and	The location is more rural in nature; not in or abutting an established residential neighbourhood.
(f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screening adequate to eliminate the impact of any objectionable features such as parking or outdoor storage of equipment, parts and waste material; and	DA 3. Landscaping, Lighting, and Screening Sets out that landscaping is to be in keeping with the nearby golf course and he landscaping plan The development will be taking advantage of the aesthetic provided by the adjacent golf course. The PLANS show buffering along Masons Beach Road as well as the landscape plan. DA PLANS' Schedule D shows the plantings and their mix. The majority of the parking will be underground. There are no abutting residential uses that require screening.
(g) that residential developments provide sufficient usable outdoor open space; and	There is sufficient usable open space on the landscaping plan. It is shown as "Lawn" or "Lawn Area" on DA PLANS' Schedule D.
(h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. W here Council determines, on the advice of a qualified person, that there is a significant	There is no apparent or anticipated risk of damage to the natural or built environment.

Schedule F

Development Agreement Approval Process



Schedule G, Draft amending development agreement dated 12 May 2021

THE TOWN OF LUNENBURG

Draft Amending Development Agreement
(draft date: 12 May 2021)

Between:

Stellar Investments Inc.

And

Town of Lunenburg,
Lunenburg, Nova Scotia

To permit the development of a resort hotel, condominium, and apartment building on three lots PIDs 60053097, 60388097, 60388105, at 101 Masons Beach Road, Lunenburg

Original agreement approved by Town Council on the 7th day of December, 2011

Amending agreement approved by Town Council on the th day of ___, 20__.

Signed and entered into this_____day of _____, 2021.

This Amending Agreement made this _____ day of _____, 2021.

BETWEEN:

STELLAR INVESTMENTS INC. of Lunenburg, Nova Scotia,

hereinafter called the **"DEVELOPER,"**

OF THE FIRST PART;

- and -

THE TOWN OF LUNENBURG, a body corporate pursuant to the *Municipal Government Act* (SNS 1998, c. 18), having its chief place of business at Lunenburg, in the District of Lunenburg, Nova Scotia,

hereinafter called the **"TOWN,"**

OF THE SECOND PART.

WHEREAS the **DEVELOPER** is the registered owner of certain lands located 101 Masons Beach Road (PIDs 60388105, 60388097, 60053097), Lunenburg and which said lands are more particularly described in Schedule "A" to this Agreement, hereinafter called the **PROPERTY**;

AND WHEREAS the Town of Lunenburg, at a meeting held on the 7th day of December 2011, approved an application by the Developer to enter into a development agreement to allow for construction of a resort hotel, condominium units, and an apartment building on the Property, the said agreement being recorded at the Lunenburg County Land Registry Office on 13 April 2011 as Documents # 98138186 and 98133375 (hereinafter called the "**Existing Agreement**");

AND WHEREAS the Developer has requested the Town approve an amendment to the Existing Agreement to allow for to allow for a 10 year extension to commencement;

AND WHEREAS the Town wishes to amend Existing Agreement to reference multi-unit dwellings;

AND WHEREAS the Council for the Town of Lunenburg approved these requests at a meeting held on the __day of ____, 20__

THEREFORE, in consideration of the benefits accrued to each party from the covenants herein contained, the Parties agree to the following amendments:

1. to allow for a 10 year extension to commencement by amending Part 9. Termination of Agreement as follows:
   a. In the first paragraph, after *commences more than*, delete "10" and insert "20" before *years from the date of this agreement;*

   b. In the first paragraph, after *this agreement requires* delete "an" and insert "a further" before *amending agreement;*

   c. In the third line of 9.(b), after *sixty (60) months of the date of this* insert "amending" before *agreement*;

   d. In the third line of 9.(c), after *sixty (60) months or longer* insert "(which period is fully after the date of the amending agreement)";

2. to reference multi-unit dwellings in 1. Use as follows:
   a. after *bed resort hotel; and* delete
   - sixty (60) residential condominium units: and
   - thirty (30) apartments

   insert
   - multi-unit dwelling with sixty (60) units (shown as Building C); and
   - multi-unit dwelling with thirty (30) units (shown as Building D); and

   before
   - *other facilities ordinarily …*

Consolidated amendments for 1. Use and 9. Termination of Agreement

1. Use

That the development on the properties described in Schedule A shall be limited to:

(a) those uses specified as permitted in uses Section 8.1 (a) and 8.1 (b) of the Land Use By-law; and

(b) the use of the properties for the development of:

- a one hundred and twenty (120) bed resort hotel; and
- multi-unit dwelling with sixty (60) units (shown as Building C); and
- multi-unit dwelling with thirty (30) units (shown as Building D); and
- other facilities ordinarily associated with a business centre, hotel or condominium complex including without limiting the generality of the foregoing a restaurant, conference rooms, club house, tennis courts, recreation and business centre facilities, spa and indoor/outdoor pool,

in accordance with the terms of the this agreement and as set out in Schedules B and C. All uses or phrases need not be constructed by the developer; and

(c) except as otherwise provided in this agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this agreement.

9. Termination of Agreement

In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; any development which commences more than 20 years from the date of this agreement requires a further amending agreement.

(a) that this agreement shall be in effect until discharged by resolution of the the Council of the Town pursuant to subsection 229(2) of the *Municipal Government Act*, whereupon the Land Use By-law shall apply to the lands described in Schedule A; and

(b) that the Town of Lunenburg may discharge the development agreement if no use described herein has been commenced within sixty (60) months of the date of this amending agreement; and

(c) that that the Town of Lunenburg may discharge this development agreement if there is no use described in Section 1 (b) for a period of sixty (60) months or longer (which period is fully after the date of the amending agreement); and

(d) that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

IN WITNESS WHEREOF the parties hereto for themselves, their successors and assigns have hereunto set their hands and seals as of the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:

DEVELOPER

Witness

Timothy Reibling , President
Stellar Investments Inc.

TOWN OF LUNENBURG

Witness

Matt Risser, Mayor

Witness

CAO & Municipal Clerk, Bea Renton

Province of Nova Scotia, _____ _.

On this _____ day of _____ , 2021, before me the, subscriber personally came and appeared _____, a subscribing witness to the foregoing agreement, who having been by me duly sworn, made oath and said that the Developer, one of the parties thereto, signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme
Court of Nova Scotia

Province of Nova Scotia, County of Hants.

On this _____day of _____ , 2021, before me, the subscriber personally came and appeared _____, a subscribing witness to the foregoing agreement, who having been by me duly sworn, made oath and said that _____, signing authorities for the Municipality of East Hants, one of the parties thereto, signed, sealed and delivered the same in his/her presence.

A Commissioner of the Supreme
Court of Nova Scotia

SCHEDULE A

To be inserted from pdf of original development agreement (three lots)

My name is Scott McVittie and I am the President of the Bluenose Golf Club.

The Board of Directors of the Bluenose Golf Club are elected to manage and direct the operations of the club. All statements made today represent those of the president with input from those on the executive committee and the sub-committee.

The Bluenose Golf Club has been operating on a large parcel of land on Kaulbach Head since 1933. Mr. Homer Zwicker and the owner of the property, Mr. Edwin Kaulbach, met and after a favourable lease arrangement was made, golf course construction began on the land in May 1933.

Mr. Zwicker was the first President of the newly formed Bluenose Club which officially opened on July 8, 1933 with the Governor General in attendance. Mr. Zwicker later built his home on the adjacent property which now belongs to Stellar Investments, the developer.

We have come a long way since the opening day, yet many things remain the same. The old house and barn are still used as operating buildings of the golf club. Our club is extremely fortunate to have had the willingness of the Kaulbach family to lease the land since 1933. It is recorded that the original lease of $400.00 per year was agreed upon, however, Mr. Kaulbach

waived the first year lease because of the significant expenses encountered to get the club operational to play in 1933.

We, the Bluenose Golf Club, have the same good fortune of leasing from Mr. Ron Kaulbach, who is most compassionate to our mission and vision of continuing to play golf in the scenic and quiet serenity of Kaulbach Head across the harbour from the UNESCO heritage site of beautiful Lunenburg, Nova Scotia.

Stellar Investment Inc. (the developer), has been a neighbour since they purchased the former Zwicker property and have continued to provide access to a portion of number 6 green and number 3 tee through a lease agreement for $1 per year. For that, we are very grateful. Unfortunately, the property has not been kept up or lived in for many years and the grounds and buildings are in need of desperate repair or perhaps are now beyond repair. We made attempts to discuss the development with Tim Reibling, but we were unable to connect prior to this meeting. The Bluenose Golf Club is not against some sort of development on the property because, as I stated, there is welcomed and significant maintenance to be done on the property. However, the Bluenose Golf Club has concerns with the development proposal that was submitted over 10 years ago. The massive nature of the entire proposal is the biggest concern. With 227 planned underground parking spaces is such that we are very concerned with the tremendous amount of excavation required which we believe will be harmful to the golf club. The amount of construction effort required to

transport the earth needed to be taken away from that site is mind boggling. The town must decide if the current roads can handle that level of activity. The town also must be sure that any development can be serviced for water and sewage and other support.

Our club is very concerned with the duration of time it will take to construct as well as the level of noise and debris to complete this development. How long does the developer have to complete the project? How much disruption will our members put up with before moving to a quieter and cleaner location for a game of golf?

The construction of a business center, 120 bed hotel resort, 60 condo units and 30 apartments as well as other associated facilities is a mega construction project never seen before in this area or perhaps all of Nova Scotia. There was a spa in the Aspotogan area that began construction in the 80's or 90's but was never finished and eventually was demolished. We want to make sure that cannot be allowed to happen here.

This development project is so enormous that the Bluenose Golf Club is very concerned about our own infrastructure with regard to our underground water and sprinkler lines as well as the disruption our membership would endure for the duration of the construction process.

Another concern is the fact that our golf activities whereby our members and guests are hitting golf balls and it is not uncommon for wayward golf shots to fly off beyond their

intended target. There is a strong possibility golf balls will be headed toward the condominiums and the designated pool area of the hotel. We have great concerns of hitting into the adjacent property as well as hitting people or breaking windows. How do we make sure that does not happen, do we install fences or netting or perhaps even change the layout or move greens, a very expensive undertaking. Everyone wants a good neighbour, so our activity could require change if the development proceeds as close to the boundaries as proposed. We also tend to mow greens at dawn or sometimes earlier so that is another factor when building residential or commercial accommodations next to a golf course.

Our final concern rests with our fear of an approved long term development agreement in place that is connected to the property only to have the property sold. New owners may not have the same interests and concerns for the golf operation or the environment or the neighbourhood. Can the permit be attached to the present owners of the property and not be transferrable?

The people of Lunenburg want to see an attractive development fitting of the heritage and architecture of this beautiful town. The Bluenose Golf Club would like to see the same, but a much smaller development that compliments the golf course rather than one that pushes the infrastructure to the boundaries of the property. We ask the town to be diligent

in reviewing this proposal, rather than providing a rubber stamp renewal. I have heard the town has been working on a new strategy plan and new by laws. Most if not all of the councilors on council today were not part of this approval 10 years ago. We believe the town should NOT extend the previous agreement but start fresh and request a new, shorter term proposal which provides more detail in both building specifications and timeline information, so that the town has some ability to not let the project get out of control. It is important the final development agreement has all the necessary conditions to ensure the project will add to the beauty of the town and not significantly and negatively alter the activity of the citizens and neighbours, during construction or after.

Thank you,

Respectfully submitted,

Scott McVittie

President , Bluenose Golf Club

PLANNING ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, MAY 26, 2021 AT 6:00 P.M.

VIA ZOOM

PRESENT: Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Ed Halverson
Peter Goforth, Citizen Appointment
Derek Kinsmen, Citizen Appointment
Mayor Matt Risser, ex officio
Gerry Rolfsen, Citizen Appointment

ALSO PRESENT: Steffen Käubler, Upland Planning and Design, Town Planning Consultant
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO
Dawn Sutherland, Planning and Development Manager
Ian Watson, Upland Planning and Design, Town Planning Consultant

---

1. Call to Order

The Chair called the meeting to order at 6:02 p.m.

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

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

3. Agenda

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

4. Planning Advisory Committee May 19, 2021 meeting minutes

Deferred for consideration at the next Committee meeting.

5. Business Arising from the Minutes/Unfinished Business

6. Public Information Meeting

a. Proposed Revised Municipal Planning Strategy, Land Use Bylaw and

Subdivision Bylaw With Specifications – Public Information Meeting

The Town's Planning Consultants provided an initial overview of the proposed revised MPS, LUB and Subdivision Bylaw/Specifications (Schedule A) they developed for Committee consideration, public input and potential recommendation to Town Council for public hearing and approval.

Public submissions were requested by the Chair for this public information portion of the meeting. There were no verbal submissions, however, Zoom on line questions were responded to by the Planning Consultants and staff who referred to provisions in the revised planning documents (Schedule B).

Motion: moved and seconded to close the public information meeting portion of this Planning Advisory Committee meeting. Motion carried.

7. New Business

a. Proposed Revised Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw With Specifications

Motion: moved and seconded that the Planning Advisory Committee hold an additional public information meeting on Wednesday, June 2 at 6:00 p.m.

The Planning/Development Manager advised that Council approved a budget on May 25 for the Committee to hold another public information meeting.

In response to Committee questions, the Planning Consultants advised that minor revisions to the planning documents have been made since the last Committee meeting and are shown in track changes on line.

It was noted that public submissions can be made at any time on line at hello@projectlunenburg.ca planning@explorelunenburg.ca and at the proposed additional Committee public information meeting. Further revisions may be made as a result of these submission before Committee recommendation to Council for a public hearing and potential final revision, approval and adoption.

The Committee discussed the retention of Architectural Control provisions in the draft planning documents which are intended to be replaced by revised wording Uplands is preparing for future review. It was left in the draft document so there was no gap in the interim.

The motion was put and passed.

8. Next Meeting Dates

- Additional Public Information Meeting Wednesday, June 2 - Draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw with specifications

9. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The Chair adjourned the meeting at 7:48 p.m.

_____

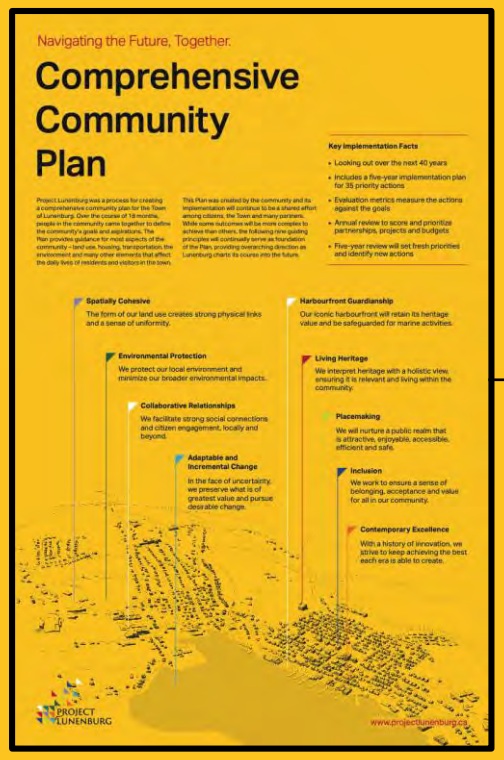
Bea Renton, CAO

Schedule A

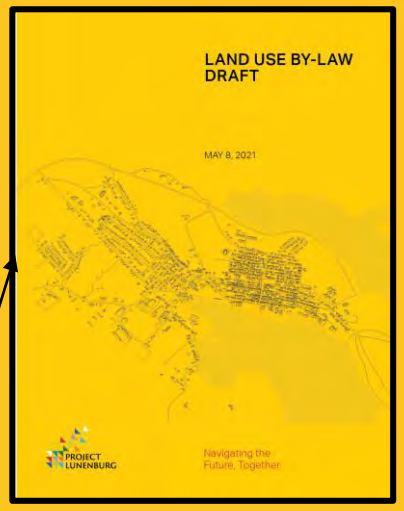
Project Lunenburg

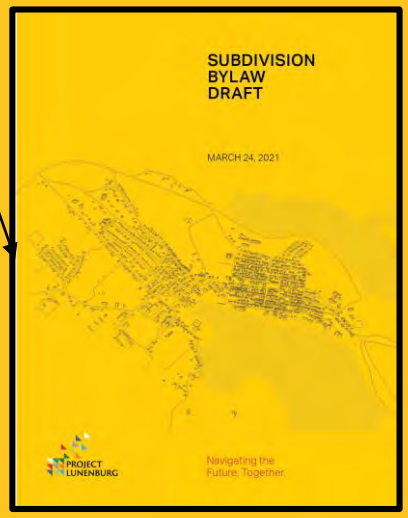
Draft Planning Documents
Public Information Meeting

2021.05.26









PROJECT LUNENBURG

Navigating the Future, Together.

Key Issues

- Housing
- A Working Waterfront
- Sustainable Infrastructure
- A Changing Climate
- Living Heritage

Planning Structure

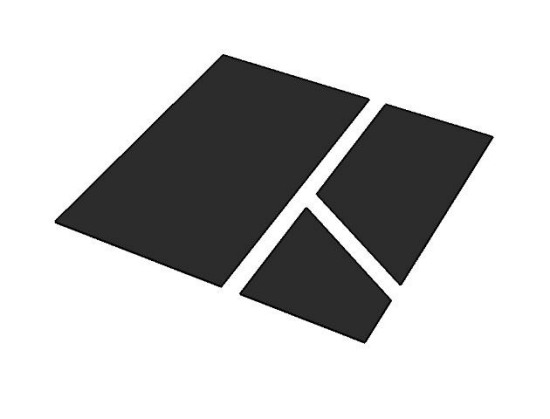
Traditional

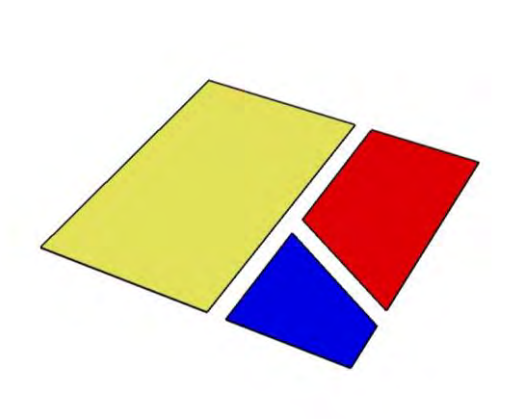
- One type of zone
- Land use, building form, and lots all tied together
- Lots of “exceptions” and special conditions required

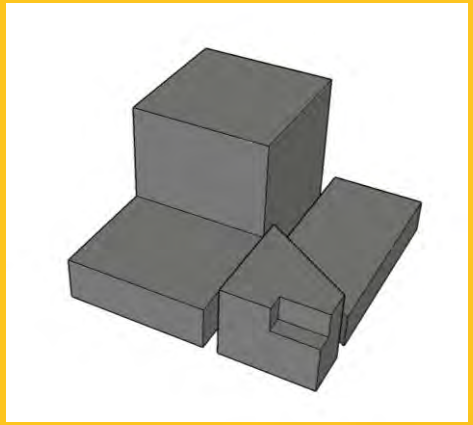
Planning Structure

Project Lunenburg

- Lot Zone, Use Zone, and Form Zone
- Clear document structure
- Fewer exceptions







Lots

	LZ1	LZ2	LZ3	LZ4
Minimum Lot Area	110 m^2	370 m^2	330 m^2	37 m^2
Maximum Lot Area	465 m^2	-	-	-
Minimum Lot Frontage	6 m	12 m	12 m	6 m
Maximum Lot Frontage	40 m	-	-	-



TOWN OF LUNENBURG
A World Heritage Site

MAP

Lot Zoning Map

SCHEDULE	LAST UPDATED
B	5/8/2021

NORTH

SCALE

1:10,000

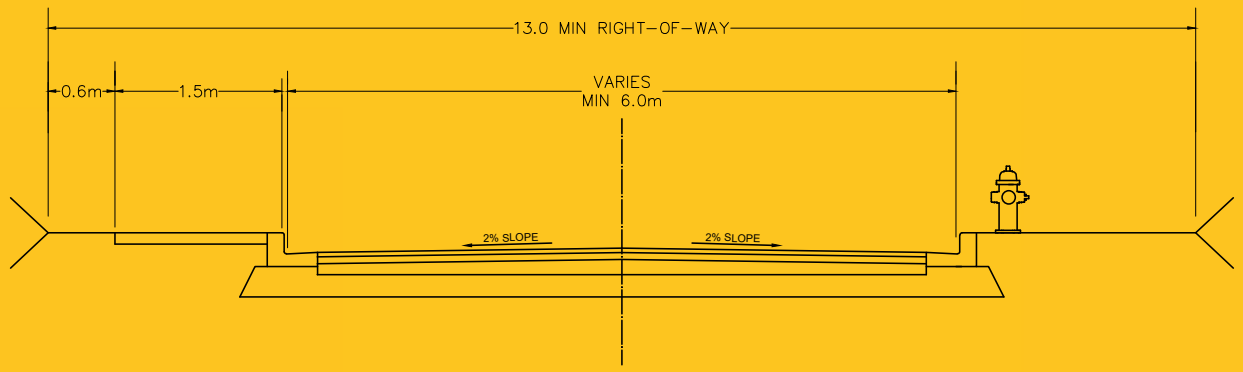
LEGEND

- LZ1 Lot Zone 1
- LZ2 Lot Zone 2
- LZ3 Lot Zone 3
- LZ4 Lot Zone 4

Infrastructure

- Require development to connect to sewer (where available)
- Require development to connect to water (where available)
- Prohibit new private roads
- New road standards

Infrastructure



2 TYPICAL LOCAL 30 km/hr CROSS SECTION
13m ROW, 6m PAVED TRAVEL LANE
Scale: NTS
upto 300 vehicles daily

Infrastructure

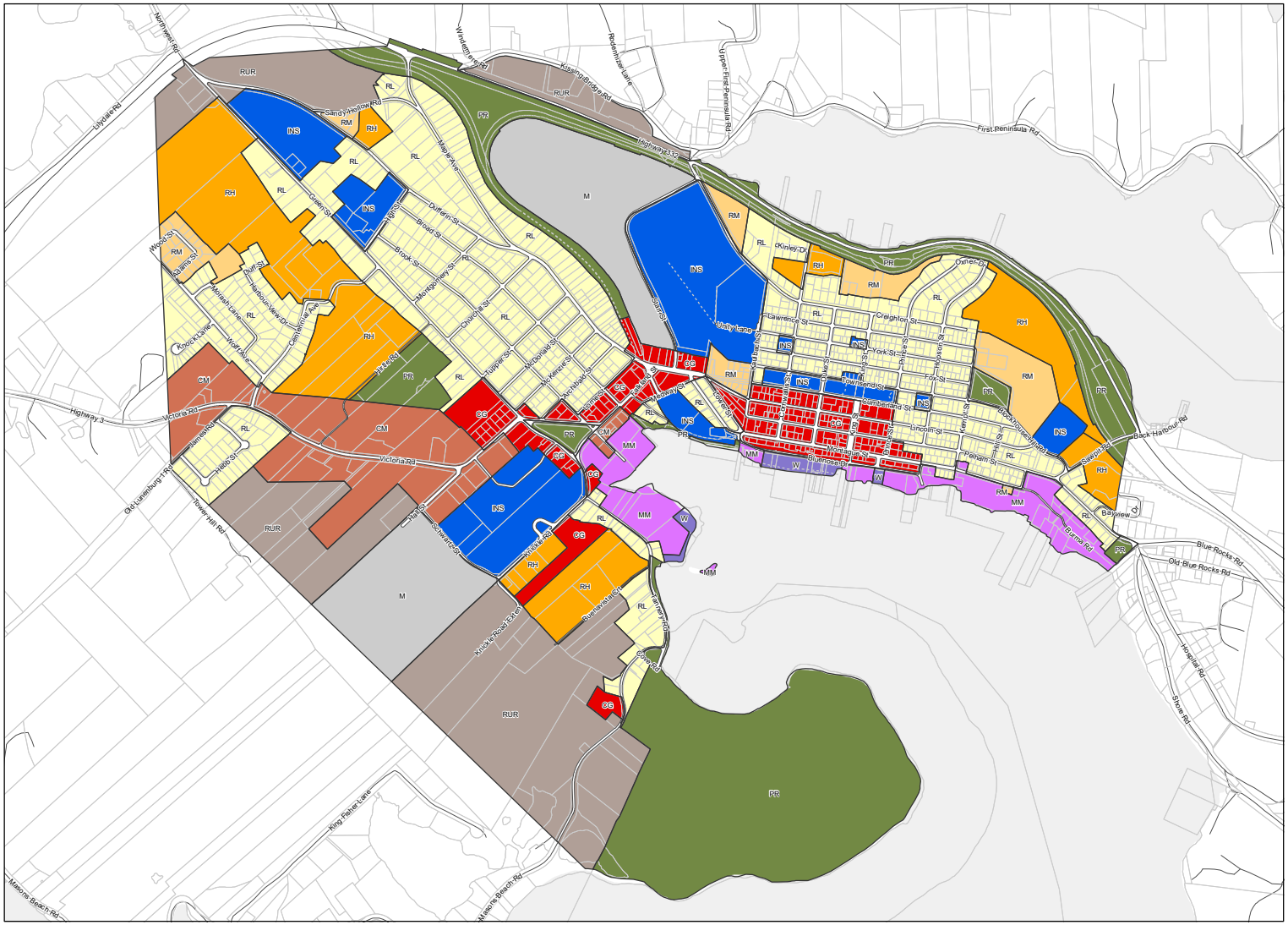


Parks and Open Space Dedication

- Require 10%
- Land providing access to the coast
- Cash when within 400-metre distance of an existing public park
- Usable land otherwise

Land Use

Use Zone Name	Use Zone Symbol
Lower Density Residential Use Zone	RL
Medium Density Residential Use Zone	RM
Higher Density Residential Use Zone	RH
Commercial Mixed Use Zone	CM
General Commercial Use Zone	CG
Waterfront Use Zone	W
Industrial Use Zone	M
Marine Industrial Use Zone	MM
Rural Use Zone	RUR
Institutional Use Zone	INS
Parks and Recreation Use Zone	PR



TOWN of LUNENBURG
A World Heritage Site

MAP

Use Zoning Map

SCHEDULE	LAST UPDATED
C	5/25/2021

NORTH	SCALE
b	1:10,000

LEGEND

RL	Lower Density Residential
RM	Medium Density Residential
RH	Higher Density Residential
CM	Mixed Use
CG	General Commercial
W	Waterfront
M	Industrial
MM	Marine Industrial
RUR	Rural
INS	Institutional
PR	Parks and Recreation

Land Use – Residential Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR
Accessory Dwelling	P	P	P	-	P	-	-	-	P	-	-
Bed & Breakfast	P	P	P	-	P	-	-	-	P	-	-
Dwelling	2	4	P	P	P	-	-	-	P	-	-
Nursing Homes	-	-	P	P	-	-	-	-	-	P	-
Residential Care Facility	-	P	P	P	P	-	-	-	-	P	-
Rooming Houses	-	P	P	P	P	-	-	-	-	-	-
Small Options Home	P	P	P	-	P	-	-	-	P	-	-

Land Use – Institutional Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR
Assembly Uses	-	-	-	P	P	-	-	-	-	P	P
Cultural Facilities	-	-	-	P	P	P	-	-	-	P	-
Emergency Services	-	-	-	P	-	-	P	P	-	P	-
Government Uses	-	-	-	P	P	P	P	P	-	P	P
Interpretive Centres	-	-	-	P	P	P	-	-	-	P	P
Hospitals	-	-	-	-	-	-	-	-	-	P	-
Medical Clinics	-	-	-	P	P	-	-	-	-	P	-
Schools – Academic	-	-	-	P	P	-	-	-	-	P	-
Schools – Post-secondary	-	-	-	P	P	-	-	-	-	P	-
Religious Institutions	-	-	-	P	P	-	-	-	-	P	-

Land Use – Commercial Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR
Accommodations	-	-	-	P	P	-	-	-	-	-	-
Adult Entertainment	-	-	-	-	-	-	P	-	-	-	-
Animal Care	-	-	-	P	P	-	-	-	P	-	-
Automobile Body Shop	-	-	-	-	-	-	P	-	-	-	-
Automobile Fueling and Washing	-	-	-	P	-	-	P	-	-	-	-
Automobile Repair	-	-	-	P	-	-	P	-	-	-	-
Automobile Sales	-	-	-	P	-	-	P	-	-	-	-
Banks and Financial Institutions	-	-	-	P	P	-	-	-	-	-	-
Commercial Clubs	-	-	-	P	P	-	-	-	-	-	-
Commercial Recreation – Outdoor	-	-	-	-	-	-	-	-	P	-	P
Commercial Recreation – Indoor	-	-	-	P	P	-	P	-	-	-	-
Craft Food and Beverage Productions	-	-	-	P	P	P	P	P	P	-	-
Electric Vehicle Charging – Commercial	-	-	-	P	-	-	P	-	-	-	-
Farmers' Markets	-	-	-	P	P	P	-	-	-	P	-
Funeral Homes	-	-	-	P	P	-	-	-	-	-	-
Home-based Business	P	P	P	P	P	-	-	-	P	-	-
Kennel	-	-	-	-	-	-	P	-	P	-	-
Licensed Liquor Establishments	-	-	-	P	P	P	-	-	-	-	-
Marinas	-	-	-	-	-	P	-	P	-	-	-
Marine Recreation Providers	-	-	-	-	-	P	-	P	-	-	P
Offices	-	-	-	P	P	P	P	P	-	P	-
Personal Service Shops	-	-	-	P	P	-	-	-	-	-	-
Private Clubs	-	-	-	P	P	-	-	-	-	P	-
Restaurants – Eat-in	-	-	-	P	P	P	P	-	-	P	-
Restaurants – Take-out	-	-	-	P	P	P	P	-	-	P	P
Retail Stores	-	-	-	P	P	P	-	P	-	-	-
Schools – Commercial	-	-	-	P	P	-	-	-	-	P	-
Self-storage Facilities	-	-	-	-	-	-	P	-	-	-	-
Short-term Rental	P	P	P	P	P	-	-	-	P	-	-
Workshops	-	-	-	P	P	P	P	P	-	P	-

Land Use – Industrial Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR
Building Supply and Equipment Depots	-	-	-	-	-	-	P	-	-	-	-
Heavy Industrial	-	-	-	-	-	-	DA	DA	-	-	-
Light Industrial	-	-	-	P	P	P	P	P	-	-	-
Marine Industrial	-	-	-	-	-	P	P	P	-	-	-
Recycling Depots	-	-	-	-	-	-	P	-	-	-	-
Scrap Yards	-	-	-	-	-	-	P	-	-	-	-
Transportation and Logistics	-	-	-	-	-	-	P	P	-	-	-
Warehousing	-	-	-	-	-	-	P	P	-	-	-

Land Use – Other Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR
Agricultural Uses	-	-	-	-	-	-	-	-	P	-	-
Cemeteries	-	-	-	-	-	-	-	-	P	P	P
Daycare Centres	-	-	P	P	P	-	-	-	P	P	-
Forestry Uses	-	-	-	-	-	-	-	-	P	-	-
Parking Structures & Surface Parking Lots	-	-	-	P	-	-	P	P	-	P	-
Parks and Playgrounds	P	P	P	P	P	P	P	P	P	P	P
Public Recreation	-	-	-	P	-	P	-	-	P	P	P
Public Transportation	-	-	-	P	P	-	P	-	-	P	-
Solar Collector Systems – Large-scale	-	-	-	-	-	-	P	-	P	-	-
Trails and Conservation	P	P	P	P	P	P	P	P	P	P	P
Urban Agriculture	P	P	P	P	P	-	-	-	P	P	P
Water Access	P	P	P	P	P	P	P	P	P	P	P

Land Use – Accessory Uses

- EV charging
- Accessory solar
- Accessory wind turbines
- Residential storage buildings

Land Use – Parking Requirements

- No minimum automobile parking requirements

Use	Bicycle Parking Spaces Required
Accommodations	Two (2) spaces
Assembly Uses	One (1) space per 200 m^2 GFA
Cultural Facilities and Interpretive Centres	Two (2) spaces
Dwellings with More than Two (2) Units	0.5 spaces per dwelling unit
Office	One (1) space
Personal Service Shop	One (1) space
Retail Store	One (1) space

Land Use – Nonconforming Uses

- Time period expanded to 12 months
- Expansion or conversion to another nonconforming use by development agreement

Form



Old Town - established 1753



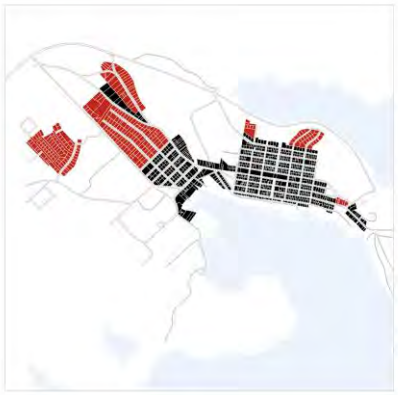
New Town: subdivided from Common in 1862 & 1878



Other Areas: subdivided from Common in the late 19th century



Areas developed 1920s–1940s

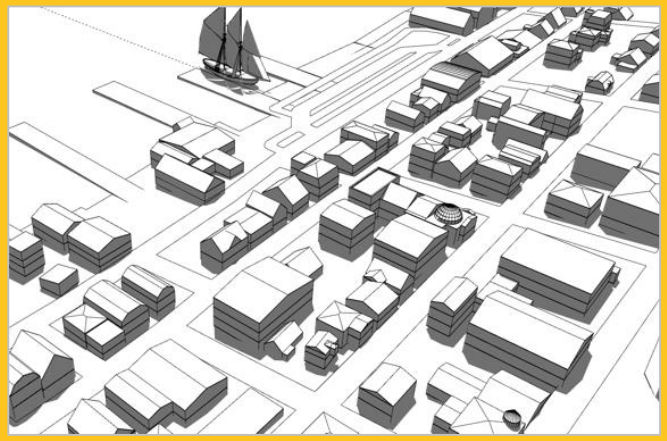


Areas developed 1950s–1980s

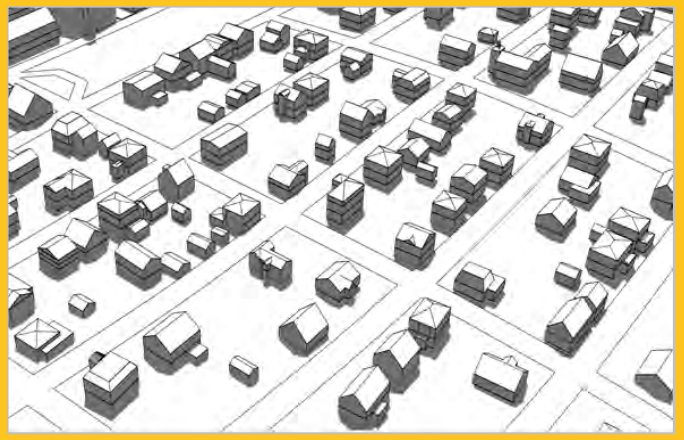


Lunenburg today

Form



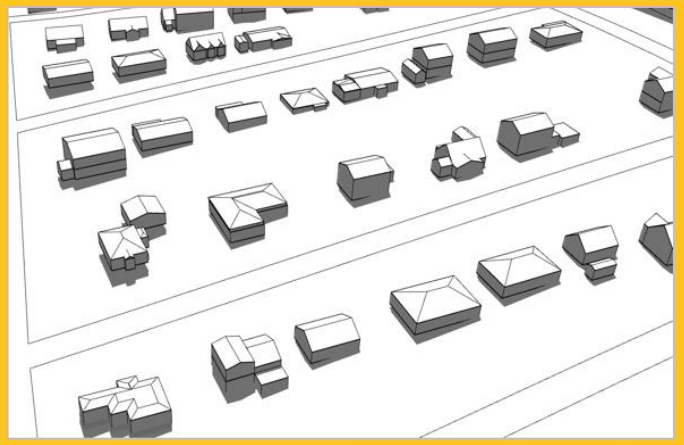
Old Town 1



Old Town 2



Old Town/New Town 1



Old Town/New Town 2

Form

Form Zone Name	Form Zone Symbol
Old Town 1 Form Zone	OT1
Old Town 2 Form Zone	OT2
Old Town/New Town 1 Form Zone	ONT1
Old Town/New Town 2 Form Zone	ONT2
New Town 1 From Zone	NT1
Main Street Form Zone	MST
Marine Form Zone	MA
Community Form Zone	CTY
Industry Form Zone	IN
Rural Form Zone	RF
Shoreline Form Zone	S



TOWN OF LUNENBURG
A World Heritage Site

MAP

Form Zoning Map

SCHEDULE	LAST UPDATED
D	5/25/2021

NORTH	SCALE
b	1:10,000

LEGEND

	OT1	Old Town 1
	OT2	Old Town 2
	ONT1	Old Town/ New Town 1
	ONT2	Old Town/ New Town 2
	NT1	New Town 1
	MST	Main Street
	MA	Marine
	CTY	Community
	IN	Industry
	RF	Rural
	S	Shoreline

Form – Main Building Placement

Form Zone	Min. Front / Flankage Setback	Max. Front / Flankage Setback	Min. Side Setback	Min. Rear Setback
Old Town 1	0 m	4 m	0 m	1.5 m
Old Town 2	0 m	4 m	1.2 m	3.5 m
Old Town/New Town 1	0 m	6 m	2.4 m	6 m
Old Town/New Town 2	6 m	10 m	2.4 m	6 m
New Town 1	6 m	10 m	2.4 m	4 m
Main Street	1.5 m	4 m	2.4 m	6 m
Marine	0 m	-	0 m	0 m
Community	6 m	-	4.5 m	7.5 m
Industry	12 m	-	6 m	12 m
Rural	6 m	-	2.4 m	6 m
Shoreline	0 m	-	1.2 m	0 m

Form – Accessory Building Placement

Form Zone	Min. Front / Flankage Setback	Min. Side Setback	Min. Rear Setback
Old Town 1	0 m	1.2 m	1.2 m
Old Town 2	0 m	1.2 m	1.2 m
Old Town/New Town 1	0 m	1.2 m	1.2 m
Old Town/New Town 2	6 m	1.2 m	1.2 m
New Town 1	6 m	1.2 m	1.2 m
Main Street	0 m	1.2 m	1.2 m
Marine	0 m	0 m	0 m
Community	6 m	1.2 m	1.2 m
Industry	12 m	6 m	6 m
Rural	6 m	1.2 m	1.2 m
Shoreline	0 m	1.2 m	0 m

Form – Site Design

Form Zone	Maximum Lot Coverage	Outdoor Storage Permitted	Outdoor Display Permitted
Old Town 1	100%	Yes	Yes
Old Town 2	50%	No	No
Old Town/New Town 1	40%	No	No
Old Town/New Town 2	40%	No	No
New Town 1	40%	No	No
Main Street	100%	Yes	Yes
Marine	100%	Yes	Yes
Community	-	Yes	Yes
Industry	100%	Yes	Yes
Rural	40%	Yes	Yes
Shoreline	-	Yes	Yes

Form – Main Building Massing

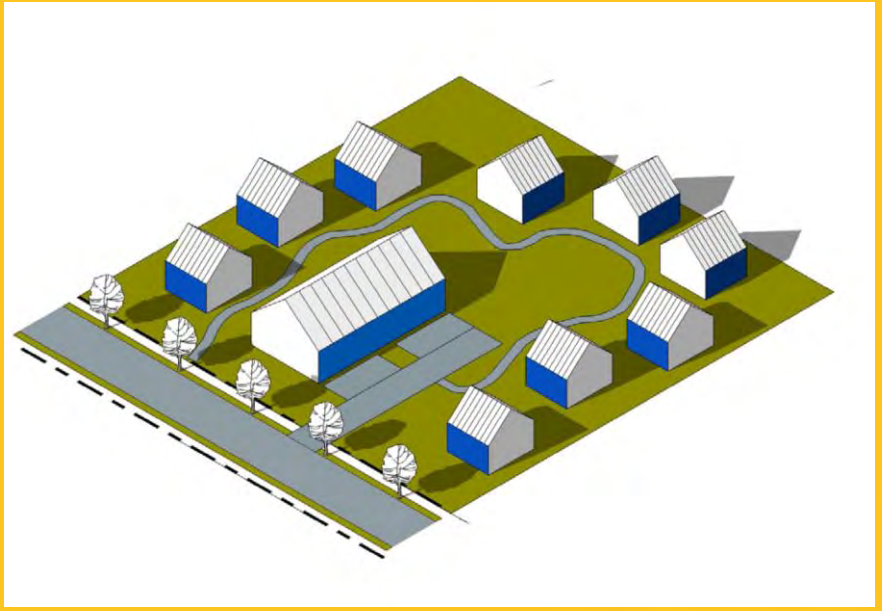
Form Zone	Max. Height	Min. Height	Min. Ground Floor Height	Min. Streetwall Height	Max. Streetwall Height	Min. Stepback Above Streetwall	Max Building Footprint
Old Town 1	10.5 m	6 m	-	-	-	-	-
Old Town 2	10.5 m	-	-	-	-	-	-
Old Town/New Town 1	10.5 m	-	-	-	-	-	-
Old Town/New Town 2	10.5 m	-	-	-	-	-	-
New Town 1	19.5 m	-	-	-	-	-	1,500 m2
Main Street	20.5 m	10 m	4 m	10 m	16 m	3 m	3,000 m2
Marine	19.5 m	-	-	-	-	-	
Community	10.5 m	-	-	-	-	-	
Industry	13.5 m	-	-	-	-	-	
Rural	10.5 m	-	-	-	-	-	
Shoreline	8 m	-	-	-	-	-	

Form – Accessory Building Massing

Form Zone	Maximum Height
Old Town 1	8 m
Old Town 2	8 m
Old Town/New Town 1	8 m
Old Town/New Town 2	8 m
New Town 1	8 m
Main Street	8 m
Marine	8 m
Community	8 m
Industry	8 m
Rural	8 m
Shoreline	8 m

Form – Grouped Dwellings

- Grouped dwellings may be permitted on a lot in Old Town/New Town 2, New Town 1, and Main Street Form Zones.
- Site requirements



Flood Risk

- New development within the Flood Risk Areas as shown on Schedule ‘E’, the Flood Risk Area Map, are required to sign a "Flood Risk Area Development Undertaking Form" acknowledging recognition of risks and responsibility for damages in the event of a flood and confirming that:

  (a) The finished floor elevation of habitable areas is no lower than 3.2 metres CGVD2013.

  (b) Storage areas for hazardous materials and potential water pollutants, such as fuel oil, are located at an elevation no lower than 3.2 metres CGVD2013 or are designed by a Professional Engineer for safety and containment in the event of a flooding event.

  (c) Consideration has given to the placement of flood-vulnerable mechanical and electrical equipment.


TOWN OF LUNENBURG
A World Heritage Site
MAP
Flood Risk Area Map
SCHEDULE
E
LAST UPDATED
5/4/2021
NORTH
SCALE
1:10,000
LEGEND
Flood Risk Area
Town of Lunenburg

Form - Signage

- Reduced minimum height of projecting signs
- Simplified language
- Menu board signs and digital signs

Form - Parking

- Parking lots larger than 18 spaces broken down into “bays”
- Only three parking spaces in the front or flankage yard
- EV charging for structured parking

Form – Non-conforming Structures

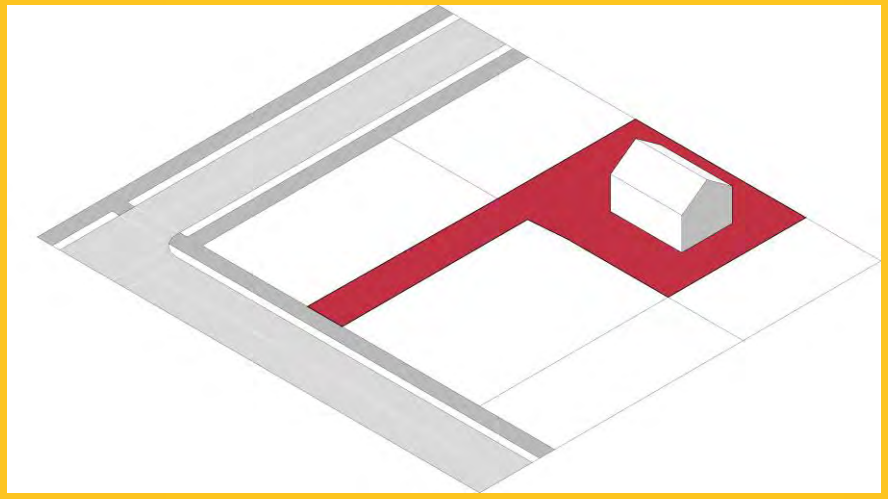
- Allow expansions that do not increase the non-conformity

Form – Heritage & Architectural Control

- No change -> Heritage By-law project

Definitions

- Updated as necessary
- Supporting illustrations



Changes Since May 8th Draft

- Correct typos and errors
- Started to add imperial conversions
- Farmers' markets and offices in Waterfront Use Zone
- Workshops in Marine Industrial Use Zone

Changes Since May 8th Draft

- Added clarity that accessory dwellings can be in an accessory building or within the main building
- Added text on obnoxious uses
- Reduced minimum building heights in Old Town 1 and Main Street Form Zones

Changes Since May 8th Draft

- Reorganized list of existing uses
- Corrected boundary on HCD map at top of Kempt Street
- Minor adjustments to FLUM
- Changed Use Zoning Map along Green Street and Tannery Road

Changes Since May 8th Draft

- Corrected Form Zoning Map on Falkland Street and Tannery Road
- Added additional housing text to MPS
- Added additional text regarding marinas etc in Waterfront Use Zone

Changes Since May 8th Draft

- Added clarifying text around placement of Institutional Use Zone

Next Steps

- Second PIM: June 2nd
- PAC Recommendation: June 2nd
- First Reading: June 22nd
- Public Hearing and Second Reading: July 27th
- Provincial review

SCHEDULE B

LAND USE BY-LAW DRAFT

MAY 8, 2021



PROJECT LUNENBURG

Navigating the Future, Together.

TOWN OF LUNENBURG LAND USE BY-LAW, 2021

First Reading:
Second Reading:
Approved by the Minister of Municipal Affairs:
Notice of Effect:
With Amendments to:

Table of Contents

1 Title, Purpose, & Authority 7

1.1. Title 7

1.2. Purpose 7

1.3. Authority 7

2 Interpretation 8

2.1. Certain Words 8

2.2. Conflict 8

2.3. Definitions 8

2.4. Units of Measurement 9

2.5. Interpretation of Zone Boundaries 9

2.6. Severability 9

3 Administration 10

3.1. Administration of By-law 10

3.2. Inspection 10

3.3. Enforcement & Penalty 10

3.4. Compliance with Other Legislation 10

3.5. Restoration to a Safe Condition 10

3.6. Effective Date 10

3.7. Existing Structures and Uses 11

3.8. Repeal of By-law 11

4 Permitting & Application Process 12

4.1. Development Permit Required 12

4.2. Developments Not Requiring a Permit 12

4.3. No Exemption from Requirements 13

4.4. Development Permit in Conformance with By-law or Development Agreement 13

4.5. Certificate of Appropriateness 13

4.6. Development Permit Duration, Revocation, and Renewal 13

4.7. Application Requirements 13

Plan Requirements 14
Additional Plan Information 14
Additional Studies and Plans 14

4.8. Variances 15

5 Lot & Subdivision Standards 17

5.1. Lot Zones 17

5.2. Lot Standards 17
Existing Undersized Lots 17
Existing Oversized Lots 18
Subdivision By-law Exceptions 18
Subdivision for Dwelling Party Walls 18

5.3. Flag Lots 18

6 Land Uses & Required Bicycle Parking 19

6.1. Use Zones 19

6.2. Tables of Permitted Uses 19
Residential Uses 20
Institutional Uses 20
Commercial Uses 21
Industrial Uses 22
Other Uses 22

6.3. Existing Uses 23

6.4. Special Use Requirements 23
Accessory Dwellings - Detached 23
Bed and Breakfasts 23
Dwellings 23
Home-based Businesses 23
Retail Stores 24
Short-term Rentals 25
Urban Agriculture 25

6.5. Adaptive Re-use 25

6.6. Non-conforming Uses 25

6.7. Accessory Uses 26
Electric Vehicle Charging – Accessory 26
Solar Collector Systems – Accessory 26
Wind Turbines – Accessory 26
Residential Storage Buildings 26

6.8. Temporary Uses 27
Temporary Uses Incidental to Constructions 27
Temporary Uses for Special Occasions and Holidays 27

6.9. Farm, Fish, and Forest Sales from a Stand or Parked Motor Vehicle 28

6.10. Home Occupations 28

Personal Office or Studio 28
Instruction of One Student at a Time 28
6.11. Vending 28
6.12. Minimum Bicycle Parking Requirements by Use 28
Bicycle Parking Space Dimensions 29
Bicycle Parking Location 30
7 Form 31
7.1. Form Zones 31
7.2. General Form Requirements 31
Servicing 31
Corner Vision Triangle 31
Fences 32
Exterior Lighting 32
Canopies and Covered Ways 32
Balconies, Extended Dormers, Exterior Staircases and Fire Escapes 32
Flood Risk Area Development Standards 32
Take-Out Windows 33
Drive Through Facilities 33
Waste Receptacles 33
Shipping Containers 33
7.3. Architectural Control Area 33
New Buildings 33
Additions and Alterations to Existing Buildings 34
7.4. Number of Main Buildings on a Lot 34
7.6. Setbacks 35
Main Building Setbacks 35
Accessory Building Setbacks 36
Encroachment into Setbacks 37
7.7. Site Design 37
Abutting Zone Requirements 38
Outdoor Storage 38
7.8. Building Form 39
Main Building Form 39
Streetwall Width 39
Accessory Building Form 40
Height Exemptions 40
7.9. Signage 40

Counting Signs 40
Prohibited Signs 41
Signs Permitted in all Form Zones 41
Changeable Copy Signs 42
Ground Signs 43
Menu Signs 43
Projecting Signs 44
Wall Signs 44
Portable Signs 44
Window Signs 45
Community Bulletin Board 45

7.10. Parking and Access Design 45
Pedestrian Access 45
Vehicular Access 46
Surface Parking Areas 46
Structured Parking in Main Street and Old Town 1 Form Zones 47
Parking in the Community Form Zone 48

7.11. Non-conforming Structures 48

8 Definitions 49

Schedules 70

1 Title, Purpose, & Authority

1.1. Title

1.1.1. This By-law is the Town of Lunenburg Land Use By-law, and may be cited as the "Land Use By-law" or "LUB".

1.1.2. This Land Use By-law may also be cited as "By-law" when used in a self-referential manner within the text.

1.2. Purpose

1.2.1. The purpose of this By-law is to carry out the intent of the Municipal Planning Strategy of the Town of Lunenburg by regulating the use of land, buildings, and structures and by regulating the height, bulk, location, size, spacing and character of buildings and structures within the Town of Lunenburg.

1.3. Authority

1.3.1. This By-law is passed under the authority of the *Municipal Government Act*.

2 Interpretation

2.1. Certain Words

2.1.1. In this By-law:

(a) the word "shall" means mandatory compliance;

(b) the word "may" means discretionary compliance or a choice in applying a policy or regulation;

(c) words used in the plural include the singular, and words in the singular include the plural; and

(d) gendered words shall be interpreted to mean any gender.

2.1.2. Words not otherwise defined in this By-law shall have the meaning assigned to them in the *Municipal Government Act*.

2.2. Conflict

2.2.1. In the case of any conflict between the text of this By-law and any maps or drawings used to illustrate any aspect of this By-law, the text shall take priority.

2.2.2. Colour coding throughout this By-law and the Zoning Maps is for ease of reference only and the text of the By-law shall take priority.

2.2.3. In the case of any conflict between a number written in numerals and a number written in letters, the number written in numerals shall take priority.

2.2.4. In the case of conflict between a written zone name and a zone symbol, the written zone name shall take priority.

2.3. Definitions

2.3.1. For the purposes of this By-law, words shall have the meaning or meanings assigned to them in Part 8 - Definitions. Where a word is not defined in Part 8 the word shall have the meaning or meanings assigned by accepted English dictionaries.

2.4. Units of Measurement

2.4.1. This By-law uses the metric system of measurement. Numerical measurements in this document may also be presented in other units; however, this is for convenience only. If a metric measurement conflicts with its conversion in another unit, the metric measurement shall take priority.

2.5. Interpretation of Zone Boundaries

2.5.1. Boundaries between zones shall be determined as follows:

(a) where a zone boundary is indicated as following a boundary survey line as recorded at the Registry of Deeds or Land Registration Office, the boundary shall follow that line;

(b) where a zone boundary is indicated as following a street, private road, or controlled access highway the centerline of the street, private road, or controlled access highway shall be the boundary unless otherwise indicated;

(c) where a zone boundary is indicated as following a railway or utility right-of-way, the centerline of the right-of-way shall be the boundary unless otherwise indicated;

(d) where the zone boundary is indicated as approximately following lot lines, the boundary shall follow the lot lines;

(e) where the zone boundary is indicated as following the shoreline of a river, watercourse, lake or salt water body, the mean high water mark shall be the boundary and the zone boundary shall follow any changes in mean high water mark; and

(f) where none of the above provisions apply, the Development Officer shall scale the zone boundary from the zoning map.

2.6. Severability

2.6.1. If any provision of this By-law is held to be invalid by a decision of a court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this By-law.

3 Administration

3.1. Administration of By-law

3.1.1. Council shall appoint one or more Development Officer(s) for the Town.

3.1.2. The Development Officer shall be responsible for the administration of this By-law.

3.2. Inspection

3.2.1. The Development Officer or designate is authorized to enter, at all reasonable times, into or upon any property within the Town for the purpose of any inspections necessary to administer this By-law.

3.3. Enforcement & Penalty

3.3.1. In the event of any violation of the provisions of this By-law, the Town may act in accordance with the *Municipal Government Act.*

3.4. Compliance with Other Legislation

3.4.1. Nothing in this By-law shall exempt any person from complying with the requirements of any other by-law in force within the Town, or from obtaining any license, permission, permit, authority, or approval required by any other by-law of the Town or statute or regulation of the Province of Nova Scotia or the Government of Canada.

3.4.2. Where the provisions in this By-law conflict with those of any other by-law of the Town or statute or regulation of the Province of Nova Scotia or the Government of Canada, the higher or more stringent provision shall prevail.

3.5. Restoration to a Safe Condition

3.5.1. Nothing in this By-law shall prevent the restoration of any building or structure to a safe condition, as determined by the Town's Building Official.

3.6. Effective Date

3.6.1. Upon adoption by the Council of the Town of Lunenburg and approval by the Minister of Municipal Affairs, this By-law shall take effect on the date a notice is published in a newspaper, circulating in the Town, informing the public that the Land Use By-law is in effect.

3.7. Existing Structures and Uses

3.7.1. A structure or use of land shall be deemed to exist on the effective date of this By-law if:

(a) it has lawfully been constructed;

(b) it has lawfully commenced;

(c) it is lawfully under construction; or

(d) all required permits for its construction or uses were in force and effect, except that this shall no longer apply if the construction or use is not commenced within 12 months after the date of the latest issuance of the required permits.

3.8. Repeal of By-law

3.8.1. The Town of Lunenburg Land-Use By-Law adopted by Council for the Town of Lunenburg on August 29, 2012, as amended, is hereby repealed.

4 Permitting & Application Process

4.1. Development Permit Required

4.1.1. Unless otherwise stated in this By-law, no person shall undertake a development within the Town without first obtaining a development permit from the Development Officer.

4.2. Developments Not Requiring a Permit

4.2.1. Subject to Section 4.3, the following developments shall not require a Development Permit:

(a) Interior renovations or alterations to a structure that do not result in a change in the number of dwelling units or a change in use of the structure.

(b) Exterior renovations or alterations to a structure that do not result in a change in volume or gross floor area, number of dwelling units, or a change in use of the structure, except within the Architectural Control Area as shown on Schedule 'F', the Heritage Conservation District and Architectural Control Area Map.

(c) Signs smaller than 0.2 square metres in sign area, where signs are permitted.

(d) Temporary uses meeting the requirements of Section 6.8.

(e) Public and private utilities located within the street right-of-way.

(f) Temporary cloches, crop hoops, or other such temporary crop structures.

(g) Farm, fish, and forest sales meeting the requirements of Section 6.9.

(h) The making of a domestic garden.

(i) Personal offices or studios meeting the requirements of Subsection 6.10.1.

(j) The teaching of one student at a time, meeting the requirements of Subsection 6.10.3.

(k) Signs permitted in all Form Zones, as listed in Subsection 7.9.5.

(l) Minor structures such as retaining walls, children's play structures, hot tubs, cold frames, garden trellises, clothesline poles, dog houses, propane cylinders, and heat pumps.

(m) Vending activities as outlined in Schedule 'G', Vending.

4.2.2. For greater clarity, a building permit and/or Certificate of Appropriateness may still be required for developments that are exempt from requiring a development permit. Applicants are responsible for inquiring with the Town prior to undertaking any development.

4.3. No Exemption from Requirements

4.3.1. Every development shall be subject to the requirements of this By-law whether or not a Development Permit is required.

4.4. Development Permit in Conformance with By-law or Development Agreement

4.4.1. The Development Officer shall only issue a development permit in conformance with this By-law or a registered development agreement, except where a variance is granted or in the case of an existing non-conforming use or structure, in which case a development permit shall be issued in conformance with the Act.

4.5. Certificate of Appropriateness

4.5.1. The Development Officer shall not issue a development permit if the applicant has not yet obtained a Certificate of Appropriateness if required by the *Heritage Conservation District Bylaw*.

4.6. Development Permit Duration, Revocation, and Renewal

4.6.1. A development permit shall expire within the following time periods from the date issued if the development has not commenced:

(a) Two years for industrial uses.

(b) One year for all other uses.

4.6.2. The Development Officer may revoke a development permit where information provided on the application is found to be inaccurate or the permit was issued in error.

4.7. Application Requirements

4.7.1. Every application for a development permit shall be made in writing on an approved form and shall include:

(a) the signature of the applicant;

(b) application fees in conformance with the fee schedule adopted by resolution of Council;

(c) a statement of the proposed use of the land;

(d) a site plan, as detailed in Subsection 4.7.2; and

(e) any other information required by this Land Use By-law.

Plan Requirements

4.7.2. Every application for a development permit shall be accompanied by a plan of the proposed development, drawn to an appropriate scale and showing:

(a) the true shape and dimensions of all lots to be used;

(b) the proposed location, height and dimensions of the building, structure, or work for which the permit is applied;

(c) the location of rights-of-way and easements within the subject property;

(d) the proposed location and dimensions of parking spaces, loading spaces, driveways, solid waste storage areas, and landscaping areas where applicable;

(e) the location of all watercourses on the property; and

(f) other such information as requested by the Development Officer to determine whether or not the development conforms to the requirements of this By-law.

Additional Plan Information

4.7.3. Where the Development Officer is unable to determine whether the proposed development conforms to this By-law or other by-laws and regulations in force, they may require that the plan submitted under Subsection 4.7.2 shows:

(a) the location of every building or structure already erected on or partly erected on such lot;

(b) the location of every building erected upon any abutting lot;

(c) existing and proposed services; and/or

(d) a plan based upon a survey prepared by a Nova Scotia Land Surveyor.

Additional Studies and Plans

4.7.4. Where necessary to determine conformance with this Land Use By-law, the Development Officer may require the applicant to provide additional information at the necessary level of detail and, if necessary, prepared by the appropriate professional. Such additional information may include, but is not limited to:

(a) site survey and/or site plan prepared and stamped by a Nova Scotia Land Surveyor;

(b) location certificate;

(c) topography and soil conditions of the subject site;

(d) watercourse delineation study;

(e) stormwater management plan;

(f) floor plans and elevation drawings of any proposed structures;

(g) geotechnical study;

(h) site grading plan;

(i) traffic impact assessment or study;

(j) groundwater supply study; and/or

(k) any other information deemed necessary by the Development Officer.

4.8. Variances

4.8.1. Notwithstanding anything in this By-law, the Development Officer may grant a variance subject to Section 235 of the *Municipal Government Act*. Specifically, the Development Officer may vary:

(a) percentage of land that may be built upon;

(b) size or other requirements relating to yards;

(c) lot frontage or lot area, or both, if

i. the lot existed on the effective date of the By-law, or

ii. a variance was granted for the lot at the time of subdivision approval;

(d) location and number of parking spaces and loading spaces required;

(e) ground area of a structure;

(f) height of a structure;

(g) floor area occupied by a home-based business; and/or

(h) height and area of a sign.

4.8.2. In accordance with Section 235 of the *Municipal Government Act*, the Development Officer shall not grant a variance if the:

(a) variance violates the intent of the Land Use By-law;

(b) difficulty experienced is general to properties in the area; or

(c) difficulty experienced results from an intentional disregard for the requirements of the Land Use By-law.

4.8.3. Where the Development Officer has granted a variance in the requirements of this By-law, notification of the variance shall be served upon assessed property owners of all properties that lie within 30 metres of the property subject to the variance.

4.8.4. Notification of a variance shall:

(a) describe the variance granted;

(b) identify the property(s) subject to the variance; and

(c) set out the right to appeal the decision of the Development Officer to Council.

4.8.5. A sign in a form established by the Town and containing the above information shall also be posted by the applicant on the property subject to the variance.

4.8.6. Variance requests shall be accompanied by fee paid to the Development Officer, at the time of application, in an amount established by Council sufficient to pay the costs associated with giving notice of variances as required by the Act.

5 Lot & Subdivision Standards

5.1. Lot Zones

5.1.1. The subdivision of land and the creation of new streets within the Town of Lunenburg is governed by lot zones, the boundaries of which are shown on Schedule 'B', the Lot Zoning Map. Such zones may be referenced by the appropriate symbols:

Lot Zone Name	Lot Zone Symbol
Lot Zone 1	LZ1
Lot Zone 2	LZ2
Lot Zone 3	LZ3
Lot Zone 4	LZ4

5.2. Lot Standards

5.2.1. The subdivision of land within the Town shall comply with Table 1, Lot Subdivision Standards.

Table 1: Lot Subdivision Standards

	LZ1	LZ2	LZ3	LZ4
Minimum Lot Area	110 m^2	370 m^2	330 m^2	37 m^2
Maximum Lot Area	465 m^2	-	-	-
Minimum Lot Frontage	6 m	12 m	12 m	6 m
Maximum Lot Frontage	40 m	-	-	-

5.2.1. Notwithstanding Subsection 5.2.1, the Nova Scotia Department of Environment and Climate Change may require larger minimum lot sizes for unserviced lots.

Existing Undersized Lots

5.2.2. Notwithstanding the minimum lot area and minimum lot frontage requirements of Table 1, any undersized lot legally in existence may be increased in area and/or frontage as a result of an approved plan of subdivision. For greater clarity, this provision does not exempt lots from the maximum lot area or maximum lot frontage requirements of Table 1.

Existing Oversized Lots

5.2.3. Notwithstanding the maximum lot area and lot frontage requirements of Table 1, a legally existing oversized lot may be reduced in lot area and/or lot frontage requirements as a result of an approved plan of subdivision. For greater clarity, this provision does not exempt lots from the minimum lot area or minimum lot frontage requirements of Table 1.

Subdivision By-law Exceptions

5.2.4. Notwithstanding the requirements of Section 5.2, lots may be subdivided using the provisions of Sections 5.3, 5.4, 5.5, and 5.6 of the Subdivision By-law and a development permit may be issued for development on these lots in compliance with all other requirements of this Land Use By-law.

Subdivision for Dwelling Party Walls

5.2.5. Notwithstanding the minimum lot frontage and area requirements of Subsection 5.2.1 a lot may be subdivided to place side-by-side dwelling units on their own lot, with a lot line running along the party wall, provided:

(a) the lot frontage is at least 6 metres for each dwelling unit and the total combined area of the lots complies with the minimum and maximum lot frontage requirements of Subsection 5.2.1;

(b) the total combined number of dwelling units in the dwelling does not exceed the maximum number of dwelling units on a lot outlined in Section 6.2, or six (6) dwelling units, whichever is less; and

(c) the total combined area of the lots complies with the minimum and maximum lot area requirements of Subsection 5.2.1.

5.3. Flag Lots

5.3.1. Flag lots shall not be permitted.

6 Land Uses & Required Bicycle Parking

6.1. Use Zones

6.1.1. The uses permitted on land within the Town of Lunenburg are governed by land use zones, the boundaries of which are shown on Schedule 'C', the Use Zoning Map. Such zones may be referenced by the appropriate symbols:

Use Zone Name	Use Zone Symbol
Lower Density Residential Use Zone	RL
Medium Density Residential Use Zone	RM
Higher Density Residential Use Zone	RH
Commercial Mixed Use Zone	CM
General Commercial Use Zone	CG
Waterfront Use Zone	W
Industrial Use Zone	M
Marine Industrial Use Zone	MM
Rural Use Zone	RUR
Institutional Use Zone	INS
Parks and Recreation Use Zone	PR

6.2. Tables of Permitted Uses

6.2.1. The following tables outline the permitted uses in each use zone, subject to the following scheme:

(a) Uses denoted with a "P" are permitted subject to all requirements of this By-law, and to any sections noted in the "Special Req's" column.

(b) Dwelling uses denoted with a numeral are permitted up to the number of dwelling units identified by the numeral and subject to all requirements of this By-law. Dwelling uses with a 'P' are not limited in the number of permitted dwelling units. Accessory dwellings shall not be counted for the purposes of determining the number of dwelling units.

(c) Uses denoted with a "DA" are permitted by development agreement, subject to the Municipal Planning Strategy Policies noted in the "Special Req's" column.

(d) Uses denoted with a "-" or not listed in the table are not permitted.

Residential Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR	Special Req's
Accessory Dwelling	P	P	P	-	P	-	-	-	P	-	-	subs. 6.4.1 to 6.4.4
Bed & Breakfast	P	P	P	-	P	-	-	-	P	-	-	subs. 6.4.5 to 6.4.7
Dwelling	2	4	P	P	P	-	-	-	P	-	-	subs. 6.4.8
Nursing Homes	-	-	P	P	-	-	-	-	-	P	-	
Residential Care Facility	-	P	P	P	P	-	-	-	-	P	-	
Rooming Houses	-	P	P	P	P	-	-	-	-	-	-	
Small Options Home	P	P	P	-	P	-	-	-	P	-	-	

Institutional Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR	Special Req's
Assembly Uses	-	-	-	P	P	-	-	-	-	P	P	
Cultural Facilities	-	-	-	P	P	P	-	-	-	P	-	
Emergency Services	-	-	-	P	-	-	P	P	-	P	-	
Government Uses	-	-	-	P	P	P	P	P	-	P	P	
Interpretive Centres	-	-	-	P	P	P	-	-	-	P	P	
Hospitals	-	-	-	-	-	-	-	-	-	P	-	
Medical Clinics	-	-	-	P	P	-	-	-	-	P	-	
Schools – Academic	-	-	-	P	P	-	-	-	-	P	-	
Schools – Post-secondary	-	-	-	P	P	-	-	-	-	P	-	
Religious Institutions	-	-	-	P	P	-	-	-	-	P	-	

Commercial Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR	Special Req's
Accommodations	-	-	-	P	P	-	-	-	-	-	-	
Adult Entertainment	-	-	-	-	-	-	P	-	-	-	-	
Animal Care	-	-	-	P	P	-	-	-	P	-	-	
Automobile Body Shop	-	-	-	-	-	-	P	-	-	-	-	
Automobile Fueling and Washing	-	-	-	P	-	-	P	-	-	-	-	
Automobile Repair	-	-	-	P	-	-	P	-	-	-	-	
Automobile Sales	-	-	-	P	-	-	P	-	-	-	-	
Banks and Financial Institutions	-	-	-	P	P	-	-	-	-	-	-	
Commercial Clubs	-	-	-	P	P	-	-	-	-	-	-	
Commercial Recreation – Outdoor	-	-	-	-	-	-	-	-	P	-	P	
Commercial Recreation – Indoor	-	-	-	P	P	-	P	-	-	-	-	
Craft Food and Beverage Production	-	-	-	P	P	P	P	P	P	-	-	
Electric Vehicle Charging – Commercial	-	-	-	P	-	-	P	-	-	-	-	
Farmers' Markets	-	-	-	P	P	-	-	-	-	P	-	
Funeral Homes	-	-	-	P	P	-	-	-	-	-	-	
Home-based Business	P	P	P	P	P	-	-	-	P	-	-	subs. 6.4.9
Kennel	-	-	-	-	-	-	P	-	P	-	-	
Licensed Liquor Establishments	-	-	-	P	P	P	-	-	-	-	-	
Marinas	-	-	-	-	-	P	-	P	-	-	-	
Marine Recreation Providers	-	-	-	-	-	P	-	P	-	-	P	
Offices	-	-	-	P	P	-	P	P	-	P	-	
Personal Service Shops	-	-	-	P	P	-	-	-	-	-	-	
Private Clubs	-	-	-	P	P	-	-	-	-	P	-	
Restaurants – Eat-in	-	-	-	P	P	P	P	-	-	P	-	
Restaurants – Take-out	-	-	-	P	P	P	P	-	-	P	P	
Retail Stores	-	-	-	P	P	P	P	P	-	-	-	subs. 6.4.10
Schools – Commercial	-	-	-	P	P	-	-	-	-	P	-	
Self-storage Facilities	-	-	-	-	-	-	P	-	-	-	-	
Short-term Rental	P	P	P	P	P	-	-	-	P	-	-	subs. 6.4.11 and 6.4.12
Wholesale	-	-	-	-	-	-	P	P	-	-	-	
Workshops	-	-	-	P	P	P	P	-	-	P	-	

Industrial Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR	Special Req's
Building Supply and Equipment Depots	-	-	-	-	-	-	P	-	-	-	-	
Heavy Industrial	-	-	-	-	-	-	DA	DA	-	-	-	MPS Policy 4-17
Light Industrial	-	-	-	P	P	P	P	P	-	-	-	
Marine Industrial	-	-	-	-	-	P	P	P	-	-	-	
Recycling Depots	-	-	-	-	-	-	P	-	-	-	-	
Scrap Yards	-	-	-	-	-	-	P	-	-	-	-	
Transportation and Logistics	-	-	-	-	-	-	P	P	-	-	-	
Warehousing	-	-	-	-	-	-	P	P	-	-	-	

Other Uses

	RL	RM	RH	CM	CG	W	M	MM	RUR	INS	PR	Special Req's
Agricultural Uses	-	-	-	-	-	-	-	-	P	-	-	
Cemeteries	-	-	-	-	-	-	-	-	P	P	P	
Daycare Centres	-	-	P	P	P	-	-	-	P	P	-	
Forestry Uses	-	-	-	-	-	-	-	-	P	-	-	
Parking Structures & Surface Parking Lots	-	-	-	P	-	-	P	P	-	P	-	
Parks and Playgrounds	P	P	P	P	P	P	P	P	P	P	P	
Public Recreation	-	-	-	P	-	P	-	-	P	P	P	
Public Transportation	-	-	-	P	P	-	P	-	-	P	-	
Solar Collector Systems – Large-scale	-	-	-	-	-	-	P	-	P	-	-	
Trails and Conservation	P	P	P	P	P	P	P	P	P	P	P	
Urban Agriculture	P	P	P	P	P	-	-	-	P	P	P	subs. 6.4.13 to 6.4.15
Water Access	P	P	P	P	P	P	P	P	P	P	P	

6.3. Existing Uses

6.3.1. The existing uses listed in Schedule 'A', Existing Uses are considered permitted.

6.4. Special Use Requirements

Accessory Dwellings - Detached

6.4.1. The building footprint of a detached accessory dwelling shall not exceed 60 square metres or 40% of the building footprint of the main dwelling, whichever is larger.

6.4.2. Detached accessory dwellings shall be limited to one per lot.

6.4.3. Detached accessory dwellings shall not be located in the front yard.

6.4.4. Detached accessory dwellings shall meet form zone requirements for accessory buildings.

Bed and Breakfasts

6.4.5. Bed and breakfast uses shall not serve food to non-guests unless a restaurant is a permitted use in the applicable use zone.

6.4.6. Bed and breakfast uses shall be limited in size to six (6) sleeping units in the Lower Density Residential Use Zone, Medium Density Residential Use Zone, and Rural Use Zone.

6.4.7. Notwithstanding Subsection 6.4.6, larger bed and breakfast uses may be permitted by development agreement subject to Municipal Planning Strategy Policy 4-10.

Dwellings

6.4.8. Within the Commercial Mixed Use Zone, dwelling units shall be prohibited on the ground floor within 15 metres of the front lot line. For greater clarity, uses accessory to dwellings, such as residential lobbies and amenity space, may be permitted on the ground floor.

Home-based Businesses

6.4.9. Home-based business shall meet the following requirements:

(a) The dwelling must be the place of primary residence of the owner of the business.

(b) The business shall not employ on-site at one time more than two (2) persons whose primary residence is not the dwelling on the lot.

(c) The business must be located in the dwelling or in an accessory building.

(d) The following uses shall be permitted as a home-based business:

i. Business offices or professional offices
ii. Craft workshops and craft shops
iii. Personal service shops
iv. Tailoring and/or dressmaking
v. Studios for the practice or instruction of fine arts, commercial arts or crafts
vi. Repair shops, excluding vehicle or small engine repair shops
vii. Day care centres
viii. Taxicab operations
ix. On-site preparation of food for off-site (catering)

(e) More than one of the uses permitted in clause (d) may be located on the site at one time, but multiple uses shall be considered as one home-based business for the purposes of compliance with this subsection.

(f) Retail sales of products shall be limited to the sale of products made, refinished, or repaired on the premises and products associated with the business.

(g) The business shall not occupy an area equivalent to no more than 25% the gross floor area of the dwelling or 47 square metres, whichever is less.

(h) No more than two (2) commercial vehicles, including taxicabs, related to the business use may be kept upon or operated from the lot on which the business is located.

Retail Stores

6.4.10. Within the Industrial Use Zone and Marine Industrial Use Zone, retails stores shall:

(a) be related to another use on the lot; and

(b) not exceed 25 percent of the gross floor area on the lot.

Short-term Rentals

6.4.11. Only one short-term rental shall be permitted on a lot.

6.4.12. Short-term rentals shall not be permitted in accessory dwellings or accessory buildings.

Urban Agriculture

6.4.13. The keeping of chickens as an urban agriculture use shall be subject to the following requirements:

(a) Roosters shall be prohibited.

(b) The number of hens permitted shall be:

i. five (5) or fewer on lots 1,000 square metres in area or smaller; and

ii. ten (10) or fewer on lots larger than 1,000 square metres.

(c) The chickens shall be kept within an enclosure and not permitted to run at large.

(d) Coops shall meet form zone requirements for accessory buildings.

6.4.14. The keeping of bees as an urban agriculture use shall be subject to the following requirements:

(a) All hives shall be located at least 3.0 metres from any lot line, unless they are located on a rooftop at a height of 3.0 metres or higher.

(b) All hives and colonies shall be registered with the Nova Scotia Department of Agriculture.

6.4.15. Community gardens shall include a clearly-defined area for solid waste and compost.

6.5. Adaptive Re-use

6.5.1. Adaptive re-use of former institutional buildings for a use not otherwise permitted in the applicable use zone may be permitted by development agreement, subject to Municipal Planning Strategy Policy 4-12.

6.6. Non-conforming Uses

6.6.1. A non-conforming use shall not be recommenced if discontinued for a continuous period of 12 months.

6.6.2. A non-conforming use may be expanded or converted to another non-conforming use by development agreement as provided for by Municipal Planning Strategy Policy 4-24.

6.7. Accessory Uses

6.7.1. Uses accessory to a main use shall be permitted in all use zones.

Electric Vehicle Charging – Accessory

6.7.2. Nothing in this By-law shall prevent the installation of an electric vehicle charging station where the station is for the exclusive domestic use of a dwelling.

6.7.3. Charging stations for electric vehicles that are not for the exclusive use of a dwelling shall be permitted as an accessory use in all use zones except the Lower Density Residential Use Zone.

6.7.4. Electric vehicle charging stations operated on a commercial basis shall be permitted, or not, as indicated in each use zone's permitted uses table.

Solar Collector Systems – Accessory

6.7.5. On-building solar collector systems shall be permitted as an accessory use in all use zones.

6.7.6. On-building solar collector systems shall be exempt from building height requirements.

6.7.7. Off-building solar collector systems may be permitted as an accessory use to a maximum panel area of 4 square metres and subject to the form requirements for accessory buildings.

Wind Turbines – Accessory

6.7.8. Wind turbines shall be permitted as an accessory use in all use zones.

6.7.9. Notwithstanding form zone requirements, wind turbines shall not exceed a height of 9 metres or a nameplate generation capacity of 10 kW.

Residential Storage Buildings

6.7.10. Storage buildings associated with a residential use, including but not limited to garages and boathouses, may be permitted as the main use on a lot subject to the following requirements:

(a) In the General Commercial Use Zone the storage building must be within 30 metres of a lot with a dwelling on it held in the same ownership.

(b) In all other use zones the storage building must be on a lot abutting a lot with a dwelling on it held in the same ownership.

(c) The applicable form zone requirements of this By-law must be satisfied as if the storage building were regarded as the main building on the lot.

(d) Notwithstanding form zone requirements, the storage building shall:

i. not exceed 37 square metres in gross floor area; and

ii. not exceed 8 metres in height.

6.8. Temporary Uses

Temporary Uses Incidental to Constructions

6.8.1. This By-law does not apply to the use of land or the erection of temporary buildings or structures incidental to construction.

6.8.2. A development permit is not required for land uses or temporary buildings or structures incidental to construction if a development permit has been issued or is not required by this By-law for the development being constructed.

6.8.3. Any land uses or temporary buildings or structures incidental to construction must be terminated or removed:

(a) after the completion of the development being constructed; or

(b) if construction has not completed within two (2) years of commencement, Council may, by resolution, order the termination or removal of the temporary land use or buildings or structures.

Temporary Uses for Special Occasions and Holidays

6.8.4. This By-law does not apply to the use of land or the erection of temporary buildings or structures for special occasions and holidays.

6.8.5. A development permit is not required for the use of land or the erection of temporary buildings or structures for special occasions and holidays.

6.8.6. Any land uses or temporary buildings or structures for special occasions and holidays must be terminated or removed within two (2) days after the end of the special occasion or holiday.

6.9. Farm, Fish, and Forest Sales from a Stand or Parked Motor Vehicle

6.9.1. Outdoor sales from a stand or parked motor vehicle of fresh flowers, fruit, and vegetables; products from the sea; and forestry products such as, but not limited to, Christmas trees, wreaths, and maple products is allowed in the Mixed Use Zone, General Commercial Use Zone, Waterfront Use Zone, and Rural Use Zone without the requirement for a development permit, subject to the *Vending By-law*.

6.9.2. Stands shall not exceed a footprint of 10 square metres.

6.9.3. Outdoor sales from a stand or parked motor vehicle shall not be located within the street right-of-way.

6.10. Home Occupations

Personal Office or Studio

6.10.1. Nothing in this By-law shall prevent the use of a portion of any dwelling or building accessory to a dwelling as personal office or studio for residents of the dwelling if the personal office or studio is not intended to be visited by members of the public.

6.10.2. No development permit is required for a personal office or studio.

Instruction of One Student at a Time

6.10.3. Nothing in this By-law shall prevent the use of a portion of any dwelling unit or building accessory to a dwelling unit for the instruction of one student at a time.

6.10.4. No development permit is required for the instruction of one student at a time.

6.11. Vending

6.11.1. Vending shall comply with the *Vending By-law* and with Schedule 'G', Vending, of this Land Use By-law.

6.11.2. Where the *Vending By-law* references a section of this Land Use By-law that reference shall be considered as a reference to the section with the same name within Schedule 'G', Vending, of this Land Use By-law.

6.12. Minimum Bicycle Parking Requirements by Use

6.12.1. No development permit shall be issued for any development unless bicycle parking is provided and maintained in conformity with Table 3 and the standards of this Section.

Table 3: Minimum Bicycle Parking Requirements

Use	Bicycle Parking Spaces Required
Accommodations	Two (2) spaces
Assembly Uses	One (1) space per 200 m^2 GFA
Cultural Facilities and Interpretive Centres	Two (2) spaces
Dwellings with More than Two (2) Units	0.5 spaces per dwelling unit
Office	One (1) space
Personal Service Shop	One (1) space
Retail Store	One (1) space

6.12.2. If a lot contains more than one main use the minimum bicycle parking requirements of Table 3 for each use shall be summed to determine the total number of required spaces.

6.12.3. The minimum bicycle parking requirements of Table 3 shall not apply to existing buildings within the Heritage Conservation District, as identified on Schedule 'F', the Heritage Conservation District and Architectural Control Area Map, of this By-law.

Bicycle Parking Space Dimensions

6.12.4. Bicycle parking spaces provided for the purposes of fulfilling the requirements of Subsection 6.12.1 shall:

(a) have a minimum width of 0.6 metres and a minimum length of 2 metres;

(b) be free of obstructions to a height of 2 metres;

(c) not obstruct vehicular or pedestrian circulation;

(d) be accessed by an access lane with a minimum unobstructed width of 1.2 metres; and

(e) include an "inverted U" or "post-and-ring" bicycle rack that:

i. is located on one side of the parking space and oriented parallel to the length of the parking space;

ii. is permanently mounted into or onto the surface with the midline of the rack at the midline of the length of the parking space; and

iii. is made of metal.

6.12.5. For greater clarity, one bicycle rack may be used to fulfill the rack requirements for two adjacent bicycle parking spaces by placing it on the shared border of the two spaces.

Bicycle Parking Location

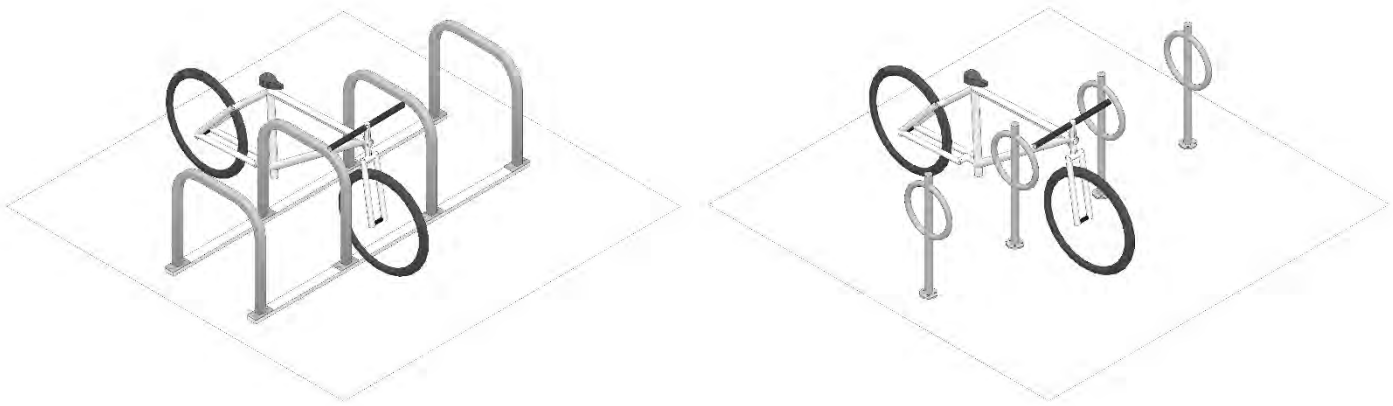
6.12.6. Bicycle parking spaces provided for the purposes of Subsection 6.12.1 shall:

(a) be accessible to the public; and

(b) be located between the main building and the front lot line unless, in the opinion of the Development Officer, this location is impossible due to the main building being located on or near to the front lot line.

6.12.7. The requirements of Subsection 6.12.6 shall not apply to bicycle parking spaces for dwellings.

Inverted "U" and Post-and-Ring bicycle Racks



7 Form

7.1. Form Zones

7.1.1. The forms of buildings within the Town of Lunenburg are governed by form zones, the boundaries of which are shown on Schedule 'D', the Form Zoning Map. The zones may be referenced by their corresponding symbol:

Form Zone Name	Form Zone Symbol
Old Town 1 Form Zone	OT1
Old Town 2 Form Zone	OT2
Old Town/New Town 1 Form Zone	ONT1
Old Town/New Town 2 Form Zone	ONT2
New Town 1 From Zone	NT1
Main Street Form Zone	MST
Marine Form Zone	MA
Community Form Zone	CTY
Industry Form Zone	IN
Rural Form Zone	RF
Shoreline Form Zone	S

7.2. General Form Requirements

Servicing

7.2.1. Plumbed development in all form zones except the Rural Form Zone shall be serviced by the Town sewer and water systems where these services are available. If availability is disputed or unclear the Town Engineer shall be solely responsible for making a determination.

7.2.2. Notwithstanding Subsection 7.2.1, the Town Engineer may permit industrial uses to utilize private treatment and disposal systems if the effluent waste stream would not be appropriate for the Town sewer system.

Corner Vision Triangle

7.2.3. Notwithstanding any other provision of this By-law any vegetation or building or structure including, but not limited to, fences and signs are not permitted to exceed 1.0 metres in height above the grade of the abutting streets in a corner vision triangle except in the Heritage Conservation District, as identified on Schedule 'F', the Heritage Conservation District and Architectural Control Area Map. This provision shall not apply above a height of 2.4 metres.

Fences

7.2.4. Notwithstanding minimum setbacks, fences and walls 1.8 metres or less in height in any form zone, and fences of any height in the Industry Form Zone, may be erected along property lines.

7.2.5. Fences or walls greater than 1.8 metres in height shall not be permitted within the Old Town 1 Form Zone, Old Town 2 Form Zone, or Old Town/New Town 1 Form Zone.

7.2.6. The use of barbed wire or other sharp-edged materials is prohibited except at the top of fences or walls over 2 metres high (where permitted) or fences or walls associated with agricultural uses in the Rural Form Zone and Industry Form Zone.

Exterior Lighting

7.2.7. Exterior lighting on any lot shall be directed away from abutting properties and streets.

Canopies and Covered Ways

7.2.8. No canopy or covered way shall be erected so that any portion of the structure protrudes below a height of 2.5 metres above grade, or the height required by Town snow removal equipment, whichever is greater, but this shall not apply where such structures project entirely over private property and are situated so as to present no hazard to public safety.

Balconies, Extended Dormers, Exterior Staircases and Fire Escapes

7.2.9. In any form zone where setback or yard requirements are 0 metres, balconies, extended dormers, exterior staircases and fire escapes added to buildings existing on [adoption date] shall be permitted to project over abutting property lines provided an easement permitting the encroachment is registered on the abutting property prior to the application for a development permit.

Flood Risk Area Development Standards

7.2.10. New development within the Flood Risk Areas as shown on Schedule 'E', the Flood Risk Area Map, are required to sign a "Flood Risk Area Development Undertaking Form" acknowledging recognition of risks and responsibility for damages in the event of a flood and confirming that:

(a) The finished floor elevation of habitable areas is no lower than 3.2 metres CGVD2013.

(b) Storage areas for hazardous materials and potential water pollutants, such as fuel oil, are located at an elevation no lower than 3.2 metres CGVD2013 or are designed by a Professional Engineer for safety and containment in the event of a flooding event.

(c) Consideration has given to the placement of flood-vulnerable mechanical and electrical equipment.

Take-Out Windows

7.2.11. "Take-out" windows enabling walk-up service from private property or the public sidewalk shall be permitted in all form zones.

Drive Through Facilities

7.2.12. Drive through facilities shall be prohibited in all form zones except the Main Street Form Zone.

Waste Receptacles

7.2.13. Any premises that offer prepared food to be taken and eaten outside the main building shall provide outdoor receptacles for waste.

Shipping Containers

7.2.14. Shipping containers shall not be permitted as accessory buildings except in the Marine Form Zone, Community Form Zone, Industry Form Zone, and Rural Form Zone.

7.2.15. In the Rural Form Zone the total length of shipping containers used as accessory buildings on the lot shall not exceed 12.2 metres (40 feet).

7.3. Architectural Control Area

New Buildings

7.3.1. In addition to all requirements governing land use and building form, new buildings within the Architectural Control Area, as shown Schedule 'F', the Heritage Conservation District and Architectural Control Area Map, shall be similar to any substantially intact pre-1940 main building located within 91 metres of the new building and fronting on the same street, with respect to:

(a) architectural style;

(b) building length to width ratio;

(c) height;

(d) roof shape;

(e) appearance of exterior cladding and roof materials;

(f) architectural details and trim;

(g) shape and size of porches, doors and windows;

(h) window area to wall area ratio; and

(i) location, type, bulk and appearance of chimneys.

7.3.2. New buildings located on corner lots may use either street as the street on which they front.

Additions and Alterations to Existing Buildings

7.3.3. In addition to all requirements governing land use, additions and alterations to any main building constructed prior to 1940 within the Architectural Control Area as shown on Schedule 'F', the Heritage Conservation District and Architectural Control Area Map, shall be similar to the main building with respect to Clauses (a) to (i) inclusive of Subsection 7.31. above, and the total building footprint of all additions approved after June 13, 1996 shall not exceed 25% of the building footprint existing prior to June 13, 1996.

7.4. Number of Main Buildings on a Lot

7.4.1. In all form zones except those specified in Subsections 7.4.2 and 7.4.3, below, only one main building shall be permitted on a lot.

7.4.2. Within the Marine Form Zone, Industry Form Zone, and Shoreline Form Zone, there shall be no limit on the number of main buildings on a lot.

7.4.3. Within the Old Town/New Town 2, New Town 1, and Main Street Form Zones, multiple main buildings shall be permitted on a lot, subject to the following requirements:

(a) The maximum front and flankage setbacks of Subsection 7.6.1 shall only apply to the main building that is closest to the front lot line.

(b) The streetwall and stepback requirements of Subsections 7.8.2 and 7.8.3 shall only apply to the main building that is closest to the front lot line.

(c) Notwithstanding the requirements of Clause 7.10.4(f), all surface parking shall be located to the rear of the main building that is closest to the front lot line.

(d) The minimum separation distance between main buildings shall be 2.5 metres.

(e) All main buildings shall be connected to each-other and to the front lot line by means of a network of pedestrian walkways meeting the standards of Subsection 7.10.1.

(f) At least one tree with a minimum caliper of 50 mm shall be planted, or one existing tree with a minimum caliper of 150mm shall be preserved, for every 20 square metres of lot area not covered by buildings. For greater clarity, the trees may be grouped together.

7.5. Setbacks

Main Building Setbacks

7.5.1. Main buildings constructed or enlarged within the Town shall comply with the following setbacks:

Table 5: Main Building Setbacks

Form Zone	Min. Front / Flankage Setback	Max. Front / Flankage Setback	Min. Side Setback	Min. Rear Setback
Old Town 1	0 m	4 m	0 m	1.5 m
Old Town 2	0 m	4 m	1.2 m	3.5 m
Old Town/New Town 1	0 m	6 m	2.4 m	6 m
Old Town/New Town 2	6 m	10 m	2.4 m	6 m
New Town 1	6 m	10 m	2.4 m	4 m
Main Street	1.5 m	4 m	2.4 m	6 m
Marine	0 m	-	0 m	0 m
Community	6 m	-	4.5 m	7.5 m
Industry	12 m	-	6 m	12 m
Rural	6 m	-	2.4 m	6 m
Shoreline	0 m	-	1.2 m	0 m

7.5.2. The maximum front and flankage setbacks shall not apply for enlargements of existing buildings.

7.5.3. The minimum rear and side setback requirements are waived for any setback that directly abuts a harbour shoreline in the Industry and Marine Form Zones.

7.5.4. Notwithstanding minimum side setback requirements the party wall of side-by-side dwelling units may be centred on mutual side lot lines.

Accessory Building Setbacks

7.5.5. Accessory buildings constructed or enlarged within the Town shall comply with the following setbacks:

Table 6: Accessory Building Setbacks

Form Zone	Min. Front / Flankage Setback	Min. Side Setback	Min. Rear Setback
Old Town 1	0 m	1.2 m	1.2 m
Old Town 2	0 m	1.2 m	1.2 m
Old Town/New Town 1	0 m	1.2 m	1.2 m
Old Town/New Town 2	6 m	1.2 m	1.2 m
New Town 1	6 m	1.2 m	1.2 m
Main Street	0 m	1.2 m	1.2 m
Marine	0 m	0 m	0 m
Community	6 m	1.2 m	1.2 m
Industry	12 m	6 m	6 m
Rural	6 m	1.2 m	1.2 m
Shoreline	0 m	1.2 m	0 m

7.5.6. Accessory buildings shall be located on the same lot as the main use.

7.5.7. Accessory buildings shall not be located in the front or flankage yard.

7.5.8. Notwithstanding Subsection 7.6.5, an accessory building less than 16 square metres in gross floor area may have a minimum rear and/or side yard of not less than 1.0 metre.

7.5.9. Notwithstanding minimum side setbacks, the party wall of a semi-detached garage may be centred on a mutual side lot line.

7.5.10. Notwithstanding minimum side and rear setbacks, boat houses, docks, wharves, or piers may be built across the lot line corresponding to the water's edge.

7.5.11. Notwithstanding Subsection 7.6.5, accessory buildings legally existing on [adoption date] with less than the required setback may be replaced or rebuilt in the same location provided the undersized setback is not further reduced.

Encroachment into Setbacks

7.5.12. Notwithstanding Subsections 7.6.1 and 7.6.5 the follow encroachments into minimum required setbacks shall be permitted:

Table 7: Permitted Encroachments

Feature	Required Setback in which Encroachment is Permitted	Permitted Encroachment Distance
Balconies, decks (> 0.3 m high), patios, steps, verandas, porches (open) not exceeding one storey in height, terraces (uncovered)	Front, rear and flankage	2.5 m
Barrier free access structures	Any	To lot line
Carports	Side	0.6 m from lot line
Decks less than 0.3 metres high	Any	To lot line
Exterior insulation retrofitted to an existing building	Any	0.3 m
Fire escapes and exterior staircases	Rear and side	1.5 m
Sills, belt courses, cornices, eaves, gutters, chimneys, pilasters, or similar architectural features	Any	0.6 m
Window bays up to 3 metres wide	Front, rear and flankage	1 m
Lunenburg Bump	Front	To lot line

7.6. Site Design

7.6.1. Development within the Town shall comply with the following site design requirements:

Table 8: Site Design Requirements

Form Zone	Maximum Lot Coverage	Outdoor Storage Permitted	Outdoor Display Permitted
Old Town 1	100%	Yes	Yes
Old Town 2	50%	No	No
Old Town/New Town 1	40%	No	No
Old Town/New Town 2	40%	No	No
New Town 1	40%	No	No
Main Street	100%	Yes	Yes
Marine	100%	Yes	Yes
Community	-	Yes	Yes
Industry	100%	Yes	Yes
Rural	40%	Yes	Yes
Shoreline	-	Yes	Yes

Abutting Zone Requirements

7.6.2. Where a yard or lot located within the Industry Form Zone abuts any other zone, the following restrictions apply to the abutting yard within the Industry Form Zone:

(a) the minimum setback required for the abutting yard shall be 6 metres (20 feet);

(b) the required abutting setback shall be planted with a mix of coniferous and deciduous trees;

(c) no open storage or permanent outdoor display is permitted in the abutting yard in the Industry Form Zone; and

(d) no parking space is permitted in an abutting yard within 3 metres (10 feet) of a side or rear lot line.

Outdoor Storage

7.6.3. The following requirements apply to outdoor storage, where permitted:

(a) Outdoor storage is not permitted within the required minimum front or flankage setback of a lot.

(b) All outdoor storage in the front, flankage, and side yards shall be screened or be within a solid enclosure.

(c) The area devoted to outdoor storage shall not exceed 50% of the lot area.

7.7. Building Form

Main Building Form

7.7.1. Main buildings constructed in the Main Street Form Zone shall be oriented with their primary façade and main entrance approximately parallel to the front lot line. Where there is more than one main building on a lot, this requirement shall only apply to the one closest to the front lot line.

7.7.2. Main buildings constructed or enlarged within the Town shall comply with the following building form requirements:

Table 9: Main Building Form Requirements

Form Zone	Max. Height	Min. Height	Min. Ground Floor Height	Min. Streetwall Height	Max. Streetwall Height	Min. Stepback Above Streetwall	Max. Building Footprint
Old Town 1	10.5 m	8.5 m	-	-	-	-	-
Old Town 2	10.5 m	-	-	-	-	-	-
Old Town/New Town 1	10.5 m	-	-	-	-	-	-
Old Town/New Town 2	10.5 m	-	-	-	-	-	-
New Town 1	19.5 m	-	-	-	-	-	1,500 m^2
Main Street	20.5 m	11.5 m	4 m	10 m	16 m	3 m	3,000 m^2
Marine	19.5 m	-	-	-	-	-	-
Community	10.5 m	-	-	-	-	-	-
Industry	13.5 m	-	-	-	-	-	-
Rural	10.5 m	-	-	-	-	-	-
Shoreline	8 m	-	-	-	-	-	-

Streetwall Width

7.7.3. Main buildings constructed in the Main Street Form Zone shall have a streetwall width a minimum of 40 metres or 60% of the lot frontage, whichever is less.

Accessory Building Form

7.7.4. Accessory buildings constructed or enlarged within the Town shall comply with the following building form requirements:

Table 10: Accessory Building Form Requirements

Form Zone	Maximum Height
Old Town 1	8 m
Old Town 2	8 m
Old Town/New Town 1	8 m
Old Town/New Town 2	8 m
New Town 1	8 m
Main Street	8 m
Marine	8 m
Community	8 m
Industry	8 m
Rural	8 m
Shoreline	8 m

Height Exemptions

7.7.5. Notwithstanding Subsections 7.8.2 and 7.8.4 minimum and maximum height requirements shall not apply to church spires, water tanks, elevator enclosures, flag poles, television or radio antennae, ventilators, skylights, chimneys, clock towers, guard rails, and telecommunication towers.

7.8. Signage

Permits Required for Signs

7.8.1. Except as specifically exempted in this part, the erection or placement of a sign requires a development permit.

7.8.2. Signs require a Certificate of Appropriateness prior to issuance of a development permit if the property is a registered municipal heritage property or if it is in the Heritage Conservation District, as identified on Schedule 'F', the Heritage Conservation District and Architectural Control Area Map.

Counting Signs

7.8.3. A sign is a single display surface or device, but a series of related elements organized to convey a single message counts as one sign.

Prohibited Signs

7.8.4. The following signs shall be prohibited:

(a) Signs that incorporate any flashing or moving illumination, except for menu board signs.

(b) Signs that incorporate illumination that varies in intensity or colour, including flashing lights, except for menu board signs.

(c) Roof signs.

(d) Signs that are a hazard to public health or safety.

(e) Signs that obstruct drivers' vision or any traffic sign or traffic control device.

(f) Signs that obstruct the use of a fire escape door, windows, or other required exit.

(g) Signs that make use of such words as "STOP", "LOOK", "ONE WAY", "DANGER", "YIELD", or any other similar words, phrases, or symbols so as to interfere with or confuse traffic.

(h) Signs that advertise a product, service, or business that is not available at that location.

(i) Signs on public property or public right-of-way, unless:

i. erected by a public authority;

ii. erected with the permission of the owner of the property; or

iii. the sign is a portable sign in compliance with this By-law.

(j) Signs painted upon, attached to, or supported by a tree, stone, cliff, or other natural object.

Signs Permitted in all Form Zones

7.8.5. The following signs are permitted in all form zones and a development permit is not required:

(a) Signs identifying the name and address of a private residence or the name of the resident, and not more than 0.2 square metres in sign area.

(b) "No trespassing" signs or other such signs regulating the use of a property, and not more than 0.2 square metres in sign area.

(c) Real estate signs, not exceeding 1.5 square metres in sign area in the Rural, Marine, and Industrial Form Zones and 0.5 square metres in sign area other zones, which advertise the sale, rental or lease of the premises.

(d) Signs regulating or denoting on-premises traffic or parking, or other signs denoting the direction or function of various parts of a building or premise provided that the signs are less than 0.5 square metres in area.

(e) Signs erected by a government body, or under the direction or authority of such a body, such as, but not limited to, traffic signs, railroad crossing signs, safety signs, signs identifying public schools, public election lists and signs, public interpretive signs, and commercial direction signs forming part of a direction sign program for the Town.

(f) Memorial signs or tablets and signs denoting the historical significance and date of erection of a structure.

(g) The flag, pennant, or insignia of any government, or of any charitable, religious or fraternal organization.

(h) A sign having an area of not more than 4.5 square metres incidental to construction and located on the same site as the building under construction.

(i) Signs associated with a Federal, Provincial or Municipal election.

(j) One sign for each street frontage of a lot to be subdivided, each with a maximum area of 3.0 square metres and a maximum height of 5.0 metres advertising a subdivision, and located within the area of the plan of subdivision.

(k) One sign for each street frontage of a lot to be developed, each with a maximum area of 3.0 square metres and a maximum height of 5.0 metres, advertising a dwelling development of more than six dwelling units, and located on the parcel to be developed.

(l) Signs (including banners) indicating "open", "closed", "sale" or similar terms for any business.

(m) Temporary signs in windows advertising sales and bargains that are displayed for two weeks or less.

(n) Temporary community special event signs that are displayed for the duration of the event and removed within one week of the event's conclusion.

(o) Notices attached to a community bulletin board if a development permit has been issued for the community bulletin board.

(p) Advertising signs on Town-owned recreation lands which reflect a significant support of the recreation facility by the advertiser if approved by both the Town Council and any operator of the facility.

Changeable Copy Signs

7.8.6. Changeable copy signs are not permitted in the Old Town 1 Form Zone.

Ground Signs

7.8.7. In the Main Street and Industry Form Zones ground signs shall:

(a) not exceed 10 square metres in sign area; and

(b) not exceed 6 metres in height.

7.8.8. In all other form zones, ground signs shall:

(a) not exceed 2.4 square metres in sign area; and

(b) not exceed 3 metres in height.

7.8.9. Ground signs shall not extend into:

(a) an adjacent property;

(b) a driveway;

(c) a parking space;

(d) a corner vision triangle; or

(e) a street or other public right-of-way.

7.8.10. There shall only be one ground sign on a property, except in the Main Street Form Zone where two shall be permitted.

7.8.11. Ground signs in the Main Street Form Zone and Community Form Zone may be digital, in whole or in part, subject to the following requirements:

(a) The content of the digital sign shall not change more frequently than once every 30 seconds.

(b) The digital sign shall not cause glare on adjacent roadways or on other lots.

7.8.12. Ground signs may have an additional signage area of not more than 1.0 square metres to denote the price of fuel.

Menu Signs

7.8.13. Within the Main Street Form Zone two menu signs shall be permitted in conjunction with a drive-through facility and such signs shall not count towards the number of ground signs permitted on the lot.

Projecting Signs

7.8.14. No projecting sign shall:

(a) exceed 2 square metres in sign area;

(b) project over a public street beyond the curb line;

(c) project above the eaves, parapet or roof line of a building;

(d) be erected at less than a height of 2.4 metres above grade, measured from the lowest point on the sign; or

(e) be permitted to swing freely on its supports without the installation of a suitable catch, chain or other control device.

Wall Signs

7.8.15. Wall signs shall not extend above the wall or beyond the extremities of the wall on which it is placed.

7.8.16. In all form zones except the Main Street Form Zone:

(a) no wall sign may cover more than 5% of the area of the wall on which it is placed;

(b) the total area of a wall covered by wall signs may not exceed 9 square metres.

7.8.17. In the Main Street Form Zone:

(a) no wall sign may cover more than 10% of the area of the wall on which it is placed; and

(b) the total area of a wall covered by wall signs may not exceed 37 square metres.

7.8.18. In this Section, the length of a wall is measured from the extremities of the building.

7.8.19. In this Section, the area of a wall is measured by multiplying the length of the wall by the height of the wall, measured from ground level at the centre of the wall to a line level with the eaves, the lowest point of a mansard roof or the base of the parapet.

Portable Signs

7.8.20. Portable signs are only permitted in the Old Town 1 and Main Street Form Zones.

7.8.21. A portable sign must be located in front of the premises in which the business the sign is intended to advertise is located.

7.8.22. A portable sign shall not be located on a sidewalk or other property of the Town unless the owner of the sign executes an indemnity agreement with the Town undertaking to indemnify the Town, its employees, officers and agents and the Mayor and councillors against any claim of any kind made against any of them and relating in any way to the sign, and agreeing that any portable sign may be removed by the Town if any provision of this Section is violated.

7.8.23. A portable sign on a sidewalk must not interfere with pedestrian traffic or drivers' vision.

7.8.24. A portable sign on a sidewalk shall be positioned so as to leave at least 1.0 metres between the sign and the curb.

7.8.25. There shall not be more than one portable sign per business.

7.8.26. In the Old Town 1 Form Zone a portable sign may not exceed 1.0 square metres in sign area, be more than 0.8 metres wide, or be more than 1.4 metres high.

7.8.27. In the Main Street Form Zone, a portable sign may not exceed 1.2 square metres in sign area, be more than 1.0 metres wide, or be more than 1.4 metres high.

Window Signs

7.8.28. No more than 25% of the glass area of any window may be covered by anything affixed directly to the glass, whether inside or out.

Community Bulletin Board

7.8.29. That portion of a community bulletin board intended for the posting of notices by the general public may not exceed 2.0 square metres.

7.9. Parking and Access Design

Pedestrian Access

7.9.1. New main buildings in all form zones except the Rural Form Zone shall have a pedestrian access connecting the primary entrance to the front lot line and meeting the following requirements:

(a) The pedestrian access shall be at least 1.0 metres wide.

(b) The pedestrian access shall be surfaced with asphalt, concrete, bricks, flagstone, or pavers.

(c) The pedestrian access shall be separated from vehicular traffic by means of:

i. a difference in grade of no less than 0.15 metres;

ii. a vegetated area not less than 0.5 metres wide; or

iii. through the use of protective barriers such as, but not limited to, curbs, planters, or Jersey barriers.

Vehicular Access

7.9.2. Within the Main Street Form Zone, no more than one driveway access and curb cut shall be permitted per lot on each road frontage unless spaced more than 18 metres apart. This distance may be reduced to 15 metres on large lots with 30 metres or more lot frontage subject to approval of the Town Engineer.

7.9.3. Except in the Industry Form Zone and Marine Form Zone, driveways shall not exceed a width of 10 metres at the property line.

Surface Parking Areas

7.9.4. Surface parking areas for four (4) or more automobiles shall meet the following requirements:

(a) All parking spaces shall have an unobstructed access on a public street or unobstructed access to a driveway or aisle that leads to a public street.

(b) The parking area shall be maintained with a stable surface sufficient to support a vehicle without undue deformation or damage of the surface, such as rutting, and does not allow the raising of dust or loose particles. Acceptable stable parking surfaces include but are not limited to asphalt or concrete paving (pervious or impervious), brick pavers, compacted granular surfaces, and structural landscape systems such as driveable grass or grass grid.

(c) Any lights used for illumination of the parking area shall be arranged as to divert the light away from streets, and abutting lots.

(d) For any parking area containing more than six (6) parking spaces, any ingress or egress driveways shall not be closer than 10 metres to the centreline of any street intersection.

(e) The maximum continuous length of a parking row shall be 18 parking spaces. Parking rows longer than 18 parking spaces shall be divided into segments not longer than 18 parking spaces by landscaped islands that:

i. are the full depth of the parking row (5.8 metres min.) and a minimum of 1.8 metres wide; and

ii. contain a minimum of one deciduous tree (50mm caliper) and eight shrubs (min 60cm high) or to meet the requirements of a stormwater island.

(f) Except in the Community Form Zone, only the first three (3) parking spaces shall be permitted to locate in the front yard or flankage yard (combined) and all other spaces shall be located in the side and/or rear yards. Where, in the opinion of the Development Officer, it would be impossible to locate automobile parking in the rear or side yards due to the placement of existing buildings spaces may be located in the front and/or flankage yard to the extent necessary and a landscaped strip shall be provided along the front and/or flankage property line (excepting access points) and the strip shall:

i. be a minimum depth of 1.5 metres;

ii. contain a minimum of one tree (50mm minimum caliper) for every 3 metres of strip length; and

iii. incorporate additional vegetation as may be required by the Development Officer to screen the parked cars without obstructing views.

Structured Parking in Main Street and Old Town 1 Form Zones

7.9.5. All new structured parking developed in the Main Street and Old Town 1 Form Zones shall meet the following requirements:

(a) At least the front 5 metres of the ground floor of the structure shall be dedicated to uses other than parking, such as, but not limited to, commercial storefronts or residential lobbies.

(b) Notwithstanding Clause (a), a parking garage entry up to 6 metres wide is permitted on the ground floor frontage. However, where possible, parking garage entries should exit from the rear or side of a building.

(c) Parking garage entries that cross a sidewalk must be designed for safe passage of pedestrians.

(d) Parking stalls shall supply electric vehicle charging in the following ratios (with fractions rounded down):

i. 50% of the stalls shall include Level 1 (120v) charging plugs.

ii. 10% of the stalls shall include Level 2 (240v) charging plugs.

Parking in the Community Form Zone

7.9.6. Automobile parking areas in the Community Form Zone must be visually screened from abutting properties not located in the same zone by means of a fence or hedge or combination of at least 1.5 metres in height.

7.10. Non-conforming Structures

7.10.1. Non-conforming structures shall be permitted to expand provided the expansion does not further increase the non-conformity.

7.10.2. A non-conforming structure may be rebuilt, replaced, or repaired, if destroyed or damaged by fire or otherwise, if it is substantially the same as it was before the destruction or damage

8 Definitions

A

Accessory Building means a separate building located on the same lot as the main building or principal use, and of a nature customarily and clearly subordinate and incidental to the main building or main use of land.

Accessory Dwelling means the use of a building or part of a building for a dwelling unit subservient to another dwelling unit on the lot.

Accessory Structure means a separate structure located on the same lot as the main building or principal use, and of a nature customarily and clearly subordinate and incidental to the main building or main use of land.

Accessory Use means a use subordinate and naturally, customarily, and normally incidental to, and exclusively devoted to, a main use of land or building and located on the same lot.

Accommodations means the use of a building, buildings on the same lot, or part thereof used to accommodate the travelling public for gain or profit by supplying them with overnight sleeping accommodation with or without meals, with or without on-site administration, and with or without private cooking facilities, and may include, but is not limited to, hotels, motels, hostels, and cottage or cabin rentals.

Act means, unless otherwise specified, the *Municipal Government Act* of the Province of Nova Scotia.

Agricultural Uses means the use of land, buildings, or structures to raise crops or livestock and includes the sale of agricultural products produced on the land.

Animal Care means the use of land, buildings, or structures for the care of animals and includes veterinary care, grooming, and day care but does not include the breeding of animals or overnight boarding.

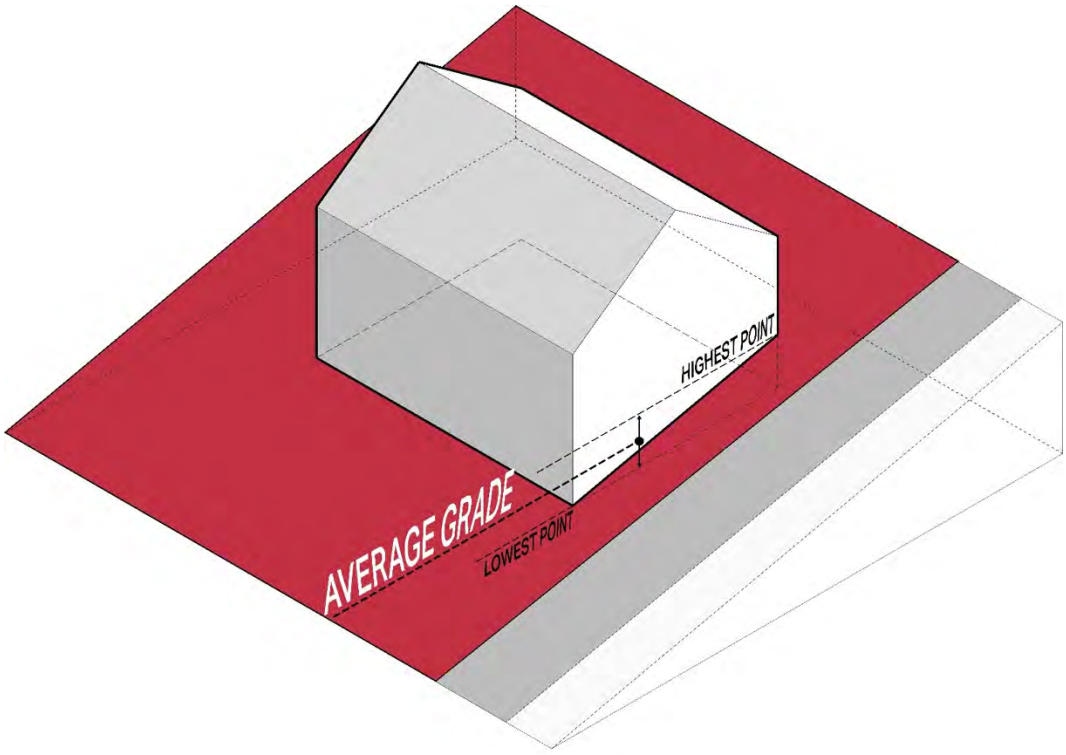
Assembly Uses means the use of a building or part thereof for public assembly such as, but not limited to, community halls, gymnasiums, and auditoria.

Automobile Body Shop means the use of a building or premises primarily for the commercial repair of damage to the chassis and shell of an automobile, including major and minor collision damage, frame and panel straightening, repainting and refinishing and similar activity.

Automobile Fueling and Washing means the use of building or part thereof or a clearly defined space on a lot used for washing of motor vehicles and/or the retail sale of liquid or compressed gas automobile fuels and lubricating oils and may include the sale of automobile accessories and the minor servicing and minor repairing essential to the actual operation of motor vehicles but does not include an automobile repair shop, automobile sales, or automobile body shop.

Automobile Repair means the use of a building or part thereof for the repair and service of motor vehicles and may include muffler, brake, radiator, engine, tire, glass replacement, wheel alignment, and other specialized activities directly related to the repair or alteration of motor vehicles, but shall not include paint and body repairs, the manufacture or fabrication of motor vehicle parts for the purpose of sale, or the retailing of gasoline or other fuels.

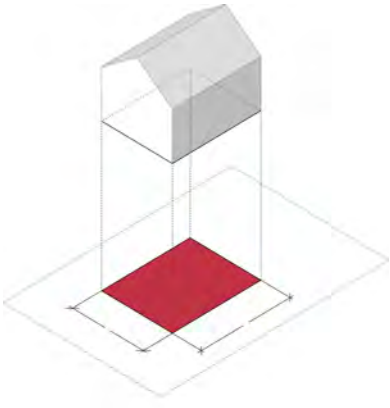
Average Grade means the average elevation of the finished surface of the ground, excluding any artificial embankment or entrenchment, where it meets the exterior at the front of the building, or, in the case of a structure other than a building, the finished surface of the ground immediately surrounding the structure, excluding any artificial embankment or entrenchment.



B

Bed and Breakfast means a single-unit dwelling in which there is a resident owner or resident manager who provides overnight accommodation to the travelling public and provides at least one meal (usually breakfast, but occasionally other meals as well) to overnight guests. The bed & breakfast use shall not include provision of meals to non-guests.

Building means any structure, whether temporary or permanent, that is roofed and that is used for the shelter or accommodation of persons, animals, material, or equipment but does not include frames for sheltering crops.



Building Footprint means the total ground floor area of a building enclosed within the exterior faces of the exterior walls, and for the purpose of this definition the walls forming a courtyard shall be deemed to be exterior walls.

Building Official means the person or persons appointed by Council from time to time to administer the *Building By-law*.

Building Supply and Equipment Depot means the use of buildings or land for the storage of materials and equipment in support of a building and construction-related trade such as, but not limited to, carpenters, electricians, masons, landscapers, and plumbers.

C

Cemetery means the use of land for the burial of the dead and related purposes, such as a columbaria and mausoleums, and excludes a crematorium use, which is included in the definition of funeral home.

Chicken means a member of the animal species *Gallus gallus domesticus.*

Craft Food and Beverage Production means the use of a building or part thereof for the production of:

(a) specialized food products intended for retail sale;

(b) not more than 150,000 hectolitres of beer, wine, mead, pre-mixed cocktails, kombucha, or non-alcoholic beverages in a year; or

(c) not more than 75,000 litres of distilled spirits in a year;

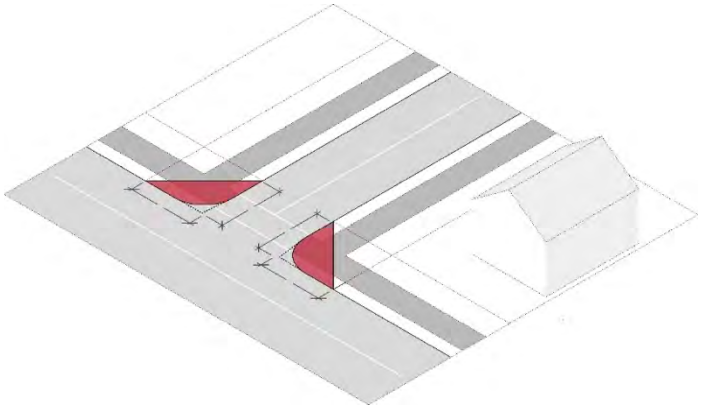
and may include public tasting and retail sales of the product.

Commercial Club means the use of a building in a manner that is restricted to members and their guests, operated for gain.

Commercial Recreation, Indoor means the use of a building or part thereof for commercial recreation or entertainment purposes and, without limiting the generality of the foregoing, may include such establishments as dance halls, cinemas, billiard or pool halls, rock climbing gyms, fitness gyms, bowling alleys, indoor miniature golf courses, indoor shooting ranges, indoor paintball fields, and bingo halls.

Commercial Recreation, Outdoor means the use of land for commercial recreation or entertainment purposes together with necessary and accessory buildings and structures and, without limiting the generality of the foregoing, may include such establishments as golf courses, driving ranges, paintball fields, drive-in movie theatres, outdoor miniature golf courses, ropes courses, tennis clubs, and summer camps, campgrounds, and RV parks; but does not include outdoor shooting ranges, tracks for the racing of animals or for the racing of any type of motor vehicle, or any use that is obnoxious. For greater clarity, and without limiting the generality of the foregoing, uses accessory to outdoor commercial recreation may include uses such as, but not limited to, eat-in and take-out restaurants; licensed liquor establishments; "pro shops" and other rental, maintenance, and retail sales of equipment related to the recreation activity; spas; child minding services; and staff accommodations.

Corner Vision Triangle means that part of a corner lot adjacent to the intersection of the streets forming the corner, bounded by the streets and a line joining the points on each street line 3 metres from the intersection.



Council means the elected Council of the Town of Lunenburg.

Cultural Facilities means the use of land, buildings, or part thereof, for the promotion of art, culture, and learning and without limiting the generality of the foregoing includes public art galleries, libraries, museums, performance arts theatres, visual arts centres, and other similar uses.

D

Daycare Centre means the use of a building or part thereof for the care of people without overnight accommodation, but does not include a school.

Development Officer means the person or persons appointed by Council from time to time to administer the Land Use By-law and Subdivision By-law.

Dwelling means a building or a part of a building occupied or capable of being occupied as a home or residence by one or more persons, containing one or more dwelling units.

Dwelling Unit ("DU") means one or more habitable rooms within a dwelling designed, occupied, or intended for use by one or more individuals as an independent and separate housekeeping establishment in which cooking, sleeping, and sanitary facilities are provided for the exclusive use of such individual or individuals.

E

Electric Vehicle Charging, Commercial means infrastructure that supplies energy for the charging of electric vehicles, such as plug-in electric and hybrid vehicles, for remuneration. For greater clarity, electric vehicle charging provided for free as a service to customers of a main use of land, such as accommodations or a retail shop, is not considered "commercial".

Emergency Services means the use of a building or land for the protection of public health, safety, and property and shall include, but is not limited to, fire stations, ambulance depots, police stations, and search-and-rescue facilities, but does not include a correctional facility.

F

Farmers' Market means the use of land, buildings, structures, or part thereof by five or more vendors where the greater part of the goods for sale are products of the farm, the forest, or the sea, whether in their natural form or processed by the vendor, and the remainder of the goods are craft products produced by the vendors or their immediate families.

Forestry Uses means the use of land or buildings for commercial silviculture and the production of timber or pulp and uses associated with the forestry industry, including saw mills, maple sugaring operations, Christmas tree u-picks, shingle mills, forestry vehicle and equipment storage, maintenance buildings and yards, and wholesale outlets for wood and wood products.

Funeral Home means the use of a building or part thereof for the preparation, temporary display, and/or funeral ceremony of deceased persons or domestic pets and may include a crematorium.

G

Gross Floor Area ("GFA") means the maximum area contained within the outside walls of the building, excluding garages, porches, verandahs, sunrooms, unfinished attics or basements, any detached building, and any room not habitable at all seasons of the year. For commercial and industrial uses the area dedicated to washrooms and furnace rooms shall be excluded from the gross floor area measurement.

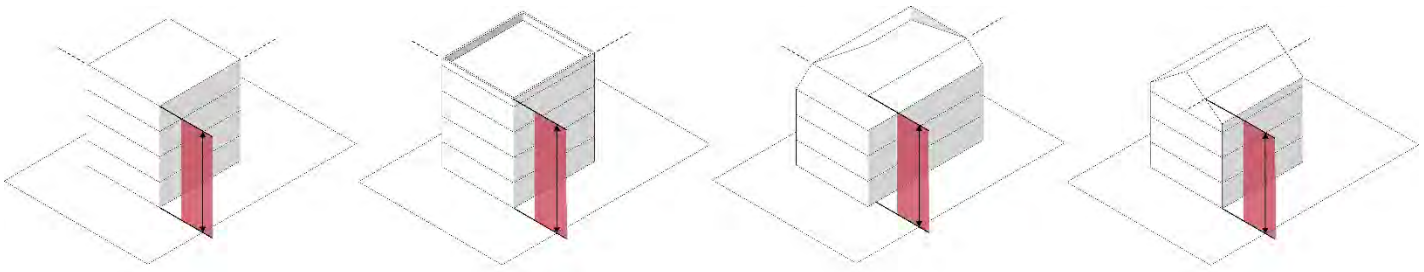
H

Habitable Area means an enclosed area of a building designed and/or used for the purposes of human habitation or care but shall not include parking areas or building access areas, such as lobbies.

Heavy Industrial means the use of land or buildings for manufacturing, assembly, and/or processing and which use may be located in whole or in part to the exterior of the building and which use, by the nature of its operation may cause land use conflicts. This definition shall not include marine industrial uses but shall include, but is not limited to, explosives, petrochemical, coke, or paint plants; rendering or poultry plants; tanneries; abattoirs; refineries; or industrial cleaners.

Height means the vertical distance from average grade to the referenced point.

Building Height means the height measured to the highest point of the roof surface on a flat roof without a parapet; the highest point on the parapet around a flat roof, if there is one; the deckline of a mansard roof; the midpoint between the eaves and ridges of other roof types, measured to the highest gable.



Ground Floor Height means the height measured to the bottom of the slab or floor joists of the second floor of a multi-story building or to the bottom of the ceiling joists in a one-story building. In the case of one-story buildings with cathedral ceilings, ground floor height shall be measured to the mid-point between the lowest and highest points on the interior of the finished ceiling.

Structure Height means the height measured to the highest point on any non-building structure.

Home-based Business means a business activity that is accessory to a dwelling and involves the provision or sale of goods and/or services to the public and where the dwelling is the principal residence of the business operator.

I

Interpretive Centre means the use of a building or structure or part thereof to communicate to the public the historical, scientific, or cultural information about a location and/or to provide tourism and wayfinding information to the public.

J

K

Kennel means the use of land, a building, or part thereof for a commercial establishment where dogs and other domestic animals, excluding livestock, are bred, raised and sold, and/or boarded.

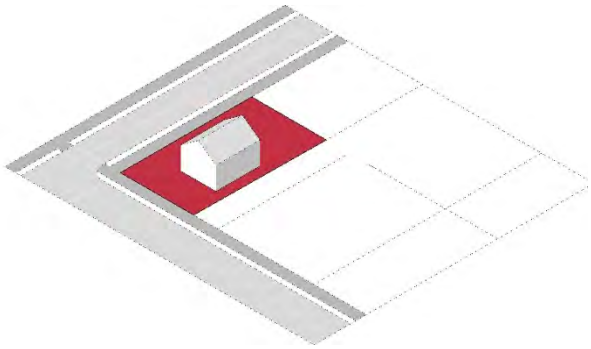
L

Licensed Liquor Establishment means the use of land, a building, or part thereof for a cabaret, lounge, beverage room, and/or bar licensed under the Nova Scotia *Liquor Control Act* or successor legislation.

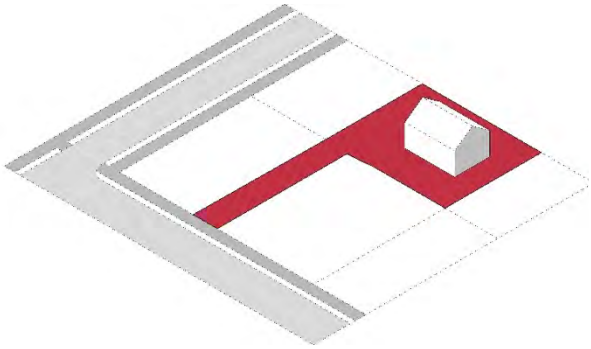
Light Industrial means the use of a building for machining, manufacturing, assembly, and/or processing and such use shall be wholly contained within the building and shall not include explosives, petrochemical, coke, or paint plants; rendering or poultry plants; tanneries; abattoirs; refineries; or industrial cleaners.

Lot means any parcel of land described in a deed or as shown on a registered plan of subdivision.

Corner Lot means a lot situated at the intersection of land abutting on two or more streets or private roads.



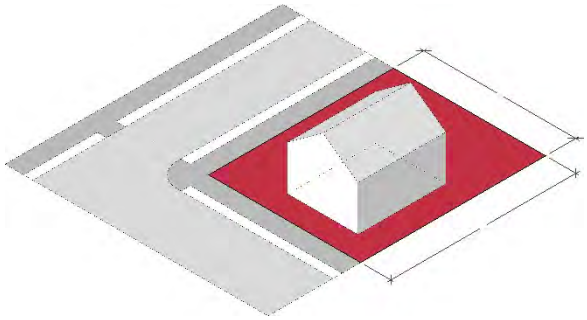
Flag Lot means a lot characterized by the main body of the lot generally to the rear of another lot and with lot frontage provided by a prolongation or "pole" with a width less than the minimum lot frontage permitted in the applicable lot zone and that extends from the main body of the lot to a public or private road.



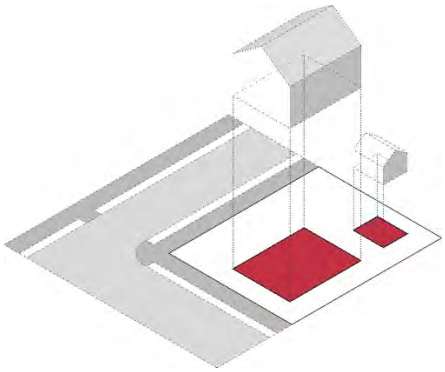
Serviced Lot means a lot that is serviced by a municipal sewer system, or is in the process of tentative subdivision approval and has been identified for connection to a municipal sewer system, and may or may not include municipal water services.

Unserviced Lot means a lot that is not serviced by a municipal sewer system.

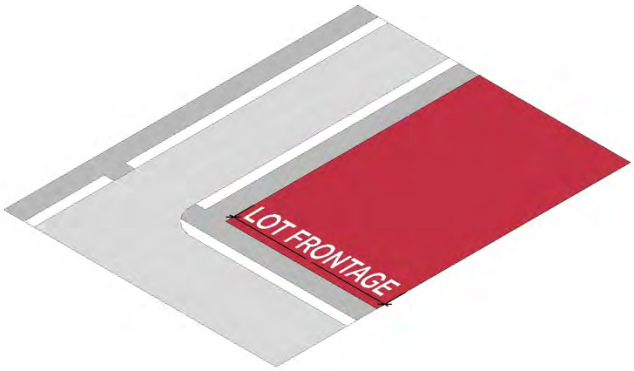
Lot Area means the total horizontal area within the lot lines of a lot.



Lot Coverage means the percentage of the lot area covered by buildings and roofed structures, and for the purpose of this definition cantilevers shall be counted.



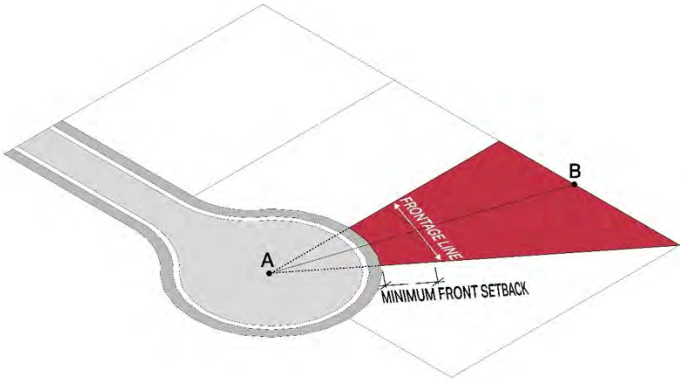
Lot Frontage means the length of the straight line between the two points where the side lot lines intersect the front lot line along any public street or private road. Where the front lot line is not straight or where it meets one or more side lot lines at an angle of less than 80 degrees or more than 100 degrees,

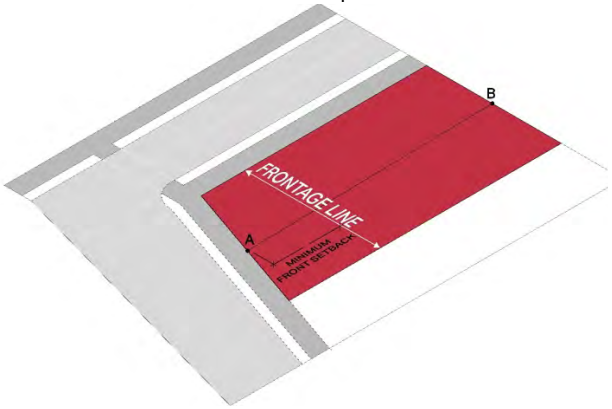


i. establish a line joining the midpoint of the front lot line with the midpoint of the rear lot line or, in the case of a triangular lot, with the apex of the triangle formed by the side lot lines;

ii. establish the point on the line established in (i) that is the distance of the minimum front setback required in the applicable zone from the street; and

iii. measure the distance between the side lot lines along the line perpendicular to the line established in (iii).





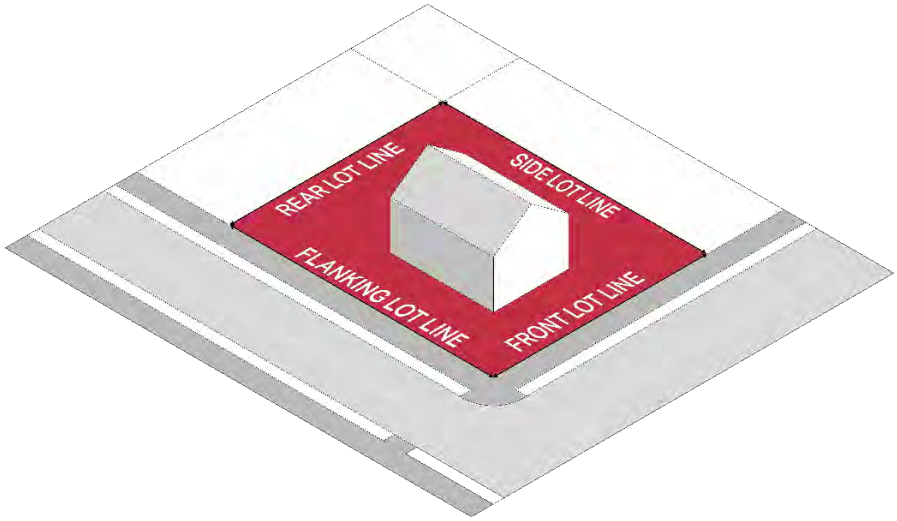
Lot Line means a boundary line of a lot.

Flankage Lot Line means a side lot line that abuts the street or private road on a corner lot.

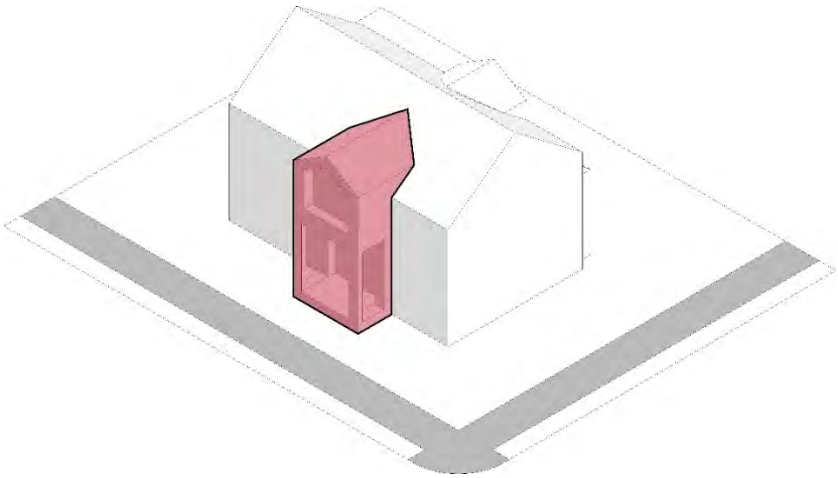
Front Lot Line means the line dividing the lot from the street or private road. In the case of a corner lot or a through lot that has not been built upon, it may be any boundary dividing the lot from a street, but where the lot has been built upon, it is the boundary dividing the lot from the street that is faced by the main pedestrian entry to the building on the lot.

Rear Lot Line means the lot line furthest from or opposite to the front lot line.

Side Lot Line means a lot line other than a front or rear lot line.



Lunenburg Bump means a dormer that cantilevers over the front door of a building. [image to be corrected to show cantilever].



M

Main Building means the building designed or used for the principle use on the lot.

Marina means a facility where boats may be docked or moored and where fuel and other marine supplies are sold to the boating public.

Marine Industrial means the use of land, buildings, or part thereof for activities related to shipbuilding and repair, the commercial fishery, and the provisioning of ships and shall include, but is not limited to, boatyards, fish processing, shipbuilding and repair, ship chandlering, and the storage of commercial fishing gear.

Marine Recreation Provider means the use of land, buildings, or structures for a commercial business that, due to its nature of the use, relies on the sea or ocean as an integral part of its operation, including but not limited to boat tours, canoe and kayak rentals, and jet ski rentals, but does not include uses related to the commercial fishing industry.

Medical Clinic means the use of a building or part thereof where medical or therapeutic diagnosis and/or treatment services are provided to the general public, but does not include a public or private hospital.

Municipal Planning Strategy ("MPS") means the Municipal Planning Strategy of the Town of Lunenburg.

N

Nursing Home means the use of a building or part thereof for an extended or immediate care facility licensed under the *Homes for Special Care Act*, or successor legislation, to provide full time skilled nursing care to individuals who, by reason of age, chronic illness or infirmity, are unable to care for themselves.

O

Obnoxious means a use that from its nature or operation creates a nuisance or is offensive by the creation of noise or vibration; or by the emission of gas, fumes, dust or objectionable odour; or by the unsightly storage of goods, wares, merchandise, salvage, refuse matter waste, or other material.

Outdoor Display means the display of retail goods or materials intended for the immediate sale to the general public where such goods are not enclosed within a building.

Outdoor Storage means storage exterior to a building of items such as merchandise, goods, inventory materials, or equipment and where such items are not intended for immediate sale; but does not include items ancillary to a residential use, such as, but not limited to, firewood for on-site consumption.

P

Parks and Playgrounds means the use of land for passive recreation and landscaping features and shall include, but is not limited to, greens, community gardens, walking paths, play structures, ponds, fountains, and dog parks.

Personal Service Shop means the use of a building or part thereof in which persons are employed in furnishing services and otherwise administering to the individual and personal needs of persons and without limit the generality of the foregoing may include such establishments as barber shops, beauty parlours, shoe shining shops, tattoo shops, and depots for collecting clothing and linens for dry cleaning and laundry, but excludes any manufacturing or fabrication of goods for sale or the actual act of dry cleaning.

Private Club means the use of a building or part thereof for a meeting place for members of an organization and may include a lodge, a legion, a fraternity or sorority house, and a labour union hall.

Private Road means any road that is not owned by the Town of Lunenburg or the Crown.

Public Road or Street means the whole and entire right-of-way of every highway, road, or road allowance vested in the Province of Nova Scotia or the Town, but does not include a controlled-access highway.

Public Recreation means the use of land, buildings, or parts thereof for tennis courts, lawn bowling greens, skating rinks, skateboard parks, athletic fields, band shells, pavilions, outdoor swimming pools, recreational boat launches, and similar uses to the foregoing, together with necessary and accessory buildings and structures, but not including indoor commercial recreation or outdoor commercial recreation or a track for the racing of animals, or any form of motorized vehicles.

Public Transportation means the use of land, buildings, or part thereof for the transportation of passengers and related activities and includes bus stations, taxi stands, and railway stations but does not include airports.

Q

R

Recycling Depot means the use of a building or land in which domestic recoverable resources such as newspapers, glassware, and metal cans are collected, stored, flattened, crushed, or bundled to be taken to another site for processing. For greater clarity, this use does not include a salvage yard.

Religious Institutions means the use of land, a building, or part thereof for religious worship and may include, but is not limited to, halls or auditoriums for religious gathering, accessory office space for administrators, day nurseries operated for patrons, and classroom space for religious instruction.

Residential Care Facility means the use of a building or part thereof as a family home, group care facility, or similar facility for the non-medical care of more than six persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual, but does not include a facility licensed by Corrections Canada or Nova Scotia Corrections or successor bodies.

Restaurant means the use of land, a building, or part thereof where food and/or drink intended for immediate consumption is prepared and served to the public.

> **Restaurant, Eat-in** means a restaurant or part thereof where food and/or drink may be consumed within the building or on an attached, formalized outdoor space.
>
> **Restaurant, Take-out** means a restaurant or part thereof that does not provide facilities for consumption of food or drink on the premises, or only provides informal, outdoor eating facilities such as picnic tables.

Retail Store means the use of a building or part thereof in which goods, wares, merchandise, substances, articles, or things are offered or kept for sale directly to the public at retail, but this definition does not include automobile sales, boat and marine sales, or heavy equipment sales and rentals.

Rooming House means a dwelling in which the proprietor lives on-premises and supplies room for monetary gain to no more than six roomers for rental periods of 30 days or more.

S

School, Academic means the use of a building or part thereof as an educational establishment, whether public or private, intended for the academic instruction of students up to the completion of Grade 12, and may include elementary schools, junior high schools, high schools, and consolidated schools, but does not include daycares as the main use.

School, Commercial means the use of a building or part thereof as an educational establishment, whether public or private, intended for instruction in extracurricular activities and/or vocational skills and shall include, but is not limited to, dance schools, music schools, sports schools, driving schools, culinary institutes, hair schools, computer schools, and other similar schools, but does not include post-secondary schools.

School, Post-secondary means the use of a building or part thereof as a degree- or diploma-granting public educational establishment intended for the academic instruction of students after the completion of Grade 12.

Scrap Yard means the use of land for keeping or storing used bodies or parts of automobiles or any other type of used equipment, vehicles, machinery, or materials of any kind, regardless of whether such use occupies all or a part of the lot or lots upon which it is located, or whether it is a use operated for commercial or other purposes, or whether the use is subject to salvage yard licensing requirements of the Province of Nova Scotia.

Self-storage Facility means the use of a building, collection of buildings, or part thereof for individual, small, self-contained units that are leased or owned for the storage of business or household goods or contractor supplies.

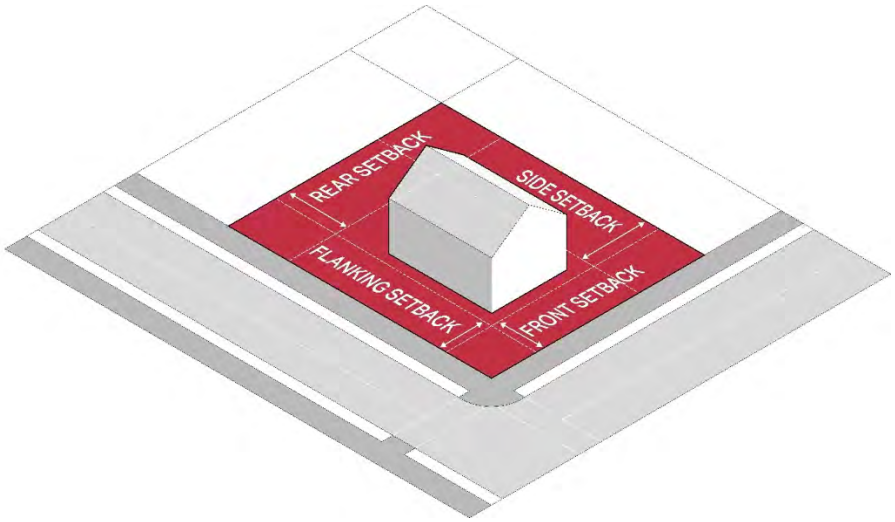
Setback means the horizontal distance between the specified lot line and the nearest main wall of any building or structure and extending the full width or length of the lot.

Setback, Flankage means the horizontal distance measured from the flankage lot line and the nearest main wall of any building or structure on the lot.

Setback, Front means the horizontal distance extending the full lot width, between the front lot line and the nearest main wall of any building or structure on the lot. On a flag lot the front setback shall be measured to the lot line of the main body of the lot that is closest to parallel with the street or public road.

Setback, Rear means the horizontal distance extending across the full lot width, between the rear lot line and the nearest wall of any main building or structure on the lot.

Setback, Side means the horizontal distance between the front setback and rear setback, and between the side lot line and the nearest wall of any main structure on the lot.



Shipping Container means an article of transportation equipment, including one that is carried on a chassis, that is strong enough to be suitable for repeated use and is designed to facilitate the transportation of goods by one or more means of transportation and includes, but is not limited to, intermodal freight containers (sea containers) and the body of transport trailers or straight truck boxes, but does not include a motor vehicle.

Short-term Rental means the use of a dwelling unit or part thereof for commercial overnight accommodations for consecutive periods of 30 days or less per party and may include the rental of the entire dwelling unit to one party or to multiple parties.

Sign means any structure or device used to advertise or draw attention to any product, place, person, business, institution, organization, or event, including any directional or way finding purpose and that is intended to be seen from off the premises or from a parking lot. For greater clarity, signs not located such that they are visible from off the premises or from a parking lot are not considered signs for the purpose of this By-law and are not subject to the signage requirements of this By-law.

Changeable Copy Sign means a sign on which half or more of the information intended to be conveyed may be changed by changing individual pre-fabricated letters or words.

Ground Sign means a sign permanently affixed in or to the ground.

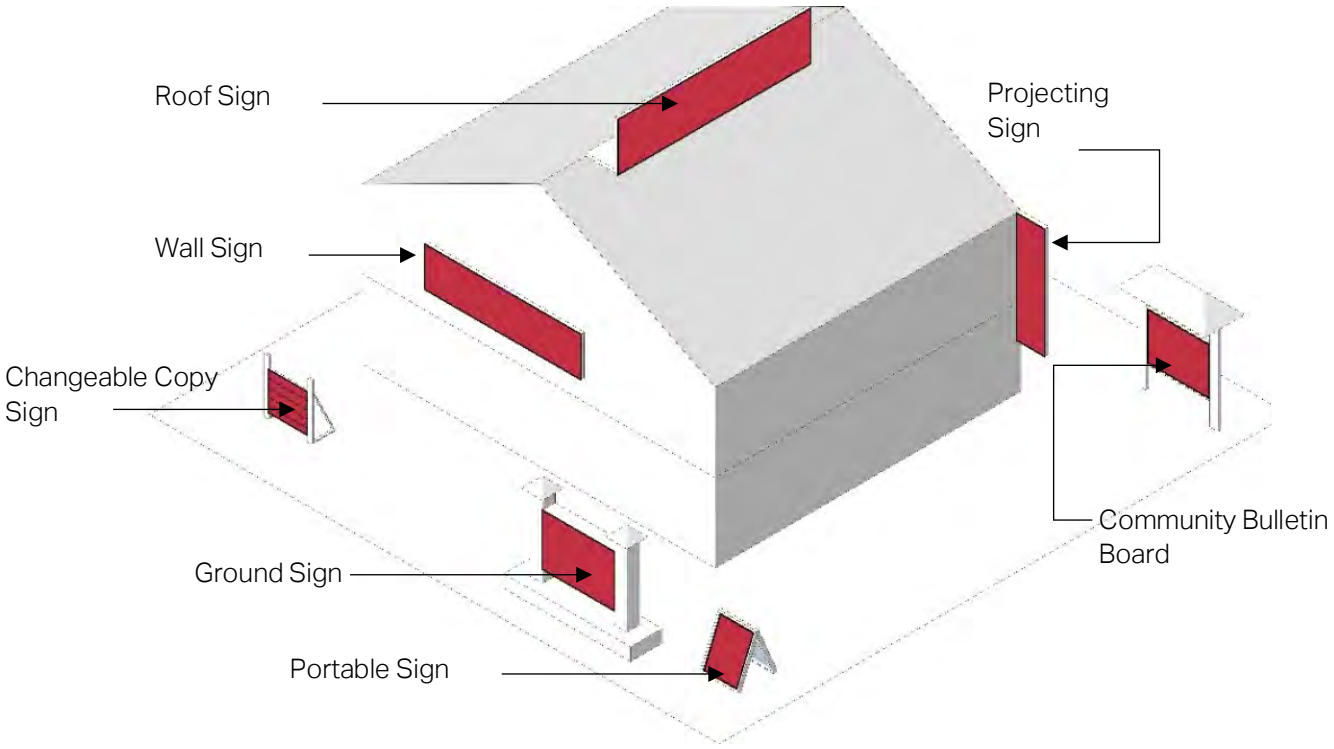
Portable Sign means a ground sign that is not permanently affixed, and includes signs such as sandwich board signs.

Projecting Sign means a sign projecting outward from a wall, supported by a bracket or other structure attached to the wall. A sign mounted on or that forms part of a canopy or awning is a projecting sign.

Roof Sign means a sign affixed to or supported by the roof of any structure.

Wall Sign means a sign attached directly to or painted on a window or wall, and includes flags and banners and signs indicating whether the premises are open for business.

Community Bulletin Board means a sign where all or part of the sign is intended for the posting of notices by the general public.



Sign Area means the area of the smallest triangle, rectangle, circle or semicircle that can wholly enclose the surface area of the sign. Only one side of a multi-faced sign shall be used to determine sign area. The sign area of individual letters or figures that are attached or painted on a surface shall be the area of the smallest triangle, rectangle, circle or semicircle that can wholly enclose all of the letters, numbers or insignia.



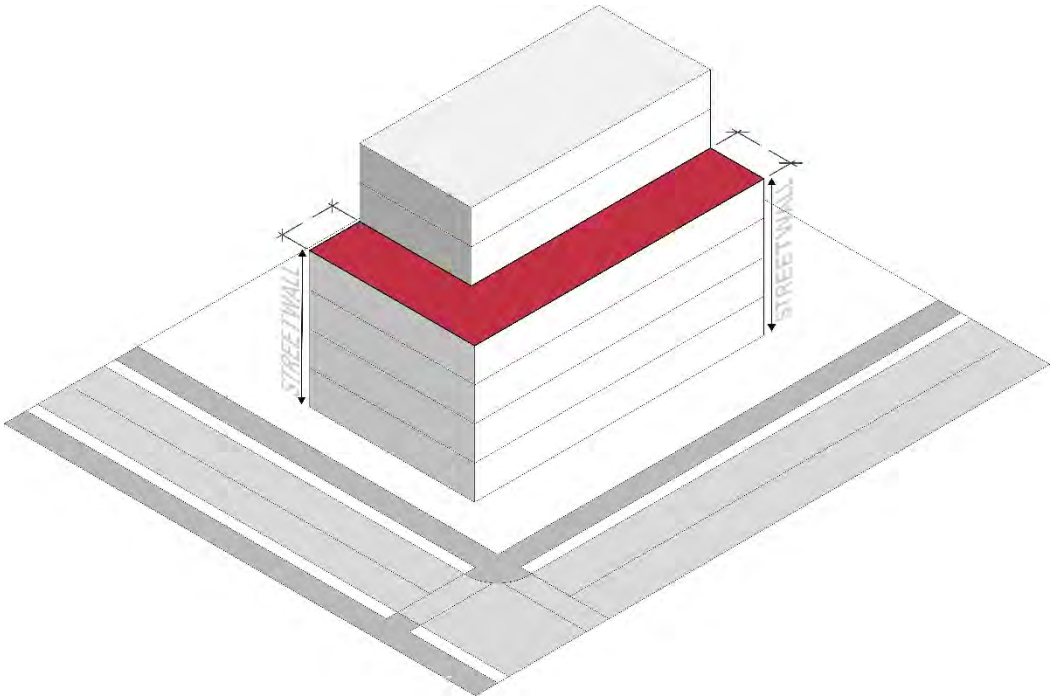
Small Options Home means the use of a building or part thereof for a family home, group care facility, or similar facility for the non-medical care for not more than six persons in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual, but does not include a facility licensed by Corrections Canada or Nova Scotia Corrections or successor bodies.

Solar Collector System means a structure or array of structures, and ancillary equipment, designed to collect solar radiation and convert it to useable forms of energy. Without restricting the generality of this definition, solar collector system may include evacuated tubes, flat plate collectors, concentrating mirrors, and building-integrated photovoltaic materials but does not include windows or greenhouses.

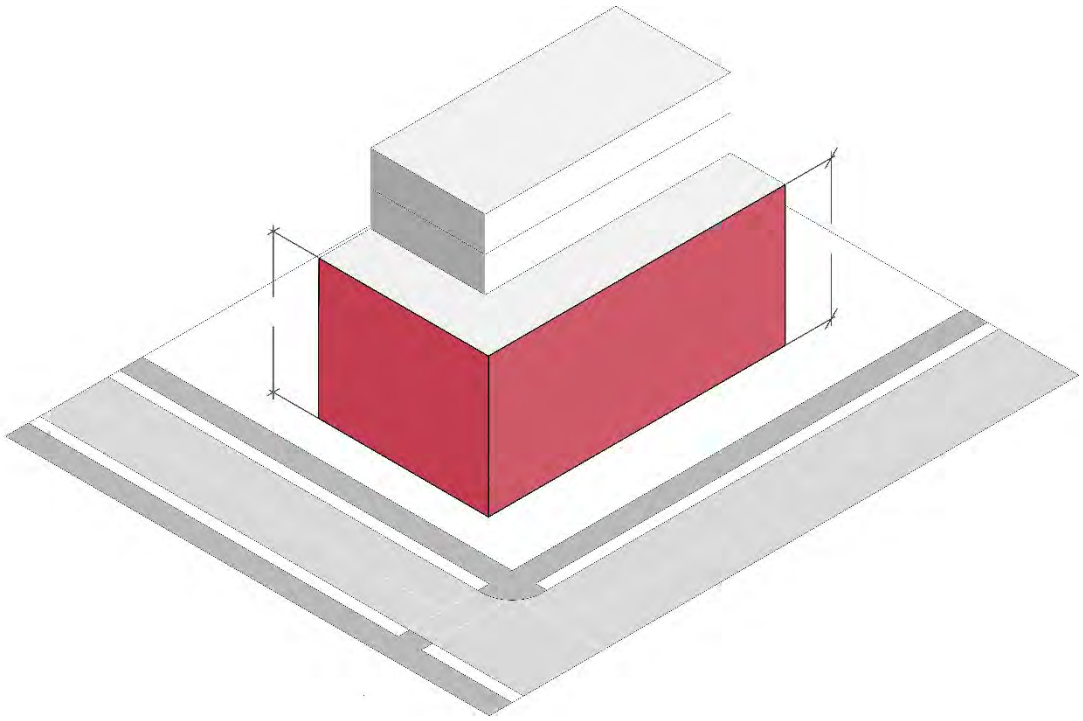
Solar Collector System, Accessory means a solar collector system designed and sized with a primary purpose to offset or meet the energy needs of other uses on the site. While such systems may generate, on an annual basis, a small monetary profit through programs such as net metering, such profits shall be secondary and incidental to the purpose of offsetting on-site energy needs,

Solar Collector System, Large-scale means a solar collector system designed and sized with a primary purpose to provide electricity or other forms of energy to the grid or other off-site uses.

Stepback means the horizontal distance measured between the top of the streetwall and the main face of building floors above the streetwall.



Streetwall means the wall of a building facing a streetline that is below the height of a specified stepback, which does not include minor recesses for elements such as doorways or protrusions for elements such as bay windows.



Structure means anything that is erected, built, or constructed of parts joined together or any such erection fixed to or supported by the soil or by any other structure, and includes a building, but shall exclude fences less than 1.8 metres in height.

Structured Parking means a structure in which vehicle parking is accommodated on multiple stories; a vehicle parking area that is underneath all or part of any story of a structure; or a vehicle parking area that is not underneath a structure, is entirely covered, and has a parking surface at least 2.4 metres below grade.

T

Town means, where the context dictates, either the Body Corporate of the Town of Lunenburg, or the geographical area incorporated as the Town of Lunenburg.

Transportation and Logistics means the use of a building, structure, land, or part thereof used for the purpose of transporting any kind of item or thing by truck or other vehicle, including, but not limited to, loading facilities, storage, and maintenance facilities, but does not include the transport of people.

U

Urban Agriculture means the use of land and accessory buildings for agricultural activities on a hobbyist or very small commercial scale and shall include community gardens, small-scale bee keeping, and small-scale keeping of chickens and/or rabbits, but shall not include the keeping of any other livestock, the keeping of which is covered by the definition of agricultural uses.

V

Variance means a relaxation or reduction of the Land Use By-law requirements for a specific site, as stipulated in Section 235-237 of the *Municipal Government Act*.

W

Warehousing means the use of a building or part thereof for the storage of commercial or industrial wares or goods, excluding retail stores and self-storage facilities.

Water Access means the use of land or structures to provide watercraft access to marine or fresh water bodies and shall include, but is not limited to, wharves, docks, slipways, ramps, quays, and marine railroads.

Watercourse means the bed and shore of a lake, river, stream, pond, ocean or other natural body of water, and the water therein.

Workshop means the use of a building or part thereof for the creation of products assembled or made by hand or by small custom production processes including (but not limited to) potters, pewterers, goldsmiths, silversmiths, jewellers, toymakers, leather workers, upholsterers, woodworkers, furniture makers, musical instrument makers, clothing designers, clothesmakers, shoemakers, antique refinishers, glass workers, stained glass workers and sailmakers. This definition shall also include "maker spaces".

X

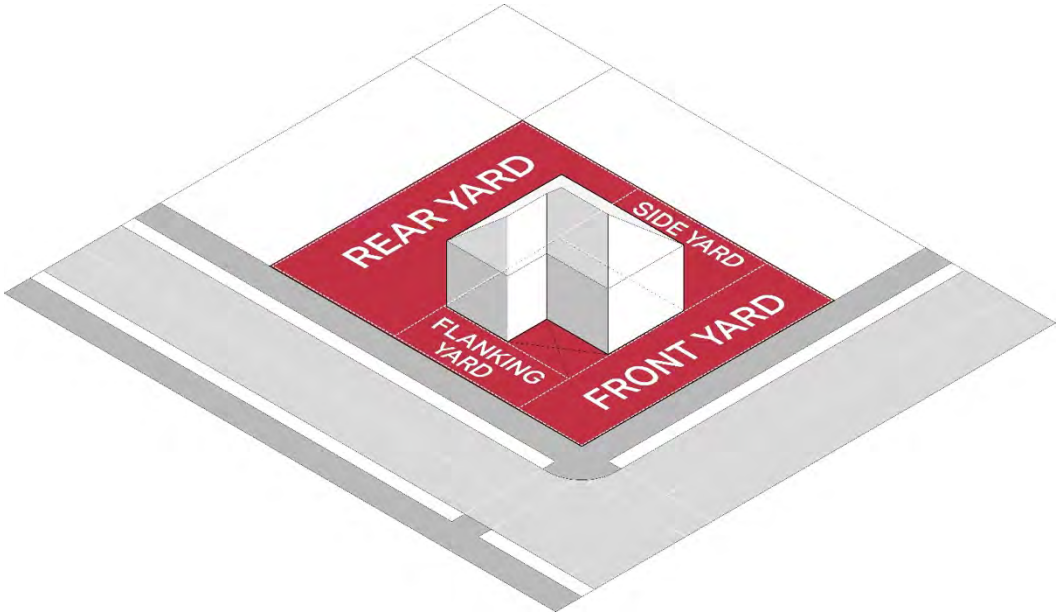
Y

Yard, Flankage means the area of land extending from the front yard to the rear yard and between the flankage lot line and the nearest main wall of any main building on the lot.

Yard, Front means the area extending across the full width of a lot between the front lot line and the nearest main wall of any main building on the lot.

Yard, Rear means the area extending across the full width of a lot between the rear lot line and the nearest main wall of any main building on the lot.

Yard, Side means the area of land extending from the front yard to the nearest main wall of any main building on the lot.



Z

Schedules

Schedule 'A' – Existing Uses
Schedule 'B' – Lot Zoning Map
Schedule 'C' – Use Zoning Map
Schedule 'D' – Form Zoning Map
Schedule 'E' – Flood Risk Area Map
Schedule 'F' – Heritage Conservation District and Architectural Control Area Map
Schedule 'G' – Vending

Schedule 'A' – Existing Uses

11 York Street – Commercial storage
78 Lawrence Street – Retail shoe store
162 Townsend Street – Residential storage
166 Townsend Street – Residential storage
62 Duke Street – Dwelling (4 units)
186 Fox Street – Dwelling (4 units)
74 York Street – Dwelling (6 units)
220 Montague Street – Tourist home (3 units)
60 Dufferin Street – Part-time upholstery business in accessory building
30-36 Broad Street – Dwelling (8 units)
195 Green Street – Retail florist
23 James Road – Dwelling (14 units)
41 James Road – Dwelling (14 units)
18 Lower Street – Use of 528 square feet of the basement level floor of the dwelling for the creation, painting and retail sale of wooden toys
18 Lower Street – Use of 450 square feet of the property for outdoor sales and display
18 Lower Street – Use of two signs, each a maximum of 5 square feet in area
34 Linden Avenue – Use of 518 square feet of the ground floor of the dwelling for the retail sale of quilts, quilt-related craft and art goods, and handmade hooked rugs
34 Linden Avenue – Use of 100 square feet of the property for outdoor sales and display
34 Linden Avenue – use of three signs: one 25 square foot quilt hung on the dwelling; one 13.6 square foot ground sign; and one 3.5 square foot flat fixed wall sign
49 Tannery Road – Dwelling
57 Tannery Road – Dwelling
61 Tannery Road – Dwelling

Schedule 'B'



TOWN of LUNENBURG
A World Heritage Site

MAP

Lot Zoning Map

SCHEDULE	LAST UPDATED
B	5/8/2021

NORTH

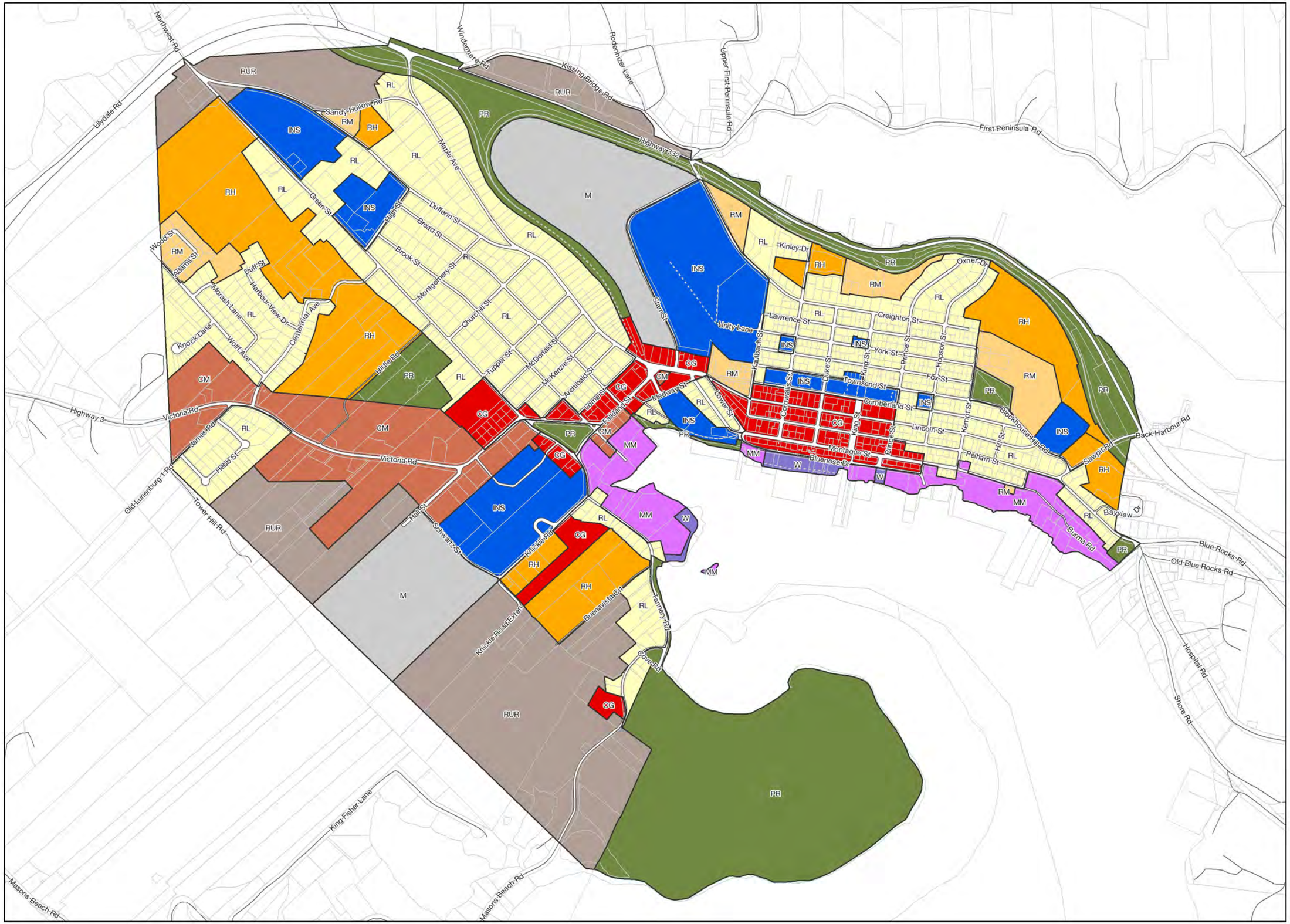
SCALE

1:10,000

LEGEND

- LZ1 Lot Zone 1
- LZ2 Lot Zone 2
- LZ3 Lot Zone 3
- LZ4 Lot Zone 4

Schedule 'C'



TOWN of LUNENBURG
A World Heritage Site

MAP

Use Zoning Map

SCHEDULE	LAST UPDATED
C	5/8/2021

NORTH

SCALE 1:10,000

LEGEND

RL	Lower Density Residential
RM	Medium Density Residential
RH	Higher Density Residential
CM	Mixed Use
CG	General Commercial
W	Waterfront
M	Industrial
MM	Marine Industrial
RUR	Rural
INS	Institutional
PR	Parks and Recreation

Schedule'D'



TOWN of LUNENBURG
A World Heritage Site

MAP

Form Zoning Map

SCHEDULE	LAST UPDATED
D	5/8/2021

NORTH

SCALE 1:10,000

LEGEND

OT1	Old Town 1
OT2	Old Town 2
ONT1	Old Town/ New Town 1
ONT2	Old Town/ New Town 2
NT1	New Town 1
MST	Main Street
MA	Marine
CTY	Community
IN	Industry
RF	Rural
S	Shoreline

Schedule 'E'



TOWN of LUNENBURG
A World Heritage Site

MAP

Flood Risk Area Map

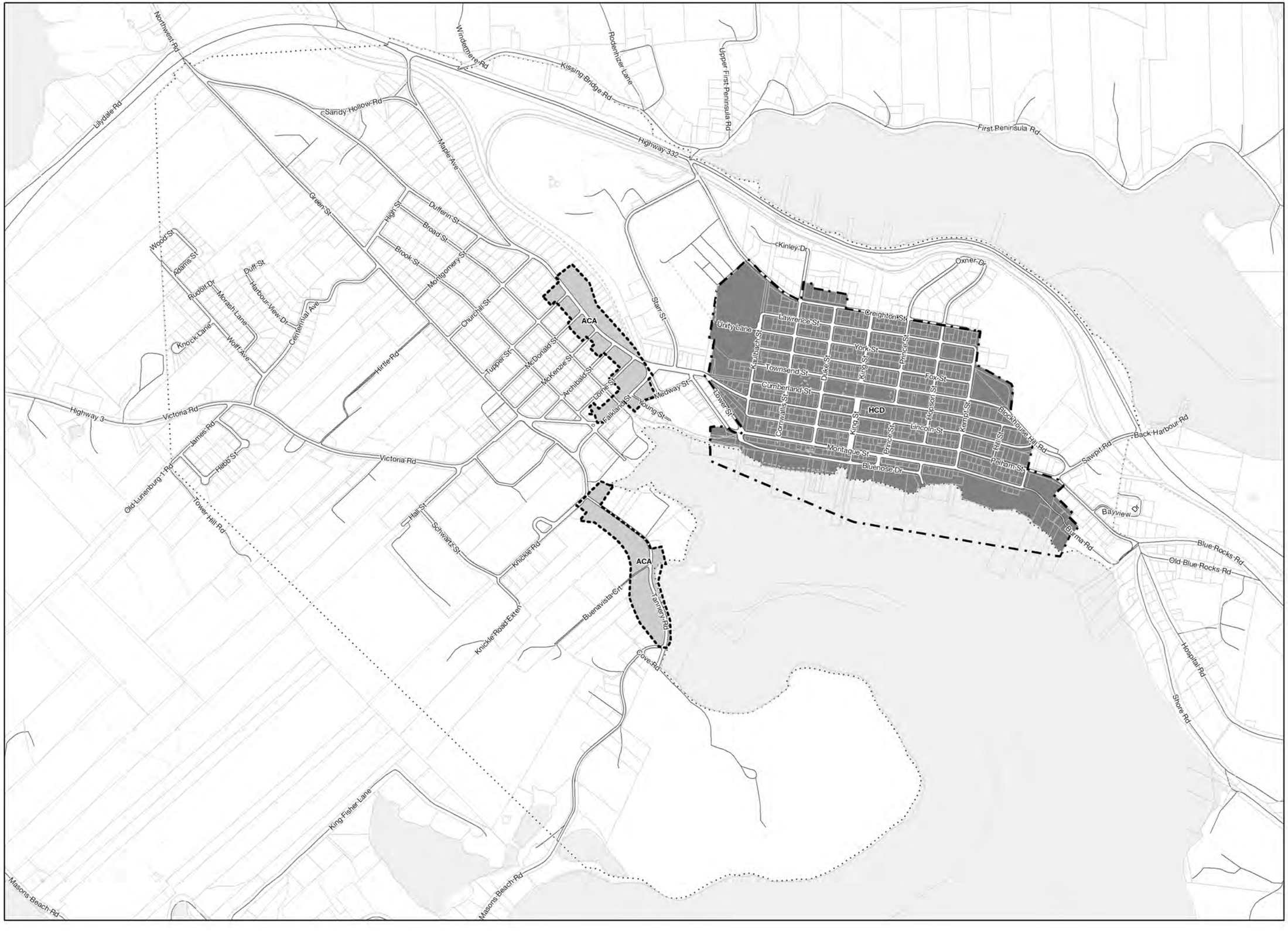
SCHEDULE	LAST UPDATED
E	5/4/2021

NORTH	SCALE
↑	1:10,000

LEGEND

- Flood Risk Area
- Town of Lunenburg

Schedule 'F'



TOWN of LUNENBURG
A World Heritage Site

MAP

Heritage Conservation District and Architectural Control Area Map

SCHEDULE	LAST UPDATED
F	4/28/2021

NORTH	SCALE
↑	1:10,000

LEGEND

- HCD — Heritage Conservation District
- ACA — Architectural Control Area
- Town of Lunenburg

Schedule 'G' – Vending

The provisions of this Schedule shall apply to vending activities in the Town, subject to the *Vending By-law*.

Outdoor Vending

Outdoor vending activities are prohibited in all use zones except those in which they are specifically permitted.

Yard Sales

(d) Yard sales are permitted in any use zone provided that:

i. articles for sale may include only the tangible personal property of the residents conducting the sale and may not include goods acquired for resale;

ii. only two yard sales may take place on any property during each calendar year; and

iii. yard sales may be conducted only on Saturdays from 8 am to 10 pm and on Sundays from 12 noon to 10 pm.

(e) No development permit is required for yard sales permitted under clause (a).

Transient Vending

Transient vending is permitted in any use zone and does not require a development permit, but is subject to the Town of Lunenburg *Vending By-law*.

Vending at Group Fund Raising Events by Community or Religious Not-for-Profit Groups

No development permit is required for vending activities associated with fund raising by community or religious not-for-profit groups from the Town of Lunenburg.

Outdoor Sales of Prepared Food

Outdoor sales of prepared food shall be prohibited except for:

(a) those uses specifically authorized by this by-law;

(b) outdoor food sales in a restaurant;

(c) outdoor food sales by Transient Vendors authorized under the Town of Lunenburg Vending By-law;

(d) outdoor food sales in the General Commercial Use Zone or Commercial Mixed Use Zone; and

(e) outdoor food sales at Craft Markets and Farmers' Markets.

Walking Tours

Walking Tours shall be permitted in all zones and shall not require a development permit but shall be subject to the Town of Lunenburg *Vending By-law.*

Flea Markets

(a) Flea markets are prohibited in all use zones.

(b) Flea markets organized and operated by community or religious not-for-profit groups from the Town of Lunenburg for the purposes of fund raising are permitted in any use zone other than the Lower Density Residential Use Zone, Medium Density Residential Use Zone, or Higher Density Residential Use Zone.

(c) A development permit is not required any flea market permitted by clause (b)

Mobile Canteens

Mobile canteens are permitted in the following use zones and do not require a development permit but are subject to the *Vending By-law*:

(a) Commercial Mixed Use Zone

MUNICIPAL PLANNING STRATEGY DRAFT

MAY 8, 2021



PROJECT LUNENBURG

Navigating the Future, Together.

TOWN OF LUNENBURG MUNICIPAL PLANNING STRATEGY, 2021

First Reading:
Second Reading:
Approved by the Minister of Municipal Affairs:
Notice of Effect:
With Amendments to:

Table of Contents

Table of Contents 3

Chapter 1 - Introduction 1

1.1 The Municipal Planning Strategy 1

1.2 Lunenburg Context 1

1.3 Statements of Provincial Interest 3

Chapter 2 - Key Issues 6

2.1 Planning Process 6

2.2 Key Issues 7

2.2.1 Housing 7

2.2.2 A Working Waterfront 7

2.2.3 Sustainable Infrastructure 7

2.2.4 A Changing Climate 8

2.2.5 Living Heritage 8

2.3 Planning Approach 8

Chapter 3 - Community Development Patterns 9

3.1 Introduction 9

3.2 Lot Zones and Subdivision 9

3.2.1 Introduction 9

3.2.2 Lot Zones 9

3.2.3 Flag Lots 10

3.3 Infrastructure 10

3.3.1 Introduction 10

3.3.2 Sewer 11

3.3.3 Central Water 11

3.3.4 Service Extensions Outside of Town 11

3.3.5 On-site Services 12

3.3.6 Private Roads 13

3.3.7 Public Streets and Sidewalks 13

3.4 Parks and Open Space 14

3.4.1 Introduction 14

3.4.2 Public Open Space Dedication 14

Chapter 4 - Land Use 15

4.1 Introduction 15

4.2 Use Zones and Future Land Use Map ... 15
4.2.1 Introduction ... 15
4.2.2 Use Zones ... 16
4.2.3 Future Land Use Map ... 17
4.2.4 Amendments to the Use Zoning Map ... 19
4.3 Use Policies ... 19
4.3.1 Residential Uses ... 19
4.3.2 Institutional Uses ... 20
4.3.3 Adaptive Reuse of Institutional Buildings ... 21
4.3.4 Commercial Uses ... 21
4.3.5 Industrial Uses ... 22
4.3.6 Heavy Industry ... 23
4.3.7 Other Uses ... 23
4.4 Non-conforming Uses ... 25
4.4.1 Introduction ... 25
4.4.2 Recommencement of Non-conforming Uses ... 25
4.4.3 Extension or Change of Non-conforming Use ... 25
4.5 Parking ... 26
4.5.1 Introduction ... 26
4.5.2 Automobile Parking Requirements ... 26
4.5.3 Bicycle Parking Requirements ... 27
Chapter 5 - Community Form & Heritage ... 28
5.1 Form Zones ... 28
5.1.1 Form Zones ... 28
5.2 Coastal Development ... 29
5.2.1 Introduction ... 29
5.2.2 Flood Risk Areas ... 29
5.3 Heritage and Architectural Control ... 30
5.3.1 Introduction ... 30
5.3.2 Heritage Conservation District and Architectural Control Areas ... 31
5.4 Non-conforming Structures ... 32
5.4.1 Introduction ... 32
5.4.2 Expansion and Reconstruction of Non-conforming Structures ... 32
5.5 Signage ... 33
Chapter 6 - Implementation & Review ... 34
6.1 Administration ... 34
6.1.1 Context ... 34
6.1.2 Document Administration ... 34
6.1.3 Policy Statements ... 34

6.1.4 Language 35
6.1.5 Effective Date 35

6.2 Regional Cooperation 35
6.2.1 Consultation with Adjacent Municipality 35

6.3 Land Use By-law and Subdivision By-law 36
6.3.1 Adoption 36
6.3.2 Variances 37
6.3.3 Amending the Text and Use Zoning Map of the Land Use By-law 37
6.3.4 Amending the Lot Zoning Map of the Land Use By-law 38
6.3.5 Amending the Form Zone Map of the Land Use By-law 39

6.4 Development Agreements 39
6.4.1 Context 39
6.4.2 Adopting and Amending Development Agreements 40
6.4.3 Legacy Development Agreements 41

6.5 General Evaluation Criteria 41
6.5.1 Amending the Land Use By-law & Entering into Development Agreements 41

6.6 Monitoring and Updating this Plan 43
6.6.1 Plan Reviews 43
6.6.2 Municipal Planning Strategy Amendments 43

Schedules 44

Chapter 1 - Introduction

1.1 The Municipal Planning Strategy

This Municipal Planning Strategy ("MPS") is the policy document that guides land use and development in the Town of Lunenburg. It provides the context and policy for a variety of land use and development topics, including housing, infrastructure, commercial and industrial uses, parks and open spaces, the environment, and more. The Municipal Planning Strategy is primarily implemented through two other documents, the Land Use By-law and the Subdivision By-law. The first establishes zoning and the other standards by which development is approved. The second establishes the process for subdividing land and the standards for infrastructure (streets, sewer, and water) constructed through the process of subdivision.

1.2 Lunenburg Context

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

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

As a structure for settlement, the British established what is now known as Old Town, built on its rectangular grid of 48 blocks with narrow lots. The town continued to expand and New Town was established west of Old Town by the late 19th century.

Throughout the history of Lunenburg, sea related activities have played an integral role in the town's development. A thriving economy was established on the trade of fish and was supported by shipbuilding and the town's docklands. This legacy carried forward into the 20th century where large fishing vessels were routinely launched, including the Bluenose, a celebrated fishing and racing schooner that can today be seen on the Canadian dime.

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

Today, Lunenburg is one of several population centres along Nova Scotia's South Shore, including the Towns of Bridgewater and Mahone Bay. These towns offer local and regional services to residents and visitors in the area. However, like many communities in Nova Scotia, the population of Lunenburg has decreased and aged over the past decade. The decline of traditional marine industries, including fishing, has been a major contributing factor to Lunenburg's population decline.

This has been offset to a degree by recent economic development success stories in industries such as aerospace and video game development. These have provided new employment opportunities, though many employees commute from surrounding areas. In addition, tourism has become a major contributor to Lunenburg's economy.

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

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

Within Lunenburg, the town is connected by an extensive road network that enables and facilitates the majority of local trips. Most trips by residents to their place of employment are made by private automobile, while only about a fifth of residents walk to their place of work. While extensive in some areas, sidewalks and active transportation systems are disjointed, contributing to the overall high use of private automobiles.

Regionally, Lunenburg is connected through Nova Scotia's highway system. Highways 103 and 3 connect Lunenburg to the surrounding region and beyond while local roads connect the town to smaller communities just outside of Lunenburg. As a harbour community, Lunenburg is also connected to the region through the use of private boats and vessels that are able to safely dock in the harbour.

1.3 Statements of Provincial Interest

Land use planning in Nova Scotia is enabled and required by the *Municipal Government Act.* The "Act" sets out the requirements for responsible municipal planning. Included within the Act are five "Statements of Provincial Interest". These statements cover land use topics that are important to all Nova Scotians and to the sustainability of the province. Municipal planning documents must be consistent with the Statements of Provincial Interest. The following tables outlines the Statements and the ways in which this Municipal Planning Strategy is consistent with them.



Statement 1: Drinking Water

Goal: To protect the quality of drinking water within municipal water supply watersheds.

A clean source of drinking water is essential to the health of our communities. The Statement of Provincial Interest Regarding Drinking Water recognizes this, and requires municipal planning documents to address the protection of municipal water supplies. The Town of Lunenburg has one designated municipal water supply, at Dares Lake. However, the lake is located outside the Town's boundaries, within the Municipality of the District of Lunenburg. The Town is therefore unable to implement direct land use planning protections for the water supply; rather, such protections will be maintained through the source water protection plan and partnership with the District.

Applicable MPS Policies: N/A; CCP Section 4.1



Statement 2: Flood Risk Areas

GOAL: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.

The Statement of Provincial Interest Regarding Flood Risk Areas specifically applies to areas designated under the Canada-Nova Scotia Flood Damage Program, of which there are none in the Town of Lunenburg. However, Council recognizes the spirit of this Statement of Provincial Interest and has implemented flood risk areas in which development must be given careful consideration.

Applicable MPS Policies: [to be filled in in final documents]



Statement 3: Agricultural Land

GOAL: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.

The Statement of Provincial Interest Regarding Agricultural Land specifically applies to lands with soils identified in the Canada Land Inventory as Class 2, 3, or active Class 4. The Town of Lunenburg is within an area of Class 3 soils. Some of these soils are already developed, while others are used for light agricultural activities (pasture, hay fields). This Plan supports continued agricultural uses on these lands, but also recognizes that allowing such lands to be developed may support the Statements on Infrastructure and Housing, as well as reduce pressure on agricultural lands in unserviced areas.

Applicable MPS Policies: [to be filled in in final documents]



Statement 4: Infrastructure

GOAL: To make efficient use of municipal water supply and municipal wastewater disposal systems.

Lunenburg is blessed with extensive networks of public infrastructure such as roads, sidewalks, sewer, and water. These assets help the community to flourish, but also come at a cost. This Plan and its implementing documents support efficient use of the Town's infrastructure by enabling a variety of development opportunities within areas of existing services, by establishing criteria for servicing extensions outside of town boundaries, and by establishing standards for new infrastructure.

Applicable MPS Policies: [to be filled in in final documents]



Statement 5: Housing

GOAL: To provide housing opportunities to meet the needs of all Nova Scotians.

Safe, clean, affordable housing is a basic human need. However, the form that housing takes varies depending on the specific living arrangements of individuals, families, and other groups of people who choose to live together. Meeting these needs and creating a thriving community requires a diversity of housing types with sufficient availability. This Plan supports housing opportunities to meet the needs of all Lunenburgers by enabling housing at a variety of scales throughout the town, and by supporting initiatives that can help promote housing affordability, such as enabling accessory dwellings and placing limits on short-term rentals.

Applicable MPS Policies: [to be filled in in final documents]

Chapter 2 - Key Issues

2.1 Planning Process

Perhaps uniquely in Nova Scotia, this Municipal Planning Strategy was developed after the process of creating a Comprehensive Community Plan ("CCP") for the Town. This process was known as "Project Lunenburg". The CCP outlines strategic initiatives covering many aspects of life in Lunenburg and related municipal operations. It links land use and development with municipal investments in public space, relationship building, community programs, public infrastructure, and research. The CCP contains additional contextual information that may be of interest to anyone reading this Municipal Planning Strategy.

The CCP was created over the course of two years from late 2018 to September, 2020. As a "community" plan, the CCP was developed in close relationship with residents, business owners, and visitors in Lunenburg; over 400 individuals participated in developing the CCP. Engagement for the CCP included eight discussion papers and related public workshops, online surveys, an online mapping tool, stakeholder engagements, and three additional public workshops to review and shape the draft CCP.

This Municipal Planning Strategy is one implementing tool of the CCP. The project team developed a draft of the Municipal Planning Strategy, Land Use By-law, and Subdivision By-law directly following from the strategic direction of the CCP. Once these drafts were completed, the project team returned to the community to review the documents and gain feedback on the specific proposed approaches to implementing planning in Lunenburg.

[description of draft MPS and LUB engagement once it happens].

2.2 Key Issues

The background research and public engagement conducted as part of the CCP process identified a number of "Key Issues" in the community, many of which tie directly in to land and development planning. The policies of this Municipal Planning Strategy attempt, in particular, to address the following:

2.2.1 Housing

Like many communities on Nova Scotia's South Shore, Lunenburg is facing a housing challenge. The average age of the population is increasing and average household sizes are decreasing. Between 2006 and 2016 Lunenburg's median age increased from 50.5 to 56.1, and the average household size fell from 2.2 to 2.0 people per household. These trends create a need for different forms of housing, including smaller units and barrier-free options, which can be especially challenging in Lunenburg's stock of historic housing.

Lunenburg also has a large service industry in the summer months, which creates an influx of staff who need to be housed. This occurs, of course, at the same time as peak demand for tourism accommodations; with the rise of short-term rental accommodations there has been additional pressure on housing availability as existing stock is converted to serve the tourism market.

2.2.2 A Working Waterfront

Lunenburg was founded and prospered on the strength of its waterfront industries, from boat-building to the fisheries. Today, many of these activities still continue and are important components of Lunenburg's economy and of its charm as a place to live and to visit. However, many of these waterfront industries have operational needs that can be hard to accommodate if other types of development are allowed to intrude. This can include trucking access, storage and laydown space, and the ability to freely make noise or emit odours. It is, therefore, essential that Lunenburg's waterfront be recognized as a "working waterfront" and that certain protections be given to enable these activities to continue.

2.2.3 Sustainable Infrastructure

Lunenburg is fortunate to have a range of infrastructure that supports development and quality of life in the community. These assets include sewer, water, roads, sidewalks, and even a municipal electric utility. Infrastructure is, however, also a liability that must be maintained and replaced as it ages. This is a significant cost burden to the Town. Existing infrastructure should be used to its fullest to make the most of this investment, and new infrastructure should be carefully considered to balance its sustainability against the potential benefits in can bring.

2.2.4 A Changing Climate

There is now overwhelming evidence that Earth's climate is changing as a result of greenhouse gas emissions caused by human activities. Now the questions are how fast and extreme the changes will be, and how a changing climate will affect different communities around the world. The science suggests that Lunenburg could experience a number of impacts, such as stronger rains and an increase in invasive species. Perhaps the most tangible impact is a rising sea and the potential for increased damage due to storm surge. Planning for the future must account for these expected changes, and also help the Town and its residents minimize their contributions to emissions.

2.2.5 Living Heritage

Lunenburg is steeped in heritage, from its exceptional building stock, to the physical layout of its streets, to the practices of its craftspeople and artisans. This heritage has been honoured by the designation of Old Town as a UNESCO World Heritage Site. Lunenburg is also a "living town" in which its heritage can be seen every day in the lives of its residents and business owners. Each successive generation builds on the stories and practices of those that came before, and continues the evolution of Lunenburg as a living entity. Planning for the future must be respectful and celebratory of the past, while reflecting the needs and dreams of today.

2.3 Planning Approach

Traditionally in Nova Scotia, standards for subdivision, land use, and building form have been tightly tied together through a single set of "zones" that contain standards for each of these aspects of planning. However, the history of Lunenburg has shown that these factors can independently define the character of the community.

For example, New Town and the northern area of Old Town are both predominantly residential in nature when it comes to use, but the size of lots and the form and placement of buildings results in very different neighbourhoods. Similarly, many of the buildings within Lunenburg have hosted a wide range of uses over their storied histories. What were once residences have become shops and hotels; what were once fishing sheds have become restaurants and galleries; and what was once a school has become a hub for the arts. This constant adaptability has been one of the keys to Lunenburg's success over the years.

Addressing the Key Issues in Lunenburg must be based on the community's strengths. This Municipal Planning Strategy and its associated Land Use By-law recognize the community's historic adaptability and help support Lunenburg's continued evolution by adopting a somewhat unique approach to planning in which lots, uses, and form are regulated separately from each other.

Chapter 3 - Community Development Patterns

3.1 Introduction

The character of Lunenburg fundamentally begins with land lots, and the streets and other public spaces between them. The history of the town is visible in the evolution from the rigid grid and small lots laid out in Old Town by British military engineers, to larger blocks and lots of New Town, to the winding streets of contemporary subdivisions. Each of these development patterns creates a different atmosphere or "feel" that clearly demarks the various areas of town. While buildings may come and go, the location of roads and the invisible lines between lots rarely change once established.

Patterns of community development are also influenced by choices about infrastructure. Sewer and water servicing enable smaller lots, while decisions about road standards and sidewalks affect our experiences of space as we move about the town.

This Chapter establishes the policies for these most fundamental tools in planning for the future of Lunenburg.

3.2 Lot Zones and Subdivision

3.2.1 Introduction

Subdivision is the formal process of creating new lot lines. It is often thought of as lot creation. Subdivision to create lots can occur on a small scale, such as subdividing a large lot in two to provide land to a family member, or on a large scale, such as the creation of a brand-new neighbourhood by a single developer. However, subdivision also includes the process of consolidating two or more lots into one, and the adjustment of boundaries between existing lots.

In Nova Scotia there are province-wide standards for creating unserviced lots. Beyond this, municipalities are free to established more stringent standards, or to establish smaller standards for serviced lots.

3.2.2 Lot Zones

Lots can vary in area and in dimensions. Lot frontage (the length of the lot line along the road) is typically the key lot dimension that affects community character, as well as the amount of infrastructure required to service each lot. The Land Use By-law contains "lot zones" that establish the standards for lot area and frontage when creating new lots. In this way the character of the various areas of Lunenburg can be reinforced.

Policy 3-1: Council shall, through the Land Use By-law, establish Lot Zones, shown on the Lot Zoning Map of the Land Use By-law (Schedule 'B'), to establish standards for the subdivision of new lots. The Lot Zones shall generally conform to the following scheme:

(a) Lot Zone 1 is intended to replicate the fine-grained lot pattern of development in and around Old Town. Lot Zone 1 shall contain maximum lot area and maximum lot frontage requirements to prevent large-scale consolidations that would fundamentally change the character of these areas.

(b) Lot Zone 2 is intended to reflect the larger lots that can be found in New Town.

(c) Lot Zone 3 is intended to enable relatively small lots in areas of new development in order to enable density and efficient use of services.

(d) Lot Zone 4 is intended to provide very flexible lot requirements to accommodate sites with atypical development needs.

3.2.3 Flag Lots

"Flag lots" are lots in which the main body of the lot (the "flag") is located behind other lots and is connected to the road frontage by a very narrow "pole". This lot arrangement can allow for more efficient use of land, but raises concerns about servicing and emergency access. Additionally, the character of Lunenburg is very much founded on a strong grid of lots, contrary to the development character of flag lots. For these reasons, Council has elected to prohibit the creation of new flag lots.

Policy 3-2: Council shall, through the Land Use By-law, prohibit the creation of new flag lots.

3.3 Infrastructure

3.3.1 Introduction

Lunenburg's public infrastructure includes the sewer and water systems, sidewalks, roads, and electric system. When new lots are created they will typically require some or all of this infrastructure. In existing developed areas of town, it is often simply a matter of the new lots tying in the infrastructure that is already there. From the Town's perspective, this is ideal since it makes good use of existing assets. In non-developed areas of town, subdivision must be accompanied by an extension of at least some of this infrastructure; even if a lot is to be serviced by on-site septic and a well, it will still require some form of road access and likely electrical service. The processes for developing this new infrastructure, and the standards to which infrastructure is developed, are contained within the Subdivision By-law.

3.3.2 Sewer

The Town's sewer system consists of almost 22 kilometres of sewer line. Sewage drains downhill into one of nine pumping stations located at the low points of the community, and from there is pumped to the wastewater treatment plant located on Starr Street, near Back Harbour. Finally, treated effluent travels back through Old Town and is released into Lunenburg Harbour.

The sewer system is essential to enabling sustainable growth in Lunenburg; however, the current system faces stresses from seawater infiltration and from excess treatment volumes caused by combined stormwater and wastewater pipes. The Comprehensive Community Plan contains a number of strategic actions related to upgrading the Town's sewer system, and this Municipal Planning Strategy and the Land Use By-law allocate growth opportunities to areas best supported by the current system.

Despite the challenges with the current sewer system, there is still capacity for growth in the near-term, and this growth will help support reinvestment in the system.

> **Policy 3-3:** Council shall, through the Subdivision By-law, require all news lots with access to the central sanitary sewer system to connect to the system.

3.3.3 Central Water

The Town owns and operates a central water system with over 27 kilometres of pipe. The source water is Dares Lake, located in the Municipality of the District of Lunenburg. As a result, the Town does not have direct land use planning control over its source watershed. However, the Dares Lake Protected Water Area Regulations made under the *Environment Act* provide similar protections.

The Town's central water supply is a valuable asset, providing an abundant supply of clean, safe water. It also enables denser development because lots do not need to accommodate a well. However, the sustainable operation and upkeep of this community asset depends on utilizing the system to its fullest to spread costs among as many users as possible.

> **Policy 3-4:** Council shall, through the Subdivision By-law, require all news lots with access to the central water supply system to connect to the system.

3.3.4 Service Extensions Outside of Town

The Town of Lunenburg is neighbours with the Municipality of the District of Lunenburg. Much of the land within the District adjacent to the Town boundary is undeveloped and, as of 2021, is not subject to land use controls (*e.g.* zoning) by the District. However, the Town has on occasion received requests from land owners to extend central services into the District to enable efficient development patterns that cannot be achieved with on-site services. While such extensions may occasionally be warranted, Council is hesitant to encourage "unplanned" development outside of the Town boundary and intends to develop a formal policy for servicing extensions. In the meantime, Council will consider such requests but only permit them when the benefits to the Town are clear.

Policy 3-5: Council shall, pending the adoption of a formal servicing extension policy, consider requests for sewer and water service extensions outside the Town boundary on a case-by-case basis. In evaluating such requests Council shall establish that there is a clear benefit to the Town if the extension is permitted. Such benefits may include, but are not limited to:

(a) solving an environmental or health risk created by failure of existing on-site systems;

(b) allowing the continuation of a development pattern for a development that is primarily within, and has clear transportation links to, the Town but which extends across the Town boundary into the District; or

(c) enabling the establishment of a major employer which could not feasibly be located within the land base of the Town.

Policy 3-6: Council shall, when considering a request for service extensions outside the Town boundary, have regard for:

(a) cost recovery to the Town for both capital and operational costs;

(b) the effects on servicing capacity and serviceability of lands within the Town boundary; and

(c) input from the Municipality of the District of Lunenburg.

3.3.5 On-site Services

Lunenburg is generally well-serviced by central sewer and water. Lots are required to connect to those services where they are available in order to make best use of those community investments. However, there are areas—particularly south of Lunenburg Harbour and also near the terminus of Green street—where central services are not yet available. In these cases, limited, rural-style development may be permitted on unserviced lots. Certain industrial users may also have operational processes or effluent streams that are better addressed by dedicated industrial treatment facilities.

Policy 3-7: Council shall, through the Land Use By-law, permit low-density residential uses; agricultural uses; recreational uses; and rural businesses, such as kennels, on unserviced lots in areas where central sewer and/or water are not available.

Policy 3-8: Council may, through the Land Use By-law, permit industrial uses to utilize private waste treatment facilities where the nature of the industrial use results in effluent streams that are inappropriate for the Town's central sewer system.

Policy 3-9: Provincial requirements for unserviced development shall take precedence over the minimum lot sizes established in the Land Use By-law.

3.3.6 Private Roads

Private roads, as the name suggests, are roads not owned by the Province or the Town. They are common in many areas of Nova Scotia as a means to access rural lands where municipalities do not want to be responsible for the cost of extensive roads, particularly cottage communities and forestry lands. However, private roads come with a number of challenges related to maintenance and emergency access. Council believes that in a small area such as Lunenburg the cost-savings benefit of allowing private roads is outweighed by the challenges they bring. As a result, Council has elected to prohibit the development of any new private roads.

Policy 3-10: Council shall, through the Subdivision By-law, prohibit the development of new private roads.

3.3.7 Public Streets and Sidewalks

Lunenburg's public streets strongly define the various areas of the community. The commercial areas of Old Town typically feature narrow streets with curbs and sidewalks, while the residential areas are still narrow but lack curbs or sidewalks. In New Town the streets are wider and typically do not have curbs or sidewalks. Both of these areas feature a strong grid pattern and well-connected streets. In contrast, Victoria Road is wide and winding, while the newer residential areas of town are more irregular and disconnected in their development pattern, with the occasional cul-de-sac.

The Town of Lunenburg owns all but three streets within the confines of the town boundaries; Highway 332 (bypassing the community to the north) is owned by the Province and two private roads currently exist. As the developed areas of town expand, new public streets will be required in order to provide access to these areas. This is an opportunity to create streets that reinforce the well-connected development pattern found in many areas of Lunenburg, while also supporting modern expectations for enabling barrier-free (accessible) travel throughout the community.

Policy 3-11: Council shall, through the Subdivision By-law, establish standards for new public streets that generally prioritize community character, connectivity, and access to land over the high-speed movement of traffic.

Policy 3-12: Council shall, through the Subdivision By-law, establish standards for the maximum distance between intersections and standards to discourage cul-de-sacs in order to promote connectivity throughout the community.

Policy 3-13: Council shall, through the Subdivision By-law, require planned subdivisions to preserve potential access points to abutting lands.

Policy 3-14: Council shall, through the Subdivision By-law, require sidewalks on all new streets.

3.4 Parks and Open Space

3.4.1 Introduction

Residents and visitors to Lunenburg have access to a good network of parks and open spaces. This includes the Lunenburg Academy grounds, the Victoria Road playground and tennis courts, the Townsend Block, a dog park, and more. The shoreline along Tannery Road is also a cherished open space for its clear and iconic view of Old Town. As the town grows there will be a need to acquire and develop additional parks and open space lands, while continuing to manage existing assets.

3.4.2 Public Open Space Dedication

The two main ways the Town can develop new public open space is to purchase lands, or to acquire lands through the subdivision process. The *Municipal Government Act* allows municipalities as part of the subdivision process to require a dedication of up to 10% land, cash, or combination of both for the purposes of parks and open space. Within Lunenburg there is a need for land for new parks in expanding areas of the community, and funds to reinvest in existing parks within the established areas of town. There is also a strong desire among the community to secure public access to the coast wherever possible. In light of these various needs, Council has elected to require a 10% dedication rather than default 5% dedication provided by the Act.

Policy 3-15: Council shall, through the Subdivision By-law, require subdividers of land with ocean frontage to transfer to the Town a public open space dedication of usable land which provides public access to the water and has an area of at least 10% of the area of new lots to be created.

Policy 3-16: Council shall, through the Subdivision By-law, require subdividers of land without ocean frontage and within areas with existing parks or parkland dedications to transfer to the Town a cash public open space dedication in the amount at least 10% of the assessed value of the lots to be created.

Policy 3-17: Council shall, through the Subdivision By-law, require subdividers of land without ocean frontage and within areas without existing parks or parkland dedications to transfer to the Town a public open space dedication of usable land with an area of at least 10% of the area of new lots to be created.

Policy 3-18: Council shall, through the Subdivision By-law, exempt from public open space dedication requirements subdivisions that create fewer than three vacant lots from an area of land, public road parcels, remainder lots, and certain classes of subdivision in which the primary intention of the subdivision is not for the purpose of land development.

Chapter 4 - Land Use

4.1 Introduction

The way we use land, and the buildings located on that land, is a core aspect of a community's identity. It also affects the opportunities for shelter, services, employment, and recreation available in the community.

Different uses have different needs and different impacts. For example, residential uses can be sensitive to noise and odours, while commercial uses often have a need to be located in areas with higher traffic, which provides access to a greater number of potential customers. Land use planning has, over the past century, typically focused on creating defined areas for the different types of uses to minimize any potential conflict among them.

However, there are also often synergies to be gained by locating different uses near to one another. Being within walking distance of a nearby grocery store can be a significant benefit to a residential use, while industrial uses can benefit from having a large source of employees in close proximity. Lunenburg has traditionally featured such mixing of uses, with homes in Old Town located a stone's throw from sail makers, fishing wharves, food establishments, and more.

This Chapter establishes the policies for how and where various uses will be permitted in Lunenburg.

4.2 Use Zones and Future Land Use Map

4.2.1 Introduction

An eclectic mix of uses is one of Lunenburg's defining qualities. However, there is still variation in the use of different areas of town. The lower portions of Old Town feature shops, restaurants, galleries, hotels, distilleries, public services, parks, churches, and more, all mixed with residences of various scales. New Town and the northern areas of Old Town are dominated by residential uses. The stretch of waterfront below Bluenose Drive has a heavy tourism component, while areas to the east and west are very much focused on industry and the fishery, and the waterfront on the south side of Lunenburg Harbour is primarily recreational. Victoria Road, running west out of town, includes an institutional and recreational hub around the arena and Bluenose Academy, and a mix of commercial uses. Industrial uses are also located south of Victoria Road at the top of Hall Street. Finally, much of the western areas of town feature agricultural uses and undeveloped land, though residential development is increasing in this area.

4.2.2 Use Zones

Different areas of Lunenburg are appropriate for different types of uses, depending on the other existing uses in the area, availability of services, proximity to transportation options, and natural features. The Land Use By-law contains "use zones" that establish the types of use that are permitted in various areas of Lunenburg.

Policy 4-1: Council shall, through the Land Use By-law, establish Use Zones, shown on the Use Zoning Map of the Land Use By-law (Schedule 'C'), to establish the uses permitted in different areas of Lunenburg. The Use Zones shall generally conform to the following scheme:

(a) The Lower Density Residential Use (RL) Zone is intended to prioritize low-density residential uses, such as dwellings with up to two units; accessory dwellings; bed-and-breakfasts with up to six sleeping units; home-based businesses; and neighbourhood amenities, such as parks and trails.

(b) The Medium Density Residential Use (RM) Zone is intended to enable medium-density residential uses, such as dwellings with up to four units; accessory dwellings; bed-and-breakfasts with up to six sleeping units; home-based businesses; rooming houses; residential care facilities; and neighbourhood amenities, such as parks and trails.

(c) The Higher Density Residential Use (RH) Zone is intended to encourage higher-density residential uses, such as multi-unit dwellings and nursing homes; daycare centres; and uses permitted in other residential zones.

(d) The Commercial Mixed Use (CM) Zone is intended to enable a wide range of commercial and institutional uses, as well as larger residential uses located on the upper floors of buildings or to the rear of the lot. Auto-oriented commercial uses, with the exception of body shops, shall be permitted.

(e) The General Commercial Use (CG) Zone is intended to accommodate the traditional mixing of uses found in Old Town Lunenburg, including a wide range of commercial uses, institutional uses, and residential uses; however, auto-oriented commercial uses, such as gas stations and auto repair, shall not be permitted.

(f) The Waterfront Use (W) Zone is intended to accommodate marine-related industrial uses, waterfront recreational uses, and tourism-related commercial and cultural uses.

(g) The Industrial Use (M) Zone is intended to accommodate a wide range of industrial uses, including scrap yards and recycling depots; auto-oriented commercial uses; as well as restaurant uses and other amenities, such as parks and trails, that might serve employees of businesses in the Industrial Use Zone.

(h) The Marine Industrial Use (MM) Zone is intended to protect and support the "working waterfront" by permitting a range of industrial uses, government and emergency services uses, craft food and beverage production, and waterfront recreational uses, while limiting other uses.

(i) The Rural Use (RUR) Zone is intended to enable rural-type uses, such as agriculture and low-density residential uses (one to two units and accessory dwellings), until such time that services are available to support a more urban form of development.

(j) The Institutional Use (INS) Zone is intended to set aside land specifically for institutional uses, such as hospitals, emergency services, religious institutions, and government uses.

(k) The Parks and Recreation Use (PR) Zone is intended to set aside land specifically for parks and recreational uses, such as trails, playgrounds, recreation facilities, and urban agriculture. Take-out restaurants may also be permitted to serve users of these recreational spaces.

4.2.3 Future Land Use Map

The Use Zones of the Land Use By-law establish a very specific list of uses that are permitted within various areas of Lunenburg. However, it may be reasonable to consider a shift in the permitted uses over time as the community evolves. This may be done in a reactionary manner when land owners come to Council with proposals for new uses of their land, or may be done in a visionary manner by establishing areas where the community expects—or wants—acceptable uses to change over time.

The Future Land Use Map establishes "Land Use Designations". These Designations establish areas where similar Use Zones would be considered through changes to the Use Zoning Map of the Land Use By-law. For example, established areas of residential neighbourhoods in Lunenburg are often placed in the Lower Density Residential Use Zone. The Residential Designation recognizes that these lands might reasonably—after careful thought through the Land Use By-law amendment process—be appropriate places for other residential zones. However, an industrial zone is likely to be inappropriate in these areas and would require the much more onerous process of amending this Plan before an amendment to the Use Zoning Map of the Land Use By-law could be considered.

The Designations also establish areas where a transition in use may be appropriate over time. For example, residential areas abutting commercial areas might transition over time as commercial demand increases, but pre-emptively applying a commercial zone would fail to recognize the existing character of that area. Applying the Main Street Land Use Designation, for example, on these areas allows for easier consideration of new zoning as they evolve.

Policy 4-2: Council shall establish, on the Future Land Use Map, a series of Land Use Designations to guide the evolution of Use Zone placement over time. The Designations and the Use Zones permitted for consideration in each Designation are as follows:

(a) The Residential Land Use Designation permits:

i. Lower Density Residential Use (RL) Zone
ii. Medium Density Residential Use (RM) Zone
iii. Higher Density Residential Use (RH) Zone
iv. Rural Use (RUR) Zone
v. Institutional Use (INS) Zone
vi. Parks and Recreation Use (PR) Zone

(b) The Main Street Land Use Designation permits:

i. Commercial Mixed Use (CM) Zone
ii. Institutional Use (INS) Zone
iii. Parks and Recreation Use (PR) Zone

(c) Downtown Commercial Land Use Designation permits:

i. General Commercial Use (CG) Zone
ii. Institutional Use (INS) Zone
iii. Parks and Recreation Use (PR) Zone

(d) Waterfront Designation permits:

i. Waterfront Use (W) Zone
ii. Marine Industrial Use (MM) Zone
iii. Parks and Recreation Use (PR) Zone

(e) Industrial Designation permits:

i. Industrial Use (M) Zone
ii. Institutional Use (INS) Zone
iii. Parks and Recreation Use (PR) Zone

(f) Parks and Institutional Designation permits:

i. Institutional Use (INS) Zone
ii. Parks and Recreation Use (PR) Zone

Policy 4-3: Notwithstanding Policy 4-2, Council may initially establish Use Zone placements on the Use Zoning Map of the Land Use By-law in conflict with the Future Land Use Map in order to recognize existing uses of land; the Future Land Use Map will guide the preferred evolution of these lands in the future.

4.2.4 Amendments to the Use Zoning Map

From time-to-time it may be appropriate to amend the Use Zoning Map of the Land Use By-law to modify the uses permitted on a property. This is typically done at the request of a property owner who has a specific plan in mind for their land. Such an amendment is a public process and includes a Public Hearing.

Policy 4-4: Council shall consider proposals to amend the Use Zoning Map of the Land Use By-law. Council shall not approve such an amendment unless:

(a) the proposed Use Zone is consistent with Policy 4-2 and Schedule 'A', the Future Land Use Map of this Plan; and

(b) Council is satisfied the proposal meets the general criteria for Land Use By-law map amendments, outlined in Policy 6-19.

4.3 Use Policies

4.3.1 Residential Uses

Suitable housing is a fundamental need for all residents of Lunenburg. Residential uses also are, and will continue to be, one of the dominant uses of land within the town. The various residential neighbourhoods within Lunenburg vary in their scale and form, but they all contribute to meeting the needs of residents.

Lunenburg has a variety of types of existing housing, from single-detached units, to apartment housing above commercial uses in Old Town, to purpose-built condominium buildings. This existing housing diversity is a strength. However, as Lunenburg's population continues to change, housing needs will change too. Council, therefore, intends to provide for an even wider range of housing types to meet the needs of people at different life stages, households of various sizes and compositions, households with varying economic means, and the needs of the seasonal workers who are crucial to the town's tourism industry. Approaches to increasing housing diversity will include:

- Enabling "accessory dwellings", which are subordinate dwelling units located within other dwellings or within accessory buildings.
- "Pre-zoning" new lands for higher-density residential uses.
- Enabling "grouped dwellings" within the town. These are multiple dwellings on one lot, and can be useful for bare-land condominiums, housing co-ops, or independent living options for seniors.
- Allowing supportive housing facilities, such as small-options homes and residential care facilities, as-of-right. These housing options provide important services for adults who benefit from living with the support of other adults and who may need specialized supports on either a part-time or full-time basis.

Policy 4-5: Council shall, through the placement of Land Use Designations and Use Zones, and through the list of permitted uses in each Use Zone, enable and encourage a diversity of residential uses to locate in Lunenburg.

Policy 4-6: Council shall. through the Land Use By-law, enable grouped dwellings by permitting multiple main buildings, with controls on parking and site design, in the Old Town/New Town 2, New Town 1, and Main Street Form Zones.

Policy 4-7: Council shall, through the Land Use By-law, enable small options homes in all Use Zones that permit lower-density residential uses and residential care facilities in all Use Zones that permit more than two residential dwelling units.

Policy 4-8: Council shall, through the Land Use By-law, permit rooming houses in any Use Zone that permits more than two residential dwelling units.

Policy 4-9: Council shall, through the Land Use By-law, permit accessory dwellings, subject to controls on size and location to ensure they remain accessory to other residential uses on the property.

Policy 4-10: Council may consider proposals for Bed & Breakfast uses larger than six sleeping units in the Lower Density Residential Use Zone, Medium Density Residential Use Zone, and Rural Use Zone by development agreement. Council shall not enter in to a development agreement for such proposals unless Council is satisfied the proposal meets the general criteria for evaluating development agreements, as set out in Policy 6-19.

4.3.2 Institutional Uses

Institutional land uses in Lunenburg exist in a variety of locations and land use contexts. The institutional focus of the town has long been the four-block central area reserved for public purposes at the time of settlement, bounded by Townsend, Cumberland, Cornwallis, and Hopson Streets. However, as the community and the needs of its institutions have grown, the areas accommodating institutional uses have changed.

A number of churches are situated in residential areas in Lunenburg but are not considered to be incompatible in any way; their location is regarded as a positive component of the town's historic character.

Most of the institutional uses in the Old Town are well established and the nearby residential neighbourhoods have adjusted well to their presence. Substantial expansion of these uses is limited in some cases by lack of available land and nearby residential uses. Other institutional uses, including the schools, cemeteries, and the Fisherman's Memorial Hospital are situated on larger parcels of land on the fringes of residential areas in Old Town and New Town and have considerable room for expansion should the need arise.

The distribution of institutional land uses throughout Lunenburg reinforces the fact that institutions serve an important function in community life and their continued maintenance and expansion will be encouraged.

Policy 4-11: Council shall, through the initial placement of the Institutional Use Zone, recognize existing institutional uses and enable the establishment of new institutional uses in areas where their potential impacts on surrounding uses are expect to be minimal.

4.3.3 Adaptive Reuse of Institutional Buildings

Institutional uses often create unique, landmark buildings that endure long after the institutional use itself has ceased. These buildings can sometimes be difficult to repurpose for other uses due to their very specific design, but when done well such repurposing can provide a long-term future for the building, and can also lead to some particularly special public or private spaces within the building. Council wishes to encourage investment in these buildings and will consider by development agreement proposals for their use not otherwise permitted in the applicable Use Zone.

Policy 4-12: Council may consider by development agreement proposals for adaptive reuse of former institutional buildings, such as churches and schools, for uses not otherwise permitted in the applicable Use Zone. Council shall not enter into such a development agreement unless Council is satisfied:

(a) the proposal will lead to the preservation, enhancement, promotion, and (where needed) restoration of the building and in particular any character-defining elements;

(b) the proposed use is appropriate for the site and compatible with surrounding uses, either by the fundamental nature of the use or by controls placed upon the use through the development agreement; and

(c) the proposal is consistent with the general evaluation criteria for development agreements, as set out in Policy 6-19.

4.3.4 Commercial Uses

Much of the commercial activity in Lunenburg is clustered in the lower half of Old Town, but there is also a commercial node at the intersection of Dufferin and Falkland, and a growing commercial area along the extent of Victoria Road. These areas account for a diversity of commercial uses that vary greatly in scale, from small galleries to large grocery stores. There are also small nodes of commercial activity in other areas of town, such as the motel on Masons Beach Road.

Lunenburg features a strong tradition of home-based businesses, and indeed the efforts of home-based business operators in Lunenburg resulted in changes to the provincial Building Code to recognize these operations and lower barriers to their development. Council is supportive of home-based businesses, and intends to allow them widely, with a few minor controls to ensure they remain compatible with surrounding residential uses.

An important commercial topic in recent years has been tourist accommodations. Lunenburg features many B&Bs, small inns, hotels, and motels. With the rise of online rental platforms, Lunenburg has also seen on increase in the use of residential dwellings for accommodation purposes. These "short-term rentals" provide popular accommodation options and can help homeowners with the affordability of their property, but they also raise concerns about loss of housing stock and conflicts from a high level of occupant turnover in otherwise stable neighbourhoods. From a land use planning perspective, there are limited tools available to effectively regulate various aspects of short-term rentals (*e.g.* duration in a year, ownership). As a result, Council intends to permit them on a limited scale using the land use planning tools available, and explore options for other regulatory tools to control the other aspects of this use.

Policy 4-13: Council shall, through the initial placement of Land Use Designations and Use Zones, and through the list of permitted uses in each Use Zone, enable and encourage a diversity of commercial uses to locate in Lunenburg, with consideration for the potential impacts of commercial operations on surrounding uses.

Policy 4-14: Council shall, through the Land Use By-law, permit home-based businesses in any Use Zone that permits dwellings, and shall include limits on the size, number of non-resident employees, and types of commercial uses that will be permitted for home-based businesses.

Policy 4-15: Council shall, through the Land Use By-law, permit short-term rentals in all Use Zones that permit dwellings, but shall limit them to one per lot and shall not permit them within accessory dwellings or accessory buildings.

4.3.5 Industrial Uses

Industrial activity in Lunenburg occurs primarily on the Front Harbour waterfront with most of this activity related to the shipping and fishing industries. Attempts at attracting new industry into the town are frustrated by the lack of land suited for industrial uses. The waterfront offers very limited additional industrial development potential; however, continued industrial use of the waterfront will be accommodated and encouraged.

A large site located between Starr Street and the railway tracks has been in the past designated as an industrial site; however, high site preparation costs resulting from poor subsoil conditions has discouraged development of this area. Much of the land here is now owned by the Town, with a portion utilized for the Town's sewage treatment plant. As identified in the Comprehensive Community Plan, the remaining lands may be appropriate for a "sustainable energy district", such as large-scale solar generation, the installation of which is relatively flexible and able to be done on difficult soil conditions.

Other sites suited to industrial uses are limited due to the existing land use pattern and topography. A site southwest of Bluenose Academy is currently utilized for aerospace manufacturing, with additional lands available for expansion or additional industrial use. However, a limiting factor for large scale expansion in this area is inadequate water pressure for fire protection above 20 metres (65 ft.) in elevation. The initial placement of the Industrial Use Zone in this area recognizes these limitations; however, the larger area is identified for industrial use on the Future Land Use Map of this Plan to allow for easy conversion to industrial lands as water services improve.

Policy 4-16: Council shall, through the initial placement of Land Use Designations and Use Zones, and through the list of permitted uses in each Use Zone, support existing industrial operations in Lunenburg and establish lands for new operations where they can be adequately serviced and where impacts on neighbouring uses are expected to be acceptable.

4.3.6 Heavy Industry

Heavy industrial uses include those that deal with extremely hazardous materials or have the potential to be obnoxious due to factors such as fumes or noise. Given the small land area within Lunenburg it would be quite challenging to locate them within the town without unacceptably impacting surrounding uses. However, there may be rare cases in which such a use is both desirable to locate within the town boundaries and in which the risk of impacts could be adequately minimized through careful design and operational procedures. Council is open to considering such cases, but will only accept them if a strong need and benefit can be identified, and the risks of impacts minimized.

Policy 4-17: Council shall consider by development agreement proposals to establish heavy industrial uses in the Industrial Use Zone and the Marine Industrial Use Zone. Council shall only enter into development agreements for such proposals if:

(a) there is a clear need for the proposed use and a clear benefit to the Town and residents of Lunenburg in having the use locate within town boundaries;

(b) potential impacts related to the use including, but not limited to, noise, smell, truck traffic, light, and risk of fire or other accident can be adequately addressed in the provisions of the development agreement; and

(c) the proposal is consistent with the general evaluation criteria for development agreements, as set out in Policy 6-19.

4.3.7 Other Uses

Lunenburg's residences, businesses, and institutions are supported by a number of other land uses. Particularly important are parks, conservation lands, trails, and other recreation options, and Council wishes to encourage these uses to locate and expand throughout all of town.

Although Lunenburg is very much an urban community with a distinct urban settlement pattern and urban uses, there are areas that are rural in character within the Town boundary. Although some of this rural land is unused, there are also active agricultural uses, such as pasture land and hay fields and some scattered residential development. Many of these activities are located on agricultural soils classified as "Class III", which are generally considered good soils and are identified as valuable soils within the Provincial Statement of Interest on Agricultural Lands. Council recognizes the existence of these Class III soils and the existing rural uses upon them, and intends to continue to accommodate these agricultural activities as long as they desire to continue operating. However, when balanced against the Statements of Provincial Interest on Infrastructure and Housing, Council believes that it is appropriate—and indeed desired—to enable the development of these Class III lands in the future. Such development would enable additional housing options and make efficient use of existing services, while reducing pressure on other agricultural lands that are not within the limited area of town boundaries.

In addition to the existing traditional agriculture, there is a growing interest (or perhaps re-discovery) in Lunenburg around so-called "urban agriculture", the practice of implementing agricultural activities on a smaller scale in urban settings. This might include community vegetable gardens, or even the keeping of bees or chickens on a very limited scale. Council intends to enable these activities, but with reasonable limitations to minimize conflicts with other urban uses.

Finally, there is growing interest in renewable energy on a local scale, such as solar panels and wind turbines on homes or even as small commercial operations. Council is generally supportive of these efforts to improve the sustainability of the community and will enable the development of such structures; however, with the limited land area in Lunenburg and the resulting inability to provide large separation distances from other uses, Council does not believe large wind turbines to be an appropriate use of land in the town and will not permit them.

Policy 4-18: Council shall, through the Use Zones of the Land Use By-law, widely permit parks, trails, conservation uses, and public recreation opportunities.

Policy 4-19: Council shall, through the Land Use By-law, continue to enable agricultural practices and similar rural activities through the application of the Rural Use Zone in the more rural areas of Lunenburg until such time as services become available to enable the efficient development of these lands.

Policy 4-20: Council shall, through the Land Use By-law, enable urban agricultural uses, including the small-scale keeping of chickens and bees, with limits to control their impact on neighbouring uses.

Policy 4-21: Council shall, through the Land Use By-law, permit solar energy systems as an accessory use in all Use Zones, and as a main use in the Industrial Use Zone and Rural Use Zone.

Policy 4-22: Council shall, through the Land Use By-law, permit domestic-scale wind turbines as an accessory use.

4.4 Non-conforming Uses

4.4.1 Introduction

The current structure of municipal land use planning is a relatively new tool in relation to the age of Lunenburg as a community. Municipal land use planning also changes over time, with planning rules updated, deleted, or added as the needs of the community evolve. This means that there are uses within Lunenburg that were established long before municipal land use planning, or were established under older rules but would not be permitted under today's planning rules. These uses are known as "non-conforming", and the *Municipal Government Act* provides some protections for these uses in recognition of the investment that owners have made.

4.4.2 Recommencement of Non-conforming Uses

The *Municipal Government Act* allows non-conforming uses to continue, and also allows them to recommence if they are discontinued for a period of less than six months. This supports existing investments in land uses, but enables a transition to compliance with modern planning rules when a non-conforming use is no longer operated. Council is generally supportive of this approach, but feels that six months is not necessarily enough of a grace period. As a result, Council intends to extend the allowance period for the recommencement of non-conforming uses.

Policy 4-23: Council shall, through the Land Use By-law, allow for the recommencement of non-conforming uses up to 12 months after they are discontinued.

4.4.3 Extension or Change of Non-conforming Use

Generally, the intention of making a use non-conforming is to see it transition over time to meet contemporary expectations for the site. However, Council recognizes there may be occasional situations in which it is actually desirable to allow a non-conforming use to expand or to convert to another use that would similarly be non-conforming but result in an overall improvement to the area. Council does not take such expansions or changes lightly and, as a result, will only consider them by development agreement.

Policy 4-24: Council shall consider proposals to expand a non-conforming use or to change a non-conforming use to another non-conforming use by development agreement, subject to Policy 4-25 and the development agreement policies of Section 6.4.

Policy 4-25: Council shall not enter into development agreement to expand a non-conforming use or to change a non-conforming use to another non-conforming use unless Council is satisfied:

(a) the proposal is not prohibited under any other policies of this Plan;

(b) the proposal improves, or at least does not worsen, the effects of the non-conforming use on the surrounding area, including, but not limited to, effects related to traffic, noise, odours, dust, and light trespass; and

(c) the proposal meets the general evaluation criteria for development agreements in Policy 6-19.

4.5 Parking

4.5.1 Introduction

The development of new land uses necessitates travel between those uses. While Lunenburg's well-connected blocks and dense development patterns make walking easier than many other Nova Scotian communities, a large proportion of trips are still taken by automobile or bicycle, which ultimately creates a need for parking.

4.5.2 Automobile Parking Requirements

Most land use planning documents in Nova Scotia implement "minimum parking space requirements" for development. The intention is to avoid having uses—particularly commercial uses—offload the cost and burden of providing parking onto the surrounding neighbourhood.

However, much of Lunenburg was designed and built prior to the invention of the automobile. The result is that the older areas of town were not built with the automobile in mind, and many properties do not have on-site parking. Rather, automobiles typically park on the street or in central parking lots. While parking demand can be high in the summer tourism months, accommodating on-site parking in the older areas of Lunenburg would necessitate the demolition of buildings, which is clearly contrary to good community development. Instead, the Comprehensive Community Plan recognizes that the public provision of parking is a desirable alternative to destroying the building fabric of these areas, and contains recommendations related to improving street parking and off-site parking lots.

Outside of Old Town and New Town, parking demand is typically related to residential, institutional, and industrial uses. These are uses that benefit from being able to establish their own parking requirements; institutional and industrial parking requirements vary widely based on the specific nature of the use and are difficult to accurately capture in regulation, while residential developers have a strong incentive to provide adequate parking to meet the needs of their target market.

The one primary area outside of Old Town and New Town where parking demand is driven by commercial establishments is Victoria Road. However, lots in this area are quite large and Council has no concerns about business owners having to make a trade-off between increasing the commercial floor area and implementing adequate parking to meet their needs; in other words, there is little need to force commercial owners in this area to provide adequate parking to avoid spillover effects in the immediate neighbourhood.

For this variety of reasons, Council has elected to not establish minimum automobile parking requirements in the Land Use By-law.

4.5.3 Bicycle Parking Requirements

Contrasted to automobile parking, bicycle parking requires little space, but is often seen by property owners as an afterthought or unnecessary luxury. However, bicycle use is growing in Nova Scotia and specifically in Lunenburg for both leisure and utilitarian purposes. Bicycle tourism is also an emerging opportunity, with provincial initiatives such as the Blue Route bicycle network building an essential foundation of infrastructure and awareness. While bicycles can often be parked in a wide range of environments, *ad hoc* solutions to parking suggest to cyclists that they are not valued, and can also lead to bicycles locked to street trees (damaging them) or in areas that block safe pedestrian movement. Additionally, with a rise in electric bicycles and expensive touring bicycles (some of which can cost more than a used car) there is a need for safe, secure bicycle parking options. Council, therefore, has elected to implement basic requirements for bicycle parking.

Policy 4-26: Council shall, through the Land Use By-law, implement minimum requirements for bicycle parking space numbers and quality.

Chapter 5 - Community Form & Heritage

5.1 Form Zones

5.1.1 Form Zones

Lunenburg is strongly defined by the various form of its buildings, with its evolution over time evident in the scale and positioning of buildings in different areas of town. The Land Use By-law contains "form zones" that recognize existing community form and help to guide new development in a manner that matches the surrounding context, as well as establish standards for form in the expansion areas of town.

Policy 5-1: Council shall, through the Land Use Bylaw, establish Form Zones, shown on the Form Zoning Map, to establish standards for building form, building placement, site design, and signage. The Form Zones shall generally conform to the following scheme:

(a) The Old Town 1 Form Zone is intended to protect the integrity of the core commercial district within the lower blocks of the Old Town Lunenburg rectangular street grid established in 1753.

(b) The Old Town 2 Form Zone is intended to safeguard the tightknit residential development pattern within the upper blocks of the Old Town Lunenburg rectangular street grid established in 1753.

(c) The Old Town/New Town 1 Form Zone is intended to maintain the residential development pattern of the parts of Lunenburg that were subdivided from the Common in 1862 & 1878 and enable new subdivisions to emulate said development pattern.

(d) Old Town/New Town 2 Form Zone is intended to maintain the development character of neighbourhoods developed between 1950 and 1980 and enable new subdivisions to emulate said development pattern.

(e) The New Town 1 Form Zone is intended to enable medium density residential development in multi-story building forms.

(f) The Main Street Form Zone is intended to create a main street character with a multi-storey street wall and with an active ground floor close to the sidewalk.

(g) The Marine Form Zone is intended to maintain the distinct character of a working waterfront with its fishing, shipbuilding, and interpretive tourism operations.

(h) The Community Form Zone is intended to provide spatial conditions that acknowledge the heightened importance of institutions in the community.

(i) The Industry Form Zone is intended to enable building forms for industry to flourish while minimizing undue impact on surrounding neighbourhoods.

(j) The Rural Form Zone is intended to enable building forms conducive to agricultural enterprise.

(k) The Shoreline Form Zone is intended to enable small scale structures associated with fishing and boating in the Back Harbour.

5.2 Coastal Development

5.2.1 Introduction

Lunenburg's history and future are intimately tied to the coast. The town was settled and built up from the water's edge, and has long been dependent on shipbuilding and the fishery. In recent decades tourism—often tied to the coast—has also become prominent. It is now known that climate change, combined with coastal subsidence, is causing sea levels in Nova Scotia to rise. Current modeling suggests that sea levels in Lunenburg could be 0.83 metres higher than they are now by the year 2100. When combined with storm surge, these rising water levels present a very real risk to coastal development. We must, therefore be mindful of these risks when planning for the future.

5.2.2 Flood Risk Areas

High-resolution elevation mapping, when combined with the sea level rise projection above and a storm surge equivalent to Hurricane Juan, shows the areas of Lunenburg vulnerable to coastal flooding. This includes much of the Back Harbour waterfront north of the trail, the northern shore of Lunenburg Harbour below Bluenose Drive, and the western shore of Lunenburg Harbour up to Tannery Road. If nothing changes in terms of infrastructure between now and 2100, a particularly bad storm could even cause flooding up into the low-lying areas between Victoria Road and Green Street.

In some communities, avoiding these coastal flood risks would simply be a matter of prohibiting all new development within areas of potential flooding. However, Lunenburg very much depends on access to the water for industry, tourism, and as part of the community's heritage. A more nuanced approach is therefore warranted.

Policy 5-2: Council shall, through the Land Use By-law, establish a Flood Risk Area Map identifying areas of Lunenburg at an elevation lower than 3.2 metres relative to the Canadian Geodetic Vertical Datum of 2013 (CGVD2013), which are areas modelling shows are at risk from coastal flooding due to sea level rise and storm surge to the year 2100.

Policy 5-3: Developers of new development within areas identified on the Flood Risk Area Map shall be required to acknowledge the risks of coastal flooding to development and to reduce the potential impacts of coastal flooding on the development by:

(a) locating habitable areas above the 3.2 metre (GCVD2013) elevation;

(b) providing safe containment for potential water pollutants (oils, etc.) in the case of a flood; and

(c) locating vulnerable infrastructure (such as electrical and mechanical systems) above the 3.2 metre (CGVD2013) elevation.

5.3 Heritage and Architectural Control

5.3.1 Introduction

Lunenburg has a distinct heritage rooted in the Germanic origins of its first settlers, its unique architectural character, and its historical association with the growth of the Atlantic fishery and the bygone age of sail. This strong heritage is recognized as an important element of community life, important not only to residents of the Town but to the growing tourism industry as well. The term "heritage" encompasses many things, from vernacular forms of speech, to local food, traditional skills, crafts, and means of livelihood, and the historic built environment.

The Town's architectural character is perceived as being a particularly important component of its heritage and Council has taken a number of initiatives to conserve, maintain, and improve that character.

In 1981, the Heritage Property By-law was first adopted under the *Heritage Property Act*, enabling Council to designate historic buildings, streetscapes, and areas in the Town and to control any substantial alteration to them. Implementation of the By-law began in 1982 when research was undertaken to document the historic and architectural character of the Town. This research culminated, in February 1984, in the publishing of an inventory of historic buildings, which laid the groundwork for subsequent designations of Municipal Heritage Properties under the Heritage Property By-law.

In 1991, Lunenburg received the distinction of having Old Town designated as a National Historic District.

In 1994, with the assistance of the Provincial Department of Housing and Municipal Affairs and a consultant, a background study was undertaken on the possible establishment of the Old Town as a heritage conservation district under the Heritage Property Act, with the district consisting of the National Historic District plus adjacent historic areas. A working group of residents assisted in the preparation of a draft conservation plan and bylaw that included policies restricting demolition of historic (pre-1940) buildings and design guidelines for new buildings, alterations to existing buildings, and signs, fences, and utility structures. The establishment of the heritage conservation district was also intended to qualify property owners for conservation assistance programs available from the provincial government.

In 1995, the Old Town was designated as a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (U.N.E.S.C.O.).

In 1996, following the Five-Year Review, limited architectural controls were introduced into the municipal planning strategy and land use bylaw. Three architectural control areas were established, one encompassing the Old Town National Historic District / World Heritage Site, another in the Dufferin Street and Falkland Street area, and a third in the Tannery Road area. Within these areas, architectural controls regulated the design of new main buildings and alterations to pre-1920 main buildings.

In 1997, with assistance from the Federal and Provincial Governments, the Town commissioned a Strategic Plan for conservation and management of the Town as a World Heritage Site. The resulting Lunenburg World Heritage Community Strategy, adopted by Council in 1998, identified numerous initiatives relating to cultural preservation and economic development. It also affirmed the need for the establishment of a heritage conservation district, comprehensive architectural controls, and financial incentives. In early 2000, following formal notification of all affected property owners, the heritage conservation district was established and the conservation plan and bylaw were adopted by Council.

In 2021 Council initiated a project to review the Heritage Property By-law and Architectural Control Areas. However, this process is not yet complete at the time of adoption for this Municipal Planning Strategy and the associated Land Use By-law. As a result, this Municipal Planning Strategy continues without change the approach contained within the 1996 Municipal Planning Strategy until such time as the review project is complete and this Plan is amended as necessary.

5.3.2 Heritage Conservation District and Architectural Control Areas

Council recognizes the potential social and economic benefits of preserving the heritage of Lunenburg and is committed to its protection. The designation of the Old Town as a National Historic District and World Heritage Site also imposes upon Council significant responsibility for its protection and management as a cultural resource of national and international importance. At the same time, Council recognizes that the Town is a living community, not a museum, and that architectural change must be accommodated.

In order to ensure the protection of Lunenburg's built heritage, Council has adopted a three-fold approach to architectural control:

- Voluntary designation of individual Municipal Heritage Properties under the Heritage Property By-law.

- Establishment of architectural control areas in the Dufferin Street, Falkland Street, and Tannery Road areas, with limited architectural controls implemented through the Land Use By-law. These architectural controls will continue the regulatory approach originally adopted in 1996 with the exception that the cut-off date for architectural reference is 1940. Within the architectural control areas, architectural controls will apply only to new main buildings and alteration of pre-1940 main buildings.
- Establishment of a heritage conservation district comprised of the Old Town National Historic District & World Heritage Site and adjacent historic areas, with architectural controls implemented through the policies and design guidelines of the conservation plan and bylaw. Architectural controls in the heritage conservation district will apply to demolition of any pre-1940 building; the design of new buildings, including outbuildings; the alteration of any existing building, regardless of age; the design of fences and signs, and the placement and screening of utility structures.

Policy 5-4: Council shall, through the Land Use By-law and pending completion of the project to review heritage and architectural controls, establish a Heritage Conservation District and Architectural Control Areas consistent with the 1996 Municipal Planning Strategy, as amended.

5.4 Non-conforming Structures

5.4.1 Introduction

Like non-conforming uses (see Section 4.4) there are many buildings and other structures that were built in Lunenburg prior to modern planning requirements, or were built under previous planning rules that are no longer in effect. This results in "non-conforming structures" when they do not meet current planning regulations, such as minimum setbacks, and the *Municipal Government Act* provides some protection and flexibility for these structures.

5.4.2 Expansion and Reconstruction of Non-conforming Structures

The *Municipal Government Act* provisions allows for expansion of residential structures provided they do not further increase the non-conformity. For example, the owner of an existing house that violates the current regulations regarding minimum front setbacks may still add an addition to the rear of the house since this would not change how the building interfaces with the minimum front setback. However, no such flexibility is provided in the Act for non-residential structures.

The Act also permits non-conforming residential structures to be reconstructed if they are destroyed by fire or otherwise. For non-residential structures this permission to rebuild is only provided if less than 75 percent of the market value of the structure is destroyed.

In light of the number of commercial and industrial buildings in Lunenburg that predate modern planning, Council wishes to extend similar flexibilities to non-residential structures as enjoyed by residential structures.

Policy 5-5: Council shall, through the Land Use By-law, permit the expansion of non-conforming structures provided the expansion does not further increase the non-conformity.

Policy 5-6: Council shall, through the Land Use Bylaw, permit a non-conforming structure to be rebuilt, replaced, or repaired, if destroyed or damaged by fire or otherwise, if it is substantially the same as it was before the destruction or damage.

5.5 Signage

Signage plays an important role in Lunenburg. It helps people find the places they want to go, and helps businesses attract customers. However, signage that is too large or too abundant can overwhelm the visual quality of the community, or even present a hazard. It is, therefore, important to have reasonable regulations on the size, number, and placement of signs in Lunenburg.

Policy 5-7: Council shall, through the Land Use By-law, establish regulations for the size, number, and placement of signs in keeping with the intended character of each Form Zone.

Policy 5-8: Council shall, through the Land Use By-law, establish classes of signs that are permitted, classes of signs that are prohibited, and classes of signs that are exempt from the signage regulations.

Chapter 6 - Implementation & Review

6.1 Administration

6.1.1 Context

This Municipal Planning Strategy is a policy document that sets out the vision, goals, and policies for development and land use in the Town of Lunenburg. This Plan and its associated By-laws are enabled by, and are consistent with, Parts 8 and 9 of the *Municipal Government Act*.

6.1.2 Document Administration

This document and the Land Use By-law are structured for easy reference and to easily track changes over time. The text below outlines the structure for referencing differing elements of this Plan:

1 – Chapter
1.1 – Section
1.1.1 – Subsection
1.1.1 (a) – Clause
1.1.1 (a) (i) – Subclause

When amending this Plan or the text of the Land Use By-law, the Town will use the following practices:

- The date, general nature of the change, and reference file or project will be noted in the changelog at the end of each Chapter.
- Each record in the changelog will be given a reference number prefaced with the letters, "CHG".
- Deleted text will be replaced with the text, "DELETED" and the reference number for the appropriate record in the changelog. Subsequent text will not be renumbered.
- Additions or substitutions will be bolded with the reference number for the appropriate record in the changelog following in brackets.
- If additions would normally require the renumbering of following text, the "highway interchange" system will instead be used. A capital letter will be added to the numbering to differentiate the new text from the previous numbering. For example, Subsection 1.1.2A would be used between Subsections 1.1.2 and 1.1.3.

6.1.3 Policy Statements

Policy statements of Council are separate from the above document structure and are denoted by the text, "POLICY #-#". All contents of this Plan not contained within a Policy are considered preamble, and may be used to help interpret the intent of Policy statements if the statements are found to be ambiguous or unclear.

Policy 6-1: Official Council Policies are denoted in this Plan by the text, "POLICY #-#", with the number signs replaced by the appropriate policy number.

6.1.4 Language

The policies of this Plan are written to be as clear and precise as possible. As a result, some words have specific, defined meanings.

Policy 6-2: In this Plan, the word "shall" takes the imperative, and indicates a duty to act. The word "may" takes the permissive, and indicates permission to act.

6.1.5 Effective Date

Policy 6-3: This Municipal Planning Strategy and implementing Land Use By-law shall come into effect on the date that a notice is published in a newspaper, circulating in the Municipality, informing the public that the planning documents are in effect.

6.2 Regional Cooperation

6.2.1 Consultation with Adjacent Municipality

This Municipal Planning Strategy and its associated By-laws apply only to lands within the Town of Lunenburg. However, activities that occur within the Town have the potential to affect lands within the Municipality of the District of Lunenburg. This may be direct, such as the generation of traffic or trespass of noise or odours across borders. It may also be indirect, such as through effects on the market for various types of development in neighbouring areas.

Council believes that it is important to consider the input of the Municipality of the District of Lunenburg when considering amendments to this Municipal Planning Strategy.

Policy 6-4: Council shall consult with the Municipality of the District of Lunenburg when:

(a) adopting a new Municipal Planning Strategy to replace this one; and

(b) when considering amendments to this Municipal Planning Strategy that would affect lands within 500 metres of the Town boundary.

6.3 Land Use By-law and Subdivision By-law

6.3.1 Adoption

The land use and development policies in this Municipal Planning Strategy are implemented through a Land Use By-law. This by-law uses a series of zones to establish lot standards, the permitted uses of land, and the form of buildings. In doing this, the Land Use By-law reflects the policies of this Municipal Planning Strategy. Council approves the Land Use By-law at the same time this Plan is approved.

The Subdivision By-law is another tool used by Council to implement this Plan. It sets out the requirements and processes for such things as subdividing land, creating streets, and providing recreational lands.

The Land Use By-law and Subdivision By-law are administered by a Development Officer appointed by the Town of Lunenburg. The Development Officer is responsible for issuing development permits in accordance with the Land Use By-law and for issuing subdivision approval in accordance with the Subdivision By-law.

Policy 6-5: Council shall adopt a Land Use By-law and Subdivision By-law consistent with the intent of this Plan.

Policy 6-6: Council shall appoint one or more Development Officers to administer the Land Use By-law and the Subdivision By-law and to issue and deny permits under the terms of these by-laws.

Policy 6-7: The Subdivision By-law shall:

(a) apply to the whole of the Municipality;

(b) ensure that any subdivision, with the exception of lots created using a variance or the provisions of Section 279 of the *Municipal Government Act*, conforms with the lot requirements contained in the Land Use By-law;

(c) establish locations and standards for the development of public streets; water, sewer, and stormwater services; and other publicly owned infrastructure;

(d) contain provisions for dedicating land or an equivalent value for parkland, playgrounds, and similar public purposes;

(e) ensure the applicable requirements of the Provincial Subdivision Regulations are in effect; and

(f) contain any other provisions needed to fulfill the intent of this Plan.

6.3.2 Variances

Section 235 of the *Municipal Government Act* gives the Development Officer the power to grant "variances" from the requirements of the Land Use By-law. The Act sets out the circumstances when such variances may be granted, the Land Use By-law provisions for which variances may be granted, and the process for granting such variances. The Act provides by default the ability to vary lot coverage, setbacks, lot frontage, and lot area. Additional variance categories may be enabled in a Municipal Planning Strategy. Council recognizes that occasionally challenging and unique development scenarios will arise as a result of Lunenburg's long history, and intends to provide for a wider range of variances as a tool to enable solutions to these challenges.

Policy 6-8: Council shall, in accordance with Section 235 of the *Municipal Government Act*, permit the Development Officer to vary:

(a) location and number of parking spaces required;

(b) ground area of a structure;

(c) height of a structure;

(d) floor area occupied by a home-based business; and/or

(e) height and area of a sign.

6.3.3 Amending the Text and Use Zoning Map of the Land Use By-law

Council recognizes it cannot foresee all possible types of development that might be acceptable in the Town in general, or on a specific piece of land. As such, there will be times when the Land Use By-law needs to be amended to accommodate a new development trend or specific development proposal.

Council also recognizes that it is possible to inadvertently make mapping errors in preparing the maps that accompanying this Plan and the Land Use By-law. Such errors may be in conflict with the policies in this Plan. Where such errors are discovered, Council may consider correcting them through amendments to the Use Zoning Map of the Land Use By-law.

Policy 6-9: Council shall amend the text of the Land Use By-law if the proposed amendment is consistent with this Municipal Planning Strategy and meets the general evaluation criteria for amending the Land Use By-law, as set out in Policy 6-19.

Policy 6-10: Council shall consider amendments to the Use Zoning Map of the Land Use By-law when the proposed map amendment is not specifically prohibited within this Plan and at least one of the following three conditions is true:

(a) the proposed Use Zone is enabled by this Plan for use within the same Future Land Use Map designation;

(b) a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use By-law preparation process, resulting in a property being zoned inconsistent with stated policies in this Plan; or

(c) notwithstanding the Use Zones permitted within a Future Land Use designation, the land to be rezoned is under 1,000 square metres in area and is abutting a Future Land Use Map designation that permits the proposed Use Zone. For clarity, land that abuts a right-of-way, such as a street, is considered to be abutting the designation on the other side of the right-of-way.

Policy 6-11: Council shall not amend the Use Zoning Map of the Land Use By-law unless Council is satisfied that:

(a) the proposal is consistent with the description of the Use Zone in Policy 4-1 and any specific policies, if any, directing where it is appropriate to place the proposed Use Zone; and

(b) the proposed Use Zone and the uses it permits meet the general criteria for amending the Land Use By-law, set out in Policy 6-19.

6.3.4 Amending the Lot Zoning Map of the Land Use By-law

In general, the initial placement of Lot Zones is intended to be a very deliberate choice as a means to shape the future character of Lunenburg. As such, amendments to the Lot Zoning Map are generally not to be considered without an amendment to this Plan. However, minor rounding out of Lot Zone boundaries may occasionally be appropriate and the establishment or closure of unique (*e.g.* industrial, institutional, open space) uses may require an amendment to implement or remove Lot Zone 4 from the Lot Zoning Map.

Policy 6-12: Council shall not amend the Lot Zoning Map without an amendment to this Plan, except in the following situations:

(a) Minor adjustments between abutting Form Zones to better reflect the transition from one lot development pattern to the other.

(b) Amendments to change the Form Zone on a property to Form Zone 4 when a proposed non-residential, non-commercial use requires this form zone for efficient operations.

(c) Amendments to change the Form Zone on a property away from Form Zone 4 to an abutting Form Zone when the use that required Form Zone 4 has ceased and the property is proposed to be redeveloped for other purposes.

6.3.5 Amending the Form Zone Map of the Land Use By-law

The initial placement of the From Zones on the Form Zoning Map was conducted with much thought and as a reflection of the desired community structure identified in the Comprehensive Community Plan. Any wholesale changes to this structure should only be considered through a review of the Comprehensive Community Plan and, by extension, this Municipal Planning Strategy. However, it may be reasonable at times to consider minor adjustments to the Form Zoning Map as the community evolves or if a significant change in use dictates the need for a different—but compatible—form for buildings and the site.

Policy 6-13: Council may consider amendments to the Form Zoning Map of the Land Use By-law. Council shall not adopt such amendments unless Council is satisfied:

(a) the proposal is consistent with the description of the Form Zones in Policy 5-1;

(b) there is a clear need for the amendment to accommodate a proposed use for the land that is both acceptable for the location and that could not be accommodated within the confines of the existing Form Zone;

(c) the proposed Form Zone enables a form for the site that is compatible with (though not necessarily identical to) the surrounding form; and

(d) the proposal meets the general evaluation criteria for amending the Land Use By-law, set out in Policy 6-19.

6.4 Development Agreements

6.4.1 Context

A development agreement is a written legal agreement between the Town and a property owner. It "runs with the land"; hence, the terms of the agreement do not cease if the land is sold or if the property owner dies.

The development agreement is a mechanism through which Council can oversee the implementation of a development proposal that would not otherwise be permitted by the standards established in the applicable zone. This can allow a proposal to better fit the specific constraints or opportunities provided by a site.

A development agreement allows or limits the development to the use or types of uses actually proposed and outlined in the agreement. This allows Council to have a finer-grained level of control over the proposed development, and to implement specific measures to mitigate potential impacts. To change the development to another use that is not listed in the development agreement would require an amendment to the agreement, which would be evaluated against the policies in this Plan.

In accordance with the *Municipal Government Act*, the types of development that may be considered by a development agreement must be clearly identified in the Plan.

6.4.2 Adopting and Amending Development Agreements

Policy 6-14: Council shall consider entering into a development agreement where such an agreement is enabled by policies elsewhere in this Plan. Where Council approves a development agreement, the development agreement:

(e) shall specify the development, expansion, alteration, or change permitted;

(f) shall specify the conditions under which the development may occur; and

(g) may set terms by which Council may amend or terminate and discharge the agreement.

Policy 6-15: Council shall not enter into or amend a development agreement unless Council is satisfied the proposed agreement is consistent with the enabling policy and the general criteria set out in Policy 6-19.

Policy 6-16: Council may specify conditions in the development agreement to bring the proposal into alignment with the enabling policy and the general criteria set out in Policy 6-19. Such conditions may include, but are not limited to, controls regarding:

(a) servicing;

(b) the type, location, and orientation of structures;

(c) the architectural design of structures, including, but not limited to, bulk, scale, height, roof shape, building and cladding materials, and the shape and size and placement of doors and windows;

(d) the provision of open space and amenities;

(e) the type, size, and location of signage;

(f) the type and orientation of exterior lighting;

(g) management of solid waste, compost, and recycling;

(h) pedestrian, bicycle, and vehicular circulation;

(i) connections within the boundaries of the lot to existing or planned pedestrian, bicycle, and vehicular networks abutting the lot;

(j) the location and number of bicycle and vehicular parking and loading spaces;

(k) access for emergency vehicles;

(l) the location and type of landscaping, including fences and other forms of screening;

(m) stormwater management;

(n) grading and erosion control;

(o) the emission of noise, odour, light, liquids, gases, and dust;

(p) the type of materials stored and/or sold on site;

(q) hours of operation;

(r) the phasing of development;

(s) financial bonding for the construction and maintenance of components of the development, including, but not limited to, roads and landscaping;

(t) mitigation measures for construction impacts;

(u) time limits for the initiation and/or completion of development; and

(v) all other matters enabled in Section 227 of the *Municipal Government Act*.

6.4.3 Legacy Development Agreements

There are a number of development agreements in the Town of Lunenburg that were adopted prior to this Plan. These agreements are legal contracts that continue to remain in force subject to the terms outlined in the agreement. However, the policies under which these agreements were considered are often no longer in force, so evaluating any proposed amendments to these agreements can be challenging.

Council may conduct a comprehensive review of existing development agreements to determine if they can be discharged or possibly brought into alignment with this Plan. Pending this review, amendments to existing development agreements will be governed by the following policies:

Policy 6-17: Council shall consider non-substantive amendments to development agreements adopted prior to [adoption date], 2021 subject to the criteria for nonsubstantive amendments outlined in the particular development agreement and subject to Policy 6-19 of this Plan.

Policy 6-18: Council shall only consider substantive amendments to development agreements adopted prior to [adoption date], 2021 if the proposal is specifically enabled by, and is consistent with, a policy of this Plan.

6.5 General Evaluation Criteria

6.5.1 Amending the Land Use By-law & Entering into Development Agreements

Amendments to the Land Use By-law and the entering into of development agreements are processes that require careful thought. As such, Council has established a set of general criteria to consider when evaluating all Land Use By-law amendments and development agreement proposals.

Policy 6-19: Council shall not amend the Land Use By-law or enter into a development agreement unless Council is satisfied the proposal:

(a) is consistent with the intent of this Municipal Planning Strategy;

(b) does not knowingly conflict with any Town or Provincial programs, by-laws, or regulations in effect in the municipality;

(c) is not premature or inappropriate due to:

i. the ability of the Town to absorb public costs related to the proposal;

ii. impacts on existing drinking water supplies, both private and public;

iii. the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;

iv. the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;

v. the adequacy of fire protection services and equipment;

vi. the adequacy and proximity of schools and other community facilities;

vii. impacts on UNESCO Word Heritage Site statements of outstanding value;

viii. the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;

ix. site-specific climate change risks;

x. the potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;

xi. impacts on known habitat for species at risk;

xii. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to utility rights-of-way; and

xiii. land use conflicts that could place limits on existing operational procedures at existing businesses.

6.6 Monitoring and Updating this Plan

6.6.1 Plan Reviews

Good plans are not set in stone. While every effort has been made to be thorough in the preparation of this Municipal Planning Strategy, things can change. The assumptions under which this plan was made, the technologies and land use issues of the day, and the values of community members will all change over time. This Plan must be monitored and periodically reviewed and updated to remain effective.

Policy 6-20: Council shall initiate a brief housekeeping review of this Municipal Planning Strategy within two years of its adoption. The intent of this review is solely to identify errors and omissions.

Policy 6-21: Council shall initiate a review of this Municipal Planning Strategy following the five-year review of the Comprehensive Community Plan. The intent of this review is to align the Municipal Planning Strategy with any new priorities and actions arising from the Comprehensive Community Plan review.

6.6.2 Municipal Planning Strategy Amendments

This Municipal Planning Strategy may be amended from time to time; it is not necessary to wait for a formal review. The amendment process involves such things as public participation, notification of the adjacent municipality and the Provincial Director of Planning, newspaper notices of the intention to amend, a public hearing, and review by the Province. The specific process is set out in the *Municipal Government Act*. Council may initiate an amendment arising from an internally-identified need, or from a request from a member of the public. However, Council is under no obligation to approve a Plan amendment unless the current Plan conflicts with the *Municipal Government Act*.

Policy 6-22: Council shall consider an amendment to this Municipal Planning Strategy when:

(a) any policy intent is to be changed;

(b) a proposed amendment to the maps or text of the Land Use By-law or Subdivision By-law is in conflict with this Plan and there are valid reasons for the amendment;

(c) incorporation of a detailed secondary area strategy into this Plan is desired; or

(d) this Municipal Planning Strategy is found to be inconsistent with the *Municipal Government Act* or the Statements of Provincial Interest.

Schedules

Schedule 'A' – Future Land Use Map

TOWN of LUNENBURG
A World Heritage Site

MAP

Future Land Use

SCHEDULE	LAST UPDATED
A	5/8/2021

NORTH

SCALE

1:10,000

LEGEND

RES	Residential
MAIN	Main Street
DOWN	Downtown Commercial
WATER	Waterfront
INDUS	Industrial
P&I	Parks and Institutional

SPECIFICATIONS FOR SUBDIVISION DRAFT

MAY 8, 2021



PROJECT LUNENBURG

Navigating the Future, Together.

TOWN OF LUNENBURG SPECIFICATIONS FOR SUBDIVISIONS, 2021

First Reading:
Second Reading:
Approved by the Minister of Municipal Affairs:
Notice of Effect:
With Amendments to:

Table of Contents

1 Definitions 1

2 Submission Requirements 4

2.1 General 4

2.2 Tentative Approval 4

2.3 Final Approval 6

2.4 Listing Procedure for Subdivision Streets 8

3 Sanitary Sewer System Specifications 9

3.1 General 9

3.2 References 9

3.3 Design Criteria 9

3.4 Gravity Systems 10

3.5 Gravity System Manholes 12

3.6 Gravity System Laterals 14

3.7 Pumped Systems 16

3.8 Pumped System Pumping Stations 17

3.9 Pumped System Forcemain 24

3.10 Inspections and Testing 27

4 Water System Specifications 28

4.1 General 28

4.2 Design Criteria 29

4.3 Water Main 30

4.4 Service Laterals 33

4.5 Valves 34

4.6 Backflow Prevention Devices 35

4.7 Fire Hydrants 36

4.8 Insulation 37

4.9 Pumping and Storage Facilities 37

4.10 Inspections and Testing 37

5 Storm Drainage System Specifications 40
5.1 General 40
5.2 Design Approach 41
5.3 Meteorological Data 42
5.4 Runoff Methodology 42
5.5 Storm Drainage Report 42
5.6 Recommended Coefficient of Runoff Values for Various Selected Land Uses 43
5.7 Easements Within Future Development 44
5.8 Piped Storm Drainage System Components 45
5.9 Erosion and Sediment Control 48
5.10 Inspections and Testing 48
6 Public Streets 50
6.2 Street Classification and Characteristics 50
6.3 Design Criteria 51
6.4 Inspection and Testing 55
6.5 Street Construction 58

1 Definitions

1.1.1 Whenever the following terms are used in any part of these specifications the intent and meaning shall be interpreted as follows:

ACT means the *Municipal Government Act.*

APPROVAL means the approval of the Town Engineer. The Town Engineer's decision shall be final and binding in matters of design and construction.

BOARD means the Nova Scotia Utility and Review Board

DEVELOPMENT OFFICER means the officer of the Town of Lunenburg charged from time to time by Council with the administration of the Subdivision By-law.

FORCEMAIN means a section of sanitary sewer through which sewage is either pumped or flows by gravity under a low pressure head.

PUBLIC STREET means any street or road owned and maintained by the Town, a municipality or the Province excluding designated controlled access highways pursuant to section 20 of the *Public Highways Act*.

INSPECTION means a field inspection by the Town Engineer at various stages of construction.

LATERAL means a service pipe for either sanitary sewage, storm water or potable water that extends from the main to the property line.

MAIN LINE means the primary pipeline in a water or sewer system. In the case of a sewer line a main line includes both collection and trunk lines, and in the case of a water main includes both distribution and transmission lines.

MAINTENANCE PERIOD means one year from the date of final approval of a subdivision.

NATURAL WATERCOURSE means the bed and shore of every river, stream, lake, creek, pond, spring, lagoon or other natural body of water, and the water therein, whether it contains water or not.

PROFESSIONAL ENGINEER means a Professional Engineer who is a member of the Association of Professional Engineers of Nova Scotia.

RUNOFF means overland flow that occurs when the rainfall rate exceeds the soil's capacity to absorb water.

SANITARY SEWAGE means wastewater from residential, industrial, institutional, and commercial buildings, excluding storm water runoff and ground water.

SETBACK means the minimum setback requirements as defined by the Land Use By-law or the Subdivision By-law of the Town.

SERVICES means all of the sanitary sewer, storm sewer, and water systems.

STORM SEWER means a buried drain for conveyance of storm water that includes the storm sewer main, manholes, laterals, catch basins, and catch basin leads.

SUB-BASE COURSE means the crushed rock or aggregate which is placed immediately upon the subgrade.

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

SUBGRADE means that portion of the roadbed upon which the sub-base course is to be placed.

TOWN means the Town of Lunenburg.

TOWN ENGINEER means the engineer of the Town of Lunenburg and includes a person acting under the supervision and direction of the engineer.

TRAFFIC STUDY means a study carried out by a professional engineer specializing in traffic, paid for by the Town, and shall include, at the discretion of the Town Engineer, information regarding:

(a) existing traffic patterns; and

(b) estimate of future traffic patterns and volumes; and

(c) ability of existing adjacent streets to support the anticipated traffic volumes; and

(d) sight distances; and

(e) recommendations regarding traffic safety improvements; and

(f) recommendations regarding upgrades to existing streets affected by the proposed subdivision; and

(g) recommendations regarding upgrades to pedestrian and active transportation infrastructure affected by the proposed subdivision.

TRIBUTARY AREA means the area that contributes runoff flow to an inlet or given point immediately downstream of the contributing area.

2 Submission Requirements

2.1 General

2.1.1 This Part is intended to assist the applicant for subdivision approval in preparing a submission for the approval of municipal services. This Part must be read in conjunction with the Subdivision By-Law.

2.2 Tentative Approval

2.2.1 Three (3) copies of the information in this Section shall be submitted with an application for tentative approval of subdivision.

Permit to Construct

2.2.2 A copy of the Certificate of Approval from Nova Scotia Department of Environment and Climate Change shall be required prior to approval of the Tentative Plan.

General Service Plan

2.2.3 A copy of the plan indicating proposed street layout, tributary areas for servicing, existing and proposed services; including pipe sizes, valves, hydrants, manholes, lift stations, directions of flow, and points of connection to existing systems shall be required prior to approval of the Tentative Plan.

Drainage Plan

2.2.4 A copy of the plan indicating contributing area, the tributary area for each inlet, natural watercourse, and existing and proposed storm drainage systems; including run-off rates at each inlet and outlet, pipe/culvert size, and other relevant features shall be required prior to approval of the Tentative Plan. Lot grading plans and minimum basement elevations may be required for areas prone to flooding.

Survey Plan

2.2.5 A tentative plan of subdivision in accordance with the Subdivision By-law, showing proposed lot layout and all proposed public streets, street reserves, and easements to be transferred to the Town shall be required prior to approval of the Tentative Plan.

2.2.6 Proposed streets shall be identified with preferred street names.

Detailed Design Drawings

2.2.7 The following material is required prior to approval of the Tentative Plan:

(a) Plan and profile drawings (1 :40 horizontal, 1 :4 vertical), drawing size D (24" x 36" overall dimensions) indicating lot layout, manhole locations, main and lateral locations, valves, hydrants, pipe size, material, and slope, horizontal and vertical street alignment data, existing and proposed street center line profiles, and cross sections; and

(b) All streets, water, storm and sewer systems shall be designed in accordance with the specifications included in this document. These specifications shall be read in conjunction with the latest edition of "Standard Specifications for Municipal Services" which may be obtained from the Joint Committee on Contract Documents c/o Spectech Ltd. , Halifax, NS. The design shall also be in compliance with the latest edition of the "Nova Scotia Standards and Guidelines Manual for the Collection, Treatment and Disposal of Sanitary Sewage" prepared by the Nova Scotia Department of Environment and Labour; and

(c) The Town's specifications shall govern over other specifications referred to in this document; and

(d) In the case where the developer proposes to substitute an equivalent product or procedure departing from these specifications a description of the proposed substitute with sufficient supporting documentation shall be submitted to the Town Engineer for approval; and

(e) All engineering work must be undertaken and stamped by a Professional Engineer registered in the Province of Nova Scotia; and

(f) The developer shall notify the Town of work or tests a minimum of two (2) working days in advance of such work or test taking place. Work or tests completed without prior notice may not be accepted by the Town; and

(g) Details for lift stations indicating pump data, invert elevations for gravity inlet, overflow, and forcemain, float elevations, base elevation, top elevation, wet well size, bypass piping arrangement, and other relevant details; and

(h) Details for environmental control measures, and other relevant details as required or as requested by the Town Engineer.

Design Submission

2.2.8 Depending on the size of the proposed subdivision development, the following information may be required by the Town Engineer:

(a) Design summary for the sewer system in tabular form giving population density peak flow, design flow, pipe size, slope, minimum and maximum velocity, and depth of flow; and

(b) Design summary for the water system in tabular form giving population density, domestic demand, fire flow requirements, maximum and minimum static pressures under normal operating conditions, and residual pressures under fire flow conditions; and

(c) Design information for the storm drainage system in tabular form giving runoff rates at each inlet and outlet, design flow, pipe, culvert, or channel size, and depth of flow; and.

(d) Design information in tabular form for lift stations and forcemains giving minimum, maximum, and peak flow rates, pipe size, velocity in forcemain, and pump cycle time, system and pump curves for lift stations and forcemains; and

(e) Erosion and sedimentation control plan.

Traffic Study

2.2.9 The Town may commission a traffic study by a qualified consultant to determine the impact of the prosed subdivision on adjacent streets, pedestrian networks, and active transportation facilities. The cost of the traffic study shall be paid by the Town, and the cost of improvements required by the study shall be paid for by the developer.

2.3 Final Approval

2.3.1 The information in this Section shall be required for final approval of municipal streets and services.

Record Drawings

2.3.2 Reproducible record drawings stamped by a Professional Engineer. Plan and profile, detail drawings and a drainage plan similar to those submitted for tentative approval are required.

2.3.3 Record drawings prepared on a CAD system must be submitted in both hard and electronic format. Hard copies must be on a high-quality bond paper (1 set) and mylar (1 set). Electronic copies are to be submitted on compact disc or USB drive and be saved in AutoCAD "dwg" or "dxf" format. Record drawings prepared manually must be submitted on both high-quality bond paper (1 set) and mylar (1 set).

Deeds and Easement Documentation

2.3.4 The following shall be submitted by the developer:

(a) Warranty Deed for all street rights-of-way and street reserves; and

(b) Easement agreements for water, sanitary sewer, and storm drainage systems located outside of the proposed street right-of-way; and

(c) Title certificate by developer's solicitor for land and easements being transferred. A copy shall be provided to the Town Solicitor for approval; and

(d) Information and documentation sufficient to record the deeds in either the Traditional Registry or Land Registry, as applicable. Title to streets shall be migrated if required under the Act; and

(e) Plan of subdivision submitted for final approval.

Maintenance Deposit

2.3.5 The following shall be submitted by the developer:

(a) Statement of construction costs which must be reviewed and approved by the Town Engineer; and

(b) Statutory declaration from the developer indicating that all accounts for labor and material used in the construction of the subdivision and all statutory liens have been paid in full; and

(c) Maintenance deposit in accordance with Subdivision By-law.

Street Completion Agreement and Bond for Street Completion

2.3.6 The street completion agreement and bond shall be provided in accordance with the Subdivision By-law.

Operation and Maintenance Manuals

2.3.7 Operation and Maintenance Manuals shall be provided for pumps and other similar equipment.

Certificate of Compliance

2.3.8 A Certificate of Compliance shall be provided by the developer from a Professional Engineer stating that the streets and services have been constructed in accordance with the approved plans and specifications.

Inspection and Testing Reports

2.3.9 The following inspection and testing results as applicable, shall be provided:

(a) video inspection file and report for sanitary and storm sewer; and

(b) test results for allowable leakage testing of the sanitary and storm sewer, stamped by a Professional Engineer; and

(c) test results for hydrostatic and leakage tests for water lines, stamped by a Professional Engineer; and

(d) bacteriological test results for water lines; and

(e) sieve analysis for base and sub-base gravel; and

(f) compaction test results on trench compaction, subgrade, sub-base and base courses; and

(g) test results for asphaltic concrete paving shall be required after completion and prior to release of standby letter of credit.

2.4 Listing Procedure for Subdivision Streets

2.4.1 Before the constructed streets and services are accepted, the Town must receive confirmation from the Nova Scotia Environment and Climate Change that all its requirements have been met.

2.4.2 When the preceding information has been submitted and approved, the developer may then officially request the Town take over the street system in the subdivision. The request shall be accompanied by four (4) copies of a final plan showing the entire subdivision, its boundaries and street layout. The Town Engineer may then recommend that the Town officially accept the deeds for the streets in the subdivision.

3 Sanitary Sewer System Specifications

3.1 General

3.1.1 This Part specifies the requirements for a central sanitary sewer collection system. A sanitary sewer consists of main lines, laterals, forcemains and appurtenances (including manholes and lift stations).

3.2 References

3.2.1 In cases where this document requires expansion or clarification, the latest revision of the following documents may be used for reference:

(a) Standard Specifications for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association; and

(b) Sanitary sewage systems shall conform to the Nova Scotia Department of the Environment and Climate Change Standard and Guidelines Manual for the Collection, Treatment and Disposal of Sanitary Sewage. No systems shall be constructed until the design has been approved by the Town Engineer and by the Nova Scotia Department of Environment and Climate Change.

3.2.2 In addition, please note that any discharge into a sanitary sewer must comply with the Town of Lunenburg's *Sewer Discharge By-law*.

3.3 Design Criteria

General

3.3.1 The sanitary sewage system shall be designed for flows generated from all lands within the serviceable area which are naturally tributary to the drainage area as determined from topographic plans. In addition, lands within the serviceable area which are tributary by pumping or regrading which are at present or anticipated to flow through the design area are to be included.

3.3.2 Design shall be based on an appropriate population density according to land use and zoning.

Design Flows

3.3.3 Sewer collection mains shall be sized for the domestic peak hourly water demand. Unless data is supplied by flow metering, the design sewage flow shall be calculated as follows:

(a) Average Dry Weather Flow (Q_A) shall be calculated on the basis of an allowance of 75 Imperial Gallons per person per day (340 liters per person per day).

(b) Design Peak Flow (Q_P) shall be based on the peak wet weather flow according to the following:

$$Q_P = M*Q_A + I*A$$

where:

M = Peaking Factor, determined using the Harmon formula:

$M = (1 + 14)/(4 + P^{0.5})$, where P = design population in thousands;

I = a minimum of 1080 Imperial Gallons per acre per day (12,096 liters per hectare per day); and

A = tributary area in Acres (Hectares) as defined in Section 1, Definitions.

3.3.4 The Town Engineer shall have the right to request flow and other engineering calculations including impact on the downstream systems prior to approval to install a sewer system.

3.4 Gravity Systems

Pipe Material

3.4.1 Polyvinyl Chloride (PVC), SOR 35 shall be used for sanitary sewer main installations within the Town, unless otherwise approved by the Town Engineer.

Hydraulic Design

3.4.2 Sanitary sewer mains shall be designed to convey the calculated Design Peak Flows. The Designer shall ensure that surcharging of the system does not occur during such peak flow conditions by taking into consideration such factors as energy loss at manholes. The capacity of the sanitary sewer mains shall be calculated using the "Manning Formula" or an appropriate nomograph. A Manning roughness coefficient (n) equal to 0.011 shall be used for PVC pipe.

3.4.3 Sewers shall be designed to maintain a minimum velocity of 2 feet per second (0.6 meters per second) and a maximum velocity of 15 feet per second (4.6 meters per second) when operating under Design Peak Flow conditions from the tributary area when fully developed.

Minimum Pipe Size

3.4.4 No sanitary sewer main shall be less than 8 inches (200 mm) in diameter.

Minimum Slope

3.4.5 Sanitary sewer mains shall have a minimum slope of 1 percent. Slopes less than 1 percent may be considered where the depth of flow will be at least 30 percent of the diameter of the pipe for Design Peak Flow. In no case shall the slope be reduced to less than 0.75 percent.

3.4.6 Calculations shall be presented in a tabular form to indicate depths and velocities at minimum, average and maximum daily wastewater flow for the different sizes of sewer proposed.

High Velocity Protection

3.4.7 Where velocities greater than 15 feet per second (4.5 meters per second) are attained, special provision shall be made to protect against displacement of pipe and structures by erosion and shock.

Depth

3.4.8 The sanitary sewer shall be installed at a sufficient depth to provide service by gravity flow from all proposed lots within the proposed subdivision and to provide service to adjoining lands.

3.4.9 The minimum depth of sanitary sewer mains shall not be less than 5 feet (1.5 meters).

3.4.10 The depth of sanitary sewer mains shall not normally exceed a maximum of 14 feet (4.3 meters). However, under special conditions, if full and justifiable reasons are given (such as elimination of a pumping station), the maximum depth of sanitary sewer mains may be increased to 18 feet (5.5 meters).

Location

3.4.11 Where possible, all sanitary sewer pipe and appurtenances shall be located within a street owned by the Town. If approved by the Town Engineer, sanitary sewer mains may be installed within an easement granted in favor of the Town. The actual width of the easement shall depend upon the depth of any pipe lines contained within the easement. The minimum width of any such easement shall be 20 feet (6.1 meters).

3.4.12 Depending upon the length and location of the easement, the Town Engineer may require a suitable surface to provide vehicle access within the easement for maintenance purposes.

3.4.13 Where a need is identified by the Town Engineer to accommodate future upstream lands which are naturally tributary areas to the drainage area, an easement shall be provided from the edge of the street right-of-way to the upstream limit of the subdivision.

Joints

3.4.14 All joints on gravity lines shall be bell and spigot as recommended by the manufacturer.

Alignment

3.4.15 All sanitary sewer mains shall be laid with a straight alignment between manholes.

3.5 Gravity System Manholes

General

3.5.1 A manhole shall be provided on a sanitary sewer at the end of each line, at any change in pipe size, vertical or horizontal alignment and at all pipe intersections. All manholes shall be watertight.

Hydraulic Loses

3.5.2 The following criteria shall be used for pipe elevation and alignment in sanitary sewer manholes to account for hydraulic losses through the manhole:

(a) minimum drop across manholes of similar diameters shall be:

i. straight run - 0.10 feet (30 mm); and
ii. deflections up to 45 Degrees - 0.10 feet (30 mm); and

iii. deflections 45 to 90 Degrees - 0.20 feet (60 mm); and

(b) the crown of a downstream pipe shall not be higher than the crown of an upstream pipe.

Minimum Diameter

3.5.3 The minimum internal diameter of a manhole shall be 42 inches (1050 mm).

Maximum Spacing

3.5.4 The distance between manholes shall not exceed 400 feet (120 m) for sewer main diameter of 24 inches (600 mm) or less. For sewer mains greater than 24 inches (600 mm) in diameter, the maximum spacing shall be 500 feet (150 m).

Location

3.5.5 All sanitary sewer manholes shall be positioned so as to minimize the inflow of surface water or ground water. Manholes shall not be located at or near drainage ditches or roadway low points.

3.5.6 In some situations where manholes cannot be easily located to minimize inflow, the use of berms and/or water-tight frames and covers may be permitted by the Town Engineer.

Drop Manholes

3.5.7 Where the difference between invert elevations of any two pipes entering and leaving a manhole is greater than 3 feet, either an internal or external drop chamber shall be provided. Drop manholes will only be approved when there are no other means of installing the pipe near the base of the manhole.

Frames & Covers

3.5.8 The following manhole frames and covers are approved for use:

(a) IMP Type R60 for manholes within a public street allowance; and

(b) IMP R12 bolt down frame and cover for manholes in easements, parks or wet wells.

Lateral Connections at Manholes

3.5.9 If services must be designed to enter a manhole then the maximum number entering any manhole shall be limited to three (3). All entrances shall be cast into the manhole by the manufacturer and be complete with watertight gasketed joints.

3.6 Gravity System Laterals

General

3.6.1 In any subdivision for which tentative or final approval is being sought, a single sanitary sewer lateral shall be provided by the developer to each lot at the time of installation of services. The lateral shall extend from the main to the property line.

3.6.2 A single sanitary sewer lateral shall be installed to each existing lot or potential future lot which could be created under the zoning in effect at the time of installation of services, except that duplex or semi-detached unit lots may be serviced by a common service lateral from the main to the street line with individual curb stops for the two units at the street line.

Location

3.6.3 Where possible, service laterals shall not be installed in private driveways, parking areas, or other traveled areas.

Pipe Material

3.6.4 Polyvinyl Chloride (PVC), SOR 28 shall be used for sanitary sewer service laterals. Pipe markers and end caps for sanitary sewer laterals shall be red in color.

Minimum Pipe Size

3.6.5 Minimum pipe size for laterals shall be 4 inches (100 mm) in diameter.

Clean-out

3.6.6 Service laterals with a total length greater than 85 feet (25 metres) shall be installed complete with a wye type clean-out or approved manhole in locations approved by the Town Engineer. A 1 foot (300 mm) by 1 foot (300 mm) x 1/4 inch (6mm) steel plate shall be placed above cleanouts and located 6 inches (150 mm) below the ground surface to allow detection by a metal detector.

Minimum Slope

3.6.7 Sewer laterals shall have a minimum slope of 2 percent.

Depth

3.6.8 The minimum depth of sanitary sewer laterals shall not be less than 5 feet (1.5 metres) below a traveled way (such as a driveway or street) or less than 3 feet (1 meter) below the bottom of a ditch.

3.6.9 To minimize future maintenance costs, all service laterals shall be eliminated from the deep section of the sewer main either by installation of a rider sewer for lateral connections or by the installation of all laterals at manholes.

Connection to Mains

3.6.10 Service connections to an existing main in service shall be made using the approved saddles listed below:

(a) PVC Main - PVC gasketed strap on, in line or wye tee

(b) Concrete or AC main - Daigle 050

3.6.11 All saddles shall be fitted with a gasket and a double stainless steel strap and shall not protrude into the main.

3.6.12 Service connections to any newly constructed main shall be made using a service tee or wye fittings of the same material as the pipe with gaskets.

3.6.13 For laterals greater than 6 inches (150 mm) in diameter the connection to the sewer main shall be made by installing a manhole on the sanitary sewer main.

3.6.14 Any service connection requiring a major change in horizontal or vertical alignment shall be constructed using a maximum of one horizontal and one vertical bend per service lateral unless an approved manhole structure or "wye" type clean-out is provided. All bends shall be long-radius type with a maximum deflection of forty-five degrees.

3.6.15 The center line of any service connection at the main shall be located at an angle of 45 degrees above the horizontal at the main.

Joints

3.6.16 Sewer joints shall be designed to prevent infiltration and to prevent the entrance of roots, and shall be made in accordance with the manufacturer's recommendations.

Repairs

3.6.17 Repairs to pipe damaged after installation will be accepted only if carried out in accordance with the manufacturer's recommendations and after the damaged section has been retested.

Groundwater Movement

3.6.18 The design engineer shall assess the possible change in groundwater movement caused by the use of pervious bedding material and shall be responsible for the design of corrective measures to prevent flooding as a result of this groundwater movement. Clay plugs in service lateral trenches may be required for low lying lots and impervious soils.

3.7 Pumped Systems

General

3.7.1 Pumping stations shall be provided when, in the opinion of the Town Engineer, a gravity system is not possible or is not economically feasible.

3.7.2 Sewage pumping station structures and electrical and mechanical equipment shall be protected from physical damage from the 1 in 100 year flood. Sewage pumping stations shall be designed so that they remain fully operational and accessible during the 1 in 50 year flood.

3.7.3 During preliminary location planning, consideration shall be given to the potential of emergency overflow provisions and the avoidance of health hazards, nuisances and adverse environmental effects.

3.7.4 Unless otherwise approved by the Town Engineer, all pumping stations, pumps, and forcemains shall be designed for the ultimate sanitary sewer peak flows from the tributary area for drainage. In the selection of pumps, both present and future conditions shall be considered, and pump overloading situations shall be avoided.

3.7.5 Design parameters such as the roughness coefficient of pipe and flow volumes can vary over time, and such variances shall be considered in the selection of the pumps.

3.8 Pumped System Pumping Stations

General

3.8.1 All pumping stations shall include above ground self-priming pumps unless approved otherwise by the Town Engineer.

Pump Capacity

3.8.2 All pumping stations shall have a minimum of two pumping assemblies. If only two pumps are provided, each shall be capable of handling the expected Design Peak Flow. Where three or more units are provided, they shall be designed to fit actual flow conditions and must be of such capacity that, with the largest unit out of service, the remaining units will have capacity to handle maximum sewage flows, taking into account head losses with parallel operation. The pump control circuitry shall be designed to automatically alternate pumps for each pump cycle. Run time meters shall be provided to record run time for pumps operation.

Wet Well Size

3.8.3 The wet well shall be designed to allow for a minimum cycle time for each pump of fifteen minutes. For a duplex station, the volume in cubic feet, between pump start and pump stop shall be 0.5 times the pumping rate of one pump, expressed in US gallons per minute. The wet well size and control settings shall be appropriate to avoid heat build-up in the pump motor due to frequent starting and to avoid septic conditions due to excessive detention time.

3.8.4 The wet well shall be designed for a maximum retention time of 30 minutes to avoid septic conditions.

Phased Development

3.8.5 In situations of phased development, the effects of minimum flow conditions shall be investigated to ensure that the retention time in the wet well will not create an odor or septic conditions.

Structural Design

3.8.6 The wet well structure shall be designed for all external loads, including bearing capacity with the wet well full, lateral earth pressure and hydraulic uplift with the wet well empty.

Pump Manufacturers

3.8.7 The following pumps and pump manufacturers may be approved for use in sewage pumping stations in the Town:

(a) submersible pumps manufactured by "ITT Flygt" or "Gorman Rupp"

(b) self priming pumps manufactured by "Gorman Rupp"

3.8.8 All pumps shall be solids-handling type complete with electric motors.

Pump Supplier

3.8.9 The pump supplier shall have as a minimum:

(a) 15 years of continuous sales and repair service in Canada; and

(b) a replacement mechanical seal, a replacement wear plate, and a replacement impellor for the electrical pump in inventory in Nova Scotia; and

(c) factory trained personnel available at all times in Nova Scotia; and

(d) all pumps and motors must carry a minimum 24-month warranty.

Emergency Overflows

3.8.10 Each pumping station shall be provided with an emergency overflow arrangement acceptable to both the Town Engineer and the Nova Scotia Environment and Climate Change. The invert of the overflow pipe at the pumping station shall be lower than the invert of any sanitary sewer laterals at the property line. As well, the invert of the overflow pipe shall be at an elevation high enough to prevent backflow from surface runoff or during extreme high tides.

Safety Precautions

3.8.11 The pumping station and appurtenances shall be designed in such a manner to ensure the safety of Town employees, in accordance with all applicable Municipal, Provincial and Federal regulations including the *Occupational Health and Safety Act.* All moving equipment shall be covered with suitable guards to prevent accidental contact.

3.8.12 Equipment that starts automatically shall be suitably and visibly posted with warning signs to ensure that the Town employees are aware of this condition. Lock-outs on all equipment shall be supplied to ensure that the equipment is completely out of service when maintenance or servicing is being carried out.

Pump Selection

3.8.13 Pumping equipment shall be selected to perform at maximum efficiencies under normal operating conditions. Pumping stations, wet wells and dry wells shall be designed such that all pumps will operate under a continuous positive prime condition during the entire pump cycle. (This criteria will not apply to pumping stations designed to use self-priming pumps). System head calculations and curves shall be provided for the following operating conditions:

(a) C=100 and low water level in the wet well; and

(b) C=120 and medium water level over the normal operating range in the wet well; and

(c) C=130 and overflow water level in the wet well.

Where C is Hazen-Williams flow co-efficient.

Curve (b) shall be used to select the pump and motor since this most closely represents normal operating conditions. The extreme operating ranges will be given by the intersections of curves (a) and (c) with the selected pump curve. The pump and motor shall be capable of operating satisfactorily over the full range of operating conditions.

Surcharge

3.8.14 Pumping stations shall be designed such that the incoming sewers will not surcharge under the peak flow conditions.

Flow Velocity

3.8.15 Suction and header piping shall be sized to carry the anticipated flows. Flow velocities shall be:

(a) minimum cleansing velocity of 2.6 feet per second (0.8 meters per second), and

(b) maximum velocity of 6.6 feet per second (2.0 meters per second).

3.8.16 Regardless of the above conditions, piping less than 4 inches (100 mm) in diameter shall not be acceptable, unless otherwise approved by the Town Engineer.

Piping

3.8.17 Pumping station internal piping shall be either ductile iron Class 54 with coal tar epoxy lining or stainless steel, Type 316 or 316L, 11 Gauge. Regular steel pipe spool pieces will not be permitted.

3.8.18 Threaded flanges or victaulic couplings shall be used for all ductile iron pipe joints, fittings and connections within the station. Pressed or rolled vanstone neck flanges shall be used for all stainless steel pipe joints, fittings and connections. All piping within the pumping station shall be properly supported and shall be designed with appropriate fittings to allow for expansion and contraction, thrust restraint, etc.

Wet Well Inlet

3.8.19 Only one inlet will be permitted into the wet well. If more than one sewer main flows to a pumping station site then a manhole shall be provided near the pumping station to collect the flow from the contributing mains.

Hydraulic Analysis

3.8.20 A hydraulic transient analysis shall be undertaken to ensure that transients (water hammer) resulting from pumps starting, stopping, full load rejection during power failure, etc. do not adversely affect the pipe or valves in the system.

Valves

3.8.21 Hand operated gate or plug valves shall be provided on discharge piping to allow for proper maintenance. A check valves shall be provided on the discharge lines between the isolation gate valve and the pump. Check valves shall be accessible for maintenance.

Ventilation

3.8.22 Forced ventilation shall be provided for pumping station wet wells and dry wells. A ventilation system capable of delivering a complete air change in ten minutes and with automatic operation of the fan at least four times in a 24-hour period is required.

Access & Removal

3.8.23 Access hatchways and doorways shall be provided to allow adequate maintenance and servicing. All pumping stations shall be provided with an acceptable device for the removal of pumps and motors for repair and maintenance. Lift hatches shall have gas assisted cylinders and be able to be "locked in" in the upright position.

3.8.24 Submersible pumps shall be readily removable and replaceable without dewatering the wet well or disconnecting any piping in the wet well. A non-corroding working platform shall be constructed in the wet well of any submersible station. The platform shall be set on a concrete lintel cast integrally with the station walls. Alternatively, a separate valve chamber shall be provided.

3.8.25 All locks shall be keyed to the Town's standard key system.

Electrical / Supervisory Control and Data Acquisition (SCADA) System

3.8.26 Electric motors less than 10 horsepower shall be 208 volt and 3 phase. Electric motors 10 horsepower and larger shall be 600 volt and 3 phase. Single phase pumps will only be permitted if in the opinion of the Town Engineer that three phase power is not feasible. All pumping station control equipment shall be mounted in a CSA Type 3 enclosure that is weather tight, heated and rated NEMA 4. Alternatively, control equipment may be mounted in an aboveground, prepackaged enclosure as manufactured by Gorman Rupp. Control package and wiring shall be CSA approved and the complete package shall meet CSA requirements for the type of equipment.

3.8.27 Run-time meters shall be provided for each pump. The run-time shall be recorded both on SCADA and also locally on meters at the station, mounted in the panel, facing outwards.

3.8.28 Pumping stations shall have ultrasonic echo controls to control pump starts and stops. Mercury float switches may be required in stations where ultrasonic echo control is unsuitable or used as a back-up to the ultrasonic echo controls. The station liquid levels shall be displayed both locally and remotely. Pump controls are to be provided with two over-rides (over-riding the normal function of the station), both of which are to be operated by mercury float switches. One float is to be set to lock-out the pumps if the liquid level drops 3 inches (75 mm) below the normal pump shut-off level. This condition is to provide an alarm but is to be self-resetting. The other float is to be set at the high-level alarm level, both to provide that alarm but also to start both pumps, if they are not already running.

3.8.29 Each panel is to be equipped with a pump controller complete with communications hardware, including but not limited to, radio, radio power supply, antenna and interface cable. Adequate lighting arresters shall be provided. The SCADA system must be compatible with the system presently used by the Town.

3.8.30 The SCADA unit shall have two extra digital points and two extra analog points and shall be capable of transmitting the following signals and alarms to the central monitoring location:

(a) hand off automatic selector switch status; and

(b) output control through SCADA system; and

(c) power generating system (overload, battery status, fuel tank level, running, etc.); and

(d) low level alarm; and

(e) high level alarm; and

(f) panic alarm; and

(g) building fire alarm; and

(h) power failure alarm; and

(i) illegal entry alarm; and

(j) pump information (overload, motor current, pump status, line voltage, pump running hours, pump starts, and phase monitoring); and

(k) dry well alarm - where applicable; and

(l) any other requests of the Town Engineer

3.8.31 The electrical service meter socket is to be mounted on a utility pole and come complete with CEMA 3 weatherproof enclosure and disconnect switch suitable for the service provided.

3.8.32 The service connection shall meet requirements of the Town's electric light utility.

3.8.33 Electrical service from the supply to the control panel and between the control panel and the pumping station shall be through buried conduit. Each pump cable shall be installed in a separate conduit and a spare conduit shall be provided for future use. All conduits entering or leaving shall be adequately sealed to protect against corrosion, water intrusion or harmful gases.

Site Considerations

3.8.34 Whenever possible, all pumping stations and control panels shall be within the street right-of-way in an appropriate area specifically designated for that purpose. Property required for the pumping station shall be deeded to the Town. All pumping station land shall be graded such that ponding of water does not occur. The elevation of the top of the wet well shall be no less than 4 inches (100 mm) and no more than 6 inches (150 mm) above the finished grade of the pumping station lot. Adequate areas for vehicular access and parking areas shall be paved. All other exposed areas shall be sodded. The pumping station shall not be located in areas which may flood. Low maintenance shrubs and foliage are to be planted by the developer to screen the site.

Testing

3.8.35 The wet-well shall be tested for water-tightness by filling to the top cover level with water and after a 24-hour period, being topped up and tested for 4 hours to ensure that there is no more leakage from the station than 5 liters/hour/0.8 m2 surface area/1000 mm of vertical height. Any visible leaks, seepage or weeping shall be repaired regardless of test results.

3.8.36 The capacity of the pumps shall be tested both individually and together by means of a station draw-down test or approved equivalent method. Results shall be submitted to the Town Engineer in order to compare the results obtained with the pump curve and design. Pumps failing to meet the design will be not be accepted.

3.8.37 The pumps shall be tested both individually and together for voltage and current draw. Copies of the manufacturer's start-up report, including capacity test, and certification from the pump manufacturer that the pumps meet the electrical and installation specifications are required.

Operations and Maintenance Manual

3.8.38 Three copies of the pumping station operation and maintenance manual shall be prepared in a form acceptable to the Town Engineer and provided to the Town Engineer prior to acceptance of the pumping station. This manual shall contain the following as a minimum:

(a) system description; and

(b) design parameters, system hydraulics and design calculations (including curves); and

(c) as-constructed civil, mechanical and electrical drawings; and

(d) pump literature, pump curves and operating instructions; and

(e) manufacturer's operation and maintenance instructions of all equipment; and

(f) name, address, and telephone number of all equipment suppliers and installers; and

(g) information on guarantees/warranties for all equipment.

3.8.39 All special tools and standard spare parts for all pumping station equipment shall be provided by the contractor prior to acceptance of the system by the Town Engineer.

3.9 Pumped System Forcemain

Pipe

3.9.1 PVC DR 18 pipe is approved for use for all sanitary sewer forcemains in the Town. Warning tape (150 mm wide polyethylene) shall be placed 6 inches above the top of the pipe's first backfill layer and labeled "Caution, Sewer Line Buried". The minimum pipe diameter shall be 4 inches (100 mm).
The hydraulic losses in the forcemain shall be calculated using the Hazen-Williams formula. Variations in the roughness coefficient (C) through the life of the pipe shall be taken into account.

Limiting Velocities

3.9.2 The forcemain shall be designed such that a minimum cleansing velocity of 2 feet per second (0.6 meters per second) is maintained. The maximum velocity in any forcemain shall not exceed 8 feet per second (2.4 meter per second). Regardless of the above conditions, piping less than 4 inches (100 mm) in diameter is not acceptable, unless otherwise approved by the Town Engineer.

Minimum/Maximum Depth

3.9.3 Forcemains shall have a minimum cover of 5 feet (1.5 m) and a maximum cover of 8 feet (2.4 m). The depth of cover shall be measured from the design grade at finished surface to the crown of the pipe line.

Slope

3.9.4 Forcemains shall be installed at uniform slopes and under no circumstance shall they be installed at zero slope.

Location

3.9.5 Forcemains shall not be located in a common trench with a water main and the soil between them shall be undisturbed. Forcemains crossing water mains shall be laid to provide a minimum vertical distance of 1.5 feet (450 mm) between the outside of the forcemain and the outside of the water main. The water main shall be above the forcemain. At crossings, one full length of water pipe shall be located so that both joints are as far from the forcemain as possible. Special structural support for the water main and forcemain may be required.

Termination

3.9.6 Forcemains shall terminate at a manhole on the gravity sewer system, and at a point not more than 2 feet (0.6 meters) above the flow line of the receiving manhole. A bend may be required to direct the flow down into the barrel of the receiving gravity sewer.

Valves

3.9.7 Where high points in the forcemain profile cannot be avoided, automatic air relief and vacuum valves shall be installed in a manhole to prevent air locks in the pipe or in other locations as determined by the Town Engineer. Drain valves housed in manholes shall be provided at low points in the forcemain system as directed by the Town Engineer.

Air Relief & Vacuum Valves

3.9.8 Heavy duty type cast iron body valves with bronze trim and combination of small orifice and large orifices shall be used. Small orifice size shall be 3.2 mm. Valves shall be suitable for operation at 150 psi (1 MPa) working pressure and shall have flanged ends.

3.9.9 Operation shall be through independent floating stainless steel buoy balls located in both orifices.

3.9.10 Orifices shall be capable of expelling air at a high rate during filling and at a low rate during operation and shall admit air while draining the pipeline. Seats shall be replaceable.

3.9.11 Valves shall have no moving parts except for stainless steel balls which shall remain in the throat area discharging air without blowing shut or collapsing the balls.

3.9.12 Valves shall not leak in the closed position when pipe is being filled.

Changes in Direction

3.9.13 Any change in direction which is in excess of the pipe joint deflection tolerance will require a suitable fitting as approved by the Town Engineer. Thrust blocks shall be provided at any change of direction and shall be designed considering the operating pressure, surge pressure, peak flow velocity and in-situ material which the thrust block bears against. Thrust blocks shall be constructed of "ready mix" concrete and shall have a minimum 28-day compressive strength of 3000 psi (20 MPa). In the case of vertical bends, the thrust block shall be located below the fitting and shall be connected to the forcemain through the use of stainless steel tie rods securely embedded in concrete. The use of restrained joints is not permitted unless used in conjunction with a thrust block and of a design acceptable to the Town Engineer.

Pipe Installation

3.9.14 Repairs to pipe after installation will only be accepted if carried out in accordance with the manufacturer's recommendations and shall be re-tested.

3.10 Inspections and Testing

General

3.10.1 Sewers and forcemains shall be tested in accordance with the requirements of the Standard Specification for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association. The Town Engineer shall be notified at least forty-eight (48) hours in advance of all proposed tests. Tests shall be performed in the presence of the Town Engineer, or their representative.

Manholes

3.10.2 Manholes and valve chambers shall be inspected by the Town upon completion of construction and again prior to the end of the maintenance period.

3.10.3 All manholes and valve chambers shall be tested for leakage using either a hydrostatic or air vacuum method.

3.10.4 Any part of the system failing the above tests or found deficient shall be repaired, retested and inspected to the satisfaction of the Town Engineer.

Deflection

3.10.5 Sewers shall be tested for deflection after trenches are backfilled and compacted.

Testing Leakage

3.10.6 Leakage test shall be done in accordance with the requirement of the Standard Specifications for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association.

Testing Video Inspection

3.10.7 Video inspections shall be carried out at the following times:

(a) at completion of construction and prior to subdivision endorsement of acceptance of the work by the Town; and

(b) two months prior to the end of the maintenance period.

3.10.8 A colour camera shall be used for video inspections. Color digital video files and written reports shall be provided in forms acceptable to the Town Engineer.

4 Water System Specifications

4.1 General

4.1.1 This Part specifies the requirements for a water distribution system. A water distribution system consists of water mains, laterals and appurtenances, including pumping stations, pressure control facilities and reservoirs, which is designed to convey and distribute an adequate supply of potable water for domestic consumption and fire protection.

References

4.1.2 In cases where this document requires expansion or clarification, the latest revision of the following documents may be used for reference:

(a) Standard Specifications for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association.

4.1.3 The following reference standards and organizations are supplementary to these specifications:

(a) "Water Supply For Public Fire Protection" prepared by the Fire Underwriters Survey-Insurer's Advisory Organization (IAO)

(b) National Fire Protection Association (NFPA)

(c) American Water Works Association (AWWA)

(d) Canadian Standards Association (CSA)

(e) National Building Code (NBC)

(f) Canadian Plumbing Code (CPC)

(g) Underwriters Laboratories of Canada (ULC)

Nova Scotia Environment and Climate Change Requirements

4.1.4 Water distribution systems shall conform to any requirements established by the Nova Scotia Department of Environment and Climate Change. No system shall be constructed until the design has been approved by the Town Engineer and by the Nova Scotia Department of Environment and Climate Change.

Quality Assurance

4.1.5 Water quality is monitored and maintained by the Town's Water Utility. The system shall be designed such that water quality is maintained and supplied to water utility customers at an adequate pressure and volume.

4.2 Design Criteria

System Capacity

4.2.1 Water distribution systems shall be designed to supply fire flow demand plus maximum daily demand, or the maximum hourly demand, whichever is greater, unless otherwise approved by the Town Engineer.

4.2.2 Fire flow demand shall be established in accordance with the latest edition of Fire Underwriter's Survey publication, "Water Supply for Public Fire Protection: A Guide to Recommended Practice".

4.2.3 The following domestic demand rates shall be used for water distribution systems design:

(a) average daily demand: 90 Imperial Gallons per capita per day (410 liters per capita per day).

(b) maximum daily demand: 200 Imperial Gallons per capita per day (909 liters per capita per day).

(c) maximum hourly demand: 300 Imperial Gallons per capita per day (1364 liters per capita per day).

Design Population

4.2.4 Water distribution systems shall be designed based upon appropriate population projections. The design population and assumed domestic demand shall be clearly stated in the calculations submitted for review and approval.

Hydraulic Analysis

4.2.5 Hydraulic analysis of the distribution system shall be carried out by the design engineer. Water distribution designs shall be supported by a hydraulic analysis of the system which determines flows, pressures and velocities under maximum day plus fire, maximum hour and minimum hour conditions. The analysis shall be of sufficient scope to identify and describe any impact on the existing system. The analysis shall include a location of known hydraulic grade line determined by the Engineer and include demands on the existing system downstream of the known hydraulic grade line, as well as demands generated by the proposed development. Maximum day plus fire analysis shall include sufficient scenarios to test all extreme conditions, such as high fire flow requirements, fires at locations of high elevations and fire at a location remote from the source or feeder main.

4.2.6 Subject to the Engineer's review, new water system extensions of thirty (30) dwelling units, as defined in the Land Use By-law, or less may not require a hydraulic analysis if it can be demonstrated that minimal or no impact will be created on the existing system.

4.2.7 The Town Engineer shall have the right to request flow and other engineering calculations prior to granting approval to install a water system.

4.3 Water Main

Looping

4.3.1 Water distribution systems shall be designed to exclude any dead-end pipes unless otherwise approved by the Town Engineer.

Limiting Velocities

4.3.2 The water main shall be sized such that the maximum velocity in the pipe shall not exceed 5 feet per second (1.5 meters per second) during maximum hourly domestic flow conditions or 8 feet per second (2.4 meters per second) during fire flow conditions.

Minimum Pipe Size

4.3.3 The pipe size for local distribution mains shall be no smaller than 8 inches (200 mm) in diameter. The pipe size for a main feeder shall be no smaller than 12 inches (300 mm)

Oversizing

4.3.4 Oversizing of water mains to accommodate the water supply requirements of future off-site development may be required by the Town Engineer.

Type of Pipe

4.3.5 Pipe shall be Polyvinyl Chloride (PVC) conforming to AWWA C900, DR18 unless otherwise approved by the Town Engineer.

4.3.6 Fittings shall conform to AWWA C110, with a minimum working pressure rating of 1035 kPa (150 psi).

4.3.7 Joints shall be mechanical or push-on conforming to AWWA C111. Mechanical joint restraints shall be as approved by the Town Engineer.

Cover Over Watermain

4.3.8 All water mains shall be designed with a minimum cover of 5 feet (1.5 m).

4.3.9 In no situation shall the depth of cover over the water main exceed 8 feet (2.4 m). The depth of cover shall be measured from the design grade at finished surface to the crown of the pipe line.

Location

4.3.10 Water lines installed in the same trench as sewer lines shall be installed to one side on a shelf of undisturbed earth, and a minimum horizontal separation of 20 inches (500 mm) and vertical separation of at least 12 inches (300 mm) shall be maintained between the crown of the sewer line and the bottom of the water line. If the vertical separation cannot be maintained, the two lines shall be installed in separate trenches with a minimum horizontal separation of 10 feet (3.0 m), maintaining undisturbed soil between the trenches.

4.3.11 Under no circumstances shall a water main be installed in the same trench as a sewer forcemain. Water mains and sewer forcemains shall be installed with a minimum horizontal separation of 10 feet (3.0 m), maintaining undisturbed soil between the trenches.

4.3.12 Whenever a sewer crosses underneath a watermain a separation of at least 18 inches (450 mm) must be maintained between the top of the sewer and the bottom of the watermain.

4.3.13 All water mains and appurtenances shall be located within a street or within an easement, of minimum 20 feet (6.1 meters) width, granted in favor of the Town. Depending on the length and location of the easement, the Town Engineer may require a suitable surface to provide access within the easement for maintenance purposes. Water mains shall be installed as close as possible to the centerline of the easement.

4.3.14 All watermains shall be installed at a consistent grade to avoid localized high points. The location of watermains and laterals shall also meet the requirements of the Nova Scotia Department of Environment and Climate Change.

4.3.15 Where a need for water mains to accommodate future development on adjacent lands is identified, easements shall be provided from the edge of the street right-of-way to the property boundary of the subdivision.

Changes in Direction

4.3.16 Any change in direction which is in excess of the pipe joint deflection tolerance shall require a suitable fitting as approved by the Town Engineer. Thrust blocks shall be provided at any change in direction and shall be designed considering the operating pressure, surge pressure, peak flow velocity and in-situ material which the thrust block bears against. Thrust blocks shall be constructed of "ready mix" concrete and shall have a minimum 28-day compressive strength of 3000 psi (20 MPa).

4.3.17 In the case of vertical bends, the thrust block shall be located below the fitting and shall be connected to the water main through the use of stainless steel tie rods securely embedded in the concrete. The use of restrained joints shall not be permitted unless used in conjunction with a thrust block and of a design acceptable to the Town Engineer.

Groundwater Movement

4.3.18 The design of the water system shall give consideration to the possible change in ground water movement caused by the use of pervious bedding material. The design shall include corrective measures to prevent flooding as a result of this ground water movement.

4.3.19 Water mains installed in a single pipe trench may require a trench drainage relief system to lower the ground water in the trench. The design of the relief system shall be specific to the situation with consideration for topography, subsurface conditions, ground water conditions and local drainage patterns.

4.3.20 Service lateral trenches that have a trench bed sloping down from the main trench may require the installation of an appropriate clay plug, or similar solution, to prevent the flow of ground water from the trench towards the abutting properties.

Air Relief Valve and Vacuum Valves

4.3.21 Air relief and vacuum valves shall be installed in a manhole at all high points in the distribution system.

Connections to Existing Mains

4.3.22 Tapping sleeves and valves shall be provided for connections to existing water mains where required by the Town Engineer.

4.4 Service Laterals

General

4.4.1 In any subdivision for which tentative or final approval is being sought, a single water service lateral shall be provided by the developer to each lot at the time of installation of services. The lateral shall extend from the main to the property line.

4.4.2 A single water service lateral shall be installed to each existing lot or potential future lot which could be created under the zoning in effect at the time of installation of services except that duplex or semi-detached units lots may be serviced by a common service lateral from the main to the street line with individual curb stops for the two units at the street line.

Location

4.4.3 Where possible, service laterals shall not be installed in private driveways, parking areas, or other traveled areas.

Pipe Material and Size

4.4.4 Water service laterals shall be copper tubing conforming to ASTM 888, Type K annealed, minimum working pressure of 150 psi (1035 kPa).

4.4.5 All water service laterals between the corporation stop and curb stop shall be a minimum of 3/4 inch (19 mm) in diameter.

4.4.6 A single lateral designed to service duplex or semi-detached units shall have a minimum inside diameter of 1 inch (25 mm). Individual service laterals from the curb stop to the street line shall have a minimum inside diameter of 3/4 inch (19 mm).

4.4.7 Where the length of service laterals from the curb stop to the serviced building is longer than the typical setback, a larger diameter service maybe required to avoid excessive pressure loss.

Service Fittings

4.4.8 Corporation and curb stops shall be brass conforming to ASTM B 62 with compression type joints. Threads on corporation stops shall conform to AWWA C800. All service connections on PVC mains shall include a service clamp (saddle) with bronze body, confined "o"-ring seal cemented in place, stainless steel straps suited for the main size, and outlet threads conforming to AWWA C800.

4.4.9 Service connection joints shall be compression type, with a minimum pressure rating of 150 psi (1035 kPa).

4.4.10 For services which are longer than 66 feet (20 m), the number of compression couplings used shall be kept to a minimum.

4.4.11 Service boxes shall be adjustable with cast iron bottom section, cast iron lid with recessed nut, and internal stem to suit the depth of bury.

Minimum Cover

4.4.12 All service laterals shall be installed with a minimum cover of 1.5 meters (5 feet).

4.5 Valves

General

4.5.1 All connections to an existing water system shall be valved so that the system can be isolated from the existing main to facilitate construction and testing. The connection to the existing water system shall be coordinated through the Town Engineer.

Type of Valves

4.5.2 Valves on water mains 12 inches (300 mm) and smaller shall be mechanical joint gate valves conforming to AWWA C509, minimum working pressure rating of 200 psi (1380 kPa), with cast iron body and resilient rubber seat. Cast iron adjustable height valve boxes shall be provided on all valves 12 inches (300 mm) and smaller.

4.5.3 Valves larger than 12 inches (300 mm) shall be gate valves conforming to AWWA C500, minimum working pressure rating of 150 psi (1035) kPa, with cast iron body and bronze mounted mechanism. Butterfly valves conforming to AWWA C504, Class 150B, minimum pressure rating of 150 psi (1035 kPa), with cast iron body and mechanical joint ends may be approved by the Town Engineer.

4.5.4 All meter chambers, air release chambers, and other special works shall be as approved by the Town Engineer.

Valve Locations

4.5.5 Valves shall be provided on water mains at the following locations:

(a) where required to adequately isolate sections of the water system as determined by the Town Engineer; and

(b) four valves for each cross in the watermain - one on each leg of the cross; and

(c) three valves for each tee in the watermain - one on each leg of the tee; and

(d) at intervals of 1,000 feet (300 m) on watermain sections where there are no junctions; and

(e) at the street line for all domestic and sprinkler services.

4.6 Backflow Prevention Devices

General

4.6.1 Backflow prevention devices shall be provided on new water services if in the Town Engineer's opinion there is a risk of contamination of the potable water supply. Premises which require backflow prevention devices include, but are not limited to, the following:

(a) industrial, commercial and institutional buildings; and

(b) dwellings larger than four units; and

(c) sprinkler service lines.

Location

(d) Backflow prevention devices shall be installed downstream of water meters. A water distribution connection shall not be permitted between a water meter and a backflow prevention device.

(e) Where a meter by-pass is required, a backflow prevention device shall be installed on the main service line and on the by-pass line.

Type of Device

4.6.2 Backflow prevention devices shall conform to CSA B64-M88.

4.7 Fire Hydrants

Spacing and Location

4.7.1 Fire hydrants shall be spaced in accordance with the latest revision of the publication "Water Supply for Public Protection". In no case shall the spacing exceed 500 feet (150 m).

4.7.2 The following are desirable hydrant locations:

(a) at high points on the water main profile unless an automatic air release valve is required at that location;

(b) at low points on the water main profile;

(c) at street intersections;

(d) near the middle of long blocks;

(e) at the end of dead-end streets or cul-de-sacs greater than 300 feet (90 m) in length.

4.7.3 Fire hydrant laterals shall have a minimum diameter of 6 inches (150 mm) and shall be provided with a gate valve between the hydrant and the tee on the main. The depth of bury of hydrant laterals shall be 5 feet (1.5 m).

4.7.4 Hydrants shall be provided with adequate drains to prevent freezing.

4.7.5 If dead end mains are permitted by the Town Engineer then a hydrant or blow off is required to permit flushing of the distribution system.

4.7.6 Fire hydrants shall be dry barrel type, conforming to AWWA C502 and shall be two-piece with safety break-away flange and stem. The safety flange shall be installed above the ground but it shall be no higher than 6 inches (150 mm) above finished grade.

4.7.7 Hydrants shall have two (2) two and one-half (2.5) inch hose nozzles Nova Scotia thread and one standard pumper nozzle with a diameter of four inches. The Town Engineer shall consult with the fire department prior to approval. Clow "Brigadier" -67 is an acceptable product.

4.8 Insulation

4.8.1 Insulation shall be placed where, due to special circumstances, the depth of bury is less than 5 feet (1.5 m). Insulation shall conform to CAN/CGSB 51.20M, type 4, expanded polystyrene. Styrofoam HI40 is an acceptable product.

4.8.2 Insulation of a main shall consist of insulation over the top of the pipe, with clean dry sand filling the annular space between the pipe and insulation.

4.9 Pumping and Storage Facilities

4.9.1 Differences in ground elevations or distance from the source of supply may require that the water system pressure be boosted in certain areas to provide adequate pressure and flows to meet domestic and fire flow requirements.

4.9.2 To accomplish this, a pumping station may be required to service a specific and defined area of a water distribution system which is generally isolated from the remainder of the system. All pumps, pump houses and storage facilities shall be designed in consultation with and meet the requirements of the Town Engineer.

4.10 Inspections and Testing

Valve Operation

4.10.1 The operation of any valve not part of the new construction shall only be by the Town.

Operation Notice

4.10.2 The Town shall be notified forty-eight (48) hours in advance of all filling, flushing, or chlorination operations for new construction.

Requirements

4.10.3 Testing shall be carried out with the following additional requirements:

(a) all services, hydrants, mains, and other appurtenances shall be included in the system test; and.

(b) testing shall be performed in presence of the Town Engineer or his representative. Test results shall be verified and submitted to the Town Engineer by a Professional Engineer registered to practice in Nova Scotia; and

(c) all water used for pipe testing shall be the contractor's responsibility and shall be chlorinated potable water.

Hydrostatic Pressure Test

4.10.4 Water lines shall be flushed before testing. The duration of each hydrostatic pressure test shall be at least (2) hours, and the pressure shall be maintained at a minimum of 200 psi (1380 kPa) throughout the test period.

4.10.5 Pressure gauges shall be liquid filled type, minimum 4 inch (100 mm) face diameter, graduated in psi, accuracy 3% at maximum reading.

4.10.6 There shall be no leakage or drop in pressure for the duration of the test.

4.10.7 The test must be conducted with all service laterals installed to the property line.

4.10.8 Should any section of the pipe leak the contractor shall, at their own expense, locate and repair the defects, and re-test the section that failed the pressure test.

Disinfection

4.10.9 Chlorination of any water system may proceed only after the system has been successfully pressure tested, with the test witnessed by the Town Engineer or their representative.

4.10.10 All water mains shall be chlorinated in accordance with AWWA C651.

4.10.11 All water mains shall be flushed before and after chlorination. Dechlorination of the water mains shall be the responsibility of the contractor. Dechlorination procedures shall satisfy the requirements of the Nova Scotia Department of Environment and Climate Change and the Town.

4.10.12 After chlorination and dechlorination are complete, water samples shall be delivered to a facility approved by the Nova Scotia Department of Environment and Climate Change for bacteriological testing. Chlorination shall be repeated if necessary.

4.10.13 Bacteriological test results shall be forwarded to the Town Engineer.

5 Storm Drainage System Specifications

5.1 General

5.1.1 This Part specifies the requirements for a storm drainage system. A storm drainage system is a system which receives, carries and controls discharges from rain and snow which includes overland flow, sub-surface flow, groundwater flow and snow melt. A storm drainage system may consist of ditches, culverts, swales, subsurface interceptor drains, roadways, curb and gutters, catch basins, manholes, pipes or conduits, retention ponds, lateral lines.to the lots from pipes or conduits to street lines, watercourses, floodplains, canals, ravines, gullies, springs and creeks.

5.1.2 The design criteria contained in this Part are included to illustrate the more common aspects encountered in the design of storm drainage systems. Any storm drainage system within the Town shall be designed to achieve all of the following objectives:

(a) prevent loss of life and to protect structures and property from damage due to a major storm event; and

(b) provide safe and convenient use of streets, lots and other land during and following storm events; and

(c) to adequately convey stormwater flow from upstream sources; and

(d) to mitigate the adverse effects of stormwater flow, such as flooding and erosion, on downstream properties; and

(e) to preserve natural water courses and other natural features; and

(f) to minimize the long term effect of development on receiving watercourses and on groundwater.

Nova Scotia Environment and Climate Change Requirements

5.1.3 Storm drainage systems shall conform to any requirements established by Nova Scotia Department of Environment and Climate Change. No system shall be constructed until the design has been approved by the Town Engineer and by Nova Scotia Environment and Climate Change.

5.2 Design Approach

Minor Drainage System

5.2.1 The minor drainage system is the system which is used for initial stormwater flows. The minor drainage system shall be designed to provide safe and convenient use of streets and properties, and reduce street maintenance costs. All pipes within the system shall be designed to carry runoff from a minor storm without surcharge.

Major Drainage System

5.2.2 The major drainage system is the path which stormwater will follow during a major storm, when the capacity of the minor drainage system is exceeded. The minor and major drainage systems together shall be capable of carrying the runoff from the major storm. The designed flow of stormwater in a major storm shall prevent basement flooding and damage to property, streets and structures. Easements may be required for the identification and protection of certain elements of the major drainage system.

Downstream Drainage Systems

5.2.3 All downstream drainage systems must have adequate capacity to receive and carry discharge from the proposed storm drainage system in addition to its natural rate of discharge. An investigation of the downstream system shall be carried out from the outfall location of the proposed storm drainage system to a point sufficiently downstream that will demonstrate no adverse impacts on downstream lands, such as erosion or flooding.

5.2.4 The effect on downstream development will be assessed by the Town Engineer based on design engineer's investigation. Mitigative measures may be required to alleviate any adverse downstream impacts.

Design Storm Frequencies

5.2.5 Piped systems and other minor drainage systems shall be designed based on a design storm frequency of 1 in 10 years.

5.2.6 Roadways, road cross culverts and other major drainage systems shall be designed for the combined capacity of the major drainage system and minor drainage system and shall be based on a design storm frequency of 1 in 100 years. The design capacity of a natural watercourse, including a floodplain, or any drainage system where a minor drainage system is not provided, shall be based on a design storm frequency of 1 in 100 years.

5.3 Meteorological Data

5.3.1 Acceptable rainfall data to calculate runoff flows is to be based on the following intensity-duration-frequency data:

(a) most current information from the Atmospheric Environment Service for area closest to project; and

(b) Rainfall Frequency Atlas for Canada; and

(c) Meteorological Services of Canada (MSC).

5.4 Runoff Methodology

5.4.1 The design engineer shall determine the best runoff calculation method to be used. The design engineer shall also calibrate and verify for local conditions. The designer shall provide for future reference the reason why a certain method is selected. The Town Engineer may request that a second method be used as verification or for checking the results.

5.4.2 The Rational Method may be used for drainage areas less than 50 acres (20 hectares) and for the preliminary design of storm drainage systems servicing larger areas.

5.4.3 Generally, the Rational Method shall not be used for the design of storage facilities, except that the modified Rational Method may be used for the design of storage facilities for highly impervious areas, and shall use the graphical hydrograph method.

5.5 Storm Drainage Report

5.5.1 A storm drainage report shall be prepared and included as part of the submission for any land development to deal with storm water and drainage issues related to the development. The report shall include site engineering analysis to a level consistent with the size of the development, its location within the drainage basin, and the sensitivity of the area's drainage system. The report shall include details of the safety implications of the proposed system, and an examination of the potential for erosion in the downstream receiving streams due to increased peak and total flows and flow velocities as a result of the development.

5.5.2 The storm drainage report shall also include drainage plans and detailed runoff calculations. The calculations shall include input information showing sub-watersheds, rainfall abstraction, antecedent moisture conditions and schematization of the system for pre and post development and all stormwater management alternatives, and output information which shows the main step of the calculations and the peak discharge at key points in the system.

5.5.3 The drainage plans shall show the location of the proposed development within the topographic drainage area, the area tributary to the proposed and existing storm drainage system(s), boundaries of all drainage sub-areas, contours at intervals not exceeding 6.5 feet (2 m), site layout including proposed streets and lots, locations of proposed storm drainage system(s) and stormwater management facilities, location of outfalls or connections into existing systems, hydrologic and hydraulic data table and any other information required by the Town Engineer.

5.6 Recommended Coefficient of Runoff Values for Various Selected Land Uses

Description of Area	Runoff Coefficients
Business, Downtown	0.75 to 0.95
Business, Neighbourhood	0.50 to 0.70
Residential, Single Unit	0.30 to 0.50
Residential, Multi-unit Detached	0.40 to 0.60
Residential, Multi-unit Attached	0.60 to 0.75
Residential, Suburban	0.25 to 0.40
Residential, ½ Acre Lots or More	0.25 to 0.40
Apartment Dwelling Areas	0.50 to 0.70
Industrial, Light	0.50 to 0.80
Industrial, Heavy	0.60 to 0.90
Parks and Cemeteries	0.10 to 0.25
Playgrounds	0.20 to 0.40
Rail Yards	0.20 to 0.40
Unimproved	0.10 to 0.30

5.6.1 It is often desirable to develop a composite runoff coefficient based on the percentage of different types of surfaces in the drainage area. This procedure is often applied to typical "sample" blocks as a guide to selection of reasonable values of the coefficient for an entire area. Coefficients with respect to surface type, currently in use are:

Character of Surface	Runoff Coefficients
Street, Asphalt	0.70 to 0.95
Street, Concrete	0.80 to 0.95
Drives and Walks	0.75 to 0.85
Roofs	0.75 to 0.95
Lawns, Sandy Soil – Flat, 2%	0.05 to 0.10
Lawns, Sandy Soil – Average, 2% to 7%	0.10 to 0.15
Lawns, Sandy Soil – Steep, 7%	0.15 to 0.20
Lawns, Heavy Soil – Flat, 2%	0.13 to 0.17
Lawns, Heavy Soil – Average, 2% to 7%	0.18 to 0.22
Lawns, Heavy Soil – Steep, 7%	0.25 to 0.35

5.6.2 The coefficients in these two tabulations are applicable to storms of 5 to 10 year frequencies. Less frequent, higher intensity storms will require the use of higher coefficients because infiltration and other losses have proportionally smaller effect on runoff.

5.6.3 Winter Runoff Coefficient is recommended to be 0.80 for all areas and surfaces with summer coefficients less than or equal to 0.80.

5.6.4 Source: Hydrology, Federal Highway Administration, HEC No. 19, 1984.

5.7 Easements Within Future Development

General

5.7.1 All storm drainage shall be carried by either an unconfined natural watercourse, an excavated ditch or a storm sewer.

5.7.2 All excavated ditches and storm sewers within a subdivision shall be located either within a street right-of-way or on an easement in favor of the Town. The minimum width of an easement shall be 20 feet (6.1 m).

5.7.3 Where subdivision storm drainage flows onto abutting land other than through a natural watercourse or a right-of-way then an easement in favor of the Town shall be provided.

5.7.4 Where a need is identified by the Town Engineer to accommodate future upstream development, and where no future street reserve is available, a drainage right-of-way or an easement in favor of the Town shall be provided.

5.7.5 Natural watercourses shall not be carried in roadside ditches or piped roadside storm drainage systems.

Discharge to Adjacent Properties

5.7.6 All storm drainage shall be self-contained within the subdivision boundaries, except natural run-off from undeveloped areas.

5.7.7 All run-off from the developed limits of a subdivision must be directed to either a natural watercourse or storm drainage system owned by the Town.

5.7.8 Discharge of run-off to adjacent properties other than in a natural watercourse shall be prohibited unless the developer obtains consent in writing from the adjacent property owner(s) and drainage easements over this property are provided in favor of the Town.

5.8 Piped Storm Drainage System Components

Pipe Materials

5.8.1 All storm pipe 15" (375 mm) in diameter or smaller shall be PVC DR35. All storm pipe 18" (450 mm) in diameter or larger shall be concrete to CSA A 257 .2 65 D.

Velocity in Storm Sewer

5.8.2 The minimum design velocity for storm sewers shall be 2 fps (0.6 m/s). Consideration shall be given to initial minimum cleansing velocity for phased development.

5.8.3 The maximum design velocity for storm sewers shall be 15 fps (4.5 m/s) for pipes up to and including 30" (750 mm) in diameter. The maximum design velocity for storm sewer pipes greater than 30" (750 mm) in diameter shall be 20 fps (6 m/s).

5.8.4 The Manning Formula shall be used for pipe design.

Pipe Size

5.8.5 The minimum diameter for a storm sewer main shall be 12" (300 mm).

5.8.6 The minimum diameter for a catch basin lead shall be 10" (250 mm).

5.8.7 Pipe sizes shall not decrease in the downstream direction unless approved by the Town Engineer.

Depth of Sewers and Laterals

5.8.8 The minimum depth for a storm sewer main and laterals located within the street right-of-way shall be 5 feet (1.5 m).

Manholes

5.8.9 Manholes shall be installed at all changes in grade or alignment, at all intersections and at intervals not exceeding 400 feet (120 meters). The minimum internal diameter of a manhole shall be 42 inches (1050 mm).

Service Laterals

5.8.10 All laterals from the storm sewer main to the property line shall be provided by the developer or owner and shall have a minimum grade of 2.0 percent.

5.8.11 Storm sewer laterals of 6 inch (150 mm) diameter or less shall be PVC DR 35 (green) from main to property line.

Catch Basins

5.8.12 Catch basins shall be installed at the curb of the street and shall be adequately spaced to prevent ponding on the street and to prevent water from entering on or flowing in the travel lanes during storm events corresponding to the design of the Minor Drainage System. In no case shall the spacing of the catch basins exceed 330 feet (100 meters). Catch basin leads shall be connected to a storm drainage main at a manhole.

Inlets

5.8.13 Vertical grates shall be installed at inlets.

Outfalls

5.8.14 The design of outfalls shall take into consideration such factors as public safety, erosion control, and appearance. Horizontal grates shall be installed at outfalls.

Ditches/Open Channel Drainage System

5.8.15 Ditches /open channels shall have adequate capacity for the 1 in 100 years storm.

Velocity in Channels

5.8.16 To prevent erosion, the maximum velocity during a 1 in 100 year storm event in ditches or open channels shall not exceed the following values:

Channel	Mean Channel Velocity FPS (m/s)
Fine Sand	1.5 (0.46)
Coarse Sand	2.5 (0.76)
Fine Gravel	6.0 (1.83)
Earth, Sandy Silt	2.0 (0.61)
Earth, Silt Clay	3.5 (1.07)
Earth, Clay	4.0 (1.22)
Grass-lined Earth, Bermuda Grass, Sandy Silt	6.0 (1.83)
Grass-lined Earth, Bermuda Grass, Silt Clay	8.0 (2.44)
Grass-lined Earth, Kentucky Blue Grass, Sandy Silt	5.0 (1.52)
Grass-lined Earth, Kentucky Blue Grass, Silt Clay	7.0 (2.13)
Poor Rock (Usually Sedimentary)	10.0 (3.05)
Soft Sandstone	8.0 (2.44)
Soft Shale	3.5 (1.07)
Good Rock (Usually Igneous or Metamorphic)	20.0 (6.10)

Culverts

5.8.17 The size of culverts shall be as shown on the engineering drawings with a minimum 20" (500 m) depth of bury for any culvert. The minimum size for any culvert shall be 10" (250 mm).

5.8.18 Culverts other than driveway culverts shall be designed for the 1 in 100 year peak flow with a headwater depth not greater than the diameter of the pipe.

5.8.19 Storm sewer outfalls and culverts greater than 50 feet (15 m) in length require inlet and outlet grating.

5.8.20 All culverts shall be reinforced concrete pipe to ASTM C76-M or CAN/CSA A257.2.

Roof Drains

5.8.21 Roof drains shall discharge on the ground surface and shall not be connected to a storm drainage system.

Foundation Drains

5.8.22 Where a buried storm drainage system exists, foundation drains will normally be connected to the storm sewer by laterals. The invert of the lateral at the property line must be at least 2 feet (61 0 mm) above the top of the main at the point of connection.

5.8.23 Where a buried storm drainage system does not exist, Section 9.14 of the National Building Code of Canada, latest revision, shall apply.

5.8.24 Under no circumstance shall foundation drains direct stormwater to the street surface, sidewalk or adjacent property.

5.9 Erosion and Sediment Control

5.9.1 An Erosion and Sediment Control Plan shall be provided in compliance with Provincial regulations, and a copy of the plan must be submitted to the Town Engineer. The plan shall address measures during construction of streets, services, and houses, as well as long term measures after the completion of development.

5.9.2 The Erosion and Sediment Control Plan including control measures, shall comply with the Erosion and Sedimentation Control Handbook for Construction Sites as prepared by the Nova Scotia Department of the Environment.

5.9.3 During construction, surface water flows across the construction site must be minimized. Exposed soils within ditches and on cut and fill slopes shall be permanently stabilized by hydroseeding or equivalent within two weeks after final grading is complete. Temporary stabilization measures shall be used to prevent erosion of exposed soils during construction and prior to reaching finished grades. These measures are required to prevent downstream sedimentation of watercourses and storm damage systems.

5.9.4 Long term environmental protection measures to be addressed in the subdivision design may include but are not limited to:

(a) minimization of erosion and sediment transport; and

(b) protection of outfall areas; and

(c) utilization of wetland areas for filtration of stormwater run-off; and

(d) minimization of disruption to natural watercourses.

5.10 Inspections and Testing

General

5.10.1 Sewers and forcemains shall be tested in accordance with the requirements of the Standard Specification for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association. The Town Engineer shall be notified at least forty-eight (48) hours in advance of all proposed tests. Tests shall be performed in the presence of the Town Engineer, or their representative.

Manholes and Catch Basins

5.10.2 Manholes and catch basins shall be inspected by the Town upon completion of construction and again prior to the end of the maintenance period.

5.10.3 All manholes and valve chambers shall be tested for leakage using either a hydrostatic or air vacuum method.

5.10.4 Any part of the system failing the above tests or found deficient shall be repaired, retested and inspected to the satisfaction of the Town Engineer at the expense of the subdivider.

Deflection

5.10.5 Sewers shall be tested for deflection after trenches are backfilled and compacted.

Testing Leakage

5.10.6 Leakage test shall be in accordance with the requirement of the Standard Specifications for Municipal Services prepared by the Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineers Association.

Testing Video Inspection

5.10.7 Closed circuit video inspections shall be carried out at the following times:

(a) at completion of construction and prior to subdivision endorsement of acceptance of the work by the Town; and

(b) two months prior to the end of the maintenance period.

5.10.8 A colour camera shall be used for video inspections. Color digital video files and written reports shall be provided in forms acceptable to the Town Engineer.

6 Public Streets

General

6.1.1 This Part specifies the requirements for all public streets in the Town of Lunenburg.

6.1.2 A street shall consist of the wearing surface, road bed and all slopes, ditches, channels, waterways and structures necessary for proper drainage and protection.

6.1.3 The design and location of all streets, sewers, water mains, electrical, telephone and such utilities located within the right-of-way of the public street shall be in accordance with the appropriate specification(s) and must be approved by the Town Engineer prior to their construction.

6.1.4 With the exception of street cross sections, the Town Engineer may consider variances to these specifications.

6.2 Street Classification and Characteristics

6.2.1 Schedule A provides three classes of public streets applicable to development within the Town of Lunenburg.

6.2.2 The Subdivision By-law regulates the minimum lot sizes and development character. The lot size and the development character may dictate the appropriate street classification and characteristics. The following criteria shall be considered in determining which design and construction standard will apply to a particular development:

(a) where practicable, the Lower Volume class shall be preferred over the Local class, which shall be preferred over the Minor Collector class;

(b) a design brief prepared by the developer's consultant shall be submitted addressing the design intent including rationalization of the selected street type and length. The design brief shall address issues such as capacity, parking and maintenance; and

(c) the final decision on the street classification and characteristic and parking allowances shall be made by the Town Engineer.

6.3 Design Criteria

General

6.3.1 This section covers the more common aspects for design and construction of public streets within the Town of Lunenburg. In cases where this section needs to be expanded or additional specifications are required, the "Geometric Design Guide for Canadian Roads and Streets", the "Manual of Uniform Traffic Control Devices for Canada" in the latest edition as published by Transportation Association of Canada (TAC), and the Standard Specifications for municipal services as prepared by the- Nova Scotia Road Builders Association and the Nova Scotia Consulting Engineer's Association shall be used. Specific design criteria are listed throughout these Specifications.

Design Speed

6.3.2 Design speed shall be in accordance with Schedule A.

6.3.3 A design speed of 30 to 50 km/hr will be used for all public streets unless the intended use of the street requires a higher design speed as determined by the Town Engineer.

Connections to Adjacent Lands

6.3.4 Streets must be laid out where reasonably possible in prolongations of other streets either in the same subdivision or in adjacent subdivisions.

6.3.5 In all subdivision designs, an acceptable right-of-way access to adjacent vacant properties and to watercourses must be provided and deeded to the Town. The access street right-of-ways should be located to maximize development potential of adjacent lands but in no case shall be more than 200 metres (657 feet) apart.

6.3.6 Where a subdivision is being designed adjacent to a subdivision with previously deeded access right-of-ways, the subdivision design shall utilize this right-of-way to connect the two subdivisions unless, in the opinion of the Town Engineer, such connection would prejudice an effective road layout for the subdivision under design.

6.3.7 Where a roadway can be extended to service adjacent or future development, a right-of-way shall be provided and approved by the Town Engineer.

Maximum Block Length and Pedestrian Connections

6.3.8 Block lengths shall not exceed the "Maximum distance between intersections" in Schedule 'A'.

6.3.9 Where any street exceeds a length of 150 metres (500 feet) between intersections, acceptable pedestrian right-of-ways to adjacent vacant properties, streets, and watercourses must be provided and deeded to the Town.

6.3.10 The pedestrian right-of-ways shall be a minimum of 3 metres (10 feet) in width and shall either be located approximately at the mid-point of the length of the road or at a location that would connect to pedestrian right-of-ways on adjacent lands, if any.

6.3.11 Where a subdivision is being designed adjacent to a subdivision with previously deeded pedestrian right-of-ways, the subdivision design shall utilize this right-of-way to connect the two subdivisions unless, in the opinion of the Town Engineer, such connection would prejudice an effective layout for the subdivision under design.

Right-of-Way

6.3.12 The minimum street right-of-way width shall be in accordance with Schedule A or as determined by the Town Engineer.

6.3.13 Any property susceptible to damage as a result of construction must be within the right-of-way. All cut or fill slopes which will not be eliminated by changes in lot elevations must be included within the right-of-way.

Street Layout

6.3.14 Unless there are unique circumstances, the minimum length of a street considered for acceptance as a public street shall be 500 feet (152 m).

6.3.15 Cul-de-sacs shall not be used when the subdivision can be effectively serviced by other street layouts. All cul-de-sacs must end in a permanent or temporary turn around area as approved by the Town Engineer. The grade of the turning area shall not exceed 4%. Cul-de-sacs shall be graded to drain from the centre of the cul-de-sac to the curb.

6.3.16 The maximum permanent cul-de-sac length where a walkway is located at the end of the cul-de-sac and connects to another street shall be 500 feet (152 m). Otherwise the maximum length shall be 330 feet (100 m) measured from the intersection of the cul-de-sac's centreline between the street-line of the intersecting street to the centre of the cul-de-sac.

6.3.17 Boulevards will not be permitted in residential subdivisions.

6.3.18 Guardrails are required on fills 10 feet (3 m) or greater (unless a slope of 6: 1 can be provided) and in other hazardous areas. Details of guardrail construction and location are to be provided to the Town Engineer for approval.

6.3.19 Sign installation including stop signs, street signs and all other required signs shall be the responsibility of the developer and shall be installed in accordance with the approved street design prior to conveyance of the street to the Town.

Intersections

6.3.20 Intersection location and minimum curb radius for streets shall be in accordance with Schedule A.

6.3.21 Where public streets meet existing provincial highways, the intersection must be approved by the Provincial Department of Transportation and Active Transit.

6.3.22 All intersecting streets must intersect at an angle of 70 to 90 degrees for a minimum distance of 100 feet (30 m) from the intersection measured from the respective center lines.

6.3.23 Offset intersections will not be permitted. A maximum of four streets will be permitted at an intersection.

Driveways

6.3.24 Driveway widths shall be in accordance with the following table:

	Minimum Driveway Width*	Maximum Driveway Width*	Curve Radius
Residential	10 ft (3 m)	16 ft (5 m)	0 ft (0 m)
Commercial	23 ft (7 m)	33 ft (10 m)	0 ft (0 m)
Industrial	33 ft (10 m)	40 ft (12 m)	20 ft (6 m)

*Residential and commercial driveway widths are measured at curb or edge of pavement. Industrial driveway widths are measured at street line.

Sidewalks

6.3.25 Sidewalks, constructed in accordance with the "Typical Sidewalk Section", are required as identified in Schedule 'A'.

Horizontal Alignment

6.3.26 Horizontal alignment shall be in accordance with Schedule A.

6.3.27 Tangent distances between horizontal reverse curves shall not be less than 20 m.

6.3.28 Tangent distances between horizontal curves turning the same way shall not be less than 40 m.

Vertical Alignment

6.3.29 Vertical alignment shall be in accordance with Schedule A.

6.3.30 The grade of a street at an intersection shall not exceed 4% for at least 66 feet (20 m) measured from the shoulder of the intersecting street.

6.3.31 Local streets shall not be superelevated unless there are safety or drainage concerns.

6.3.32 Curb elevations at intersections, critical grade locations and bulbs of cul-de-sac's shall be shown on the drawings at a minimum 10 ft (3 m) spacing.

Design Limits

6.3.33 Where streets are required to service future or adjacent property the design shall include sufficient detail to illustrate that the extension is compatible with adjacent topography and can be constructed in accordance with this specification.

Construction Limits

6.3.34 All street accesses to adjacent property must be constructed to the property lines.

Access

6.3.35 A maximum of 25 lots may receive final approval prior to a second access being provided.

Stopping Sight Distance

6.3.36 Stopping sight distance shall be in accordance with Schedule A Minimum stopping and turning sight distances shall be as defined by the TAC Geometric Design Guide.

Bridges

6.3.37 Bridges shall be designed and constructed to Canadian Standards Association (CSA) specification "S6 Design of Highway Bridges".

Extension of Existing Street

6.3.38 Where a proposed extension to an existing street increases traffic volumes to a degree that a traffic study requested by the Town Engineer and carried out at the Town's expense warrants improvements be made to an existing street then the developer shall pay for these improvements.

6.4 Inspection and Testing

Notification

6.4.1 A preconstruction meeting shall be required before construction work begins on any public streets. Inspections may be carried out at any time, however, inspection reports by the developer's engineer shall be provided at the following stages:

(a) after clearing and grubbing prior to earthwork; and

(b) after installation of piped systems including services prior to subgrade work; and

(c) after compaction of the subgrade prior to placing gravels; and

(d) after compaction of each type of gravel prior to paving; and

(e) after compaction of each type of asphalt; and

(f) prior to the Town taking over the streets.

Reporting

6.4.2 All results of laboratory and field density tests shall be submitted to the Town Engineer.

Subgrade

6.4.3 Subgrade material shall be placed and compacted to the specified minimum density attained using the "Control Strip" method. Additional guidance on the Control Strip method may be found in the DOT Standard Specification for Highway Construction and Maintenance (April 1996), Division 2, Earthworks.

6.4.4 At least one field density test shall be taken for every 300 feet (90 m) of street subgrade. Testing frequency is subject to the direction and approval of the Town Engineer and may be altered based on street conditions.

Soft Spots

6.4.5 All "soft spots" in the subgrade shall be removed to full depth and replaced with approved backfill.

Trenches

6.4.6 Pipe bedding, cover and backfill in trenches shall be to the depth and width indicated in the details. Field density tests shall be taken within a section of trench to determine the level of effort required to achieve the specified compaction for each of the following:

(a) pipe bedding; and

(b) pipe cover material; and

(c) trench backfill excluding final 12 inches (300 mm) to subgrade; and

(d) final 12 inches (300 mm).

6.4.7 Compaction within trenches may proceed using the compactive effort determined for each of the above provided there is no change in materials, equipment or site conditions. Such a change will require re-determination of the compactive effort. Quality control testing of compaction within trenches shall be as required for site soil conditions or as directed by the Town Engineer.

Gravels

6.4.8 At least one field density test shall be taken for every 100 feet (30 m) of roadway gravels for each gravel lift.

Moisture Content

6.4.9 Moisture content of gravels, subgrade and trench backfill materials must be controlled to obtain the specified compaction.
Asphalt Concrete

6.4.10 Prior to paving, the developer shall provide the Town Engineer with a letter signed by a Professional Engineer which states that the aggregates(s) and asphalt cement has been sampled and tested, and that the asphalt concrete mix design meets the specification.

6.4.11 A minimum of one series of tests per day or for each 500 tonnes of asphalt concrete shall be performed. The series of tests shall include all of the following:

(a) Marshall Stability, kN; and

(b) Marshall Flow, x 0.25 mm; and

(c) Voids in Mineral Aggregate (VMA), %; and

(d) Air Voids, %; and

(e) Asphalt Cement Content,%; and

(f) Gradation of Extracted Aggregate.

6.4.12 There shall be at least one field density test per day for each 550 tons (500 tonnes) of asphalt concrete placed. Each lift for every individual street shall have at least one field density test taken.

6.4.13 Tests shall conform to the NS Department of Transportation Active Transit specifications. All test results shall be forwarded to the Town Engineer prior to paving.

Curbing

6.4.14 At least one set of concrete test cylinders (3 cylinders - 6 inch x 12 inch) shall be taken for every 328 feet (100 m) of curbing and tested for compressive strength at 7 days and 28 days.

6.5 Street Construction

6.5.1 Contract specifications shall be developed in conjunction with "Standard Specifications for Municipal Services" as published by the Nova Scotia Road Builders Association & Consulting Engineers of Nova Scotia Joint Committee on Contract Documents. The following specification shall take precedence where there is a conflict with the Standard Specification for Municipal Services:

6.5.2 Streets shall be constructed including pavements in accordance with this section. Cost of paving is borne by the Town of Lunenburg.

Clearing and Grubbing

6.5.3 All brush, trees and cuttings shall be removed. In no case shall cleared materials be buried in the street right of way.

6.5.4 All grubbed materials under the street right of way shall be removed. In no case shall grubbed material be buried in the street right of way.

Right of Way

6.5.5 The right-of-way shall be left properly drained and should the work, as performed, create pockets of isolated water holes, this drainage condition shall be rectified by the subdivider at their expense.

Subgrade

6.5.6 Topsoil, peat and other unsuitable materials under the roadbed must be removed prior to placing embankment material. Rock cuts shall be excavated to at least 1 foot (300 mm) below the subgrade and backfilled with material satisfactory to the Town Engineer. Water pockets shall not be left in the bottom of rock cuts. All cuts or embankment must be backfilled with graded material approved by the Town Engineer. The top 12 inches (300 mm) of subgrade must be free of rocks larger than 6 inches (150 mm) in any dimension.

6.5.7 The subgrade must be well drained and compacted using the method described in Subsection 6.4.3. Any unsuitable material including soft or yielding clay material shall be removed, replaced with suitable material and compacted.

Sub-base and Base Gravels

6.5.8 The sub-base course shall conform to Gravel Type 2, Division 3, Section 7 of the Nova Scotia Department of Transportation and Active Transit Standard Specifications. The sub-base course must be applied to compacted thickness of not less than 12 inches (300 mm).

6.5.9 The base course shall conform to Gravel Type 1, Division 3, Section 7 of the Nova Scotia Department of Transportation and Active Transit Standard Specifications. The base course must be applied to a compacted thickness of not less than 6 inches (150 mm).

6.5.10 Compaction of sub-base and base gravels shall be via the control strip method and field density test described in Subsections 6.4.4 and 6.4.8 respectively.

Shoulder Gravels

6.5.11 Shoulder gravels shall conform to Gravel Type 1 S, Division 3, Section 7 of the Nova Scotia Department of Transportation and Active Transit Standard Specifications. Shoulder gravels must be applied to compacted thickness of 6 inches (150 mm).

Asphalt Paving

6.5.12 Cost of paving is borne by the Town of Lunenburg.

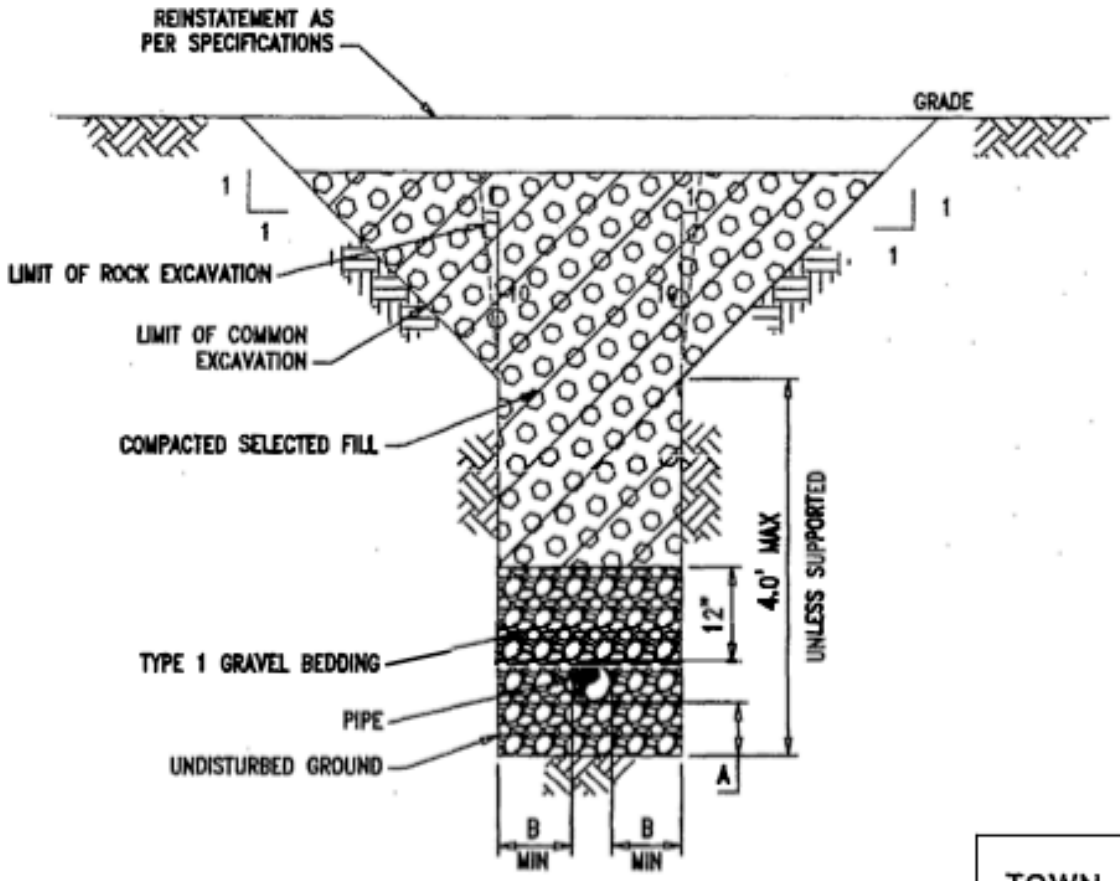
6.5.13 Prior to paving, the developer shall provide the Town Engineer with a letter signed by a Professional Engineer which states that the aggregate(s) and asphalt concrete have been duly sampled and tested, and that the asphalt concrete to be manufactured from these ingredients has been duly designed to achieve the specified properties. The letter will list the test results for aggregate and asphalt. The Town Engineer may also require the letter to state that the hot mix asphalt concrete plant conforms to the Nova Scotia Department of Transportation and Active Transit Standard Specifications.

6.5.14 The asphalt concrete shall conform to Division 4, Section 4, of the Nova Scotia Department of Transportation and Active Transit Standard Specifications and be placed in two lifts. The lower course of Class "B" asphalt must be applied to a compacted thickness of not less than 2.0" (50 mm). The upper course of Class "C" asphalt must be applied to a compacted thickness of not less than 1.5" (40 mm).

Schedule 'A'

Characteristic	Minor Collector	Local – 50 km/h	Low Volume – 30 km/h
Traffic services & function	Traffic movement of equal importance with land access	Land access first consideration, traffic access second consideration	Aesthetics first, land access second, traffic third
Maximum number of lots or dwelling units	n/a	n/a	n/a
Maximum distance between intersections	365 m	200 m	120 m
Maximum street length	n/a	n/a	n/a
Parking	Permitted on both sides	Permitted on one side	Permitted on one side
Sidewalks	Required on both sides	Required on one side	Required on one side
Bicycle lane	Required	Not required	Not required
Average daily volume	Up to 3,000	Less than 1,000	Less than 300
Average running speed	30 – 50 km/h	30 – 50 km/h	15 – 30 km/h
Vehicle types	All types with truck limits	Passenger and service vehicles, with limits on large vehicles	Passenger and service vehicles
Design speed (km/h)	50	50	30
Right-of-way width	20 m to 25 m	16 m to 20 m	13 m to 16 m
Minimum travel lane width	4.5 m	3.0 m	3.0 m
Minimum grade	1%	1%	1%
Maximum grade	8%	10% *	10% *
Minimum centreline radius	See TAC	100 m	30 m
Minimum sight distance	85 m	65 m	45 m
Typical road cross section	Cross-section 3	Cross-section 1	Cross-section 2
Minimum centreline distance between intersections • Same side of street • Opposite side of street	 150 m 60 m	 75 m 45 m	 60 m 45 m
Minimum K factors • Crest • Sag	 See TAC See TAC	 7 12	 2 4
Minimum curb radius	10 m	7.5 m	7.5 m

* A 12% grade may be permitted by the Town Engineer under exceptional circumstances.
TAC = Transportation Association of Canada Geometric Design Guidelines



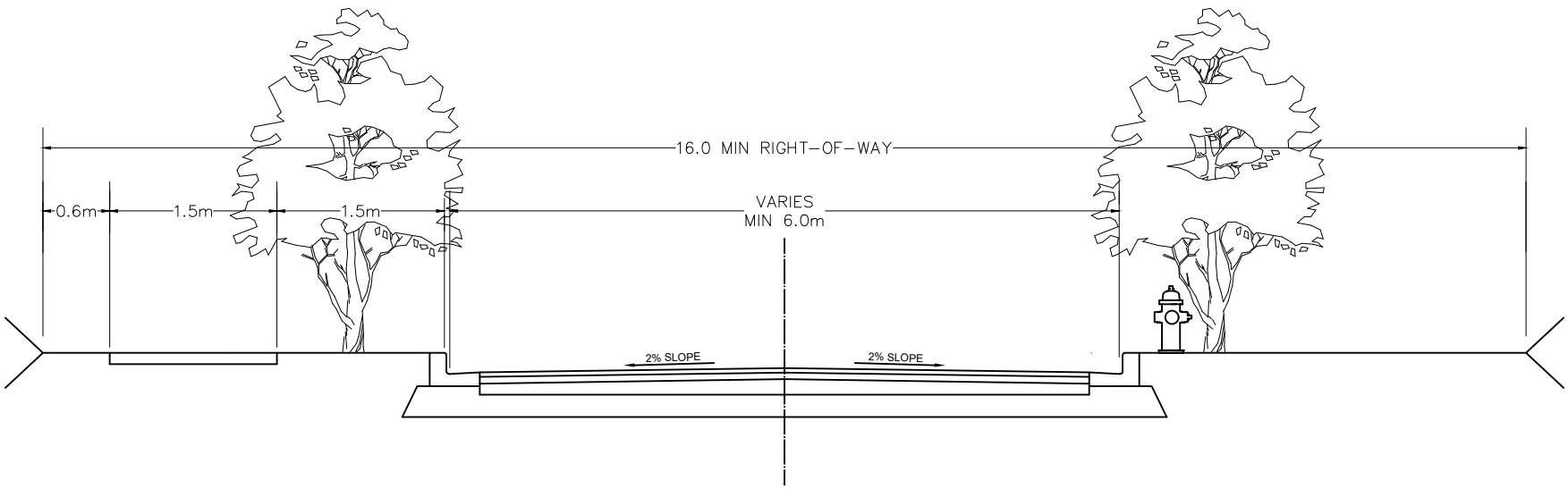
NOTES

1. ALL DIMENSIONS ARE IN IMPERIAL UNITS
2. LETTERED DIMENSIONS BASED ON STANDARD SPECIFICATIONS FOR MUNICIPAL SERVICES

TOWN OF LUNENBURG

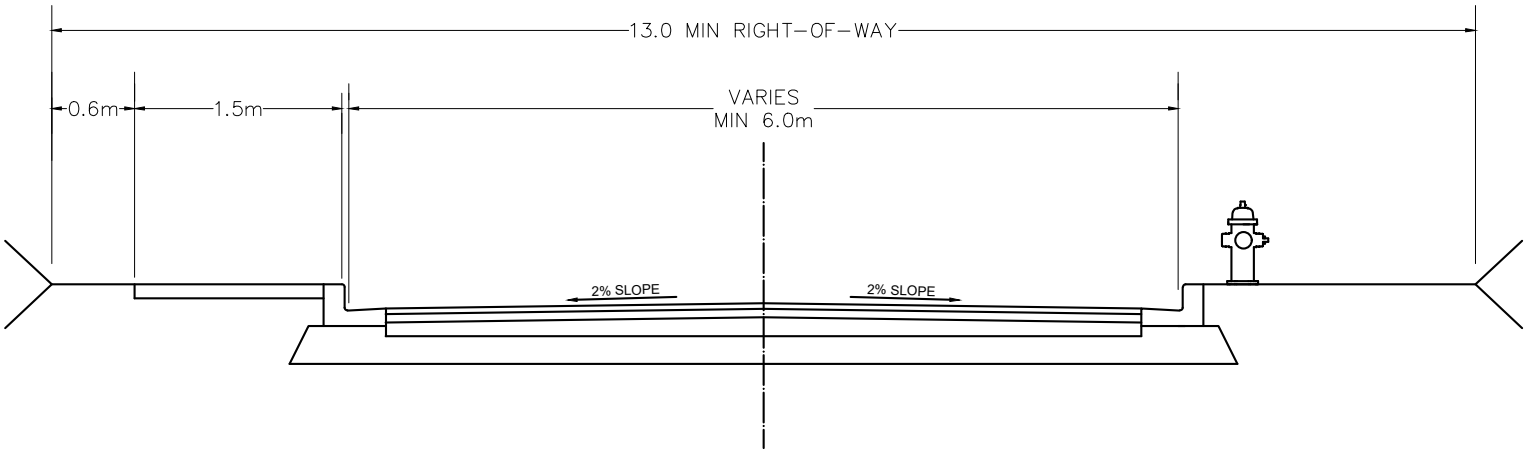
TYPICAL
TRENCH DETAIL

January 2007

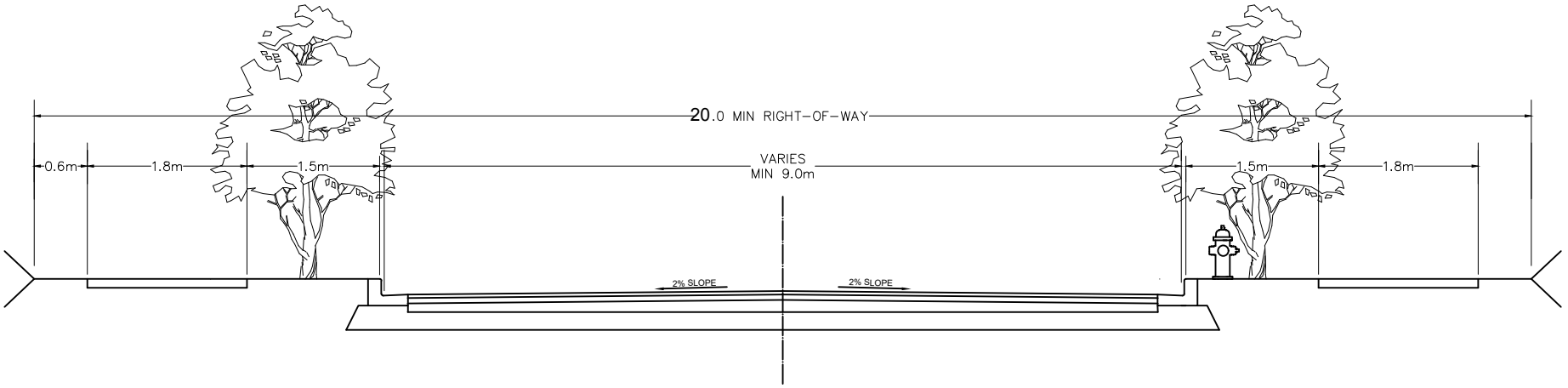


1 TYPICAL LOCAL 50 km/hr CROSS SECTION
16m ROW, 6m PAVED TRAVEL LANE
Scale: NTS

upto 1000 vehicles daily



2 TYPICAL LOCAL 30 km/hr CROSS SECTION
13m ROW, 6m PAVED TRAVEL LANE
Scale: NTS
upto 300 vehicles daily

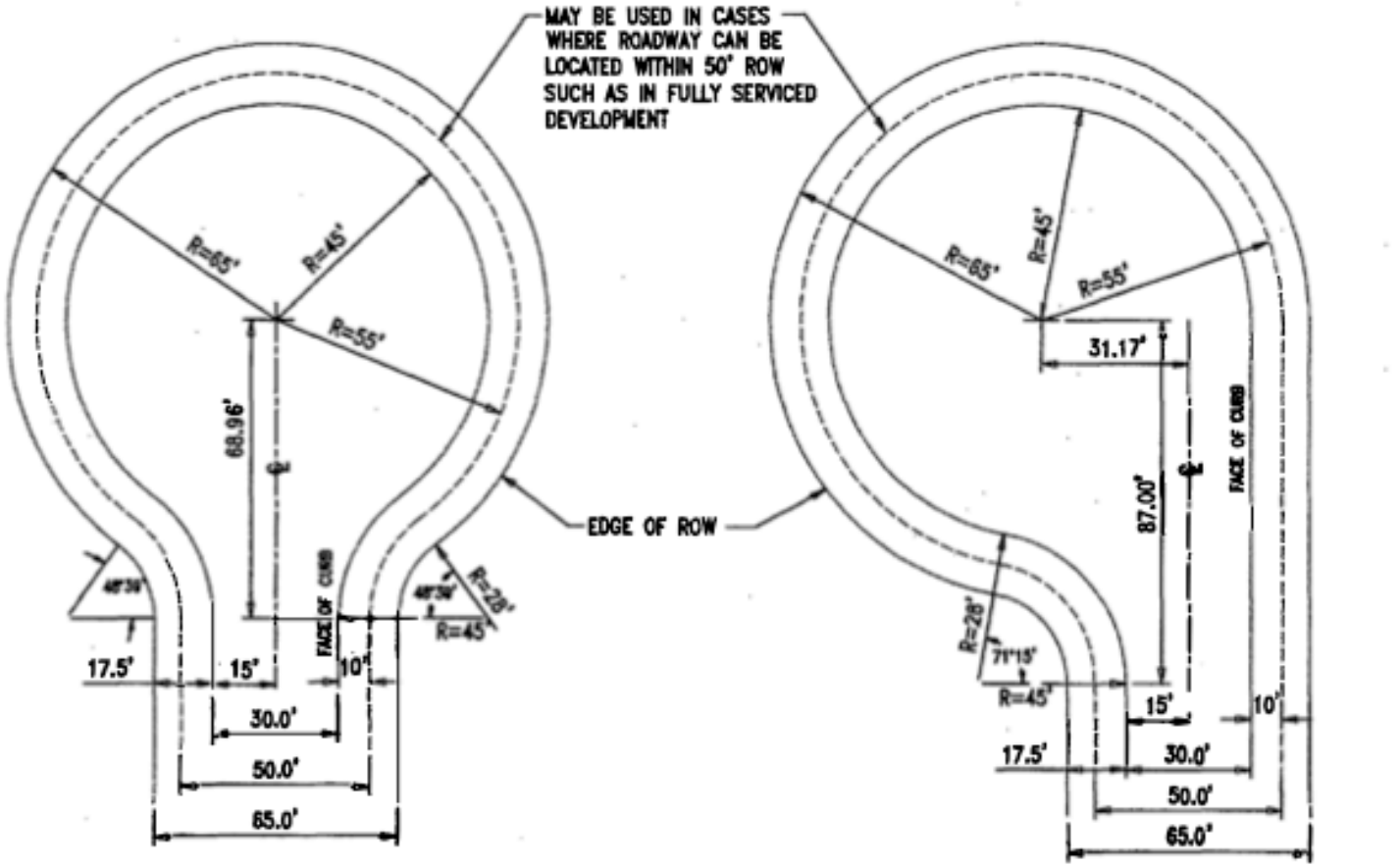


TYPICAL MINOR COLLECTOR CROSS SECTION

3 20m ROW, 9m PAVED TRAVEL LANE

Scale: NTS

upto 3000 vehicles daily



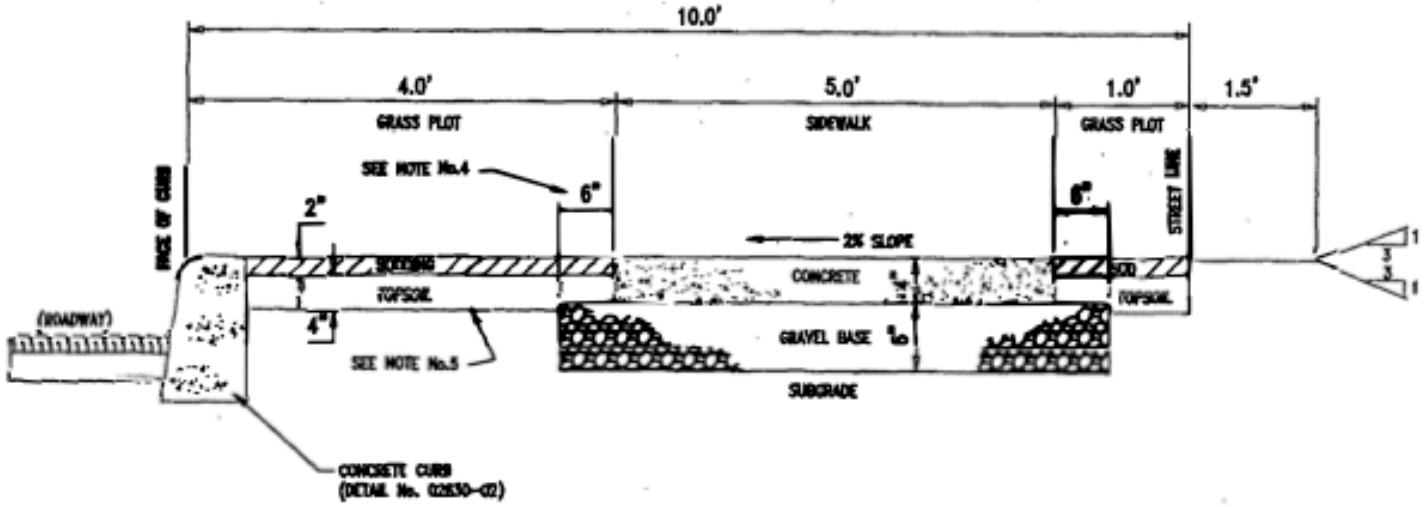
NOTES

1. ALL DIMENSIONS ARE IN IMPERIAL UNITS

TOWN OF LUNENBURG

STANDARD CUL-DE-SAC

January 2007



NOTES

1. NORMAL THICKNESS OF CONCRETE SIDEWALK TO BE 4.0"
2. THICKNESS OF CONCRETE SIDEWALK THROUGH DRIVEWAY AREA TO BE 6.0"
3. 152X152 MW 18.7 X MW 18.7 (WELDED WIRE FABRIC) TO BE USED IN ALL COMMERCIAL DRIVEWAYS
4. THE BASE COURSE SHALL EXTEND 6.0" MINIMUM ON EACH SIDE OF THE SIDEWALK STRUCTURE
5. TOPSOIL TO BE TREATED WITH FERTILIZER AND LIME
6. SIDEWALK ABUTTING COMMERCIAL AREAS SHALL HAVE FULL WIDTH AND BE 6.0" IN DEPTH
7. ALL DIMENSIONS ARE IN IMPERIAL UNITS
8. CONCRETE: 5000 PSI, 0.4 WATER TO CEMENT RATIO, 5% TO 8% ENTRAINED AIR

TOWN OF LUNENBURG

TYPICAL SIDEWALK SECTION

January 2007

SUBDIVISION BYLAW DRAFT

MAY 8, 2021



PROJECT LUNENBURG

Navigating the Future, Together.

TOWN OF LUNENBURG SUBDIVSION BY-LAW, 2021

First Reading:
Second Reading:
Approved by the Minister of Municipal Affairs:
Notice of Effect:
With Amendments sto:

Table of Contents

1 Authority and Title 1
2 Administration 2
3 Interpretation 3
3.1 Measurement 3
3.2 Specifications and Standards 3
4 Definitions 4
5 Lot Requirements 6
5.1 Abut Public Street 6
5.2 Land Use By-law 6
5.3 10% Variance 6
5.4 Boundary Alteration 6
5.5 Encroachments 8
5.6 Main Building 8
5.7 Lot Shape 9
6 Streets 10
6.1 Private Roads 10
6.2 Continuation of Existing Streets and Connections to Abutting Properties 10
6.3 Approval of Public Streets 10
6.4 Lot Access 10
6.5 Identification of Public Street 10
7 Water Supply 11
8 Sanitary Sewers 12
9 Public Open Space 13
9.1 Dedication Required 13
9.2 Waiver 13
10 Construction of Services 14
10.1 Inspection 14
10.2 Deviations 14
10.3 Duty on Completion 14
10.4 Construction Agreement and Bond 15

11 General Requirements for Applications 16

11.1 Application Form 16

11.2 Agencies to Forward Recommendations 16

11.3 Additional Information 16

11.4 Plan Contrary to Provincial Law or Regulation 17

11.5 Notification of Land Registration Office 17

11.6 Notification of Subdivider 18

11.7 Fees 18

12 Concept Plans 19

12.1 Concept Plan Optional 19

12.2 Concept Plan Requirements 19

12.3 Concept Plan Procedure 20

12.4 Stamps to Appear on Concept Plan 20

13 Preliminary Plans of Subdivision 21

13.1 Preliminary Plan Optional 21

13.2 Preliminary Plan Requirements 21

13.3 Preliminary Plan Procedure 22

14 Tentative Plans of Subdivision 24

14.1 Tentative Plan Optional 24

14.2 Tentative Plan Requirements 24

14.3 Tentative Plan Procedure 27

14.4 Stamps to Appear on Tentative Plan 27

15 Final Plans of Subdivision 29

15.1 Final Plan Requirements 29

15.2 Public Open Space 31

15.3 Final Plan Procedure 31

15.4 Public Open Space Contribution Required 32

15.5 Sewer and Water Approvals Required 32

15.6 Public Street Construction or Agreement Required 32

15.7 Approval of Consolidation or Addition 33

15.8 Approval after Conveyance 33

15.9 Stamps to Appear on Final Plan 33

16 Repeal of Subdivision 35
16.1 Approval May be Repealed 35
16.2 Application to Repeal 35
16.3 Provisions Applicable 35
16.4 Agency Assessments 35
16.5 No Violation of By-laws 36
16.6 Approval Notification 36

1 Authority and Title

1.1.1 This By-law is enacted by the Council of the Town of Lunenburg under the provisions of sections 271-274 of the *Municipal Government Act* (S.N.S. 1998, ch. 18)

1.1.2 This By-law may be cited as the "Subdivision By-law" of the Town of Lunenburg.

1.1.3 This Subdivision By-law may also be cited as “By-law” when used in a self-referential manner within the text.

1.1.4 All former Subdivision By-laws of the Town of Lunenburg are hereby repealed.

2 Administration

2.1.1 This By-law shall be administered by the Development Officer of the Town appointed under the authority of the *Municipal Government Act*.

2.1.2 In the absence or incapacity of the Development Officer, the Acting Development Officer appointed by Council shall act in the Development Officer's stead.

3 Interpretation

3.1 Measurement

3.1.1 The metric system of measurement is used throughout this By-law. Imperial measurements are approximate only, for convenience only, and in all cases of conflict between imperial measure and metric measure, the metric measure shall prevail.

3.2 Specifications and Standards

3.2.1 The Specifications and Standards referred to throughout this By-law and the accompanying Specifications may be adjusted by the Town Engineer in exceptional circumstances and in accordance with accepted engineering practices.

4 Definitions

4.1.1 For the purposes of this By-law, all words shall carry their customary meaning except for those defined as follows:

Act means the *Municipal Government Act*.

Area of Land means any existing lot or parcel as described by its boundaries, except in Section 5.6 (Main Building).

Back Flow Prevention means a device or method which prevents backflow.

Council means the Council of the Town of Lunenburg.

Central Sewer System means a system of pipes and associated facilities owned by the Town for the collection and disposal of sewage from two (2) or more lots.

Central Water System means a system of reservoirs and pipes owned by the Town which supplies potable water to two (2) or more lots.

Lot means any parcel created by the filing of a plan or instrument of subdivision.

Proposed Lot means any lot being proposed to be created by a plan or instrument of subdivision, including a remainder lot.

Province means the Province of Nova Scotia.

Public Street means any street or road owned and maintained by the Town, a municipality, or the Province excluding designated controlled access highways pursuant to section 21 of the *Public Highways Act*.

Land Registration Office means the office of the registration district in which the area of land being subdivided is situate.

Service Specifications means the specifications for design and construction of public streets, central sewer systems, and central water systems adopted by Council.

Subdivider means the owner of the area of land proposed to be subdivided and includes anyone acting with the owner's written consent.

Subdivision means the division of any area of land into two or more parcels, and includes a resubdivision or a consolidation of two or more parcels.

Town means the Town of Lunenburg.

Town Engineer means the Engineer appointed by the Town and includes a person acting under the supervision and direction of the Town Engineer.

Usable Land means:

(a) land that:

i. contains an average slope of land not greater than the average slope of the land being subdivided;
ii. is not comprised of lands subject to flooding or classified as wetlands;
iii. has a minimum area of 550 square metres; and
iv. has frontage on a public street or access to a public street by means of abutting publicly-owned lands; or

(b) land that:

i. has frontage on the ocean; and
ii. has frontage on a public street or access to a public street by means of abutting publicly-owned lands.

5 Lot Requirements

5.1 Abut Public Street

5.1.1 All lots shall abut a public street.

5.2 Land Use By-law

5.2.1 All lots shall meet the applicable requirements contained in the Land Use By-law.

5.2.2 Sections 5.3 (10% Variance), 5.5 (Encroachments), and 5.6 (Main Building) are inoperative and do not apply unless the Land Use By-law permits development on any lot created pursuant to these sections and the Municipal Planning Strategy provides for both the subdivision and development of such lots.

5.3 10% Variance

5.3.1 Notwithstanding the lot area and frontage requirements of Subsection 5.2.1 (Land Use By-law) the Development Officer may approve a maximum of two lots, shown on a plan of subdivision, in accordance with section 279 of the Act provided all other requirements of this Subdivision By-law are met.

5.3.2 Subsection 5.3.1 does not apply if the area requirements established by the Department of Environment and Climate Change for the construction or installation of an on-site sewage disposal system are not met.

5.4 Boundary Alteration

5.4.1 Notwithstanding Section 5.1 (Abut Public Street), and the lot area and frontage requirements of Subsection 5.2.1 (Land Use By-law), the Development Officer may approve a subdivision altering the boundaries of two or more areas of land where:

(a) no additional lots are created;

(b) each resulting lot:

i. meets the minimum dimension for lot frontage of the Land Use By-law, or
ii. has not had its frontage, if any, reduced;

(c) each resulting lot:

i. meets the maximum dimension for lot frontage of the Land Use By-law, or
ii. has not had its frontage, if any, increased;

(d) each resulting lot:

i. meets the minimum requirement for lot area of the Land Use By-law, or
ii. has not had its area reduced; and

(e) each resulting lot:

i. meets the maximum requirement for lot area of the Land Use By-law, or
ii. has not had its area increased.

5.4.2 Where the proposed lot is not surveyed, the final plan of subdivision prepared pursuant to Subsection 5.4.1 shall:

(a) be certified and stamped by a Nova Scotia Land Surveyor that the boundaries of the parcel or area of land proposed to be added to the existing area of land have been surveyed and shown as a heavy solid line, except the common boundary between the existing areas of land, which is surveyed and certified as being the common boundary and shown as a heavy broken line; and

(b) notwithstanding Clause 15.1.2(b), other than the new boundaries which have been surveyed pursuant to Clause 5.4.2(a), show the remaining boundaries of the resulting lot for which approval is requested described graphically as a lighter solid line; and

(c) have the following notation, completed and signed by the surveyor, affixed to the plan adjacent to the certification required by the Land Surveyors Act and its regulations:

"NOTE: The only boundaries shown on this plan which have been surveyed are the boundaries of_____ . The common boundary between the existing areas of land identified by _____and _____, which is shown by a heavy broken line, is hereby certified as having been the common boundary.

The remaining boundaries of resulting Lot_____ shown on this plan are a graphic representation only and do not represent the accurate shape or position of the lot boundaries which are subject to a field survey."

5.5 Encroachments

5.5.1 Notwithstanding the lot area and frontage requirements of Subsection 5.2.1 where a development component of a permanent nature such as a structure, driveway, well, or on-site sewage disposal system is encroaching in or upon an immediately adjacent area of land prior to October 25, 2007, the Development Officer may approve a plan of subdivision to the extent necessary and practical to remove the encroachment.

5.5.2 Where a lot created pursuant to Subsection 5.5.1 is not surveyed, the provisions of Subsection 5.4.2, (Boundary Alteration), shall apply.

5.6 Main Building

5.6.1 For purposes of Subsection 5.6.2, "main building" means a building that is not an accessory building to another building on the area of land.

5.6.2 Notwithstanding the lot area and frontage requirements of Subsection 5.2.1 (Land Use By-law), where an area of land contains more than one main building built or placed on the land and used as a main building prior to November 4, 1966, (the date of the first Subdivision Regulations in the Town of Lunenburg) the development officer may approve a final plan of subdivision creating the same number of lots or fewer as there are main buildings provided that each proposed lot is served by a central sanitary sewer or meets the applicable requirements of the Department of the Environment for on-site sewage disposal systems.

5.7 Lot Shape

5.7.1 Lots shall not be subdivided to create a width or depth of less than 6 metres (20 feet).

6 Streets

6.1 Private Roads

6.1.1 The development of new private roads shall not be permitted.

6.2 Continuation of Existing Streets and Connections to Abutting Properties

6.2.1 A proposed public streets and subdivision designs shall connect to existing streets and provide connections to abutting properties in conformance with the requirements of Part 6 of the Specifications for Subdivision.

6.3 Approval of Public Streets

6.3.1 All proposed municipal public streets shall be approved by the Town Engineer in accordance with the Specifications for Subdivision adopted by Council.

6.3.2 Where a proposed municipal public street intersects a provincial public highway, that intersection shall be approved by the Department of Transportation and Active Transit.

6.4 Lot Access

6.4.1 A proposed lot that abuts a public street shall have any new access to the public street approved by the authority having jurisdiction for that public street.

6.5 Identification of Public Street

6.5.1 Where a plan shows a proposed lot abutting an existing public street, the authority having jurisdiction shall verify that the street or road is a public street.

7 Water Supply

7.1.1 Any new lot within 30.5 metres (100 feet) of the existing Town central water supply system shall be connected to the Town central water supply system.

7.1.2 Where lots are not to be served by the Town central water supply system, the subdivider shall design, lay out and construct a water supply system to service every proposed lot in conformance with the standards of the Nova Scotia Department of Environment and Climate Change.

8 Sanitary Sewers

8.1.1 Any new lot within 30.5 metres (100 feet) of the existing Town central sanitary sewer system shall be connected to the Town central sanitary sewer system.

8.1.2 Where lots are not to be served by the Town central sanitary system, the subdivider shall design, lay out and construct a sewage disposal system to service every proposed lot in conformance with the standards of the Nova Scotia Department of Environment and Climate Change.

9 Public Open Space

9.1 Dedication Required

9.1.1 Where the area of land proposed to be subdivided has frontage on the ocean, prior to endorsement of approval on a final plan of subdivision, the subdivider shall transfer to the Town, free of encumbrances, for park, playground and similar public purposes, an area of usable land with frontage on the ocean and is equal to at least 10% of the area of all new lots created by the plan.

9.1.2 Where the area of land proposed to be subdivided does not have frontage on the ocean and is within a 400 metre radius of an existing municipal park or parkland dedication, prior to endorsement of approval on a final plan of subdivision, the subdivider shall convey to the Town for park, playground, and similar public purposes cash-in-lieu in the amount of at least 10% of the assessed value of the lots created by the plan.

9.1.3 Where the area of land proposed to be subdivided does not have frontage on the ocean and is not within a 400 metre radius of an existing municipal park or parkland dedication, prior to endorsement of approval on a final plan of subdivision, the subdivider shall convey to the Town for park, playground, and similar public purposes usable land equal to at least 10% of the area of all new lots created by the plan, free of encumbrances.

9.1.4 For the purposes of public dedication calculations, remainder land and lots for street right-of-ways shall be excluded.

9.2 Waiver

9.2.1 Council hereby waives the requirements of section 9.1 (Dedication Required), where:

(a) fewer than three vacant lots are created from an area of land, including the remainder lot;

(b) the subdivision is the consolidation of two or more lots;

(c) lot boundaries are changed but no new vacant lots are created;

(d) the subdivision is the result of a devise of land by will executed on or before January 1, 2000; or

(e) the subdivision is undertaken by a government body.

10 Construction of Services

10.1 Inspection

10.1.1 The subdivider shall permit the Town Engineer to inspect the construction of streets and services at any reasonable time, and shall advise the Town Engineer of the dates, sites and times of any required inspection or testing of water systems, sewer systems, or streets.

10.2 Deviations

10.2.1 No deviation from the plans, drawings, and specifications required by Subsections 6.3 (Approval of Public Streets), 7.1.2 (Water Supply) and 8.1.2 (Sanitary Sewers) shall take place during construction unless such deviation is approved by the Town Engineer.

10.3 Duty on Completion

10.3.1 Within thirty (30) days of being notified that the Town Engineer has determined that the new public streets, central water systems, and central sewer systems have been constructed as required by this By-law, the subdivider shall:

(a) Provide the Town Engineer with the "as built" reproducible engineering drawings conforming with the applicable requirements of the Service Specifications; and

(b) Provide the Town Engineer with all necessary operating and procedural manuals for each water or sanitary sewer system; and

(c) Provide the Town Engineer with reports of all required tests to indicate that the central water and central sewer systems are operating to the standard required by the Service Specifications; and

(d) Post for one (1) year a maintenance bond or other security acceptable to the Town Engineer or Development Officer in an amount equal to ten percent (10%) of the actual cost of construction; and

(e) Transfer to the Town title in fee simple to all public streets and to all plants and assets necessary to the operation of the public streets, central water systems and central sewer systems together with easements sufficient for the maintenance of all services and public street drainage systems, such title and easements to be conveyed free of encumbrances and at no cost to the Town.

10.4 Construction Agreement and Bond

10.4.1 Where the subdivider wishes the subdivision plan to be approved prior to construction of public streets or services, the subdivider shall, with the consent of Town Council, enter into an agreement with the Town to carry out and complete the required construction according to the requirements of this By-law within a period of time set out in the agreement and shall also post a performance bond or other security acceptable to the Town to guarantee such agreement, in the amount of one hundred twenty-five percent (125%) of the total estimated cost of supplying such construction.

10.4.2 The estimated cost required by Subsection 10.4.1 shall include a detailed cost breakdown and be prepared over the stamp of a Professional Engineer, at the subdivider's cost.

10.4.3 The Town Engineer shall review the estimate and shall advise Council of the adequacy of the size of the performance bond or other security.

10.4.4 The agreement required by Subsection 10.4.1 shall require the subdivider to transfer to the Town, free of encumbrances and at no cost to the Town, title in fee simple to:

(a) all plants and assets necessary to the operation of central sewer systems, together with easements sufficient for the maintenance of all services; and

(b) all plants and assets necessary to the operation of central water systems that are to be owned and maintained by the Town, together with easements sufficient for the maintenance of all services; and

(c) all proposed public streets that are to be owned and maintained by the Town, together with easements sufficient for the maintenance of all associated drainage systems.

11 General Requirements for Applications

11.1 Application Form

11.1.1 Any application for approval of a concept, tentative or final plan of subdivision shall be made to the Development Officer in the form specified in Schedule A of this Subdivision By-law.

11.1.2 The development officer shall comply with all notification and approval provisions of the Act.

11.2 Agencies to Forward Recommendations

11.2.1 Any agency that has been forwarded a copy of a concept, tentative or final plan pursuant to Sections 12.3 (Concept Plan Procedure), 13.3 (Preliminary Plan Procedure), 14.3 (Tentative Plan Procedure), or 15.3 (Final Plan Procedure) shall forward a written report of its assessments or recommendations to the Development Officer. A copy of any repeal shall be sent to the relevant agency.

11.3 Additional Information

11.3.1 Where the concept, preliminary, tentative, or final plan of subdivision is to be forwarded to the Department of Environment and Climate Change, the following additional information, if required by the Department of Environment and Climate Change, shall be part of, or included with, the plan:

(a) the lot layout including buildings, proposed on-site sewage disposal system, proposed driveway, and water wells;

(b) the location of any watercourse, wetland, marine water body, and other features that may influence the design of the on-site sewage disposal system, including any ditch, street and driveway, or easement;

(c) the surface slopes and directions;

(d) the location of any test pit;

(e) the proposed on-site sewage disposal system, selected or designed;

(f) an explanation of the extent, volume and type of usage to which the system will be subjected;

(g) an assessment report of the lot respecting its suitability to support an on-site sewage disposal system including the results of a soil evaluation test; and

(h) any other information necessary to determine whether the subdivision meets the On-site Sewage Disposal Systems Regulations.

11.4 Plan Contrary to Provincial Law or Regulation

11.4.1 Approval of a concept, preliminary, tentative, or final plan may not be refused or withheld as a result of the assessment or recommendations made by the Department of Environment and Climate Change, the Department of Transportation and Active Transit or of any other agency of the Province or the Town unless the plan is clearly contrary to a law of the Province or regulation made pursuant to a law of the Province.

11.5 Notification of Land Registration Office

11.5.1 For final plans of subdivision, the Development Officer shall forward to the Land Registration Office:

(a) within seven (7) days of approving the plan, one (1) approved copy of the final plan of subdivision and a notice of approval in the form specified in Schedule 'B' of this By-law; and

(b) if applicable, the items required by Section 15.7 (Approval of Consolidation or Additions) of this By-law.

11.5.2 For repeals of subdivision, the Development Officer shall forward to the Land Registration Office a notice of repeal in the form specified in Schedule D of this By-law.

11.6 Notification of Subdivider

11.6.1 The Development Officer shall forward an approved copy of the concept, preliminary, tentative, or final plan or notice of repeal to the subdivider.

11.6.2 Where the Development Officer refuses to approve a concept, preliminary, tentative, or final plan, or a repeal of subdivision, the development officer shall:

(a) give notice of the refusal to all agencies which were forwarded a plan pursuant to Sections 12.3 (Concept Plan Procedure), 13.3 (Preliminary Plan Procedure), 14.3 (Tentative Plan Procedure), or 15.3 (Final Plan Procedure); and

(b) inform the subdivider of the reasons for the refusal in writing and advise the subdivider of the appeal provisions of section 284 of the Act.

11.7 Fees

11.7.1 At the time of application for approval of a tentative plan of subdivision, the subdivider shall submit to the Development Officer:

(a) the fees contained in the *Costs and Fees Act* and its regulations for filing the approved final plan of subdivision and registering a notice of approval of the plan at the Land Registration Office; and

(b) the processing fee set by Council.

11.7.2 Where the development officer refuses to approve a tentative or final plan of subdivision or a repeal of subdivision, the Development Officer shall return the fees referred to in Clause 11.7.1(a) to the subdivider.

12 Concept Plans

12.1 Concept Plan Optional

12.1.1 Concept Plans shall be optional, at the subdivider's discretion.

12.2 Concept Plan Requirements

12.2.1 A subdivider proposing to subdivide an area of land in phases which will contain new streets may submit to the development officer eight (8) printed copies and one (1) digital copy of a concept plan of the entire area of land. Concept plans shall be at a scale sufficient for clarity of all particulars of the plan and shall show the following:

(a) the words "Concept Plan" located in the title block;

(b) the name of the owner of the area of land being subdivided;

(c) the unique Parcel Identifier (PID) of all areas of land being subdivided;

(d) the names of all owners of all properties abutting the area of land being subdivided;

(e) the proposed internal street system with connections to existing public streets;

(f) the proposed location of public open space;

(g) the location of existing development, if any;

(h) the location of any municipal service boundary;

(i) the north point;

(j) contours at 5-metre intervals; and

(k) any other information necessary to determine if the subdivision meets the Service Specifications and accepted engineering practice as determined by the Town Engineer.

12.3 Concept Plan Procedure

12.3.1 The Development Officer shall forward the concept plan and any supplementary information to appropriate agencies in order to request evaluation of the concept plan in terms of:

(a) the design's consideration of topography, natural features, and other site constraints and restrictions;

(b) street layout, pedestrian routes, and connections with existing and proposed transportation links on a local and regional scale;

(c) the feasibility of servicing with applicable services, and the effect of the layout on the provision of future services where applicable;

(d) public open space; and

(e) any proposed community and commercial uses.

12.4 Stamps to Appear on Concept Plan

12.4.1 The following information shall be stamped or written and completed by the Development Officer on any concept plan that is approved:

(a) "This concept plan is approved.";

(b) the date of the approval of the concept plan; and

(c) "This concept plan shall not be filed in the Land Registration Office as no subdivision takes effect until a final plan of subdivision is approved by the development officer and filed in the Land Registration Office.".

13 Preliminary Plans of Subdivision

13.1 Preliminary Plan Optional

13.1.1 Preliminary Plans shall be optional, at the subdivider's discretion.

13.2 Preliminary Plan Requirements

13.2.1 A subdivider proposing to subdivide an area of land may submit to the development officer four (4) printed copies and one (1) digital copy of a preliminary plan of subdivision drawn to scale and showing:

(a) the name of the owner of the area of land being subdivided;

(b) the names of all owners of all properties abutting the area of land being subdivided;

(c) the civic number of main buildings on the area of land being subdivided and the unique Parcel Identifier (PID) of all the areas of land being subdivided;

(d) the approximate location of railways and railway rights-of-way;

(e) the name of existing and proposed public streets (and the authority number) and private roads as issued pursuant to the civic addressing system;

(f) the shape, dimensions, and area of the lots being created;

(g) each proposed lot identified by a number, except in cases where a parcel is being added to or subtracted from an existing area of land, in which case the parcel shall be identified by a letter and the new lot identified by the existing area of land identifier, where available, and the letter. There shall be no duplication of lot identifiers;

(h) the graphic representation of lots being created shown by solid lines, and the vanishing boundaries of existing areas of land being resubdivided, consolidated or both, shown as broken lines;

(i) the location of existing buildings within 10 metres (32.8 feet) of a property line;

(j) the general location of watercourses and wetlands;

(k) a location plan showing the approximate distance between the area of land being subdivided and the nearest prominent landmark;

(l) the north point;

(m) the scale to which the plan of subdivision is drawn; and

(n) any other information necessary to determine whether this plan of subdivision conforms to this Subdivision By-law.

13.2.2 Where the preliminary plan of subdivision is to be forwarded to the Department of Environment and Climate Change, the additional information listed in Section 11.3 (Additional Information), if required by the Department of Environment and Climate Change, shall be part of, or included with, the plan.

13.3 Preliminary Plan Procedure

13.3.1 In areas not served by central sewer, the Development Officer shall forward a copy of the preliminary plan of subdivision to:

(a) the Department of Environment and Climate Change to determine compliance with the On-site Sewage Disposal Systems Regulations or—if the following conditions are met—for confirmation that an on-site sewage disposal system is not needed:

i. the proposed lot is more than 9,000 square metres (96,878.4 square feet) in area;
ii. the proposed lot has a width of 76 metres (249.3 feet) or more; and
iii. the subdivider has certified on the application that the proposed lot is not intended for a purpose requiring an on-site sewage disposal system;

(b) the authority having jurisdiction for public streets shown on the plan; and

(c) any other agency of the Province or the Town the Development Officer deems necessary.

13.3.2 In areas serviced by central sewer, the Development Officer shall forward a copy of the preliminary plan of subdivision to:

(a) the Town Engineer;

(b) the authority having jurisdiction for public streets shown on the plan; and

(c) any other agency of the Province or the Town the Development Officer deems necessary.

13.3.3 The development officer shall inform the subdivider in writing of the results of the evaluation of the preliminary plan of subdivision.

14 Tentative Plans of Subdivision

14.1 Tentative Plan Optional

14.1.1 Tentative Plans shall be optional, at the subdivider's discretion.

14.2 Tentative Plan Requirements

14.2.1 A subdivider proposing to subdivide an area of land may submit to the Development Officer eight (8) printed copies and one (1) digital copy of the tentative plan of the proposed subdivision meeting the requirements of this section.

14.2.2 Tentative plans of subdivision submitted to the development officer shall be:

(a) drawn to a scale or scales sufficient for clarity of all particulars on the tentative plan of subdivision;

(b) based on a description of the area of land to be subdivided, preferably but not necessarily as surveyed;

(c) folded to approximately 20x30 cm (8x12 in.) with the face of the folded print being the title block which is located in the lower right-hand corner of the tentative plan of subdivision.

14.2.3 Tentative plans of subdivision shall show the following:

(a) the words "Plan of Subdivision" located in the title block;

(b) the words "Tentative Plan" located above the title block;

(c) a clear space for stamping being a minimum of 225 square centimetres (36 square inches) with a minimum width of 8 centimetres (3 inches);

(d) the name of the subdivision, if any, and the name of the owner of the area of land being subdivided;

(e) if applicable, the book and page number of the deed to the area of land as recorded in the name of the owner in the Land Registration Office;

(f) the unique Parcel Identifier (PID) of all areas of land being subdivided;

(g) the civic number and location of main buildings on the area of land being subdivided;

(h) the names of all owners or the identifiers of all properties abutting the area of land being subdivided;

(i) the name of existing and proposed public streets (and the authority number) and private roads as issued pursuant to the civic addressing system;

(j) the width and location of railroads and railway rights-of-way;

(k) the shape, dimensions, and area of the proposed lots;

(l) each proposed lot identified by a number, except in cases where a parcel is being added to or subtracted from an existing area of land, in which case the parcel shall be identified by a letter and the new lot identified by the existing area of land identifier, where applicable, and the letter. There shall be no duplication of lot identifiers;

(m) the boundaries of lots being created shown by solid lines, and the vanishing boundaries of existing areas of land being resubdivided, consolidated or both, shown as broken lines;

(n) the location of existing buildings within 10 metres (32.8 feet) of a property boundary;

(o) where applicable, a notation stating the lots are serviced by a central sewer and/or water system;

(p) the general location of watercourses, wetlands, or prominent rock formations;

(q) if applicable, sight-stopping distance information provided by a Nova Scotia Land Surveyor;

(r) the width, location, and nature of any easements on or affecting the area of land proposed to be subdivided;

(s) the location of any existing access from a proposed lot to a public street;

(t) the date on which the plan of subdivision was drawn and the date of any revisions;

(u) a location map, drawn to a scale not smaller than 1:50,000 (such scale to be shown on the map), preferably with the same orientation as the area of land;

(v) the north point;

(w) the scale to which the plan of subdivision is drawn; and

(x) any other information necessary to determine whether the plan of subdivision conforms to this Subdivision By-law.

14.2.4 Where the tentative plan of subdivision is to be forwarded to the Department of Environment and Climate Change additional information listed in Section 11.3 (Additional Information), if required by the Department of Environment and Climate Change, shall be part of, or included with, the tentative plan.

14.2.5 Where the proposed lots front on a proposed public street, a tentative plan of subdivision shall:

(a) show a boundary survey of the area of land proposed to be subdivided, excluding the remainder lot, certified and stamped by a Nova Scotia Land Surveyor in the manner required by the Land Surveyors Act and its regulations;

(b) be accompanied by four copies of a plan showing:

i. contours at 2-metre intervals;
ii. drainage patterns;
iii. the width and location of proposed public streets and their intersection with existing public streets;
iv. the location of existing and proposed central sewer and water systems and proposed connections thereto; and

(c) be accompanied by two (2) copies of centerline profiles of proposed public streets.

14.2.6 Where new Town public streets, central water systems, or central sewer systems are required the Development Officer shall not approve a tentative plan of subdivision until the subdivider has submitted plans, drawings and specifications that satisfy the requirements of Subsection 14.2.5 and the Service Specifications.

14.3 Tentative Plan Procedure

14.3.1 In areas not served by central sewer, the Development Officer shall forward a copy of the tentative plan of subdivision to:

(a) the Department of Environment and Climate Change to determine compliance with the On-site Sewage Disposal Systems Regulations or—if the following conditions are met—for confirmation that an on-site sewage disposal system is not needed:

i. the proposed lot is more than 9,000 square metres (96,878.4 square feet) in area;
ii. the proposed lot has a width of 76 metres (249.3 feet) or more; and
iii. the subdivider has certified on the application that the proposed lot is not intended for a purpose requiring an on-site sewage disposal system;

(b) the authority having jurisdiction for public streets shown on the plan; and

(c) any other agency of the Province or the Town the Development Officer deems necessary.

14.3.2 In areas serviced by central sewer, the Development Officer shall forward a copy of the tentative plan of subdivision to:

(a) the Town Engineer;

(b) the authority having jurisdiction for public streets shown on the plan; and

(c) any other agency of the Province or the Town the Development Officer deems necessary.

14.4 Stamps to Appear on Tentative Plan

14.4.1 The following information shall be stamped or written and completed by the Development Officer on any tentative plan of subdivision which is approved together with any other information, including conditions, necessary for the tentative plan to proceed to the final plan stage:

(a) "This tentative plan of subdivision is approved for Lots _____. Such approval lapses if the lots are not shown on a final plan of subdivision approved within two years of the date of the approval of the tentative plan";

(b) the date of the approval of the tentative plan;

(c) "This tentative plan of subdivision shall not be filed in the Land Registration Office as no subdivision takes effect until a final plan of subdivision is approved by the Development Officer and filed in the Land Registration Office."

14.4.2 The development officer shall forward a copy of the approved tentative plan of subdivision to the subdivider and the surveyor.

15 Final Plans of Subdivision

15.1 Final Plan Requirements

15.1.1 A subdivider proposing to subdivide an area of land shall submit twelve (12) printed copies and one (1) digital copy of the final plan of subdivision meeting the requirements of this section to the Development Officer for approval.

15.1.2 Final plans of subdivision submitted to the development officer shall be

(a) drawn to a scale or scales sufficient for clarity of all particulars of the final plan of subdivision;

(b) certified and stamped by a Nova Scotia Land Surveyor that the lots for which approval is requested and any proposed public street have been surveyed in the manner required by the Land Surveyors Act and its regulations, except for a final plan of subdivision prepared pursuant to Subsection 5.4.2 (Boundary Alteration), of this By-law; and

(c) folded to approximately 20x30 centimetres (8x12 inches) with the face of the folded print being the title block which is located in the lower right-hand corner of the final plan of subdivision.

15.1.3 Final plans of subdivision shall show the following:

(a) the words "Plan of Subdivision" located in the title block;

(b) a clear space for stamping being a minimum of 225 square centimetres (36 square inches) with a minimum width of 8 centimetres (3 inches);

(c) the name of the subdivision, if any, and the name of the owner of the area of land being subdivided;

(d) if applicable, the book and page number of the deed to the area of land as recorded in the name of the owner in the Land Registration Office;

(e) the unique Parcel Identifier (PID) of all areas of land being subdivided;

(f) the civic number and the location of main buildings on all the areas of land being subdivided;

(g) the names of all owners or the identifiers of all properties abutting the area of land being subdivided;

(h) the name of existing and proposed public streets (and the authority number) and private roads as issued pursuant to the civic addressing system;

(i) the width and location of railroads and railway rights-of-way;

(j) the location of any existing access from a proposed lot to a public street;

(k) the shape, dimensions, and area of the proposed lots;

(l) each proposed lot identified by a number, except in cases where a parcel is being added to or subtracted from an existing area of land, in which case the parcel shall be identified by a letter and the new lot identified by the existing area of land identifier, where applicable, and the letter. There shall be no duplication of lot identifiers;

(m) the boundaries of proposed lots shown by solid lines, and the vanishing boundaries of existing areas of land being resubdivided, consolidated or both, shown as broken lines;

(n) the location of existing buildings within 10 metres (32.8 feet) of a property boundary;

(o) the geographical and mathematical location of all buildings within 3 metres (9.8 feet) of a proposed boundary;

(p) where applicable, a notation stating the lots are serviced by a central sewer and/or water system; and

(q) the width, location, and nature of any easements on or affecting the area of land proposed to be subdivided; and

(r) the general location of watercourses, wetlands, and prominent rock formations;

(s) if applicable, sight-stopping distance information provided by a Nova Scotia Land Surveyor;

(t) the date on which the plan of subdivision was drawn and the date of any revisions;

(u) a location map, drawn to a scale not smaller than 1:50,000 (such scale to be shown on the map), preferably with the same orientation as the area of land;

(v) the north point;

(w) the scale to which the plan of subdivision is drawn; and

(x) any other information necessary to determine whether this plan of subdivision conforms to this Subdivision By-law.

15.1.4 Where the final plan of subdivision is to be forwarded to the Department of Environment and Climate Change the additional information listed in Section 11.3 (Additional Information), if required by the Department of Environment and Climate Change, shall be part of, or included with, the final plan.

15.1.5 Unless they have already been submitted, final engineering drawings for any services, including streets, to be conveyed to the Town shall accompany the final plan of subdivision.

15.1.6 Where a new Town public street, central water system or a central sewer system is required, the Development Officer shall not approve a final plan of subdivision until the requirements of Section 10.3 (Duty on Completion), or of Section 10.4 (Construction Agreement and Bond) have been met.

15.2 Public Open Space

15.2.1 Where a transfer to the Town of money for public open space is required by Section 9.1 (Dedication Required) the transfer shall take place prior to endorsement of the final plan.

15.3 Final Plan Procedure

15.3.1 In areas not served by central sewer, the Development Officer shall forward a copy of the final plan of subdivision to:

(a) the Department of Environment and Climate Change to determine compliance with the On-site Sewage Disposal Systems Regulations or—if the following conditions are met—for confirmation that an on-site sewage disposal system is not needed:

i. the proposed lot is more than 9,000 square metres (96,878.4 square feet) in area;
ii. the proposed lot has a width of 76 metres (249.3 feet) or more; and
iii. the subdivider has certified on the application that the proposed lot is not intended for a purpose requiring an on-site sewage disposal system;

(b) the Building Inspector, to identify any potential violation of the of the Town Building By-law, where buildings are shown on the plan of subdivision within 10 metres (32.8 ft.) of a new lot boundary;

(c) the authority having jurisdiction for public streets shown on the plan; and

(d) any other agency of the Province or the Town the Development Officer deems necessary.

15.3.2 In areas serviced by central sewer, the Development Officer shall forward a copy of the final plan of subdivision to:

(a) the Town Engineer;

(b) the Building Inspector, to identify any potential violation of the of the Town Building By-law, where buildings are shown on the plan of subdivision within 10 metres (32.8 ft.) of a new lot boundary;

(c) the authority having jurisdiction for public streets shown on the plan; and

(d) any other agency of the Province or the Town the Development Officer deems necessary.

15.4 Public Open Space Contribution Required

15.4.1 No approval of a final plan of subdivision may be given unless the subdivider has conveyed to the Town land, or a combination of land or money or value in kind, that satisfies the requirements of Part 9 (Public Open Space).

15.5 Sewer and Water Approvals Required

15.5.1 No approval of a final plan of subdivision may be given until the subdivider has obtained the required approvals from the Town Engineer of any central water system required by Part 7 (Water Supply) or a central sewer system required by Part 8 (Sanitary Sewers).

15.6 Public Street Construction or Agreement Required

15.6.1 No approval of a final plan of subdivision may be given unless the subdivider either has laid out and constructed public streets and any other services required in accordance with the provisions of Section 10.3 (Duty on Completion) or has entered into an agreement with the Town in accordance with Section 10.4 (Construction Agreement and Bond).

15.7 Approval of Consolidation or Addition

15.7.1 No approval of a final plan of subdivision that adds or consolidates parcels or areas of land in different ownerships shall be given before the development officer has received:

(a) the executed deeds suitable for registering to effect the addition or consolidation;

(b) the fees for registering the deeds;

(c) the affidavit of value, including particulars of any exemption, pursuant to Part V of the Act;

(d) the deed transfer tax applicable to the transaction, if any; and

(e) forms sufficient to meet the requirement of the *Land Registry Act*.

15.8 Approval after Conveyance

15.8.1 A final plan of subdivision showing lots to be approved under circumstances described in subsection 287(3) of the Act by special note on the plan shall:

(a) identify such lots;

(b) state the names of the grantor and the grantee of such lots; and

(c) state the date, book and page number of the conveyance of such lots as recorded in the Land Registration Office.

15.9 Stamps to Appear on Final Plan

15.9.1 The following information shall be stamped or written and completed by the Development Officer on any final plan of subdivision which is approved:

(a) "This final plan of subdivision is approved for Lots _____ ";

(b) where applicable,

i. "[lot(s) approved and/or remainder] (is, are) suitable for the construction or installation of an on-site sewage disposal system for [proposed use] and any conditions which apply are contained in a report dated [date] and available from the Department of Environment and Climate Change.";

ii. " IMPORTANT NOTICE [lot(s) approved and/or remainder] (has, have) been created for a purpose which does not require an on-site sewage disposal system and will not be eligible for a permit to install a system unless the requirements of the Department of Environment and Climate Change are met.";
iii. "[lot(s) approved and/or remainder] (is, are) served by an existing on-site system and should a replacement system become necessary in future, approval of the replacement system from the Department of Environment and Climate Change is required"; or
iv. "lot(s) are serviced with central sanitary sewer; and

(c) where applicable,

i. a notation stating that access to the public street as shown has been approved for the lots created by this final plan and any conditions which apply are listed on the plan or are contained in a report dated _____, available from the authority having jurisdiction for public streets; or
ii. where a lot which abuts a public street does not have an approved access point along the street, a notation stating that direct access to the street is not permitted.

16 Repeal of Subdivision

16.1 Approval May be Repealed

16.1.1 Where a plan of subdivision has been approved, the approval may be repealed for any or all of the lots created by the plan or instrument of subdivision.

16.2 Application to Repeal

16.2.1 Any person requesting a repeal shall submit an application in the form specified in Schedule C to the Development Officer.

16.2.2 At the time of application for the repeal of a subdivision the subdivider shall submit to the development officer:

(a) the fees contained in the *Costs and Fees Act*, and its regulations, for registering a repeal of a plan of subdivision; and

(b) the processing fee set by the Council.

16.3 Provisions Applicable

16.3.1 The notification and approval provisions of the Act which apply to the approval of a plan of subdivision shall also apply to a repeal.

16.3.2 Parts 5 to 15 inclusive of this By-law do not apply to the repeal of a plan of subdivision.

16.4 Agency Assessments

16.4.1 When the Development Officer is satisfied that an application for repeal is complete, the development officer may forward a copy to any agency that provided an assessment or recommendations on the original plan of subdivision.

16.5 No Violation of By-laws

16.5.1 Where buildings have been erected on the subject lands after the date of the subdivision approval sought to be repealed, no repeal shall be granted which would cause these buildings to be in violation of the Town Building By-law, the Land Use By-law, or sewage disposal regulations unless the violation will be rectified by the approval of a new plan of subdivision filed at the Land Registration Office on the same day as the repeal is filed.

16.6 Approval Notification

16.6.1 The Development Officer shall forward the repeal in the form specified in Schedule 'D' to:

(a) the Land Registration Office;

(b) the subdivider, and

(c) any agency that provided an assessment or recommendations on the original plan of subdivision.

ANTI RACISM SPECIAL COMMITTEE MINUTES

THURSDAY, MAY 20, 2021 AT 6:00 P.M.

ZOOM MEETING

PRESENT:

Voting Members
Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
April Hiltz
Stephen Labrador
Vernon Simms
Saundra Vernon

Non-Voting Ex-officio Members
Margie Knickle
Piotr Luczak
Megan Meldrum
Yvonne Mosely
Mayor Matt Risser

Advisors
Cynthia Dorrington, Black Loyalist Heritage Centre

ALSO PRESENT: Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Shakira Weatherdon, Facilitator

ABSENT: Chavasse Bain, African NS Affairs
Jerin Kottakkal

---

1. Call to Order

The Chair called the meeting to order at 6:02 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

There was a request from Mr. Simms that the meeting begin with a discussion of personal experiences. The agenda, with this addition, was approved by consensus.

4. Anti-Racism Special Committee April 29, 2021 meeting minutes

The minutes were approved by consensus.

5. Unfinished Business

a. Development of the Plan Discussion – *facilitated by Shakira Weatherdon*

i. Local Family Experiences

Personal experiences with racism in Lunenburg were shared. Various mechanisms for a complaint review/resolution process were discussed, including Town jurisdiction, policing, education, and the opportunity to see safety as a public health issue.

It was noted that the contract for local RCMP policing is with the Province. The Department of Justice is currently undergoing a review of police servicing models.

The committee agreed on the importance of sharing stories as part of educational efforts with the community.

ii. Municipal Services overview

This item was deferred to a future meeting.

iii. Challenges/Barriers/Opportunities

Cultural event opportunities to share stories with the community and provide educational opportunities were discussed. Diverse cultural events already taking place can also be promoted by the Town as part of broadening historical/cultural awareness. Lunenburg has a growing population from diverse backgrounds that can be made more visible.

The members agreed that education groundwork should be laid before the Municipal Action Plan comes out. They asked that work being done by the Special Committee and the Town on diversity and inclusion should be shared to grow awareness, when appropriate.

Further public consultation was considered via focus groups or individual interviews. The possibility of eventual collaboration with surrounding communities, similar to the regional accessibility strategy, was also discussed.

The Special Committee members agreed that taking a step back this evening was valuable and improved the group dynamics. The facilitator noted that this kind of work is not a linear process.

For the next meeting, an agenda item be added to reflect on the Indigenous land acknowledgement and what it means.

It was also requested that staff compile a list of the many ideas that have been mentioned for review at the next meeting.

6. Next Meeting – *proposed for Thursdays at 6:00 p.m.: June 24, and July 22, 2021.*

The June 24th meeting will take place on Zoom.

7. Adjournment

The meeting adjourned at 8:00 p.m.

_____

Heather McCallum, Assistant Municipal Clerk

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, MAY 6, 2021 AT 11:00 A.M.

VIA ZOOM VIDEO CONFERENCE

PRESENT: Paul Bracken, Facilities Superintendent/Safety Officer (SO), Public Works (Co-Chair)
Bobby Cleveland, Recreation Department (Co-Chair)
Katie MacMillan, Corporate Services Department
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Department
Bea Renton, CAO
Taylor Rombaut, Public Works Department

ABSENT: Joe DeCoste, Public Works Department

---

1. Call to Order

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:00 a.m.

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

The Co-Chair noted that the Town is located on unceded territory of the Mi'kmaq People.

3. Agenda

The meeting agenda was approved by consensus.

4. March 4, 2021 Joint Occupational Health and Safety Committee meeting minutes

The March 4, 2021 meeting minutes were approved by consensus.

5. Unfinished Business

   a. COR Certification gap assessment audit for Town from Construction Safety Nova Scotia – Final audit letter, April 12, 2021

The SO reviewed the final audit letter and evaluation charts from Construction Safety Nova Scotia. The Town has 90 days to make corrective actions; some departments have already completed, some are awaiting 2021/22 Town Budget approval, etc. The SO is confident corrections can be done in the 90-day window.

6. New Business

a. COVID-19 Update

With a Province-wide lockdown effective April 28, 2021, procedural changes are in effect again throughout Town operations.

- Public Works: They have resumed spacing crew members out, wearing masks in vehicles, etc. They have 3 phases of COVID-19 virus pandemic plans, and have activated stage 2 (heightened awareness and distancing).

- Water/Wastewater: The Dalhousie study has been put on hold since the students were travelling back and forth from Halifax.

- Recreation: All programs are shut down although the Farmers' Market is running as an essential service. Staff are focusing on maintenance work.

- Corporate Services: Town Hall is closed to the public, and some staff are working from home.

Note: The Town's Covid-19 updates page outlines all departments' protocols here: https://explorelunenburg.ca/covid-19.html

b. Department bi-monthly safety inspections

i. Review with Department Heads

The SO reminded departmental reps to always get inspection sheets whether for a facility, a vehicle, etc. – signed off by your supervisor. This was a recommendation from Construction Safety Nova Scotia to show participation in the safety program by all employees.

ii. Reminder to check Departments' AED Defibrillators

Recreation facilities, Fire Hall, and Lunenburg all had their AED pads replaced. The SO noted they expire at all different times across the Town facilities, so department reps must keep an eye on them. He will show Ms. McMillan how to inspect them at Town Hall.

c. Incident Reports/Near Misses – these can be found on the Town's server in the S:Drive under the folder labeled "Safety".

i. Adult Skate March 26, 2021

Recreation reported that a member of the public slipped and fell on the ice of the Arena, breaking their arm. It was evaluated as a pure accident; no corrective action required.

ii. Ball Hockey April 15, 2021

A participant in a game at the Community Centre received a surface cut from a hinge. The hinge is taped over at the moment and will be further assessed for possible additional changes.

iii. Wastewater Lift Station Vacuum Truck April 2021 (near miss)

It is the responsibility of the contractor to ensure their drivers have training, conduct safe work assessments and obtain applicable safe clearance reports from Nova Scotia Power before beginning work. A Safe Clearance Report was forgotten to be obtained by the contractor and did not happen. The Town Engineer has enhanced reminders to contractors about this including planning to install a sign on the lift station by the Community Centre that informs people of the overhead hazard, and that a safe clearance report is required.

iv. Brook Street Lift Station April 19, 2021 (near miss)

A contractor was working in a wet well in the lift station removing grit when a work light cable was chaffed through. The cable was run over a hatch and this caused the chaffing. There was no injury. Reminder of the importance of power cord placement and the use of chafe gear as needed.

d. Safety and Wellness Training schedule

Fall arrest training is required, and had been scheduled but the recent lockdown has put this on hold. It will be rescheduled as soon as possible.

The SO will take the two new committee members through JOHS Committee training.

7. Next Committee meeting dates – Thursdays: July 8, September 2, and November 4, 2021 at 11:00 a.m.

8. Adjournment

The meeting was adjourned by consensus at 11:27 a.m.

_____

Heather McCallum, Asst. Municipal Clerk

MEETING NOTES

PROJECT LUNENBURG STEERING TEAM

Wednesday, May 12, 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 Bill Rice **Non-voting, ex-officio members:** Terry Drisdelle, Senior Planner, Develop Nova Scotia Mayor Matt Risser Arthur MacDonald, Heritage Manager Dawn Sutherland, Planning & Development Manager
ALSO PRESENT:	Steffen Käubler, UPLAND Planning & Design Studio Heather McCallum, Assistant Municipal Clerk Bea Renton, CAO Norma Schiefer, Development Officer, Municipality of the District of Lunenburg
ABSENT:	Cheryl Lamerson

1. Agenda

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

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

2. Review of notes from previous meetings

Mr. Drisdelle pointed out that he is listed incorrectly at the top of the minutes and should

be shown as a Non-voting, ex-officio member.

Motion: moved and seconded that the notes of the 14 April 2021 meeting of the Steering Team be approved, with the noted change. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of planning document approval timelines (with communications noted), dated 26 April 2021

The PDM reviewed the planning timeline (Schedule A), which is proceeding according to schedule.

b. Review of April 2021 Progress Report

Mr. Käubler reviewed UPLAND's progress report for April (Schedule B).

Mr. Käubler will have a revised timeline for the Heritage Conservation District Plan and Bylaw at the next Steering Team Meeting.

In response to a question, the PDM explained that policy references in the MPS and LUB to the Heritage documents will be updated as amendments.

5. Correspondence

Nil.

6. In camera portion

Nil.

7. Resumption of committee meeting in public session

N/a.

8. Next Meeting Date - Wednesday, 09 June 2021, 3:00 p.m., via Zoom meeting

9. Adjournment

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

The meeting was adjourned at 3:11 p.m.

_____
Heather McCallum
Assistant Municipal Clerk

Schedule A

Planning Documents approval process timelines

26 April 2021

Attachment 2 Planning document approval timelines (with communications noted), dated 26 April 2021

TASK	Timeline	Information
Light bill insert for online draft	April 27, Tuesday	All comments to ProjectLunenburg.ca, Open Public Forum and PIM Ask for questions in advance for Open Pubic Forum
Advert to paper for online release and Open Public Forum	April 29, Thursday *Sent April 26th*	For proofing and approval
PAC Workshop	April 29, Thursday	9:15 am to 4:00 pm, led by UPLAND **ZOOM**
Advert in paper for online release and Open Public Forum	May 5, Wednesday	
Online Draft Release	May 7, Friday	UPLAND does this on the ProjectLunenburg.ca site.
Draft copy at Town as well as Library	May 10, Monday	
Open Public Forum (Presentation, Q&A)	May 13, Thursday	6 – 8 pm **ZOOM**
PAC review of public feedback	May 19, Wednesday	PAC mtg, 6 pm, Council Chambers **ZOOM**
Start mail out letters run	May 10, Monday	
Mail out to owners	May 13, Thursday	
Advert to paper	May 13, Thursday	For proofing and approval
Advert publication for PIM	May 19, Wednesday	
Light bill insert for Public Hearing	May 25, Tuesday - *tentative*	Public hearing information
PIM	May 26, Wednesday	PAC mtg 6 pm , Council Chambers **ZOOM**
PAC Recommendation	June 2, Wednesday	PAC mtg 6 pm , Council Chambers **ZOOM**
Council agenda deadline	June 4, Friday	
First Reading at Council	June 22, Tuesday	Council mtg 6 pm, Council Chambers **ZOOM**
Start mail out letters run	June 23, Wednesday	
Mail out to owners	June 29, Tuesday	
Advert to paper	June 29, Tuesday	Earlier deadline, Canada Day For proofing and approval
Advert 1 for Public Hearing	July 7	
Advert 2 for Public Hearing	July 14	
Public Hearing	July 27, Tuesday	Council mtg 6 pm, Council Chambers **ZOOM**
Second Reading at Council	July 27, Tuesday	Public Hearing & 2nd Reading the same day (Second Reading can be deferred to next mtg if desired) **ZOOM**
	PAC MEETING	
	COUNCIL MEETING	
	ONLINE	

UPLAND
Planning +
Design Studio

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

PROGRESS REPORT

30
April
2021

Attachment 3 Progress Report for April 2021

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: April 1 - April 30, 2021

1. Targets Achieved in Period

- Draft LUB/MPS/Subdivision Bylaw submission
- One-day draft review workshop with staff
- One-day draft review workshop with PAC

2. Outputs of Project

- Draft LUB/MPS/Subdivision Bylaw

3. Project Related Issues

- The project is on schedule as per the attached adoption chart.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

- 4.3 PAC and Public Review and Edits

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE

JUNE 1, 2021 MEETING RECOMMENDATION

Recommended to Town Council approval of the 2021/22 Community Grants (Schedule B) as provided in the $20,000 2021/22 Town General Operating Budget for same.

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, JUNE 1, 2021 AT 6:00 P.M.

ZOOM/YOU TUBE LIVE

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

ALSO PRESENT: Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer

ABSENT: Councillor Melissa Duggan

---

1. Call to Order

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

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

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

Council members observed a moment of silence in honour of the 215 Indigenous children whose remains were recently found at a former residential school in British Columbia. The Town's flags are at half-mast also in recognition of this tragedy.

3. Agenda

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

4. May 18, 2021 Committee of the Whole Meeting Minutes Approval

Motion: moved and seconded to approve the May 18, 2021 Committee of the Whole meeting minutes. Motion carried.

5. Public Presentations

6. Business Arising from the Minutes/Unfinished Business

7. New Business

   a. Plan B Housing Society Joint Task Force Proposal – referred by Council for Further Consideration

Council members discussed the proposal (Schedule A) and how best to facilitate new housing proposals as requested. It was agreed to propose that the Task Force put forward applicants to the Town's Planning and Heritage Advisory Committees for Council consideration. Committee membership will provide an opportunity for Committees input on housing developments referenced in the revised draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw currently under Planning Advisory Committee review.

   b. 2021/22 Community Grant Program Requests

The Finance Director provided an overview of the Community Grants Program Policy and 2021/22 applications for same (Schedule B).

Motion: moved and seconded that it is recommended to Town Council approval of the 2021/22 Community Grants (Schedule B) as provided in the $20,000 2021/22 Town General Operating Budget for same. Motion carried.

Council discussed potential 2022/23 Grants and possibly an increased bursary for graduating students. Alternately, it could be a line item in the Town budget along with the Seniors Safety Committee support.

8. Next Meeting Date – Tuesday, June 15, 2021 at 6:00 p.m.

9. Adjournment – Mayor Risser

The meeting was adjourned at 6:27 p.m. by the Mayor.

_____
Bea Renton, CAO

Schedule A

Lunenburg Plan B Housing Society

Where we started

Our objectives:

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

What we know about our Core Group

We will not be developers but are willing to be involved in seeking out developers

We have the skills to investigate , research, or explore possibilities

Like the general population we have varying interests in community developme

What we've done so far

Property we toured

Homeport

4 Corners

Blockhouse Hill

Places we looked at

The Maples, Antigonish

Camro, Berwick

Chandler's Cove , Chester

Kwyet Waters, north of Chester

Studied pocket neighbourhood concept

What we learned about

ICF building technology

Optional possible wastewater technology (ABLE)

Energy options such as solar, heat pumps, etc

We recognize that Lunenburg has:

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design



Who we talked with

Local developers

Erica Brooks and Project Lunenburg and participated in all Project Lunenburg consultations

Dawn Sutherland

Eurocentre Language School

LAMP

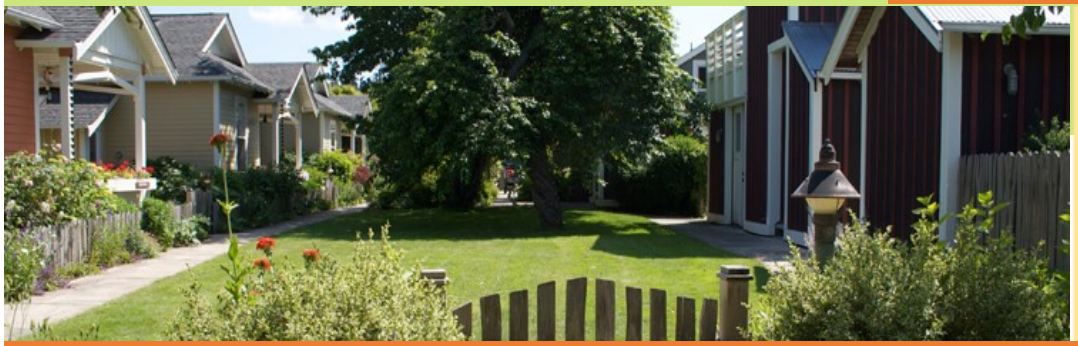
What we see as priorities for a new neighbourhood



- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
- Individually owned units, cost range of $250K-$450K
- Accessibility elements such as single story, accessible design throughout, open concept living, dining, kitchen, extra lighting, etc.
- Long lasting/low maintenance materials, efficient heating/cooling
- Private outdoor spaces ie deck, balcony, courtyard, porch
- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
- Potential for live/work homes
- Walking distance to services preferred; and/or available community transit to services
- LEED compliant, with innovative eco elements
- Innovative aesthetic: Contemporary exterior/interior design preferred
- All owned units, all rented units, or some combination of owned *and* rented units
- Some shared community amenities such as meeting room, library, workshop, kitchen
- Parking lot; parking behind each unit; covered parking (if no garage) for groups of units



What model we would like to see in Lunenburg



- Partnership model compliant with the Comprehensive Community Plan
- Mixed housing
- Strong design aesthetic that introduces complementary architecture to the heritage inventory

A pocket neighbourhood

Lunenburg Plan B Housing Society

Presentation to Lunenburg Town Council

April 27 2021

Where we started

Our objectives:

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

We recognize that Lunenburg has:

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design
- a shortage of affordable and available housing for all ages

What we know about our Core Group

- We will not be developers but are willing to be involved in seeking out developers
- We have the skills to investigate , research, or explore possibilities
- Like the general population we have varying interests in community development

What we've done so far

Property we toured

Homeport
4 Corners
Blockhouse Hill

Places we looked at

The Maples, Antigonish
Camro, Berwick
Chandler's Cove , Chester
Kwyet Waters, north of Chester
Studied pocket neighbourhood concept
https://www.pocket-neighborhoods.net/

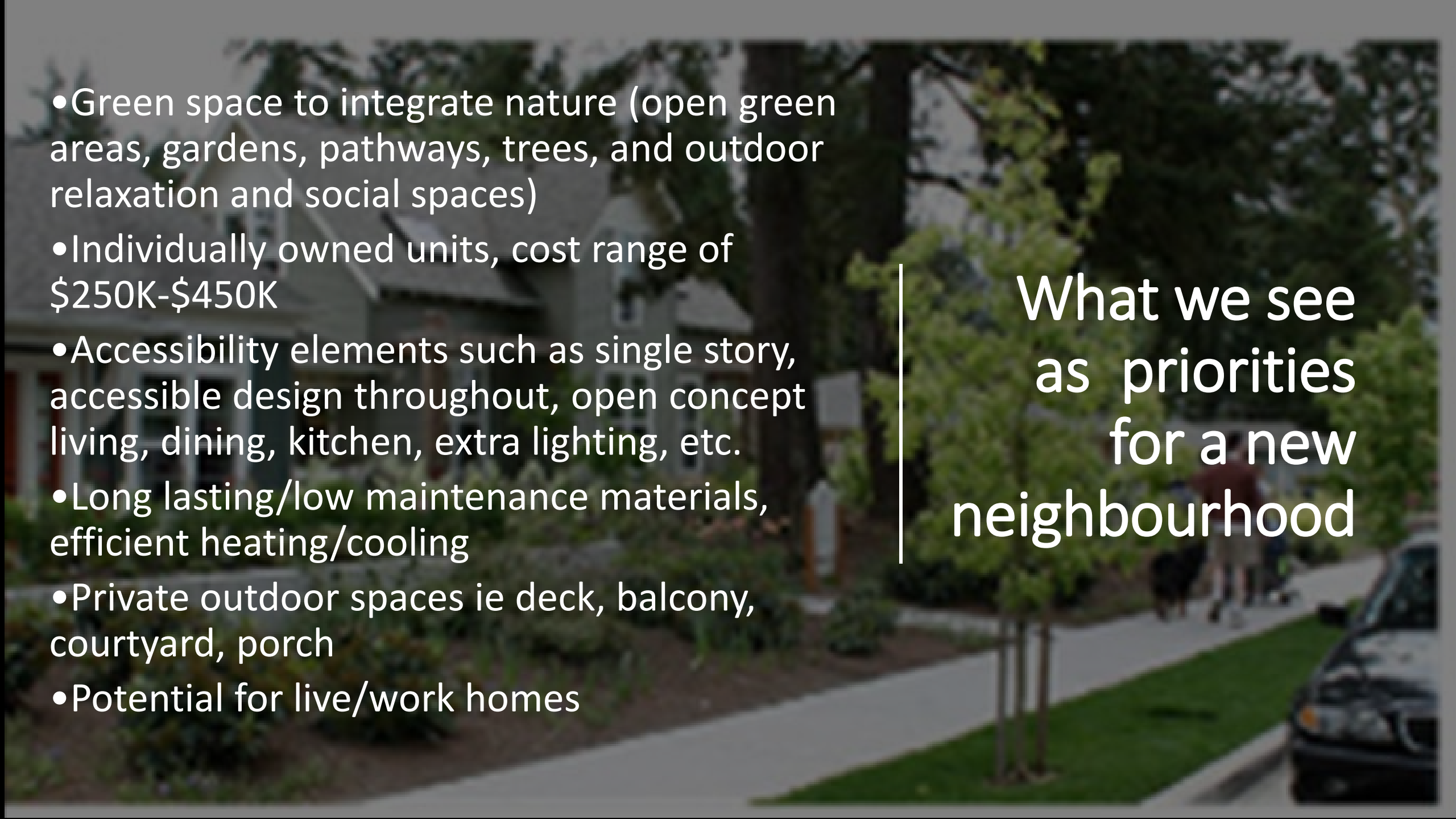
Who we talked with

Local developers
Erica Brooks and Project Lunenburg and participated in all Project Lunenburg consultations
Dawn Sutherland
Eurocentre Language School
LAMP

What we learned about

ICF building technology
Optional possible wastewater technology (ABLE)
Energy options such as solar, heat pumps, etc



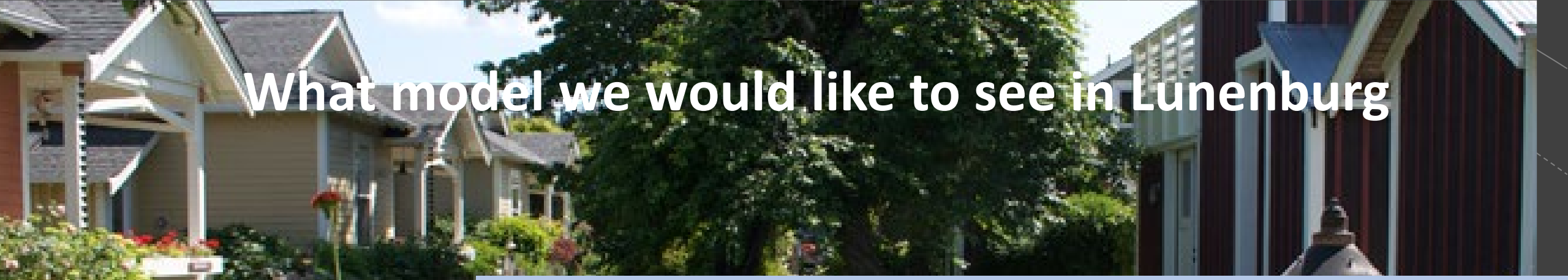


What we see as priorities for a new neighbourhood

- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
- Individually owned units, cost range of $250K-$450K
- Accessibility elements such as single story, accessible design throughout, open concept living, dining, kitchen, extra lighting, etc.
- Long lasting/low maintenance materials, efficient heating/cooling
- Private outdoor spaces ie deck, balcony, courtyard, porch
- Potential for live/work homes



- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
- Walking distance to services preferred; and/or available community transit to services
- LEED compliant, with innovative eco elements
- Innovative aesthetic: Contemporary exterior/interior design preferred
- All owned units, all rented units, or some combination of owned *and* rented units
- Some shared community amenities such as meeting room, library, workshop, kitchen
- Parking lot; parking behind each unit; covered parking (if no garage) for groups of units



What model we would like to see in Lunenburg

Partnership model compliant with the Comprehensive Community Plan

Mixed housing

Strong design aesthetic that introduces complementary architecture to the heritage inventory

A pocket neighbourhood

Our rapidly shifting housing reality

Statistics that relate to local Housing Sales

As of Saturday, April 24th;

- there were 5 single family homes for sale in the Town of Lunenburg
- The average of all the asking prices of those 5 homes is $567,760. The median (middle) price would be $416,300.

According to the Nova Scotia Association of Realtors (NSAR):

- In the Town of Lunenburg from March 2020 to March 2021 there have been 41 homes sold + 5 more that have had all their conditions met and are expected to close. These sales indicate approximately a 60% increase over the year prior.
- The monthly supply of homes for sale in the Town of Lunenburg from 2018-2021 is down 66.7%.



In all of Lunenburg County the following is recorded:

	2020	2021	%Change
New Listings	68	91	+33.8%
Closed Sales	48	87	+81.3%
Days on Market to Sell	107	51	- 52.3%
Median Sales Price	$173,700	$377,992	+90.0%
Inventory of Homes for Sale	308	106	-65.6%

What We Propose

Since Housing in the Town of Lunenburg may be receiving a higher priority under the CCP:

- Plan B can offer support to address and specifically focus on housing development within our town limits.
- We recommend the formation of and participation in a Housing Task Force or other committee directed to improve those goals under the CCP.

That Task Force will work on Lunenburg housing development with Council's visions for development, the guidance of Project Lunenburg, and using the work Plan B has done to date.

Plan B can help by:

Supporting

Contributing

Facilitating

Schedule B

Grant Requests 2021/22						
Account #01-2-19-5100	2021/22 Grant Requests	2021/22 Request Notes	Qualifies under Policy	Previously Supported	2020-21 Grant	Staff Suggestions*
Bluenose 100 Committee ***pre-approved Jan.28, 2020***		Funds for the Bluenose 100 Committee of $5,000 in the 2020/21 fiscal year and **$5,000 of in-kind Town Services for the 2021/22** fiscal year when the celebration events will take place.	✓	✓	$5,000	*pre-approved*
Curl for a Cause	$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports	✓	✓	$125	$125
Fishermen's Memorial Hospital - Golf Tournament	$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports	✓	✓	$100	$100
Health Services Foundation of the South Shore	$500	Raising funds for the purchase of a new bus for the Veteran's Unit at Fishermen's Memorial Hospital.	✓	✓	NA	$500
Lunenburg Community Christmas Dinner	$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. ($100 + HST). *2020-21 grant was approved but event was cancelled due to Covid.*	✓	✓	$115	$115
Lunenburg County Lifestyle Centre	$2,000	Requesting municipal sponsorship towards hosting the 2021 Canadian Tire Para Hockey Cup Championships from December 4 to December 12, 2021. *The 2020-21 grant was approved but event was rescheduled due to Covid and they requested funding be reconsidered as part of our 21-22 budget process.*	✓	✓	$1,000	$1,000
Lunenburg County Seniors' Safety Partnership Society *previously Safe Communities Lunenburg County*	$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police. No formal application, presentation to Council March 23, 2021.	✓	✓	$1,275	$1,275
Lunenburg Doc Fest Association	$1,500	The Festival is planning a hybrid event, with all film programming taking place online while we will host in-person social events in the town, both free and ticketed. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.	✓	✓	$1,000	$1,500
Lunenburg Dog Park	$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.	✓	✓	$1,000	$1,000

Grant Requests 2021/22						
Account #01-2-19-5100	2021/22 Grant Requests	2021/22 Request Notes	Qualifies under Policy	Previously Supported	2020-21 Grant	Staff Suggestions*
Lunenburg Folk Harbour Society-Summer Concert Series	$3,500	Funding to support a series of 15 free, outdoor concerts at the Bandstand in Lunenburg each Saturday from June 12 to Sept. 25	✓	✓	$2,500	$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	$1,000	Request for funding for the 2021 Folk Harbour Festival, to be held in Lunenburg from August 6 to 8.	✓	✓	$1,000	$1,000
Lunenburg Grad Bursary	$500	Bursary will be issued to a graduating high school student.	✓	✓	$500	$500
Nova Scotia Sea School	$2,500	The Sea School is seeking Phase 2 funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.	✓	✓	$1,000	$2,500
Royal Canadian Legion Branch 23	$750	Funds to be used for Parade insurance cost, helping with the food for the meet and greet for all Nov11 guests. Purchasing items for the legion hall decorations, flags and posters.	✓	✓	*no request*	$750
Society of St. Vincent de Paul	$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.	✓	✓	$1,000	$1,000
VON-Lunenburg County	$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.	✓	✓	$2,000	$2,000

Grant Requests 2021/22						
Account #01-2-19-5100	2021/22 Grant Requests	2021/22 Request Notes	Qualifies under Policy	Previously Supported	2020-21 Grant	Staff Suggestions*
Zion Evangelical Lutheran Church	$2,000	Funds requested are to be used to help construct a Prayer labyrinth feature in their existing Church Garden on Fox Street.	✓		*no request*	
Total 2021-22 Requests	**$19,865**					$ 16,865
Amount included in budget	$ 20,000					
Difference	$ 135					
*The staff suggestions are based on continued support for those organizations that Council has supported in the past at their current requested amounts or at the amount previously approved for events deferred due to Covid-19.						

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Health Services Foundation of the South Shore

Primary Contact Person: Marta Selassie

Daytime phone number ☑ Work ☐ Cell ☐ Home): 902-543-8065

Mailing Address: PO Box 492, Bridgewater, NS B4V 2X6

Fax Number: _____ E-mail Address: marta.selassie@nshealth.ca

Organization Website: www.healthservicesfoundation.ca

1. Amount of funding requested: $ 500

   In-kind Town of Lunenburg services requested: 0

2. The organization is a:

   ☐ NS registered society name _____

   ☐ Registered National Charity name/# 11915 8483 RR0001

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Luenburg County

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   Please see attached

5. How will the community benefit from the funds received?

   Please see attached

Please include the following information with your completed application:

- [x] Financial Statements from your last fiscal year.
- [x] Budget for the current fiscal year.
- [x] Project budget and funding sources summary.
- [ ] Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Arleen Stevens	Arleen Stevens	Executive Director	03/22/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

The Health Services Foundation of the South Shore is raising funds for the purchase of a new bus for the Veterans Unit at Fishermen's Memorial Hospital (FMH). This is a vital piece of equipment for the unit and the community. For the past 20 years a bonspiel has been hosted to raise funds for equipment at FMH. Given the current restrictions in place the organizing committee opted for an online event as an alternative. The expenses for an online café were significantly reduced compared to that of a weekend long bonspiel however, so was the opportunity to engage the public, collect team registration fees, sell (more) 50/50 tickets, host a silent auction, kitchen sales and more. The community has been generous and the Health Services Foundation is seeking funding from the Town of Lunenburg to cover expenses for this year's event so all money raised can go towards the much needed veteran's bus.

How will the community benefit from the funds received?

The current bus used by the veteran's unit at FMH has reached the end of its useful life. The new bus will provide accessible transportation to those with limited mobility in care and provide them an opportunity to participate in recreation activities in the community and surrounding area. Recreational outings improves quality of life for the veterans. Having reliable and comfortable transportation to support patients during outings is of the utmost importance. Therapeutic recreation opportunities for seniors improves cognitive function and emotional wellbeing; reduces loneliness; builds community connections; and foster social skills and self-advocacy abilities. Demonstrating support for a project that encourages senior participation in recreation in an aging community has a positive impact on the overall physical and mental health of the community.

Expense	**Anticipated $**	**Revenue**	**Anticipated $**
Raffle Box	$ 200.00	Donations	$ 42,000.00
Advertising & Postage	$ 1,350.00	50/50 Raffle Box	$ 590.00
Meeting Expenses	$ 25.00	Town of Lunenburg	$ 500.00
Miscellaneous	$ 20.00		
Total	**$ 1,595.00**	**Total**	**$43,090.00**

Health Services Foundation

Budget 2020-21

	Budget 2020-21	Budget 2019-20
Raiser's Edge Revenue		
Grateful Patient	$3,000.00	$2,500.00
Monthly Giving	$20,000.00	$1,000.00
Unsoloicited	$63,000.00	$55,000.00
Tribute	$36,000.00	$35,200.00
Curl for a Cause	$58,000.00	$54,000.00
Radiothon	$165,000.00	$154,200.00
Women's Giving Circle	$12,000.00	$13,000.00
Third Party Events	$30,000.00	$35,000.00
Planned Giving	$175,000.00	$100,000.00
Direct Mail	$100,000.00	$125,500.00
Grants	$40,000.00	$8,000.00
Major Giving	$300,000.00	$850,000.00
Internal Fundraising	$28,000.00	$41,500.00
Total Raiser's Edge Revenue	**$1,030,000.00**	**$1,474,900.00**
Other Revenue		
Interest Income	$0.00	$0.00
Investment Income	$500,000.00	$500,000.00
Unrealized Gains/ Losses	$0.00	$0.00
Revenue Income - Investments (Gift in Kind)	$0.00	$80,000.00
Total Other Revenue	**$500,000.00**	**$580,000.00**
Total Raiser's Edge and Other Revenue	**$1,530,000.00**	**$2,054,900.00**
Expenses and Disbursments		
Expenses		
Payroll	$260,000.00	$232,000.00
Total Payroll	**$260,000.00**	**$232,000.00**
Office Expenses		
Office Supplies	$2,200.00	$3,400.00
Printing Expense	$22,000.00	$16,400.00
Website Expenses	$2,000.00	$2,500.00
Computer Maintenance Expense	$2,000.00	$2,607.00
Design Expense	$6,000.00	$6,500.00
Total Office Expenses	**$34,200.00**	**$31,407.00**
Operation Expenses		
Training and Development	$12,500.00	$12,500.00
Meal Expense	$2,800.00	$3,000.00
Gifts and Sundry Items	$1,000.00	$1,300.00
Telephone and Fax Expenses	$1,400.00	$1,400.00
Advertising and Promotion	$6,000.00	$6,500.00
Bank Fees	$900.00	$850.00
Credit Card Fees	$3,200.00	$3,900.00
Investment Fees	$69,000.00	$64,000.00

Accounting Fees	$22,500.00	$15,000.00
Consulting Fees	$5,000.00	$57,000.00
Blackbaud Fees	$18,000.00	$12,000.00
Legal Fees	$2,000.00	$2,000.00
Travel Expense	$7,500.00	$8,500.00
Postage and Courier Expenses	$15,000.00	$15,500.00
Dues and Subscriptions	$2,700.00	$2,100.00
Fundraising Expenses	$5,000.00	$6,500.00
Insurance Expense	$6,000.00	$5,300.00
Planned Giving Expense	$4,000.00	$4,000.00
Donor Recognition	$2,000.00	$2,700.00
Donor Development	$2,100.00	$2,100.00
Rental Expenses	$500.00	$0.00
Photography Expenses	$1,000.00	$1,500.00
Catering Expense	$4,000.00	$2,700.00
Lottery Expense	$350.00	$400.00
Prize Expense	$16,500.00	$16,500.00
Photocopying Expense	$200.00	$450.00
Physician Recruitment	$5,000.00	$10,000.00
Strategic Plan	$125,000.00	
Donor Life Insurance Premium	$36,000.00	$0.00
*Capital Campaign	$100,000.00	$0.00
Total Operation Expenses	**$477,150.00**	**$257,700.00**
Total Expenses	**$771,350.00**	**$521,107.00**

HEALTH SERVICES FOUNDATION OF THE SOUTH SHORE

Financial Statements

Year Ended March 31, 2020

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS
Member of The AC Group of Independent Accounting Firms

	Page
REVIEW ENGAGEMENT REPORT	2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Operations	4
Statement of Changes in Fund Balances	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 15

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS
Member of The AC Group of Independent Accounting Firms

PO Box 29
11 Dominion St
Bridgewater NS B4V 2W6
Canada

Tel: 902-543-4278
Fax: 902-543-1818
bridgewater@bvca.ca

www.bvca.ca

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Health Services Foundation of the South Shore

We have reviewed the accompanying financial statements of Health Services Foundation of the South Shore that comprise the statement of financial position as at March 31, 2020 and the statements of operations, changes in fund balances and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Health Services Foundation of the South Shore as at March 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations.

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

Bridgewater, Nova Scotia
June 26, 2020

HEALTH SERVICES FOUNDATION OF THE SOUTH SHORE

Statement of Financial Position

As at March 31, 2020

	Regional Fund	*Fishermen's Memorial Hospital Fund*	*South Shore Regional Hospital Fund*	*Restricted Fund*	*Endowment Fund*	**2020**	2019
ASSETS							
Current assets							
Cash and cash equivalents	$ (851,982)	$ 45,040	$ 356,228	$ 639,128	$ 1,212	**$ 189,626**	$ 354,100
HST recoverable	1,615	447	2,275	5,891	-	**10,228**	13,354
Grant receivable	-	-	-	-	-	**-**	500,000
Interfund loans *(Note 11)*	(5,613)	(47,578)	-	53,191	-	**-**	-
Prepaid expenses	21,620	-	-	-	-	**21,620**	14,293
	(834,360)	(2,091)	358,503	698,210	1,212	**221,474**	881,747
Investments	2,859,022	754,673	932,797	3,947,447	2,301,213	**10,795,152**	12,617,061
Capital assets *(Note 4)*	13,868	-	-	-	-	**13,868**	14,241
	$2,038,530	$ 752,582	$ 1,291,300	$ 4,645,657	$2,302,425	**$11,030,494**	$ 13,513,049
LIABILITIES							
Current Liabilities							
Accounts payable	$ 48,939	$ -	$ -	$ 19,337	$ -	**$ 68,276**	$ 55,567
Funds held in trust	5,918	-	-	-	-	**5,918**	6,841
	54,857	-	-	19,337	-	**74,194**	62,408
FUND BALANCES							
Invested in capital assets	13,868	-	-	-	-	**13,868**	14,241
Externally restricted *(Note 5)*	-	-	-	4,335,749	1,585,007	**5,920,756**	7,352,667
Internally restricted *(Note 11)*	-	-	-	290,571	717,418	**1,007,989**	947,551
Unrestricted	1,969,805	752,582	1,291,300	-	-	**4,013,687**	5,136,182
	1,983,673	752,582	1,291,300	4,626,320	2,302,425	**10,956,300**	13,450,641
	$2,038,530	$ 752,582	$ 1,291,300	$4,645,657	$2,302,425	**$ 11,030,494**	$ 13,513,049

COMMITMENTS *(Note 13)*; **SUBSEQUENT EVENT** *(Note 15)*

SIGNED ON BEHALF OF THE BOARD Director Director

See accompanying notes to the financial statements

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

HEALTH SERVICES FOUNDATION OF THE SOUTH SHORE

Statement of Operations

Year Ended March 31, 2020

	Regional Fund	*Fishermen's Memorial Hospital Fund*	*South Shore Regional Hospital Fund*	*Restricted Fund*	*Endowment Fund*	**2020**	2019
REVENUE							
Donations	$ 131,981	$ 1,301	$ 217,420	$ 441,176	$ 475	**$ 792,353**	$ 1,542,449
Fundraising	868	-	-	189,199	-	**190,067**	106,277
Investment income (loss) *(Note 6)*	(459,521)	(156,175)	(180,270)	(611,554)	-	**(1,407,520)**	955,899
Special events revenue *(Note 8)*	-	525	-	247,225	-	**247,750**	255,111
	(326,672)	(154,349)	37,150	266,046	475	**177,350**	2,859,736
EXPENDITURES							
Administration							
Investment management fees	75,758	-	-	-	-	**75,758**	71,711
Payroll and benefits	237,400	-	-	-	-	**237,400**	228,834
Other *(Note 9)*	142,731	-	8,490	35,950	-	**187,171**	186,409
Administrative expense (recovery)	(308,803)	51,721	56,552	200,530	-	**-**	-
Amortization of capital assets	373	-	-	-	-	**373**	373
Special events expenses *(Note 8)*	-	-	-	12,248	-	**12,248**	18,600
Fundraising	811	10	6,468	44,471	-	**51,760**	49,380
Physician recruitment	-	-	-	8,599	-	**8,599**	-
	148,270	51,731	71,510	301,798	-	**573,309**	555,307
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES BEFORE CONTRIBUTIONS	(474,942)	(206,080)	(34,360)	(35,752)	475	**(750,659)**	2,304,429
Contributions to Nova Scotia Health Authority	165,182	46,201	131,855	1,340,444	-	**1,683,682**	834,623
Contributions for Physician Recruitment	-	-	-	60,000	-	**60,000**	-
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	$ (640,124)	$ (252,281)	$ (166,215)	$(1,436,196)	$ 475	**$(2,494,341)**	$ 1,469,806

See accompanying notes to the financial statements

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

HEALTH SERVICES FOUNDATION OF THE SOUTH SHORE
Statement of Changes in Fund Balances
Year Ended March 31, 2020

	Regional Fund	*Fishermen's Memorial Hospital Fund*	*South Shore Regional Hospital Fund*	*Restricted Fund*	*Endowment Fund*	**2020**	2019
BALANCE - BEGINNING OF YEAR	$2,629,410	$1,061,426	$ 1,459,587	$ 6,054,524	$2,245,694	**$ 13,450,641**	$11,980,835
Excess (deficiency) of revenue over expenditures	(640,124)	(252,281)	(166,215)	(1,436,196)	475	**(2,494,341)**	1,469,806
Interfund transfers *(Note 11)*	(5,613)	(56,563)	(2,072)	7,992	56,256	**-**	-
BALANCE - END OF YEAR	$1,983,673	$ 752,582	$ 1,291,300	$ 4,626,320	$2,302,425	**$ 10,956,300**	$13,450,641

See accompanying notes to the financial statements

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

HEALTH SERVICES FOUNDATION OF THE SOUTH SHORE

Statement of Cash Flows

Year Ended March 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Excess of revenue over expenditures (expenditures over revenue)	**$ (2,494,341)**	$ 1,469,806
Items not affecting cash:		
Amortization of capital assets	**373**	373
Unrealized change in market value of investments	**1,795,036**	(40,560)
	(698,932)	1,429,619
Changes in non-cash working capital:		
HST recoverable	**3,126**	(841)
Grant receivable	**500,000**	(500,000)
Prepaid expenses	**(7,327)**	1,126
Accounts payable	**12,709**	(45,047)
Funds held in trust	**(923)**	433
	507,585	(544,329)
Cash flow from (used by) operating activities	**(191,347)**	885,290
INVESTING ACTIVITIES		
Purchase of capital assets	**-**	(865)
Net sales (purchase) of investments	**26,873**	(702,860)
Cash flow from (used by) investing activities	**26,873**	(703,725)
INCREASE (DECREASE) IN CASH FLOW	**(164,474)**	181,565
Cash and cash equivalents - beginning of year	**354,100**	172,535
CASH AND CASH EQUIVALENTS - END OF YEAR	**$ 189,626**	$ 354,100
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash	**$ 128,471**	$ 123,754
Guaranteed investment certificate	**61,155**	230,346
	$ 189,626	$ 354,100

See accompanying notes to the financial statements

1. PURPOSE OF ORGANIZATION

The Health Services Foundation of the South Shore (the "Foundation"), incorporated under the Societies Act of The Province of Nova Scotia, operates a charity to support the South Shore Regional Hospital, the Fishermen's Memorial Hospital and associated sites within Lunenburg County by raising funds for enhanced health care.

The Foundation is designated as a Public Foundation and qualifies for tax exempt status as a registered charity under the *Income Tax Act*.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Fund accounting

Health Services Foundation of the South Shore follows the restricted fund method of accounting for contributions. In order to ensure observance of limitations and restrictions placed on the use of the resources available to the organization, such resources are classified for accounting and reporting purposes into funds according to the activities or objectives specified.

The Regional Fund, the Fishermen's Memorial Hospital Fund and the South Shore Regional Hospital Fund report unrestricted resources.

The Restricted Fund reports only restricted resources and restricted grants. This fund accounts for monies restricted by donors for the use of equipment purchases for, and operations of the Fishermen's Memorial Hospital, the South Shore Regional Hospital and associated sites.

The Capital Asset Fund reports the assets, revenues and expenses related to the Health Services Foundation of the South Shore's capital assets.

The Endowment Fund reports resources contributed for endowment. Investment income earned on resources of the Endowment Fund is reported in the Restricted Fund due to restrictions imposed by contributors of funds for endowment.

(continues)

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Cash and cash equivalents

Cash and cash equivalents includes the petty cash fund balance, cash on hand, bank balances net of outstanding items, and guaranteed investment certificates maturing within the next fiscal year.

Investments

Investments include cash, fixed income securities, equities and mutual funds and are carried at quoted market value. Transactions are recorded on a settlement/trade date basis and transaction costs are expensed as incurred.

Investment income, which consists of interest, dividends, income distributions, and realized and unrealized gains and losses, is recorded in investment income in the Statement of Operations.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Amortization is provided on a straight-line basis over the assets' estimated useful lives which is from 5 to 20 years. Amortization expense is reported in the Capital Assets Fund.

No amortization is recorded on the web site.

The Foundation regularly reviews its capital assets to eliminate obsolete items.

Revenue recognition

Health Services Foundation of the South Shore follows the restricted fund method of accounting for contributions.

Restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Regional, Fishermen's Memorial Hospital and South Shore Regional Hospital Funds in the year received or receivable if the amount to be received can easily be estimated and collection is reasonably assured.

Contributions for endowment are recognized as revenue in the Endowment Fund.

Investment income includes interest, dividends, realized gains (losses) and unrealized gains (losses). Investment income earned on the Endowment Fund resources that must be spent on restricted activities is recognized as revenue of the Restricted Fund. Investment income that is not externally restricted is recognized as revenue of the Regional Fund when earned.

Revenue from the special events are recognized when the services are provided.

Pledges

Pledges are not recognized in the financial statements. When a pledge amount is received it is recorded as a receipt at that time.

(continues)

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Donated goods

Donations of goods are not recognized in the financial statements unless donation receipts are issued. Donated goods in which donation receipts are issued are recorded at their fair market value at the time of the donation. During the year, the Foundation issued donation receipts of $5,191 for goods donated (2019 - $2,319).

Employee future benefits

Most employees within the Foundation are members of the Nova Scotia Health Employees' Pension Plan ("NSHEPP") which maintains a multi-employer defined benefits pension plan on behalf of its members. The Foundation does not administer this plan, but rather the administration and investment of these assets are controlled by a board of trustees. The most recent actuarial valuation of the NSHEPP was at July 1, 2017 and showed a funding excess of $2,140,086,000 on a going concern basis. The contributions made by the Foundation to the multi-employer plan are expensed in the Statement of Operations when due.

The pension contributions made in 2020 were $17,532 (2019 - $16,588).

Allocation of common expenses

The Foundation allocates a number of its expenses by program and by fund. The Foundation's administrative activities and general fundraising expenses are charged to the Regional Fund. They are then charged to the Restricted Fund according to their proportionate share of investments.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable and the grant receivable.

Financial assets measured at fair value include investments.

Financial liabilities measured at amortized cost include accounts payable and amounts held in trust.

Foreign currency translation

Monetary assets and liabilities have been translated into Canadian dollars at the year end exchange rate. Non-monetary assets have been translated at the rate of exchange prevailing at the date of transaction. Revenue and expenses are recorded monthly at the month end rates of exchange.

Foreign exchange gains and losses on monetary assets and liabilities are included in investment income.

4. CAPITAL ASSETS

	Cost	Accumulated amortization	**2020 Net book value**	2019 Net book value
Office equipment	$ 3,284	$ 1,153	**$ 2,131**	$ 2,211
Computer equipment	6,038	4,811	**1,227**	1,520
Web site	10,510	-	**10,510**	10,510
	$ 19,832	$ 5,964	**$ 13,868**	$ 14,241

5. EXTERNALLY RESTRICTED NET ASSETS

	Regional	Fishermen's Memorial Hospital	South Shore Regional Hospital	**2020**	2019
Restricted for:					
Nursing education	$ 1,916	$ -	$ 1,330	**$ 3,246**	$ 20,133
Equipment	-	161,416	844,205	**1,005,621**	1,672,899
Palliative care	158,475	-	-	**158,475**	127,592
Cardiology research	15,381	-	-	**15,381**	16,209
Cancer patients	204,305	-	23,502	**227,807**	211,930
Bursary program	25,659	-	-	**25,659**	245
Other purposes	5,502	10,350	3,238	**19,090**	14,822
Capital and special projects	-	2,390,830	43,303	**2,434,133**	2,977,404
Capital and/ or operating purposes	31,096	-	124,424	**155,520**	497,788
Physician recruitment	67,139	-	-	**67,139**	-
Dr. Arthur H. Patterson Restorative Care Centre	-	223,678	-	**223,678**	229,113
	509,473	2,786,274	1,040,002	**4,335,749**	5,768,135
Endowments, the income which may be used for:					
Nursing education	86,018	-	1,503	**87,521**	87,221
Furnishings and books	-	-	17,399	**17,399**	17,399
Capital and/or operating purposes	-	974,262	505,825	**1,480,087**	1,479,912
	86,018	974,262	524,727	**1,585,007**	1,584,532
	$ 595,491	$ 3,760,536	$ 1,564,729	**$ 5,920,756**	$ 7,352,667

6. INVESTMENT INCOME (LOSS)

	2020	2019
Dividend and interest income	**$ 502,738**	$ 477,555
Realized gain (loss) on sale of investments	**(115,222)**	437,784
Unrealized gain (loss) on investments	**(1,795,036)**	40,560
	$ (1,407,520)	$ 955,899

7. NET ENDOWMENT INVESTMENT INCOME (LOSS)

Investment income consists of interest, dividends, realized gains and losses and unrealized gains and losses due to changes in market values of the investments. Investment income includes income earned on resources held for endowment, which is reported in the restricted fund with the following designations:

	2020	2019
Regional	$ (14,587)	$ 9,677
Fishermen's Memorial Hospital	(164,790)	115,569
South Shore Regional Hospital	(92,997)	65,023
	$ (272,374)	$ 190,269

8. SPECIAL EVENTS

	2020	2019
Revenue		
Radio-a-thon	$ 170,567	$ 157,764
Golf tournament	-	26,654
Curl for a Cause	61,129	56,898
Giving Circle	16,054	13,795
	247,750	255,111
Expenditures		
Radio-a-thon	3,100	2,471
Golf tournament	-	9,746
Curl for a Cause	8,689	4,491
Giving Circle	459	1,892
	12,248	18,600
Excess of revenue over expenditures from special events	$ 235,502	$ 236,511

9. OTHER EXPENDITURES

	2020	2019
Consulting, training and development	$ 73,666	$ 60,333
Life insurance premiums	44,440	44,440
Office expenses	69,065	81,636
	$ 187,171	$ 186,409

10. ALLOCATION OF EXPENSES

	2020	2019
Programs:		
Golf tournament	$ -	$ 9,746
Curl for a Cause	**8,689**	4,491
Direct mail campaigns	**60,358**	56,726
Radio-a-thon	**3,100**	2,471
Giving Circle	**459**	1,892
	72,606	75,326
Funds:		
Regional Fund	**147,897**	135,407
Fishermen's Memorial Hospital Fund	**51,721**	51,524
South Shore Regional Hospital Fund	**56,552**	55,314
Restricted Fund	**200,350**	202,668
	456,520	444,913
	$ 529,126	$ 520,239

11. INTERFUND TRANSFERS AND INTERNALLY RESTRICTED ASSETS

During the year ended March 31, 1997, the Board of Directors of the Health Services Foundation of the South Shore made a decision to internally restrict investment income on certain restricted resources and endowment funds for 1997 and subsequent years in an effort to maintain the purchasing power of these endowments. On certain endowment funds, investment income earned in excess of 5% and on other certain endowments, 25% of investment income earned has been added to the principal endowment. On certain restricted resources, 25% of investment income earned has been added to the principal amount. During the year ended March 31, 2005, the Board of Directors of the Health Services Foundation of the South Shore made a decision to change the policy for internally restricting investment income. Each December, an amount equal to the Consumer Price Index for the calendar year will be added to the principal amount of certain endowment funds for 2004 and subsequent years. For the year ended March 31, 2020, $56,256 (2019 - $47,955) of investment income was transferred from the Restricted Fund to the Endowment Fund. The investment income that has been internally restricted on certain endowment funds to March 31, 2020 is $717,418 (2019 - $661,662) and on certain restricted funds to March 31, 2020 is $290,571 (2019 - $286,389). These internally restricted amounts are not available for unrestricted purposes without approval of the Board of Directors.

During the year ended March 31, 2020, the Board of Directors of the Health Services Foundation of the South Shore made a decision to internally restrict investment income of $4,183 to be used to help fund the contribution for the MIS Suite. These internally restricted amounts are not available for unrestricted purposes without approval of the Board of Directors.

During the year ended March 31, 2020, the Board of Directors of the Health Services Foundation of the South Shore made a decision to loan $5,613 from the Regional Fund to the Restricted Fund and $47,578 from the Fishermen's Memorial Hospital Fund to the Restricted Fund in order to fund cash outlays to fund the respective commitments.

(continues)

11. INTERFUND TRANSFERS AND INTERNALLY RESTRICTED ASSETS *(continued)*

During the year ended March 31, 2020, the Board of Directors of the Health Services Foundation of the South Shore made a transfer of $8,985 from the Fishermen's Memorial Hospital Fund to the Restricted Fund and a transfer of $2,072 from the South Shore Regional Hospital Fund to the Restricted Fund. These funds were transferred to fund the respective commitments.

12. RELATED PARTY TRANSACTIONS

The Foundation enjoys the free use of premises in the South Shore Regional Hospital and the Fishermen's Memorial Hospital which are owned and operated by the Nova Scotia Health Authority. Other free services include utilities, use of office furnishings and computer support. Because of the difficulty of determining their fair value, these are not recognized in the financial statements.

Included in accounts payable is $27,050 (2019 - $28,939) owing to the Nova Scotia Health Authority for reimbursement of expenses. Related party trade payables are subject to normal trade terms.

Contributions to the South Shore Regional Hospital and the Fishermen's Memorial Hospital are disclosed separately in the financial statements.

13. COMMITMENTS

Commitments of funding have been made to the Nova Scotia Health Authority totaling $1,531,417 as at March 31, 2020.

The Foundation has committed to fund capital purchases of equipment and education for the Regional Hospitals in the amount of $891,720. These monies will be charged against the following funds: $260,926 from the Regional Unrestricted fund; $9,062 from the Regional Cardiac Rehab Restricted fund; $50,000 from Regional Physician Recruitment Restricted fund; $571,732 from Area of Greatest Need Unrestricted Funds, the South Shore Regional Hospital Unrestricted Funds and the South Shore Regional Hospital Restricted MIS Suite Fund.

The Foundation has committed to fund capital purchases of equipment for Fishermen's Memorial Hospital in the amount of $235,352. These monies will be charged against the following funds: $140,825 from the Fishermen's Memorial Hospital Unrestricted fund; $54,970 from the Fishermen's Memorial Hospital Emergency Room Restricted fund; $39,557 from the Fishermen's Memorial Hospital Equipment and Special Projects Restricted fund.

The Foundation has committed to fund capital purchases of equipment for South Shore Regional Hospital in the amount of $404,345. These monies will be charged against the following funds: $109,217 from the South Shore Regional Hospital Unrestricted fund; $82,400 from the South Shore Regional Hospital Equipment and Special Projects Restricted Fund; $22,555 South Shore Regional Hospital Restricted Maternal/Child Unit fund; $2,920 from the South Shore Regional Hospital Mental Health Inpatient Restricted fund; $31,993 from the South Shore Regional Hospital Mental Health Outpatient Restricted fund; $5,260 from the South Shore Regional Hospital Laboratory Restricted fund; $150,000 from the South Shore Regional Hospital Medical/Surgery Restricted fund.

14. FINANCIAL INSTRUMENTS

The Foundation is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Foundation's risk exposure and concentration as of March 31, 2020.

Credit risk

The Foundation is exposed to credit risk with respect to HST recoverable and the grant receivable. The grant was received soon after the fiscal year end. The Foundation assesses, on a continuous basis, HST recoverable on the basis of amounts it is virtually certain to receive. The credit risk with respect to HST recoverable is insignificant since it is due from government.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Foundation generally pays accounts payable and accrued liabilities within 30 days.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk. The Foundation is mainly exposed to currency risk, interest rate risk and other price risk.

Currency risk

Currency risk is the risk to the Foundation's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Foundation is exposed to foreign currency exchange risk on cash and investments held in U.S. dollars. The Foundation does not use derivative instruments to reduce its exposure to foreign currency risk. The Statement of Financial Position includes $1,849,962 of cash and investments denominated in United States dollars.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Foundation is exposed to interest rate risk on its fixed and floating interest rate on financial instruments. Fixed rate instruments subject the Foundation to a fair value risk while the floating rate instruments subject it to a cash flow risk. The Foundation is exposed to interest rate risk primarily through its savings accounts and fixed income securities in the amount of $1,096,618.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk through its investment in quoted shares.

15. SUBSEQUENT EVENT

The outbreak of the novel strain of coronavirus, specifically identified as "COVID-19", has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods, social and physical distancing, have caused material disruption to businesses globally resulting in an economic slowdown. Global equity markets have experienced significant volatility and weakness. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Foundation in future periods.

RECEIVED
MAR 22 2021
LUCM @ 3:06PM

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Lunenburg Community Christmas Dinner

Primary Contact Person: Al MacIntyre Treasurer

Daytime phone number ☐ Work ☑ Cell ☐ Home): 902-521-4244

Mailing Address: P.O. Box 1901 Lunenburg N.S. B0J2C0

Fax Number: n/a E-mail Address: lcomxmas@gmail.com

Organization Website: n/a

1. Amount of funding requested: $ 115.00 ($100.00+$15.00 HST = $115.00)

   In-kind Town of Lunenburg services requested: n/a

2. The organization is a:

   ☑ NS registered society name Lunnenburg Community Christmas

   ☐ Registered National Charity name/# _____

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Lunenburg and area

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   The funds reuested are to cover the rental fee for the auditorium at the town fire hall where the community Christmas dinner is held

5. How will the community benefit from the funds received?

   a venue is provided for the community to enjoy a traditional Chrustmas dinner in a sense of fellowship and community especially for those that who might be without family members to celebrate the holiday season

Please include the following information with your completed application:

- [x] Financial Statements from your last fiscal year. 2019 as 2020 was cancelled due to Pandemic
- [x] Budget for the current fiscal year. Should be similar to 2019
- [ ] Project budget and funding sources summary.
- [ ] Previous post grant report confirming use of earlier approved grant monies (if applicable). The 2019 grant was applied against the invoice from the Fire Dept.

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Al MacIntyre	Al MacIntyre	Treasurer	03/19/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Lunenburg Community Christmas
Comparative Revenue Analysis 2019

	2019
Revenue	
Ticket sales (including takeaways)	$1,570.00
Volunteer tickets ($10 for years 1-3, then $5)	$105.00
Other income (donations)	$0.00
Insurance Donation	$100.00
Total Revenue	$1,775.00
Operating Expenses	
Company Registration	$31.15
Printing (posters, tickets, inserts)	$0.00
Advertising	$96.60
Turkeys	$320.00
Other food	$351.72
Miscellaneous (name tags, crackers, etc)	$118.44
Entertainment	$0.00
Printing (song books)	$0.00
Fire Hall (net)	$135.00
Facility use / donations	$320.00
Equipment	$0.00
Clean Up	$65.00
Volunteer Dinner Bartender	$50.00
Insurance	$85.00
Total Expenses	$1,572.91
Balance Surplus (Loss)	**$202.09**

as of March 07 2020

LUNENBURG COUNTY MULTI-PURPOSE CENTRE CORPORATION
135 North Park St
Bridgewater NS B4V 9B3
Ph: (902) 530-4100 Fx: (902) 530-3733
www.lclc.ca

January 4, 2021

To: Lunenburg County Partner Municipalities

RE: 2020 Canadian Tire Para Hockey Cup Championships New Dates

The Lunenburg County Lifestyle Centre has received confirmation that the new dates for the Canadian Tire Para Hockey Cup will be December 2021 from the 4th – 12th.

As the 2020 Cup was not held due to pandemic restrictions, the Host Committee is asking our municipal partners to cancel the 2020 funding request. As the new event dates will fall within the 2021/22 budget year, we kindly request that our applications for funding be considered as part of your upcoming budget processes.

The amounts requested are:

Town of Mahone Bay - $750
Town of Lunenburg - $2,000
District of Chester - $5,000
Town of Bridgewater - $5,000
District of Lunenburg - $7,500

The Host Committee thanks you in advance for your positive consideration of our application and encourage any questions be directed to me at the email listed below.

Kind Regards,

Kent Walsh

General Manager
Lunenburg County Multi-Purpose Centre Corporation
135 North Park St Bridgewater NS B4V 9B3
(902) 530-4101 Kent.Walsh@lclc.ca

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Lunenburg County Lifestyle Centre

Primary Contact Person: Kent Walsh

Daytime phone number (X Work ☐ Cell ☐ Home): (902) 530-4101

Mailing Address: 135 North Park St Bridgewater NS B4V 9B3

Fax Number: 902-530-3733 E-mail Address: Kent.Walsh@lclc.ca

Organization Website: www.lclc.ca

1. Amount of funding requested: $ 2,000

   In-kind Town of Lunenburg services requested: 0

2. The organization is a:

   ☐ NS registered society name _____

   ☐ Registered National Charity name/# _____

   ☐ (please describe) Section 60 Municipal Corporation

3. The geographic area serviced by the organization is: Lunenburg County

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   Please see attached.

5. How will the community benefit from the funds received?

   Please see attached.

Please include the following information with your completed application:

- ☐ Financial Statements from your last fiscal year.
- ☐ Budget for the current fiscal year.
- ☐ Project budget and funding sources summary.
- ☐ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Kent Walsh		General Manager	03/23/20

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Canadian Tire Para Hockey Cup 2020		
REVENUE		**Budget 2020**
	HOCKEY CANADA	$ 20,000.00
	ACOA	$ 40,000.00
	PROVINCIAL SHARE	$ 20,000.00
	MUNICIPAL Contribution Share	$ 17,500.00
	TICKET SALES	$ 40,000.00
	SPONSOR	$ 15,000.00
	Sponsor (Inkind)	
	GRANTS	$ 5,000.00
	50/50/MERCHANDISE/DONATIONS	$ 15,000.00
	Misc	$ 5,000.00
	TOTAL	**$ 177,500.00**
EXPENSES		
	FACILITY EXPENSES	$ 34,000.00
	LAUNDRAY/TOWEL SERVICE	$ 2,000.00
	Pre Game Snacks	$ 2,000.00
	HOSPITALITY	$ 5,000.00
	MARKETING	$ 28,000.00
	GROUND TRANSPORTATION	$ 50,000.00
	learning,Legacy,and Leadership	$ 20,000.00
	Merchandise	$ 5,000.00
	50/50 Expense-6%	$ 1,500.00
	Credit Card & Ticket fees	$ 5,000.00
	Official	$ 5,000.00
	Miscellanous/contingency	$ 20,000.00
	Medical Service	
	Admin Support	
	Oak Island Marina	
	Volunteer Reception	
	Donation Volunteer MFR's	
	TOTAL	**$ 177,500.00**
	NET PROFIT	$ -

Lunenburg County Lifestyle Centre														Run:		30-Mar-20
Income Statement														Prepared By:		NR
For the year ending March 31, 2021														Page		4
	April	May	June	July	August	September	October	November	December	January	February	March	2020 / 2021 Total	Curr Year Forecast		2019 / 2020 Budget	% Inc (dec)
	2019 / 2020 Actuals							Bookings			2018/2019 Actuals						
Gross Revenues																	
Municipal Operating Grants	52,857	52,857	52,857	105,714	105,714	145,430	88,095	38,883	38,883	38,883	27,706	26,883	788,823	840,000	-6.47%	840,000	-6.47%
Capital Carry Over														47,421			
Arena	20,768	12,336	12,336	12,336	12,336	25,350	36,784	41,429	35,638	34,522	36,329	37,232	317,296	295,045	7.54%	320,000	-0.85%
Lumberjacks Game Revenues	0	0	0	0	0	2,857	1,910	3,351	741	3,351	3,299	1,320	16,879	0	100.00%		
Aquatic Centre	14,057	10,394	22,355	21,216	33,751	20,906	10,030	10,918	25,754	31,289	9,753	40,239	249,655	237,229	4.82%	212,166	17.19%
Active Living Room and Equipment Rentals	4,334	20,616	21,125	19,068	11,166	8,022	7,506	7,329	5,865	6,151	10,812	13,560	132,573	82,552	60.59%	87,000	52.38%
Memberships	13,707	15,777	13,557	15,167	14,408	15,413	11,245	11,590	10,055	24,400	13,382	16,315	175,707	153,828	14.22%	153,000	14.84%
Library Rent	7,513	7,513	7,513	7,513	7,513	9,058	7,598	7,341	7,425	7,425	7,425	7,425	91,261	91,699	-0.47%	89,135	2.38%
Concessions Rent	1,200	1,200	1,200	0	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	13,200	13,200	0.00%	13,200	0.00%
ATM and Vending	206	1,277	86	2,242	677	1,372	745	1,297	1,090	1,002	1,833	2,731	14,652	15,017	-2.43%	15,000	-2.32%
Advertising and Sponsorship	0	0	0	308	0	3,165	864	0	0	47	339	2,400	7,142	15,630	-54.31%	24,000	-70.24%
Miscellaneous	100	87	2	543	0	11,493	34	2,063	0	561	596	527	16,006	32,266	-50.39%	25,000	-49.98%
Total Revenue	114,834	122,056	131,030	184,148	190,765	242,337	165,032	123,381	124,451	156,958	112,473	157,828	1,820,193	1,825,813	-1.19%	1,765,725	0.02%
Expenses																	
Advertising and Promotion	335	2,009	0	105	1,484	330	21	0	2,951	594	73	2,967	10,769	9,564	12.60%	15,000	-28.08%
Professional Fees	5,896	5,896	5,896	7,296	5,896	5,896	1,696	2,067	2,067	2,067	2,067	3,000	49,827	158,983	-68.66%	140,000	-64.41%
Bank, Interest, Credit Card and Other Fees	1,169	311	1,844	1,214	1,819	1,222	638	696	1,259	1,687	1,192	2,364	15,411	13,954	10.20%	18,000	-14.36%
Concessions Expense	1,622	0	765	1,529	2,519	769	842	29	0	231	187	955	9,447	8,282	14.07%	1,500	529.80%
Facility Maintenance and Repairs	21,259	28,171	16,042	14,824	13,022	14,564	12,517	21,428	21,004	17,668	19,668	24,612	224,707	207,463	8.31%	182,000	23.47%
Housekeeping	2,002	1,758	1,618	1,571	1,121	1,682	1,161	1,343	2,287	2,267	2,729	653	20,294	19,171	5.86%	20,000	1.47%
IT Licensing, Fees and Support	1,982	1,910	2,036	2,908	3,005	1,812	1,961	2,190	2,710	4,346	5,073	4,416	34,409	35,737	-3.71%	40,400	-14.83%
Miscellaneous	100	-231	0	166	0	0	22	0	168	-21	0	0	337	211	59.69%	2,000	-83.15%
Office	179	697	922	172	351	1,141	752	1,077	1,358	512	529	1,045	8,726	8,084	7.94%	10,000	-17.68%
Pool Chemicals and Supplies	2,827	1,297	5,113	2,291	1,673	1,042	1,697	1,160	2,364	2,730	1,171	1,140	25,331	27,302	-3.56%	22,000	18.69%
Programming	475	1,455	1,168	1,056	1,210	375	85	945	2,335	1,734	0	5,015	15,905	13,492	17.88%	16,500	-3.61%
Staff Training and Courses	750	768	297	0	0	0	0	500	500	500	500	500	4,314	5,474	24.19%	6,000	-28.09%
Telecommunications	534	741	658	653	654	641	654	954	488	482	525	524	7,510	8,477	-11.41%	10,000	-24.90%
Travel - Management Conferences	0	0	0	0	0	0	0	150	150	150	150	150	750	450	66.67%	1,800	-58.33%
Uniforms	000	721	200	0	200	0	591	83	83	83	83	1,563	4,229	2,768	52.77%	2,900	45.81%
Utilities	35,491	34,861	33,711	33,310	36,253	40,774	35,413	38,075	38,528	38,898	39,153	32,894	435,422	396,167	9.91%	418,000	4.20%
Vending Expense	1,080	696	0	0	697	898	672	879	0	577	931	1,346	7,953	8,454	-6.27%	8,000	-0.59%
Wages and Benefits	78,741	76,721	72,916	80,227	79,803	68,525	75,731	81,461	73,381	78,174	71,874	87,277	925,834	936,399	-1.13%	905,695	2.22%
Total Expenses	155,217	162,695	163,268	147,181	148,956	139,789	134,534	153,657	149,633	152,677	146,468	181,136	1,827,194	1,858,493	-3.00%	1,812,395	-0.56%
SURPLUS (DEFICIT) BEFORE SPECIAL EVENTS	-40,383	-35,639	-12,238	36,967	45,810	102,548	31,397	-30,276	-25,182	-15,720	-33,995	-23,309	-6	-34,525	-100.00%	-26,875	-100.00%
Special Events Revenue	4,000	0	0	0	0	0	0	0	20,000	0	0	0	24,000	126,315	-81.00%	90,875	-72.37%
Special Events Expense	4,000	0	0	0	0	0	0	0	20,000	0	0	0	24,000	138,028	-82.61%	90,000	-60.00%
SURPLUS (DEFICIT) FROM SPECIAL EVENTS	0	0	0	0	0	0	0	0	0	0	0	0	0	-11,713	-100.00%	875	-100.00%
NET OPERATING SURPLUS (DEFICIT)	-40,383	-35,639	-12,238	36,967	45,810	102,548	31,397	-30,276	-25,182	-15,720	-33,995	-23,309	-6	-46,238	-100.00%	0	0.00%
Transfer to Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	
Capital Projects (Net of Capital Funds Rec'd)	0	0	0	0	0	0	0	0	0	0	0	0	0	-46,238		0	
MFC Debenture Interest	0	60,769	0	0	0	0	0	60,769	0	0	0	0	121,538	121,538		121,538	
TCB Transfer from Special Purposes Tax	0	-60,769	0	0	0	0	0	-60,769	0	0	0	0	-121,538	-121,538		-121,538	
TOTAL NON-OPERATING EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0	0	-46,238		0	
NET SURPLUS (DEFICIT)	-40,383	-35,639	-12,238	36,967	45,810	102,548	31,397	-30,276	-25,182	-15,720	-33,995	-23,309	-6	-0		0	
YTD	-40,383	-76,022	-88,260	-51,293	-5,483	97,064	128,462	98,205	73,023	57,303	23,308	-0					

2018 / 2019 Actuals	% Inc (dec)	2017 / 2018 Actuals	% Inc (dec)	2016 / 2017 Actuals	% Inc (dec)
960,000	-12.63%	821,352	-4.00%	857,756	-10.37%
300,641	4.90%	309,909	2.56%	301,195	5.35%
232,009	7.18%	224,983	10.52%	219,738	12.16%
90,429	46.58%	65,872	101.26%	72,428	83.04%
150,696	16.60%	154,127	18.26%	124,990	41.60%
90,197	0.00%	89,214	2.29%	87,630	4.14%
13,200	0.00%	13,200	0.00%	7,200	83.33%
17,264	-5.12%	17,264	-17.52%	14,156	3.50%
36,749	-70.89%	36,749	-50.57%	29,190	-75.63%
45,943	-65.16%	45,943	-65.16%	46,982	-65.03%
1,858,456	-3.83%	1,764,913	2.58%	1,760,365	2.34%
15,000	-28.08%	7,178	50.30%	11,237	-3.99%
140,000	-64.41%	17,050	182.24%	11,719	325.18%
18,000	-14.36%	18,439	-16.42%	17,977	-14.27%
1,500	520.80%	3,022	212.62%	4,914	82.25%
182,000	23.47%	164,356	15.62%	162,780	16.57%
20,000	1.47%	20,137	0.75%	20,465	-0.84%
40,400	-14.83%	27,147	0.00%	23,672	44.14%
2,000	-83.15%	9,418	-86.42%	3,097	-89.08%
10,000	-17.68%	10,278	-15.10%	9,604	-9.71%
22,000	18.69%	28,403	-7.25%	27,633	-4.71%
16,500	-3.61%	10,372	53.34%	16,933	-6.08%
6,000	-28.09%	0	0.00%	3,698	59.93%
10,000	-24.80%	8,180	-8.19%	9,300	-19.25%
1,800	-58.33%	0	0.00%	840	-10.76%
2,900	-45.81%	1,769	136.36%	1,763	139.86%
401,465	8.46%	401,465	8.46%	393,957	10.53%
8,000	-0.59%	7,694	3.37%	6,738	18.03%
905,695	2.22%	697,710	4.26%	656,702	3.43%
1,858,493	-2.53%	1,752,638	2.43%	1,714,259	5.13%
-98,037	-100.00%	11,725	-100.00%	46,106	-100.00%
90,875	-72.37%	70,573	-69.84%	34,165	-29.75%
90,000	-60.00%	52,800	-54.60%	28,696	-7.24%
875	-100.00%	28,714		8,279	-100.00%
0	0.00%	132,514	-100.00%	50,633	-100.00%
0		0		0	
0		42,813		14,561	14,977
121,538		128,670		134,756	139,777
-121,538		-128,670		-134,756	-139,777
0		42,813		14,561	14,977
0		69,702		36,383	-16,405

No General Manager

2020 CANADIAN TIRE PARA HOCKEY CUP

BRIDGEWATER, LUNENBURG COUNTY
DECEMBER 5 TO 12, 2020

SATURDAY, DECEMBER 5
PRACTICES:
10:30 TO 12:30
13:00 TO 15:00
15:30 TO 17:30
18:00 TO 20:00

SUNDAY, DECEMBER 6
MORNING SKATES
8:30 TO 10:30

GAMES
12:00 TEAM 1 VS TEAM 2
17:00 TEAM 3 VS TEAM 4

MONDAY, DECEMBER 7
MORNING SKATES
8:30 TO 10:30

GAMES
12:00 TEAM 2 VS TEAM 3
17:00 TEAM 4 VS TEAM 1

TUESDAY, DECEMBER 8
PRACTICES:
9:30 TO 10:30 (TEAM 1)
11:00 TO 12:00 (TEAM 2)
12:30 TO 13:30 (TEAM 3)
14:00 TO 15:00 (TEAM 4)

WEDNESDAY, DECEMBER 9
MORNING SKATES
8:30 TO 10:30

GAMES
12:00 TEAM 1 VS TEAM 3
17:00 TEAM 2 VS TEAM 4

THURSDAY, DECEMBER 10
MORNING SKATES
8:30 TO 10:30

GAMES
14:00 SEMIFINAL #1 (3RD VS 2ND)
19:00 SEMIFINAL #2 (4TH VS 1ST)

FRIDAY, DECEMBER 11
TEAM PRACTICES
9:00 TO 10:00 (LOSER SF 1)
10:15 TO 11:15 (WINNER SF 1)
11:30 TO 12:30 (LOSER SF 2)
13:00 TO 14:00 (WINNER SF 2)

SATURDAY, DECEMBER 12
MORNING SKATES
8:30 TO 10:30

GAMES
12:00 BRONZE MEDAL GAME
17:00 GOLD MEDAL GAME

BRIDGEWATER, NS/NE

2020 COUPE DE PARA HOCKEY CANADIAN TIRE PARA HOCKEY CUP

LCMPCC Operating

Financial Package

For the period ending Jan. 31, 2020

LCMPCC Operating
Variance Report
For the period ending Jan. 31, 2020

	Actual	Budget	Variance		
Gross Revenues					
Municipal Operating Grants	40,000	40,000	-		
Arena	37,184	43,439	(6,255)	SSMH	(3,060)
				Lumberjacks	(868)
Aquatic Centre	22,753	14,813	7,940		
Active Living / Room Rentals	3,919	3,991	(72)		
Memberships	11,615	14,531	(2,916)		
Library Rent	7,598	7,425	173		
Concessions Rent	1,200	1,200	-		
ATM and Vending	1,268	1,002	266		
Advertising / Sponsorships	-	47	(47)		
Miscellaneous	50	561	(511)		
Total Revenue	125,588	127,009	(1,421)		
Expenses					
Advertising and Promotion	-	594	594		
Professional Fees	23,977	14,526	(9,451)	Nustadia fee $22k per invoicing schedule	
Interest and other fees	2,655	1,687	(968)		
Concessions Expense	-	231	231		
Facility Repairs & Maintenance	27,026	17,666	(9,360)	Olympia repairs / maintenance	2,248
				Snow pit piping repairs	2,242
				Heat pump repairs	2,027
				Insurance over budget	1,012
				Annual fire alarm inspection	928
Housekeeping	1,870	2,249	379		
IT Licensing / Fees / Support	2,883	4,227	1,344		
Miscellaneous	765	(19)	(784)		
Office	794	452	(342)		
Pool Chemicals / Supplies	2,045	2,730	685		
Programming	910	1,236	326		
Staff Training / Courses	62	500	438		
Communications	768	704	(64)		
Travel	-	150	150		
Uniforms	-	83	83		
Utilities	42,211	37,898	(4,313)		
Vending Expense	486	577	91		
Wages and Benefits	72,846	72,852	6		
Total Expenses	179,297	158,343	(20,954)		
Surplus (Deficit) B4 Special Events	(53,710)	(31,334)	(22,376)		
Special Events Revenue	-	-	-		
Special Events Expenses	-	-	-		
Surplus (Deficit) Special Events	0	0	0		
Net Operating Surplus (Deficit)	(53,710)	(31,334)	(22,376)		
Transfer to Reserve	-	-	-		
Capital Projects - Net	(21,000)	-	21,000		
MFC Debenture Interest	-	-	-		
TOB Transfer from Special Purposes Ta	-	-	-		
Total Non-Operating Expenses	(21,000)	-	21,000		
Net Surplus (Deficit)	(32,710)	(31,334)	(1,376)		

LCMPCC Operating
Income Statement
For the period ending Jan. 31, 2020

	Current Month					Year to Date				
	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr	Actual	Budget	% of Budget	Prior Yr	% of Prior Yr
Gross Revenues										
Municipal Operating Grants	40,000	40,000	100%	40,000	100%	760,000	760,000	100%	800,000	95%
Facility PY surplus	-	-	0%	-	0%	47,421	-	0%	-	0%
Arena	37,184	43,439	86%	41,219	90%	212,877	244,589	87%	232,085	92%
Aquatic Centre	22,753	14,813	154%	16,197	140%	192,134	159,151	121%	174,021	110%
Active Living / Room Rentals	3,919	3,991	98%	4,149	94%	67,966	72,486	94%	75,351	90%
Memberships	11,615	14,531	80%	14,312	81%	123,502	125,589	98%	123,697	100%
Library Rent	7,598	7,425	102%	7,513	101%	77,015	74,285	104%	75,161	102%
Concessions Rent	1,200	1,200	100%	1,200	100%	10,800	10,800	100%	10,800	100%
ATM and Vending	1,268	1,002	127%	1,032	123%	10,721	10,437	103%	10,745	100%
Advertising / Sponsorships	-	47	0%	69	0%	5,658	14,075	40%	20,826	27%
Miscellaneous	50	561	9%	829	6%	30,631	30,877	99%	45,650	67%
Total Revenue	125,588	127,009	99%	126,520	99%	1,538,726	1,502,289	102%	1,568,336	98%
Expenses										
Advertising and Promotion	-	594	0%	284	0%	5,931	11,961	50%	5,723	104%
Professional Fees	23,977	14,526	165%	879	2728%	139,381	110,948	126%	15,288	912%
Interest and other fees	2,655	1,687	157%	1,728	154%	11,994	14,445	83%	14,797	81%
Concessions Expense	-	231	0%	465	0%	6,930	379	1828%	762	909%
Facility Repairs & Maintenance	27,026	17,666	153%	18,865	143%	168,744	134,504	125%	143,634	117%
Housekeeping	1,870	2,249	83%	2,264	83%	15,439	16,646	93%	16,761	92%
IT Licensing / Fees / Support	2,883	4,227	68%	2,840	102%	26,009	32,016	81%	21,513	121%
Miscellaneous	765	(19)	4125%	(89)	959%	954	1,959	49%	9,228	10%
Office	794	452	176%	438	181%	6,765	8,939	76%	8,670	78%
Pool Chemicals / Supplies	2,045	2,730	75%	3,525	58%	23,100	18,483	125%	23,862	97%
Programming	910	1,236	74%	777	117%	9,706	13,041	74%	8,198	118%
Staff Training / Courses	62	500	12%	-	0%	2,035	5,000	41%	-	0%
Communications	768	704	109%	576	133%	7,136	8,594	83%	7,032	101%
Travel	-	150	0%	-	0%	-	1,500	0%	-	0%
Uniforms	-	83	0%	-	0%	1,015	1,230	83%	81	1253%
Utilities	42,211	37,898	111%	37,109	114%	333,403	342,953	97%	335,814	99%
Vending Expense	486	577	84%	555	88%	6,115	5,723	107%	5,503	111%
Wages and Benefits	72,846	72,852	100%	79,449	92%	776,874	746,266	104%	813,845	95%
Total Expenses	179,297	158,343	113%	149,665	120%	1,541,534	1,474,587	105%	1,430,711	108%
Surplus (Deficit) B4 Special Events	(53,710)	(31,334)	171%	(23,145)	232%	(2,808)	27,702	-110%	137,625	-102%
Special Events Revenue	-	-	0%	-	0%	124,086	84,146	147%	77,073	161%
Special Events Expenses	-	-	0%	-	0%	136,923	58,880	233%	51,872	264%
Surplus (Deficit) Special Events	0	0	0%	0	0%	(12,837)	25,266	-151%	25,201	-100%
Net Operating Surplus (Deficit)	(53,710)	(31,334)	171%	(23,145)	100%	(15,645)	52,968	-130%	162,826	-100%
Transfer to Reserve	-	-	0%	-	0%	-	-	0%	-	0%
Capital Projects - Net	(21,000)	-	0%	5,500	0%	(79,997)	-	0%	5,500	0%
MFC Debenture Interest	-	-	0%	-	0%	121,538	121,538	100%	128,670	0%
TOB Transfer from Special Purposes	-	-	0%	-	0%	(121,538)	(121,538)	100%	(128,670)	100%
Total Non-Operating Expenses	(21,000)	-	0%	5,500	0%	(79,997)	-	0%	5,500	0%
Net Surplus (Deficit)	(32,710)	(31,334)	104%	(28,645)	100%	64,352	52,968	121%	157,326	0%

LCMPCC Operating
Income Statement - Projected Forecast
For year ending March 31, 2020

Run: 11-Mar-20
Prepared By: Nustadia Recreation Inc.

	Actual										Budget			Original	% of Org	Actuals
	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budget	Budget	2019
Gross Revenues																
Municipal Operating Grants	60,000	60,000	60,000	120,000	120,000	120,000	100,000	40,000	40,000	40,000	40,000	40,000	840,000	840,000	100%	880,000
Facility PY surplus	-	-	-	-	-	47,421	-	-	-	-	-	-	47,421	-	0%	-
Arena	21,165	7,334	2,358	3,276	6,748	24,660	35,707	40,281	34,667	37,184	37,243	38,168	288,790	320,000	90%	303,641
Aquatic Centre	14,057	10,394	22,355	21,216	33,751	20,906	10,030	10,918	25,754	22,753	8,919	44,115	245,168	212,185	116%	232,009
Active Living / Room Rentals	2,705	14,116	14,434	11,914	6,345	2,511	4,665	4,575	2,762	3,919	6,372	8,142	82,480	87,000	95%	90,439
Memberships	12,461	14,342	12,324	13,788	13,698	14,012	10,223	10,926	10,712	11,615	12,352	15,059	150,912	153,000	99%	150,696
Library Rent	7,513	7,513	7,513	7,513	7,513	9,058	7,598	7,598	7,598	7,598	7,425	7,425	91,866	89,135	103%	90,187
Concessions Rent	1,200	1,200	1,200	-	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	13,200	13,200	100%	13,200
ATM and Vending	299	1,277	86	2,242	677	1,372	745	2,490	265	1,268	1,833	2,730	15,283	15,000	102%	15,444
Advertising / Sponsorships	-	-	-	328	-	3,165	864	-	1,301	-	338	9,587	15,583	24,000	65%	35,513
Miscellaneous	100	87	2	543	-	11,493	3,256	15,050	50	50	596	527	31,754	32,000	99%	47,310
Total Revenue	119,499	116,263	120,272	180,820	189,332	255,796	174,308	133,038	124,309	125,588	116,278	166,953	1,822,457	1,785,520	102%	1,858,439
Expenses																
Advertising and Promotion	335	2,009	-	105	1,404	330	-	1,418	330	-	73	2,966	8,970	15,000	60%	7,178
Professional Fees	896	896	6,934	2,296	24,762	18,941	18,941	19,046	22,894	23,977	14,526	14,526	168,434	140,000	120%	17,046
Interest and other fees	1,166	311	1,844	1,214	1,808	1,222	638	841	(301)	2,655	1,192	2,363	14,953	18,000	83%	18,439
Concessions Expense	1,637	116	785	1,529	2,519	768	842	(1,267)	-	-	167	954	8,051	1,500	537%	3,022
Facility Repairs & Maintenance	15,373	13,598	16,115	12,576	15,923	15,250	10,784	23,648	19,033	27,026	20,885	26,611	216,822	182,000	119%	20,138
Housekeeping	2,082	1,759	1,618	1,571	1,121	1,682	1,181	65	2,489	1,870	2,706	648	18,793	20,000	94%	194,356
IT Licensing / Fees / Support	2,073	1,910	3,925	2,908	3,065	3,679	1,961	1,813	1,791	2,883	4,513	3,871	34,393	40,400	85%	27,147
Miscellaneous	212	(231)	-	186	-	-	22	(0)	0	765	-	41	995	2,000	50%	9,418
Office	371	757	922	172	351	1,141	752	598	907	794	551	1,110	8,426	10,600	79%	10,280
Pool Chemicals / Supplies	2,827	1,297	5,113	2,291	1,673	1,042	1,697	1,378	3,737	2,045	1,771	1,746	26,617	22,000	121%	28,402
Programming	475	1,459	1,188	1,096	1,218	375	85	679	2,222	910	-	3,459	13,166	16,500	80%	10,373
Staff Training / Courses	815	768	297	-	-	-	-	79	15	62	500	500	3,036	6,000	51%	-
Communications	647	741	659	653	654	641	654	701	1,018	768	705	701	8,541	10,000	85%	8,182
Travel	-	-	-	-	-	-	-	-	-	-	150	150	300	1,800	17%	-
Uniforms	-	-	-	-	-	-	1,015	-	-	-	83	1,587	2,685	2,900	93%	1,789
Utilities	33,491	30,861	21,709	22,906	33,741	44,774	33,473	35,881	34,387	42,211	38,154	28,893	400,480	410,000	98%	401,465
Vending Expense	1,086	606	-	-	957	898	673	935	475	486	931	1,346	8,393	8,000	105%	7,693
Wages and Benefits	78,475	81,394	76,755	92,763	92,353	67,691	73,263	71,706	69,627	72,646	68,853	90,576	936,303	905,695	103%	987,710
Total Expenses	141,962	138,252	137,884	142,266	181,548	158,434	145,981	157,522	158,423	179,297	155,760	182,048	1,879,357	1,812,395	104%	1,752,638
Surplus (Deficit) B4 Special Events	(22,463)	(21,989)	(17,592)	38,554	7,784	97,364	28,327	(24,485)	(34,114)	(53,710)	(39,482)	(15,095)	(56,900)	(26,875)	212%	105,801
Special Events Revenue	8,000	92,836	1,920	-	1,500	-	19,080	250	-	-	2,729	-	126,315	86,875	1	79,573
Special Events Expenses	-	91,092	901	-	-	-	44,299	616	-	-	1,103	17	138,028	60,000	2	52,859
Surplus (Deficit) Special Events	8,000	1,744	1,019	0	1,500	0	(25,219)	(366)	0	0	1,626	(17)	(11,713)	26,875	(1)	26,714
Net Operating Surplus (Deficit)	(14,463)	(20,245)	(16,573)	38,554	9,284	97,364	3,108	(24,851)	(34,114)	(53,710)	(37,856)	(15,112)	(68,614)	-	-	132,515
Transfer to Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Projects - Net	3,340	14,735	17,155	17,774	(30,000)	(20,000)	(20,000)	(21,000)	(21,000)	(21,000)	-	-	(79,997)	-	-	42,813
MFC Debenture Interest	-	60,769	-	-	-			60,769	-	-	-	-	121,538	121,538		128,670
TOB Transfer from Special Purposes Tr	-	(60,769)	-	-	-			(60,769)	-	-	-	-	(121,538)	(121,538)		(128,670)
Total Non-Operating Expenses	3,340	14,735	17,155	17,774	(30,000)	(20,000)	(20,000)	(21,000)	(21,000)	(21,000)	-	-	(79,997)	-		42,813
Net Surplus (Deficit)	(17,803)	(34,979)	(33,728)	20,780	39,284	117,364	23,108	(3,851)	(13,114)	(32,710)	(37,856)	(15,112)	11,383	-		89,702
Net Surplus (Deficit) - YTD	(17,803)	(52,783)	(86,511)	(65,731)	(26,446)	90,917	114,025	110,175	97,061	64,351	26,495	11,383				

LCMPCC Operating
Balance Sheet
As at Jan. 31, 2020

	Jan 20	Dec 19
Assets		
Current Assets		
Cash	223,019	263,558
Accounts Receivable	149,435	123,211
Prepaid Expenses	58,419	57,962
Total Current Assets	430,873	444,731
Total Assets	430,873	444,731
Liabilities		
Current Liabilities		
Accounts Payable	184,683	176,479
Due to / from Capital Reserve	54,026	54,026
Deferred Revenue	127,812	117,164
Total Liabilities	366,521	347,668
Equity		
Retained Earnings	1	1
Current Earnings	64,352	97,061
Total Equity	64,353	97,062
Total Liability and Equity	430,873	444,731

LUNENBURG COUNTY LIFESTYLE CENTRE
135 North Park St
Bridgewater NS B4V 9B3
Ph: (902) 530-4100 Fx: (902) 530-3733
www.lclc.ca

The Lunenburg County Lifestyle Centre is undertaking the necessary preparations for the hosting of the 2020 Canadian Tire Para Hockey Cup Championships this December from the 5th to the 12th. One major component of this planning is meeting the financial needs of hosting an international event of this scale. As evidenced by the 2016 hosting of this same event, our communities all benefit from the community pride and the economic boost generated by the influx of visitation outside of our usual tourism season.

Grant applications have been submitted to the municipalities who will most benefit from hosting this event in hopes of securing financial support. Specifically, we have requested the following contributions:

Town of Mahone Bay - $750
Town of Lunenburg - $2,000
District of Chester - $5,000
Town of Bridgewater - $5,000
District of Lunenburg - $7,500

In recognition of the support we receive from our municipal partners, the Host Committee is committing to extend the benefits offered to our sponsors in proportion to the grants received by each municipality. Hockey Canada will be approving our sponsorship packages later May, after which time we will be in a position to share the details relevant to each contributing municipal partner.

The Host Committee thanks you in advance for your positive consideration of our application and encourage any questions be directed to me at the email listed below.

Kind Regards,

Kent Walsh

General Manager

Lunenburg County Seniors' Safety Program

A project of Lunenburg County Seniors' Safety Partnership Society

Funding provided by; MODL, MODC, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg, NS Department of Seniors, United Way of Lunenburg County & the Law Foundation of NS.

Lunenburg County Seniors' Safety Program (LCSSP)

- NFP, community-based
- Close affiliation with law enforcement
- 1-1 education, support and referrals
- Community education/presentations
- Networking with community partners
- Advocate on behalf of Seniors

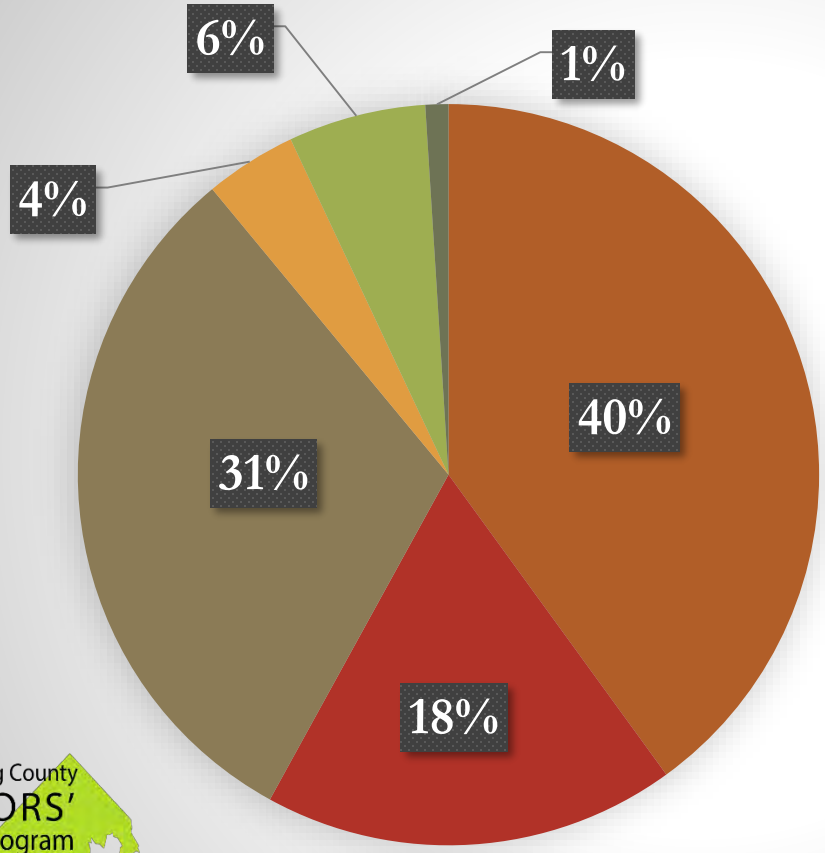
Lunenburg County
SENIORS'
Safety Program

Lunenburg County
Seniors' Safety Program

- Anyone, aged 55+ can access service
- Anyone can refer to the LCSSP
- Participation is voluntary
- Service is confidential

Lunenburg County
SENIORS'
Safety Program

LCSSP Service in Municipal Units



- MODL
- MODC
- Town of Bridgewater
- Town of Lunenburg
- Town of Mahone Bay
- Other

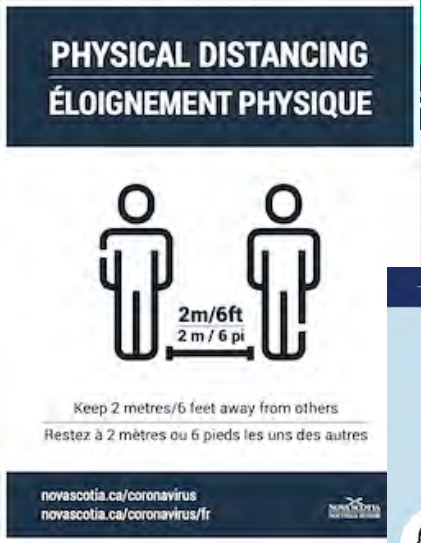
Lunenburg County
SENIORS'
Safety Program



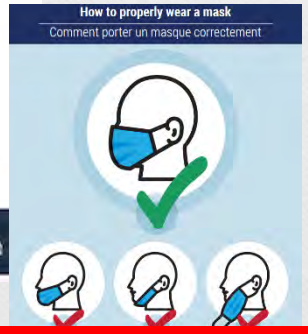












Helping Seniors navigate a pandemic!





- Building legal accessibility and empowering Seniors
- Supporting Seniors to live safely at home
- Raising awareness and providing support to reduce the risk of elder abuse
- Helping Seniors connect to supports



Lunenburg County
SENIORS'
Safety Program

Lunenburg County Seniors' Safety Program Funding

Thank you to all our funding partners!
As we plan for the future, we recognize that additional funding will be required to help meet the growing needs of Lunenburg County and expand LCSSP community outreach.

Lunenburg County
SENIORS'
Safety Program

Thank you for your support.

902-543-3567



Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Lunenburg Doc Fest Association

Primary Contact Person: Pamela Segger

Daytime phone number (☐ Work ☐ Cell ☐ Home): 902-523-FILM (3456)

Mailing Address: 12 King St. Box 1497, Lunenburg, NS B0J 2C0

Fax Number: _____ E-mail Address: psegger@lunenburgdocfest.com

Organization Website: www.LunenburgDocFest.com

1. Amount of funding requested: $ 1500.00

   In-kind Town of Lunenburg services requested: _____

2. The organization is a:

   ☐ NS registered society name _____

   ☐ Registered National Charity name/# 81570 7435 RR 0001

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Lunenburg Town & County

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   See attached answer.

5. How will the community benefit from the funds received?

   See attached answer.

Please include the following information with your completed application:

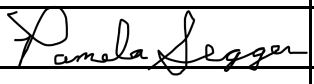
☒ Financial Statements from your last fiscal year.

☒ Budget for the current fiscal year.

☒ Project budget and funding sources summary.

☒ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Pamela Segger		Executive Director	03/31/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Lunenburg Doc Fest 2021 Budget Estimate

2021 Budget Ratified: Jan 18/21

VIRTUAL VIEWING PROJECTION (VV)

Approved: January 18, 2021

code	Option	2020 Actual	2021 VV	2021 Onsite Social	2021 Combination Total
		20.11.30		Yes	Recommended
4000	**Sales Revenue**				
4001	Grants	**52,800**	54,275	0	54,275
4060	Sponsor	**42,015**	42,500	1,000	43,500
4030	Festival Passes	0	0	3,000	3,000
4040	Film Passes	**5,999**	6,000	0	6,000
4070	Ticket Sales	**2,177**	2,200	300	2,500
4080	Submission Fees	**8,069**	8,000	0	8,000
4010	Advertising Income	**340**	500	500	1,000
4020	Concession Sales	0	0	0	0
4092	Filmmaker Events	0	0	0	0
4093	Visa Rebate / Misc Income	**191**	175	0	175
4091	Talks/Lectures	0	0	0	0
4100	Interest Income	**764**	300	0	300
4260	**Net Sales**	**112,355**	**113,950**	**4,800**	**118,750**
5000	**General & Administrative Expenses**				
5009	Total General & Administrative Expenses	**45,814**	**46,550**	**2,500**	**49,050**
5010	Advertising & Promotions	**12,396**	**8,000**	**2,000**	**10,000**
5037	Catering - TOTAL	**167**	**0**	**1,700**	**1,700**
5049	**Equipment Rental - TOTAL**	**594**	**1,500**	**450**	**1,950**
5050	**Dues**	**117**	**825**	**0**	825
5063	**Gifts - TOTAL**	**0**	**250**	**150**	**400**
5073	Honorarium - TOTAL	**17,741**	**13,000**	**250**	**13,250**
5074	Interest & Bank Charges	**279**	**300**	**0**	**300**
5075	Ticket processing fees	**3,639**	**4,200**	**500**	**4,700**
5076	Paypal & Square Fees	**192**	**250**	**50**	**300**
5080	Insurance	**1,185**	**1,200**	**0**	**1,200**
5085	Professional Fees	**263**	**275**	**0**	**275**
5092	Consulting Services - TOTAL	**8,443**	**8,150**	**300**	**8,450**
5094	Legal	**0**	**250**	**0**	**250**
5095	Bookkeeping & Accounting	**2,657**	**2,500**	**0**	**2,500**
5110	Office Expense - TOTAL	**2,277**	**2,500**	**250**	**2,750**
5149	Printing - Total	**1,253**	**1,350**	**250**	**1,600**
5158	Screening Fees - TOTAL	**6,867**	**7,300**	**0**	**7,300**
5160	Subscription & Memberships	**438**	**450**	**0**	**450**
5175	Technical Support - Total	**0**	**2,000**	**150**	**2,150**
5190	Venue Rental - Total	**0**	**4,050**	**600**	**4,650**
5206	Accommodations & Air - Total	**0**	**0**	**0**	**0**
5215	Other - Total	**1,107**	**750**	**500**	**1,250**
5234	Travel - Total	**0**	**0**	**0**	**0**
5239	Awards - Total	**2,481**	**2,450**	**0**	**2,450**
5323	External Fest. Total	**7,014**	**0**	**0**	**0**
5400	Bursary	**0**	**0**	**0**	**0**
5900	Miscellaneous	**0**	**500**	**500**	**1,000**
5999	**Total General & Admin. Expenses**	**114,924**	**108,600**	**10,150**	**118,750**
	TOTAL Surplus/Deficit	($2,569)	$5,350	($5,350)	$0

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

The $1500 requested is for assistance in programming and operating the eighth annual Lunenburg Doc Fest (LDF), running from September 24 to 27, 2021.

The Festival is planning a hybrid event, with all film programming taking place online while we will host in-person social events in the town, both free and ticketed. We are partnering with Bluenose 100 for a youth program as well a documentary animation program. We are running another seniors program where up to 15 seniors in our community will learn the art of documentary and then create a mid-length film on food security, which will premiere at LDF. We will run the Community Boost program again where sponsors get $50 gift cards to spend in the community for every $500 they donate.

We would put the Town of Lunenburg grant funds toward the programming, promotion and publicity. We expect a successful eighth edition, which will help ensure the charity remains a viable arts organization that gives back to and enhances our community and the arts in Lunenburg.

The LDF Board of Director wants to grow the organization as a sustainable arts organization that contributes to the community and cultural hub of Lunenburg. In addition to being fiscally responsible, the organization will achieve this goal by presenting a high calibre and diverse program of films and in-person events, cultivating private and corporate sponsorships, working with local and industry partners and offering an exemplary festival goer experience.

The funding received by the Town of Lunenburg will help ensure LDF continues to attract high quality film submissions, loyal supporters, a range of ages and interests, and a growing audience from the town of Lunenburg and beyond.

5. How will the community benefit from the funds received?

The support will help ensure LDF continues to be a sustainable arts organization that contributes to our community and the cultural hub of Lunenburg by way of the following:

- present locals with a diverse, entertaining and educational program of films from around the world, including local stories that foster a shared experience and/or sense of pride of community and culture

- engage a range of audience members and dialogue across generations, interests, specialties and geographic regions — LDF aims to offer something for everyone

- celebrate the art and business of documentary and local filmmaking that contribute to the arts in Lunenburg

- serve as a platform to engage and support our community members in meaningful conversation, thus encouraging active living and wellbeing within our community

- make a positive bridge between local youth and the community at large — thus the youth are encouraged to see themselves as valued contributors to their community and an influence on their cultural environment, resulting in empowerment and a richer sense of belonging

- offer educational programs for youth, senior, new and established filmmakers

- economic impact - an increase in local business activity

- attract industry stakeholders to the festival and stimulate filmmaking in the region via the LDF Atlantic Canada Delegation of 25 producers and directors and international filmmakers participating at the festival

- showcase Lunenburg as a place for screen-based media companies to do business, i.e. LDF's The Dock Market brings representatives from CBC (Atlantic and Toronto), National Film Board, Documentary Organization of Canada - Atlantic, Hot Docs International Documentary Festival (Toronto) and many more to the online festival

- increase the profile of the Town of Lunenburg through a range of print and digital promotions and marketing to Canadian, American and International markets.

FREE COMMUNITY EVENTS

LDF is also committed to offering free and accessible educational, entertaining and/or inspiring events for our community and visitors. Funds for such programming is a combination of public funding, sponsorship and in-kind donations. In 2021 Lunenburg Doc Fest will offer several Free Community Events which encourage socialization, education and hands-on exposure to the arts:
- Youth Documentary Camp as part of Bluenose 100 celebrations
- Seniors Documentary Workshop where they will create a documentary on food security
- And more.

SPONSOR LEVEL

At the $1500 cash sponsorship level the Town of Lunenburg will receive the following recognition:

- Inclusion in the Sponsorship Community page on the LDF website
- Inclusion in the pre-screening video Sponsor Loop @ over 15 screenings
- Recognition in 2021 Festival e-Newsletter sponsor sidebar
- Dedicated, customized blog post which is highlighted on LDF's Facebook and Twitter pages
- Two Festival Pass(es)
- Logo and sponsorship acknowledgement in Festival Program Guide
- Advertisement in LDF Festival Program Guide
- Logo on 4 large sponsor banners displayed during festival in-person events
- Logo included on (proposed - TBD) full-page ad in LighthouseNOW

Testimonials

“Thank you for this amazing festival, amazing people, this honour and this beautiful town.”
Feras Fayyad, Director, Oscar-nominated LAST MEN IN ALEPPO
Standing-room only Atlantic Canadian Premiere, FEATURE DOCUMENTARY AWARD

“Over the years I have been to many film festivals, but I had no idea that the best one was so close to home. Thank you Lunenburg Doc Fest for achieving the perfect mix of documentary films, workshops, hospitality and strong sense of community. I will attend next year for certain!”
Rachel Bower, Director, LUNENBURG: Where the Land Meets the Sea

“A world class festival.” John Walker, documentary filmmaker

BACKGROUND SUMMARY

Lunenburg Doc Fest (LDF) is a documentary film festival and registered charity set in the UNESCO World Heritage Site of Lunenburg, Nova Scotia, a premier destination. LDF showcases high-quality films through a cohesive yet diverse program covering a broad range of artistic approaches, mediums, subjects, styles, form, and points of view. The Festival showcases major artists as well as emerging voices. The driving programming criterion is to present a strong, compelling and diverse lineup of films and events that educate, entertain, inspire, and impact how audiences interact with the world around them.

LDF further engages the community and film industry by offering free educational and informative events, providing outreach to youth, seniors, artists and the public audience. In this way, LDF serves as an educational and social resource for the community while generating new audiences for the festival.

Formed by six film enthusiasts in 2012, LDF is a valued contributor to the cultural hub of Lunenburg and is known for presenting stimulating, entertaining, and intellectually provocative films from around the world. The festival is an anticipated annual event for regional film enthusiasts, Atlantic filmmakers, and goods and service providers in the Town of Lunenburg.

LDF's Board of Directors is made up of accomplished and diverse members with backgrounds in business, art, marketing, technology, finance, law and film. The festival relies heavily on the volunteer Board who assume multiple roles in ensuring the success of the festival including supplementing work done by paid staff, serving on volunteer committees, and sponsoring the organization. The festival also engages one staff person and several part-time contract staff to manage and coordinate festival operations, fundraising, logistics and marketing. A growing number of loyal volunteers are also vital to the festival's success.

During the three-day inaugural festival in 2014, LDF screened six feature films and a short film program, offered a free youth documentary workshop, and hosted filmmaker question and answer sessions. The festival was well attended and revered as a stellar cultural contribution to the community of Lunenburg. LDF capitalized on the momentum of the inaugural festival by offering more screenings, workshops, filmmaker initiatives and discussions that encouraged interaction between the artists who make the films and the enthusiasts who enjoy them.

In 2015, LDF received over 900 film submissions from 97 countries and presented two Canadian Premieres of eight feature screenings, a filmmaker panel and brunch lecture, and four new awards for Feature Documentary, Short Documentary, Atlantic Filmmaker and Youth Bursary. LDF also received government funding to create an experimental short film program featuring Atlantic filmmakers' screenings, an essay, panel and public reception. All passes sold and several films screened before a full house.

Preparations for the 2016 festival included a year of challenges yet growth. The loss of the primary screening venue presented a range of obstacles. Operational resources were redirected to implement a solution, ultimately leading to a beneficial change in venue to the newly renovated heritage property of Lunenburg Opera House. LDF took advantage of new opportunities to diversify fundraising with the addition of new sponsors and public funders, as well as increase earnings from film submissions and ticket sales, offer more screenings events, and greatly expand free educational offerings to the

community and artists including: Youth Animation Workshop, Seniors Documentary Workshop, and a TEDx-style talk about the power and popularity of documentaries today. The festival set aside a reserve fund for emergency purposes and also launched an industry program. The Doc Market included a workshop, round tables and buyer/seller meetings, in part hosted by Hot Docs International Documentary Film Festival. Based on attending filmmakers' feedback, the industry offerings exceeded expectations. The industry sessions also led to a new partnering relationship with CBC, Hot Docs, and the National Film Board. LDF continues to grow its reputation as an industry supporter and participant, championing and contributing to the development and success of film artists.

In 2017, LDF hosted an Interactive Arcade featuring immersive virtual reality experiences, plus a screening of short films for Bluenose Academy students and the community. The festival presented twelve screenings, including five LDF-supported projects, plus complementary events such as an artist talk, a food workshop, and an International Documentary Filmmakers Panel featuring ten filmmakers. Audience turnout out exceeded 3500 in equivalent single tickets. Hot Docs returned to lead a workshop and round tables. Nightly receptions and an industry networking cruise were introduced. Distributors from Toronto and New York participated in The Doc Market. Gala Passes, submission fees and strong programming strengthened overall sales.

The fifth annual festival in 2018 showcased daily short film programs and twelve feature films at Lunenburg Opera House, including eight Atlantic Canadian or broader premieres. LDF identified the need for a Youth Program Coordinator, and elected to forego a Youth Workshop citing the efforts demanded of LDF to implement. A school screening, family screening, and Youth Bursary were presented. 2018 audiences indicate a preference for programming that balances out 'heavy' and lighter topics. Turnout increased (3700) from the previous year. The Doc Market featured more industry experts, pitch meetings and networking events. LDF established a mid-year Film Club 'n' Pub program and welcomed a Technical Director, and two part-time short-term contract staff.

The 2019 edition was bigger still with more films and filmmakers present. A second screen at the United Church helped increase overall attendance. We moved into an office in downtown Lunenburg. The Dock Market expanded to two days of one on one meetings. The senior's program created a documentary on Lyme Disease. The Interactive Arcade featured virtual and augmented reality exhibits. The festival continued to benefit from generous sponsors, a dedicated and hardworking Board and team, volunteers, and a loyal audience that ensured, once again, that all Festival Passes sold out.

The 2020 festival was presented virtually, due to Covid 19 restrictions. Yet, it grew to seven days, sold 50% more passes and reached audiences across North America. The Dock Market grew to four days with over 700 one-to-one meetings with over 20 decision makers. There were more films, filmmakers and live Q&As.

Festival survey respondents indicate a high level of satisfaction with the overall festival experience and consider the event exceptionally good value. LDF is poised to elevate programming with an eye on quality, diversity, and impact. As we plan for the next three years, initiatives include strengthening programming to cultivate a stream of the highest calibre films, mastering online and in-person presentations, diversifying community engagement and improving partnerships with cultural and special interest organizations. We want to ensure that LDF remains a vital contributor to the arts, culture and social fabric of Lunenburg, the province, and the Atlantic seaboard.

Lunenburg Doc Fest – Officers & Directors

February 25th, 2021

NAME	OCCUPATION	OFFICE HELD	CIVIC ADDRESS	Signing Authority	Voting
Bruce MacCormack	Media Executive	Chair	1171 Kingsburg Beach Rd, Rose Bay, NS, B0J 2X0	Yes	Yes
Ian M Lightstone	Business Executive	Past Chair	163 The Point, Blue Rocks, NS, B0J 2C0	No	Yes
Debora Walsh	Retired	Secretary	701, 1074 Wellington St., Halifax, NS, B3H 2Z8	No	Yes
Alan Scott	Retired	Treasurer	287 Green St., Lunenburg, NS, B0J 2C0	Yes	Yes
Pamela Segger	Executive Director	Executive Director	7453 Hwy 3, Martins River, NS, B0J 2E0	Yes	No
David Elliot Fine	Retired	Director	Suite 512, 1177 Younge St., Toronto, ON, M4T 2Y4	No	Yes
Mary Louise Pye	Retired	Director	55 Longworth Ave., Truro, NS, B2N 3E7	No	Yes
Kimble J Meagher	Retired	Director	1712 Oakland Rd., Mahone Bay, NS, B0J 2E0	No	Yes
Allan E Rubenstein	Clinical Professor Neurology	Director	1365 York Ave., #38-K, New York, NY, 10024, USA	No	Yes
Richard Brown	Retired	Director	183 Colonade Circle, Naples, Florida 34103, USA	No	Yes
John T McLennan	Retired	Director	131 Bell Rd., Mahone Bay, NS, B0J 2E0	No	Yes

Report for Last Year 2020-2021

The seventh annual Lunenburg Doc Fest was presented online due to the Covid-19 Pandemic and the resulting public gathering restrictions. We were determined not to cancel our event and we are proud to have presented a festival that had more films, more artists Q&As, a larger industry market, expanded from four to seven days and reached new audiences across North America. The grant of $1000 from the Town of Lunenburg for the 2020 Festival was used for operations, marketing and programming materials. The funding helped ensured the success of the event, which took place from September 24 to 30. Our post festival survey revealed a satisfied audience. Please see the attached infographic for a summary of our findings.

Thank you once again for your continued support.

2020 Festival Feedback

Methodology: *114 online surveys*
Data Collection: September 25th – October 12th, 2020

Overall Satisfaction with Festival (mean score of 1-10)
8.8 (↓0.2 pt vs. 2019)

Value Compared with Cost (mean score of 1-10)
9.3 (↑0.2 pts vs. 2019)

Likely to Attend Next Year
96% (n/c vs. 2019)

Attended Previous Years
47% (↓26% vs. 2019)

First Year Attended
53% (↑26% vs. 2019)

NOW PLAYING

	Viewed	Rating	Enjoyed Most
Champions	16%	9.2	5%
Margaret Atwood: A Word After A Word After A Word Is Power	28%	9.1	10%
SpiderMable	18%	9.0	10%
Somebeachsomewhere	20%	9.0	0%
Bloodless: The Path To Democracy	57%	8.9	12%
Re-inventing The Wheel	22%	8.9	3%
The Last Ice	22%	8.8	10%
Fish & Men	34%	8.7	5%
Made In Auschwitz: The Untold Story Of Block 10	24%	8.7	5%
No Ordinary Man	20%	8.6	5%
Softie	11%	8.5	0%
iHuman	31%	8.4	8%
The New Corporation: The Unfortunately Necessary Sequel	25%	8.3	5%
Sex, Sin & 69	21%	8.2	3%
Meeting The Beatles In India	38%	8.0	7%
Can Art Stop A Bullet	26%	7.9	5%
The Art Of Change	28%	7.6	1%
Bread In The Bones	39%	6.8	3%

4.9
Avg. # of films viewed

95%
Rate viewing schedule flexible

Heard About Festival

Top Mentions

- Attended last year and on mailing list: 39%
- Word of mouth: 24%
- Email announcement: 23%
- Social media: 17%

Purchased

All Access Pass: 54%
Single Tickets: 26%
Tickets were part of sponsor/donor package: 20%

46%
Participated in at least one livestream Filmmaker Q&As

94%
Likely to view/screen other virtual festivals after this year's Doc Fest experience

81%
Interest in Lunenburg Doc Fest offering programming at other times during the year

Mid-year winter week/ weekend showing: 40%
Quarterly: 37%
Monthly: 23%

Demographics

Male 30%
Female 68%
LGBTQ2+ 9%

Under 35: 7%
35-44: 8%
45-54: 11%
55-64: 26%
65+: 45%

Currently Live

Elsewhere in NS 21%
Outside of NS 37%
Lunenburg County 40%

NARRATIVE RESEARCH

Lunenburg Doc Fest Association
Comparative Balance Sheet

	As at Nov 30, 2020		As at Nov 30, 2019		Percent
ASSET					
Current Assets					
Saving Accts (5207649)		11,255.09		10,002.10	12.53
Chequing Bank Account		34,418.19		31,789.70	8.27
Prepaid Expenses		3,301.60		0.00	0.00
GIC		25,000.00		35,973.10	-30.50
Paypal Account		4,894.41		13,469.07	-63.66
Accounts Receivable	10,415.00		10,000.00		4.15
Total Receivable		10,415.00		10,000.00	4.15
Total Current Assets		89,284.29		101,233.97	-11.80
TOTAL ASSET		89,284.29		101,233.97	-11.80
LIABILITY					
Current Liabilities					
Accounts Payable		239.49		2,239.25	-89.30
Accrued Charges		12,375.00		23,650.00	-47.67
TD Business Visa (6804)		514.71		0.00	0.00
Vacation payable		1,176.00		0.00	0.00
GST/HST Paid on Purchases	-1,036.03		-3,239.40		-68.02
GST/HST Owing (Refund)		-1,036.03		-3,239.40	-68.02
Total Current Liabilities		13,269.17		22,649.85	-41.42
TOTAL LIABILITY		13,269.17		22,649.85	-41.42
EQUITY					
Partners' Equity					
Retained Earnings - Previous Year		78,584.12		58,067.33	35.33
Current Earnings		-2,569.00		20,516.79	-112.52
Total Partners' Equity		76,015.12		78,584.12	-3.27
TOTAL EQUITY		76,015.12		78,584.12	-3.27
LIABILITIES AND EQUITY		89,284.29		101,233.97	-11.80

Lunenburg Doc Fest Association
Comparative Income Statement

	Actual Dec 01, 2019 to Nov 30, 2020		Actual Dec 01, 2018 to Nov 30, 2019		Percent
REVENUE					
Sales Revenue					
Grants		52,800.00		78,607.70	-32.83
Advertising Income		340.00		6,425.00	-94.71
Concession Sales		0.00		22.00	-100.00
Festival & Gala Passes		0.00		18,275.00	-100.00
Film Passes		5,998.85		6,190.00	-3.09
Sponsor		42,014.95		43,200.00	-2.74
Ticket Sales		2,177.19		4,863.89	-55.24
Submission Fees		8,068.85		5,881.94	37.18
Visa Rebates and Misc Income		190.99		0.00	0.00
Interest Income		763.81		489.97	55.89
Net Sales		112,354.64		163,955.50	-31.47
TOTAL REVENUE		112,354.64		163,955.50	-31.47
EXPENSE					
General & Administrative Expe...					
Executive Dir - Wages	34,614.72		0.00		0.00
Executive Dir - EI Expenses	556.20		0.00		0.00
Executive Dir - CPP Expenses	1,115.11		0.00		0.00
Exec Dir Expense Other	1,195.99		39,835.99		-97.00
Operations Coordinator	8,332.50		0.00		0.00
Total - Executive Director Expenses		45,814.52		39,835.99	15.01
Advertising & Promotions		12,395.76		14,278.25	-13.18
Catering - Exp. Shorts/Seniors	0.00		303.88		-100.00
Catering - Feature	167.00		5,517.93		-96.97
Catering - Industry	0.00		1,597.35		-100.00
Catering - Total		167.00		7,419.16	-97.75
Equipment Rental - Youth Works...	0.00		1,397.83		-100.00
Equipment Rental - Shorts/Seniors	0.00		934.78		-100.00
Equipment Rental - Screen/Featu...	593.65		4,963.83		-88.04
Equipment Rental - Total		593.65		7,296.44	-91.86
Dues		117.37		818.75	-85.66
Gifts - Filmakers	0.00		981.42		-100.00
Gifts - Total		0.00		981.42	-100.00
Honorarium - Workshop/Mentors/...	0.00		4,791.25		-100.00
Honorarium - Exp.Shorts/Seniors	15,565.75		15,008.02		3.72
Honorarium - Feature	600.00		1,245.00		-51.81
Honorarium - Industry	1,575.00		2,007.50		-21.54
Honorarium - Total		17,740.75		23,051.77	-23.04
Interest & Bank Charges		278.58		225.39	23.60
Ticket processing fees		3,638.63		0.00	0.00
Paypal Fees		191.93		913.60	-78.99
Insurance		1,185.00		1,000.00	18.50
Professional Fees not legal		263.38		817.13	-67.77
Consulting Services - Youth	175.30		676.73		-74.10
Consult Serv - Exp. Shorts/Seniors	1,306.43		2,144.10		-39.07
Consulting Services - Feature	3,938.94		2,937.52		34.09
Consult Serv - Commissioned Pr...	1,680.76		1,344.53		25.01
Consulting Services - Industry	1,341.91		541.89		147.64
Consulting Services - Total		8,443.34		7,644.77	10.45
Legal Fees		0.00		563.78	-100.00
Bookkeeping & Audit Fees		2,656.94		2,090.88	27.07
Office Utilities	1,377.91		748.56		84.07
Office Rent	0.00		526.22		-100.00
Office Equipment	178.14		1,745.12		-89.79
Office Supplies	721.20		1,524.64		-52.70
Office Expense Total		2,277.25		4,544.54	-49.89

Lunenburg Doc Fest Association
Comparative Income Statement

	Actual Dec 01, 2019 to Nov 30, 2020		Actual Dec 01, 2018 to Nov 30, 2019		Percent
Printing General	240.84		0.00		0.00
Postage & Courier Expense	879.03		0.00		0.00
Fest/Wkshp Prgm/Pass-Exp Sht/...	53.08		102.54		-48.23
Fest/Wkshp (Prgm/Pass) - Feature	80.11		5,175.42		-98.45
Printing - Total		1,253.06		5,277.96	-76.26
Screening Fees - Exp. Shorts/Se...	0.00		590.68		-100.00
Screening Fees - Feature	6,866.76		3,606.95		90.38
Screening Fees - Total		6,866.76		4,197.63	63.59
Subscription & Memberships		438.25		355.00	23.45
Fest Technician - Exp Shorts/Se...	0.00		622.50		-100.00
Festival Technicial - Feature	0.00		1,100.00		-100.00
Fest Technician - Commission Proj	0.00		-125.00		-100.00
Festival Technician - Youth	0.00		-25.00		-100.00
Technical Support - Total		0.00		1,572.50	-100.00
Venue Rental - Exp. Shorts/Senior	0.00		400.00		-100.00
Venue Rental - Feature	0.00		2,526.93		-100.00
Venue Rental - Industry	0.00		200.00		-100.00
Venue Rental - Total		0.00		3,126.93	-100.00
Air Travel Cost - do not use	0.00		4,680.28		-100.00
Accommodations Guest - Feature	0.00		2,719.75		-100.00
Accommodations Guest - Industry	0.00		1,826.43		-100.00
Accommodations Guest - Total		0.00		9,226.46	-100.00
Other - Youth	134.04		0.00		0.00
Other - Exp shorts/Senior	972.50		0.00		0.00
Other - Feature	0.00		468.04		-100.00
Other - Total		1,106.54		468.04	136.42
Travel Guest - Youth	0.00		150.00		-100.00
Travel Guest - Feature	0.00		3,010.08		-100.00
Travel Guest - Industry	0.00		2,298.77		-100.00
Travel Guest - Total		0.00		5,458.85	-100.00
Awards - Feature	2,481.39		530.84		367.45
Awards - Festival	0.00		2,000.00		-100.00
Awards - Total		2,481.39		2,530.84	-1.95
External Fest. - Accommodations	4,566.21		0.00		0.00
External Fest. - Travel & Meals	1,004.54		0.00		0.00
External Fest. - Registration Fees	1,442.79		0.00		0.00
External Fest. - Total		7,013.54		0.00	0.00
Miscellaneous		0.00		-257.37	-100.00
Total General & Admin. Expenses		114,923.64		143,438.71	-19.88
TOTAL EXPENSE		114,923.64		143,438.71	-19.88
NET INCOME		-2,569.00		20,516.79	-112.52

LUNENBURG DOC FEST ASSOCIATION

Financial Statements

Year Ended November 30, 2019

(Unaudited - See Notice To Reader)

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS
Member of The AC Group of Independent Accounting Firms

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS

Member of The AC Group of Independent Accounting Firms

PO Box 29
11 Dominion St
Bridgewater NS B4V 2W6
Canada

Tel: 902-543-4278
Fax: 902-543-1818
bridgewater@bvca.ca

www.bvca.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Lunenburg Doc Fest Association as at November 30, 2019 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Bridgewater, Nova Scotia
February 5, 2020

CHARTERED PROFESSIONAL ACCOUNTANTS

LUNENBURG DOC FEST ASSOCIATION
Statement of Financial Position
November 30, 2019
(Unaudited - See Notice To Reader)

	2019	2018
ASSETS		
Current		
Cash and cash equivalents	$ **66,234**	$ 52,633
Accounts receivable	**10,000**	5,279
HST recoverable	**3,239**	4,046
Prepaid expenses	**-**	57
	79,473	62,015
Internally restricted cash and cash equivalents *(Note 1)*	**25,000**	15,000
	$ **104,473**	$ 77,015
LIABILITIES		
Current		
Accounts payable and accrued liabilities	$ **25,891**	$ 15,400
Deferred revenue	**-**	3,548
	25,891	18,948
NET ASSETS		
Internally restricted *(Note 1)*	**25,000**	15,000
Unrestricted	**53,582**	43,067
	78,582	58,067
	$ **104,473**	$ 77,015

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes to the financial statements

LUNENBURG DOC FEST ASSOCIATION
Statement of Operations
Year Ended November 30, 2019
(Unaudited - See Notice To Reader)

	2019	2018
REVENUE		
Advertising	$ 6,425	$ 6,035
Concession sales	22	68
Festival passes	18,275	16,170
Film passes	6,190	6,514
Grants	78,608	38,133
Interest income	490	162
Sponsors	43,200	47,532
Submission fees	5,882	3,874
Ticket sales	4,864	3,755
	163,956	122,243
EXPENDITURES		
Accommodations	9,226	2,875
Administration	39,836	24,331
Awards	2,531	1,062
Bookkeeping and accounting	2,908	1,634
Bursary	-	1,043
Catering	21,697	19,147
Consulting services	7,645	5,755
Dues	819	735
Equipment rentals	7,296	9,814
Film maker expenses	23,052	5,022
Gifts	981	425
Insurance	1,000	950
Interest and bank charges	225	8
Legal fees	564	101
Office expenses	4,546	3,808
Other	211	1,027
Paypal fees	914	859
Printing	5,278	4,711
Screening fees	4,198	5,295
Subscription and memberships	355	-
Technical support	1,573	4,838
Travel	5,459	4,047
Venue rentals	3,127	15,540
	143,441	113,027
EXCESS OF REVENUE OVER EXPENDITURES FOR THE YEAR	$ 20,515	$ 9,216

See accompanying notes to the financial statements

LUNENBURG DOC FEST ASSOCIATION
Statement of Changes in Net Assets
Year Ended November 30, 2019
(Unaudited - See Notice To Reader)

	Internally Restricted	Unrestricted	**2019**	2018
NET ASSETS - BEGINNING OF YEAR	$ 15,000	$ 43,067	**$ 58,067**	$ 48,851
Excess of revenue over expenditures	-	20,515	**20,515**	9,216
Internally imposed restriction *(Note 1)*	10,000	(10,000)	-	-
NET ASSETS - END OF YEAR	$ 25,000	$ 53,582	**$ 78,582**	$ 58,067

See accompanying notes to the financial statements

1. INTERNALLY RESTRICTED CASH

During the 2016 year, the Board of Directors internally restricted funds of $15,000 to be held for acquisition of audio visual equipment, unanticipated venue expenses and other capital/contingency reserve purposes. During the 2019 year, the Board of Directors internally restricted an additional amount of $10,000 for these same purposes, bringing the total to $25,000. These internally restricted amounts are not available for other purposes without the approval of the Board of Directors.

RECEIVED
MAR 18 2021

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Lunenburg Dog Park Society

Primary Contact Person: Karen Lewis

Daytime phone number (☐ Work ☒ Cell ☐ Home): 902-488-6882

Mailing Address: POBox 1973, Lunenburg NS B0J 2C0

Fax Number: _____ E-mail Address: K Lewis <curlycoat@bellaliant.net>

Organization Website: _____

1. Amount of funding requested: $ 1,000

   In-kind Town of Lunenburg services requested: Garbage Collection

2. The organization is a:

   ☒ NS registered society name Lunenburg Dog Park Society

   ☐ Registered National Charity name/# _____

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Lunenburg & surrounding communities

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   to assist in purchasing insurance coverage to provide protection to patrons, who use the park and protection against liability. This is an ongoing expense incurred with responsible Management of the dog park.

5. How will the community benefit from the funds received?

The park remains open for free public use. Coverage ensures that both, those who use and run the park, are adequately protected in the event of a mishab.

Please include the following information with your completed application:

☒ Financial Statements from your last fiscal year.

☒ Budget for the current fiscal year.

☐ Project budget and funding sources summary.

☐ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Karen Lewis	K L	President	May 6 2021
Anke Holm	A. Holm	Treasurer	May 15 2021

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Chief Administrative Officer
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, brenton@explorelunenburg.ca

Lunenburg Dog Park Society
May 1, 2020 to April 30, 2021

	May 2020 to Feb 2021	Budget Mar to April 2021	Total
Income			
Town of Lunenburg Grant	1,000.00		1,000.00
Expenses			
Insurance	838.00		838.00
Landscaping/Maintenance	1136.19		1,136.19
Poop Bags	343.44		343.44
Park Signs	0.00		0.00
Business fees	72.50	45.50	118.00
Miscellaneous	0.00		0.00
	2,390.13	45.50	2,435.63
Net Loss	1,390.13	45.50	**1,435.63**

Donations "in kind"

? Natures Reflection for 2019	1,630.13
11/20/20 Printers Corner from TerryAr	98.69
12/31/20 Natures Reflection	3,243.00
	4,971.82

For Town of Lunenburg Grant

NOVA SCOTIA

Service Nova Scotia

Registry of Joint Stock Companies

Financial Reports
Societies Act

STATEMENT OF INCOME AND EXPENDITURES FOR
Lunenburg Dog Park Society

(society name)

for the fiscal period ending

(yyyy/mm/dd)

		20
Income		
Membership fees		
Fund raising		300.00
Other revenue	(Grant Money)	1,000.00
Other revenue		
A. Total Income		1,300.00
Expenditures		
Administration	(incl. equip. for park)	1,025.07
Education and training		
Insurance		838.00
Professional fees		
Salaries		
Other expenditures	(Grounds Maintenance)	
Other expenditures	(Bank fees)	603.69
B. Total Expenditures		118.15
		2,584.91
C. Net Surplus or (Deficit) (A - B = C)		- 1,284.91
D. Surplus or (Deficit), beginning of year		
E. Surplus or (Deficit), end of year (C + D = E)		0

Auditor or Director: _____ *(signature)*

Director: _____ *(signature)*

Auke Holtz
(name)

Karen Lewis
(name)

BALANCE SHEET FOR

Lunenburg Dog Park Society

(society name)

for the fiscal period ending 2020 / 04 / 30
(yyyy/mm/dd)

	20
Assets	
Current Assets	
Cash and deposits	2,224.84
Accounts receivable	
Prepaid expenses	
Capital/Fixed Assets	
Equipment	
Land and buildings	
Other capital/fixed Assets	
A. Total Assets	0
Liabilities	
Current liabilities	
Amounts payable	
Taxes payable	
Long Term Debt	
Mortgage	
Other	
B. Total Liabilities	0
Equity	
Retained earnings/deficit	
General reserve	
C. Total Equity	2,224.84 0
Total Liabilities and Equity (A must equal B + C) 0	0

Auditor or Director: A Holm *(signature)*
Anke Holm *(name)*

Director: K Lewis *(signature)*
Karen Lewis *(name)*

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: LUNENBURG FOLK HARBOUR SOCIETY

Primary Contact Person: MARILYN ZINOWKI

Daytime phone number (☑ Work ☐ Cell ☐ Home): 902 634-3180

Mailing Address: 125 MONTAGUE ST., PO BOX 655, LUNENBURG NS, B0J 2C0

Fax Number: _____ E-mail Address: accounts@folkharbour.com

Organization Website: www.folkharbour.com

1. Amount of funding requested: $ 3500.00

   In-kind Town of Lunenburg services requested: _____

2. The organization is a:

   ☐ NS registered society name Lunenburg Folk Harbour Society

   ☐ Registered National Charity name/# 12061 3203 RP0001

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Lunenburg and the rest of NS

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   This application is for funding to support a series of 15 free, outdoor concerts at the Bandstand in in Lunenburg each Saturday from June 12 to September 25.

   SEE ATTACHED FOR MORE DETAILS

5. How will the community benefit from the funds received?

   The Lunenburg Folk Harbour Society is bringing professional musicians to Lunenburg for a series of free concerts. Residents will benefit from this opportunity to participate in a community event, local businesses will see an economic boost, and the Town will benefit from the publicity.

   SEE ATTACHED FOR MORE DETAILS

Please include the following information with your completed application:

- [x] Financial Statements from your last fiscal year.
- [x] Budget for the current fiscal year.
- [x] Project budget and funding sources summary.
- [ ] Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
LOUIS ROBITAILLE		PRESIDENT	03/31/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

LUNENBURG
FOLK HARBOUR SOCIETY

Town of Lunenburg Community Grants Program Application – Saturdays in the Park, March 31, 2021

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

The Lunenburg Folk Harbour Society is planning to hold a series of free, outdoor concerts at the Heritage Bandstand every Saturday afternoon from June 12 to September 25. We will base these on our hugely successful 2020 series, "Saturdays in the Park". In 2020, Folk Harbour was a rarity in presenting live concerts, and the results were enormously beneficial: audience members appreciated the opportunity to participate in a safe but socially connected event, musicians and technicians leapt at the chance to ply their trade, and local businesses told us how much they noticed and appreciated the increased business on concert days. It is worth noting that the Lunenburg Folk Harbour Society has been nominated in the "Event of the Year" category by the East Coast Music Association, a prestigious recognition for the Society.

In 2021, we will continue to rigorously adhere to public health guidelines while offering these free community concerts. Given the enormous appetite for live music that is evident now, we expect "Saturdays in the Park 2021" to be as successful as last year's series was. This year we are adding professional video recording of all our concerts for subsequent online presentation.

Funding from the Town of Lunenburg Community Grants Program will help us with the costs of the project, most of which involve paying industry professionals (musicians, and sound and video technicians). This funding is important because Folk Harbour is still in a position where many of our regular sponsors and donors are suffering from the effects of the pandemic and are unable to contribute at their pre-pandemic levels. In addition, since we are offering these concerts free of charge (because we want to ensure these concerts are financially accessible for all), we have no ticket revenue.

We have been grateful for the funding we have received from the Town in the past, but we note that in past years, we have received $2500 for a series of 8 to 10 concerts. This year we are planning a much longer series – 15 shows. That represents more opportunities for citizens to benefit from the concerts, more weekends when visitors will come to town and will visit local businesses, and more weeks of acknowledging sponsorship from the Town of Lunenburg.

The Folk Harbour Society believes that it is imperative that we present as much live music as possible even in these challenging times in order to keep the live music scene vibrant and to keep our local community engaged.

125 Montague Street, PO Box 655
Lunenburg, Nova Scotia
B0J 2C0 Canada

P 902-634-3180
F 902-634-9568
folkharbour.com

Music by the sea!

LUNENBURG
FOLK HARBOUR SOCIETY

5. How will the community benefit from the funds received?

Because the "Saturdays in the Park" concerts will be offered free of charge, community members will benefit from the opportunity to participate in this series of 15 concerts featuring professional musicians from Nova Scotia (and possibly the rest of Atlantic Canada, depending on travel rules). At a time when opportunities to participate in live music have been limited, these free, family- and senior- friendly concerts have proven to be a real boost to the mental health and general well-being of audience members; indeed, we received many testimonials from audience members after our 2020 series. Three such testimonials are quoted here:

- *One important boost to my mental health this summer has been attending the Lunenburg Bandstand concert series every Saturday, put on by the Lunenburg Folk Harbour Society. Wonderful music, beautiful place, good friends - thanks to all the organizers and artists!*
- *Please pass on to the board our appreciation for providing local live music in a safe way. It really helped support our mental health. Music has been very important to our well-being. Getting together with 'our community ' has been a challenge during theses uncertain times. Your Saturday event in the park served to meet all needs.*
- *It was wonderful to be able to enjoy live music this summer. What a lovely gift to offer our community.*

Even before the pandemic hit, research identified loneliness as a health risk as serious as smoking and obesity. Current research also reveals that there are enormous health benefits to experiencing live music together (albeit in a physically distanced way right now); these include increased empathy, social connection, lower stress levels, and increased mental health. The Folk Harbour Society's volunteers are willing to do all the required work to offer these benefits to our community, as long as the funding is in place. Given that we are all in the second year of a global pandemic, it seems that it is more important than ever to offer safe, accessible community events like our "Saturdays in the Park" concerts, to counter the effects of social isolation and loneliness that so many have experienced in the last year.

We also know from feedback we received in 2020 from local business owners that they noticed and appreciated the increased traffic in town on concert days. Again, now more than ever we want to encourage people to visit Lunenburg, visit restaurants and shops, and remember what a perfect destination the town is.

125 Montague Street, PO Box 655
Lunenburg, Nova Scotia
B0J 2C0 Canada

P 902-634-3180
F 902-634-9568
folkharbour.com

Music by the sea!

LUNENBURG
FOLK HARBOUR SOCIETY

Question 5, continued

Finally, since we will be recording all our concerts for subsequent online presentations, we will show off features of the town, thereby promoting it as a tourist destination. The Lunenburg Folk Harbour Society has created a series of music videos, "Folk Harbour Sessions at the Lunenburg Opera House" that feature sights around the town. Our 2021 videos will similarly promote the town of Lunenburg.

125 Montague Street, PO Box 655
Lunenburg, Nova Scotia
B0J 2C0 Canada

P 902-634-3180
F 902-634-9568
folkharbour.com

Music by the sea!

Lunenburg Folk Harbour Society
Saturdays in the Park Concert Series 2021
Live & Virtual Events Budget

REVENUE		
TD Sponsorship	$10,000.00	Prime Series Sponsor
Other Sponsorships	$5,000.00	up to four other sponsors average $1,250 each
Federal & Provincial Operating Grants	12,000.00	15% of Society's Government Grants
Municipal Grants	3,500.00	Town of Lunenburg Community Grant
Free Will Admission Offerings	4,500.00	15 shows average $300 per show
Total Project Revenue	**$35,000.00**	
Project Expenses		
Artist Fees	18,750.00	15 shows average $1,250 per show
SOCAN Fees	562.50	3% of performer fees
Sound Production (tech and equipment rental)	4,500.00	15 shows at $300 per show
Video Productions & Editing (tech and equipment rental)	6,000.00	15 shows at $400 per show
Venue Rental	900.00	15 shows at $60 per show
Publicity &Promotion	1,875.00	print ads,social media,posters & banners
Hospitality	1,875.00	15 shows at $125 per show
Site Expenses	525.00	
Total Expenditures	**$34,987.50**	
Revenue over Expenditures	**$12.50**	

Show Dates:
June 12, 19, 26, July 3, 10, 17, 24, 31, Aug 14, 21, 28, Sept 4,11,18, and 25

2020/2021 Budget Proposed
LUNENBURG FOLK HARBOUR SOCIETY

	Approved Budget 10/01/20-09/30/21	Revised Budget 02/2021
REVENUE		
Revenue from Operations		
Corporate Sponsorship & Advertising	$44,000.00	$25,000.00
In Kind Sponsorship & Discounts	$27,500.00	$0.00
Ticket Sales-Concert Series & Folk Fiesta!	$12,500.00	$3,000.00
Ticket Sales-Festival	$130,000.00	$5,500.00
Concessions	$23,500.00	$2,000.00
Vendor Site Rentals	$1,500.00	$0.00
Total Revenue from Operations	**$239,000.00**	**$35,500.00**
Revenue from Grants & Foundations		
Foundations	**$0.00**	**$5,000.00**
Canada Heritage-CAPF	**$33,000.00**	**$33,000.00**
Service Canada-CSJ Program	**$6,000.00**	**$4,000.00**
NS C,C & H Operational Assistance Grant	**$12,500.00**	**$9,000.00**
NS C,C & H Special Purpose Grants	**$7,500.00**	**$20,000.00**
NS LAMPS-SKILLS	**$5,000.00**	**$1,500.00**
Provincial Agency Music NS	**$3,000.00**	**$3,000.00**
Municipal Governments (town and municipality)	**$3,500.00**	**$4,500.00**
COVID-19 Relief Funding	**$10,000.00**	**$26,000.00**
Total Revenue from Grants & Foundations	**$80,500.00**	**$106,000.00**
Fundraising		
Fundraising Projects	$8,000.00	$3,000.00
Memberships	$500.00	$900.00
Friends of Folk Harbour Donations	$16,500.00	$22,000.00
Total Fundraising Revenue	**$25,000.00**	**$25,900.00**
Lunenburg Opera House		
Grants & Foundations	$50,000.00	$12,000.00
Corporate Sponsors	$0.00	$0.00
In Kind Sponsorships & Discounts	$1,000.00	$0.00
Rental Income	$7,000.00	$2,500.00
Fundraising Projects	$4,500.00	$0.00
Friends of The Opera House	$11,000.00	$11,000.00
Total Revenue Lunenburg Opera House	**$73,500.00**	**$25,500.00**

TOTAL REVENUE	**$418,000.00**	**$192,900.00**
EXPENSES		
Operations		
Program-Concert Series & Folk Fiesta!	$8,500.00	$5,500.00
Program-Community Events	$10,000.00	$18,750.00
Program-Festival	$87,500.00	$21,000.00
Program Committee	$2,000.00	$1,250.00
SOCAN	$4,275.00	$1,500.00
Site-Concert Series & Folk Fiesta!	$1,275.00	$2,250.00
Site-Community Events	$4,100.00	$11,500.00
Site-Festival	$58,000.00	$5,600.00
In Kind Site Discounts	$10,000.00	$0.00
Hospitality-Concert Series & Folk Fiesta!	$500.00	$2,800.00
Hospitality-Festival	$4,000.00	$1,800.00
In Kind Hospitality	$2,000.00	$0.00
Box Office Fees	$4,500.00	$400.00
In Kind Box Office Fees	$2,000.00	$0.00
Credit Card Fees	$5,000.00	$1,000.00
Performer Services & Volunteers	$5,000.00	$0.00
In Kind Performer Services	$2,500.00	$0.00
Concessions	$18,000.00	$1,300.00
Fundraising	$1,000.00	$0.00
In Kind Fundraising	$1,000.00	$0.00
Total Cost of Operations Expense	**$231,150.00**	**$74,650.00**
Community Programs		
Special Project Grant Funds	$4,000.00	$10,000.00
Youth Programs & Mentorship	$1,000.00	$0.00
Scholarships & Awards	$1,700.00	$1,700.00
Total Community Program Expense	**$6,700.00**	**$11,700.00**
Marketing & Publicity		
Marketing & Publicity	$18,000.00	$5,600.00
Marketing & Publicity In Kind	$10,000.00	$0.00
Total Marketing & Publicity	**$28,000.00**	**$5,600.00**
Payroll Expenses		
Office Salary	$24,000.00	$20,000.00
Contract Staff	$9,500.00	$9,500.00
Summer Staff Wages	$16,000.00	$6,000.00
EI Expense	$923.00	$600.00
CPP Expense	$2,184.00	$1,430.00

Workers Compensation Board	$458.00	$300.00
Vacation Pay	$1,600.00	$1,040.00
Total Payroll Expense	**$54,665.00**	**$38,870.00**
General Administrative Expenses		
Accounting & legal	$1,000.00	$1,000.00
Advertising	$250.00	$250.00
Board Activities (incl. In Kind)	$600.00	$600.00
Dues & Associations	$500.00	$500.00
Insurance	$3,200.00	$2,200.00
Interest & Bank Charges	$350.00	$300.00
Office Supplies(includes courier&postage)	$1,500.00	$1,250.00
Rent	$10,800.00	$10,800.00
Office Equipment	$750.00	$750.00
IT/Computer Equipment	$2,500.00	$2,500.00
Telephone & Internet	$1,800.00	$1,800.00
Travel	$250.00	$0.00
Total General Administrative Expenses	**$23,500.00**	**$21,950.00**
Lunenburg Opera House		
Carmac Enterprises	$0.00	$0.00
Amortization Expense	$0.00	$0.00
Accounting & Legal	$0.00	$500.00
Insurance	$8,500.00	$8,500.00
Fundraising Expenses	$1,000.00	$0.00
Operating Expenses	$500.00	$500.00
Site Expenses (Renovations etc.)	$40,000.00	$7,500.00
Taxes & Utilities	$22,500.00	$22,500.00
In Kind Site	$1,000.00	$0.00
Total Lunenburg Opera House Expenses	$73,500.00	$39,500.00
TOTAL EXPENSES	**$417,515.00**	**$192,270.00**
NET INCOME	**$485.00**	**$630.00**

Lunenburg Folk Harbour Festival Society

Unaudited Financial Statements

(See – "Notice to Reader")

September 30, 2020

JEJAMIE ERNST CPA INC.

LUNENBURG FOLK HARBOUR FESTIVAL SOCIETY

Statement of Earnings

(Unaudited – See Notice to Reader)

For the year ended September 30, 2020

	2020	2019
REVENUE	$ 460,497	$ 832,182
EXPENSES		
Advertising and promotion	25,754	33,962
Amortization of tangible assets	33,083	34,825
Festival costs	18,723	103,477
Goods sold	1,193	17,414
Hospitality	729	6,935
Insurance	7,745	10,872
Interest and bank charges	2,315	6,380
Interest on long term debt	8,615	6,080
Membership and licences	325	320
Occupancy costs	33,900	25,642
Office expenses	4,460	6,334
Performer fees	20,908	101,253
Professional fees	1,449	1,031
Program committee	767	3,797
SOCAN fees	958	5,375
Salaries and wages	25,689	42,140
Telephone and communications	1,772	1,762
Travel expenses	-	337
Volunteers	1,781	4,120
	190,166	412,056
Revenue over expenses for the year before capital	$ 270,331	$ 420,126
Acquisition of capital assets from revenue	266,917	411,669
Net revenue over expenses from operations	3,414	8,457

LUNENBURG FOLK HARBOUR FESTIVAL SOCIETY

Unaudited Balance Sheet

(Unaudited – See Notice to Reader)
Year ended September 30, 2020

	2020	2019
CURRENT ASSETS		
Cash and bank	$ 94,808	$ 6,695
Accounts receivable	4,037	9,567
HST receivable	2,131	6,870
Inventory	455	4,275
Prepaid expenses	2,890	11,980
	104,321	39,387
Capital Assets	678,586	711,669
	$ 782,907	$ 751,056
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	$ 8,477	$ 2,679
Deferred revenue	10,145	15,298
CEBA loan	40,000	-
ACOA/RRRF	20,875	
Demand note payable, 6.5% interest, due 2022	-	300,000
SHAREHOLDERS' EQUITY		
INVESTED IN CAPITAL ASSETS	678,586	411,669
OPERATING NET ASSETS	24,824	21,410
	$ 782,907	$ 751,056

On behalf of the Board

Director
Louis Robitaille
President

Director
Tom McFall
Vice President

Lunenburg Folk Harbour Festival Society

Statement of Changes in Surplus

(Unaudited – See Notice to Reader)

Year ended September 30, 2020

	Invested in Capital Assets	Operating Net Assets	2020 Net	2019 Net
Surplus Beginning of year	$ 411,669	$ 21,410	$433,079	$ 12,953
Deficit (excess) of revenue over expenditures	266,917	3,414	270,331	420,126
Surplus End of Year	$ 678,586	$ 24,824	$703,410	$ 433,079

LUNENBURG FOLK HARBOUR SOCIETY

Recd Mar 30

March 30, 2021

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Dear Ms. Dagley:

On behalf of the Lunenburg Folk Harbour Society, I am attaching two applications for the current round of funding through the Town of Lunenburg's Community Grants program.

In 2020, the Lunenburg Folk Harbour Society was a leader among arts presenters – we found a way to reinvent ourselves and offer live music in a way that fully complied with COVID-19 regulations. Our "Saturdays in the Park" and "mini-Festival" concerts were praised by musicians, technicians, audience members, volunteers, and local businesses. The Folk Harbour Society has been nominated in the "Event of the Year" category by the East Coast Music Association, which is a huge recognition for our dedication to live music and our innovation in presenting concerts in a pandemic.

In 2021, we are even better positioned to offer these shared experiences for our community. The Folk Harbour Society has the knowledge, ability, and committed workforce to bring about these community presentations. At present, we only lack the funding. Support from the Town of Lunenburg would be very helpful toward this end, as we seek to offer concerts that benefit the music industry as well as citizens, businesses, and the Town of Lunenburg itself.

Sincerely,

Louis Robitaille
Treasurer and Program Chair

125 Montague Street, P.O. Box 655, Lunenburg, NS Canada B0J 2C0
Tel: 902.634.3180 Fax: 902.634.956
www.folkharbour.com

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: LUNENBURG FOLK HARBOUR SOCIETY

Primary Contact Person: MARILYN ZINOWKI

Daytime phone number ☑ Work ☐ Cell ☐ Home): 902 634-3180

Mailing Address: 125 MONTAGUE ST., PO BOX 655, LUNENBURG NS, B0J 2C0

Fax Number: _____ E-mail Address: accounts@folkharbour.com

Organization Website: www.folkharbour.com

1. Amount of funding requested: $ 1000.00

   In-kind Town of Lunenburg services requested: _____

2. The organization is a:

   ☐ NS registered society name Lunenburg Folk Harbour Society

   ☐ Registered National Charity name/# 12061 3203 RP0001

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Lunenburg and the rest of NS

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   This application is for funding for the 2021 Folk Harbour Festival, to be held in Lunenburg from August 6 to 8.

   SEE ATTACHED FOR MORE DETAILS

5. How will the community benefit from the funds received?

   We will present the Lunenburg Folk Harbour Festival consisting of four concerts per day for three days in August. Residents will benefit from this opportunity to participate in a community event, local businesses will see an economic boost, and the Town will benefit from the publicity.

   SEE ATTACHED FOR MORE DETAILS

Please include the following information with your completed application:

- [x] Financial Statements from your last fiscal year.
- [x] Budget for the current fiscal year.
- [x] Project budget and funding sources summary.
- [ ] Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
LOUIS ROBITAILLE		PRESIDENT	03/31/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

LUNENBURG
FOLK HARBOUR
SOCIETY

Town of Lunenburg Community Grants Program Application – Festival weekend

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

The Lunenburg Folk Harbour Society is planning a Folk Harbour Festival over our normal festival weekend of August 6 to 8, 2021. Due to the current state of emergency and travel restrictions, it will not be a full-size, international event, but it will still be a celebration of Folk Harbour. We are planning to hold four concerts per day for three days; three of the concerts each day will be presented free of charge at outdoor venues, with one per day being a ticketed event held at the Lunenburg Opera House. Concerts will be professionally video recorded for subsequent online presentations.

The majority of the spending for this event is in the form of fees for professional musicians, sound technicians, and video recording technicians. Funding from the Town of Lunenburg Community Grants Program will be important in helping us carry out this event. Although we are also seeking support from the provincial and federal governments, as well as corporate sponsors, we know that this is a challenging year for securing funding. Many regular sponsors and private donors are simply unable to contribute this year due to their financial situation because of COVID-19. Folk Harbour will not have revenue from vendors, like at a typical Festival, and while we will have some ticket sales, that will contribute relatively little toward the overall costs. Three of the four daily concerts will be presented at free venues, and the concerts at the Lunenburg Opera House will have a very reduced capacity.

While we hope to offer four concerts per day for three days, we may have to scale back the number of shows depending on how much funding we secure.

125 Montague Street, PO Box 655
Lunenburg, Nova Scotia
B0J 2C0 Canada

P 902-634-3180
F 902-634-9568
folkharbour.com

Music by the sea!

LUNENBURG
FOLK HARBOUR
SOCIETY

5. How will the community benefit from the funds received

Since 1986, the Lunenburg Folk Harbour Festival has been presenting live music and drawing visitors to Lunenburg to help make that August weekend one of the busiest of the year for the town. It is important for the Folk Harbour Society to hold some form of Festival in 2021 despite the pandemic, as this allows us to engage our audience and support local businesses.

In 2020, we presented one concert per day for three days over the festival weekend. These were enthusiastically received, and we know that some audience members travelled from across the province to attend. However, we were also contacted by some potential audience members who indicated that they would prefer to have more than just one concert per day to make it more worth their while to drive to Lunenburg. Therefore, in 2021, we are planning for four concerts per day, through the day and also in the evening. In this way, we think that Festival 2021 will be a much bigger draw for visitors, and this should translate into more business for restaurants, shops, and those providing accommodation. We were told by local business owners in 2020 that our concerts boosted their business, and we are confident that by offering a full weekend of live concerts, we will contribute even more to the local economy.

The local community will also benefit by having the opportunity to participate in these live concerts, at a time when such opportunities are limited. Whereas those from outside Lunenburg have to make plans for travel, accommodation, and meals, local residents have these opportunities at their doorsteps. Audience members who have participated in our live events in the past year have reported feeling delighted to be doing something that feels so normal, and we know that it is a boost to mental health.

In addition to presenting live concerts, the Lunenburg Folk Harbour Society will be professionally video recording these shows to use online. These high-quality recordings will not only highlight Folk Harbour, but also the town of Lunenburg. By investing in our 2021 Festival, the Town of Lunenburg will get excellent publicity and promotions in the form of our recorded concerts.

To summarize, the community will get the chance to participate in fun, entertaining, social but safe concerts, businesses will get increased patronage, and the Town will receive positive publicity. Additionally, by supporting Folk Harbour during these tough times, you help us return at full strength when the pandemic is behind us. For 36 years, Folk Harbour has been bringing the best of folk music to Lunenburg, and we hope to be able to do this for many years to come.

125 Montague Street, PO Box 655
Lunenburg, Nova Scotia
B0J 2C0 Canada

P 902-634-3180
F 902-634-9568
folkharbour.com

Music by the sea!

Lunenburg Folk Harbour Society

Festival August 6th-8th,2021
Live & Virtual Events Budget

REVENUE		
Sponsorships	$10,000.00	4 corporate sponsors @$2500
Government Grants	12,500.00	portion of Society's Government Grants
Municipal Grants	1,000.00	Town of Lunenburg Community Grant
Free Will Offering Afternoon Ticket sales/admissions	1,800.00	3 days at $600 each day
Evening Ticket sales/admissions	5,500.00	3 evenings at $500 each night
Total Project Revenue	**$30,800.00**	
EXPENDITURES		
Artist Fees	21,000.00	$11,250 afternoon concerts/$9750 evening mainstage
Sound Production (tech and equipment rental)	2,100.00	$700 per day (afternoon & evening)
Video Productions & Editing (tech and equipment rental)	3,000.00	$600 per afternoon/$400 per evening
Venue Rental	540.00	$180 per afternoon
Publicity	1,500.00	print ads,social media,posters & banners
Hospitality	1,800.00	meal allowances & accomodation
SOCAN Fees	630.00	3% of performer fees
Sanitation	150.00	
Total Project Expenditures	**$30,720.00**	
REVENUE OVER EXPENDITURES	**$80.00**	

Show Dates:
August 6th-8th afternoons & evenings

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Nova Scotia Sea School

Primary Contact Person: Heather Kelday

Daytime phone number (☐ Work ☑ Cell ☐ Home): 902 690 7340

Mailing Address: PO Box 118, Lunenburg NS, B0J 2C0

Fax Number: _____ E-mail Address: heather@seaschool.org

Organization Website: www.seaschool.org

1. Amount of funding requested: $ $2500.00

   In-kind Town of Lunenburg services requested: _____

2. The organization is a:

   ☐ NS registered society name The Nova Scotia Sea School Society

   ☐ Registered National Charity name/## The Nova Scotia Sea School Society

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Nova Scotia

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   see attached

5. How will the community benefit from the funds received?

   see attached

Please include the following information with your completed application:

- [x] Financial Statements from your last fiscal year.
- [x] Budget for the current fiscal year.
- [x] Project budget and funding sources summary.
- [x] Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Heather Kelday	Heather Kelday	Executive Director	3/29/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

Document to Support Application
Town of Lunenburg - Community Grants Program
March 29, 2021

Registration #2397724
Charitable # 896781762RR0001



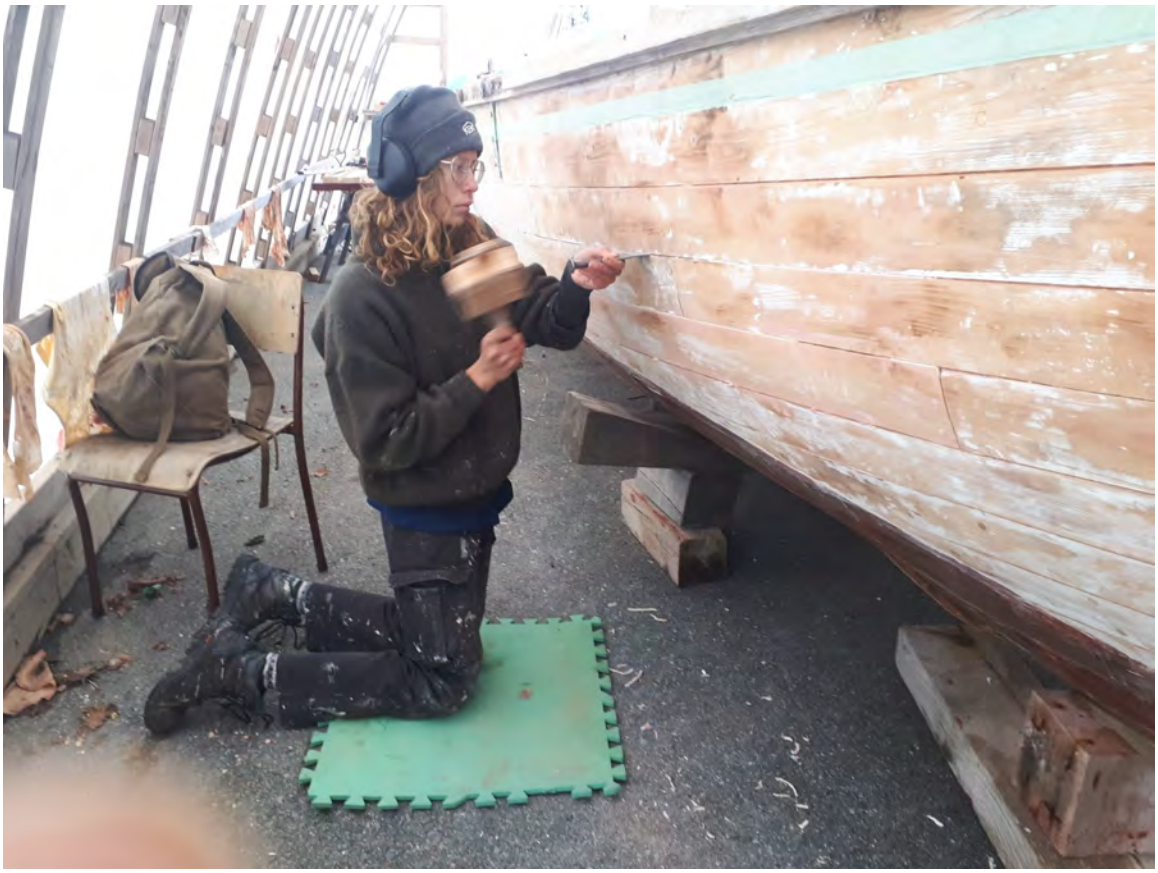
Purpose of the organization

The Nova Scotia Sea School (Sea School) is a non-profit charitable organization that offers multi day sailing and wilderness programs for youth ages 12-19 based in Lunenburg, NS and exploring the coastline between Chester and the LaHave Islands. Our mandate is to provide experiential and adventure opportunities to youth that transform how they see themselves, the world around them and their capacity to contribute to our society. The Sea School has a breadth of experience providing health and social services projects with an emphasis on community and life-skills development. By offering participants of all backgrounds the simple experience of life on a small boat, building something with their hands, or taking on new and risky challenges, we offer youth the confidence and awareness to make important decisions about their lives.

Why applying for funding

The Sea School is seeking Major Capital Funding support from the Town of Lunenburg to assist in Phase 2 of our structural long term repair and modification of our expedition vessels 'Dorothea' and 'Elizabeth Hall'. These 30' wooden sailboats, made with local south shore based materials and designed and built originally by teenagers in boat building programs, are now over 20 years old and require improvements outside of regular maintenance to ensure they are meeting

Transport Canada's safety regulations as commercial passenger vessels. In order to provide our youth participants with a safe learning environment it is vital that we have two operating vessels that are safe and sea worthy. As a non profit charitable organization we rely on donations, grants and in-kind support to subsidize the costs of capital investments. In turn this ensures that we can maintain flexible and affordable program tuition for our diverse youth complement.



Phase 2 Project Details:

In Phase 1 we were able to complete 90% of restoration work on the vessel 'Elizabeth Hall'. Through this process we gained valuable insights into the costs and labour required to complete one vessel and this has helped inform our next steps. The second phase of the project will take place over the next 18 months commencing April 1st, and activities will include building a permanent winter work shelter, and work focused on our other vessel 'Dorothea'. Work and labour will include applying a new environmentally safe paint solution to the vessel, re-fitting the boats to accommodate new stowage requirements, reconfiguration of deck and bilge details, and upgrade of sail and rig technology. Additional capital investments will include the purchase of safety equipment and communications technology.

In the spirit of Sea School's hands-on approach to learning, our project will include a variety of youth engagement opportunities to support the boat construction and refitting, and further to connect them to potential career opportunities. We will engage community members, partners and service agencies who may be interested in learning more about carpentry and boat building. We will also focus on offering local Sea School female employees the opportunity to apprentice learn with our experienced shipwrights and partner mentors.

A detailed schedule is outlined below.

	Spring 2021	**Summer 2021**	**Fall 2021**	**Winter 2021**	**Spring 2022**
Elizabeth Hall Vessel					
Location	Lunenburg	Lunenburg	Lunenburg	Lunenburg	Lunenburg
Activities	-Complete structural repair, paint finish, masts and spars	-Build boat shelter and covers	-Store vessel	Purchase new sails	- Sail and rig implemented
Community Engagement	workshops				
Dorothea Vessel					
Location	Lunenburg	Lunenburg	Lunenburg	Lunenburg	Lunenburg
Activities	-Structural work - Scraping and sanding	-Structural work -New paint exterior	-Structural work -New paint interior	Purchase new sails -Cover vessel for winter	Launch in Lunenburg -Sail and rig implemented
Community Engagement		workshops and programs	workshops and programs		

A facility involved
174 Bluenose Dr. – NSSS is a Subtenant of the Barque Picton Castle

Who Benefits directly from this funding:

We have addressed this question in three parts:

1) **Direct benefits from Vessel Capital Improvements:**

- Up to 15 leading crew youth participants in workshops
- A minimum of 2 female staff in paid apprenticeship roles

- A commitment to providing opportunities to engage a minimum of 10 community youth service providers and school groups in workshops and tours.
- A commitment to offering several workshops with our diversity partner organizations attracting BIPOC youth to Sea School programs.
- A commitment to offering a minimum of 2 hands on workshops for adults in boat painting, rib bending and structural repair.

2) **Indirect benefits of Vessel Capital Improvements:**

Each year the Sea School trains over 500 youth ages 12 - 19 from Nova Scotia through our experiential leadership expeditions and workshops. Since 2012 our participation from the south shore region increased with significant attendance from Lunenburg County. Because our programs operate out of Lunenburg, we value the importance of engaging local residents in our programs, promoting heritage and recreation on the coastline, increasing awareness of our wild spaces and ensuring that youth from the local area have priority access to our programs. We expect to have over 150 participants on our vessels each summer, many living on the boats for multi day expeditions.

3) Helping to offset costs so youth can access programs:
We work hard to secure funds so that all deserving youth have the chance to participate in Sea School programs. Due to the high risk, safety requirements and deep impact of our programs, we invest in significant instructor training and development, source and provide all participants with high quality equipment, ensure healthy, locally sourced meals on trips, employ young people, and maintain our facilities and vessels meeting Transport Canada regulations for sailing passenger vessels. The true cost to our organization to fund a youth on a multi-day expedition is $3000, we will only charge rates in the range of $100 - $1000 and will provide additional bursary support to over 60% of participants where required.

How the community benefits
- Community engagement activities promote maritime heritage by using traditional boat building practices on the historical working waterfront of Lunenburg.
- Skill advancement for local females seeking work in trades
- Skill advancement for interested locals who are keen on recreational sailing and boat maintenance
- Town and local businesses have access to increased skilled women in trades
- South shore youth access more programs that link to recreational / employability options in their community.
- Partnerships with sector professionals link youth to multiple opportunities to stay engaged in the activities and a clear path to long term development with opportunities such as Bluenose II, Class Afloat, Boatbuilding companies, Fisheries museum and crewing on boats.
- Communities become more aware of the opportunities the Sea School can provide for their youth.
- Increased exposure and integration of BIPOC youth to maritime heritage activities.

- Youth learn about social capital and responsibility and are given the tools to apply these skills in their everyday lives.
- Local tourism and businesses benefit from our wide range of participants since we are the only youth sail-training non-profit operating out of Lunenburg and the only one of our kind in all of Canada, with participants and families coming from Nova Scotia, other parts of Canada and the U.S.
- During expeditions, our youth gain insight into coastal heritage and natural surroundings and as a group we explore ways to protect it.
- Participants who do not come connected to the south shore, leave with a strong tie and many come back as adults.
- Youth from immediate communities on the south shore, are able to contribute as leaders in their communities with the skills they took from being at sea.
- Our alumni are pursuing career paths in seafaring and coastal programs including tall ships, coast guard and in-shore rescue, education, boat-building and marine engineering or navy.



Budget

A contribution of $2500.00 from the Town of Lunenburg would help support year 2 of our project activities and become a significant investment partner in the project. We have identified several other capital grants, in kind support from community partners as well as individual donations to ensure that all costs are covered and our goals are achieved. Acknowledgement of support would be included in all project publications and social media as we document activities along the way.

Table 1 - Project Budget 2021- 2022

Expenses:	
Labour	$43,955.00
Materials	$12,815.00
HST	$7,240.50
Sails	$5,612.00
Coordination	$4,800.00
Facility Rental	$2,500.00
Tools and equipment	$3,000.00
Insurance	$1,500.00
Bookkeeping	$500.00
Total	**$81,922.50**
Revenue:	
Fundraising	$10,000
Donated Matieral	$1,500
Donated Labour	$2,000
In Kind - Sea School	$14,800.00
Donated Facility	$3,000
Federal	$5,623
Provincial	$35,000
Municipal / Town	$10,000
Total	**$81,923**
Net	**$0.00**

Table 1 – Organizational Budget 2021– Nova Scotia Sea School

NOTE** Capital revenue and expenditures are included in this budget for 2021

	2021 Budget
INCOME	
Donations	117,900
Government Grants	176,500
Other Income	10,800
Other Charities	54,000
Public Program Tuition	74450
Private Program tuition	4000
Total revenue	**$437,650**
EXPENSES	**2021 Budget**
Program Costs	54560
Facility Costs	10,600
Fleet Costs	30,000
Administration Costs	52600
Wages and Salaries	280,389
Total Expenses	**$428149**
Net Revenue Potential	$9501

THE NOVA SCOTIA SeaSchool
WWW.SEASCHOOL.ORG

Boat Restoration - Phase 1 Summary

Report for Town of Lunenburg - March, 2021



In 2020, as part of our 'Operation Shipshape' initiatives, we were able to complete 90% of boat restoration and modifications on the vessel Elizabeth Hall. Highlights of the project included:

1) Structural modifications to the vessel to meet Transport Canada compliance
2) New, environmentally friendly oil paint solution to ensure long term life of boat, and reduce rot potential
3) Employment of 4 women in boat building trade work.
4) Engagement of over 30 youth and adult community volunteers.
5) Improve maintenance practices and equipment for annual upkeep.
6) Solidified community partners and businesses that can support ongoing capital improvements through in-kind contributions.

Next steps:

Working on this vessel helped us to understand the extent of the labour needed to make the modifications, replace rot and finish the vessel with the new paint solution. This took longer than anticipated and uncovered more issues that we could not have predicted, which extended our original timeline. We have started our other vessel 'Dorothea' and will continue to work on her throughout 2021 with the goal of finishing this second phase by spring 2022. In addition, each vessel will be outfitted with new sails, rigs, covers, safety equipment and a boat shelter for annual maintenance.




5673NS


C15673NS
BLACK+DECKER

THE NOVA SCOTIA SEA SCHOOL SOCIETY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Michael E. Sutherland Inc.
Chartered Professional Accountant

CONTENTS

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 3
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF CHANGES IN NET ASSETS	5
STATEMENT OF OPERATIONS	6
STATEMENT OF CASH FLOW	7
SCHEDULE OF EXPENSES	8
NOTES TO THE FINANCIAL STATEMENTS	9 - 12

Michael E. Sutherland Inc.
— CHARTERED PROFESSIONAL ACCOUNTANT —

P.O. Box 48054
Bedford, NS
B4A 3Z2
Tel: (902) 865-9711
Fax: (902) 865-8393
E-mail: msutherlandca@eastlink.ca

INDEPENDENT AUDITOR'S REPORT

To the Directors of
THE NOVA SCOTIA SEA SCHOOL SOCIETY

Qualified Opinion

I have audited the financial statements of The Nova Scotia Sea School Society, which comprise the statement of financial position as at December 31, 2019, and the statement of operations, statement of changes in net assets and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the accompanying financial statements present fairly, in all material respects, the financial position of Nova Scotia Sea School Society as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

In common with many not for profit organizations, The Nova Scotia Sea School Society derives revenue from fees and donations , the completeness of which are not susceptible to satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore I was not able to determine whether any adjustments might be necessary to revenue, excess of revenues over expenses and cash flows from operations for the years ended December 31, 2019 and 2018, current assets as at December 31, 2019 and 2018, and net assets as at January 1 and December 31 for both the 2019 and 2018 years. My audit opinion on the financial statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation in scope.

I conducted the audit in accordance with Canadian generally accepted auditing standards. My responsibility under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the applicable financial reporting framework, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing these financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.

• Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

• Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.

• Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.



Chartered Professional Accountant

Lower Sackville, NS
April 16, 2020

THE NOVA SCOTIA SEA SCHOOL SOCIETY
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED DECEMBER 31, 2019

ASSETS	2019 $	2018 $
CURRENT		
Cash	21,248	1,880
Accounts receivable	12,381	2,938
HST Receivable	2,424	7,157
Prepaid expenses and deposit	885	1,038
	36,938	13,013
CAPITAL ASSETS (Note 3)	24,103	28,470
OTHER ASSET		
Cash - restricted for trust fund	19,359	19,341
	80,400	60,824

LIABILITIES AND NET ASSETS

CURRENT		
Line of credit (Note 4)	-	11
Accounts payable and accrued liabilities	16,804	13,026
Deferred revenue	24,000	8,100
	40,804	21,137
DEFERRED CONTRIBUTIONS (Note 6)	2,488	2,992
	43,292	24,129
NET ASSETS		
Net assets invested in capital assets	21,618	25,480
Restricted for Merchant / Dumaresq trust fund (Note 5)	19,359	19,341
Unrestricted net assets	(3,869)	(8,126)
	37,108	36,695
	80,400	60,824

APPROVED ON BEHALF OF THE BOARD

Peter Edwards
Director

Director

THE NOVA SCOTIA SEA SCHOOL SOCIETY
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Invested in Capital Assets $	Merchant Dumaresq Trust Fund $	Unrestricted $	2019 Total $	2018 Total $
Balance - beginning of year	25,480	19,341	(8,126)	36,695	46,901
Excess revenue over expenses	-	-	413	413	(10,206)
Contributions and interest	-	18	(18)	-	-
Depreciation net of grant amortization	(3,862)	-	3,862	-	-
Balance - end of year	21,618	19,359	(3,869)	37,108	36,695

THE NOVA SCOTIA SEA SCHOOL SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019 $	2018 $
REVENUE		
Tuition	105,655	108,707
Individual donations	51,619	40,622
Corporate donations	11,201	4,300
Other Gifts	4,092	953
Registered charities - United Way of Halifax Region	24,786	27,204
Registered charities - Other	41,998	30,594
Provincial grants	78,576	88,580
Government employment grants	4,514	6,223
Municipal grants	2,000	625
Sales and other income	4,860	2,273
	329,301	310,081
EXPENSES		
Program costs (see schedule - page 8)	276,095	274,722
Facility costs (see schedule - page 8)	5,160	4,730
Administrative (see schedule - page 8)	47,633	40,835
	328,888	320,287
EXCESS OF REVENUE OVER EXPENSES (EXPENSES OVER REVENUE) FOR THE YEAR	413	(10,206)

THE NOVA SCOTIA SEA SCHOOL SOCIETY
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019 $	2018 $
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
OPERATIONS		
Excess of revenue over expenses (expenses over revenue) for the year	413	(10,206)
Adjustments for:		
Depreciation	4,367	4,939
	4,780	(5,267)
Changes in non-cash working capital		
Accounts receivable	(9,443)	11,588
HST Receivable	4,733	(3,654)
Prepaid expenses	153	385
Accounts payable	3,778	5,268
	4,001	8,320
FINANCING		
Increase (decrease) in deferred revenue	15,900	6,600
Increase (decrease) in deferred contributions	(504)	(10,152)
	15,396	(3,552)
INVESTMENTS		
Additions to capital assets	-	(1,698)
Increase in cash - restricted for trust fund	(18)	(19)
	(18)	(1,717)
INCREASE (DECREASE) IN CASH DURING THE YEAR	19,379	3,051
CASH AND EQUIVALENTS - beginning of year	1,869	(1,182)
CASH AND EQUIVALENTS - end of year	21,248	1,869
CASH AND EQUIVALENTS CONSIST OF:		
Cash	21,248	1,880
Less - line of credit	-	(11)
	21,248	1,869

THE NOVA SCOTIA SEA SCHOOL SOCIETY
SCHEDULE OF EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019 $	2018 $
PROGRAM COSTS		
Contracted services	6,957	5,305
Materials and tools	4,045	3,327
Per diem	940	1,680
Staff development	3,425	3,932
Transportation	3,423	6,371
Provisions	14,302	14,839
Outfitting and gear	6,088	3,681
Boat maintenance	1,695	2,894
Fundraising	2,359	1,261
Communications	637	1,855
Accommodation/rental	1,527	2,177
On call	-	1,000
Insurance	7,195	6,283
Promotion and recruitment	2,326	3,022
Depreciation	3,322	3,908
Wages and benefits	217,854	213,187
	276,095	274,722
FACILITY COSTS		
Rent	5,160	4,730
ADMINISTRATIVE COSTS		
Interest and bank charges	2,345	2,337
Dues, fees and subscriptions	3,531	2,858
Professional fees	4,400	4,643
Communications	3,080	2,637
Insurance	1,742	1,512
Donation gifts	413	69
Office	1,699	1,750
Bad debts	-	345
Rent	4,050	-
Maintenance and repairs	562	297
Travel	2,951	1,060
Meals and entertainment	1,893	1,318
Accounting and bookkeeping	1,683	2,930
Depreciation	1,045	1,031
Wages and benefits	18,239	18,048
	47,633	40,835

THE NOVA SCOTIA SEA SCHOOL SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. PURPOSE

The Nova Scotia Sea School is a non-profit organization whose mission is to promote the Maritime tradition of boats and the sea as a means for young people to learn the values that seafaring has taught for generations: leadership, courage, responsibility, cooperation, generosity and respect. The Sea School runs boat building programs, a summer seamanship program and wilderness education programs. The Sea School is incorporated under the Societies Act of Nova Scotia.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Revenue Recognition

The Sea School follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Revenue is recognized in the period in which it is earned.

Capital Assets

The Sea School has recorded the estimated fair market value of boats and equipment as assets in its financial statements and has recorded offsetting equity in boats and equipment as at August 31, 2001. New boat construction additions, after September 1 2001, are stated at their materials cost. Equipment and computer equipment purchased after September 1, 2001 are stated at their cost. For boats, amortization is calculated at 15%, for equipment, amortization is calculated at 20% and at 30% for computer equipment.The declining balance method of amortization is used for all capital assets. No depreciation is taken on boats that are inactive during the year.

Donated Goods and Services

During the period, the Sea School received various donated goods and services. No amount has been recorded in the financial statements relative to these donations, with the exception of donated equipment and boat which were recorded in the financial statements at their estimated fair market value.

2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

In preparing the Sea School's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities as the date of the financial statements are reported amounts of revenue and expenses during the period. Actual results could differ from these statements.

Financial Instruments

The society initially measures its financial assets and financial liabilities at fair value. The organization subsequently measures all of its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and prepaid expense.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Impairment

At the end of each reporting period, the society assesses whether there are any indications that a financial asset measured at amortized cost may be impaired. Any impairment is charged to income in the period in which the impairment is determined.

Income Taxes

The Nova Scotia Sea School is a registered charity under the Income Tax Act and as such is not subject to income taxes.

Cash and cash equivalents

The Society's policy is to present bank balances under cash and cash equivalents, including bank line of credit that fluctuates frequently from being positive to overdrawn.

3. CAPITAL ASSETS

	Total $	Accumulated Depreciation $	Net 2019 $	Net 2018
Boats	104,363	83,618	20,745	24,067
Equipment	13,910	11,709	2,201	2,751
Computer Equipment	22,122	20,965	1,157	1,652
	140,395	116,292	24,103	28,470

4. BANK INDEBTEDNESS

The Sea School has a $20,000 operating line of credit available, bearing interest at prime plus three percent. The amount outstanding on the line of credit as of the current year-end was nil (2018 - $11). The line of credit is secured by a general security agreement over all of the Sea School's assets and a specific assignment of two boats.

5. RESTRICTED FOR THE MERCHANT / DUMARESQ TRUST FUND

The funds in the Merchant/Dumaresq trust fund are subject to external restrictions that the resources be maintained permanently. Investment income from this fund is restricted to funding tuition for Sea School sailing expeditions for applicants in need.

6. DEFERRED CONTRIBUTIONS

Deferred contribution includes an equipment grant for $5,000 that was received in 2012 as part of the Revive Dorothea Project and an equipment grant of $3,000 received in 2014 relating to an equipment purchase. These grants are being amortized over the estimated useful life of the Dorothea and equipment.

7. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments. The following analysis provides a measure of the Society's risk exposure and concentrations as at December 31, 2019.

Credit Risk
Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Society's main credit risk relates to its accounts receivable. Credit risk for accounts receivable is managed by the credit quality of accounts receivable by creating an allowance for bad debts where applicable. Thus the credit risk attached to the account receivable is regarded by management to be very low.

8. SUBSEQUENT EVENT

The outbreak of the novel strain of coronavirus resulted in the global declaration of a pandemic by the World Health Organization. Government measures in place to combat the health threat of the virus have caused material disruption to businesses globally resulting in an economic slowdown. The duration and impact of the outbreak are unknown at this time, as are the efficacy of government and central bank interventions. It is not possible to reliably estimate the length and severity of the measures nor their impact on the future financial results and condition of the Society.

9. COMPARATIVE FIGURES

Certain of the prior years figures have been reclassified to conform with the current year's presentation.

The form was unable to be transcribed so I have completed a new form to the best of my ability

Name of Organization	Royal Canadian Legion Lunenburg	
Primary Contact Person	President Arleigh Robar	
Day Time Phone Number	902 521 4777	
Mailing address	RCL Legion Branch 23 Lunenburg PO Box 275 B0J 2C0	
Email address	08-023@legion.ca	
Website	RCLlunenburgbranch23	
Amount of Funding	$750.00	
In Kind Town of Lunenburg Service request		
Organization	Granted a Charter under the Royal Canada Legion Canada	Not For Profit Organization

Geographic area serviced by the organization is	RCL Branch 23 Lunenburg services a 25km radius of the town of Luneburg	
Detail Listing of funds	Funds will be used for Parade insurance cost, helping with the food for the meet and greet for all Nov 11 guest. Purchasing items for the legion hall decoration flags and posters	
	See Attached	

RCL Branch 23

Estimated Budget Nov 11 Service and Hosting Memebrs

	Expences	Estimated Cost		
1	Parade Insurance	$ 75.00		
2	Wreaths	$ 8,000.00		
3	Food for Meet and Greet	$ 600.00		
4	Purcahse New Flags	$ 350.00		
5	Poppy Ragalia	$ 250.00		
			$	9,275.00
	Revenue			
1	Wreath Sales	$ 9,200.00		
2	Poppy Ragalia	$ 325.00		
3	Poppy Campaign Nationally Controlled	$ 3,000.00		
			$	12,525.00
		Veterans Fund		$ 3,250.00

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Society of Saint Vincent de Paul. Saint Joseph

Primary Contact Person: Patricia Mount

Daytime phone number (Home): 902 543 0966

Mailing Address: 123 Pleasant Street, Bridgewater, NS B4V 1N3

E-mail Address: lake@eastlink.ca

1. Amount of funding requested: **$1,000.00**

   In-kind Town of Lunenburg services requested: Non-Applicable

2. The organization is a:

   Registered National Charity

   Society of Saint Vincent de Paul, Saint Joseph Conference

   # 123410671RR0258

3. The geographic area serviced by the organization is: the towns and municipalities within the borders of Lunenburg County.

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   Funds will be used by SSVP Helping Neighbours -in -Need **(**formerly known as SSVP Help Line). The Society of Saint Vincent de Paul Helping Neighbours-in-Need program operates a volunteer telephone service available year-round.

   Funds are used to provide assistance to any individual or family in need of immediate help to meet their basic needs: overdue power bills, rent in arrears,

furnace oil, medical needs, travel, property tax, household furnishings and other miscellaneous requests. Last year, SSVP made payments directly to the Town of Lunenburg to pay utilities and property taxes.

The society ensures that funds provided by the Town of Lunenburg are distributed to anyone in the community who demonstrate a genuine need.

Helping Neighbours -in -Need assists children, youth, parents, students, adults, seniors, the disabled, the homeless and the working poor.

Town of Lunenburg Residents Assisted		
	2020	**2019**
Adults (19 – 64)	13	26
Seniors (65+)	4	
Children (1 – 18)	7	6
Total Individuals	**24**	**32**

Funding is provided by our congregations including St. Norbert's, Lunenburg, community organizations, municipal governments, other faith communities and private donors.

5. How will the community benefit from the funds received?

A) Working Together as Partners

Funds received will be used by SSVP volunteers to deliver a service that benefits the entire community.

SSVP has developed a fair and efficient process and is experienced in providing assistance to neighbours-in-need.

Several municipal governments support the SSVP Helping Neighbours -in -Need project as an effective partnership in our community.

B) Supporting the Local Economy

The most recent census (2016) shows that 20 % of the population in the Town of Lunenburg are low-income residents.

Funds distributed through the Helping Neighbours -in -Need program help maintain low-income residents as functioning contributors to the local economy in our community. Many of them work in seasonal industries: tourism, construction, forestry. They are part of our local workforce and they spend their earnings at local businesses.

The Covid pandemic has been a time of stress and anxiety for all. Businesses were closed, jobs were cut, hours of work reduced, forcing many to make a choice between paying the rent, the power bill, the medical bills or put food on the table. In addition, neighbours -in- need struggle with the current shortage of affordable housing in Lunenburg and area. The support of the Town of Lunenburg will help residents meet these day-to-day needs

Please include the following information with your completed application:

Financial Statements from your last fiscal year.

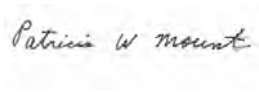
Budget for the current fiscal year.

Project budget and funding sources summary.

Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY

Patricia Mount		Chair, Ways and Means Committee	03/26/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Finance Director
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca

S:\TOL Forms\GRANT APPLICATION\Grant application.wpd

St. Vincent De Paul Society
St. Joseph's Conference
123 Pleasant Street
Bridgewater, Nova Scotia, B4V 4A2
Phone: 527-6431, FAX: 530-3410

Revenue & Expense Summary 2020

	2020 Annual	2019 Annual
REVENUE		
Regulars Donors	$ 29,334	$ 26,328
Others Donors	4,653	3,717
Monthly meeting	342	450
United Way of Lunen. Co	12,000	16,700
Halifax Particular Council	5,000	-
Other Charities	3,600	4,045
Munic. Of Lunenburg	1,400	1,875
Fundraising event	448	533
Town of Bridgewater	1,500	400
Town of Lunenburg	1,000	750
ECSF Federal Grant	5,000	-
Total Revenue	**$ 64,277**	**$ 54,799**
EXPENSES		
Food	$ 3,474	$ 4,720
Rent	8,740	6,825
Electric NSPC	14,622	16,096
Fuel- Oil, Wood, etc.	7,683	9,796
Medical	5,125	3,458
Storage Rental	1,200	1,350
Twinning Partner	1,200	1,200
Administration	905	1,148
Clothing	445	124
Furniture	4,241	931
Transportation	883	1,064
Education/Training	150	-
Other Misc.	$ 1,333	$ 3,227
Total Payouts	**$ 50,001**	**$ 49,938**
Surplus/<Deficit>	**$ 14,276**	**$ 4,860**

Society of St. Vincent de Paul
Annual Budget 2021
St Joseph's Conference Bridgewater, NS

Estimated Opening Bank Balance January 1	$	14,900
Receivables		-
Gift Cards, bus tickets on hand, January 1		100
Other, Investments		
Total January 1, 2021		15,000

Receipts

Donations -receipt issued for taxes	$	26,000
Bequests -receipt issued for taxes		-
Donations - no receipt issued		3,000
Funds from Particular Council or Conference		5,000
Funds from Other registered charities		15,000
Poor Box collection		-
Secret collections		500
Grants from government (all levels)		3,000
Bank interest		-
Other,Parish Donations		-
Charitable Works Revenue		
Non-cash donations (clothing, furniture)		-
Rental of Land and Buildings		-
Other, Fundraising, specify		$300
Other, Fundraising w/o receipt specify		
Other revenue, specify		-
	$	52,800

Disbursements

Advertising Fundraising	$	-
Travel and vehicle		500
Professional and Consulting Fees		
Bank Charges & Interest		100
Office Supplies and Administration		2,200
Member Education & training		-
Food Assistance		4,500
Medical Assistance		6,000
Electricity		16,000
Fuel		9,500
Water		-
Rent Assistance		9,000
Charitable Works Expenditures		
Contributions to Councils & Conferences		-
Twinning Contributions		1,200
Bus Fares		-
Non-cash Donations (Clothing, furniture)		
Employee payroll		
Other (household appliances, furnishings)		4,200
Special Projects		-
		53,200

Overage/(Shortfall)	$	14,600

SOCIETY OF ST VINCENT DE PAUL

Financial Statements

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS
Member of The AC Group of Independent Accounting Firms

Belliveau Veinotte Inc.
CHARTERED PROFESSIONAL ACCOUNTANTS
Member of The AC Group of Independent Accounting Firms

PO Box 29
11 Dominion St
Bridgewater NS B4V 2W6
Canada

Tel: 902-543-4278
Fax: 902-543-1818
bridgewater@bvca.ca

www.bvca.ca

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Society of St Vincent de Paul as at December 31, 2020 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Bridgewater, Nova Scotia
February 17, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

SOCIETY OF ST VINCENT DE PAUL
Statement of Financial Position
December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
Current		
Cash	**$ 31,257**	$ 16,981
NET ASSETS		
General fund	**$ 31,257**	$ 16,981
NET ASSETS	**$ 31,257**	$ 16,981

ON BEHALF OF THE BOARD

_____ *Director* _____ *Director*

SOCIETY OF ST VINCENT DE PAUL

Statement of Revenues and Expenditures

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

	2020	2019
REVENUE		
ECSF Grant	$ 5,000	$ -
Fundraising	448	533
Halifax Particular Council	5,000	-
Monthly meetings	342	450
Municipality of the District of Lunenburg	1,400	1,875
Other charities	3,600	4,045
Other donors	4,653	3,717
Regular donors	29,334	26,328
Town of Bridgewater	1,500	400
Town of Lunenburg	1,000	750
United Way of Lunenburg	12,000	16,700
	64,277	54,798
EXPENSES		
Auto and travel - clients	883	1,064
Food	3,474	4,720
Heating fuel	7,683	9,796
Interest and bank charges	-	156
Medical expenses	5,125	3,458
Office	905	1,148
Other donations	1,200	1,200
Other expenses	7,369	4,125
Rental	8,740	8,175
Utilities	14,622	16,096
	50,001	49,938
EXCESS OF REVENUE OVER EXPENSES	$ 14,276	$ 4,860

SOCIETY OF ST VINCENT DE PAUL
Statement of Changes in Net Assets
Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
NET ASSETS - BEGINNING OF YEAR	**$ 16,981**	$ 12,121
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	**14,276**	4,860
NET ASSETS - END OF YEAR	**$ 31,257**	$ 16,981

Live Every Day.

March 30, 2021

Town of Lunenburg
Box 129
Lunenburg, NS B0J 2C0
Attention: Lisa Dagley

Re: Grant request 2021-2022

Dear Mayor Matt Risser and Town Council;

Please accept the attached documents as application from the Victorian Order of Nurses Canada, Nova Scotia Branch, Lunenburg Site for The Town of Lunenburg Community Grants Program Application.

VON had been providing nursing services since 1988. Over the years, there has been an increase in volume and complexity of health care needs in the home. Visiting nurses care for people who are recovering from a hospital stay, chronically ill people of all ages, seniors who need enhanced care to remain in their homes and families needing our support.

A cornerstone of the VON is our charitable and volunteer work aimed at meeting the needs of seniors. With more and more seniors residing in Lunenburg County, it is imperative that we continue to provide services to assist seniors in their efforts to maintain their independence and stay at home. Donations and grants from communities fund our volunteer and charitable programs and without this support many of our services would not be possible.

What sets VON apart from other organizations is our experience, quality of service, dependability, reliability, trustworthiness and responsiveness. VON is committed to the health and safety of our community during the COVID-19 pandemic. We are working with and heeding evolving recommendations from provincial government authorities and all levels of public health agencies. Rest assured, the actions VON is taking has everyone's health in mind.

As a registered charity we are asking for your financial assistance to ensure the sustainability of our community programs. We are grateful for the support you have given VON in the past and hope that you are able to help us in the coming year.

Sincerely,

Kathy Thomas
Program Coordinator
VON Lunenburg

Enclosures: Town of Lunenburg Community Grants Program Application, Lunenburg Transportation YTD January 2021, Sample FD Mailing, Organizational Overview, Grant Follow Up Report

Live Every Day.

TOWN OF LUNENBURG
GRANT FOLLOW-UP REPORT
March 20, 2021

Name of Organization	VON Canada, Nova Scotia Branch, Lunenburg Site
Contact Person	Kathy Thomas
Phone:	(902) 624-0318
Email	Kathy.Thomas@von.ca
Mailing Address	1924 Northwest Rd, Box 147 Blockhouse, NS B0J 1E0

Funds were used to offset costs for the transportation program which included: fuel, repairs, insurance, PPE/cleaning supplies and mileage reimbursement for volunteers.

In a year of a global pandemic, our stats for April 1, 2020 to February 28, 2021 are as follows:
790 return drives were provided to 82 clients driving 37,835km
6462 meals were delivered to 201 clients, free delivery driving 8115km
In addition, in The Town of Lunenburg VON offered phone calls to Adult Day Program clients during the pandemic and were able to open up to onsite and home visits starting in December. Food bank deliveries to residents of the town were made every 2nd week, weekly grocery deliveries were provided and drives for medical appointments, etc. we made locally and to Halifax.

Live Every Day.

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Name of Non-Profit Organization: VON Canada, Nova Scotia Branch, Lunenburg Site

Primary Contact Person: Kathy Thomas, Program Coordinator

Daytime Phone Number: 902-624-0318 (Work) / 902-298-3705 (Cell)

Mailing Address: 1924 Northwest Rd, Box 147, Blockhouse, NS B0J 1E0

Fax Number: 902-624-0319 **Email Address:** Kathy.Thomas@von.ca

Organization Website: www.von.ca

1. **Amount of funding requested:** $2000.00

   In-kind Town of Lunenburg services requested: NA

2. **The organization is a:**

   Registered National Charity Name/# Victorian Order of Nurses # 75199 8493 RR0001

3. **The geographic area serviced by the organization is:** Lunenburg County

4. **Please describe, in detail, the specific use of the funds requested.**

All of VON's Community Support programs are intended to increase the quality of life for seniors and those with medical concerns. Each program is designed to help people continue to live independently, in their own home for as long as possible. We have seen an increase in transportation requests due to the need to travel distances for medical appointments, through increased awareness of the service we offer the number of residents using the program has therefore increased. In the Town of Lunenburg VON provides transportation to make it possible for those with barriers to adequate transportation to maintain an independent lifestyle. Our service provides drives for medical appointments; provides weekly drives for residents to Liverpool for dialysis; weekly transportation to run errands (i.e. pharmacy, groceries); and delivery every second week from the local food bank. VON continued to provide transportation and meal delivery during the pandemic. Phone calls were made to the Adult Day Program clients in place of onsite visits due to the provincial restrictions; on site and home visits began in December. We are requesting grant funding to assist with the increased demand in transportation locally and long-distance drives for medical appointments. All grant money received from The Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the town. Costs for this program include fuel, repairs, insurance and mileage reimbursement for volunteers. Other costs now include PPE and cleaning supplies as per the Dept of Health and VON protocols and procedures to provide safe services to clients.

5. **Describe who will benefit directly from the funds received?**

The direct benefit will be to the seniors and those with medical problems who are unable to drive themselves. These seniors may be all alone and with no support and can be low income and would otherwise have no way to get to appointments, the food bank, grocery store, etc as they are unable to

drive, can't afford to pay for transportation and/or have no family members or friends to drive them. In addition VON's transportation program offers the added service of providing door to door assistance for those who require it. Weekly drives are provided for residents to Liverpool for dialysis. The EHS is being used to transport clients who have no other way of transportation and/or are unable to pay for transportation. With VON providing weekly drives this frees up the EHS for other uses. Family caregivers that drive family members 3 days a week for dialysis benefit immensely by getting a break for a day.

VON also offers a weekly Breakaway Adult Day Program and Adult Day Program 3 times a week in Lunenburg. (see attached Organizational Overview – History of VON)

During the pandemic, and currently, many residents who relied on other family members and/or friends for transportation found themselves in need of our program. Many people were no longer comfortable helping out or were themselves at high risk. Provincial restrictions frequently limit travel when the number of COVID cases rise making it more difficult for clients for find drives to appointments.

Please include the following information with your completed application:

- ☐ Financial statement from your last fiscal year.
- ☐ Budget for the current fiscal year.
- ☐ Project budget and funding sources summary. (see below and attached)
- ☐ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Derrick Babin	Derrick Babin	Senior Manager, NS Community Support Services	03/30/2021

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg – Finance Director
Lisa Dagley
Box 129
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, ldagley@explorelunenburg.ca
(Phone): 902-634-4410 ext 229

Funding Sources Summary 2020-2021

- General donations
- Designated donations
- In memoriam
- Bequests
- United Way Grants
- Donated volunteer mileage reimbursements
- Client fees

VON Lunenburg Volunteer Transportation	Actual January 31, 2021	Budget Year ending March 31, 2021
Revenue:		
Donations	5,795	0
Grant revenue - Municipal Government	4,000	2,000
Grant revenue - Provincial Government	7,012	17,620
Grant revenue - Community Board	54,374	65,250
Total Revenue	**71,181**	**84,870**
Expenses:		
Total Compensation including Benefits	65,810	62,346
Staff mileage	890	2,300
Volunteer mileage	2,493	5,000
Automobile expenses	6,530	6,000
Telephone expense	0	1,200
Administrative Costs	6,686	8,024
Total Expenses	**82,409**	**84,870**
Excess Revenue Over Expenses	**-11,228**	**-0**

☑ **YES,** I want to help VON continue to bring hope and care to people in my community.

Live Every Day
Here is my gift in support of VON's work:

☐ $35 ☐ $50 ☐ $75 ☐ I prefer to give: $_____

Please see reverse for monthly giving options

☐ I've enclosed a cheque made payable to **VON**
OR
☐ Please charge my: ☐ VISA ☐

Card #: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Expiry date: _____/_____

Name on card: _____

Signature: _____

Telephone: _____

Email: _____

Ms. Heather Stoddard
28 Windward Ave
Spectacle Lakes, NS B0J 2C0

130116 LUN-FAM20 K

J 100706

Help us **continue providing safe and comforting care** to seniors and persons with disabilities.

8/4
xx(C)

Ms. Heather Stoddard
28 Windward Ave
Spectacle Lakes, NS B0J 2C0

August 19, 2020

Dear Ms. Stoddard,

It has been a very difficult year for everyone. We all recognize that we are grateful for so much despite the challenges we have all faced.

We are collectively seeing the best in people right now, and it fills me with hope every single day.

Caring people just like you have been very generous during this time of financial uncertainty, and this is making it possible for us to safely continue caring for clients in VON Lunenburg County.

That includes supporters like Joy Saunders, a 101-year-old donor who pledged to go for 102 walks before her 102nd birthday in October to raise money for VON Canada in Nova Scotia.

She is bound and determined to support VON's important work in her community, including meal delivery and transportation programs for seniors and persons with disabilities.

I want to take this opportunity to thank you for your continued support of VON's work in VON Lunenburg County, especially during these unprecedented times. The commitment of dedicated supporters like Joy Saunders makes it possible for us to help our clients Live Every Day and to remain safe and healthy at home. Heather, will you consider making another gift to help us cope with the additional challenges this new reality presents?



Joy is certainly committed to her mission in support of VON. She had a fall after completing her 30th walk and was sidelined for a little while, but she's back at it and is now halfway to her goal!

While she was recuperating, thousands of people all over the world started "walking for Joy" so they could donate to VON while she was resting. Joy and her like-minded friends have been able to raise more than $67,000 – and counting! You can find the *Walking for Joy* group on Facebook.

☑ **YES**, I want to support **VON's** work in my community by **giving monthly**

Here's my special gift of: ☐ $15/month ☐ $25/month ☐ $50/month ☐ $_____/month

☐ I've enclosed a blank cheque marked VOID, I authorize the Victorian Order of Nurses to deduct the amount I have specified on the 1st day of each month. I understand I may change or cancel my contribution at any time with written notice.

OR

☐ I authorize the Victorian Order of Nurses to charge the amount I have specified to my credit card on the 1st day of each month.

You have certain rights if any debit does not comply with this agreement. For further information on your right to cancel a Pre-Authorized Debit Agreement and/or recourse rights, please contact your financial institution or visit www.payments.ca

Please charge my: ☐ VISA ☐ MasterCard

Card #: _____ Expiry date: ____/____

Name on card: _____

Signature: _____

Email: _____

Telephone: _____

VON Canada, 100-2315 St.Laurent Blvd, Ottawa, ON K1G 4J8

To give online, visit GiveToVON.ca and help us save on postage costs.
Call 1-888-866-2273 to donate by phone.

☐ I have included **VON** in my will

☐ I would like to receive information about including **VON** in my will

☐ I would like more information about naming **VON** as the beneficiary of my RRSP or RRIF

VON is a not-for-profit, registered charity and has been accredited with exemplary standing by Accreditation Canada. This information collected here will be used to issue receipts and inform you of the activities of VON. If you do NOT want to receive any further information from us, please return this coupon marked "remove from mailing list" in the enclosed envelope. Receipts will be issued for $10 or more. Charitable Business #: 294 8493 RR0001

Of course I am also deeply grateful for the dedication of our front-line employees who have stepped up during this ongoing crisis, and have continued to provide exceptional care to clients in VON Lunenburg County despite the challenges they've faced. I am truly humbled by their dedication and perseverance. They have proven their resilience on so many fronts.

Increased safety measures, including expanding the use of personal protective equipment (PPE) to include face masks and eye protection for all client visits, has made it a very different experience for clients and employees alike. The level of professionalism our staff have demonstrated has been unwavering.

With your help, we remain committed to ensuring that front-line staff have all the supplies needed to keep our employees, clients, and their loved ones safe.

I am proud of what VON has been able to achieve under such difficult circumstances this year, and I want you to know how invaluable your support has been through it all.

It's the reason I can look to the future with hope despite everything going on locally and internationally right now.

Your generosity has truly made all the difference in the work we do for seniors and people with disabilities in your community and in all of the communities we serve. In fact, we simply could not do it without you – especially now. I hope you are as proud as I am of what we have been able to achieve together.

Sincerely,

Jo-Anne Poirier
President and CEO
VON Canada

P.S. Enclosed please find your 2021 VON Calendar. Each time you use it, I hope it will remind you of what we've achieved together, and how important you are to the people we serve in VON Lunenburg County.

100% of your donation goes directly to your community to help your friends, neighbours and family live their best lives every day.

10778LR

GiveToVON.ca

☑ **YES**, please use my gift to help people live each day to the fullest.

Live Every Day
Here is my gift in support of VON's work:

☐ $35 ☐ $50 ☐ $75 ☐ I prefer to give: $_____

Please see reverse for monthly giving options.

☐ I've enclosed a cheque made payable to **VON**
OR
☐ Please charge my: ☐ VISA ☐

Card #: _____

Expiry date: ____/____

Name on card: _____

Signature: _____

Telephone: _____

Email: _____

Ms Deborah Fleming
PO Box 361
Hubbards NS B0J 1T0

CanwidAcq-2 M

100478

Help VON provide the support and services that families in your community need to stay safe and healthy during the holidays.

Ms Deborah Fleming
PO Box 361
Hubbards NS B0J 1T0

October 1, 2020

Dear Ms Fleming,

We've all been through so much this year, and it's probably safe to say that there's no place we'd rather be than home with the ones we love during the holidays.

You may not be familiar with the Victorian Order of Nurses (VON), but helping Canadians live in the comfort and dignity of their own homes is exactly what we're all about, and it's why I'm writing to you now as we head into this season of giving.

VON is proud to be Canada's longest-serving not-for-profit home and community care charity. Our nurses, therapists and other health care providers have cared for Canadians in their own homes for more than 122 years.

Despite the challenges and changes that COVID has brought to the work we do, VON has continued to provide safe and compassionate care to our clients in Ontario and Nova Scotia. And it's all thanks to the generosity of our donors, and the dedication of our incredible front-line workers.

Today our team of more than 6,400 staff and 6,200 volunteers deliver a wide range of vital health, wellness and care programs to more than 10,000 people in Ontario and Nova Scotia every day – and we offer services for all stages of life, from birth right through to end-of-life care.

Being home for the holidays is wonderful, but helping people *stay* in the homes they love – and to truly live every day with meaning and hope – is why we do what we do.

We want to make sure the caring never stops – especially now when so many people need our support to continue staying safe and healthy at home – but we can only do it with help from generous donors.

Your donation to VON ensures that vital services in Ontario and Nova Scotia can safely continue with all the new precautions we've introduced during the pandemic. Programs like Meals on Wheels, transportation, Adult Day programs, volunteer visiting, congregate dining, caregiver support and education, breastfeeding consultation, adult and child bereavement programs, and acute pediatric care – all things that help people navigate difficult circumstances and challenging situations.

☑ **YES,** I want to support **VON's** work in my community by **giving monthly**

Here's my special gift of: ☐ $15/month ☐ $25/month ☐ $50/month ☐ $_____/month

☐ I've enclosed a blank cheque marked VOID, I authorize the Victorian Order of Nurses to deduct the amount I have specified on the 1st day of each month. I understand I may change or cancel my contribution at any time with written notice.
OR
☐ I authorize the Victorian Order of Nurses to charge the amount I have specified to my credit card on the 1st day of each month.

You have certain rights if any debit does not comply with this agreement. For further information on your right to cancel a Pre-Authorized Debit Agreement and/or recourse rights, please contact your financial institution or visit www.payments.ca

Please charge my: ☐ VISA ☐ MasterCard

Card #: _____ **Expiry date:** ____/____

Name on card: _____

Signature: _____

Email: _____

Telephone: _____

VON Canada, 100-2315 St.Laurent Blvd, Ottawa, ON K1G 4J8

To give online, visit GiveToVON.ca and help us save on postage costs.
Call 1-888-866-2273 to donate by phone.

☐ I have included **VON** in my will
☐ I would like to receive information about including **VON** in my will
☐ I would like more information about naming **VON** as the beneficiary of my RRSP or RRIF

VON is a not-for-profit, registered charity and has been accredited with exemplary standing by Accreditation Canada. This information collected here will be used to issue receipts and inform you of the activities of VON. If you do NOT want to receive any further information from us, please return this coupon marked "remove from mailing list" in the enclosed envelope. Receipts will be issued for $10 or more. Charitable Business #1294 87493 RR0001

Your generous support of VON makes a difference to people and helps to keep families together for the holidays.

I want you to know that VON will be there for you and your loved ones when you need us too. Your support today helps us help you tomorrow.

I understand that times are tough, but please consider putting VON and our team of front-line workers on your gift list. It could be the most meaningful and important gift you'll give this year.

100% of your donation goes directly to your community to help your friends, neighbours and family live their best lives every day.

Please give as generously as you can.

With heartfelt thanks and best wishes for a happy and safe holiday season,

Sharon Goodwin

Sharon Goodwin
Senior Vice President, Home and Community Care
VON Canada

P.S. VON helps people live every day, all year long. In this season of giving, please help us to continue providing safe, compassionate care to the people in your community.

100% of your donation goes directly to your community to help your friends, neighbours and family live their best lives every day.

10779LR

GiveToVON.ca

#VONCARES

Recognizing frontline caregivers during COVID-19

#VONCARES VON employees are playing a critical role on the frontlines of the COVID-19 response. By keeping clients fed and cared for in the safety and comfort of their own homes, VON is helping to ease the strain on hospitals and other institutions that are struggling to keep from being overwhelmed by infection.

We are so grateful for the critical work all frontline healthcare providers are doing to help and heal, and we know our communities appreciate this mentally and physically demanding work too.

want to show some love and support to members of our VON family who are on the frontlines every day, we welcome you to participate in our #VONCares campaign. All you have to do is share your stories and words of thanks on social media, and use the hashtag #VONCares in your post so that those who take such good care of the people in our communities each and every day can see how much that caring truly matters to all of us.

To download shareable social media graphics and a #VONCares thank-you poster that you can hang in your window at home, or to add a photo frame to your Facebook profile, visit: **www.von.ca/en/covid-19**

In Memoriam

We are mourning the tragic loss of two dedicated VON care providers. Kristen Beaton and Heather O'Brien passed away in Nova Scotia on Sunday, April 19. We would like to offer our sincere condolences to their families, and to all those deeply affected by the events of that terrible day. We're holding you in our thoughts and our hearts as you grieve the loss of your loved ones.

If you wish to send a message to be shared on our wall of condolence, please direct it to **condolences@von.ca**. If you would like your note to remain anonymous, please let us know.

Write a message to our frontline workers to let them know you're thinking of them, who need your support **now more than ever.**

VON

With thanks
TO OUR VON FRONTLINE
#VONCARES

MYVON

SPRING 2020

The Victorian Order of Nurses: **An essential service for over 120 years.**



VON: Committed to safety—and our clients—during COVID-19

Home is the safest place to be right now, and we are doing everything in our power to continue helping people remain there in good health.

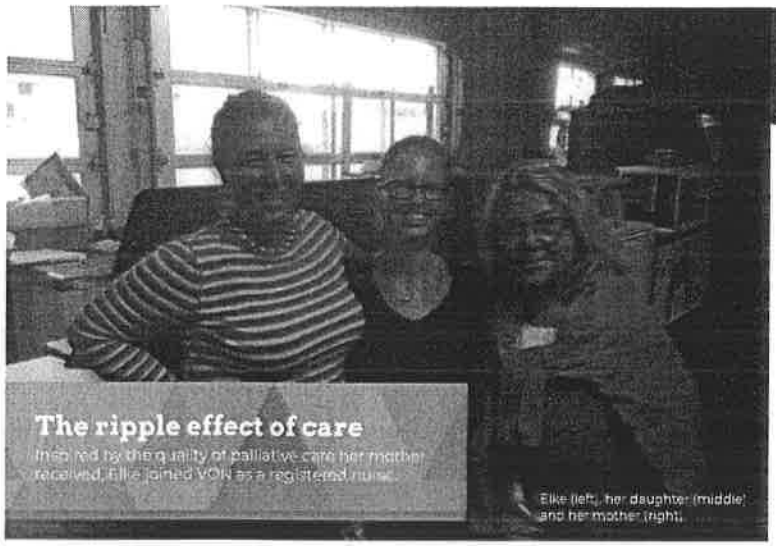
Receiving care at home has never been more critical as hospitals and other care institutions struggle to heal the sick and keep infection from overwhelming their facilities. Home is the safest place to be, and VON's priority is to continue our essential nursing and support during this time so that those who rely on us can remain healthy at home.

But we are also committed to keeping our clients and frontline staff and volunteers safe during this pandemic. We have been following the advice of public health directives, and continue to adjust our care and alter programs as necessary to ensure that we are always safely able to support those who need us.

Because after all, care and comfort are needed now more than ever.

Your continued financial support allows us to deliver that care during these challenging times—but your emotional support is valuable too.

VON caregivers are helping to keep people fed, cared for, and safe in their homes every single day. You can thank our VON frontline staff for making a difference in your community by sharing your stories and your words of thanks on social media, and using the hashtag #VONCares in your posts.



The ripple effect of care

Inspired by the quality of palliative care her mother received, Elke joined VON as a registered nurse.

Elke (left), her daughter (middle) and her mother (right).

Elke Huber is proof that compassionate care impacts more lives than just one. She was the primary palliative caregiver for her mother until she requested additional help from VON. Her mother's only wish had been to stay at home with Elke by her side, and the attentive care and support she received from VON staff made that wish possible.

"During all of those weeks, I did not see any employee of the VON be anything other than caring, professional, attentive, warm, open, and accountable," Elke said. "Every day my mom would tell them how much she loved them, and how much they enriched her life by caring for her the way they did."

Knowing firsthand what a difference that support made to both her and her mom during such a difficult time is what inspired Elke to become part of the VON family as an employee.

Elke's journey to becoming an RN with VON demonstrates the far-reaching impact that compassion and collaboration can have on the life of a client and their family—and it's a clear example of how beautiful the ripple effect of care can be.

This year was declared Year of the Nurse, and we salute Elke and all our dedicated VON nurses.

Nurses and midwives **provide essential health services** and are key to achieve health for all.

2020 INTERNATIONAL YEAR OF THE NURSE AND THE MIDWIFE

#SupportNursesAndMidwives

Message from Jo-Anne Poirier, President and CEO



VON founded homecare in Canada more than 120 years ago, and we've been at the heart of home and community care ever since.

Being able to rely on safe, in-home care is more critical than ever now—and VON is committed to ensuring that those who need our comfort and care still have access to it, no matter what's going on in the world outside.

You are spending more time in your home in an effort to keep those around you safe. Like so many others in our healthcare system, we are doing everything we can to keep our clients, volunteers, and employees on the frontlines safe too. Some of our programs and services may have changed so we can deliver safer alternatives, but we are still making sure that our clients have food and the physical and emotional support they need to continue staying safe—and healthy—at home.

It's important to know that all VON frontline service providers and those who support them are considered essential in accordance with the Nova Scotia and Ontario governments. That means we will continue offering the critical services we provide to people in your community with as little disruption as possible.

I'm so proud of the commitment and ingenuity of VON employees and volunteers, and I'm truly honoured that we are able to play a part in helping our clients and their families during this incredibly challenging time.

Like you, I hope the efforts we are all taking will help to flatten the curve and continue to protect our loved ones, neighbours, and friends. In the meantime, thank you for doing your part, and for supporting us so generously so we can continue to do ours.

"We are committed to ensuring that our clients have food and the physical and emotional support they need to continue staying safe—and healthy—at home."

-Jo-Anne Poirier,
President and CEO, VON Canada

To our Frontline Workers:

VON Live Every Day

_____

_____

_____

_____

_____

Thank you, from: _____

Live Every Day.

Organizational Overview

Live Every Day

VON Canada has been pioneering care at home for over 120 years. Today, we are a highly-trusted non-profit organization that works with our clients, employees, volunteers and partners to provide innovative clinical, personal and social support to people who want the comfort and peace of mind of living in their own homes and communities.

Our Vision: Every life lived to the fullest.

Our Mission: We help people live in their homes and communities by delivering the caring support that they and their families need.

Our vision and mission reflect our commitment to providing care that helps make every day as full of meaning and hope as possible. As a registered charity and not-for-profit corporation, our business is all about the difference we make in people's lives. This commitment sets us apart: everything we do is focused on helping people to live their best lives possible. Every day.

We believe that everyone has the right to care regardless of their circumstances. That's why VON works hard to raise donations that are used to bring valued care to our clients and their families. Our values help guide how we work as a team and with our clients and families:

Our Values:

Respect – we support others honestly, openly and fairly.

Compassion – we listen and serve with sensitivity, empathy and concern.

Excellence – we commit to everyday improvement in all that we do.

We strongly believe that clients and their families have the right to make informed decisions about their care, and we encourage them to become partners in both the planning and delivery of their care. Personal and cultural values are part of that, and we ensure that every Plan of Care we develop responds to the needs and concerns of our clients and their families.

With the help of our funders, donors, volunteers and committed staff, we offer dozens of programs and services across Ontario and Nova Scotia that provide real hands-on help to seniors, children, youth and adults who need extra support. With our 6,400 employees and 6,200 volunteers, we help Canadians stay healthy, live well and remain active. We support those in frail and failing health. And, together with our clients and their families, we contribute to the health and improved quality of life of Canadians in their homes and communities, where they want to be.

VON Community Corporations

Like people, not all communities are the same – and responding to local need is a VON strength. Our Community Corporations are local charitable corporations made up of volunteer leaders who support VON Canada's mission in their own communities. In partnership with VON Canada staff, they help build relationships with other local leaders and community groups, agencies and others to strengthen VON's work. They raise funds to support VON clients, programs and initiatives, and advocate on behalf of VON in their communities. And they work with each other, and with VON's national leadership, to support VON wherever we provide care.



More than a Century of Caring

Our Proud Legacy



In the late 1890s, Canada faced a dangerous shortage of nurses, doctors and hospitals, especially in remote areas. Lady Ishbel Aberdeen, wife of Canada's Governor General, learned just how badly this affected people when she participated in the annual meeting of the National Council of Women held in Halifax in 1896. She later wrote about the "pathetic stories" she heard, "where young mothers and children had died, whilst husbands and fathers were traveling many weary miles for the medical and nursing aid which might have saved them."

The National Council passed a resolution asking Lady Aberdeen to found an order of visiting nurses in Canada in honor of the 60th anniversary of Queen Victoria's ascent to the throne. Lady Aberdeen accepted the challenge with determination, becoming the inaugural president of the Victorian Order of Nurses (VON). The Order's first challenges were to provide visiting nursing services to areas without medical facilities and to establish small "cottage" hospitals in isolated areas.

Sir Wilfred Laurier, Canada's Prime Minister, motioned for the inauguration of the new Order in 1897. But when parliamentary support faltered because of criticism from Canada's medical establishment, Lady Aberdeen enlisted the help of Dr. Alfred Worcester, a Harvard professor and founder of the Waltham Training School for Nurses in Massachusetts.

Dr. Worcester spoke to large audiences of doctors in Ottawa, Toronto and other Canadian cities about the urgent need for nursing and the critical role nurses could play in remote and under-served areas. He also recruited Charlotte Macleod, a Canadian who had studied with the legendary Florence Nightingale, to help set up the VON Canada. She became VON Canada's first chief superintendent, welcoming the first 12 nurses into the Order in November 1897 — just a month before Queen Victoria granted a royal charter to the VON Canada.

Ready when Canadians needed us most



In 1898, a team of four VON Canada nurses accompanied a Canadian Field Force of military and government officials to the Yukon where more than 100,000 prospectors sought their fortunes during the Klondike Gold Rush. They reached Dawson one month after the Sisters of St. Ann and cared for the many victims of the typhoid epidemic that was raging throughout the Klondike.

That same year, VON Canada sites opened in Ottawa, Montreal, Toronto, Halifax, Vancouver and Kingston. A VON Canada "cottage" hospital was also set up in Regina to provide care to early settlers on the prairies. In addition, VON Canada established its first nurse training program in Ottawa.

Through the successful fundraising efforts of Lady Minto, the VON Canada's second honorary president, 43 more hospitals were soon established in local communities and within isolated areas throughout Canada. Responsibility for running these institutions was gradually assumed by community groups, with the last VON Canada-run hospital placed in the hands of local citizens in 1924.

Throughout the 20th Century, VON Canada helped communities across Canada during some of the most devastating periods in our country's history — World War I, the horrific explosion of munitions ship in Halifax harbor in 1917, the deadly influenza epidemic of 1918, the Great Depression, and World War II.



In good times and bad, however, VON Canada served as a catalyst for building a sense of community — creating opportunities for people to work together to meet their needs and those of their friends and neighbors. Prenatal education, well baby clinics, school health services, visiting nurses and coordinated home care programs all had their earliest origins with VON Canada.



Touching the lives of Canadians every day

Today at VON Canada, we deliver more than 75 different programs and services through 52 local sites staffed by 5,000 health care workers and a dedicated team of more than 9,000 community volunteers. Local volunteer boards and professional staff work together at each site to ensure their VON Canada services meet the unique needs of their community.

At the local, provincial and national levels, we also come together with families, other organizations, governments and communities to influence the health and social policies that affect Canadians. As always, our goal is to ensure superior health care is available, affordable and accessible to everyone in Canada — no matter where they live.

VON Lunenburg Site

VON Canada is Canada's only, national, not-for-profit, charitable home and community care organization. The Lunenburg Site is located at 1924 Northwest Rd in Blockhouse and has a staff compliment of approximately 45 staff which includes nurses, administration, coordinators, transportation driver and activity assistants. In addition to paid staff there also over 35 volunteers who work with this site. The home care and community support services are designed to help people of all ages to get health and stay healthy.

Nursing Services

Community Nursing – VON nurses care for residents of Lunenburg County in their homes, communities and workplaces. Primary health care promotes health and wellness and seeks to prevent injuries and illness. It's about more than delivering health care services. It's about creating the conditions that help people to become and stay healthy and well. It's also about extending the reach of health care providers into communities. Fundamentally, this goes to the core of what VON Canada is all about. Canada is a world leader in advancing the concept of primary health care.

Foot Care Clinics – VON nurses provide assessment, care and advice for clients of all ages, including people who suffer from chronic diseases like diabetes, who need to pay particular attention to their feet. Care includes clipping nails, treating corns, calluses, ingrown nails and thickened nails and preventative care as well as referral to other health professionals. In-home foot care can also be provided for those unable to access a clinic.







TB Testing – Tuberculosis has become more prevalent in Canada and most health care organizations require employees to be tested. VON nurses who have specialized training will provide testing at the VON in Blockhouse.

Community Support Services

Frozen Favorites – Frozen Favorites are a healthy and affordable option for clients who aren't able or interested in cooking a full meal for themselves. With several home-style meals to choose from, the program is designed to be convenient and flexible. Suitable for microwave and conventional ovens, meal options differ in each location and are available for pick-up or delivery throughout Lunenburg County.

Transportation – The Transportation Program makes it possible for those with barriers to adequate transportation to maintain an independent lifestyle. Supported by staff and volunteer drivers, clients can receive door to door transportation to medical appointments, to run errands (grocery store, banking, pharmacy, etc), to congregate dining, to local food banks and dialysis in Liverpool. The program provides drives mainly throughout Lunenburg, Mahone Bay, Bridgewater, Chester and surrounding areas. Other areas of Lunenburg County are considered on a case by case basis.

Adult Day Program – The Adult Day Program provides a safe, comfortable and stimulating environment for seniors who are living with Alzheimer's, cognitive impairment, dementia, chronic illness and social isolation. Using a Montessori-informed approach, the program offers clients a sense of community; a positive focus on independence; and activities including: theme-based conversation, gardening and baking programs, adapted physical games and therapeutic exercises, painting and art expression, and music appreciation events. Adult Day also provides respite on a planned and regular basis. The Adult Day program is being offered in the Town of Lunenburg and is available to residents of Lunenburg County.

Breakaway Program – VON Breakaway is a half day program offered weekly and designed for seniors living in the community who may be diagnosed with mild dementia or for those experiencing social isolation. This program focuses on improving psychosocial, physical, spiritual and cognitive levels of functioning to improve the health and wellbeing of seniors. Trained VON professionals provide mentally stimulating activities such as trivia and brain games, social opportunities, musical entertainment, as well as a fitness program that concentrates on building strength and improving balance with the objective of preventing falls. Healthy nutritional snacks are also provided. Not only does the Breakaway program support seniors to maintain their current level of ability, and to reduce mental and physical decline, it also assists them to remain in their own homes longer and takes pressure off the healthcare system. This program also provides respite for caregivers. This program is offered in New Ross and Lunenburg.

Community Corporation - The Community Corporation are advocates of the community to VON and advocates of VON in the community. They work alongside VON in helping to identify community needs and help raise dollars to support the work VON does in the community.











Program Statistics (April 1, 2020 – March 1, 2021)

Program	# of Clients	Units of Service	# of Volunteers	Volunteer Hours
Nursing	378	37,399 visits	NA	NA
Transportation	82	790 round trip drives, 37,835km driven	8	288
Frozen Favorites	201	6462 meals, 8115km free delivery	included in transportation	
Adult Day Program		*phone were provided to clients until Dec when on site and in home visits began		

During this time period there was a global pandemic which caused closures, restrictions, protocols, etc. Many volunteers chose to put their volunteer activities on hold during this time. VON continued to offer nursing visits, transportation and meal delivery during this time, adjustments were made to all programs, the Adult Day Program provided phone calls until an approved plan to return to the location was submitted to Dept of Health. They approved late in the year and VON was the first to re-open their Adult Day Program. *

Testimonials

"On behalf of my husband I myself I feel compelled to send this note recognizing the incredible talents of the VON nurses. They not only demonstrated expertise in their abilities to offer outstanding nursing care; they showed the highest level of professionalism and compassion. The task they had at hand was no easy one; each day they arrived on time, with a smile and at the least one joke! It is caring nurses such as them that reminds us all of the good in people. We both thank the VON organization for all that they have done to help us through this medical need."

"I can't even begin to tell you how monumental your role in being able to have my Dad at home was. Greeted by smiles and compassion made his world a better place to be. He enjoyed seeing, I was very grateful to have the assistance in nursing him and being able to keep him home to die. Thank you so much for your assistance in making this happen. We will be forever grateful."

"Thank you for the special work you do in your community. Your presence is valued more than you know."

"You are angels to those in need of your homecare."

"We want to thank you for all the excellent care you gave us. The service you give the community is very important and much appreciated. Keep up the good work."

"VON Friends – My sight is not capable of completion of this form. However, because of this I have been calling VON for transportation to medical appointments for several years. Always, without fail, volunteers have been excellent in every possible way. They (VON) are a valuable resource. Without them, I would have to leave. My family are all away. Many thanks."

"The very time the VON van arrived for me the driver opened the door. He opened the door again when I arrived at my destination. The conversation was light and jolly, in spite of the nasty weather. Arriving home the door was opened again. What a generous show of courtesy and kindness remains with me, even to this day. First impressions – priceless!"

"We really appreciate this service. The meals are excellent."

"I wouldn't get to Bridgewater to pay my bills plus it is a little outing for me as I don't get out for much enjoyment as I enjoy going as it gives me something to look forward to. It makes me feel better than being home all the time."

"I don't know what I would have done if I didn't have the ADP program for him all of these years!"

"The staff here does such great work and I don't know what I would do without this program."

"Not only is the programming educational, fun and informative, but the snack during Mexican Week and BBQ week was absolutely delicious!"

Rec'd Mar 29/21

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: Zion Evangelical Lutheran Church

Primary Contact Person: Eija Forster, Church Council Chairperson

Daytime phone number (☐ Work ☐ Cell ☑ Home): 902-640-2279

Mailing Address: PO Box 392 Lunenburg NS B0J 2C0

Fax Number: none E-mail Address: eijaforster@gmail.com

Organization Website: zionlutheranlunenburg.ca

1. Amount of funding requested: $ 2,000.00

   In-kind Town of Lunenburg services requested: not applicable

2. The organization is a:

   ☐ NS registered society name _____

   ☑ Registered National Charity name/# 119309201RR0001

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: Town of Lunenburg

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   The funds requested are to be used to help construct a Prayer Labyrinth feature in our existing Church Garden on Fox Street. We have attached images of our garden, similar Prayer Labyrinths, and a quote for the scope for our project.

5. How will the community benefit from the funds received?

   The Church Garden is and will continue to be accessible to all citizens of Lunenburg. The enhanced space will feature solar lighting for safety and will support the Town's initiatives with respect to adding green spaces in Old Town.

Please include the following information with your completed application:

- ☑ Financial Statements from your last fiscal year.
- ☑ Budget for the current fiscal year.
- ☑ Project budget and funding sources summary.
- ☐ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY
Ms. Eija Forster	Eija Forster	Church Council Chairperson	03/28/21

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Chief Administrative Officer
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, brenton@explorelunenburg.ca

Town of Lunenburg Community Grants Program
Additional Information - Application for Funding
Zion Evangelical Lutheran Church - March 29, 2021

Greetings, Esteemed Council Members.

The Congregation of Zion Evangelical Lutheran Church is enthusiastically planning for Zion's 250th Anniversary in 2022. We are the oldest active Lutheran congregation in Canada, since 1772. In these days of declining attendance in churches everywhere, combined with the pandemic fatigue felt by so many people, this milestone celebration gives our congregation and our community members something positive to anticipate and be excited about.

It was suggested that the Zion 250 Planning Committee contemplate a special project, something unique to commemorate the 250th anniversary which would also be a lasting tribute to the hard-working souls who brought Zion along for the first 250 years, and something we could share with the community. The idea embraced by the Planning Committee is a Prayer Labyrinth on the lawn in the Church garden.

We have included images of our Church and the existing garden, as well as design ideas for the Prayer Labyrinth that can be adapted to our space and will complement the existing trees and plantings very nicely. Solar lighting and signage will complete the project, which we hope will bring joy to our Church members and the community for years to come as a place to reflect and pray, or relax and enjoy a beautiful outdoor space in Old Town Lunenburg.

We ask that you consider our request for the maximum amount available to assist with the proposed Prayer Labyrinth Project. We feel it will shine a renewed light on our Church and its importance in this community and we welcome all Lunenburg's citizens to enjoy the enhanced garden space with us. The project also supports the Town's initiatives with respect to adding or upgrading green spaces within the designated Old Town district.

In addition to this request for financial assistance from the Town of Lunenburg, we will be seeking funding for the project through provincial and federal government agencies, as well as through avenues available within greater body of the Lutheran Church in Canada. We will spread the word in our community, promoting the ongoing good works of our Church through our website and our Facebook page, and are planning a year-long calendar of events.

In our submission we have included our Congregational Annual Report for 2020-2021, including Zion's most recent financial statements and current operating budget, and a quote for completion of the project, the success of which will be dependent on funding and private donations to be completed. If you require any additional information, please do not hesitate to contact us.

We thank you for your time and your consideration.

Zion Evangelical Lutheran Church Council
Lunenburg, Nova Scotia





Existing Garden facing Fox Street



Image illustrating design concept for the stone pavers



Image illustrating the general design for the space



Prayer Labyrinth design

ZION EVANGELICAL LUTHERAN CHURCH
Prayer Labyrinth Project Budget March 2021

NRL Estimate includes -

- Site preparation and removal of lawn areas to be paved, debris removal from the site
- Labyrinth design and layout
- Installation of Shaw brick pavers
- Installation of topsoil, grass seed and fertilizers to the remaining lawn

	$8,830.00
HST	$1,324.50
Total	$10,154.50

Additional Items -

Solar lighting kit, path lighting and one solar post lantern (estimate)	$ 500.00
Signage for commemoration, to explain the purpose of the garden (estimate)	$ 500.00
Park bench (estimate)	$ 250.00
Plants to be donated by congregation and community members	$ -
Total Project Budget	**$10,904.50**

ZION EVANGELICAL LUTHERAN CHURCH
Prayer Labyrinth Project Funding Summary March 2021

Applications for additional funding are being submitted to - amounts unknown

- Canadian Lutheran Eastern Synod Council (application in process)
- Canada Culture and Heritage Fund (program eligibility under review)

- Congregation and Community Fund-raising through
    - monetary appeals to Church members
    - raffle ticket sales
    - yard sales
    - meals to go
    - 250th anniversary memorabilia and merchandise sales

Estimate

Nature's Reflections Landscaping Ltd.
178 Crouses Settlement Rd
Upper LaHave, NS B4V 0G5
Office Phone: 902-530-3860
Cell Phone: 902-521-4081
Fax: 902-530-3861
ben@naturesreflections.ca

ESTIMATE NO.: 13531
DATE: March 18, 2021
EXPIRATION DATE: 2021 Season

TO
Zion Evangelical Lutheran Church
65 Fox St
Lunenburg, NS B0J 2C0
Attention: Gale Fullerton - 902-719-9261
galefullerton@gmail.com

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	Construction of a 15 foot diameter Prayer Labyrinth. The centre section will consist of an accent rock surrounded with pavers; two-foot paver paths will be separated by areas of topsoil and seed. Shaw Classic Pavers to be used throughout the project.	$8,350.00	$8,350.00
1.00	Aeration, overseeding, and applications of lime and slow release fertilizer to remaining lawn area.	480.00	480.00
		SUBTOTAL	$8,830.00
		HST	$1,324.50
		TOTAL	**$10,154.50**

Business # 832949507

LIKE US ON facebook

Quotation prepared by: Ben Floyd _____

To accept this quotation, sign here and return: _____

www.naturesreflections.ca









CONGREGATIONAL
Annual Report

ELCIC
In Mission for Others

LIVING OUR FAITH

How the COVID-19 pandemic is inspiring ELCIC members to adapt and find new ways to live out the call to be *In Mission for Others*

2020 has been a challenging year for all. The COVID-19 pandemic has changed how we function in our day-to-day lives drastically. Working from home is a reality for many. Visits have become phone calls. Gym memberships have turned into home workouts. And traditional church worship has also been impacted.

When the first wave of this reality started to impact us here in Canada in the middle of March 2020, we saw many congregations turn from grieving the loss of gathering together in person to exploring new ways of connecting with church members and the wider community, while ensuring physical distancing strategies were maintained and those who were vulnerable were protected.

It hasn't always been easy but across the church—coast to coast to coast—we are finding new ways to come together as community.





PHOTOS BY NATHALIE CECIRE.

When COVID-19 drives us out—we drive in!

As the world unexpectedly embraced the impacts of the COVID-19 pandemic, New Denmark Lutheran Parish, New Brunswick (comprised of St. Peter's and Bethany), adapted to the challenging circumstances before them.

Social distancing measures closed the door on in-person worship, and poor bandwidth allocation made virtual worship extremely challenging. In light of this, an adaptive and alternative approach was taken: drive-in style worship services. In the beginning it was an adventure filled with newness and uncertainty, but it quickly shaped into an enjoyable means of gathering and worshipping together while maintaining social distancing protocols.

Rather than focus on what the pandemic has prohibited, we strive to focus on the new opportunities that it creates! COVID-19 attempted to drive us out of our buildings, but has instead driven us into a wonderful opportunity for people of all ages and skill-sets to work collectively in the service of Christ and the church.





PHOTOS BY REV. DENNIS HENDRICKSEN.

Virtual Vacation Bible School

As many worship services had to adapt over 2020 to allow for virtual options, so too has Vacation Bible School (VBS). Christ, Regina approached this with open hearts and minds using the approach from *Illustrated Ministry's* Compassion Camp—looking beyond ourselves in compassion for others.

Compassion Camp consists of five sessions with the same format —a Bible story, singing, crafts, games, yoga, colouring and reflection on the session's Bible story.

Each session began with the leader putting on their "compassion glasses," enabling them to see and greet the VBS participants in their homes.

Both parents and grandparents participated with their children and the feedback showed virtual VBS was well received.

Zion Evangelical Lutheran Church
Annual Meeting February 7, 2021
Agenda

Call to Order

Establishment of a Quorum

Moment of Silence for Departed Members

Approval of Agenda

Approval of Minutes from Annual Meeting February 2, 2020

Business rising from minutes
- Zion website
- 250th Anniversary Committee
- Summer Tourists
- Lunenburg Fishermen's Foundation Grant

Reports:
Pastor
Church Council
Treasurer
Property & Finance
Worship & Music
Fellowship
Education/Youth
Outreach
Fund-raising
Questions/comments arising from reports

Auditors Report; election of new auditors

Budget

New Business
- 250th Anniversary outline
- New secretary

Nominations/Elections of new Council members

Appointment of Treasurer, Assistant Treasurer/ Assistant Treasurer's Assistants

ZION EVANGELICAL LUTHERAN CHURCH
ANNUAL GENERAL MEETING
January 31, 2021

Report of the Pastor 1, 2

Council Chair's Report 3

Minutes - Meeting of February 2, 2020 ..... 4, 5

Outreach Committee 6

Worship and Music/Sunday School/GAPP 7, 8

Camp Mush-a-Mush Summer of 2020/Photos 9, 10

Fellowship Committee 11

Proposed Planning Report for 250th Anniversary 2022 12

Property and Finance Committee 13

Zion Budget Narrative 2021 14

Donors per Donation Range Chart 15

Zion 2021 Proposed Church Budget and 2021 Budget Addendum ..... 16 - 21

Zion Income Statements ..... 22 - 24

Zion Property Account Income Statement/Balance Sheet/Music Fund ..... 25 - 27

Income Statement/Balance Sheet/Windows and Sunday School 28

Income Statement/Fellowship/True Savings 29

Zion True Savings/Balance Sheet 30

Outreach/Heisler Estate 31

Donors per Donation Range Chart 32



REPORT FROM THE PASTOR

Grace to you, and peace from God our Father, and from our Lord and Saviour, Jesus the Christ.

2020 will be remembered for a very long time; not only for what happened (wildfires, Covid 19, Black Lives Matter, elections), but also for what did ***not*** happen (work for several months, worship for 6 months, family gatherings at holidays, extended travel).

This year revealed a great many things to us. We discovered that we could worship differently. We discovered what we really valued. We discovered that caring for our neighbour was something that happened in very simple yet concrete actions (wearing a mask,etc.). We discovered that there really is only one world, and we are all connected.

2020 also revealed that there are a great many cracks in our world's systems. People can't survive without other people. Governments cannot function if the leadership doesn't have some kind of vision. In spite of some small progress made in our lifetimes to make people's lives better, hatred and fear are never far away, and can be unleashed with frightening speed.

This year revealed the best and the worst of people, and what we are capable of doing and being.

The leaders of your congregations have done an amazing job of walking through the challenges we have faced. There have been a great many conversations, special meetings, documents to digest and protocols to put in place. I want to commend them for their faithfulness in an extremely trying year. They did not sign up for this! But they have done an awesome job, and this needs to be acknowledged.

I also want to offer my deep thanks and appreciation to the Councils and members of St. John's, Feltzen South and St. Matthew's, Rose Bay. Not only did they work through the pandemic issues, but they also had to work at bringing their organized ministries to a close. This was not the last year, or the closing services, they envisioned, yet they found a way to make their closings meaningful and memorable. And it also needs to be mentioned that they have done all of this while still thinking of, and planning for, the future of ministry in their communities. Their efforts in this crazy year of 2020 remind all of us that there are always new opportunities for doing the work of the gospel, but we might need to make some significant adjustments in order to embrace those possibilities.

I finally need to acknowledge your generosity over the last year. While we certainly could not have made it through 2020 the way we did without the Federal Government's CEWS program, it equally true that we could not have done so without your continuing financial support. Many, many thanks to everyone who made the extra effort to participate in this way.

Looking ahead to 2021 and beyond, there are a few things which we can discern.

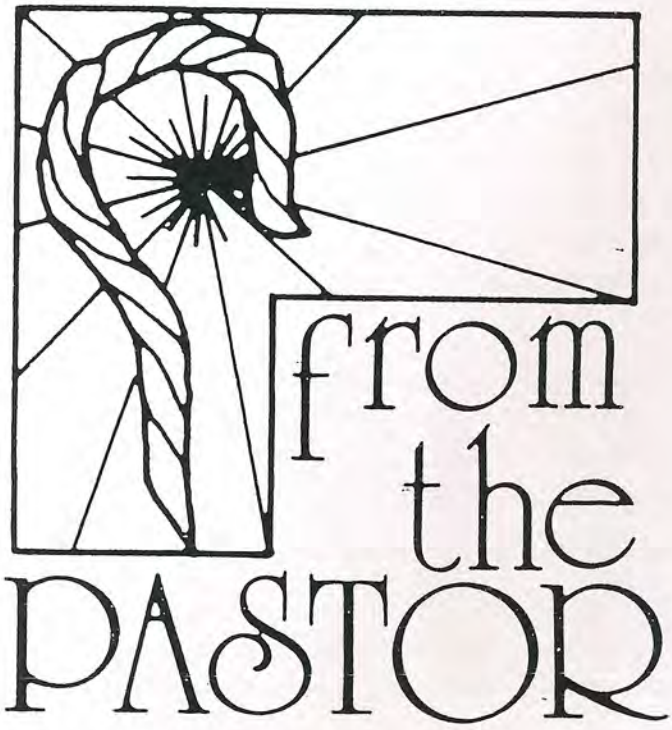
- We all need to continue serving our neighbours by taking the pandemic seriously, and "staying the course" with our safety protocols. While adjustments will take place as we move forward, our current safe practices will almost certainly remain in place for most, if not all, of 2021.
- St. John's and St. Matthew's still have work to do to faithfully steward their assets, This will take some time this year.

- Grace will continue doing the good work of welcoming the members from St. John's and St. Matthew's. Also, plans have begun to be considered for doing some fund-raising/community outreach projects. Stay tuned!
- Zion will keep reflecting on the most faithful way of carrying out its ministry, and will also be making plans for its 250 anniversary! Again, stay tuned!

I'd like to end this year's report with the words with which I began last year's report. They apply just as much to last year as they do to this year.

> *When we began 2019* [or 2020, for that matter!], *most of us would not have guessed what we would have experienced by the end of it. Such is life, of course; it's always full of surprises. But the stories of faith which we tell each other do not promise stability or predictability. They promise God's presence in the middle of all of life's surprises. They promise that opportunities for ministry will be found no matter what happens. And they promise that we will not go through these times alone.*
>
> *Thank you so much for reminding me, again and again, that we walk with each other, and that God walks with us.*

Pr L +



	A	O	P	Q	R
1		**Actual 2019**	**Budget 2020**	**Actual 2020**	**Budget 2021**
2		**Z56% G44%**	**Z56% G44%**	**Z56% G44%**	**Z56% G44%**
164	**Property Budget 2016**	**Actual 2019**	**Budget 2020**	**Actual 2020**	**Budget 2020**
165	**Property Revenue**	**Z56% G44%**	**Z56% G44%**	**Z56% G44%**	**Z56% G44%**
166	Contributions	$ 17,764.55	$ 10,000.00	$ 7,633.00	$ 10,000.00
167	Steeple Bank	$ 185.50	$ 200.00	$ -	$ 200.00
168	Memorials	$ 2,480.00	$ 4,500.00	$ 4,205.00	$ 4,500.00
169					
170					
171					
172					
173	Church Roof Fund Raiser	$ 1,642.35			
174	Church Roof Fund	$ 525.00		$ 5.00	
175	Sale Of Afghan Tickets	$ 303.00			
176	Sale of Quit Tickets	$ 1,226.00			
177	**Total General Income**	**$ 24,126.40**	**$ 14,700.00**	**$ 11,843.00**	**$ 14,700.00**
178					
179	**Grace Cost Sharing**	**44.00%**	**44.00%**	**44.00%**	**44.00%**
180	Parsonage Electricity	$ 252.90	$ 257.96	$ 276.13	$ 257.96
181	Parsonage Water	$ 262.52	$ 267.77	$ 262.52	$ 267.77
182	Parsonage Sewer	$ 242.22	$ 247.06	$ 217.64	$ 247.06
183	Parsonage Taxes	$ 1,359.38	$ 1,386.57	$ 1,453.36	$ 1,386.57
184	Parsonage Fuel	$ 1,524.11	$ 1,554.59	$ 1,224.70	$ 1,554.59
185	Parsonage Furnace Insurance	$ 104.06	$ 106.14	$ 118.25	$ 106.14
186	Parsonage Insurance	$ 466.67	$ 476.00	$ 1,166.84	$ 875.34
187	Parsonage Telephone/Internet	$ 501.24	$ 511.26	$ 501.23	$ 511.26
188	Parsonage Maintenance	$ 31.67	$ 32.30	$ 473.00	$ 32.30
189	Parsonage Oil Tank	$ 58.62	$ 59.79	$ 1,277.10	$ 59.79
190	**Total Grace Cost Sharing**	**$ 4,803.39**	**$ 4,899.46**	**$ 6,970.77**	**$ 5,298.79**
191					
192	**Zion Cost Sharing**	**56.00%**	**56.00%**	**56.00%**	**56.00%**
193	Parsonage Electricity	$ 321.74	$ 328.17	$ 351.37	$ 328.17
194	Parsonage Water	$ 334.08	$ 340.76	$ 334.08	$ 340.76
195	Parsonage Sewer	$ 308.26	$ 314.43	$ 276.96	$ 314.43
196	Parsonage Taxes	$ 1,730.11	$ 1,764.71	$ 1,849.72	$ 1,764.71
197	Parsonage Fuel	$ 1,939.70	$ 1,978.49	$ 1,558.65	$ 1,978.49
198	Parsonage Furnace Insurance	$ 132.43	$ 135.08	$ 150.49	$ 135.08
199	Parsonage Insurance	$ 593.92	$ 605.80	$ 1,485.06	$ 1,114.06
200	Parsonage Telephone/Internet	$ 637.90	$ 650.66	$ 637.89	$ 650.66
201	Parsonage Maintenance	$ 114.90	$ 117.20	$ 602.00	$ 117.20
202	Parsonage Oil Tank			$ 1,625.40	
203	**Total Zion Cost Sharing**	**$ 6,113.04**	**$ 6,235.30**	**$ 8,871.62**	**$ 6,743.56**
204	**Other Property Income**				
205	Xfer from True Savings	$ 34,000.00		$ 14,000.00	
206	Xfer from General Account			$ 2,974.66	
207					
208					
209					
210	**Total Transfers**	$ 34,000.00		$ 16,974.66	
211	**Total Property Revenue**	**$ 69,042.83**	**$ 25,834.76**	**$ 44,660.05**	**$ 26,742.36**
212					
213	**Property Expenses**				
214	**Parsonage Exp (C.S. TOTALS)**				
215	Electricity	$ 574.64	$ 600.00	$ 627.50	$ 600.00
216	Water	$ 596.60	$ 600.00	$ 596.60	$ 600.00
217	Sewer	$ 550.48	$ 600.00	$ 494.60	$ 600.00

Zion 2021 Proposed Church Budget

	A	O	P	Q	R
1		**Actual 2019**	**Budget 2020**	**Actual 2020**	**Budget 2021**
2		**Z56% G44%**	**Z56% G44%**	**Z56% G44%**	**Z56% G44%**
218	Property Taxes	$ 3,089.49	$ 3,090.00	$ 3,303.08	$ 3,090.00
219	Total Town of Lunenburg	**$4,811.21**	**$ 4,890.00**	**$ 5,021.78**	**$ 4,890.00**
220	Fuel	$ 3,463.81	$ 3,500.00	$ 2,783.35	$ 3,500.00
221	Pars Furnace Protect. Agree.	$ 236.49	$ 236.49	$ 268.74	$ 236.49
222	Insurance-Parsonage	$ 1,060.59	$ 1,350.00	$ 2,651.90	$ 1,989.40
223	Parsonage Telephone/ Internet	$ 1,139.16	$ 1,110.00	$ 1,139.12	$ 1,110.00
224	Misc. Maintenance-Parsonage	$ 205.19	$ 3,000.00	$ 1,075.00	$ 300.00
225				$ 2,902.50	
226	**Par. Maint. Expense (C.S.Total)**	**$ 10,916.45**	**$ 14,086.49**	**$ 15,842.39**	**$ 12,025.89**
227					
228	**Pars Upgrade Exp - Zion 100%**				
229	Parsonage Maintenance		$ 500.00		$ 500.00
230	**Sub- Total**	**$ -**	**$ 500.00**	**$ -**	**$ 500.00**
231	**Total Expense $ for Pars**	**$ 10,916.45**	**$ 14,586.49**	**$ 15,842.39**	**$ 12,525.89**
232					
233	**Church Maintenance Expenses**				
234	Insurance-Church	$ 8,847.23	$ 15,000.00	$ 17,730.10	$ 12,220.60
235	CH Furnace Protect. Agree.	$ 365.48	$ 400.00	$ 429.98	$ 400.00
236	SS Furnace Protect. Agree.	$ 365.48	$ 400.00	$ 429.98	$ 400.00
237	Bank Charges	$ 161.55			
238	Church Maintenance	$ 6,760.71	$ 2,500.00	$ 1,004.06	$ 5,000.00
239	Sunday School Maintenance			$ 456.72	
240	Church Sign / Main Entrance			$ 591.24	
241	Stained Glass Windows	$ 15,629.02		$ 21.50	
242	Church Liability Insurance	$ 1,000.00		$ 1,050.00	$ 1,050.00
243	Fund Raising Expenses	$ 255.00			
244	Church Locks & Keys	$ 449.35	$ -	$ 29.01	$ -
245	Alarm Sys. Monitoring/ Verification	$ 188.45	$ 675.00	$ 188.45	$ 200.00
246	Sound System		$ 100.00		$ 100.00
247	Repairs to Organ / Maintenance	$ 632.10	$ 600.00	$ 663.27	$ 600.00
248	Piano Maintenance		$ 280.00		$ 280.00
249	Fire Extinguisher Maintenance	$ 113.95	$ 400.00	$ 230.96	$ 250.00
250	Replace SCS oil Tank		$ 6,000.00	$ 6,342.50	$ -
251	**Total Church Expenses**	**$ 34,768.32**	**$ 26,355.00**	**$ 29,167.77**	**$ 20,500.60**
252	**Total Property Expenses**	**$ 45,684.75**	**$ 37,989.76**	**$ 45,010.16**	**$ 33,042.96**
253					
254	**Total Prop. Surplus / Shortfall $**	**$ 23,358.08**	**-$ 12,155.00**	**-$ 350.11**	**-$ 6,300.60**
255					
256					
257	**TOTAL Zion Revenue**	$ 174,106.36	$ 125,930.40	$ 168,686.48	$ 119,372.24
258					
259	**TOTAL Zion Expenses**	$ 182,172.02	$ 168,394.39	$ 177,786.91	$ 160,692.83
260					
261	**Operating Budget**				
262	**Surplus / Shortfall (Xfer $ from Savings)**	**-$ 8,065.66**	**-$ 42,463.99**	**-$ 9,100.43**	**-$ 41,320.59**
263					
264					
265					
266					
267					
268					
269					
270					

	A	O	P	Q	R
1		Actual 2019	Budget 2020	Actual 2020	Budget 2021
2		Z56% G44%	Z56% G44%	Z56% G44%	Z56% G44%
271					
272					

Zion 2021 Budget Addendum

This addendum is attached to the Congregational approval of this year's budget.

It is understood that without an infusion of funds from outside the accessible assets of Zion that the refurbishment of the Cornwallis Street side cannot go ahead. It is further understood that, even if grants are available and offered, Council will be required to approve their appropriate use to cover the costs of scraping, priming and painting along the Cornwallis Street side of the buildings and any grants offered must collectively cover a significant portion of the proposed expenses. The work should be completed within a preliminary estimate of $22,000 and will then officially increase the Church's projected expenses from $160,692 to $182,692 in the financial statements for 2021

.

The deficit in the preceding budget is projected to be $41,320. If Council had agreed to include the proposed refurbishment without grants, the deficit would likely be around $63,000. As a result, as a part of this year's budget, the Congregation is only agreeing to completing the proposed Cornwallis Street work if Council is successful in receiving grants collectively and specifically directed towards the external maintenance of this Provincial Heritage Building.

Zion Evangelical Lutheran Church
Income Statement (Cash basis) 01/01/2020 to 12/31/2020

REVENUE		
Contributions		
Current Offerings	39,861.00	
Canada Helps	815.25	
Loose Offerings	218.75	
Lenten	170.00	
Easter	255.00	
Thanksgiving	600.00	
Christmas	3,845.00	
Total Offerings subject to 10%Benev		45,765.00
Camp Mush-A-Mush	13.45	
Canadian Lutheran World Relief	50.00	
Additional Benevolence	180.00	
Community Outreach	200.00	
Food Bank	370.00	
Garden Fund	2,080.72	
Church Altar Flowers	149.00	
Meals On Wheels	44.00	
Zion Quilters "From "	600.00	
Initial Offering(Offering Envelopes	180.00	
Total Miscellaneous		3,867.17
Total Offerings		49,632.17
Grace Sharing		
Pastor's Salary & Benefits @44%		30,275.08
Continuing Education Plan @50%		300.00
Pastor's Books @50 %		71.50
Total Grace Sharing		30,646.58
Other Income		
Estate Offerings		3,000.00
Rose Bay Parish		3,360.00
Parsonage Rent		11,340.00
Canada Emergency Wage Subsidy		24,331.44
Temporary Wage Subsidy		1,672.24
Total Other Income		43,703.68
Transfers		
From True Savings		44.00
Total Transfers		44.00
TOTAL REVENUE		124,026.43
EXPENSE		
Payroll Expenses		
Pastor's Salary	50,919.00	
Choir Director's Salary	3,600.00	
Organist's Salary	3,600.00	
Sexton's Salary	4,325.04	
Total Salaries Full Time Employees		62,444.04

Secretaries Salary	1,500.00	
Subtotal Other Payroll Expenses		1,500.00
Total Salaries		63,944.04
Employee Benefits		
EI Expense	1,454.02	
CPP	2,898.00	
ELCIC Retiree Pension Fund	5,122.58	
Benefits	2,548.26	
Health & Dental	4,240.00	
Employer Costs		16,262.86
Equity Allowance	1,880.00	
Parsonage Rent	11,340.00	
Mileage @.58 per km.	107.19	
Pastor's Books @50 %	142.99	
Pastor's Cont. Education Plan @ 50%	600.00	
Subtotal Employee Benefits		14,070.18
Total Employee Benefits		30,333.04
Church Expenses		
Grace Portion-CEWS & TWS		8,238.75
Rose Bay Parish -CEWS & TWS		2,310.28
Snow Removal & Salting		537.49
Church Copyright License		141.00
Altar Flowers		104.50
Office Supplies & Postage		838.47
Photocopier		913.50
Photocopier Copies		158.53
Offering Envelopes		207.38
Sexton Supplies		244.32
Computer Maintenance		30.00
Gifts & Memorials		38.70
Zion Web Site		64.00
Advertising-Advocate Media"Ad", etc		581.57
Bank Service Charges		216.80
PAR & Canada Helps Fees		54.00
Royal Canadian Legion		60.00
Total Church Expenses		14,739.29
Benevolence		
Eastern Synod-10%		4,576.50
Benevolence-AdditionalContributions		180.00
Canadian Lutheran World Relief		50.00
Lunenburg Food Bank		370.00
Souls Harbour Rescue Mission		200.00
Meals On Wheels		88.00
Pastor'sCommunity Outreach Fund		200.00
Total Benevolence		5,664.50
Congregational Projects		
Camp Mush-A-Mush		13.45
Total Congregational Projects		13.45

Zion Evangelical Lutheran Church
Income Statement (Cash basis) 01/01/2020 to 12/31/2020

Transfers	
Zion Property-ParsonageExpenses@5...	8,871.62
Transfer to Property	2,974.66
Total Transfers	11,846.28
TOTAL EXPENSE	126,540.60
NET INCOME	-2,514.17

Zion Evangelical Lutheran Church
Balance Sheet (Cash basis) As at 12/31/2020

ASSET		
Current Assets		
Chequing Bank Account-TD Tr...		15,087.02
LTNR Investment		15,000.00
1/2 FST Receivable		37.13
!/2 PST Receivable		66.24
Accounts Receivable, RoseBay...		200.34
Total Current Assets		30,390.73
TOTAL ASSET		30,390.73
LIABILITY		
Current Liabilities		
ELCIC Pension	374.43	
ELCIC Continuing Education Pl...	22.70	
Total ELCIC		397.13
Total Current Liabilities		397.13
TOTAL LIABILITY		397.13
EQUITY		
Church Equity		
Retained ContributionsPrev. Ye...		32,507.77
Current Earnings		-2,514.17
Total Church Equity		29,993.60
TOTAL EQUITY		29,993.60
LIABILITIES AND EQUITY		30,390.73

Zion Property Account

Income Statement (Cash basis) 01/01/2020 to 12/31/2020

REVENUE	
Income	
Contributions	7,633.00
Memorials	4,205.00
Church Roof	5.00
Total General Income	11,843.00
Grace Cost Sharing @ 44%	
Parsonage Electricity-Grace	276.13
Parsonage Water - Grace	262.52
Parsonage Sewer- Grace	217.64
Parsonage Taxes - Grace	1,453.36
Parsonage Fuel - Grace	1,224.70
ParsonageFurnace Insurance - G...	118.25
Parsonage Insurance - Grace	1,166.84
Parsonage Phone &Internet- Grace	501.23
Parsonage Maintenance-Grace	473.00
Parsonage Fiberglass Oil Tank	1,277.10
Total- Grace Cost Sharing @ 4...	6,970.77
Zion Cost Sharing @ 56 %	
Parsonage-Electricity-Zion	351.37
Parsonage Water-Zion	334.08
Parsonage Sewer- Zion	276.96
Parsonage Taxes- Zion	1,849.72
Parsonage Fuel- Zion	1,558.65
Parsonage Furnace Ins. & Maint-.	150.49
Parsonage Insurance-Zion	1,485.06
Parsonage Phone & Internet-Zion	637.89
Parsonage Maintenance-Zion	602.00
Parsonage Oil Tank	1,625.40
Total Zion Cost Sharing @ 56 %	8,871.62
Other Income	
Transfer from General Account	2,974.66
Transfer from True Savings	14,000.00
Total Other Income	16,974.66
TOTAL REVENUE	44,660.05
EXPENSE	
Church & Sunday School Expe...	
Church Sign - Main Entrance	591.24
Sunday School Maintenance	456.72
Church Maintenance	1,004.06
Fire Alarm Monitoring & Inspection	188.45
Furnace Insurance. - Church	429.98
Furnace Insurance- Sunday School	429.98
Fire Extinguisher Maintenance	230.96
Church Fibergaass Oil Tank	3,171.25

Zion Property Account

Income Statement (Cash basis) 01/01/2020 to 12/31/2020

Casavant Organ Maintenance	663.27
Sunday School Fiberglass Oil Tank	3,171.25
Church Insurance	17,730.10
Church Liability Insurance	1,050.00
Lock Box	29.01
Stained Glass Windows	21.50
Total General Expenses	29,167.77
Parsonage Expenses - cost sh...	
Parsonage Electricity	627.50
Parsonage Water	596.60
Parsonage Sewer	494.60
Parsonage Property Taxes	3,303.08
Parsonage Fiberglass Oil Tank	2,902.50
Parsonage Fuel	2,783.35
Parsonage Furnace Insurance	268.74
Parsonage Insurance	2,651.90
Parsonage Telephone & Internet	1,139.12
Parsonage Maintenance	1,075.00
Total ParsonageExpenses- C S	15,842.39
Church & Sunday School Utiliti...	
Church Electricity	1,834.05
Church Water	364.48
Church Sewer	1,025.52
Church Fuel	8,814.62
Sunday School Fuel	4,554.94
Church Phone & Internet	1,488.82
Total Church & S S Utilities	18,082.43
TOTAL EXPENSE	63,092.59
NET INCOME	-18,432.54

Zion Property Account
Balance Sheet (Cash basis) As at 12/31/2020

ASSET	
Current Assets	
Chequing Bank Account	300.28
FST Receivable	138.52
PST Receivable	246.32
Total Current Assets	685.12
TOTAL ASSET	685.12
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Fund Balance	
Fund Balance-Previous Yr.	19,117.66
Current Earnings	-18,432.54
Total Fund Balance	685.12
TOTAL EQUITY	685.12
LIABILITIES AND EQUITY	685.12

Zion Music Fund
Balance Sheet (Cash basis) As at 12/31/2020

ASSET	
Current Assets	
Chequing Bank Account	1,933.13
FST Receivable	0.28
PST Receivable	0.55
Total Current Assets	1,933.96
TOTAL ASSET	1,933.96
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Fund Balance	
Fund Balance-Previous Year	1,908.96
Current Earnings	25.00
Total Fund Balance	1,933.96
TOTAL EQUITY	1,933.96
LIABILITIES AND EQUITY	1,933.96

Zion Music Fund
Income Statement (Cash basis) 01/01/2020 to 12/31/2020

REVENUE	
Income	
Contributions	0.00
Memorials	25.00
Total Income	25.00
TOTAL REVENUE	25.00
EXPENSE	
TOTAL EXPENSE	0.00
NET INCOME	25.00

Zion Evangelical Lutheran Church-Windows
Income Statement 01/01/2020 to 12/30/2020

REVENUE	
Income	
Contributions	75.00
Total Income	75.00
TOTAL REVENUE	75.00
EXPENSE	
TOTAL EXPENSE	0.00
NET INCOME	75.00

Zion Sunday School
Income Statement 01/01/2020 to 12/30/202

REVENUE	
Income	
Contributions	112.00
GAP	0.00
Total Income	112.00
TOTAL REVENUE	112.00
EXPENSE	
TOTAL EXPENSE	0.00
NET INCOME	112.00

Zion Evangelical Lutheran Church-Windows
Balance Sheet As at 12/30/2020

ASSET	
Current Assets	
Chequing Account	529.34
Short Term Non Restricted -Wi...	4,000.00
Total Current Assets	4,529.34
TOTAL ASSET	4,529.34
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Fund Balance	
Current Earnings	75.00
Retained Earnings	4,454.34
Total Fund Balance	4,529.34
TOTAL EQUITY	4,529.34
LIABILITIES AND EQUITY	4,529.34

Zion Sunday School
Balance Sheet As at 12/30/2020

ASSET	
Current Assets	
Chequing Bank Account	2,759.76
Investments- Comfort Bala..	5,316.14
Zion Youth Investment	3,000.00
FST Receivable	0.00
PST Receivable	0.00
Total Current Assets	11,075.90
TOTAL ASSET	11,075.90
LIABILITY	
Current Liabilities	
Accts. Payable- Youth	3,248.11
Total Current Liabilities	3,248.11
TOTAL LIABILITY	3,248.11
EQUITY	
Fund Balance	
Fund Balance-Previous Ye...	7,715.79
Current Earnings	112.00
Total Fund Balance	7,827.79
TOTAL EQUITY	7,827.79
LIABILITIES AND EQUITY	11,075.90

Zion Lutheran Church Fellowship
Income Statement (Cash basis) 01/01/2020 to 12/30/2020

REVENUE		
Income		
Contributions	35.00	
Funeral Receptions	500.00	
Christman Families	885.00	
Total Regular Offerings		1,420.00
Total Offerings		1,420.00
TOTAL REVENUE		1,420.00
EXPENSE		
Expenditures		
Grocery Supplies		57.98
HST Christmas Families 2019		37.64
Christmas Families		885.00
Christmas Tree at Bandstand		20.00
Total Expenditures		1,000.62
TOTAL EXPENSE		1,000.62
NET INCOME		419.38

Zion Lutheran Church Fellowship
Balance Sheet (Cash basis) As at 12/30/2020

ASSET	
Current Assets	
T D CanadaTrust-chequing ba...	2,737.31
Accounts Receivable-General ...	0.00
PST Receivable	0.00
Total Current Assets	2,737.31
TOTAL ASSET	2,737.31
LIABILITY	
TOTAL LIABILITY	0.00
EQUITY	
Fund Balance	
Retained Earnings Previous Year	2,317.93
Current Earnings	419.38
Total Fund Balance	2,737.31
TOTAL EQUITY	2,737.31
LIABILITIES AND EQUITY	2,737.31

Zion True Savings
Income Statement (Cash basis) 01/01/2020 to 12/31/2020

REVENUE	
Income	
Investment Income-LTR	2,742.37
Investment Income STNR	2,544.94
Investment Income LTNR	1,513.88
Total Income	6,801.19
TOTAL REVENUE	6,801.19
EXPENSE	
Expenses	
Safe Deposit Box Rental	64.50
Heisler Estate - Outreach	294.00
Transfer to Property Acc...	14,000.00
Total Expenses	14,358.50
TOTAL EXPENSE	14,358.50
NET INCOME	-7,557.31

Printed On: 01/01/2021

Zion True Savings

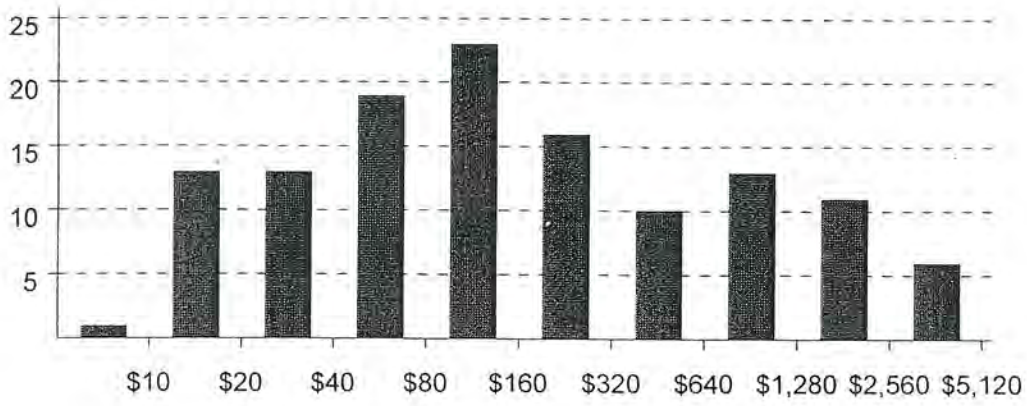
Balance Sheet (Cash basis) As at 12/31/2020

ASSET		
Current Asets		
Chequing Bank Account		758.85
GIC-Outreach from Heisler Est...		9,855.41
Long Term Restricted Investme...	40,000.00	
LTR - Accrued Income	3,309.40	
Total LTR Investments		43,309.40
Short Term, Non Restricted-Yo...	3,000.00	
Short Term Non Restricted-Pro...	6,000.00	
Short Term Non Restricted-Other	16,535.48	
Short Term N R Sundayschool	5,316.14	
Short Term, Non Restricted-Wi...	4,000.00	
STNR - Accrued Income	7,962.31	
Total STNR Investments		42,813.93
Long Term Non Restricted-Other	6,700.79	
LTNR - General Acct.	15,000.00	
LTNR - Accrued Income	5,920.64	
Total, LTNR Investments		27,621.43
Total Current Assets		124,359.02
TOTAL ASSET		124,359.02
LIABILITY		
TOTAL LIABILITY		0.00
EQUITY		
Fund Balance		
Retained Earnings Previous Year		131,916.33
Current Earnings		-7,557.31
Total Fund Balance		124,359.02
TOTAL EQUITY		124,359.02
LIABILITIES AND EQUITY		124,359.02

OUTREACH (Heisler Estate - May 17/18) GIC	10,632.00
Checking Acct	1,000.00
	11,632.00
2018 Mcginley Event Ck# 015	- 100.00
May 2, 2019 Souls Harbour Ck# 016	- 100.00
July 6, 2019 Second Story Womens Centre Ck# 019	- 100.00
July 17, 2019 Meals on Wheels Ck# 020	- 72.00
September 24, 2019 Bahamas Relief Ck# 021	- 250.00
July 2019 GIC Interest	+ 223.41
December 2019 Meals on Wheels Ck# 023	- 80.00
December 5, 2019 CLWR - Bahamas CK# 025	- 298.00
Balance December 31,2019	10,855.41
March 13, 2020 Meals on Wheels Ck# 027	- 44.00
	10,811.41
September 15, 2020 GIC Interest	+ 230.16
October 3, 2020 Harbour View Haven CK# 028	- 150.00
(GIC 10,085.47 + 806 - Bank Acct)	10,891.57
December 20, 2020 Pastor Rick for grocery cards CK# 029	- 100.00
Balance December 31, 2020	10,791.57

Zion Evangelical Lutheran Church
65 Fox Street
P O Box 392
Lunenburg NS B0J 2C0

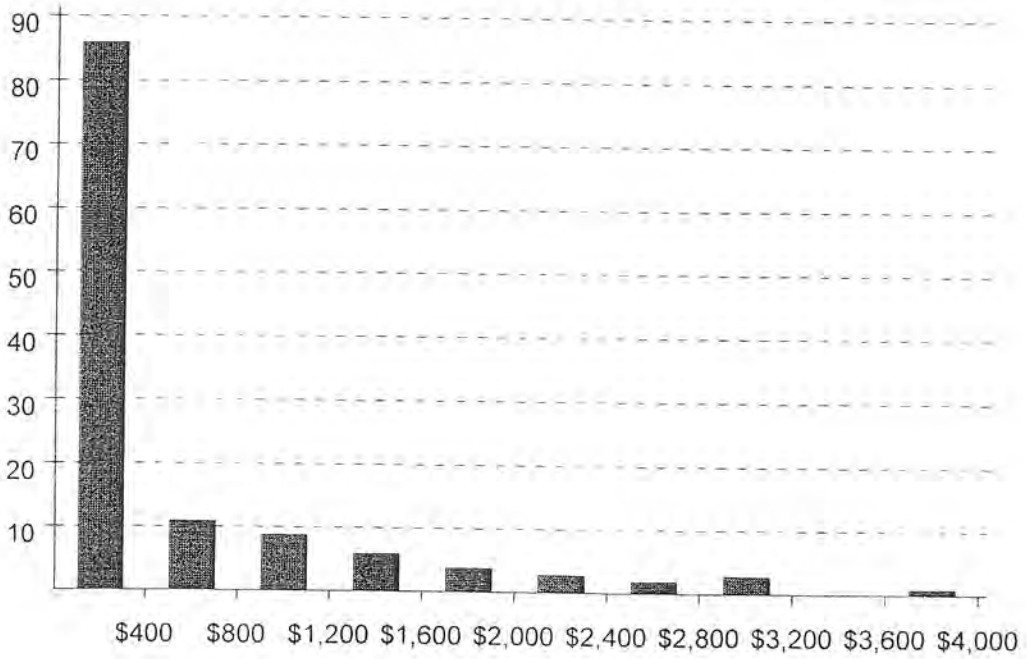
# of Donors per Donation Range from: Jan 1, 2020 to: Dec 31, 2020



Average = $506.92 Median = $125.00 (125/177 Donors)

Zion Evangelical Lutheran Church
65 Fox Street
P O Box 392
Lunenburg NS B0J 2C0

# of Donors per Donation Range from: Jan 1, 2020 to: Dec 31, 2020



Average = $506.92 Median = $125.00 (125/177 Donors)



PHOTO BY AMBER NEUFELD.

Adapting to serve during the pandemic

In a time of constant flux, the need for care for the vulnerable hasn't stopped.

As the threat of COVID-19 hit British Columbia, the Surrey Urban Mission (SUMS) collaboratively merged with BC Housing, Fraser Healthy Authority and the City of Surrey to facilitate the opening of a new shelter consisting of sixty beds.

This new Emergency Response Centre ensures reduction of risk to those sheltering from outdoor living by providing safe physical distancing and care.

The pandemic has offered opportunity for individuals and organizations to come together in a true sense of community, striving for the common good of our neighbours most in need.

A unique pastoral installation

When Rev. Gregory Smith accepted the call to be the new pastor at Our Saviour, Calgary, he looked forward to his installation, but had no idea that the ceremony could very well be the first of its kind for an ELCIC pastor. Pastor Greg was installed during the first months of the COVID-19 lockdown and was installed online.

Rev. Kevin Powel installed Smith. The service included a socially distanced audience and several musical performances.

While the installation service and his new beginnings at Our Saviour weren't exactly as imagined, Pastor Greg remains hopeful.

"I will continue to reach out and get to know my new congregation, just as they will learn to know me and my family," he said. "What will change is the fact that these friendships will be formed differently. This is part of the new normal… I look forward to the challenge and the joy of sharing God's love, even if the medium of communicating God's love is no longer traditional. We'll all learn together."



PHOTO COURTESY OF MICHAEL MIHAICHUK.



PHOTO BY JETT ISLEIFSON.

A bikeathon from afar

The Luther Village Bikeathon is an annual event in support of this vital outdoor ministry that provides all individuals with the oppportunity for growth and renewal of mind, body and soul. The group ride event is one that many look forward to but then the year 2020 struck.

Organizers decided to consider a different way to come together and thus was born the Luther Village Bikeathon From Afar.

Off went the riders on their own, including Jett Isleifson and his little companion "Playmobil Martin Luther," for company.

While the participants may have missed the fellowship of their other riders, they all enjoyed the support and prayers of the many who helped with their financial pledges to ensure Luther Village will be able to hold many bikeathons in the years to come.

On the cover, from top left: A sweat lodge at the Sandy-Salteaux Spiritual Centre near Beausejour, MB; *photo by Monica Bortoluzzi.* **Neighbourhood park clean-up by members at St. Peter's Ottawa;** *photo by Rev. Elina Salonen.* **Ninety-year-old Shirley Holcomb from St. David Anglican-Lutheran church in Orillia, ON, organized a donation cross in the community garden for mittens, toques, scarves and socks;** *photo by Ainsley Munro.* **Seven-year-old Lillian gets high fives after her baptism at Trinity, New Hamburg, ON;** *photo by Dave Mello.*

With written contributions from *Rev. Jonah Bruce; Jett Isleifson; Richard Janzen; Amber Neufeld and Patricia Mulvaney; Wanda Walter.*

WORSHIP FOR A CONGREGATIONAL ANNUAL MEETING

Faithful, hopeful, loving

OPENING OF A MEETING

Prayer

Gracious God, we ask for your presence with us as we gather to meet, whether in person or virtually. This last year has been challenging. Help us still to celebrate the ministry we have done together in the past year. Give us vision and hope as we plan for our shared future. Give us courage to follow you in all we do. In Jesus' name we pray. Amen.

Reading – 1 Corinthians 13: 4–7, 13

Hymn – *Great Is Thy Faithfulness , EvLW* #733

Litany

Leader As we gather to meet,
All *Be with us, God.*

Leader We praise you for your faithfulness.
All *Be our wisdom and counsel—guide our decision-making.*

Leader We put our trust in your hopefulness.
All *Give us courage to envision your future for us.*

Leader We thank you for your steadfast love.
All *Help us to be loving with each other, and with all we meet.*

Leader As we gather to meet
All *Be with us, God. May all that we do and say today be pleasing in your sight. Amen.*

CLOSING OF A MEETING

Litany

Leader Faithful God, we thank you for seeing us safely through another year.
All *We trust in your faithfulness to be with us this coming year.*

Leader Hopeful God, you continue to show us the vision of a future of justice, peace and mercy.
All *Empower us with your hope, and lead us into your ways of righteousness.*

Leader Loving God, we give you thanks for your presence with us this day.
All *Fill us with your love, so that we may embody your love in all we do this year.*

Leader In your holy name we pray
All *Amen*

Hymn *Lord of All Hopefulness, EvLW* #765

Leader Go in peace. Faithful, hopeful, and loving.
All *Thanks be to God.*



Devotions by ELCIC National Bishop Susan Johnson
Evangelical Lutheran Church in Canada © 2020 ELCIC

Faithful, hopeful, loving logo: © 2020 Ecumenical Stewardship Center

#74. TOWN OF LUNENBURG PROCEDURAL POLICY:

COMMUNITY GRANTS PROGRAM

1.) Purpose

The Municipal Government Act [section 65 (au)] states: council may expend money required by the municipality for a grant or contribution to a:

- society within the meaning of the Children and Families Services Act,
- mental health clinic in receipt of financial assistance from the Province,
- exhibition held by an educational institution in the municipality,
- club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- day care licensed under the Day Care Act,
- registered charitable organization,
- village,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

The Town of Lunenburg ("Town") has created this Policy to identify the process, terms and criteria which will be used to consider grants to non-profit organizations for community development**.**

2.) Objectives

(a) To identify on an annual basis the total amount that the Town will provide in grants.

(b) To establish a process for applying for grant money which is fair and consistently applied, as well as process by which the Town will consider grant requests.

(c) To identify criteria upon which grant applications will be evaluated.

3.) Budget Amount

On an annual basis, the Town will identify an amount to be allocated for grants. Council will set the budget during the budget process. As a guide this amount could be 0.5% of total Town operating revenue for the preceding fiscal year.

4.) Application Process

(a) All grant applications will be considered as part of Council's annual budget process.

(b) The deadline for grant applications for the April 1 - March 31 fiscal year will be March 31 of the preceding fiscal year. Applications received after this date will only be considered if there are still grant budget funds unallocated after the Town's Budget is approved.

(c) All grant applications **(Schedule "A")** must include a financial statement of the last fiscal period, which indicates revenue sources for the organization, a budget for the current fiscal year and proposed funding project.

(d) Council will consider the outcome of a previous year's grants to an organizations re-applying in subsequent years to assist in determining the likelihood of future success.

5.) Criteria

(a) Only non-profit organizations, or individual Town residents under exceptional circumstances for non-profit activities, e.g., participation in a Provincial, national, etc. athletic competition, are eligible to apply for a grant. Preference will be given to such organizations in the Town of Lunenburg.

(b) The non-profit organization must be either an incorporated body or a registered charity.

(c) When considering grant applications, priority will be given to organizations which provide programs or services on a Town-wide basis, or to a significant portions of the Town's population.

(d) All non-profit organizations will have to show financial need to receive funding.

(e) Requests for in-kind grants for Town of Lunenburg services will be considered by Council and are subject to staff and equipment availability.

6.) Post Grant Reporting

(a) Successful grant applicants will provide Council with a brief report confirming that the grant monies were used for the requested purpose and describe the outcomes achieved.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): February 3, 2015
Date of Passage of Current Policy: February 10, 2015

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

_____ _____

Municipal Clerk Date

Schedule "A"

TOWN OF LUNENBURG
COMMUNITY GRANTS PROGRAM APPLICATION FORM

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31st**.

Name of Non-Profit Organization: _____

Primary Contact Person: _____

Daytime phone number (☐ Work ☐ Cell ☐ Home): _____

Mailing Address: _____

Fax Number: _____ E-mail Address: _____

Organization Website: _____

1. Amount of funding requested: $ _____

   In-kind Town of Lunenburg services requested: _____

2. The organization is a:

   ☐ NS registered society name _____

   ☐ Registered National Charity name/# _____

   ☐ Other (please describe) _____

3. The geographic area serviced by the organization is: _____

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

   _____

   _____

   _____

5. How will the community benefit from the funds received?

   _____

   _____

   _____

   _____

Please include the following information with your completed application:

☐ Financial Statements from your last fiscal year.

☐ Budget for the current fiscal year.

☐ Project budget and funding sources summary.

☐ Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY

Please return this form and all requested information by mail, fax, email or in person to:

Community Grant Program
Town of Lunenburg - Chief Administrative Officer
PO Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0
(Fax): 902-634-4416, brenton@explorelunenburg.ca

Document No:
Meeting: Council June 8, 2021
Circulate: Council, BR, DM, PB, PB
File:

M E M O R A N D U M

TO: **TOWN COUNCIL**

FROM: **HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

DATE: **MAY 27, 2021**

RE: **RAINBOW CROSSWALK UPDATE**

---

1. FACTS

At the Council Meeting of October 13, 2020 the following motion was passed by Council:

> *Motion: moved and seconded for the new Council to paint the crosswalk(s) at the intersection of King and Lincoln Street in 2021 as part of the Pride 2021 celebrations with a budget of $500 for paint and internal traffic control (Schedule "F"). Motion carried.*

A letter dated February 1, 2021 was addressed to the Mayor from the Gay-Straight Alliance at Bluenose Academy requesting, "…that a LGBTQ2+ rainbow crosswalk be placed in the Town of Lunenburg." A reply was sent to the group on March 9, 2021 informing them of Council's previous motion (Attachment "A").

2. ISSUES AND OPTIONS ANALYSIS

Risk Management

On March 2, 2021 Public Works Superintendent was made aware of a public safety concern with rainbow crosswalks via the Town of Bridgewater from the Nova Scotia Department of Transportation and Infrastructure Renewal (NSTIR), dated April 30, 2020 (Attachment "B"):

> *The Manual of Uniform Traffic Control Devices (Transportation Association of Canada (TAC)) includes two acceptable variations of crosswalks for use in Canada; twin parallel lines and Zebra style crosswalks, both which use white markings. There is no option for rainbow, or any other decorative markings within*

the crosswalks. That being said, TAC has initiated a pooled fund project to investigate the safety performance of non-standard markings in crosswalks. Until such time as this project is completed and there are changes to the MUTCDC, NSTIR has taken the position that only those markings in the MUTCDC should be used and municipalities that deviate from these standard markings have been advised as such.

The Public Works Superintendent recommended that the Town of Lunenburg not install off-specification crosswalks until the regulations have been updated, with the agreement of the Town Engineer.

The Assistant Municipal Clerk followed up with both TAC and NSTIR to find out the current status of the "Non-Standard Pavement Markings for Crosswalks" project (Attachment "C"):

- TAC has not yet started the study, and expect it to take 18 months to complete. The Director of Technical Programs said, "Note that TAC guidance does not necessarily view non-standard crosswalk pavement markings as unsafe by definition; we just have not issued guidance on how (if at all) to use them in a safe manner."
- The NSTIR confirmed that as the project has not yet taken place, the guidance for crosswalk markings in Nova Scotia and their position on them has not changed.

Alternative Solutions

Local municipalities and schools have had alternate solutions in lieu of a crosswalk. The Town of Bridgewater painted the vertical face of the staircase in the parking lot of Town Hall. Schools have done the same or painted rainbow walkways leading up to school buildings.

For example, on the left is Bluenose Academy; on the right is Centre scolaire de la Rive-Sud.





It should be noted that some municipalities like Halifax Regional Municipality have developed their own guidelines to proceed with rainbow crosswalks. It is not suggested that the Town of Lunenburg oppose our Public Works' recommendation.

Option: The painting could be done by members of Council with or without stakeholder volunteers if a higher profile public relations opportunity is desired. Public Works staff would provide materials and guidance. As it is outside, as long as participants wear masks and socially distance as much as possible it should be able to take place safely within COVID-19 protocols.

Alternative Locations

There are several potential locations in the Town of Lunenburg for a rainbow installation with similar high visibility to the planned King and Lincoln intersection:

- A sidewalk on a block of King Street could be painted instead between Lincoln and Cumberland and/or between Lincoln and Pelham
- The path in the parks on either side of Town Hall leading up to Townsend Street
- The vertical face of the large steps/ramp between Bluenose Drive and Montague Street
- A location on asphalt at the waterfront such as the Fisheries Museum of the Atlantic parking lot, coordinated with Develop NS (note that they do not paint the wooden boardwalk)

- The vertical risers of the steps to Town Hall on Cumberland and/or Townsend Streets
- The accessible walkway to Town Hall on Townsend Street
- The entrance to the Town's Lincoln Street parking lot.

The Public Works Superintendent intended two crosswalks for the volume of paint in the original estimate, which the Facilities Superintendent projects will equal approximately 50 feet of sidewalk. His opinion is that painted concrete would be unlikely to pose a safety risk of slipping.

Scheduling

Pride dates:

- The South Shore Regional Centre for Education is holding Pride events at local schools the last week of May. Prior to the lockdown, Bluenose Academy's event was scheduled for May 26, 2021.
- Internationally, Pride Month is in June.
- In Nova Scotia, Pride is celebrated in the last two weeks of July, but this year has been relocated to August 12-22, 2021 due to the changing nature of the COVID-19 pandemic advisories.
- The Town of Lunenburg's annual Pride flag-raising event with Pride Lunenburg County will take place in August accordingly.

It is reasonable to anticipate that Province-wide travel restrictions will be relaxed in the coming weeks and the Atlantic Bubble may be reinstated at some point in the summer, so the Town may see more visitation. While the Pride installation is primarily to demonstrate inclusivity and support for the LGBTQ+ members of our community, it is also a welcoming sign to visitors. Therefore, installation is recommended in June.

3. FINANCIAL IMPACT

The budget approved on October 13, 2020 for the rainbow crosswalk was $500 for paint and internal traffic control, if needed. It is incorporated into the 2021/22 Town Budget as part of the street painting line item in the Transport Services Expenditure Budget.

4. STRATEGIC PLAN RELEVANCE

Guiding Principles – Inclusion: We work to ensure a sense of belonging, acceptance and value for all in our community.

Strategic Directions – Culture and Recreation: Foster inclusivity in programming and leadership.

5. RECOMMENDATION AND DRAFT MOTION

That a rainbow walkway be installed in the Town of Lunenburg for Pride 2021 celebrations in the month of June. Painting to be undertaken by Public Works staff.

Option: That a rainbow walkway be installed in the Town of Lunenburg for Pride 2021 celebrations in the month of June. Painting to be undertaken by members of Council with support from Public Works staff as part of an event.

Draft Motion:
That the Town of Lunenburg paint a rainbow walkway at ____[LOCATION]____ as part of Pride 2021 celebrations, with a budget of $500 for paint. The walkway is to be installed in the month of June by ___[WHO]____.

Attachments - 3

Acknowledged only by:

Bea Renton
CAO

Attention: Mayor Matt Risser
Town Hall
119 Cumberland Street, Luneburg
Nova Scotia

February 1, 2021

Dear Mayor Matt Risser,

Our GSA group is writing this letter to request that a LGBTQ2+ rainbow crosswalk be placed in the Town of Lunenburg. Our group feels that there is a need for more visibility that shows that our community supports our students and the larger LGBTQ2+ community.

We believe that making this rainbow crosswalk will help our community members and town visitors feel safer and more welcome. The crosswalk will demonstrate that our town celebrates and supports diversity. The completion of this crosswalk will allow our town to join other communities in Nova Scotia that have made the decision to include rainbow crosswalks.

Our GSA group has recently asked our principal to allow us to paint a rainbow walkway leading up to the main entrance of our school. Mr. McGill is in favor of this project and is aware that we are also lobbying to have a crosswalk painted in our town. We are making plans to have our walkway painted in May 2021 when we plan to celebrate Pride Week at our school. We are grateful for the support of our principal and our South Shore Regional Centre of Education so we can make this idea become a reality. We are hoping that you will provide us with the same support in agreeing to paint a rainbow crosswalk in the Town of Lunenburg.

It is our hope that you will be able to partner with our school on May 17th, *International Day Against Homophobia, Transphobia and Biphobia* to celebrate the completion of our Bluenose Academy sidewalk and your new rainbow crosswalk in town. We are excited about the prospect of you agreeing to our proposal. Our GSA group would be honored to visit you at the Town Hall to discuss the proposal and our plans in more detail.

Thank you for taking the time to consider our request. We look forward to hearing a positive response in the near future.

Sincerely,

Bluenose Academy GSA Group

TOWN of LUNENBURG
A World Heritage Site

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

www.explorelunenburg.ca

TOWN OFFICE
902-634-4410

ELECTRIC UTILITY
902-634-4410

FIRE DEPARTMENT
902-634-8343

PUBLIC WORKS
902-634-8992

RECREATION
902-634-4006

FACSIMILIE
902-634-4416

March 9, 2021

Bluenose Academy GSA Group
18 Tannery Road
Lunenburg, NS
B0J 2C0

Dear GSA Group students,

Thank you for your letter; I'm glad to see an active Gay-Straight Alliance at Bluenose Academy. Diversity and inclusivity are more important than ever in 2021, and Council agrees that more visibility helps make our LGBTQ2+ community members and visitors feel welcome.

Lunenburg has raised the Pride flag every summer for the past five years. This past October, Town Council unanimously approved installing rainbow crosswalks for Pride 2021 celebrations. We have recently been made aware of Provincial traffic safety concerns for such crosswalks, and are actively investigating our options. I will follow up to let you know where we land.

If you'd like to discuss this further I'd be pleased to meet virtually with you. Thank you again for your commitment to a more diverse and inclusive Lunenburg.

Yours truly,

Mayor Matt Risser
Town of Lunenburg

cc: Principal Steven McGill, Bluenose Academy
Bernadine Elliott, Bluenose Academy
Bea Renton, CAO, Town of Lunenburg

Heather McCallum

From: Dennis MacPherson
Sent: Tuesday, March 2, 2021 8:55 AM
To: Bea Renton; Heather McCallum
Cc: Peter Baker; Paul Bracken; Lisa Dagley
Subject: FW: 2020-04-28_Pilot Projects

Hi Bea and Heather;

Please see the email trail below from Peter's research on rainbow colored crosswalks. The feedback seems fair and accurate to me and I support Peter's recommendation not to paint our crosswalks off-spec.

This can be revisited once the MUTCDC and NSTIR specifications are updated.

Please review and comment.

Dennis

From: Peter Baker <PBaker@explorelunenburg.ca>
Sent: March 2, 2021 8:43 AM
To: Dennis MacPherson <DMacPherson@explorelunenburg.ca>
Cc: Paul Bracken <PBracken@explorelunenburg.ca>
Subject: FW: 2020-04-28_Pilot Projects

Hi Dennis here is the info on crosswalks that I was looking for with regards to Rainbow Crosswalks as I see it as all crosswalks are regulated from a staff point of view I would not recommend installing the requested crosswalks at this time .
Thanks
Peter Baker

Peter Baker
Superintendent
Town of Lunenburg
902-634-8992 ext1

From: Matthew Davidson [redacted]
Sent: March 1, 2021 1:24 PM
To: Peter Baker <PBaker@explorelunenburg.ca>
[redacted] <[redacted]
Subject: FW: 2020-04-28_Pilot Projects

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

Good Afternoon Mr. Baker;

This email is to follow up your request for any info we rec'd from the Province regarding crosswalks, specially Rainbow crosswalk markings.
Below is an email we rec'd from the Province, if you have any questions, feel free to give myself a call.
Regards,

From: Hird, Rob A <[redacted]>
Sent: April 30, 2020 9:58 AM
To: Matthew Davidson <[redacted]>
Subject: RE: 2020-04-28_Pilot Projects

Hi Matthew

Here are a few comments for the initiatives you mentioned:

1. Rainbow crosswalks

The *Manual of Uniform Traffic Control Devices* (Transportation Association of Canada (TAC)) includes two acceptable variations of crosswalks for use in Canada; twin parallel lines and Zebra style crosswalks, both which use white markings. There is no option for rainbow, or any other decorative markings within the crosswalks. That being said, TAC has initiated a pooled fund project to investigate the safety performance of non-standard markings in crosswalks. Until such time as this project is completed and there are changes to the MUTCDC, NSTIR has taken the position that only those markings in the MUTCDC should be used and municipalities that deviate from these standard markings have been advised as such.

Here is more information on the TAC project:

https://www.tac-atc.ca/en/projects/development/non-standard-pavement-markings-crosswalks

2. 3D Painted Crosswalks.

This generally falls under the explanation in item 1 above and may be addressed in the TAC study. However, there has been a number of negative findings with these experimental markings to the point that that the United States Federal Highway Administration has come out strongly against them:

Q: I've heard about a crosswalk design that simulates 3-dimensional (3-D) objects in the roadway. Is such a concept compliant with the MUTCD?

A: *This concept does not comply with the MUTCD. As a result of demonstrated safety concerns, the FHWA is no longer considering field experimentation with "3-D" crosswalk designs. The FHWA had previously approved field experimentation with "3-D" markings until one such experiment showed unintended—and potentially dangerous—effects. A significant percentage of drivers swerved upon seeing the markings, perhaps perceiving them to be real raised objects on the roadway. While this type of driver reaction did decrease over time, the experiment showed that at least more than one in ten drivers might make an evasive or erratic maneuver upon experiencing this or similar installations for the first time. The results suggest that a "3-D" marking design can result in unsafe behavior by drivers. If the design is effective at portraying a 3-dimensional object and drivers believe there are real raised objects on the roadway, it is a reasonable expectation that drivers will take evasive action, such as braking abruptly, in fear of colliding with the perceived obstruction. This type of driver reaction is, in fact, what the experiment showed. The potential for a significant percentage of drivers to react unpredictably is too great a risk to allow further field experimentation.*

This can be found in the FHWA's FAQ's here: https://mutcd.fhwa.dot.gov/knowledge/faqs/faq_part3.htm#cwq4

3. We have not done any experimentation with in-pavement crosswalk lights due to their high cost and susceptibility to damage by winter maintenance. They are also not included in TAC's Pedestrian Crossing Control Guide, so there isn't a clear place for them in the hierarchy of crosswalk treatments.

   These could likely be piloted through your traffic authority, although with any novel treatment, the challenge is to determine which crosswalks should receive the treatment and which should not. Its important to consider that adding elements to some crosswalks and not others, with no scientific basis, could make those untreated crosswalks less safe, as drivers may come to expect to see the higher end treatments.

4. There are a few locations on provincial roads where crosswalk flags have been installed by others under TIR permission. These are not an official traffic control device and therefore do not require approval by the Traffic Authority.

We hold the position that the safest way to manage crosswalks is in a uniform and consistent manner. By applying the treatments included in the *Pedestrian Crossing Control Guide* in the manner and under the warrants included in the guide, you are applying treatments that are very well thought out and appropriate for the individual applications.

If you would like to discuss the points above or any others any further, please let me know.

Rob

From: Geoff Noxon
To: Heather McCallum
Subject: RE: Non-standard Pavement Markings in Crosswalks
Date: March 17, 2021 2:27:22 PM
Attachments: image003.png
image004.png

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

Hi Heather - TAC projects take some time to get going, because we need to first gather sufficient funds from our members and partners... so, the crosswalk project is only now about to get underway. It will take about 18 months to complete, but that remains to be confirmed.

Note that TAC guidance does not necessarily view non-standard crosswalk pavement markings as unsafe by definition; we just have not issued guidance on how (if at all) to use them in a safe manner. As always, our guidance defers to the professional judgement of local practitioners; we do not set standards, per se, nor do we regulate or enforce how our guidance is applied. As you likely know, your province and local municipalities are the authorities that determine how pedestrian crossings are marked.

Regards,

Geoff Noxon, M.Sc., P.Eng.
Director, Technical Programs
TRANSPORTATION ASSOCIATION OF CANADA (TAC)
401-1111 Prince of Wales Drive, Ottawa, ON K2C 3T2
[redacted]

From: Heather McCallum [mailto:HMcCallum@explorelunenburg.ca]
Sent: March 17, 2021 11:33 AM
[redacted]
Subject: Non-standard Pavement Markings in Crosswalks

Hello Erica,

I wondered if you could give me an update on the status of this project. According the extract here, it should be wrapping up about now.
https://www.tac-atc.ca/en/projects/development/non-standard-pavement-markings-crosswalks

I'm particularly interested in rainbow crosswalk safety, as Town Council here voted to install one then we became aware of safety concerns. We're hoping there are some guidelines to install safely. Can you fill me in?

Thank you,
Heather

Heather McCallum
Assistant Municipal Clerk

Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, NS Canada B0J 2C0
T 902-634-4410 x240
C 902-523-1670
hmccallum@explorelunenburg.ca
www.explorelunenburg.ca

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

From: Hird, Rob A
To: Heather McCallum
Cc: [redacted]
Subject: RE: Safety concerns re Rainbow-painted crosswalks
Date: March 17, 2021 1:45:32 PM

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

Hi Heather

The Non-Standard Pavement Markings for Crosswalk project with TAC is still seeking funding from potential project sponsors and has not launched yet. The project is anticipated to take 18 months to complete once the required funding level is reached and the project launches.

As such, the guidance for crosswalk markings in Canada has not changed and therefore our position in the email below remains unchanged as well.

Rob

From: Heather McCallum <HMcCallum@explorelunenburg.ca>
Sent: March 17, 2021 12:41 PM
To: Hird, Rob A <[redacted]
Subject: Safety concerns re Rainbow-painted crosswalks

Hello Rob,

I'm writing from the Town of Lunenburg, as we were intending to install a rainbow crosswalk this spring, per a Council motion passed last fall. The Town of Bridgewater shared your below correspondence with our Public Works staff.

What is the timeline now to have guidelines to install one safely? For example, if there is a standard white reflective zebra crossing but in between white stripes are painted matte colour ones, would that work? We don't have any large or high-speed intersections in Old Town Lunenburg.

I reached out to TAC directly, as the project link you provided below indicates that the project should be wrapping about now, but I wondered what your take is and how quickly some guidelines can be turned around.

Pride is coming in June-July to Nova Scotia, and as you know, this is a more and more popular inclusivity initiative.

Thank you,
Heather

Heather McCallum
Assistant Municipal Clerk

Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, NS Canada B0J 2C0
T 902-634-4410 x240
C 902-523-1670
hmccallum@explorelunenburg.ca
www.explorelunenburg.ca

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