

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, SEPTEMBER 14, 2021 AT 6:00 P.M.

LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET

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: Devin Casario, Economic Development and Funding Manager
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Dennis MacPherson, M. Eng., P. Eng., Town Engineer
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m. He welcomed to the meeting Devin Casario, Economic Development/Funding Manager, who recently joined the Town staff.

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. Motion carried.

4. August 10, 2021 Council Meeting Minutes

Motion: moved and seconded approval of the August 10, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions (Nil)

6. Correspondence, Petitions and Proclamations Consideration (Nil)

7. Business Arising from the Minutes/Unfinished Business

a. Cpl. John Payne, RCMP, Quarterly Police Report April - June 2021

Cpl. Payne reviewed their activity for the quarter (Schedule A). He answered questions of Council relating to: fireworks and noise concerns and potential Criminal Code mischief charges for repeat offences; Town of Lunenburg statistics which will be provided; and general local policing matters including the RCMP's Community Officer's role.

b. Proposed Regional Emergency Bylaw Proposed Adoption and Repeal of Town Emergency Management Bylaw

There were no public submissions in regards to the proposed repeal and replacement of this Bylaw.

Motion: moved and seconded that the Town of Lunenburg Emergency Management Bylaw (Schedule B) is hereby repealed and replaced by the Lunenburg County Regional Emergency Management Bylaw (Schedule C) with second and final reading now given. This new Bylaw shall become effective on the date of advertisement in the local newspaper. Motion carried.

c. 17 Tannery Road "School Annex" Roof Capital Project 2021

The Town Engineer provided a summary of the report (Schedule D).

Motion: moved and seconded to not replace the roof at 17 Tannery Road School Annex building in fiscal 2021/22 for the reasons outlined in the staff report (Schedule D), but perform interim repairs as required if the roof leaks. Motion carried.

d. Board of Trustees of Common Lands Supreme Court Justice Appointment of Errol Knickle

The letter advising of Mr. Knickle's appointment (Schedule E) was received for information.

e. Public Works Department Request for Additional Capital Budget Approval to Purchase a New vs. Used Half Ton Truck

The Town Engineer summarized the staff report and recommendation (Schedule F) for Council consideration.

Motion: moved and seconded approval of an increase to the Capital budget from \$35,000 to \$36,350 to purchase a new Public Work's half ton truck vs. a used truck. Motion carried.

f. Lunenburg Foundation of the Arts Cultural Action Plan

The Assistant Municipal Clerk gave an overview of the staff report and recommendations in response to the Foundation's request for Town support of their Plan (Schedule G).

Motion: moved and seconded that the Town of Lunenburg endorses the Lunenburg Cultural Collective's Cultural Action Plan (Schedule G) in principal. **The Town further**

agrees to work with the Lunenburg Cultural Collective's Cultural Roundtable in principal, with specific implementations to be considered on an individual basis and while taking into account existing Comprehensive Community Plan and budget priorities. And that a staff report on the Town's Public Art Policy be prepared for recommendation of possible revisions related to the Cultural Action Plan and other considerations.

Motion: moved and seconded to amend this motion by removing the first and third sentences. **Motion carried.**

The motion as amended motion was put and passed.

- g. Province of NS Notice of Receipt of Repeal of the Town of Lunenburg's 1996 Municipal Planning Strategy, 2013 Land Use Bylaw and 2017 Subdivision Bylaw, along with the Official Adoption of the New Planning Documents for the Town (Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw) Documentation Advising that Minister of Municipal Affairs and Housing Approval Is Not Required

The Planning/Development Manager advised that the Province has no objections to the revised documents and Ministerial approval is not required. **The adoption of these documents will be advertised and become effective on the date of advertisement.**

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

9. New Business

- a. Proposed Additional Polymer Dosing Trials at Wastewater Treatment Plant Dissolved Air Flotation System

The Town Engineer and proposed project team member, Lindsay Anderson, E.I.T., Dalhousie University, spoke of the benefits of continuing with these trials to reduce costs and use of polymers in the wastewater treatment process **(Schedule H)**.

Motion: moved and seconded approval of Phase 3 scope of work for polymer dosing trials in the Wastewater Treatment Plant dissolved air flotation system with an additional operating budget amount of \$38,000. This will be funded by reducing the 2021/22 sewer reserve transfer from \$63,000 to \$25,000 (Schedule H). **Motion defeated.** The Deputy Mayor, Councillors Duggan, Birtles and Sanford voted in the negative.

- b. Town Tree Removal Request, 33 Linden Avenue, Joanne Tingle

The staff report **(Schedule I)** was presented by the Town Engineer.

Motion: moved that the tree at 33 Linden Avenue be removed and a new tree be planted in its place at the cost of the private property owner requesting the tree's removal. **There was no seconder to the motion which therefore did not proceed.**

Motion: moved and seconded that the request to remove the tree at 33 Linden Avenue be denied (Schedule I). **Motion carried.** Councillor Halverson voted in the negative.

- c. Proposed Town Participation in the NS Municipal Finance Corporation's Fall 2021 Municipal Debenture Issue

The staff report ([Schedule J](#)) was presented by the Finance Director recommending approval of the debenture issuance.

[Motion](#): moved and seconded adoption of the resolution ([Schedule J](#)) for pre-approval of debenture issuance in the amount of \$500,000 for a term of not more than five years at an interest rate not to exceed 5.5% as outlined in [Schedule 2](#) of the staff report ([Schedule J](#)). [Motion carried](#).

- d. Application to Demolish 102 Pelham Street for a Commercial Redevelopment, Richburg LP Management Inc./Lunenburg Arms Hotel

The Heritage Manager summarized the report and recommendations ([Schedule K](#)). He advised that if the recommendation to proceed was approved the Heritage Advisory Committee could meet in October to consider the request and report back to Council in November.

[Motion](#): moved and seconded referral of Richburg LP Management Inc. application to demolish 102 Pelham Street to the Heritage Advisory Committee and the Lunenburg Heritage Society for advice and report back to Council for further consideration ([Schedule K](#)). And further, the Richburg LP Management Inc. application to develop a new commercial building accommodating hotel suites with an accessory parking structure on PID 60061199 and PID 60061181 at the corner of Pelham and Duke Streets also be referred to the Heritage Advisory Committee for recommendation back to Council for consideration. And further, the Richburg LP Management Inc. application to amend the Planning Documents to enable lot consolidations exceeding the maximum lot size as described in Lot Zone 1 be referred to the Planning Advisory Committee for recommendation back to Council. [Motion carried](#).

- e. Lunenburg Board of Trade Special Event Permit Application for Use of a Portion of Blockhouse Hill on September 17

[Motion](#): moved and seconded to approve the Lunenburg Board of Trade's Special Event Permit Application for use of a portion of Blockhouse Hill on September 17 at 7:20 p.m. – 11:30 p.m. approx. for an outdoor movie night ([Schedule L](#)). [Motion carried](#).

10. Meet in camera

[Motion](#): moved and seconded to meet in camera to consider the following matters pursuant to section 22(2) of the Municipal Government Act:

- disposal of Town land at 17 Tannery Road;
- lease of Town buildings at 40 Duke Street and 97 Kaulbach Street;
- municipal fee claim; and
- inter-municipal contract.

[Motion carried](#).

7:03 p.m. – 8:59 p.m. – Council recessed and met in camera.

11. Resumption of Council Meeting in Public Session

The public portion of the Council meeting resumed at 8:59 p.m. The following Council in camera meeting recommendation was considered by Council.

Motion: moved and seconded to recommend that the Mayor and CAO/Clerk are authorized to sign an agreement with the Town of Bridgewater for Parking Meter Bylaw and general parking violation enforcement. Motion carried.

12. Adjournment

The meeting was adjourned at 8:59 p.m. by the Mayor.

Bea Renton, CAO



Quarterly Police Report
Town of Lunenburg
April to June 2021

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 6 Corporals
- 34 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six-member provincial unit working out of Lunenburg District (Chester Office)
- Dedicated traffic enforcement throughout Lunenburg and Queens Counties.

3. LUNENBURG DISTRICT FLEET

- (12) Patrol Cars
- (6) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment

5. GENERAL INVESTIGATION SECTION (Lunenburg County)

Constable Alexander Tucker is Lunenburg District's GIS Investigator. As a plain-clothes member he is responsible to investigate serious and/or resource intensive matters in conjunction with the SCEU Unit and/or MCU as required.

6. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)

Constable Ted Bailey is Lunenburg District's School Safety Resource Officer and is dedicated to providing support to Lunenburg County's 18 public schools. The SSRO

works with local schools and delivers programs concerning a range of topics including cyber bullying, and other social media topics. With schools currently out for the summer Cst. Bailey has been assigned to a Watch to provide operational support to the District during the busy summer season.

7. COMMUNITY POLICING VICTIMS SERVICES OFFICER (Lunenburg County)

Constable Sonia Upshaw has returned to Lunenburg District following her assignment to the “H” Division Emergency Operations Centre (DEOC) where she assisted the with the coordination of quarantine monitoring and compliance within the Province. Based in Chester she is responsible for RCMP engagement with Community Groups and Victim Services.

Constable Tim Lynch is based in Lunenburg and is responsible for Community Policing initiatives out of the Lunenburg Detachment. This summer he has been engaged in high-visibility bicycle patrols in Mahone Bay and Lunenburg. As a boat operator he has also made high-visibility boat patrols using the RCMP’s Vessel within the waterways.

8. CALLS FOR SERVICE

Between April 1st, 2021 and June 30th, 2021, Lunenburg District had received 2307 calls for service which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

During the same quarter in 2020 Lunenburg District had a total of 2163 calls for service.

9. SIGNIFICANT / NOTEWORTHY

Some significant and noteworthy items this past quarter include the following:

District Resources

- S/Sgt. Victor Whalen has taken command of the District since the retirement of S/Sgt. Paul Coughlin. His role commended in July 2021 and he is looking forward to meeting community stakeholders.
- Sergeant Mark MacPherson is the operations sergeant working out of the Cookville Office.
- Sergeant Brent Johnston is the operations sergeant working out of the Chester Office.

- Corporal Dan Smith will be returning to lead “B” Watch, one of 4 operational watches covering operations in Lunenburg County. Cpl. John Payne will be taking over the Lunenburg Detachment position in mid-August. In addition to being the RCMP’s representative with the Towns of Lunenburg and Mahone Bay, Cpl. Payne will also supervise Lunenburg District’s Community Policing Program.
- Cpl. Tim MacDonald will be joining the Lunenburg District RCMP. He is being transferred from the Northwest Territory and will take command of “D” Watch from Cpl. Payne.
- Cst. Gord Giffin accepted a position with the Criminal Intelligence Service of Nova Scotia. Based at the Bridgewater Police Service Office he will be responsible to gather local intelligence on crime within Lunenburg County.

Calls for Service

The attached chart gives a breakdown of the calls for service in this quarter. Some notable calls:

- On April 8th Lunenburg District members responded to a report of a missing person in the North River area that was believed to be in the woods. Lunenburg County Ground Search & Rescue was activated along with an RCMP Incident Commander. The search lasted several hours and the missing person was located safe.
- On April 10th Lunenburg District members responded to a report of a vehicle in the ditch in the Hebbville area. The driver was determined to be impaired and provided two breath samples over the legal limit. In addition, the driver was found to be on parole at the time. His Parole Certificate was revoked and he was returned to custody along with being charged for impaired operation of a vehicle.
- On April 24th Lunenburg District members were passed by a motorcycle going the opposite direction at a high rate of speed. Another RCMP member was quickly able to set up radar further down the highway and found the motorcycle travelling at 171km/hr. The motorcycle was stopped and the driver was charged with stunting under the Motor Vehicle Act. The driver was issued a ticket for \$2422.50 and the motorcycle was towed
- On April 25th Lunenburg District members responded to a report that a male had pointed a loaded firearm at another individual during an argument in Middle LaHave. A Search Warrant was issued and a 63-year male was charged with 7

Criminal Code offences. That matter remains before the Court.

- On May 15th Lunenburg District members were contacted by a local citizen who made arrangements to purchase a small boat from an online ad he had seen. After making arrangements to purchase the boat from the seller at Exit 8 the citizen found out the boat had been stolen. So when the seller arrived at the agreed upon place and time the RCMP were present to arrest the seller and seize the boat which was returned to its rightful owner. The seller was also issued a COVID charge for failing to remain in his municipality.
- On May 20th Lunenburg District members received a call of a missing person on the Lunenburg County end of Molega Lake. An 83-yr old male went fishing alone and never returned. A full scale search was stood up with assistance from multiple Fire Departments, GSAR, EHS and the Joint Rescue Coordination Centre (JRCC) for aerial support from the military. Following several hours, the male was located on the shoreline alive.
- On June 11th Lunenburg District members responded to a fire at the Chester Playhouse. The fire caused significant damage to the building and RCMP members assisted the various responding Fire Department with road closed and nearby evacuations. The fire was not deemed to be suspicious in nature.
- On June 12th Lunenburg District members responded to a report of a collision between a car and a cyclist on Hirtle Road in Maitland. The cyclist was injured and upon arrival RCMP members found the driver of the car fled the scene. The driver was later located in the woods. As a result of the investigation a 51-year-old female was arrested for impaired operation of a vehicle and was charged with several offences, including failing to remain at the scene of an accident.
- On June 17th Lunenburg District members responded to a homicide in Dublin Shore. A 44-year-old male was struck and killed by a vehicle driven by a 58-year-old resident of Bayport who left the scene. The driver was located by RCMP members and arrested. Terry Johnson was charged with 2nd degree murder and he remains in custody as the matter proceeds.
- On June 29th Lunenburg District members responded to a report of a collision on Highway 103 in Pine Grove between a car and a motorcycle. The driver of the motorcycle was seriously injured and transported to hospital with serious injuries. Highway 103 was shut down for several hours while the investigation was underway. The 82-year-old driver of the car was charged with marking a turn on the highway.

- Lunenburg District's Vessel was deployed for several to the Meteghan area in response to the ongoing Fisheries Dispute in that area. The RCMP role was to respond to calls for service as required, although the overall operation was being handled by the Department of Fisheries and Oceans. To date, no issues have been encountered by the RCMP. Our vessel is now back in Lunenburg County and is being deployed for periodic marine patrols.

Other Calls for Service

- Lunenburg District members conducted 32 check stops in various locations throughout the county. Checkstops were down from 99 last quarter due to the 3rd wave pandemic restrictions.
- Traffic Stops: 414
- False Alarms: 16
- Wellbeing Checks: 38
- Mental Health Calls: 98
- Sudden Death: 26
- Crime Prevention: 52
- False 911 Calls: 47
- Assistance to GP: 38
- Lunenburg District members issued 95 Summary Offence Act tickets and 193 written warnings during vehicle stops this quarter.
- Impaired Drivers Charged: 11
- COVID/Quarantine Act Charges: 6
- COVID/Quarantine Act Files: 233

10. STREET CRIME ENFORCEMENT UNIT & OTHER DRUG ACTIVITIES

The Street Crime Enforcement Unit is a three-member investigative unit integrated with the Bridgewater Police Service (2 RCMP Members and 1 Bridgewater Police Member) that is led by Cpl. Derek McAlpine of the RCMP. SCEU's mandate is to investigate low to mid-level organized crime and primarily investigates offences under the Controlled Drugs and Substances Act (CDSA) and Criminal Code.

Unit Quarterly Summary:

SCEU investigated a suspected trafficker of cocaine in Lunenburg County. As a result of the investigation a Search Warrant was executed and one male is currently facing charges of Possession for the Purpose of Trafficking. Over a 5 thousand dollars' worth of methamphetamine, drug paraphernalia and stolen property were seized.

SCEU investigated a suspected unauthorized possession of a firearms. As a result of the investigation a Search Warrant was executed on a residence in Lunenburg County. Ammunition was seized and a male is current facing 3 charges under the criminal code relating to the ammunition and breach of a court order.

SCEU assisted with an investigation into a homicide. Members were involved in the initial response and investigation. Over the following days SCEU assisted MCU with drafting warrants, statements and evidence gathering.

SCEU's stats for the quarter are:

- 1 Criminal Code Warrant Executed
- 1 Search Warrant Executed – Other Statutes
- 1 High risk offender arrested on outstanding warrants and brought before the court.
- 2 Individuals Charged
- \$6000.00 Value Of Property Seized/Recovered
- \$2000.00 Value of Drugs Seized

SCEU currently has a number of active drug investigations open and active on local traffickers of illicit drugs.

11. SOUTHEAST TRAFFIC SERVICES STATS

These below statistics are in addition to the “Road Safety” work conducted by Lunenburg County District members. Currently the unit is staffed with 4 Southeast Traffic Services Unit Members.

- 407 Summary Offence Tickets
- 77 Written Warnings
- 22 Checkpoints

12. TOWN OF LUNENBURG

During the Second Quarter of 2021 there were 175 total generated occurrences in the Town of Lunenburg, an increase to the 102 generated occurrences in the Second Quarter of 2020. This includes all reported occurrences by the public, self-generated occurrences by police officers and traffic statistics including the Southeast Traffic Services which is not included in the

attached Q2 statistics sheet.

Notable occurrences were:

- On April 16th a 2-year-old child presented at Fisherman’s Memorial Hospital in Lunenburg with life-threatening injuries. The child was later transported via LifeFlight to the IWK for further medical treatment. Due to the nature of the injuries the Southwest Nova Major Crime Unit took over the investigation which is still ongoing.
- On May 20th, 2021 the Lunenburg RCMP responded to a report of a tractor trailer that ran off the road. No injuries. RCMP attended and controlled traffic while Corkum's Towing attended and removed the truck from the ditch/intersection.
- On May 26th, 2021 the Lunenburg RCMP responded to a report of three youths throwing bottles off the roof of a property on Pelham Street into the street. Members attended and located the three youths who were 13-years old and under. All were warned and the parents were advised.
- On June 17th, 2021 the Lunenburg RCMP received a report of a theft from the Lunenburg NSLC. Staff reported an individual took a bottle of alcohol and left the store without paying. They also reported a similar incident occurred the previous day. Through video surveillance a 26-year-old female was identified and later charged with Theft under \$5000 under s. 334(b) of the Criminal Code. That matter remains before the Court.
- On June 20th, 2021 the Lunenburg RCMP received a report of a goat left in a vehicle on Lincoln Street. Members attended the scene, but neither nor the goat were located.
- As a result of the RCMP’s continuing efforts to address traffic concerns in the Town of Lunenburg 1 Summary Offence Ticket and 15 Written Warnings were issued to motorists for a variety of offences.
- With the ongoing filming of the mini-series “The Sinner “ in Lunenburg there were a significant amount of film-related employees, work vehicles and road closures in various areas of the Town. Ultimately, there were very few issues reported to police related to filming. The primary issues reported were traffic congestion concerns, masking concerns among workers and concerns with social distancing. The RCMP did not find grounds to proceed with any charges on any of the reported complaints.
- A total of 19 Federal Quarantine Act occurrences were created as well. Quarantine Act occurrences are created when an international traveler registers with CBSA at the border and identifies the community in which they will self-isolate. In addition to telephone

checks, the RCMP may also attend in person to check compliance with self-isolation requirements. No violations were noted in any of the Quarantine Act files.

- A total of 5 Provincial Health Protection Act complaints were received and investigated by the RCMP. All were checked into by the RCMP and no individuals were charged.

Respectfully submitted,

Cpl. Dan Smith
RCMP Lunenburg County District

Approved by,

S/Sgt. Victor Whalen
District Commander
RCMP Lunenburg County District



Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2021	2021	Amount of Change	Calendar Year to Date 2021
	Q2	Q1		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	0	2	2	2
Assault	3	3	0	6
Kidnapping/Hostage/Abduction	0	0	0	0
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	0	1	1	1
Indecent Harassing Comm.	1	3	2	4
Uttering Threats	2	1	-1	3
Property Crime				
Arson	0	0	0	0
Break and Enter	1	2	1	3
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	1	0	-1	1
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	0	0	0
Take MV w/o Consent	0	0	0	0
Theft Under	2	2	0	4
Shoplifting	3	1	-2	4
Theft (mail, bicycle, et al)	1	1	0	2
Theft from Motor Vehicle	0	0	0	0
Possession of Stolen Goods	0	0	0	0
Fraud	5	3	-2	8
Identity Theft	0	0	0	0
Mischief	7	5	-2	12
Drug Enforcement				
Possession	1	0	-1	1
Trafficking	1	2	1	3
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0



Lunenburg Quarterly Statistics

Protected "A"

(Includes Traffic Services and Occurrences taken by Call Back Unit)

Type of Crime & Occurrence Type	2021	2021	Amount of Change	Calendar Year to Date 2021
	Q2	Q1		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	2	3	1	5
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	1	1	1
Fail to Stop or Remain	0	0	0	0
Seatbelt Violation	4	0	-4	4
Intersection Violation	7	5	-2	12
Speeding Violation	2	10	8	12
Insurance Violation	1	1	0	2
Road Side Suspension (Alcohol)	0	0	0	0
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	1	2	1	3
Collision - Reportable	8	2	-6	10
Collision - Non Reportable	1	2	1	3
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	4	1	-3	5
Other Traffic Offence/Violation	22	14	-8	36
Other Traffic Related Duties	0	1	1	1
Checkstop	1	6	5	7
Other				
911 Call	8	2	-6	10
Breach of Court Order	0	0	0	0
Liquor Act	0	1	1	1
Mental Health Act	10	12	2	22
Missing Person	2	5	3	7
Municipal Bylaw - Other	2	0	-2	2
Other	34	37	3	71
Suspicious P V P	11	4	-7	15
Trespass At Night	0	0	0	0
HPA (COVID-19) - Offences only	3	3	0	6
HPA (COVID-19) - Other activities	2	1	-1	3
QUA (COVID-19) - Offences Only	0	0	0	0
QUA (COVID-19) - Other Activities	23	18	-5	41
Total Founded & SUI Occurrences	176	157	-19	333
Total Occurrences*	201	170	-31	371

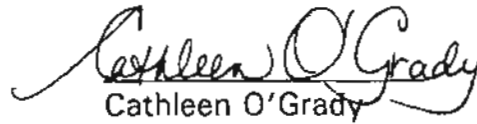
*Includes Unfounded and Unsubstantiated

Town of Lunenburg

Emergency Measures Organization Bylaw

Passed at a Meeting of Town Council held on June 24, 1993

Recommended for approval with amendments.


Cathleen O'Grady
Solicitor

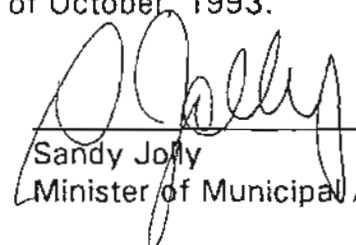
The Emergency Measures Organization Bylaw which was adopted at a meeting of Town Council held on June 24, 1993, is approved, pursuant to Section 29 of the Municipal Affairs Act, with the following amendments:

1. The number "2" in the thirteenth line on page 3 is changed to "3".
2. The following sub-section is added to Section 6:

(4) The Emergency Measures Planning Committee shall include, but not be limited to, persons responsible during an emergency to provide

- (a) income assistance;
- (b) law enforcement;
- (c) fire-control services;
- (d) engineering services;
- (e) health services;
- (f) community services;
- (g) transportation;
- (h) communications;
- (i) public information;
- (j) utilities;
- (k) financial services; and
- (l) legal services.

Dated at Halifax, Nova Scotia, this ²⁴ day of October, 1993.


Sandy Jolly
Minister of Municipal Affairs

TOWN OF LUNENBURG

BY-LAW NO. 30

A BY-LAW TO PROVIDE FOR A PROMPT AND COORDINATED

RESPONSE TO A STATE OF LOCAL EMERGENCY

The Council of the Town of Lunenburg under the authority vested in it by the Towns Act, R.S.N.S. 1989, c. 472 and the Emergency Measures Act, S.N.S. 1990, c.8, s.10, enacts as follows:

- Short title 1. This by-law may be cited as the "Emergency Measures By-law".
- Interpre- 2. In this By-law,
tation
- (a) "Act" means the Emergency Measures Act, R.S.N.S. 1990, c.8;
 - (b) "Council" means the Council of the Town of Lunenburg;
 - (c) "Councillor" means a member of the Town of Lunenburg Council;
 - (d) "Emergency Measures Advisory Committee" means the Advisory Committee established pursuant to this By-law;
 - (e) "Emergency Measures Co-ordinator" means the person appointed by Council pursuant to this By-law and shall hereinafter be referred to as "EMC";
 - (f) "Emergency Measures Organization" means the organization established pursuant to this By-law and may be referred to as "EMO";
 - (g) "Emergency Measures Planning Committee" means the Committee established pursuant to this By-law;
 - (h) "Emergency Preparedness Plans" means plans, programs or procedures prepared by the Town that are intended to mitigate the effects of an emergency or disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence and may herein after be referred to as the "EPP";

(i) "local emergency" means a present or imminent event in respect of which the Town believes prompt coordination or action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in Nova Scotia;

(j) "Mayor" means the Mayor of the Town of Lunenburg or a Councillor acting in the Mayor's stead;

(k) "Minister" means the member of the Executive Council to whom is assigned the administration of the Act and regulations;

(l) "State of Emergency Regulations" means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;

(m) "State of Local Emergency" means a state of local emergency declared by the Town pursuant to the Act or renewed by the Town pursuant to the Act and regulations made pursuant thereto and this By-law; and

(n) "Town" means the Town of Lunenburg.

Emergency
Measures

3. (1) The Council hereby establishes an Emergency
Emergency Measures Organization.

(2) The purpose and object of the EMO in co-
operation with the Provincial Emergency Measures
organization are:

(a) to plan for the continuity of the
physical operation of government of the Town
and to establish plans for the co-operation
and mutual assistance between municipal
governments in the event of a civil disaster
or war emergency;

(b) to co-ordinate the emergency plans of the
Town for departments and services having
immediate responsibilities in the event of a
civil disaster or war emergency, and to
prepare plans for public survival;

(c) to work closely with other authorities of the Town, neighbouring municipal units and provincial authorities who have been assigned to comparable duties;

(d) to conduct emergency measures familiarization course for the training of personnel who have an emergency role;

(e) to conduct a public self-help education program related to nuclear and other type of warfare and natural emergencies; and

(f) to carry out similar work within the geographical area of the Town.

(2) The EMO shall consist of the following persons and committees:

(a) an Emergency Measures Advisory Committee;

(b) an Emergency Measures Co-ordinator; and

(c) an Emergency Measures Planning Committee.

Emergency
Measures
Advisory
Committee

4. (1) The Emergency Measures Advisory Committee shall be annually appointed by Council for its members.

(2) The Emergency Measures Advisory Committee shall at all times consist of no fewer than three councillors.

(3) The Emergency Measures Advisory Committee shall be chaired by the Mayor and in his/her absence in any regularly called meeting a quorum of the Committee present may appoint a Chairman pro tempore.

(4) The Emergency Measures Advisory Committee shall:

(a) advise Council on the development of Emergency Preparedness Plans;

(b) present Emergency Preparedness Plans to Council;

(c) brief Council on developments during a local state of emergency;

(d) submit to Council an annual budget for the maintenance and operation of the EMO; and

(e) perform such other duties as may be required by the Council.

Emergency
Measures
Co-ordinator

5. (1) The EMC shall be annually appointed Council;

(2) The EMC may be paid reasonable expenses for work incurred under this By-law as determined by resolution of Council from time to time.

(3) The EMC shall:

(a) chair the Emergency Measures Planning Committee;

(b) co-ordinate, prepare and present emergency preparedness plans;

(c) following a declaration of state of local emergency, prescribe, as necessary, duties to be fulfilled by employees, servants and agents of the Town;

(d) submit regular reports to the Emergency Measures Advisory Committee and Council regarding the activities of the Emergency Measures Planning Committee and all matters relating to the EPP;

(e) to reasonably ensure that a continuous program of training for local Emergency Measures Organization personnel, Emergency Measures Planning Committee and Emergency Measures Advisory Committee members is carried out, either by local training classes or attendance at Provincial or Federal training schools;

(f) co-operate with the Mutual Aid Area and the Nova Scotia Emergency Measures Organization on all matters pertaining to planning and operation;

(g) submit an annual budget for emergency measures operation costs within the Town to the Emergency Measures Planning Committee and Emergency Measures Advisory Committee;

(h) act as advisor to the EMO and Council during an emergency; and

(i) perform such other duties as may be required by the Council.

Emergency
Measures
Planning
Committee

6. (1) Emergency Measures Planning Committee shall be appointed by Council for such term as the Council may prescribe.

(2) The Emergency Measures Planning Committee shall consist of the Town Manager/Clerk, head of every Town department or agency which is assigned emergency related functions under the EPP and, where no department or agency exists, a qualified person to represent that group.

(3) The Emergency Measures Planning Committee shall:

(a) assist the EMC in the preparation and co-ordination of an emergency preparedness plan;

(b) advise the Emergency Measures Advisory Committee on the development of an emergency preparedness plan;

(c) upon request, assist the Emergency Measures Advisory Committee in the presentation of municipal emergency measures plans to Council; and

(d) perform such other duties as may be required by the Emergency Measures Advisory Committee or the Council.

Agreement

7. (1) Subject to preliminary approval of Council, the Emergency Measures Planning Committee may, as part of an emergency preparedness plan, negotiate an agreement to be approved by Council

with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;

(2) Any agreement negotiated subsection (1) is not binding until it is approval by Council.

Duties of Council

8. (1) The Council shall review and evaluate the EPP presented to it by the Emergency Measures Advisory Committee.

(2) The Council may specify additional duties to be fulfilled by the Emergency Measures Advisory Committee, the Emergency Measures Co-ordinator and the Emergency Measures Planning Committee.

(3) The Council may appropriate and expend monies:

(a) to pay reasonable expenses of members of the Emergency Measures Advisory Committee, the Emergency Measures Co-ordinator and the Emergency Measures Planning Committee; and

(b) to fulfil the terms and conditions of an agreement approved by the Council pursuant to Section 7 of this By-law.

Declaration of State of Local Emergency

9. (1) The Council shall declare a state of local emergency by completing Form 4 attached to the State of Emergency Regulations.

(2) The Mayor acting under Section 12(3) of the Emergency Measures Act shall complete Form 5 attached to the State of Emergency Regulations.

(3) With the approval of the Minister, the Council may renew a state of local emergency by completing Form 6 attached to the State of Emergency Regulations.

(4) The Council may terminate a state of local emergency by completing Form 7 attached to the State of Emergency Regulations.

(5) A copy of a declaration signed under this Section shall immediately be delivered or faxed to the Minister and the Director pursuant to the Emergency Measures Act.

Notice
Provision

10. Following the signature of a declaration under Section 9 of this by-law, the Council shall immediately cause the details of the declaration or termination to be communicated or published by such means as the Council considers the most likely to make the contents of the declaration or termination known to the people of the area affected.

Duties
During a
State of
Local
Emergency

11. Following the issuance of a declaration under Section 9 and for the duration of the state of local emergency;

(a) every Councillor shall keep the Council posted respecting their whereabouts; and

(b) every employee, servant and agent of the Town who has a key role to play in such emergencies as identified in the EPP shall:

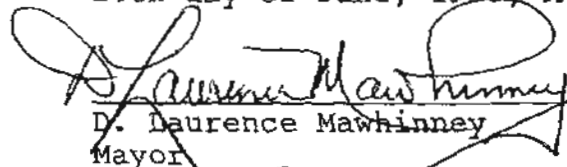
(i) advise the EMC of their whereabouts; and


(ii) fulfil such other duties as may be prescribed by the EMC or as prescribed in the EPP.

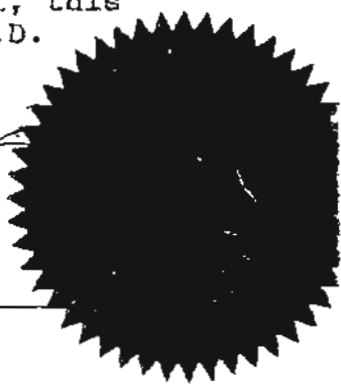
Repeal

12. All former Emergency Measure By-laws of the Town are hereby repealed and this By-law substituted therefor.

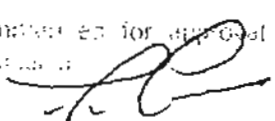
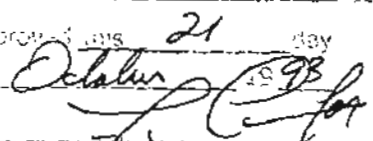
Done and Passed in Council, this
24th day of June, 1993, A.D.


D. Laurence Mawhinney
Mayor


Beatrice M. Renton
Town Manager/Clerk



I, Beatrice M. Renton, Town Manager/
Clerk for the Town of Lunenburg do
certify that the foregoing is a true
copy of By-law #30 of the Town of
Lunenburg, duly passed by the Town
Council on June 24, 1993.

EMERGENCY MEASURES ORGANIZATION	
Recommended for approval of the Council	
Approved this 21 day October 1993	
TOWN OF LUNENBURG	

**Municipal Unit
Bylaw #**

REGIONAL EMERGENCY MANAGEMENT BY-LAW

SECTION 1: GENERAL

- 1.1 This By-law may be cited as the “Regional Emergency Management By-law” to render mutual aid and joint provisions of services and facilities to provide for a prompt, effective and coordinated response to an emergency within the territories of the participating municipalities of the Municipality of the District of Lunenburg; the Municipality of the District of Chester; the Town of Bridgewater; the Town of Mahone Bay, and the Town of Lunenburg.

SECTION 2: DEFINITIONS

- 2.1 In this By-law:
- a) “Act” means the *Emergency Management Act*, S.N.S., 1990, as amended from time to time;
 - b) “State of Emergency Regulations” means regulations approved by the Governor in Council by Order in Council 92-61, Regulation 17/92, as amended from time to time;
 - c) “Agreement” means the Inter-Municipal Emergency Services Agreement, dated January 18, 2017, among the participating Municipalities and as amended from time to time;
 - d) “Minister” means the Minister responsible for Emergency Management of the Province of Nova Scotia;
 - e) “Deputy Minister” means the Deputy Minister responsible for Emergency Management of the Province Nova Scotia;
 - f) “Councils” means the Councils of the participating Municipalities (Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg);
 - g) “Region” means all territories within the participating Municipalities;
 - h) “State of Local Emergency” means a state of a local emergency declared, renewed, or terminated by the Council, Mayor, or Warden of a participating Municipality;

- i) “Regional Emergency Operations Centre (REOC)” means the Regional Emergency Management Organization (REMO) operation centre as established, equipped, and serviced per the Agreement.

SECTION 3: RESPONSIBILITIES FOR EMERGENCY MANAGEMENT

3.1 The Councils, in accordance with the Agreement:

- a) shall appoint and maintain a Regional Emergency Management Organization (REMO) responsible for the planning and the coordination of emergency services delivery and consist of:
 - i. a Regional Emergency Management Advisory Committee (REMAC);
 - ii. a Regional Emergency Management Planning Committee (REMPC);
 - iii. a Regional Emergency Management Coordinator (REMC); and
 - iv. for each participating Municipality, an Assistant Emergency Coordinator (AEC);
- b) declare, renew, or terminate a State of Local Emergency, as outlined in the State of Emergency Regulations as may be required and if unavailable in a timely manner, permit the Mayor or Warden of the affected participating Municipality(s) to make such declarations;
- c) shall cause the Emergency Management Plan or any part thereof to be implemented and may do everything necessary for the protection of property and the health and safety of persons pursuant to Section 14 of the *Act*;
- d) may appropriate and expend monies to pay reasonable expenses of members of REMO and to fulfill the terms and conditions of any agreement approved by the Councils;

3.2 REMAC, in accordance with the Agreement:

- a) is responsible during a State of Local Emergency for the executive direction and management of emergency plans and activities within the Region and for advice to Councils pursuant to the *Act*;
- b) recommends to Councils, Mayor or Warden, the declaration, renewal, or termination of a State of Local Emergency as outlined in the State of Emergency Regulations;
- c) shall deliver a copy of the signed Declaration, Renewal, or Termination of a State of Local Emergency to the Nova Scotia Emergency Management Office (NS EMO) and the Minister and ensure that such Declarations are communicated effectively to the people of the area(s) affected;

- d) with the approval of Councils, may enter into agreements with the Government of Canada, the Province of Nova Scotia, a municipality, city or town, or any other agency or any person;
- 3.3 REMC, as appointed by the REMAC, in accordance with the Agreement:
- a) shall chair the REMPC and coordinate, prepare, and maintain emergency plans;
 - b) shall, pursuant to Section 10A of the Act, inform the Nova Scotia Emergency Management Office of any real or anticipated event or emergency and upon activation of an REOC or the Declaration of State or Local Emergency, prescribe, as necessary, duties to be fulfilled by employees, servants, and agents of the municipality and coordinate the REOC activities with NS EMO;
- 3.4 REMPC in accordance with the Agreement:
- a) shall include, but not be limited to, persons responsible during an emergency to provide health, law enforcement, fire, utilities, communications, transportation, public works, financial, legal, or other essential community services;
 - b) shall provide recommendations to REMC for the purpose of the development of regional emergency management plans, policy and procedures for the Region, and provide briefings as requested by Council.

SECTION 4: RESPONSIBILITIES OF OTHERS IN A STATE OF LOCAL EMERGENCY

Following the Declaration of a State of Local Emergency and for the duration of such, every Councillor, employee, and agent of the participating Municipality who has a key role in the execution of the emergency management plans, shall fulfill such duties as may be required according to the emergency plans.

SECTION 5:

Previously adopted versions of **Chapter XX/Bylaw XX** are hereby “repealed and replaced” or “amended” upon the effective date of the adoption of this “Regional Emergency Management” By-law.

Document No:
Meeting: Council – Sept. 14/21
Circulate: BR, LD, DM
File: Budget 2021/22

MEMORANDUM

TO: TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: AUGUST 12, 2021

RE: ANNEX ROOF CAPTIAL PROJECT 2021

1. FACTS

- 2021/2022 Capital budget includes **\$26,000** for a new roof at the “Old School Annex”
- We received various bids for this project in 2020 which were used to plan our budget in 2021. With construction costs rising we saw an increase of \$10,000 on the average bid from 2020 to 2021.
- Wall’s Metal roof submitted a quote that was within budget however they are fully booked for the 2021 roofing season and are not taking any projects until April 2022.
- Acadia Roofing is also fully booked for 2021 roofing season.
- This project is funded through Deed transfer tax. Deed transfer tax is set aside for “Capital Projects” and not operating repairs, if emergency repairs are needed- they will need to come from the operating budget
- Nova Scotia Community College (NSCC) has paid \$5,000 towards this project.

Bids Submitted 2020:

- | | | |
|-----------------------------------|----------------|----------------|
| • Standing seam exposed fasteners | Wall’s | \$25,357 + HST |
| • Basic Metal 26 gauge | Wall’s | \$20,497 + HST |
| • Basic Metal 28 gauge | Wall’s | \$18,924 + HST |
| • Asphalt Shingle | Acadia Roofing | \$32,575 + HST |

2020 Average bid **\$24,338 + HST**

Bids Submitted 2021:

• Standing seam metal roof	Rikjak	\$58,250 + HST
• Standing seam exposed fasteners	Wall's	\$26,260 + HST
• Basic Metal 26 gauge	Wall's	\$23,850 + HST
• Basic Metal 28 gauge	Wall's	\$22,573 + HST
• Asphalt Shingles	Acadia Roofing	\$37,250 + HST

2021 Average bid **\$33,636 + HST**

2. ISSUES AND OPTIONS ANALYSIS

The only contractor who is able to fit this project into their work plan for the year is Rikjak Construction. They have allowed for a hidden fastener standing seam roof (heritage style). This is the same roofing that was just installed on the big boat shed in Town. They have not allowed for plywood replacement or contingency budget but have allowed for striping the existing shingles.

Option 1 – Increase budget to \$45,000 and pre-approve for 2022. With a preapproved budget try to lock in a contractor for 2022 construction season.

Option 2 – Increase the budget to \$81,750 and award the project to Rikjak construction to be completed in 2021.

- \$58,250 Original bid
- \$15,000 Plywood roof deck (if required)
- \$8,500 15% contingency
- **\$81,750 Total project**

Option 3 – Not replace the roof before the building is being consider for disposal and preform emergency operating repairs if the roof does start leaking. If the Town does not plan to have this building disposed of by winter 2022/2023, I would recommend including this project in the 2022/2023 budget and will be seeking pre approval from council in January 2022 to ensure we were able to secure a contractor for spring 2022.

3. FINANCIAL IMPACT

The funding support has already been received from NSCC and will be held in our Capital Reserve Fund until this work is carried out. The Deed Transfer Tax allocation for this project can be carried over into fiscal 2022/2023 and increased to accommodate the higher budget that is estimated in Option 1.

There is \$1,000 included in the 2021/2022 Operating Budget for repairs to this building.

4. **STRATEGIC PLAN RELEVANCE**

- CCP - 4.6 Potential Facilities Scenarios (Scenario 3 – sold as surplus)

5. **RECOMMENDATION AND DRAFT MOTION**

Draft Motion to approve **Option 3** –For Fiscal 2021/22 Not replace the Annex roof and preform emergency operating repairs if the roof does start leaking.

Acknowledged only by:

Bea Renton
Town Manager/Clerk



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

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

August 10, 2021

Bea Renton
CAO
Town of Lunenburg

and

Alex Dumaresq
Municipality of the District of Lunenburg
Deputy CAO
10 Aliee Champlain Drive
Cookville, NS B4V 9E4

Dear Bea and Alex:

**Re: Board of Trustees of Common Lands - East of the TOL
Appointment**

Enclosed herewith is a certified copy of the Order concerning the Appointment of Errol I. Knickle to the Board of Trustees of Common Lands for your files.

I will forward a certified copy to Mr. Knickle directly.

Please note - a new appointment will need to be made for the year 2022.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - Board of Trustees of Common Lands\Letters\Letter to Bea August 10, 2021.docx

Form 78.05

2021

RECEIVED
BRIDGEWATER, NS

JUL 30 2021

No. 507723

Supreme Court of Nova Scotia



Application by Town of Lunenburg and
Municipality of the District of Lunenburg, Applicants, for an order
selecting and appointing a person to the Board of Trustees of Common Lands

Order

Before the Honourable Justice Rowe in chambers.

Sgd
DR, J

The applicants applied for an order selecting and appointing Errol I. Knickle of Blue Rocks, Nova Scotia to the Board of Trustees of Common Lands, pursuant to S. 19 of Chapter 72 of the Acts of 1897, An Act Relating to Common Lands in the County of Lunenburg (as amended by SNS 1976, c. 63)

On the motion of Patrick A. Burke, Q.C., counsel for the applicants, the following is ordered:

Errol I. Knickle of Blue Rocks, Nova Scotia is hereby selected and appointed to the Board of Trustees of Common Lands for the year 2021 effective as of the date of this order, and replaces the trustee previously appointed by a Supreme Court Justice.

Issued on July 30, 2021

Kelsey Doucette
Prothonotary

KELSEY DOUCETTE
Deputy Prothonotary

SUPREME COURT OF NOVA SCOTIA

I hereby certify that the foregoing document, identified by the Seal of the Court, is a true copy of the original document on file herein.

Dated the 30th day of July, 2021

Kelsey Doucette
Prothonotary

KELSEY DOUCETTE
Deputy Prothonotary

Document No:
Meeting:
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: DENNIS MACPHERSON, TOWN ENGINEER

DATE: AUGUST 26, 2021

RE: HALF TON TRUCK FOR PUBLIC WORKS, REQUEST FOR BUDGET INCREASE

1. FACTS

The Budget for 2021-22 included an approval for a purchase of a new or used half ton pickup truck as a replacement for Public Works' 2002 F150. This item is at a budget-of \$35,000.

Three proposals were received on July 6, 2021. One of which was for a used truck that was over the budget cost and was eliminated from further consideration. The other two bids were for a new 2022 Chevrolet Silverado pickup truck that met our overall requirements that were priced just under \$35K but exceeded our budget once net HST was added.

2. ISSUES AND OPTIONS ANALYSIS

Issue Discussion:

The received proposal for the 2022 Chevrolet Silverado meets or exceeds the specifications outlined in the RFP except for being slightly over budget. In addition, the opportunity for the Town to purchase a new, warrantied vehicle is very favourable to the existing Public Works fleet and maintenance budget as it would help reduce maintenance work on this vehicle for the near future.

However, to make this purchase, the budget would have to be increased from \$35,000 to \$36,350 (+ \$1,350) as per the following calculation:

Truck Price:	\$34,850
Net tax at 4.3%	<u>\$ 1,500</u>
Total:	\$36,350

Options Considered:

1. Do nothing: This option is eliminated as the 2002 Ford F150 incurs high maintenance costs and low reliability and should be replaced as soon as possible.
2. Negotiate reduced price from vendors: The two vendors that supplied the proposals for the new 2022 pick up trucks were contacted to determine if the price can be lowered to accommodate our budget. The vendors responded that is not possible unless required specifications were eliminated or reduced. Therefore, this option is eliminated.
3. Go out for rebid: This option is not recommended as we have no control over what proposals would be offered as stock of quality pickup trucks have been greatly reduced because of the pandemic. There is a high risk of not receiving proposals that meet or specifications within the \$35K budget.

3. FINANCIAL IMPACT

The financial impact of this recommendation is to increase the budget from \$35,000 to \$36,350. The capital funding for this ½ ton truck replacement is from the General Capital Reserve and the reserve can accommodate the additional cost of \$1,350.

4. STRATEGIC PLAN RELEVANCE

- CCP – Chapter 04 Servicing and Facilities

5. RECOMMENDATION AND DRAFT MOTION

Draft Motion approved and seconded to approve the increase of budget for the replacement of the 2002 F150 ½ ton from \$35,000 to \$36,350.

Acknowledged only by:

Bea Renton, CAO

Document No:
Meeting: Council
September 14, 2021
Circulate: Council, BR
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: SEPTEMBER 7, 2021

RE: LUNENBURG CULTURAL ACTION PLAN – STAFF ASSESSMENT

1. FACTS

At the Council Meeting of August 25, 2020 a consultant's report commissioned by the Lunenburg Foundation of the Arts was presented called the **Lunenburg Cultural Action Plan** (Attachment "A").

At the Council Meeting of September 8, 2020 Council discussed the presentation:

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

The following motion was passed by Council:

Motion: moved and seconded that we receive the report and get a staff report on what the expectations of the Town would be to participate in its implementation and what resources would be needed. Motion carried.

At the Council Meeting of February 23, 2021 the Lunenburg Cultural Collective (a renamed Lunenburg Foundation of the Arts, which is a registered society with the Nova Scotia Registry of Joint Stocks) re-presented the report to the new Council for information purposes.

2. ISSUES AND OPTIONS ANALYSIS

Background

The Cultural Action Plan document defines culture broadly (p. 12-13) as “In essence, culture is about who we are and what we do – our identity,” including:

- The cultural economic sector;
- Physical cultural heritage;
- Cultural diversity; and
- A community’s identity.

Public consultation on the Lunenburg Cultural Action Plan overlapped with the same phase for Project Lunenburg, and collaboration ensued to share all public input and feedback for the preparation of their respective documents.

Cultural Action Plan

The Cultural Action Plan consists of the following categories:

Strategic Directions (p. 22)

1. Leverage authentic local culture.
2. Build local engagement with arts, heritage and cultural activity.
3. Foster excellence in cultural stewardship.
4. Cultivate inclusivity.
5. Build a foundation for cultural sustainability.

Under these Strategic Directions, there are 15 Goals, each with a number of recommendations for implementation.

Staff Assessment on Implementation

See the **Action Planning Chart - TOL Staff Comments** document (**Attachment “B”**) for the primary staff evaluation of the plan.

The **Action Planning Chart**, Appendix 2 of the Cultural Action Plan, broke down anticipated timelines, leadership, complexity, and resources for all of the Plan recommendations.

The Plan is not presented as a Town-only initiative, but a collaborative effort among the Town, Lunenburg Board of Trade, the Foundation, and arts and culture organizations in Lunenburg and around the region.

Staff have commented on each recommendation in the Action Planning Chart and noted any overlap with Comprehensive Community Plan (CCP) action items.

Note: There is frequent mention of a **Cultural Roundtable** in the Action Plan document and Planning Chart. The Roundtable is recommended specifically in Goal 15 “Work

Together” as: “Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural sectors are considered.” This group was intended to spring from the Cultural Action Plan Steering Team, and to work with the Town and LBOT on selected initiatives. The Cultural Roundtable has been formed, with the external appointment of Deputy Mayor Peter Mosher to represent the Town.

Town Policy

Some form of collaboration with the Cultural Roundtable and existing Town policy may be considered.

The Town has a **Public Art Policy** (#89) that was passed on October 9, 2018 but not implemented (**Attachment “C”**). Section 4.3 indicates that a Public Art Sub-Committee could be established as a sub-committee of the Town’s now-defunct General Government Committee. This is to consist of three (3) Town citizens with “a significant knowledge of arts and culture” and two (2) General Government Committee members in January of each year.

Council may wish to consider the Public Art Policy for revision on the basis of how it relates to the wider cultural initiative, or simply to replace the reference to the General Government Committee and any other needed updates to enable its implementation.

3. FINANCIAL IMPACT

Some Comprehensive Community Plan initiatives for Culture and Recreation were included in the 2021/22 Town Budget. Cultural Action Plan-related items 6, 9, 11, 12, 18, 25, and 32, as well as elements included in the new Planning and draft Heritage documents are included in this project work.

Specific cost estimates have not been prepared for the Cultural Action Plan’s action items in the report at this time, pending Council direction on items of interest.

4. STRATEGIC PLAN RELEVANCE

Strategic Direction: Culture and Recreation

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

Strategic Direction: Heritage

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

Strategic Direction: Housing

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

5. RECOMMENDATION AND DRAFT MOTION

This report has been prepared for Council's information to evaluate the feasibility of Lunenburg Cultural Action Plan recommendations and relationship to the CCP Five-Year Plan priorities.

The request from the Lunenburg Cultural Action Plan Steering Team is:

- *That Town Council endorse the Cultural Action Plan in principle; and*
- *That the Town work with the Cultural Roundtable to:*
 - *Investigate resource opportunities*
 - *Support implementation of the plan*
 - *Identify other partners to support the plan*

Recommendations:

- i. Lunenburg Town Council could agree to endorse the plan in principle. As noted, it does align with CCP
- ii. Lunenburg Town Council has already agreed to work with the Cultural Roundtable in principle by appointing Deputy Mayor Mosher, but may wish to make a motion indicating same, with or without a caveat making explicit the priority of the CCP Five-Year Plan and resources.
- iii. It is recommended that a staff report on Public Art Policy #89 be requested for possible revisions related to the Cultural Action Plan and/or for updating.

Draft Motions:

Motion: That the Town of Lunenburg endorses [does not endorse] the Lunenburg Cultural Collective's Cultural Action Plan in principal.

Motion: That the Town of Lunenburg agree to work with the Lunenburg Cultural Collective's Cultural Roundtable in principal, with specific implementations to be considered on an individual basis and while taking into account existing Comprehensive Community Plan and budget priorities.

Motion: That a staff report on Public Art Policy #86 be prepared for recommendation of possible revisions related to the Cultural Action Plan and other considerations.

Attachments – 3

A. Lunenburg Cultural Action Plan

B. Action Planning Chart - TOL Staff Comments

C. Town of Lunenburg Procedural Policy #89 – Public Art Policy

Acknowledged only by:

Bea Renton
CAO

A low-angle photograph of a weathered wooden utility pole. Several power lines run vertically from the pole towards the top of the frame. Three fish-shaped ornaments, likely made of metal or wood, are hanging from a decorative wrought-iron bracket attached to the pole. The fish are oriented horizontally, facing right. The background is a clear blue sky with a few wispy white clouds. The lighting suggests a bright, sunny day.

LUNENBURG CULTURAL ACTION PLAN

June 2020

Prepared by Janis Barlow & Associates



**“Build on what
is there. Don’t break it,
just make it better.”**

—SURVEY RESPONDENT

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Introduction


Culture in Lunenburg includes the past and the present, arts and heritage, shipbuilding and scallops, families who arrived in 1753, the Mi'kmaq of 10,000 years or more, newly arrived Canadians, and the Acadian spirit in holidays, music and life in Nova Scotia. In a town of 2,300 year-round residents, culture is tied to its landscape, history and creative expression.

Over the centuries, fishing, farming and ship-building have provided sustenance, jobs and trade opportunities. Expertise and skills have evolved from these industries, as have resilience, respect, hard work and faith. The strong visual culture present in the historic craft traditions of industry, the skills associated with making a living and making a home, and design drawn from multiple cultures have created a unique legacy that continues through craft, folk art, and the work of contemporary artists.

The town's aesthetic appeal and oceanside life have proven inviting for artists, cultural industry and new Canadians. With a generation of artists who have settled here have come galleries, festivals, music, book stores and theatre, all of which contribute to create a quality of life and economic activity that attracts other businesses and creative workers.

Passion for the heritage of Lunenburg inspired the Town to pursue National Historic Site Designation in 1992 and UNESCO World Heritage Site designation in 1995. Lunenburg is considered the best surviving example of a planned British colonial settlement in North America and its working harbour, authentic culture and the Bluenose II, attract a steady stream of tourists. Harnessing this cultural vibrancy for the future, is the goal of the Lunenburg Cultural Action Plan.

Lunenburg's strong sense of community identity, founded in its history and closely held values, and the innovation and creative spirit of its people, provide a foundation for a vibrant economy, healthy social and cultural life, and civic engagement.

A large crowd of people is gathered on a grassy lawn in front of a white building with a porch. The people are sitting on the grass, some on chairs and some on blankets. The scene is outdoors, with trees and a clear sky in the background. The crowd is diverse in age and appearance, and they appear to be enjoying a community event or festival. The white building has a prominent porch with white railings. The overall atmosphere is bright and sunny.

“We have cultural riches unknown in most small towns.”

— SURVEY RESPONDENT

Community-Based Cultural Planning


Across Canada, provinces and municipalities are developing cultural plans. Often, it is local government that leads a process of cultural planning, to “identify cultural resources and think strategically about how these resources can help a community to achieve its civic goals.”¹ Community-based organizations are also taking a leadership role to support the evolution of cultural plans.

The Province of Nova Scotia launched a Cultural Action Plan in 2017, setting the stage for local cultural planning in the province. Inspired by this, members of Lunenburg’s cultural community hired consultants in 2019 to develop a cultural action plan. The goal was to leverage the history, beauty, peoples and talents of Lunenburg in a process that engaged the community and established a vision for the future of local culture, while simultaneously clarifying the diversity, breadth and role of Lunenburg’s cultural sector in the health of community life.

The Lunenburg Cultural Action Plan is the result. Led by the Lunenburg Cultural Action Plan Steering Committee (LCAP Steering Committee) and facilitated by Janis A. Barlow & Associates, the development of this plan was synchronized with Project Lunenburg, a Town of Lunenburg planning initiative led by Upland Planning and Design.

The Lunenburg Cultural Action Plan aims to inform the Town of Lunenburg and the local cultural sector, who together will provide the necessary expertise and advocacy needed to move it forward, as well as the local business community and the Municipality of the District of Lunenburg, who are critical stakeholders in the future of local culture.

1 Creative City Network of Canada [Cultural Planning Toolkit](#), page 7

A photograph of a red wooden building with a grey roof and a red chimney. In the foreground, there is a stack of galvanized metal tubs. The building has a gabled roof and a window. The sky is overcast.

“...there are assets, costs and benefits not accounted for in market decisions and values. Sustainability looks to the public interest beyond narrow market outcomes, taking a wide view across sectors and peering across time with a long view.”²

Culture and Community Sustainability

Culture is part of every community's sustainable future. As one of the four pillars of sustainability, cultural vitality is less understood than the economic vibrancy, environmental health and social cohesion considered in community planning, yet each pillar is essential for the future resilience of a community.

Culture is deeply embedded in the life of a community. It contributes to:

- **ECONOMIC ACTIVITY:** through tourism, import/export activity, exhibitions and events, creative economy workers, and by creating an attractive place for new businesses
- **SENSE OF PLACE:** by contributing to the quality of the public realm through heritage, design, architecture and public art, and contributing to a community's sense of authenticity and identity
- **SOCIAL COHESION AND INCLUSIVITY:** culture honours traditional beliefs and customs, it supports diverse expression, and welcomes diverse and marginalized communities to participate in community experiences.

A culturally vital community leads to engaged citizens, curious visitors and a distinct sense of self-identity. A Cultural Action Plan will help harness the strengths of local culture to build a stronger community for tomorrow.

Context 2020

It is an unusual time to be releasing a Cultural Action Plan. The year 2020 is only half over and already there have been major shifts affecting societies around the world. The coronavirus pandemic has resulted in the cancellation of casual travel and large-scale gatherings such as festivals and concerts, emergency lockdowns have effectively left many cultural workers out of work, and overnight the online world became a primary resource for artists to generate creative programming and messages of hope and connectivity, often without pay.

In the face of COVID-19 the cultural sector has faced economic challenges similar to other businesses. Lunenburg's cultural sector and economy rely on tourism, and government funding is on hold for large-scale gatherings. For Lunenburg's many artists, arts businesses and arts and heritage organizations, the affect of this crisis will likely be long term.

In May, the Black Lives Matter movement erupted after the killing of George Floyd in the U.S. The exposure of inequities and racism experienced by Black, Indigenous, People of Colour (BIPOC) has changed the way individuals view their communities. Historic monuments and traditions revered in the past are now under scrutiny as potential relics of colonialist repression. Cultural sector experts, versed at developing and interpreting policy related to visual culture, can support a community's desire for evolution from historic presumption to conscious equity while preserving respect for local heritage and history.

The consultation undertaken for this plan took place before these two seismic shifts. Slight adjustments have been made to Goal 9 to address the new lens on equity and diversity. The context of 2020 affirms the importance of working together, monitoring the cultural sector as a vital part of Lunenburg's economy and social health, and of leveraging cultural expertise and support for the sake of a strong, progressive community.

Acknowledgements

The Lunenburg Cultural Action Plan Steering Committee (LCAP Steering Committee) has been an essential part of the planning process, attending meetings, community consultations and reviewing multiple documents. The following individuals have contributed to the process:

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Virginia Stephen, Artist, Arts and
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Jon Allen, South Shore Players
Helah Cooper, Artist
Susan Corkum-Greek, LAMP,
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Jeff Mercer, South Shore
Public Library
Adrian Morrison, Fisheries
Museum of the Atlantic
Harold Pearse, Lunenburg Folk
Harbour Society
Angela Saunders,
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Joanne Young, Lunenburg Art
Gallery Society

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Defining Culture

Cultural Planning is a process for identifying and leveraging a community's cultural resources, strengthening the management of those resources, and integrating those resources across all facets of local planning and decision making.

But when you use the term “culture” it often means different things to different people.

The “cultural sector” includes people engaged in all arts and heritage disciplines, in not-for-profit and commercial practices, and across a spectrum of pursuits from recreational, amateur, semi-professional and professional.

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, maker etc.

The term culture can mean different things according to context and user intent. For the purposes of this project, four interpretations of the term “culture” are considered:

THE CULTURAL ECONOMIC SECTOR: This refers to the arts and heritage “sectors” of a community. Businesses, artists, festivals, events, museums, galleries, living history sites and a wide array of not-for-profit organizations all create jobs, stimulate revenue generation and cultivate imports and exports to/from a community. It includes paid and unpaid cultural workers (i.e. volunteers) and is usually referred to as “the cultural sector” or “creative industries.” Examples in Lunenburg range from the art galleries on Lincoln St. to the Lunenburg Academy of Musical Performance and the Folk Harbour Festival.

PHYSICAL CULTURAL HERITAGE: Built heritage buildings, archaeological sites, culturally significant landscapes, both natural and designed, including parks and trails, as well as collections and archives. Cultural heritage is supported by government mandate and can be significant to local cultural, environment, economy and society. Lunenburg’s Harbour and Old Town are examples.

CULTURAL DIVERSITY: The ethnic roots of a community’s people are a form of “culture” which affect a community’s sense of itself and its relationship to a surrounding region. A person can be German, French, Mi’kmaq, Syrian, bi-sexual, transgendered, old, young etc. With this identification comes a collection of traditions and customs, languages, beliefs, values, etc. The diversity of a community’s ethnocultural expressions informs its ability to be welcoming and inclusive of diverse voices in all decision-making.

A COMMUNITY’S IDENTITY: A strong sense of self-identity in a community is often associated with deeper civic engagement, a broader sense of belonging within a population, and social inclusion. This is the hardest to define, but those communities that have it—know it.

The Lunenburg Cultural Action Plan takes into account all four of the above definitions of culture. If one is seeking a simple definition of culture, UNESCO’s 2001 Declaration on Cultural Diversity defines culture as “the set of distinctive spiritual, material, intellectual and emotional features of society or a social group, and that it encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs.”³

In essence, culture is about who we are, and what we do—our identity. For the purposes of this plan, our definition remains rooted in the above four areas of intent.

3 http://portal.unesco.org/en/ev.php-URL_ID=13179&URL_DO=DO_TOPIC&URL_SECTION=201.html

Summary of Key Findings

The development of the Lunenburg Cultural Action Plan involved: site visits by consultants Janis Barlow, Rebecca Cann and Catherine Smalley; distribution of two surveys, one to the cultural sector and one to residents; multiple interviews with community leaders, and; two community roundtable meetings. In addition, the Project Lunenburg Team held an Open House, and gathered feedback through a general survey and online engagement.

A cultural asset map, or resource database was developed to improve understanding of the nature of the local cultural sector. A list of these resources is appended, and the full database has been provided under separate cover to the LCAP Steering Committee. Maps of these resources can be found in the first of two publications which were developed in advance of this final plan. These were published by Upland Planning and Design as part of Project Lunenburg:

[Arts & Culture Discussion Paper](#)

[Arts & Culture What We Heard Paper](#)

These two papers provide research and findings gathered by Janis A. Barlow & Associates and are important background to this plan. A brief summary of key findings is provided below.

- For a town its size, Lunenburg has a remarkable number of cultural resources, both built and organizational. 170 resources were identified, including 33 visual arts businesses or organizations.
- Approximately 4.3% of the town's total labour force is in arts and culture occupations, higher than the national average of 3.5% and the provincial average of 2.8%. (Local perspective suggests this percentage is low.)

- Lunenburg is seeing the fastest job growth in Information and Cultural Industries. Close behind, is job growth in Arts, Entertainment and Recreation.
- The Lunenburg Academy functions as a cultural hub for the town, with tenants that include the South Shore Library, The Lunenburg Academy of Musical Performance, The South Shore Genealogical Society and the European Centres Language School.
- The Fisheries Museum of the Atlantic has the third highest visitation in the province and the largest museum artefact collection outside of Halifax. Along with the Bluenose II, the operations of the Fisheries Museum generated gross revenues of more than \$3.7 million in 2018.
- Nine festivals and arts organizations reported more than 200 public activities in 2018 (including concerts, workshops and exhibits) and more than \$900,000 in operating revenues.
- The Lunenburg Opera House is the only purpose-built performance venue, although many other buildings are used by local arts organizations for concerts and events, including the town's five historic churches.
- Blockhouse Hill is the only location that will accommodate 1,000 audience members. It is an outdoor site.
- The annual Folk Harbour Festival attracts 3,500 people to a four-day event, while the Nova Scotia Folk Art Festival attracts 1,200 people to a 4-hour event. Both festivals feature quality, professional artists and celebrate local culture.

- The total annual audience attendance of eight organizations was 166,232 in 2018. Most are attracting tourism to the town, and anywhere from 10% to 80% of their arts audiences are visitors. If 50% of annual audiences came from outside of the town and they each spent \$85 at local businesses, the direct impact would be over \$14.1 million. This does not factor in overnight stays.
- The heritage fabric of the town has attracted many artists over the years, including two remarkable arts education facilities which have opened in the last seven years: the Lunenburg Academy of Musical Performances attracts international students and expert musicians, while the Lunenburg School of the Arts has gained a reputation for respected arts teachers and the hosting of diverse community events. These are two of several remarkable arts learning experiences on offer. Their quality will serve to enhance the reputation of the town in national and international circles.
- The volunteer spirit in Lunenburg is at the heart of its cultural life. Only four organizations surveyed have full-time permanent staff. This volunteer core will contribute energy and passion to this activity, but it can also lead to stagnation and organizational fragility.
- All indications suggest the local cultural sector is under-resourced—several interview subjects raised the cost of tenancy in town as a concern, and the prevalence of part-time jobs is suggestive.

- English is the mother tongue of 94.3% of residents.
- 10% of residents have immigrant status (Source: Stats Canada 2016).
- No resident speaks an Indigenous language but 4% are First Nations or Métis.
- Education levels in town are much higher than the surrounding area, in keeping with statistics related to artists and cultural workers.
- Local identity embraces where a person is from, in particular honouring descendants of the 1753 settlers. Those who have arrived more recently are often referred to as “CFAs” (Come From Aways), suggesting some tension between the two groups.
- The town’s identity is closely tied to traditional industries of shipbuilding and repair, ocean trades, fishing, and farming, and the values and skills that are a part of these industries.
- Public access to the harbour is of paramount importance to residents but they also respect that it is a working harbour. Develop Nova Scotia has invested deeply in harbourside buildings and is working with the Lunenburg Waterfront Association on a Masterplan.



“Arts and culture could and should be an important part of ‘intentional tourism’ planning and promotion.”

– SURVEY RESPONDENT

The Plan


A VISION OF CULTURAL VITALITY IN LUNENBURG

Creativity, innovation and mutual understanding are celebrated and sustained through excellence in the stewardship and promotion of arts, heritage and cultural activities and resources.

Cultural vitality has many facets. The following are forward-thinking views of what cultural vitality in Lunenburg can be:

- Local residents and visitors will continue to be inspired by the remarkable history, natural landscapes, built heritage and abundance of arts and festival experiences.
- Inclusivity is a priority in decision-making: diverse voices and new and different faces are welcomed at all tables in Lunenburg, and the Mi'kmaq are participating in community life.
- Resources are available for professional artists and cultural workers to build businesses, strengthen existing cultural facilities, organizations and events, and to foster innovation.
- Volunteers and residents of all ages are invited to participate in the cultural life of Lunenburg, as leaders, learners, fun-seekers and as community builders.
- Local government, the private sector and the not-for-profit cultural sector work together to support, grow, leverage and integrate cultural activity for long term community sustainability.

Achievement of this vision will ensure cultural vitality, and support the town's economic prosperity, environmental stewardship and social equity.



“...the Mi’kmaq and Acadians were here before. There should be more acknowledgement and education regarding the peoples and their history in Lunenburg prior to British colonization.”

– SURVEY RESPONDENT

Principles for Success

As implementation of the Lunenburg Cultural Action Plan moves forward, it is worth considering principles of operation to support the collaborations that are required. There are many interests to balance, and thoughtful consideration, with these principles in mind, may help in the work.

1. Autonomy and access to resources are fundamental to artists' ability to thrive.
2. Cultural engagement is important for all ages and abilities, however, children and youth are tomorrow's leaders and thus should be cultivated through cultural engagement today.
3. Collaboration is essential in a community as small as Lunenburg, across sectors, bridges and fences.
4. Arts and heritage industries include many individuals with expertise and knowledge who welcome being consulted and included in community decision-making. Their perspectives are often unique in community life.
5. History and built heritage matter, and contribute to an authentic sense of place.
6. A shared past can strengthen a shared future, rather than define it.
7. Traditional values are still alive in Lunenburg: hard work, innovation, craftsmanship, endurance. Identifying strategies to honour these, and contemporary life simultaneously, is key to preserving the identity of the community.



Strategic Directions

To achieve ongoing, sustainable cultural vitality for Lunenburg, five strategic directions are proposed to guide future activity, coordination, collaboration and decision-making:

1. Leverage authentic local culture to expand international tourism.
2. Build local engagement with arts, heritage and cultural activity.
3. Foster excellence in cultural stewardship.
4. Cultivate inclusivity.
5. Build a foundation for cultural sustainability.



Action Plan

Goals and action items are provided for each of the five strategic directions. In the appendix to this plan is a chart that provides estimated timeframes and degree of complexity, suggested participants and potential resources for each of the actions.



STRATEGIC DIRECTION 1:

Leverage authentic local culture to expand international tourism

The creative sector, including arts and heritage activity and assets, serve economic interests as well as cultural vitality. Tourism is an important economic contributor in Lunenburg and its primary assets are cultural. Acknowledging and leveraging the breadth of creative energies within the local arts sector, including individual artists, the not-for-profit sector, and in local business, can serve to increase tourism activity.

GOAL 1: Develop collective marketing campaigns that feature local arts, local heritage and culture.

Local marketing of Lunenburg's arts and heritage is siloed, and some cultural assets are overlooked. Online materials are not always compatible with a sector known for creativity and innovation, and print materials are hard to find. The strongest marketing pieces are the Arts Map, generated each year by local artists and produced on a volunteer basis, and the Board of Trade's Visitor's Guide and online map with locations of commercially-produced films. All other materials are out of date, incomplete, confuse types of arts assets or are poor representations of a sector filled with expert designers and artists.

- Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.
- Support and/or manage the volunteer-led Arts Map.
- Improve online materials to reflect local creativity and innovation. (Town, Board of Trade)

GOAL 2: Measure the economic impact of arts and heritage in Lunenburg. (Town/County/Province)

This goal will require government support, from the province and/or the County. Factors to consider in an evaluation to include but not be limited to tourism, visiting artists, the export of cultural product, audience attendance and overnight visits and more. This goal was included in the most recent Town of Lunenburg Strategic Plan, but has not yet been completed, likely because of its complexity.

STRATEGIC DIRECTION 2:

Build local engagement with arts, heritage and cultural activity

Involvement in culture increases a person's appreciation of community life and improves civic engagement. Yet the cultural sector is often overlooked as a resource for community-building and individual self-actualization. The cultural sector in Lunenburg already provides significant educational opportunities, as partners with local schools, providers of world-class professional arts training and as recreation providers. Local awareness of the impact and opportunities inherent in arts, culture and heritage can be improved.

GOAL 3: Foster local support and appreciation of the arts, heritage and culture.

The cultural sector works with a wide range of partners in the community—business, education, social service and more. The support and involvement of these partners is critical—as sponsors, donors, and bridges to members of the community. Coordinating bodies need to keep this goal in mind while executing other actions found in this plan, and should maintain an open eye to new opportunities for building local support and appreciation.

- Promote free events and open-house days to residents and businesses.
- Maintain an arts presence on the Board of Trade that connects with the Cultural Roundtable (see Goal 15).
- Invite the not-for-profit cultural sector to participate in Newcomer events.

GOAL 4: Promote awareness and involvement of cultural activities among residents.

The local community is the cultural sector's primary source of volunteers, advocates, patrons and participants. Cultivating all-ages involvement in culture will serve to foster self-expression and creativity, skills development and community building. Youthful arts participants today grow into tomorrow's arts patrons. Recreational experiences offer introductory participation experiences for residents and low cost or free events make culture accessible for the uninitiated. Awareness and off-season activity are important to strengthening engagement with residents.

- Ensure a diverse range of arts and heritage experiences are available for local residents of all ages, year-round.
- Identify communication systems to ensure residents know what is on offer from the cultural sector.
- Evaluate barriers to access for residents and identify mechanisms to reduce or eliminate them.
- Expand culture-specific learning and recreational programming for children, youth and adults.

STRATEGIC DIRECTION 3: Foster excellence in cultural stewardship

Lunenburg is a UNESCO World Heritage Site and this status is taken seriously. Built heritage has been a priority of Town Council, as seen in the approval of heritage staff, the restoration of the Lunenburg Academy and the expansion of the Academy Foundation's activity. The Fisheries Museum is one of the busiest in the province as it houses a remarkable artefact collection and is home to the Bluenose II when in harbour. Committed volunteers and private property owners are responsible for a wide array of built heritage, and the preservation of collections and family and community history.

GOAL 5: Ensure the preservation of built heritage.

Responsibility for built heritage needs to be shared to be successful. Given the import of Lunenburg's UNESCO designation, which continues to attract both residents and tourists to the area, the preservation of the town's character is essential to the future. The harbour, wharfs and town grid are all essential to the character, economy and world-class nature of the community.

- Promote best practices for preservation and support with DIY advice online.
- Re-invigorate the heritage grants program for property owners to support best-practice restorations.
- Evaluate the planning and development needs of present and future public and not-for-profit heritage projects.


GOAL 6: Guide and support new uses of heritage buildings.

The Lunenburg Opera House is under new, not-for-profit ownership, and holds promise as a place for public activity, including as a much-needed arts venue. Lunenburg has five historic churches that are substantial in size and importance, with dwindling congregations. Pro-active public and business planning and support for the future of these buildings will ensure they continue to be of value to the community, practically as well as aesthetically.

- Build local expertise in adaptive heritage re-use, and research best practices for the development of live/work space for artists, which could be accommodated in sacred space.
- Establish a collaboration between the Town and Folk Harbour Society to undertake planning for the next phase of work required on the Opera House. Consider expansion of the current business planning model, diversification of community users and maximizing access and specialized space requirements for the performing arts.
- Working with existing tenants, measure the sustainability of the current uses of the Lunenburg Academy to ensure long term success for the Town and its tenants.

GOAL 7: Strategize for the future development of live/work housing for artists, students and seasonal workers.

The local shortage of rental and in-season housing has resulted in staff shortages and insufficient housing solutions for visiting artists. Young artists are attracted to Lunenburg, but struggle to find suitable housing and jobs, and there is no suitable space in the local retirement home for elderly artists. In the long term, artists living



“Our artists and galleries are often the first indication to visitors that we are a strong cultural hub.”

– SURVEY RESPONDENT

in houses that could accommodate families might find a creative live/work development an ideal alternative.

- Ensure land-use zoning accommodates the development of artist live/work space, taking into consideration the combination of manufacturing, retail and residential functions.
- Research best practices for the development of live/work space for artists, which could be accommodated in sacred space (as per Goal 6).

GOAL 8: Address the preservation of significant cultural collections and public art planning.

To date public art has been produced in Lunenburg on an ad hoc basis. There is no civic art gallery in town, despite the fact Lunenburg has been home to many successful artists over its history and the arts are an important part of local heritage. Currently, there is no access to non-commercial art exhibits in town. Art and cultural artefacts significant to local history are preserved in private collections but may not remain in the community. The Town has approved a Public Art Policy, however, design and curatorial expertise is not prioritized in selection committees and long term planning for the Town's art collection requires curatorial knowledge and experience.

- Establish a Public Art Advisory Committee of Council. (Town)
- Undertake an inventory of art and significant cultural artefacts owned by the Town and in private collections.
- Develop a management policy for the Town's collection, taking future maintenance, acquisition, and access needs into consideration.

STRATEGIC DIRECTION 4: Cultivate inclusivity

GOAL 9: Increase diversity in local decision-making and programming

Lunenburg has a primarily European settler population base, with small numbers of new Canadians and Indigenous people. Diversity does not grow without effort, as excluded peoples are often overlooked by those engaged in community-building. For many people in Lunenburg local history began in 1753. Community outreach and consciousness is required to expand this perspective and include the Indigenous peoples who lived locally for thousands of years before the town's first European arrivals. During the consultation process a number of people also referred to the importance of African Canadians in the development of Nova Scotia, as well as the French-speaking Métis and Acadians.

- Maximize diversity in committees, in visual depictions of people, in programming, etc.
- Invite leaders of communities not well-represented in Lunenburg to speak to the local community, in learning programs, workshops, lectures, at Town Council, etc.
- Foster dialogue on equity and justice to ensure it is reflected in public places, monuments, and committees, engaging the perspectives of BIPOC and 2SLGBTQ+ residents, workers and visitors.



GOAL 10: Cultivate local learning and dialogue about Truth and Reconciliation

An improved future is best served by acknowledging the past, and all non-Indigenous Canadians have a responsibility to learn about Truth and Reconciliation (TRC) and to support the engagement of Indigenous cultures. A high number of people who responded to surveys supported the value of this education.

- Collaborate within the cultural sector to deliver programming that educates local residents about Truth and Reconciliation, investigate mechanisms to support TRC Calls to Action and offers a forum for ongoing dialogue.
- Cultivate Indigenous leadership to guide learnings and knowledge-sharing and to build relationships.
- Research and promote the history of the Mi'kmaq in Lunenburg.

STRATEGIC DIRECTION 5: Build a foundation for cultural sustainability

Cultural vitality is the foundation of cultural sustainability, which will contribute substantially to the overall health of the community. Currently Lunenburg is home to an incredibly vital cultural sector—artists, heritage workers, creative business owners are present in higher numbers locally than elsewhere in the province. Lunenburg is a natural cultural hub. To ensure the continuance of this activity, deeper awareness of the sector’s vulnerabilities and diverse business models is necessary. Communities across North America have lost their artist neighbourhoods to “gentrification,” and it cannot be assumed that Lunenburg is impervious to this possibility. The heavy reliance on volunteers who are ageing makes the sector vulnerable: the sudden loss of one person could leave a major festival in a precarious state. “Soft” infrastructure and investment—of people’s time and money—is required for this sector.

GOAL 11: Strengthen coordination and communication within the cultural sector.

Lunenburg’s existing cultural resources are substantial, yet there is no centralized body supporting the sector. Opportunities are often missed due to a lack of centralized organization and communication.

- Establish a 3-year contract position, to support the cultural sector and implementation of the Cultural Action Plan, ideally at the Town or the Board of Trade.
- Identify resources to centralize and coordinate communications. Establish formal and informal systems for sharing event, resource and community planning information within the sector.

- Evaluate appetite for establishing and financing a professional Arts Council for the county area, considering its mandate and role in Culture Plan implementation.

GOAL 12: Build the capacity of the local arts and heritage sector.

Only a handful of organizations in Lunenburg have paid staff. A substantial degree of cultural activity is dependent on a single artist or a small group of volunteers. A stronger cultural sector will increase opportunities to engage residents with creative experiences, improve business opportunities and contribute to an appealing environment for visitors.

- Cultivate a spirit of philanthropy for local arts and heritage activity and initiatives. Celebrate major donors, sponsors and fundraising successes.
- Measure the success of local grant programs and promote the return on investment.
- Develop volunteer recruitment and training programs for the sector, keeping in mind the breadth of potential expertise arriving via retirees and cultural workers.

GOAL 13: Establish sustainable resources to support arts, heritage and culture.

The Lunenburg Academy Foundation is undertaking major fundraising, for one heritage resource, while many others are left to fend for themselves. The Lunenburg Foundation for the Arts undertakes small amounts of fundraising each year to distribute grants to artists and arts organizations in the region. The Town has a small annual budget for the not-for-profit sector, which supports arts and heritage. Funding levels are modest, and insufficient to support a sector that is serving both the tourist economy, educational needs and quality of life in the community. Better understanding of how the sector serves Lunenburg will warrant deeper investment to achieve civic, business and sectoral goals.

- Identify mechanisms to grow investment for the arts, including collaborative fundraising initiatives.
- Monitor the effect of property taxes on the sustainability of arts-based businesses. Consider grants to support property taxes, or reductions to tax rates, for arts-based businesses and facilities, including but not limited to not-for-profit operations.

GOAL 14: Recognize the specialized needs of the arts, and the opportunities they offer, in all community-based facility planning.

The arts can be produced or presented almost anywhere, indoors or outdoors, and a diversity of venues are in use in Lunenburg by artists, festivals and organizations. The quality of an arts experience can be hampered by second-rate space, poor equipment or a venue not designed for a particular purpose. Among many other

factors, acoustics in one hall do not naturally serve both amplified music and the spoken word. Specialized equipment and design are required to maximize uses. In Lunenburg, there is no space that is ideally suited for theatre performances or film screenings, and spaces that are used for various arts functions have limitations. As well, there is no space with appropriate environmental standards serving a civic art gallery function.

- When planning future community facilities, address the functional needs of the arts sector, including professional and amateur uses, taking into consideration the importance of specialized space, access and equipment for the sector.

GOAL 15: Work together

Everyone in the cultural community of Lunenburg is incredibly busy, which often results in limited time for collaboration. Somehow, busy people will need to find time on a weekly or monthly basis to build relationships, learn about another artist or organization or heritage resource, and find ways to support the execution of this plan. Although collaboration is the hallmark of many cultural projects in Lunenburg, the sustainability, strength, and growth of the sector will be dependent on more.

- Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural societies are considered. Support and monitor implementation of Cultural Plan.
- Undertake a review of accomplishments emerging from the Cultural Plan, every two years.
- Advocate for culture, all the time, to everyone, everywhere.

APPENDIX 1: CULTURAL RESOURCES OF LUNENBURG AS OF OCT. 2019

CATEGORY	NAME OF ORGANIZATION	SUB CATEGORY
Community Cultural Organizations	Lunenburg and District Music Festival	Arts Education
	Association du Centre Communautaire de la Rive-Sud	Ethnocultural
	German-Canadian Cultural Association of Lunenburg County	Ethno-cultural
	Lunenburg Academy Foundation	Foundation
	Lunenburg Foundation for the Arts	Foundation
	Lunenburg Art Gallery Society	Society
	Lunenburg Folk Harbour Society	Society
	Lunenburg Heritage Society	Society
	Lunenburg Marine Museum Society	Society
Lunenburg Pride	Society	
Cultural Facilities & Spaces	Lunenburg Library	Library
	Fisheries Museum of Nova Scotia	Museum
	Halifax & Southwestern Railway Museum	Museum
	Knaut Rhuland House	Museum
	Lunenburg Academy of Music Performance	Performance Venue
	Lunenburg Community Centre	Performance Venue
	Lunenburg Heritage Bandstand	Performance Venue
	Lunenburg Opera House	Performance Venue
	Lunenburg School of the Arts	Performance Venue
	St John's Anglican Church & Church Hall	Performance Venue
Central United Church and Church Hall	Performance Venue	
Cultural Festivals & Events	Lunenburg Farmers' Market	Agriculture
	Lunenburg Craft and Food Festival	Artisan / Craft
	Lunenburg Street Festival	Artisan / Craft
	Nova Scotia Folk Art Festival	Artisan / Craft
	National Acadian Day/Fete nationale acadienne	Ethno-cultural
	Lunenburg DocFest	Film
	Spirited Away Festival	Food and Drink
	Lunenburg Lit Festival	Literary
	August International Dory Races in Lunenburg	Maritime / Shipping
	Heritage Cup Schooner Race	Maritime / Shipping
	Heritage Bandstand Summer Concerts	Music
	Lunenburg Folk Harbour Festival	Music
	Lunenburg Christmas Craft Festival	Seasonal
	Yuletide in Lunenburg	Seasonal
	Paint Sea on Site	Visual Arts
Saturdays on the Lunenburg Waterfront	Music	
Cultural Heritage	Central United Church and Church Hall	Building
	Lunenburg Academy	Building
	Lunenburg Town Hall	Building
	St. Andrew's Presbyterian Church	Building
	St. John's Anglican Church	Building
	St. Norbert's Roman Catholic Church	Building
	Zion Lutheran Church	Building
	Fisheries Museum of the Atlantic	Collection
	Knaut-Rhuland House Museum	Collection
	South Shore Genealogical Society	Collection
	Old Town Lunenburg	Landscape
	Hillcrest Cemetery	Landscape
	Old French Cemetery	Landscape

CATEGORY	NAME OF ORGANIZATION	SUB CATEGORY
Cultural Heritage	"The Fish" (2002) by Laurie Fisher	Public Art
	"Fishermen's Memorial"	Public Art
	"The Mermaid" (2003) by Laurie Fisher	Public Art
	"Nested (2004)" by Alexander Graham	Public Art
	Mural, corner of Faulkland St. and Lincoln St., by Peter Matyas	Public Art
Cultural Industry	LaHave Weaving Studio	Artisan / Craft
	Carmen Jaeger Jewellery	Artisan / Craft
	Double Whale Handwoven Designs	Artisan / Craft
	Lunenburg Makery	Artisan / Craft
	The Lunenburg Chiselworks	Artisan / Craft
	The Lunenburg Furniture Company	Artisan / Craft
	The Mariner's Daughter Fine Yarns	Artisan / Craft
	Toy Maker of Lunenburg	Artisan / Craft
	Heritage Landscape	Design
	Eurocentres Atlantic Canada	Education
	Elizabeth's Books	Literary - bookstore
	Lexicon Books	Literary - bookstore
	Lunenburg Bound	Literary - bookstore
	Lighthouse Publishing	Literary - publisher
	MacIntyre Purcell Publishing Inc.	Literary - publisher
	Nevermore Press	Literary - publisher
	Oceanic Publishing	Literary - publisher
	HB Studios	Media
	Otitis Media studio (David Findlay Music/ Braemar Entertainment)	Media
	Lunenburg Academy of Music Performance	Music
	Maritime Concert Opera	Music
	Musique Royale	Music
	The Boxwood Music Festival & Workshop	Music
	Hear Here Productions	Theatre
	South Shore Players	Theatre
	Lunenburg Walking Tours	Tours
	Cheryl Corkum at Down Home Living	Visual Arts
	Cranston Gallery	Visual Arts
	F. Scott McLeod at Nova Terra Cotta Gallery	Visual Arts
	Gail Patriarche Gallery	Visual Arts
	Jennifer Harrison Painting Studio	Visual Arts
	Joan Bruneau / Nova Terra Cotta Pottery	Visual Arts
	Laurie Swim Gallery	Visual Arts
	Lunenburg Art Gallery	Visual Arts
	Lunenburg School of the Arts	Visual Arts
	Lunenburg's Finest Art	Visual Arts
	NSCAD / Lunenburg Residency	Visual Arts
	Old Town Gallery / Artisan Nova Scotia	Visual Arts
	Peer Gallery	Visual Arts
	Power House Art & S.A. Ernst Photography	Visual Arts
Purcell Family Art Gallery	Visual Arts	
Skullduggery	Visual Arts	
The Marine Art Gallery of the Atlantic	Visual Arts	
The Quartet Gallery	Visual Arts	
The Swan on Lincoln	Visual Arts	
Tiny Art for Tiny Spaces	Visual Arts	



IMAGE CREDITS

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Report design by Jayme Spinks

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Leverage authentic local culture to expand international tourism						
GOAL 1	Develop collective marketing campaigns that feature local arts, local heritage and culture.	Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.	Short	Mid	Cultural Roundtable + LBOT	Current marketing strategy of the LBOT, the Cultural resource map/database
		Support and/or manage the volunteer-led Arts Map.	Short	Low	Art Galleries Association of Lunenburg + Cultural Roundtable	LBOT, DCH Canada Cultural Investment Fund – Strategic Initiatives Program https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html
		Improve online materials to reflect local creativity and innovation.	Mid	Mid	Town, Board of Trade	Calendars LBOT & Town. Maybe an app for that
GOAL 2	Measure the economic impact of arts and heritage in Lunenburg.		Short	Mid	LBOT	Business schools/grad student projects, Town/County/Province
Build local engagement with arts, heritage and cultural activity						
GOAL 3	Foster local support and appreciation of the arts, heritage and culture	Promote free events and open-house days to residents and businesses.	Short	Mid	Library + bulletin board on King Street (with Town's permission)	Linked to existing calendars, develop new app (grant to LFA), community bulletin board dedicated to arts and culture events, Progress Bulletin Marquee column
		Maintain an arts and culture presence on the Board of Trade that connects with the Cultural Roundtable.	Short	Low	LBOT Council to include an arts & culture position and that person to also join the Cultural Roundtable	
		Invite the not-for-profit arts & cultural sector to participate in Newcomer events.	Short	Low	Town	Cultural Roundtable
GOAL 4	Promote awareness and involvement of cultural activities among residents.	Ensure a diverse range of arts and heritage experiences are available for local residents of all ages, year-round.	Mid	Mid	All	Communication channels listed above + schools
		Identify communication systems to ensure residents know what is on offer from the cultural sector.	Short	Mid	Cultural Roundtable	See above
		Evaluate barriers to access for residents and identify mechanisms to reduce or eliminate them.	Mid	High	Cultural Roundtable +??	Project to study barriers that exist
		Expand arts & culture-specific learning and recreation programming for children, youth and adults.	Mid	Mid	Town, to promote availability of programs offered by Sector +	Recreation guide published by Town and MODL

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Foster excellence in cultural stewardship						
GOAL 5	Ensure the preservation of built heritage.	Promote best practices for preservation and support with DIY advice online	Mid	Mid	Town	Library has books and information available, Fix-it Fair, Town website, Heritage Society
		Re-invigorate the heritage grants program for property owners to support best-practice restorations.	Mid	Mid	Town	
		Evaluate the planning and development needs of present and future public and not-for-profit heritage projects.	Long	High	Town+ interested parties	
GOAL 6	Guide and support new uses of heritage buildings.	Build local expertise in adaptive heritage re-use, and research best practices for the development of live/work space for artists, which could be accommodated in sacred space.	Long	High	Town + Cultural Roundtable	Heritage carpentry program, Parks Canada standras and guidelines, churches
		Establish a collaboration between the Town and Folk Harbour Society to undertake planning for the next phase of work required on the Opera House. Consider expansion of the current business planning model, diversification of community users and maximizing access and specialized space requirements for the performing arts.	Mid	High	Town, Folk Harbour Society	Grant funding (e.g. ACOA), South Shore Players, Dance schools, Lunenburg Music Festival, Maritime Concert Opera
		Working with existing tenants, measure the sustainability of the current uses of the Lunenburg Academy to ensure long term success for the Town and its tenants.	Mid	High	Town + tenants, Cultural Roundtable	
GOAL 7	Strategize for the future development of live/work housing for artists, students and seasonal workers.	Ensure land-use zoning will accommodate the development of artist live/work space in future.	Mid	Mid/High	Town	Project Lunenburg, NSCAD
GOAL 8	Address the preservation of significant cultural collections and public art planning.	Establish a Public Art Advisory Committee of Council.	Mid	Mid	Town	Cultural roundtable, other similar communities
		Undertake an inventory of art and significant cultural artefacts owned by the Town and in private collections.	Long	High	Public Art Advisory Committee	Art Gallery Association, Fisheries Museum, Town's Public Art Committee
		Develop a management policy for the Town's collection, taking future maintenance, acquisition, and access needs into consideration.	Mid	Low	Town + Public Art Advisory Committee	Cultural roundtable, other towns with cultural plans e.g. Annapolis Royal and Parrsboro

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Cultivate inclusivity						
GOAL 9	Increase diversity in local decision-making and programming.	Maximize diversity in committees, in visual depictions of people, in programming, etc.	Short	Mid/high	Town + organizations with committees	Provincial government resources, First Nations communities, African NS societies, Birchtown museum, students in IB and award programs required to complete volunteer activities
		Invite leaders of communities not well-represented in Lunenburg to speak to the local community, in learning programs, workshops, lectures, at Town Council, etc.	Short	Low	Town + organizations with committees	See above + Cultural Roundtable
		Foster dialogue on equity and justice to ensure it is reflected in public places, monuments, and committees, engaging the perspectives of BIPOC and 2SLGBTQ+ residents, workers and visitors.	Short	Mid/high	Town + organizations with committees	Same as above + Lunenburg Pride
GOAL 10	Cultivate local learning and dialogue about Truth and Reconciliation	Collaborate within the cultural sector to deliver programming that educates local residents about Truth and Reconciliation, investigate mechanisms to support TRC Calls to Action and offers a forum for ongoing dialogue.	Mid	Mid	Cultural Roundtable	Board of Education, CBC, Federal website and other research req'd
		Cultivate Indigenous leadership to guide learnings and knowledge-sharing and to build relationships.	Mid	Low	Town, arts and culture organizations, cultural roundtable	
		Research and promote the history of the Mi'kmaq in Lunenburg.	Short	Mid	Town + LBOT, Knaut Rhuland House, Library, FMA	Fisheries Museum, Library, Bluenose Academy & Board of Education
Build a foundation for cultural sustainability						
GOAL 11	Strengthen coordination and communication within the cultural sector.	Establish a 3-year contract position to support the cultural sector, ideally at the Town or the Board of Trade, and to support implementation of the Cultural Action Plan.	Mid	Mid/high	Town? LBOT? Other?	Grant funding: DCH Canada Cultural Investment Fund Strategic Initiatives Program (See Goal 1, Action 2); ACOA; NS Government?
		Identify resources to centralize and coordinate communications. Establish formal and informal systems for sharing event, resource and community planning information within the sector.	Short	Mid	Cultural Roundtable	Collaborate in using existing available tools, research and plan future options
		Evaluate appetite for establishing and financing a professional Arts Council for the county area, considering its mandate and role in Culture Plan implementation.	Mid/long	High	Cultural Roundtable + contract position person	Town, MODL, Bridgewater, Mahone Bay, Chester etc.

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
Build a foundation for cultural sustainability <i>cont'd</i>						
GOAL 12	Build the capacity of the local arts and heritage sector.	Cultivate a spirit of philanthropy for local arts and heritage activity and initiatives. Celebrate major donors, sponsors and fundraising successes.	Mid	High	All organizations + Cultural Roundtable	Examples from other communities
		Measure the success of local grant programs and promote the return on investment.	Mid	High	Town, LFA, LAMP? United Way	Completed grant project objectives, organizations involved, local media
		Develop volunteer recruitment and training programs for the sector, keeping in mind the breadth of potential expertise arriving via retirees and cultural workers.	Long	Mid	Cultural Roundtable	Programs used by other organizations and Community Sector Council (Provincial)
GOAL 13	Establish sustainable resources to support arts, heritage and culture.	Identify mechanisms to grow investment for the arts, including collaborative fundraising initiatives.	Mid	High	All organizations + Cultural Roundtable	Look for examples of successful initiatives
		Monitor the effect of commercial property taxes on the sustainability of arts-based businesses. Consider grants to support property taxes, or reductions to tax rates, for arts-based businesses and facilities, including but not limited to not-for-profit operations.	Long	High	Town, County	Look at Film Industry credit system and other examples, consider accommodation levy/marketing initiative fee for tourists
GOAL 14	Recognize the specialized needs of the arts, and the opportunities they offer, in all community-based facility planning.	When planning future community facilities, address the functional needs of the arts sector, including professional and amateur uses, taking into consideration the importance of specialized space, access and equipment for the sector.	Long	Mid	Town + Cultural Roundtable	Local arts and culture organizations
GOAL 15	Work together.	Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural societies are considered. Support and monitor implementation of Cultural Plan.	Short	Low	Cultural Plan SC to become Cultural Roundtable and review, revise Terms of Reference	Cultural Plan Steering Committee, Lunenburg Foundation for the Arts
		Undertake a review of accomplishments emerging from the Cultural Plan, every two years.	Mid	Mid	Cultural Roundtable	
		Advocate for culture, all the time, to everyone, everywhere.	Short/mid and long	Low	Everyone	

Lunenburg Cultural Action Plan 2020

Action Planning Chart - with TOL Staff Comments (Sep 1 2021)

Notes: In the "Who" column, there are multiple references to a "Cultural Roundtable" (of sectoral representatives to work with the TOL/LBOT) - see Goal 15 for an explanation.
 The content of this chart was prepared by the consultants who developed the Cultural Action Plan. Text in blue represents TOL staff contribution.
 # = Reference to CCP; \$ = Reference to TOL budget

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
Strategic Direction 1: Leverage authentic local culture to expand international tourism.							
GOAL 1	Develop collective marketing campaigns that feature local arts, local heritage and culture.	<ul style="list-style-type: none"> Building on the Cultural Resource Mapping, work with the Lunenburg Board of Trade (LBOT) to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences. 	Short (= <1yr)	Mid	Cultural Roundtable + LBOT	Current marketing strategy of the LBOT; the Cultural resource map/database	<i>TOL has minimal budget for marketing. For creative development, some collaboration between the "Cultural Roundtable" and the TOL's new Economic Development Manager and the Assistant Municipal Clerk (Communications) may be reasonable. \$ A budget would be required for production/media buy costs.</i>
		<ul style="list-style-type: none"> Support and/or manage the volunteer-led Arts Map. 	Short	Low	Art Galleries Association of Lunenburg + Cultural Roundtable	LBOT, DCH Canada Cultural Investment Fund - Strategic Initiatives Program	<i>Managed by the Art Galleries of Lunenburg. TOL does not have a role in the map, other than distribution at Town Hall.</i>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Improve online materials to reflect local creativity and innovation. 	Mid (= 1-3yr)	Mid	Town, Board of Trade	Calendars LBOT & Town. May be an app for that	<p><i>The Town is separating its website into two in 2021: a corporate/government site and a visitation/cultural site.</i></p> <p><i>\$ The budget for this work was included in the TOL Budget for 2020/21 and invoiced for in that fiscal year (Municipal Website Venture).</i></p>
GOAL 2	Measure the economic impact of arts and heritage in Lunenburg.		Short	Mid	LBOT	Business schools/grad student projects, Town/County/Province,	<p><i>The new TOL Economic Development Manager will be looking at asset mapping and economic sector data. There may be an opportunity for collaboration here with regional organizations (arts and heritage have an overlap with tourism).</i></p>
Strategic Direction 2: Build local engagement with arts, heritage and cultural activity							
GOAL 3	Foster local support and appreciation of the arts, heritage and culture	<ul style="list-style-type: none"> Promote free events and open-house days to residents and businesses. 	Short	Mid	Library + bulletin board on King Street (with Town's permission) Helah	Linked to existing calendars, develop new app (grant to LFA), community bulletin board dedicated to arts and culture events, Progress Bulletin Marquee column	<p><i>This happens now on an ad hoc basis; sharing of promotional material via the TOL website/social media is available upon request. Posters are permitted on the King St. and Bluenose Dr. bulletin boards.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Maintain an arts and culture presence on the Board of Trade that connects with the Cultural Roundtable. 	Short	Low	LBOT Council to include an arts & culture position and that person to also join the Cultural Roundtable		<i>LBOT responsibility.</i>
		<ul style="list-style-type: none"> Invite the not-for-profit arts & cultural sector to participate in Newcomer events. 	Short	Low	Town	Cultural Roundtable	<i>The TOL can ensure an invitation to the annual Newcomers' Welcome event is circulated to/by the LBOT (this event is currently on hold due to pandemic).</i>
GOAL 4	Promote awareness and involvement of cultural activities among residents.	<ul style="list-style-type: none"> Ensure a diverse range of arts and heritage experiences are available for local residents of all ages, year-round. 	Mid	Mid	All	Communication channels listed above + schools	<p><i>Currently, the TOL:</i></p> <ul style="list-style-type: none"> <i>- Provides grants to community organizations</i> <i>- Provides subsidized rental facilities for community use (Heritage Bandstand, Fire Hall, Community Centre, Arena). The bandstand is offered for free to approved non-profit groups and a subsidized rate for other.</i> <i>- Town special event support is provided: free traffic control, waste collection, publicity, etc.</i> <i>- Develops Recreation programs. The Recreation Director regularly canvasses the community for additional free or paid workshop topics.</i> <p><i># CCP Action 11.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Identify communication systems to ensure residents know what is on offer from the cultural sector. 	Short	Mid	Cultural Roundtable	See above	<p><i>The TOL and LBOT have already begun discussions about a shared event calendar.</i></p> <p><i>Arts and culture organizations should consider listing in the seasonal Recreation Guide.</i></p>
		<ul style="list-style-type: none"> Evaluate barriers to access for residents and identify mechanisms to reduce or eliminate them. 	Mid	High	Cultural Roundtable + ??	Project to study barriers that exist	<p><i>Currently, in the TOL:</i></p> <ul style="list-style-type: none"> <i>- Financial barriers for youth arts and recreation programs are addressed by the PROKids program.</i> <i>- Accessibility barriers to be evaluated by the Accessibility Coordinator (shared service).</i> <i>- Diversity barriers are being addressed by the Anti-Racism Special Committee.</i> <p><i>Any other study would be best managed by the Lunenburg Cultural Collective.</i></p>
		<ul style="list-style-type: none"> Expand arts & culture-specific recreation programming for children, youth and adults. 	Mid	Mid	Town, to promote availability of programs offered by Sector	Recreation guide published by Town and MODL	<p><i>Arts and culture organizations should consider listing in the Recreation Guide.</i></p> <p><i>Sharing promotional materials via the TOL website/social media is available to any organization who requests it, as appropriate.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
Strategic Direction 3: Foster excellence in cultural stewardship							
GOAL 5	Ensure the preservation of built heritage.	<ul style="list-style-type: none"> Promote best practices for preservation and support with DIY advice online 	Mid	Mid	Town	Library has books and information available, Fix-it Fair, Town website, Heritage Society	<p><i>TOL staff do not have capacity to take this on with existing responsibilities in planning, in managing Town-owned heritage/cultural assets such as Lunenburg Academy, Town Hall, Heritage Bandstand, etc. and in managing heritage and building permits (for which applicants normally have plans in place).</i></p> <p><i>\$ A consultant may be able to provide such a service; the Heritage Society or NSCC Heritage carpentry program could be approached by the Cultural Collective?</i></p>
		<ul style="list-style-type: none"> Re-invigorate the heritage grants program for property owners to support best-practice restorations. 	Mid	Mid	Town		<p><i>There are Federal and Provincial heritage grants programs, which are out of TOL jurisdiction.</i></p> <p><i>The Heritage Manager developed a concept for a modest Heritage Financial Incentives program, but has not been funded to date.</i></p> <p><i>\$ A budget would be required for annual program funding.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Evaluate the planning and development needs of present and future public and not-for-profit heritage projects. 	Long (= >3yr)	High	Town + interested parties		<p><i>The Lunenburg Academy Business Plan 2.0 supports tenants from the cultural sector.</i></p> <p><i>The Town can only anticipate the development needs of Town-owned properties. This is part of the in-progress facilities management plan.</i></p> <p><i># The new MPS, LUB and Subdivision Bylaw passed on July 27th contain a revised approach to land use.</i></p> <p><i># CCP Action 6.</i></p>
GOAL 6	Guide and support new uses of heritage buildings.	<ul style="list-style-type: none"> Build local expertise in adaptive heritage re-use, and research best practices for the development of live/work space for artists, which could be accommodated in sacred space. 	Long	High	Town + Cultural Roundtable	Heritage carpentry program, Parks Canada standards and guidelines, churches	<p><i>The Town promotes adaptive heritage re-use through its Heritage Recognition Awards, which showcase successful examples. Building local expertise would not be a Town jurisdiction.</i></p> <p><i># Live/work space for artists is accommodated in the new LUB under "Home-based Businesses" approved by Council on July 27th.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Establish a collaboration between the Town and Folk Harbour Society to undertake planning for the next phase of work required on the Opera House. Consider expansion of the current business planning model, diversification of community users and maximizing access and specialized space requirements for the performing arts. 	Mid	High	Town, Folk Harbour Society	Grant funding (egACOA), South Shore Players, Dance schools, Lunenburg Music Festival, Maritime Concert Opera	<i>The Lunenburg Opera House is private property; it would not be appropriate for the Town to be involved with a private facility. See comments on Goal 6's 2nd bullet.</i>
		<ul style="list-style-type: none"> Working with existing tenants, measure the sustainability of the current uses of the Lunenburg Academy to ensure long term success for the Town and its tenants. 	Mid	High	Town + tenants, Cultural Roundtable		<i>Lunenburg Academy is owned by the TOL, and this work is managed by the TOL and the Lunenburg Academy Foundation. Cultural industries are warmly welcomed as tenants at Lunenburg Academy.</i>
GOAL 7	Strategize for the future development of live/work housing for artists, students and seasonal workers.	<ul style="list-style-type: none"> Ensure land-use zoning will accommodate the development of artist live/work space in future. 	Mid	Mid/High	Town	Project Lunenburg, NSCAD	<i># As above, live/work space is accommodated in the new LUB passed on July 27th under "Home-based Businesses". The act of developing such space would be up to artist(s)/ organization(s). # CCP Action Item 25.</i>
GOAL 8	Address the preservation of significant cultural collections and public art planning.	<ul style="list-style-type: none"> Establish a Public Art Advisory Committee of Council. 	Mid	Mid	Town	Cultural roundtable, other similar communities	<i>The Town's Public Art Policy advocates a Public Art Sub-Committee, reporting to the now-defunct General Government Committee. To date, this has not been initiated.</i>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> Undertake an inventory of art and significant cultural artefacts owned by the Town and in private collections. 	Long	High	Town's Public Art Advisory Committee	Art Gallery Association, Fisheries Museum, Town's Public Art Committee	<i>The TOL currently has an agreement with the Lunenburg Art Gallery to rotate pieces of its Earl Bailly collection.</i>
		<ul style="list-style-type: none"> Develop a management policy for the Town's collection, taking future maintenance needs into consideration. 	Mid	Low	Town + Public Art Advisory Committee	Cultural roundtable, other towns with cultural plans e.g. Annapolis Royal and Parrsboro	<i>\$ A budget for maintenance would be required.</i>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
Strategic Direction 4: Cultivate inclusivity							
GOAL 9	Increase diversity in local decision-making and programming.	<ul style="list-style-type: none"> Maximize diversity in committees, in visual depictions of people, in programming, etc. 	Short	Mid/high	Town + organizations with committees	Provincial government resources, First Nations communities, African NS societies, Birchtown museum, students in IB and award programs required to complete volunteer activities	<i>These concepts are included in considerations under discussion by the TOL's Anti-Racism Special Committee responsible for developing a Municipal Action Plan. # CCP Action Items 9, 11, 12, 18</i>
		<ul style="list-style-type: none"> Invite leaders of communities not well-represented in Lunenburg to speak to the local community, in learning programs, workshops, lectures, at Town Council, etc. 	Short	Low	Town + organizations with committees	See above + Cultural Roundtable	<i>As above. \$ Budget will be required in future fiscal years to realize TBA elements of the Municipal Action Plan.</i>
GOAL 10	Cultivate local learning and dialogue about Truth and Reconciliation	<ul style="list-style-type: none"> Collaborate within the cultural sector to deliver programming that educates local residents about Truth and Reconciliation, investigate mechanisms to support TRC Calls to Action and offers a forum for ongoing dialogue. 	Mid	Mid	Cultural Roundtable	Board of Education, CBC, Federal website and other research req'd	<i>As above.</i>
		<ul style="list-style-type: none"> Invite Indigenous leadership to Lunenburg to guide learnings and knowledge-sharing and to build relationships. 	Mid	Low	Town, arts and culture organizations, cultural roundtable		<i>As above.</i>
		<ul style="list-style-type: none"> Research and promote the history of the Mi'kmaq in Lunenburg. 	Short	Mid	Town + LBOT, Knaut Rhuland House, Library, FMA	Fisheries Museum, Library, Bluenose Academy & Board of Education	<i>As above. Updates to Lunenburg historic materials anticipated in Municipal Action Plan recommendations.</i>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
Strategic Direction 5: Build a foundation for cultural sustainability							
GOAL 11	Strengthen coordination and communication within the cultural sector.	<ul style="list-style-type: none"> Establish a 3-year contract position to support the cultural sector, ideally at the Town or the Board of Trade, and to support implementation of the Cultural Action Plan. 	Mid	Mid/high	Town? LBOT? Other?	Grant funding: DCH Canada Cultural Investment Fund Strategic Initiatives Program (See Goal 1, Action 2); ACOA; NS Government?	<p><i>Unlikely to be accommodated within Town staff.</i></p> <p><i>Option 1: A shared services model with the region may be possible, similar to the Accessibility Coordinator role.</i></p> <p><i>Option 2: If Lunenburg-focused, housing within the Cultural Collective or LBOT may be most appropriate.</i></p> <p><i>\$ Budget for a shared salary commitment may be requested in future.</i></p>
		<ul style="list-style-type: none"> Identify resources to centralize and coordinate communications. Establish formal and informal systems for sharing event, resource and community planning information within the sector. 	Short	Mid	Cultural Roundtable	Collaborate in using existing available tools, research and plan future options	<i>See comments under Goals 3 & 4.</i>
		<ul style="list-style-type: none"> Evaluate appetite for establishing and financing a professional Arts Council for the county area, considering its mandate and role in Culture Plan implementation. 	Mid/long	High	Cultural Roundtable + contract position person	Town, MODL, Bridgewater, Mahone Bay, Chester etc	<p><i>This evaluation would probably be best managed by the Cultural Collective, and should involve consultation with all municipal units' economic development staff. Not that this should take place before pursuing a cultural staff person.</i></p> <p><i>\$ Unknown if consulting cost support would be requested.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
GOAL 12	Build the capacity of the local arts and heritage sector.	<ul style="list-style-type: none"> • Cultivate a spirit of philanthropy for local arts and heritage activity and initiatives. Celebrate major donors, sponsors and fundraising successes. 	Mid	High	All organizations + Cultural Roundtable	Examples from other communities	<i>Currently each organization manages their own donor/sponsor activities and acknowledgements.</i>
		<ul style="list-style-type: none"> • Measure the success of local grant programs and promote the return on investment. 	Mid	High	Town, LFA, LAMP, United Way?	Completed grant project objectives, organizations involved , local media,	<i>The TOL has an annual grants program as part of Budget development. Follow-up reporting on the use of the funds has not been requested from grant recipients to date, but this could be considered to better understand and communicate the successes of the program.</i>
		<ul style="list-style-type: none"> • Develop volunteer recruitment and training programs for the sector, keeping in mind the breadth of potential expertise arriving via retirees and cultural workers. 	Long	Mid	Cultural Roundtable	Programs used by other organizations and Community Sector Council (Provincial)	<i>Currently each organization manages their volunteer pool.</i>
GOAL 13	Establish sustainable resources to support arts, heritage and culture.	<ul style="list-style-type: none"> • Identify mechanisms to grow investment for the arts, including collaborative fundraising initiatives. 	Mid	High	All organizations + Cultural Roundtable	Look for examples of successful initiatives	<i>Currently each organization manages their donor/sponsor activities.</i>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
		<ul style="list-style-type: none"> • Monitor the effect of commercial property taxes on the sustainability of arts-based businesses. Consider grants to support property taxes, or reductions to tax rates, for arts-based businesses and facilities, including but not limited to not-for-profit operations. 	Long	High	Town, County	Look at Film Industry credit system and other examples, consider accomodation levy/marketing initiative fee for tourists	<p>To date, Council has shown little appetite for subsidizing private businesses due to the Town's limited tax base and the potential conflict with other business sectors. They may or may not be willing to consider program(s) for not-for-profit businesses.</p> <p><i>\$ As an example, a 2020 request (denied) would have cost the Town an estimated \$10-17K in commercial revenue. The question of developing criteria for tax exemption was referred to the now-defunct General Government Committee on Feb 25, 2020.</i></p>
GOAL 14	Recognize the specialized needs of the arts, and the opportunities they offer, in all community-based facility planning.	<ul style="list-style-type: none"> • When planning future community facilities, address the functional needs of the arts sector, including professional and amateur uses, taking into consideration the importance of specialized space, access and equipment for the sector. 	Long	Mid	Town + Cultural Roundtable	Local arts and culture organizations	<p><i>A study of regional arts and recreation facilities needs is part of the CCP Five Year Plan.</i></p> <p><i>\$ A budget will be required in a future fiscal year for a consultant to undertake the work.</i></p> <p><i># CCP Action Item 32.</i></p>

Goal #	Description	Action Items	Estimated Timeframe	Estimated Complexity	Who	Potential Resources	TOL Staff Comments
GOAL 15	Work together.	<ul style="list-style-type: none"> Maintain a Cultural Roundtable of representatives from the sector, ensuring diverse representation of arts disciplines and local cultural societies is considered. Support and monitor implementation of Culture Plan. 	Short	Low	Cultural Plan SC to become Cultural Roundtable and review, revise Terms of Reference	Cultural Plan Steering Committee, Lunenburg Foundation for the Arts	<i>A roundtable would be administered by the Lunenburg Cultural Collective, possibly with external appointments for members of Council and/or staff as well as LBOT representation to sit on it, or come by invitation only. There could be representation from the Cultural Roundtable included on the Public Art Sub-Committee?</i>
		<ul style="list-style-type: none"> Undertake a review of accomplishments emerging from the Culture Plan, every two years. 	Mid	Mid	Cultural Roundtable		<i>Responsibility of the Cultural Roundtable, if formed. Otherwise, best monitored by the Lunenburg Cultural Collective.</i>
		<ul style="list-style-type: none"> Advocate for culture, all the time, to everyone, everywhere. 	Short/mid and long	Low	Everyone		<i>Broad agreement on this principle is likely.</i>

TOWN OF LUNENBURG PROCEDURAL POLICY #89 - PUBLIC ART POLICY

PURPOSE

1. The Town of Lunenburg Council recognizes that public art in municipal settings, both indoor and outdoor, enhances the quality of life for its citizens, strengthens community pride, improves the aesthetic of the general environment, and contributes to the Town's cultural aspirations, social well-being and economic vitality. Public art advances the Town's strategic goals of promoting a high quality of life for residents by beautifying the community and encouraging artistic endeavors.
2. This Policy is specifically intended to provide a basis for the Town to:
 - i. Establish a standardized and transparent process for the selection, purchase and maintenance of public art; and
 - ii. Develop a sustainable funding model for public art purchases and management over time.
3. In this Policy public art refers to artistic works that are created by artists and acquired by the Town with the specific intention of being sited on or staged in municipal public spaces on a temporary or permanent basis. Such artistic works may be owned or borrowed by the Town, and may be characterized as aesthetic, functional, interactive, or any combination thereof, and created using any material or any combination of media, including but not limited to sculptures, water features, paintings, drawings, textiles, furnishings, installations, kinetic works, etc.

PROCEDURE

4. Roles

4.1 The management of Public Art is a consultative process involving multiple participants, including Town Council, staff and community representatives.

4.2 Role of Town Council

Council will:

- i. act as an advocate for art in public spaces in the Town;
- ii. annually appoint the Public Art Sub-Committee members;
- iii. approve the Public Art Policy and amendments as required from time to time; and
- iv. approve the annual Public Art budget through the Town budget process and seek means of encouraging additional public art contributions.

4.3 Role of Public Art Sub-Committee

A Public Art Sub-Committee will be established as a sub-committee of the Town's General Government Committee. Reporting to the General Government Committee the Public Art Sub-Committee will:

- i. advise on the implementation of this Policy;
- ii. review proposed project scope and terms of reference for each new public art project;
- iii. ensure application of established procedures and guidelines for each public art selection process and make recommendations to the General Government Committee respecting same;
- iv. promote communication and outreach of this Policy to the community; advise on the development and implementation of selection, acquisition, maintenance and de-accession of artistic works to which this Policy applies; and
- v. recommend Policy amendments and other relevant changes as required.

The Public Art Sub-Committee will consist of three (3) Town citizens and two (2) General Government Committee members selected by Town Council in January of each year following a public advertisement process for citizen applicants. In making Public Art Sub-Committee citizen appointments Town Council will give particular consideration of the applications of individuals with a significant knowledge of arts and culture and experience related to at least one of the following disciplines: visual arts; art history; urban planning; landscape architecture; architecture; literary or performing arts; art administration or education.

The Public Art Sub-Committee will be subject to the Town's Code of Conduct policies to ensure a fair and equitable treatment of all participants in the process and to ensure that their recommendations are without bias.

4.4 Role of Town Staff

Through the CAO's office Town staff will:

- i. Facilitate and attend as non-voting regular Public Art Sub-Committee meetings, circulating information, providing guidance, preparation of agendas and recording of minutes;
- ii. recommend a budget through the Town's annual budget process;
- iii. investigate Federal, Provincial, or other sources of funding to promote and support the development of public art in the Town;
- iv. establish and maintain a Town public art inventory; and
- v. coordinate the acquisition of artistic works in accordance with this Policy.

5. **Funding**

5.1 Public Art Annual Budget and Reserve Fund

Funding to support this Policy will be provided through the establishment of a Public Art budget which may also include the development of a Public Art Reserve Fund.

External contributions for public art will be encouraged through the Municipal Government Act relating to new development projects.

5.2 Public Art Maintenance Budget

Maintenance costs for public art associated will be incorporated into the annual operating budget for such site.

5.3 Town Owned Public Art

The process for soliciting proposals for providing Public Art should:

- attract artists from a variety of artistic disciplines;
- be meaningful, fair and equitable;
- encourage opportunities for learning, participation, and experimentation in arts and culture; and
- incorporate and integrate public art into the planning, design, and execution of civic and private commercial development projects whenever possible.

Proposals for providing public art may be solicited through:

- open competition;
- invited competition; and
- direct award, where permitted by the Town's Purchasing Policy.

Public Art will be selected on merit through the Public Art Sub-Committee and their recommendation to the General Government Committee and in turn Town Council.

Each artistic work that is being considered for selection as Town owned public art will be evaluated according to the following criteria:

- quality of work;
- condition of work;
- originality of the work;
- monetary and/or appraised value;
- artistic reputation of the artist;
- exposure provided for Lunenburg artists;
- suitability of the artistic work for display in a public space;

- relevance to the Town's natural and built environment, cultural heritage, and/or history; and
- ethical and legal considerations regarding ownership.

All offers of gifts, donations and bequests of artistic works will be reviewed by the Public Art Sub-Committee to assess artistic merit, site suitability and context, durability and maintenance requirements, financial implications and public safety prior to any acquisition, designation or installation as public art on recommendation to the General Government Committee and Council to make a final decision whether to accept.

5.4 Borrowed Public Art

All artistic works to be considered for selection will be approved and evaluated against the criteria in section 3.1 above.

6. Acquisition and Securing

6.1 Owned Public Art

The Town may acquire Owned Public Art through purchase, commission, or donation.

Each acquisition will be accompanied by a maintenance plan that is supplied by the Artist or donor.

All donations must be unencumbered and the locations for donated artistic works will be determined by the Town and donor before they are accepted. The donor of the artistic work must have legal title to the artistic work and will be responsible for meeting the Canada Revenue Agency criteria if the donor wishes to receive an Official Receipt for Income Tax Purposes for the donation.

This process, which includes an appraisal of the artistic work at the donor's expense, to determine its fair market value, requires pre-approval of the Town's Finance Director.

The Town Council may decline to consider or accept any gift, bequest or donation of art in its sole discretion.

6.2 Borrowed Public Art

The Town may secure borrowed public art for display on a temporary basis. Temporary installations may last from one day to one year, typically remaining on view for three to six months.

Following the approval of a proposal, an appropriate agreement between the artist and/or sponsoring organization and Town Council will be executed.

The artist and/or sponsoring organization will be responsible for funding, installation, maintenance and timely removal of the artistic work, and restoration of the site.

6.3 Agreements

Following the approval of the acquisition of an artistic work, the artist will enter into a written agreement with the Town. This agreement will address the artist's obligations, which may include, but are not limited to:

- scope of work;
- materials;
- timelines;
- installation;
- maintenance;
- warranty;
- copyright and moral rights; and
- payments to sub-contractors.

This agreement would also set out the Town's obligations that may include, but are not limited to:

- payment;
- adherence to the approved maintenance plan;
- insurance of the artistic work;
- community notification; and
- artist recognition.

6.4 Installation

The Town is responsible for coordinating the installation of all owned or borrowed public art. The installation process will be identified, in advance, through the purchase, commission, donation, or exhibition agreement and may involve participation of the Artist and/or a contracted professional installer. The condition of all acquired artistic works will be reported upon receipt, and any problems found will be referred to the artist/lender for resolution, prior to installation.

6.5 Insurance

All artistic works owned by the Town through purchase, commission and/or donation, are the property of the Town and may be insured under the Town's insurance policy.

For all borrowed public art, the artist will submit proof satisfactory to the Town, of their insurance coverage for the artistic work, and a waiver freeing the Town from liability in case of accidental loss, theft, damage, vandalism, etc. In addition, the artist will submit a complete list of the displayed artistic work(s) which will include the title(s), dimensions, medium/media and appraised value(s) for reference.

7. **Maintenance**

The artist is responsible for developing a maintenance plan for each public art artistic work. The maintenance plan must be submitted for review and consideration along with the proposal to select the artistic work for acquisition. Maintenance plans will include, but are not limited to maintenance specifications, budget implications, manufacturer lists, and key contacts, including the artist.

The Town is responsible to the best of its ability for the care and maintenance of the artistic work, in accordance with the approved maintenance plan utilizing external resources as reasonably required.

8. **De-Accession of Public Art**

The Town may de-accession public art whenever necessary. All reasonable efforts will first be made to resolve problems or re-site the public art, in consultation with the artist and/or donor, where appropriate. Reasons for de-accession include, but are not limited to:

- endangerment of public safety;
- excessive repair or maintenance;
- irreparable damage;
- inaccessibility;
- theft, vandalism or accidental loss;
- site redevelopment; and
- ongoing relevance.

In the event of this occurring, the Town may determine whether replacement or de-accession of the artistic work is appropriate.

No artistic work will be de-accessioned and disposed of without consultation with the Public Art Sub-Committee. Recommendations of the Public Art Committee regarding the need for and method of de-accession will be made to the General Government Committee and in turn Town Council. The de-accessioned artistic work may be moved, sold, returned to the artist or destroyed, with any monies received through a sale allocated to the Public Art Reserve Fund.

9. **Private Art**

Town staff will work with new and established businesses, agencies and other levels of government, architects, builders, contractors, and developers to identify opportunities for incorporating private artistic works into architecture, building and/or landscape designs of private infrastructure, or the layout of private open spaces. Private sector developers will be encouraged to integrate private artistic works into the design of private sites, buildings and/or landscaping, especially in publicly accessible and visible areas of private sites.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): **September 25, 2018**

Date of Passage of Current Policy: **October 9, 2018**

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

Municipal Clerk

Date

Document No: 9
Meeting: September 14, 2021
Circulate: Council
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: DENNIS MACPHERSON, TOWN ENGINEER

DATE: AUGUST 31, 2021

**RE: POLYMER DOSING TRIALS ON WASTEWATER TREATMENT PLANT
DAF SYSTEM**

1. FACTS

The Dalhousie Centre for Water Resources Studies, in collaboration with CBCL, completed a Polymer Dose Optimization Study for the Lunenburg Wastewater Treatment Plant (WWTP). The purpose of this report was to study the effectiveness of existing polymer dosing because of our history of excess polymer and solids carryover from the Dissolved Air Flotation (DAF) unit into the effluent discharged into the Lunenburg Harbor.

As per Dalhousie's report, the primary objective of this work was to conduct laboratory jar testing experiments to optimize polymer dose under various water quality conditions with a goal of improving overall DAF performance. This work was completed from November 2020 and March 2021, and consisted of two phases: Phase 1 focused on optimizing the polymer dose under normal operating conditions (e.g. ambient salinity), while Phase 2 focused on challenge testing to understand the impacts of salinity on polymer dose and performance. These tests identified that there is a high probability that our current dosing levels are too high and these levels can be cut back and still accomplish the polymer effectiveness while minimizing excess polymer carried to the harbor and save the unrequired polymer costs.

While these experiments were conducted using controlled laboratory conditions, it is recommended that these dosages and conditions continue be evaluated under a pilot or full-scale (on one train) scenario at the plant. Piloting will allow a further investigation of the conditions identified as optimal at bench-scale, under dynamic flow and water quality conditions and will help to identify polymer dose and type that perform more favorably under more realistic, dynamic conditions. This pilot testing shall be considered a "Phase 3" of this evaluation program.

2. ISSUES AND OPTIONS ANALYSIS

Tabled Proposal:

In consideration of execution of this Phase 3 testing, CBCL has provided a proposal to conduct polymer dose pilot trials on the WWTP DAF system. This proposal dated July 29, 2021 from Sarah Ensslin accompanies this memorandum. The purpose of this trial is to “test varied polymer doses on the existing DAFs to determine if changing the full-scale polymer dose would benefit the performance of the plant in terms of TSS, CBOD, or UVT measurements... focus on determining if reducing the dose will be beneficial.”

Scope and Responsibilities: as per proposal, including ATP testing

Schedule: September 15 to December 30, 2021 (adjusted)

CBCL Direct Cost: \$31,480 (lump sum)

There are no other options considered in this memo besides “Do Nothing”.

Expenditure Justification:

Justification discussion is as follows:

Project knowns and assumptions:

- Project assumed budget: \$38K (CBCL quote, plus net HST, internal Project Management and contingency)
- The current yearly cost of dry polymer chemical is ~\$22K/year
- There is a potential to be able to reduce the consumption of dry polymer by at least one half (conservative). Therefore, assume we can potentially save half of the dry polymer with the results of this project, ~ \$11K per year
- Also, there is a potential maintenance savings in reduction of cleanout of channels downstream of the DAFs (currently uses vacuum truck about every 2 weeks)
- It is assumed that the visual issue in the harbour is caused by excess (unspent) Polymer going through the system and out into the harbor
- We will be using polymer in the existing plant for at least the next 5-10 years, depending on upcoming path-forward decisions on Long Term WWTP

It is anticipated that study conclusions shall result in an adjustment to the current constant dosing to a significantly lower level, adjustable depending on influx conditions. Therefore, it can be concluded that the completion of the proposed work is justified based on potential costs savings and reduction in polymer carryover into the harbor.

3. FINANCIAL IMPACT

This scope of work was not previously identified and or approved in the current 2021-22 budget. However, upon review by the Town’s Finance Director, it is recommended that the current year Sewer reserve transfer be reduced to \$25,000 (\$63,000 - \$38,000) to fund this work at a budget of \$38,000.

4. STRATEGIC PLAN RELEVANCE

- CCP - 4.2(a) Wastewater (Operational Improvements)

5. RECOMMENDATION AND DRAFT MOTION

Draft Motion approve and seconded to approve the execution of the Phase 3 scope of work Polymer Dosing Trials on Wastewater Treatment Plant DAF System at a budget of \$38,000 with funds drawn from a reduction in the current year reserve transfer.

Attachments -

Acknowledged only by:

Bea Renton
CAO

July 29, 2021

Dennis MacPherson, P.Eng.
Town Engineer
Town of Lunenburg
PO Box 129
Lunenburg, NS B0J 2C0

Dear Mr. MacPherson:

RE: Proposal to conduct polymer dose trials on the WWTP DAF system

The results from the bench-scale testing at the Wastewater Treatment Plant (WWTP) appear promising in demonstrating that it may be possible to lower the polymer dose to the DAF system. Despite efforts to make the testing as representative as possible, bench-scale results can't be certain to translate well to full scale. We understand that the Town would like to test reduced polymer doses at full scale in a controlled way, while collecting data to support a decision on whether to reduce the current polymer dose or not. This work is a key part of working towards improved instrumentation-based polymer dosing control.

As general background, the optimization of process chemical dosages, including polymer, is something that is done on a continuous basis at many wastewater facilities. In practice, polymer doses are often changed on a daily or event-basis as influent conditions require. This has not been historical practice at the Lunenburg WWTP but this type of testing could possibly lead to that direction in the future.

Possible advantages from reducing the dose, if it is successful at full scale, include less polymer carryover in the effluent, operating cost reductions, and less foaming in the UV channels. There are several key questions to be answered to confirm if the DAF polymer dose at full scale could be beneficially reduced on a permanent basis:

- 1 Is a lower dose as effective as the current dose?
- 2 Do differing inlet conditions require different dosing ranges?
- 3 Does a lower dose work in multiple seasons of the year?
- 4 Does a lower dose appear to have other operational benefits (e.g., channel foaming, ease of cleaning)?

In order to provide more information on these questions, we propose to work with Dr. Graham Gagnon's laboratory at Dalhousie University's Centre for Water Resource Studies (CWRS), work to be managed by Lindsay Anderson, M.A.Sc.) to investigate these questions and use the resulting

information to allow the Town to decide if the polymer dose should be changed. The aim and scope of the work is described in the following sections.

Purpose

To test varied polymer doses on the existing DAFs to determine if changing the full-scale polymer dose would benefit the performance of the plant in terms of TSS, CBOD, or UVT measurements. We would focus on determining if reducing the dose will be beneficial.

Preconditions

- 1 Bench-scale testing supports polymer dose reduction under summer conditions.
- 2 SCADA changes are made to allow a readout of the polymer dose to each DAF.

Proposed Procedure

The proposed procedure is detailed below, with key parties identified in parentheses and who would carry out each step:

- 1 Do testing for two days each week in Sept (summer), October (shoulder) and November (high flow, dilute). Note the point in the tidal cycle on each test day (CWRS). One dose to be tested each testing day.
- 2 Change the polymer dose to one DAF train (TOL), while leaving the other as a control.
 - a) Let 3–5 HRT pass through test DAF. Minimum 50,000 -75,000 USgal for flushing test DAF prior to sampling. Samples to be taken of influent, then effluent from all 4 sets of overflow weirs (both control DAF and test DAF). Samples to be taken approximately half-hourly at all locations, to allow at least 2 DAF cycles of each test concentration to be run (CWRS).
 - b) Start with test concentrations close to existing and expand range gradually (start with 2.5 mg/L, then 1.5 mg/L, then 0.5 mg/L), etc., with lower concentrations being the focus). Team (CWRS /CBCL/TOL) to select concentrations for the next cycle of testing.
 - c) All samples to be tested for TSS, CBOD, UVT, and conductivity (CWRS).
 - d) Flow conditions recorded during testing (SCADA download of test cycles, by CBCL, provided to CWRS for documentation).
- 3 Alternate the test DAF the next day to ensure that it works with both DAF units (TOL).
- 4 Record and report results to the Town (CWRS).

CWRS responsibilities

- 1 Attending all test days to take samples and test all samples.
- 2 Provide sample data to the team to inform decisions on next set of test concentrations.
- 3 Attend weekly remote progress meetings.
- 4 Record plant flows and tidal cycle data.

CBCL Responsibilities

- 1 Coordination of SCADA changes.
- 2 Attending trials at the plant initially and periodically (3 site visits included) to observe the operational effects and offer support to operator depending on result of the trials.
- 3 Attend weekly remote progress meetings.
- 4 Review reports and provide guidance to Dal PM.

TOL Responsibilities

- 1 Provide KRC services as needed to facilitate the trials, including making the initial SCADA changes.
- 2 Operate the plant.
- 3 Change the doses to the test DAF as agreed with the team.
- 4 Attend weekly remote progress meetings.

Optional, but Recommended

ATP testing on the biomass in the EQ tank can also be included to identify if the polymer and solids carryover is related to conditions in the bioreactor. This type of testing has also been undertaken as part of the existing bench-scale work. If desired, the following ATP parameters are proposed to be analyzed: total, dissolved and cellular ATP (provides a direct indication of the overall biomass and living population in bioreactors), biomass stress index (provides early warning of stressful conditions that can cause conditions amenable for filamentous bacteria), and floc bulking ATP (represents the quantity of ATP from bulking and provides early warning of filamentous bacteria). These conditions, if identified, may require different polymer doses than the same concentration of wastewater without filamentous bacteria.

Exclusions

The work does not include specifying or coordinating installation of EQ tank instrumentation, nor suggesting dosing control algorithms based on on-line instrument readings. The work does not include preparing an Application for Approval for NSE. This is not an activity that requires Approval.

Timeline

We propose to carry out this work between August 15 and November 30, 2021, where the initial two weeks would be for coordinating with KRC, and then commencing the polymer dose trials at the beginning of September. This will span a period including summer conditions in September, transitional conditions in October, and autumn/high-flow conditions in November.

Commercial Terms

We have attached the proposed CWRS scope of work, and we will provide additional engineering services to coordinate and review the CWRS work so that it provides relevant information to inform the decision-making, as well as carrying out the specific tasks above. We propose to do this work, lump sum, for \$31,480, including fees and expenses, but excluding HST, under our Standard Terms and Conditions (attached). If the ATP testing is excluded, \$5,000 can be deducted from this total.

The proposed cost is the full cost of the project without any deductions for probable MITACS funding which we can often access on similar projects. If the project is approved by the Town in writing, even contingent upon receiving the funding, then we can prepare a funding application for this project. If the project is awarded this funding, then we will advise what the decrease in costs will be. Funding of \$7,500 has been awarded for similar projects, and this is what we would anticipate applying for in this case as well.

Please let me know if you have any questions or want any changes to the scope.

Yours very truly,

CBCL Limited



Prepared by:
Sarah Ensslin, M.Sc., P.Eng.
Process Engineer
Telephone: 902-421-7241 x 2238
E-Mail: sensslin@cbcl.ca

Reviewed by:
Mike Chaulk, M.A.Sc., P.Eng.
Manager, Process Engineering

Attachments: Proposal from Dalhousie University (CWRS)
Standard Terms and Conditions

Project No: 218301.20

Lunenburg Wastewater Treatment Plant

Submitted to CBCL Limited, July 2021

1 Objective

CBCL Limited has requested that the Centre for Water Resources Studies (CWRS) outline approaches that CWRS could take to support a pilot-scale study to evaluate polymer dosing at the full-scale Lunenburg Wastewater Treatment Facility (WWTF). Specific objectives are to:

- 1) Test a polymer doses determined through bench-scale jar testing by Dalhousie through pilot testing on the full-scale dissolved air flotation (DAF) units at the Lunenburg WWTF.
- 2) Conduct high frequency MBBR biomass assessments through ATP analysis to determine overall biomass health and the risk of filamentous bacteria on DAF batch operations.

The following tasks are proposed:

Task 1. Pilot-scale DAF polymer dose assessment

Task 2. Full-scale MBBR biomass assessment

2 Approach

Task 1. Pilot-scale DAF polymer dose assessment. CBCL has identified excess polymer and solids carryover from the DAF unit in the effluent of the Lunenburg Wastewater Treatment Facility (WWTF). Performance improvements in the operation of the DAF process could minimize carryover and improve the performance of the UV disinfection system. Previous work by the CWRS used a specialized jar testing apparatus to simulate the DAF treatment process and optimize polymer dosing at the Lunenburg WWTF. Results from jar test experiments indicated that a polymer dose well below the plant dose of 3 mg/L would be equally as effective in terms of UVT%, TSS and CBOD5 removal, even under moderate to high influent TSS. Specifically, it was determined that polymer dosing could be reduced to as low as 0.5 to 1.5 mg/L depending on the influent solids loading.

For this task, we will test the polymer doses identified at bench-scale on the existing DAF units at the Lunenburg WWTF to determine if changing the full-scale polymer dose would benefit the performance of the plant in terms of UVT%, TSS, and CBOD5, measurements.

The Town of Lunenburg will adjust the agreed upon polymer dose on one train (leaving the other as a control condition) based on the influent TSS concentration. Given the time it takes to flush the DAF system, only one polymer dose will be tested per day. A member from the CWRS will collect samples from the DAF influent, and effluent from all 4 sets of overflow weirs at the beginning of testing and after ~30 minutes to allow for the testing condition to be run for at least two DAF cycles. All samples will be characterized on site by CWRS in terms of UVT%, TSS, CBOD and conductivity. Testing will occur for two days per week in September, October, and November to capture variations in water quality. The CWRS will also make note of the tidal cycle on each day of testing.

Task 2. Full-scale MBBR biomass assessment. Previous work by the CWRS involved MBBR sampling and measurement of ATP and associated indicators (e.g., biomass stress index and floc bulking ATP) and found that ATP measurements could be highly variable, and that there was potential risk for filamentous bacteria on several sampling occasions. Filamentous organisms grow as long strands that can cause bulking which impacts downstream clarification processes such as DAF.

The CWRS will validate the ATP testing through additional sampling during pilot trials. The CWRS will collect samples from the EQ tank on pilot testing days (e.g., 2x/week) for advanced ATP analysis. The ATP parameters that will be analyzed include: total, dissolved and cellular ATP (provides a direct indication of the overall biomass and living population in bioreactors), biomass stress index (provides early warning of stressful conditions that can cause conditions amenable for filamentous bacteria), and floc bulking ATP (represents the quantity of ATP from bulking and provides early warning of filamentous bacteria).

Based on rapid ATP results (e.g., if ATP indicators signal potential risk for filamentous organisms), the polymer dosing described in Task 1 may need to be adjusted. ATP data will be evaluated immediately by CWRS to determine potential risk for filamentous bacteria. If data is outside the recommended ranges (>30%) for good process control, discussions will be held with CBCL and Town of Lunenburg to determine if polymer dosing should be adjusted for subsequent DAF cycles.

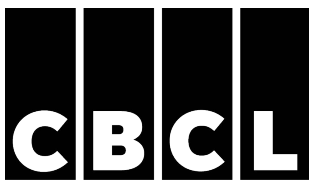
This type of ATP testing is most valuable when conducted regularly (i.e., several times per week), and therefore this task will also provide insight on the incorporation of ATP testing as part of routine monitoring for MBBR biomass health.

3 Timeline

It is anticipated that the project will occur between August 30th 2021 to November 29th 2021 (14 weeks) to capture seasonal variation in wastewater quality. In light of COVID-19, commencement of the project will be subject to approval of lab and field activities in accordance with Dalhousie's Return to Research protocols.

4 Budget

Description	Cost per unit or h	Number of unit or h	Total
Task 1 - Pilot-scale DAF polymer dose assessment			
BOD5 Assessment	\$25	180	\$4,500
TSS Assessment	\$16	360	\$5,760
Sub-Total Task 1			\$10,260
Task 2 - Full-scale MBBR biomass assessment			
Advanced Wastewater ATP Testing	\$100	50	\$5,000
Sub-Total Task 2			\$5,000
Travel			
Dalhousie to WWTP Round Trip (200 km, \$0.62/km, = \$124/trip)	\$124	28	\$3,472
Sub-Total Travel			\$3,472
Professional Time			
Principal Investigator (Gagnon)	\$190	6	\$1,140
Student Researcher	\$30	112	\$3,360
Research Engineer (Anderson)	\$65	30	\$1,950
Sub-Total Professional Time			\$6,450
TOTAL PROJECT COST (CAD)			\$25,182



SCHEDULE "A"
CBCL Limited ("CBCL") and Client
STANDARD TERMS AND CONDITIONS

1. **ENTIRE AGREEMENT.** The attached proposal together with this Schedule "A" constitutes the entire agreement between Client and CBCL (this "Agreement"). This Agreement supersedes all prior communications, undertakings and agreements, written or oral made between the parties. Amendments to this Agreement must be in writing, signed by both Client and CBCL.
2. **SCOPE OF WORK.** Upon receipt of notice from Client of a requested change in the scope of the work hereunder, CBCL will promptly notify Client of any estimated impact on the schedule, price or terms of this Agreement resulting from such a change. The parties agree to expeditiously negotiate any such changes to this Agreement and to promptly execute any such agreed upon amendments to this Agreement. Client acknowledges and agrees that its use of any purchase order or other form to procure services is solely for administrative purposes and in no event shall CBCL be bound by any terms or conditions on such purchase order or form regardless of reference to or signature on behalf of CBCL. Client shall endeavor to reference this Agreement on any purchase order (or any other form), but Client's failure to do so shall not operate to modify this Agreement.
3. **SITE INFORMATION AND ACCESS.** Client shall make available to CBCL all relevant information, data and documents under his control regarding past, present and proposed conditions of the work site. The information shall include, but not be limited to, plot plans, topographic survey, hydrologic data and soil and geologic data including borings, field or laboratory tests and written reports. Client shall immediately transmit to CBCL any new or revised information, data or documents that become available. Client shall make all necessary arrangements to ensure ready and uninterrupted work site access for CBCL, its personnel and equipment throughout performance of this Agreement, at no cost to CBCL. Client acknowledges that subsurface conditions may vary from those encountered at the location where borings, surveys or other explorations are made by CBCL and that the data, interpretations and recommendations of CBCL are based solely on such borings, surveys and explorations and on the information provided to it by the Client. CBCL will not be responsible for the interpretation by others of the results of CBCL's borings, surveys or explorations. Similarly, CBCL will not be responsible for the accuracy of Client provided information of any kind nor for the consequences of incorporating such information in the work.
4. **FEES, DISBURSEMENTS AND EXPENSES.** Unless otherwise stated or agreed to in writing by CBCL and the Client, terms of payment for professional services, invoiced expenses, and office disbursements shall be as presented on each invoice submitted by CBCL to the Client. Fees shall be charged at the hourly rates or for the stipulated price specified in the proposal. Fees shall be net of invoiced expenses and office disbursements. Sub-consulting fees shall be subject to a 10% mark-up. Expenses such as hotel, travel, meals and the like shall be charged at cost. Office disbursements such as printing, communication, delivery, internal lab and the like shall be billed at 6% of fees charged.
5. **PERMITS AND UTILITIES.** Client shall obtain all required approvals, permits, licenses and access rights from municipal and other governmental authorities and utilities having jurisdiction over or easements on the work site. The Client shall advise CBCL of the location of all underground utilities and structures at the work site.
6. **TERMS OF PAYMENT.** Unless otherwise stated in the Letter Agreement, invoices will be submitted by CBCL on a period by period basis where a period constitute four (4) weeks (28 days) or, at the option of CBCL upon completion of the services, and will be due and payable on the invoice date. Invoices will be considered past due if not paid within thirty (30) days thereafter (the "overdue date"). Invoices not paid on or before the overdue date shall bear interest at the rate of one and one-half percent (1.5%) per month computed from the overdue date. In addition, any collection fees, legal fees, court costs and other related expenses incurred by CBCL in respect of the collection of delinquent invoice amounts shall be paid by Client.
7. **OWNERSHIP RIGHTS.** All reports, drawings, plans, models, designs, surveys, photographs, specifications, computer files, field data, notes and other documents and instruments produced by CBCL shall be and remain the sole property of CBCL. CBCL shall retain all common law, statutory and other reserved rights therein, including copyright.
8. **LEGAL FEES.** In the event either party makes a claim or commences legal proceedings against the other for any act arising out of the performance or interpretation of this Agreement, including the payment of professional fees, the unsuccessful party shall pay to the prevailing party all reasonable costs incurred by the prevailing party in prosecuting or defending such claim or action, including staff time, court costs, solicitors' fees and other related expenses. In the event of a non-adjudicative settlement of a claim or legal proceedings between the parties or resolution by arbitration, the term "prevailing party" shall be determined by that process.
9. **STANDARD OF CARE.** In the performance of professional services, CBCL will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of its profession practicing in the same or similar localities. CBCL makes no warranties, either expressed or implied, as to its professional services rendered under this Agreement. CBCL will perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project. Nothing in this Agreement shall be construed to establish a fiduciary relationship between the parties.

10. **INSURANCE.** CBCL will maintain professional liability insurance, comprehensive general liability insurance and automotive insurance throughout the term of this Agreement, with the exception of automotive insurance, for a period of at least one year thereafter.
11. **OPINION OF PROBABLE COST.** CBCL shall, where required, prepare an opinion of probable construction cost. This opinion of probable costs is presented on the basis of experience, qualifications, and best judgment. It has been prepared in accordance with acceptable principles and practices. Market trends, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited and as such we cannot warranty or guarantee that actual costs will not vary from the opinion provided.
12. **ENVIRONMENTAL LIABILITY.** Because Client owns and operates the site where work is being performed, Client has and shall retain all responsibility and liability associated with the environmental conditions at the site and shall be solely responsible for the handling and disposal of any bore samples, asbestos, or other toxic or hazardous materials, substances or products (collectively "Hazardous Waste") located on the worksite or generated on the site as a result of CBCL's performance hereunder. Client agrees to indemnify and save harmless CBCL from any claims, damages or liability whatsoever, arising out of the detection, presence, handling, removal or disposal of Hazardous Waste on or about the worksite.
13. **LIMITATION OF LIABILITY.** Notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of CBCL, its officers, directors and employees or any of them to Client, for any and all claims, losses, costs, demands, damages, including solicitors' fees, expert witness fees and costs of any kind arising under or related to this Agreement or any services provided hereunder, whether based in contract or tort, shall not exceed the total compensation actually paid to CBCL under this Agreement, or the total amount of \$50,000, whichever is less. All claims by Client shall be deemed relinquished unless filed within one (1) year after substantial completion of the services rendered under this Agreement. CBCL's liability shall be absolutely limited to direct damages arising out of the services provided under this Agreement and CBCL shall not be liable in any way for any consequential or indirect loss, injury or damages of any kind incurred by Client, including but not limited to loss of profits, loss of income or loss of use of property. CBCL shall not be liable for any damages or costs arising out of the failure of any manufactured product or any manufactured or factory assembled system of components to perform in accordance with manufacturer's specifications or product literature or otherwise.
14. **DISPUTES.** Any dispute arising hereunder shall be resolved by taking the following steps, where a successive step is taken if the issue is not resolved at the preceding step: (1) by negotiation between the technical and contractual personnel for each party, (2) by negotiation between executive management of each party, (3) by submission to mediation, (4) by arbitration if both parties agree or (5) litigation in the courts of the Province whose laws govern this Agreement, pursuant to Paragraph 21 hereof.
15. **DELAYS.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays due to causes beyond CBCL or the Client's reasonable control.
16. **COVID-19.** Client agrees that CBCL shall not be liable for any damages arising, directly or indirectly, from any delays related to the existence or impact of COVID-19 or any variant thereof. If any such delay arises, Client and CBCL will work together to devise and implement work around plans as may be reasonably necessary in the circumstances, which may involve mutually agreed upon adjustments to schedule, scope and compensation.
17. **JOBSITE SAFETY.** Client agrees that the responsibility for site safety and construction means and methods remains with the contractor, not the design professional.
18. **TERMINATION.** CBCL may terminate this Agreement upon at least seven (7) calendar days' notice to Client, in the event that (a) Client fails to perform any of its obligations hereunder, including payment of fees for service, in a timely manner, or (b) the parties fail to promptly reach agreement on the compensation and schedule adjustments necessitated by requested changes to the scope of the work hereunder. In the event of such termination by CBCL, Client shall pay to CBCL, in addition to payment for services rendered hereunder to the time of termination and reimbursable costs, all reasonable expenses of CBCL in connection with the orderly and safe termination of its services.
19. **INCONSISTENCY.** In the event that there is any inconsistency or contradiction between any of the provisions of the Proposal and the provisions of this Schedule "A", then in such case, the provisions of the Proposal shall prevail.
20. **ASSIGNMENT.** Neither Client nor CBCL shall assign its interest in this Agreement without the prior written consent of the other except that CBCL may assign its interest in this Agreement to a related or affiliated company of CBCL without the consent of Client.
21. **GOVERNING LAWS.** This Agreement shall be governed by the laws of, and any legal proceedings arising out of this Agreement shall be brought in a court of competent jurisdiction in, the Province in which the work site is located, if applicable, and otherwise, then by the laws of the Province of Nova Scotia.

Document No:
Meeting:
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: DENNIS MACPHERSON; M.Eng, P.Eng

DATE: SEPTEMBER 2, 2021

RE: REQUEST FOR TOWN TREE REMOVAL, 33 LINDEN AVENUE

1. FACTS

A request has been made to the Town Council by the owner of the property at 33 Linden Avenue to remove the Town-owned tree in front of the property.

2. ISSUES AND OPTIONS ANALYSIS

According to information provided by the property owner, the tree causes significant damage to the property:

- tree roots damaging cement walkway and retaining wall
- tree roots encroaching on house foundation
- sap from the tree causing discoloration on deck
- eavestroughs and downspouts filled with debris from tree

However, the tree is otherwise healthy and not a danger to public health or property.

The Town Policy that is most applicable to this situation is Policy 43A, Tree Removal and Trimming Procedure. Upon evaluation, it can be considered that this tree is a safety concern to the integrity of the privately-owned building and infrastructure at 33 Linden Avenue.

3. FINANCIAL IMPACT

Since the issue with this otherwise healthy tree is only with the property-owner, the property-owner shall be responsible for the cost of it's removal. The property owner shall also be responsible for the cost of planting of a new tree (of an agreed-upon, less-intrusive species) at this location or some other location in Town, as approved by Public Works.

The removal and new planting will be executed by the Public Works Department.

4. STRATEGIC PLAN RELEVANCE

CCP; Section 4.7: Public Works (responsible for management and maintenance of town infrastructure on behalf of the Town's citizens)

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the aforementioned tree be removed and a new tree be planted in its place.

Acknowledged only by:

Bea Renton
CAO

Kelly Jardine

From: joanne tingle <jo.tingle@hotmail.com>
Date: August 15, 2021 at 10:34:18 AM ADT
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Tree removal

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

Hello Bea,

After several weeks of correspondence with the town, I would like to ask that this situation go to council for consideration.

As you know we have a very large unkept Linden tree ten feet from our house and only one foot from our cement entrance. The tree appears to be healthy but does drop substantial sized branches year round.

I have growing concerns for our property. We purchased the home back in March, but have spent our summers here for several years. We have seen the damage being done to the property by the tree. In fact, my 83 yr old father has tried for years to have this tree removed without success and has run out of steam.

It is my understanding that many homeowners are in similar situations and are not having much luck, getting results from the town. This is very discouraging for us. We are in the process of doing several upgrades to the property but have major concerns as to how to preserve the quality of our renovations, with such an aggressive tree ageing our property daily.

The cement walkway & retaining wall have been severely affected by the trees roots. This all needs to be replaced. The new front veranda has turned black on the three foot uncovered section, ageing the deck prematurely and ruined the natural grey tones. The downspouts are completely clogged, like an overactive composter, which is a big concern as this is the properties drainage system that goes back into the basement. This could horrible consequences with water damage. The tree roots are very large and the integrity of the foundation is a big concern. The balcony on the back of the house is continuously covered in falling debris and has created a green film and more clogged downspouts on the rear of the house.

We have the last of the new windows being installed this Fall. The difference a year has made, to the new windows in front is astonishing. It's a full time job trying to keep these clean and free from damage.

I'm requesting that the tree in front of our home at 33 Linden Ave, be removed.

I have been a property owner for 27 years and in this time have had three houses in three different Canadian cities. I have also lived in four different countries and have had the opportunity to see how other communes operate in these situations. I've concluded that I'm not being unreasonable. I've never had a city tree close enough to my home, that would cause such

damage and finding a solution to this issue should garner cooperation.

I am happy to provide several photos and to attend the council meeting, to answer any further questions you may have.

Best Regards,

Joanne

902 980 0106

902 634 4097

Sent from my iPad

Kelly Jardine

This is a photo of the property line at the front of 33 Linden ave. The linden tree currently located here is now encroaching on our property. I understand that our lot is zoned as "New/old town lot #1" and this permits us to build on the property line. For this to happen, we will definitely need to have a better suited species of tree at this location.

Sincerely, joanne



Sent from my iPhone

Circulated: _____

Document No:

Meeting: Council September 14, 2021

Circulate To: Council, BR, KR

File: Budget 2021/22

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: AUGUST 25, 2021

RE: FALL 2021 – MUNICIPAL DEBENTURE ISSUE

1. FACTS

In June Council approved a temporary borrowing (TBR) to finance the remaining five-year term of the 2006 electric substation upgrades in the amount of \$500,000. The TBR has been forwarded to the Minister for approval. The Ministerial approval is anticipated to be received by the debenture deadline.

It is now time to secure the financing through the Municipal Finance Corporation. This must be done through a confirmation letter from the Town to participate in the Fall Debenture issue, a draft copy of which is attached together with a copy of our TBR (Schedule 1).

2. ISSUES AND OPTIONS

Municipal Finance has streamlined the debenture issue process. If Council, by Resolution, pre-approves the amount of funding required, the period of the debenture and the upper limit of an interest rate, it saves time and substantially reduces the number of documents that must be signed by the Mayor and CAO. This pre-approval must accompany the confirmation letter. Municipal Finance has suggested that an upper limit on interest costs is an average interest rate of **5.5%**. In the Spring 2021 Debenture issue a similar upper limit was required but the MFC secured loans at a rate of **1.24%** based on a 5-year term.

Municipal Finance Corporation finances as a Provincial entity and can obtain a better rate. Municipal Finance Corporation exists to give Municipal Units access to low-cost borrowing.

3. **FINANCIAL IMPACT**

As noted above.

4. **STRATEGIC PLAN RELEVANCE**

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve the following draft motion:

Approve the resolution for pre-approval of debenture issuance in the amount of \$500,000 for a term of not more than 5 years, at an interest rate not to exceed 5.5% as outlined in Schedule 2.

Encls - 2

Acknowledged only by:

Bea Renton
CAO



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

September 15, 2021.

Paul Wills, Chief Executive Officer/Treasurer,
Nova Scotia Municipal Finance Corporation,
Suite 1501, Maritime Centre
1505 Barrington Street,
P.O. Box 850, Station "M",
Halifax, N.S. B3J 2V2

Re: 2021 Fall Debenture Funding

Please accept this letter as a firm commitment by the Council of the Town of Lunenburg to participate in the NSMFC Fall 2021 Debenture Issue.

We request long-term funding for the following completed municipal capital project for the following amount and term:

Purpose:	Loan Amount	Loan Term	Loan Amort *	TBR #	Project Completion Date dd/mm/yyyy	Federal and/or Provincial Funding?
Electric Substation Upgrade 2006	\$500,000.00	5 Years	5 Years	Pending	31/03/2006	N/A
Total Debenture Requirement	\$500,000.00					

Also, please find enclosed the "Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate" which has been duly passed by Council.

Respectfully yours,

Lisa Dagley, CPA, CGA
Finance Director

UNESCO *World Heritage Site*

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

MUNICIPAL COUNCIL OF THE
Town of Lunenburg
 TEMPORARY BORROWING RESOLUTION

Amount: \$ 500,000.00

Refinancing Project: Electric Utility Substation Upgrades

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute; and,

WHEREAS clause 66 (4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding Five hundred thousand Dollars (\$ 500,000.00) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Lunenburg to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding Five hundred thousand Dollars (\$ 500,000.00) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Lunenburg held on the 22 day of June, 2021.

GIVEN under the hands of the Clerk and under the seal of the Council of the Town of Lunenburg this 22 day of June, 2021.

 Clerk

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on June 22, 2021.
(council's TBR approval date)

BE IT THEREFORE RESOLVED**THAT** under the authority of Section 91 of the *Municipal Government Act*, theTown of Lunenburg*(Name of Unit)*

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 500,000 , for a period not to exceed five years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of theTown of Lunenburg*(Name of Unit)*

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 5.5%;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For MFC use only:

TBR #: _____

Minister
signed: _____**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of theTown of Lunenburg*(Name of Unit)*held on the 14th day of September 20 21**GIVEN** under the hands of the Mayor/Warden and the Clerk of theTown of Lunenburg*(Name of Unit)*

this day of _____ 20____

Mayor/Warden_____
Clerk

Circulated: _____

Document No:
Meeting: Council, September 14, 2021
Circulate To: Council, BR, HAC
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: SEPTEMBER 3, 2021

RE: LUNENBURG ARMS APPLICATION: DEMOLITION OF 102 PELHAM STREET AND COMMERCIAL DEVELOPMENT OF PID 60061199 AND PID 60061181

1. FACTS

The owners of the Lunenburg Arms Hotel located at 94 Pelham Street has made application to demolish 102 Pelham Street and consolidate the lands with 94 Pelham Street to enable an expansion to the hotel. It is recommended that Council receives the application and forward the application to the Heritage Advisory Committee (HAC) and the Lunenburg Heritage Society for advice in-keeping with Policy 4.8.1.5 of the Heritage Conservation District Plan. A draft report for the HAC is attached in **Attachment A**.

The applicant has also made an application to develop PID 60061199 and PID 60061181 at the corner of Pelham Street and Duke Street to develop a new commercial building accommodating hotel suites with an accessory parking structure. It is recommended that Council refer this application to the HAC in-keeping with Section 4.1 of the Lunenburg Heritage By-law.

The draft report for the HAC as outlined in **Attachment A** is solely to provide Council with additional information pertaining to the demolition request. A separate report will be undertaken for the commercial development at PID 60061199 and PID 60061181 located at the corner of Pelham Street and Duke Street. Both applications require Council to undertake a Public Hearing process pursuant to the Heritage Conservation District Plan.

Note there is a separate application to amend the Land Use By-law to enable the two lots to be consolidated.

2. ISSUES AND OPTIONS

This is only a recommendation for Council to refer the applications.

3. FINANCIAL IMPACT

Not applicable – This is only a recommendation for Council to refer the applications.

4. STRATEGIC PLAN RELEVANCE

The referral of the application is in keeping with the Town's CCP, in particular:

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

5. RECOMMENDATION AND DRAFT MOTION

- 1) Motion: Moved and seconded that Council approve the referral of the Lunenburg Arms application to demolish 102 Pelham Street to the Heritage Advisory Committee and the Lunenburg Heritage Society for advice and comment.

- 2) Motion: Moved and seconded that Council approve the referral of the Lunenburg Arms application to develop a new commercial building accommodating hotel suites with an accessory parking structure on PID 60061199 and PID 60061181 at the corner of Pelham Street and Duke Street to the Heritage Advisory Committee for advice and comment.

ATTACHMENTS:

- A. Draft Report to HAC regarding the Demolition of 102 Pelham Street

Acknowledged only by:

Bea Renton
CAO

- Attachment A -

Circulated: _____

Document No:
Meeting: HAC –
Circulate To: Council, BR, HAC
File:

MEMORANDUM

TO: HERITAGE ADVISORY COMMITTEE/TOWN COUNCIL
FROM: ARTHUR MACDONALD, HERITAGE MANAGER
DATE: SEPTEMBER 3, 2021
RE: LUNENBURG ARMS APPLICATION: DEMOLITION OF 102 PELHAM STREET AND LUNENBURG ARMS EXPANSION- 94 PELHAM STREET

1. **FACTS**

A. Background

The owners of the Lunenburg Arms Hotel (Richburg LP Management Inc.) located at 94 Pelham Street has made application to demolish 102 Pelham Street and consolidate the lands with 94 Pelham Street to enable an expansion to the hotel. This report will address the demolition of 102 Pelham Street. One of the criterion for demolition speaks about Council's review of the proposal, if any, for a replacement, so this report also touches on the redevelopment of the Lunenburg Arms. Both properties are located in the Old Town Heritage Conservation District. Neither building (94 Pelham Street or 102 Pelham Street) are registered as a municipal, provincial or federal heritage property though part of the UNESCO World Heritage Site and the Old Town National Historic District.

Note there is a separate application to amend the Land Use By-law to enable the two lots to be consolidated.

B. Proposal

Demolition of 102 Pelham Street:

102 Pelham Street is located in the Old Town Heritage Conservation District and regulated pursuant to the Old Town Heritage Conservation District Plan and By-law. The building is not a registered municipal, provincial or federal registered heritage property. According to the "Inventory of Historic Buildings" (**Attachment B**) a long barnlike structure with a depth of 60 feet originated on the site and thought to have been built by Joshua Hirtle, a cooper, who purchased the property in 1872. By 1906 the barn was reduced in depth and it is unknown whether the present building

remains as part of the original barn or is an entirely new structure. The building is considered a pre-1940's main building as identified on Map 2 and as such any demolition request requires a Public Hearing and Council's approval. Policy 4.8 of the Heritage Conservation District Plan is reviewed in **Attachment A**.

As part of the Old Town Heritage Conservation District, the 3 year not more than 4 year rule does not apply. This rule only applies to registered municipal heritage properties located outside of a Heritage Conservation District. Therefore, Council has the ultimate authority to approve or deny the request for demolition subject to appeal to the Utilities and Review Board.

Expansion of 94 Pelham Street:

As with 102 Pelham Street, 94 Pelham Street is located in the Old Town Heritage Conservation District (HCD) and regulated pursuant to the HCD Plan and By-law. The building is not a registered municipal, provincial or federal heritage property. The draft expansion's design is reviewed in **Attachment D**. Note the expansion design is considered to be in conformance with the Design Guidelines of the HCD By-law.

2. ISSUES AND OPTIONS

The municipality may grant the application either with or without conditions or may refuse it. One of the first steps is to obtain the advice of the Heritage Advisory Committee as well as the Lunenburg Heritage Society pursuant to 4.8.1.5 of the HCD Plan.

The refusal of the demolition request would effectively end their application and the review of the proposed design of the addition to the hotel would not be necessary. Such a refusal is appealable to the Utility and Review Board and reason(s) for Council's refusal would have to be given. For example, Council may determine that due to the building's heritage significance, the demolition request is refused in light of Policy 4.8.1.1 of the HCD Plan. As stated above, the 3 year not more than four year rule does not apply. They cannot simply wait the three years and between the third and fourth year undertake the demolition.

If Council wishes to entertain the approval of the application for demolition, they may review such approval in light of the design of the replacement building (the addition to the Hotel). Council may grant the demolition request with or without conditions as well as conditions associated with the replacement building, such as, but not limited to, a time line for its construction. These conditions are review in **Attachment A** pursuant to Policy 4.8.2 of the Heritage Conservation District Plan. Such an approval is also appealable to the Utility and Review Board.

3. FINANCIAL IMPACT

The only direct cost to the Town will be the costs associated with the placement of the newspaper advertisements for the Public Hearing for two consecutive weeks and the final advertisement for relaying Council's decision and the right to appeal. Costs may also occur with regards to undertaking an appeal if one is file.

4. **STRATEGIC PLAN RELEVANCE**

The approval of the request is in keeping with the Town's CCP, in particular:

Economic Development: Direction to support economic development.

Urban Design: Direction to enhance residents' and visitors' experience of the built environment.

5. **RECOMMENDATION AND DRAFT MOTION**

Motion: Moved and seconded that Council approve first reading and set a date for a Public Hearing in order to consider the issuance of a Certificate of Appropriateness for the demolition of 102 Pelham Street subject to the following conditions:

- 1) That the Certificate of Appropriateness and Demolition Permit for the demolition of 102 Pelham Street be conditional upon the owners obtaining a Building Permit for the addition to 94 Pelham Street in conformity with the Application and Plans/Elevations (Attachment F) as submitted and attached within two (2) years of the date of the issuance of the Certificate of Appropriateness for the demolition of 102 Pelham Street; and
- 2) That the construction work on the addition to 94 Pelham Street is initiated within three (3) years of the date of the issuance of the Certificate of Appropriateness for the demolition of 102 Pelham Street.

ATTACHMENTS:

- A. Old Town Heritage Conservation District Plan Demolition Policy 4.8
- B. Inventory of Historic Buildings: 90-94 Pelham and 102 Pelham Street
- C. Documentation of 102 Pelham Street
- D. Review of 90-94 Pelham Street Expansion Design
- E. Process
- F. Application and Plans/Elevations

Acknowledged only by:

Bea Renton
CAO

ATTACHMENT A
Old Town Heritage Conservation District Plan Demolition Policy 4.8

4.8 Demolition or removal of heritage buildings.

4.8.1 Public hearing required / criteria for review of application.

Where application is made for a Certificate of Appropriateness for the demolition or removal of any pre-1940 building in the heritage conservation district, as identified on Map 2, or any post-1940 building deemed worthy of protection from demolition (see policies 6.1.1.2 and 6.3.1.3), it shall be the intention of Council to require that the application be considered at a public hearing. In determining whether to grant or refuse permission for such demolition or removal, Council shall consider:

- .1 the physical condition, historical significance, architectural integrity, and uniqueness of the building, the extent to which it establishes or supports the architectural character of the surrounding streetscape or area, and its visual prominence and value as a local or regional landmark;
- .2 the proposal, if any, for a replacement building and the extent to which replacement may be preferable to conservation, maintenance, or rehabilitation of the existing building.
- .3 alternative economic uses for the building, and the relative costs and economic returns from rehabilitation vs the costs and economic returns from demolition or replacement, with the onus on the applicant to provide cost estimates for consideration by Council;
- .4 any alternatives to demolition or removal which may be available.
- .5 the advice of the Town of Lunenburg Heritage Advisory Committee and the Lunenburg Heritage Society.

Consideration of these five (5) points are provided below:

.1: The physical condition of the building at 102 Pelham Street is quite good and supports the architectural character of the surrounding streetscape. According to the "Inventory of Historic Buildings" the building housed the office of the Registrar of Deeds – Henry Bailly. The streetscape has changed with the demolition of 98 Pelham Street in 1983 and the demolition of 96 Pelham Street in 1982 which made room for the Lunenburg Arms expansion. A three storey structure located at the western end of 94 Pelham Street was originally built in 1887 and has been incorporated into the Lunenburg Arms Hotel and remains a significant part of the Pelham Street streetscape.

102 Pelham Street seems to echo the original barn structure on the lot with its gable end facing the street. It is unknown whether the existing structure contains fabrics of the original barn or was otherwise replaced with a new structure in 1906. The building is plain and simple in design and does not contain elaborate architectural details. Architecturally the building is not considered a substantial local or regional landmark.

.2: The replacement building (the addition to the Hotel) will enable an expansion to the Lunenburg Arms Hotel. The Hotel has limited space to expand and its continued health and vitality is a significant feature of the local economy and seen as a valuable asset in accommodating visitors to the UNESCO World Heritage Site. This expansion will enable the Hotel to create 14 additional hotel suites.

Though the conservation, maintenance or rehabilitation of any pre-1940's buildings in Old Town is preferred, the design of the addition can enhance the visitor's experience while being compatible with the existing design features of the Hotel and its setting.

.3 and .4: The existing building located at 102 Pelham is a 1 ½ storey building which, due to its size and foundation, is unable to accommodate the 14 suites expansion plans for the Hotel. The expansion will enable each level to have direct access to the existing Hotel, accommodating visitors to the remaining facilities of the Hotel as well as providing a more effective management and administration of the additional space.

With regards to alternative economic uses for the existing building, the building is currently used by the Lunenburg Arms as a Spa with storage on the second floor. The structure has been extensively renovated and maintained over the years by the Hotel. During a site inspection on August 13th no historical reference materials or details were visible.

The applicant has expressed that the Lunenburg Arms is unsustainable in its current form. They have acknowledged that without subsidises provided for by their other properties, they would be struggling to keep the hotel operational. They wish to expand in order to provide additional income to sustain the hotel over the long term.

The applicant has expressed a willingness to work with others with regards to the possibility of moving the building to another site. This will and continue to be an option right up to demolition day. However, to date, they have been unable to find a proponent willing to consider this option.

.5: Advise from HAC and the Lunenburg Heritage Society – to be provided.

Attachment A – Continued

4.8.2 Conditions on certificate of appropriateness for demolition or removal.

A Certificate of Appropriateness granted for the demolition or removal of any building in the heritage conservation district may include conditions respecting:

- .1 the filing with the heritage officer of photographic or other documentation of the building prior to its demolition or removal;
- .2 the salvaging of historic, exterior architectural materials such as mouldings, brackets, doors, windows, etc., prior to demolition;
- .3 the making good, landscaping or other restoration of the site following demolition or removal of the building;
- .4 the architectural character of any replacement building, in accordance with the design guidelines;
- .5 the time frame for construction of any replacement building;
- .6 any other matter pursuant to section 14 of the provincial Heritage Conservation Districts Regulations.

Policy 4.8.2 Review	
Section:	Comments:
4.8.2.1	Photos have been documented as shown in Attachment C.
4.8.2.2	The building has been extensively renovated with modern materials – does not appear to have any significant historical architectural materials to salvage.
4.8.2.3	Following demolition or removal, the applicant intends to proceed with the addition to Lunenburg Arms in-keeping with the design as submitted.
4.8.2.4	The design is considered to be in conformance with the Design Guidelines of the HCD By-law.
4.8.2.5	The proposed motion includes the requirement that all permits must be obtained within 2 years of the issuance of a Certificate of Appropriateness for the demolition and also requires construction to be initiated within 3 years of the issuance of a Certificate of Appropriateness for the demolition.
4.8.2.6	Attachment E outlines Section 14 of the provincial Heritage Conservation Districts Regulations. Council may wish to add additional conditions. However, as the addition's design remains subject to the Design Guidelines of the HCD By-law no additional conditions are considered necessary from a staff perspective.

ATTACHMENT B

Inventory of Historic Buildings: 90-94 Pelham and 102 Pelham Street

Pelham Street

1906



history of the Royal Bank in Lunenburg traces back to John Henry Wilson, a businessman of the 18th century who held shares in the bank and who ran a boot and shoe store as well. By the late 1880's, he owned the building on the end of this block between Pelham and Kings Streets and in 1887 had the building next to it now occupied by the Kings Tavern. He leased a portion of that building to the Merchants Bank of Halifax. In 1890 the Merchants Bank amalgamated with various banks to form the Royal Bank. Wilson sold to the new bank the property on which to erect a new building. Built in 1906 the building's stone faced masonry exterior presents a bold, classically derived facade to Pelham Street. Divided into three bays, each with a 2 story round-headed window opening, the facade is defined by wide corner pilasters which give visual support to a massive entrance. The centre bay projects outward from the main facade of the building and is emphasized by a monumental column supported by a classically detailed engaged column. Over each window is a large fluted oval keystone. The building is of historical interest to the fact that Henry Wilson's daughter, Morris Wilson, started the bank in the Merchants Bank at the age of 15 and rose to

#90/94



In 1887 John Henry Wilson leased to the Merchants Bank "the lower flat of the 3 storey building lately erected on the southern side of Pelham St. nearly opposite Kings Hotel." Since that time, the building has housed a variety of other commercial enterprises. The 1914 insurance plan shows it fully occupied by a restaurant, store, offices and a Hall on the 3rd floor. From 1909 to the 1960's it housed the Rissers Restaurant and Boarding establishment and in 1967 came into its present use as a tavern. The upper floors of the building are still intact with segmental (2nd floor) and semi-circular (3rd floor) windows and an interesting vergeboard adding interest to the facade. The ground floor, however has been substantially altered.

In 1885 William Whitney, a boat builder purchased this lot from John Henry Wilson and built this 2 storey hipped gable roof house. The house is shown on the 1890 BEV in much the same form as it exists today except that original decorative brackets have been removed and the doorway appears to have been relocated. Also, the house is now covered in vinyl

c1886

#96



This building was demolished in the summer of 1982 having become derelict, however it was so sturdily built that, despite considerable rot in some of its structural members, it had to be torn apart piece by piece in order to be taken down. The demolition revealed details of the pegged post and beam structure and laid bare the massive central chimney with its separate sections corbelled together at the attic level and its total of 6 fireplaces. The building had an interesting four bay facade and was clapboarded over birchbark on sheathing boards up to 16 inches wide. Registered deeds suggest that the house was built for Henry Woolenhaupt, a town merchant, who in 1817, sold it and a water lot down to the shore to Matthew Ernst, for 247 pounds. From 1872-1949, the property was owned by W. N. Zwicker, then by Zwicker and Co. In the 1880's it was occupied by Captain George Selig and in the rubble of demolition, 100 years later, were found handwritten papers signed by his daughter, Johanna. The house was reputedly haunted.

In 1876, W.N. Zwicker (see #96 Pelham) sold off the lower part of his property to Alexander Silver, a fisherman, for \$300. By 1885, the house was passed to Alexander Jr. A record also of \$1,100. The substantially intact

1810-17

#98



In the early 19th century the entire eastern end of this block was owned by the Bolman family and it was out of the Bolman estate that this lot was sold in 1844 to George Bremner for 62 pounds. He had this house built but enjoyed it only until 1852 when it was sold by the Sheriff for 137 pounds. In 1872, it was purchased by Joshua Hirtle, a cooper, for \$1,000 and is so identified on the Church map. Later, in 1886, J. Moyle Rudolf recorded in his diary "...D.M. Owen and I bought from William A. Smith for \$1,200 a property on Pelham Street. It was a dwelling house and barn 60 ft. long, in the street end of which was an office, occupied by Henry Bailly, Registrar of Deeds." (see #102 Pelham) Rudolph and Owen (a barrister) owned the house until 1911 when it entered the Whynot family.

Although it is now vacant and in poor condition the house retains all of its original character. Note: #98 was demolished in 1983.

Little is known of the early history of this house. It was built between 1879-90 and is recognizable on the 1890 BEV by its mansard roof and dormers. It is thought for the world it would be built around the window but has been instantly altered by the

1844-51

#102



Both the 1879 and 1890 BEV's show a long barnlike structure on this lot, which would have been the 60 ft. long barn referred to by J. Moyle Rudolf in his diary (see #98 Pelham). This original barn was probably built by Joshua Hirtle, a cooper, who purchased the property in 1872. Both the Rudolf diary and the 1890 BEV indicate that the Registrar of Deeds, Henry Bailly, maintained his office here. Insurance plans reveal that by 1906 the barn was reduced in length and whether the present house is a part of the original barn or an entirely new structure built at that time is unknown. The building was occupied as a store until 1954.

This modern 2 storey building was constructed in 1957 as an electricians shop on the site of an earlier building in which there had been a fire. The earlier building was built about 1901 by Alfred Dauphinee and Sons, ships blockmakers, and was used by that company until the 1950's. (see also #125 Montague)

The Dauphinee business was an outgrowth of an earlier block-making business run by Alfred Dauphinee's father-in-law, Peter Loyer. This business was located in an earlier building which stood on this same lot. This earlier house is reputed to have been the residence of the first

1872-1906

#104



This structure was built for John Morash, a customs official, and replaced an earlier building on the lot. In 1888, the newly formed corporation of the Town of Lunenburg rented office space in "John Morash's new shop" for \$80 per year, and the building is identified on the 1890 BEV as the "Town Clerk's office." Also subsequent deeds up to 1920 refer to the building as the "old Police Court." It was used as a store until the 1940's and has been an apartment house since that time.

Comparison of 1879 and 1890 BEV's reveals that this house was built in the 1880's for John Morash. It was used as a store from the 1920's until recent years when it was put back into residential use. Originally, the bay windows extended all the way down to street level (see 1890 BEV) but were replaced by a storefront in later years. Now, the storefront is replaced by smaller windows, each with a transom light and brackets connecting it to the upper bays. The recessed storefront door can still be seen.

Before this house was built in 1878, this property was the "Bolman" property and the old house which was one as "Henry Bolman's old house." Henry Bolman, father, Daniel Bolman, were doctors and surgeons in Lunenburg settlement and owned lots and water lots of this block until 1844. Over the next 30 years the block was owned by Matthew Ernst, a merchant, Peter Loyer, a cooper, and Edward Van Horn, a carpenter. At each time through sheriff's sale. In 1875, it was sold to John Morash (see above) and in 1878, Morash sold lots to Dr. Thomas DesBrisay. DesBrisay built

c1886

#11 King



John Morash built this building and all 4 lots at the eastern end of this block in 1875 for \$2,000. In 1888 he renovated the mansard roofed building (see 1890 BEV) and put it to use as a store and a hotel. In 1937, it was owned by William Myra, a customs official, and is identified as an "office." In the 1940's, it has been used as an apartment house and in 1982 it was pathetically restored.

#9 King



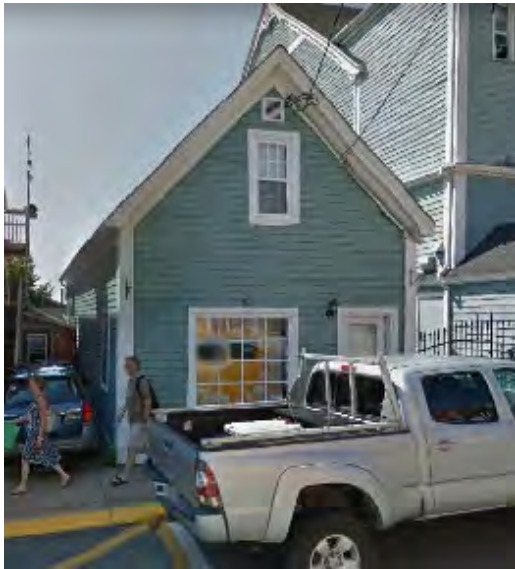
ATTACHMENT C

Documentation of 102 Pelham Street

#102 1872-1906



Both the 1872 and 1890 BEV's show a long barnlike structure on this lot, which would have been the 80 ft. long barn referred to by J. Moyle Rudolf in his diary (see #98 Pelham). This original barn was probably built by Joshua Hirle, a cooper, who purchased the property in 1872. Both the Rudolf diary and the 1890 BEV indicate that the Registrar of Deeds, Henry Bailly, maintained his office here. Insurance plans reveal that by 1906 the barn was reduced in length and whether the present house is a part of the original barn or an entirely new structure built at that time is unknown. The building was occupied as a store until 1954.



Google Maps – August 2018



Google Maps – June 2009

Birds Eye View Map – 1879

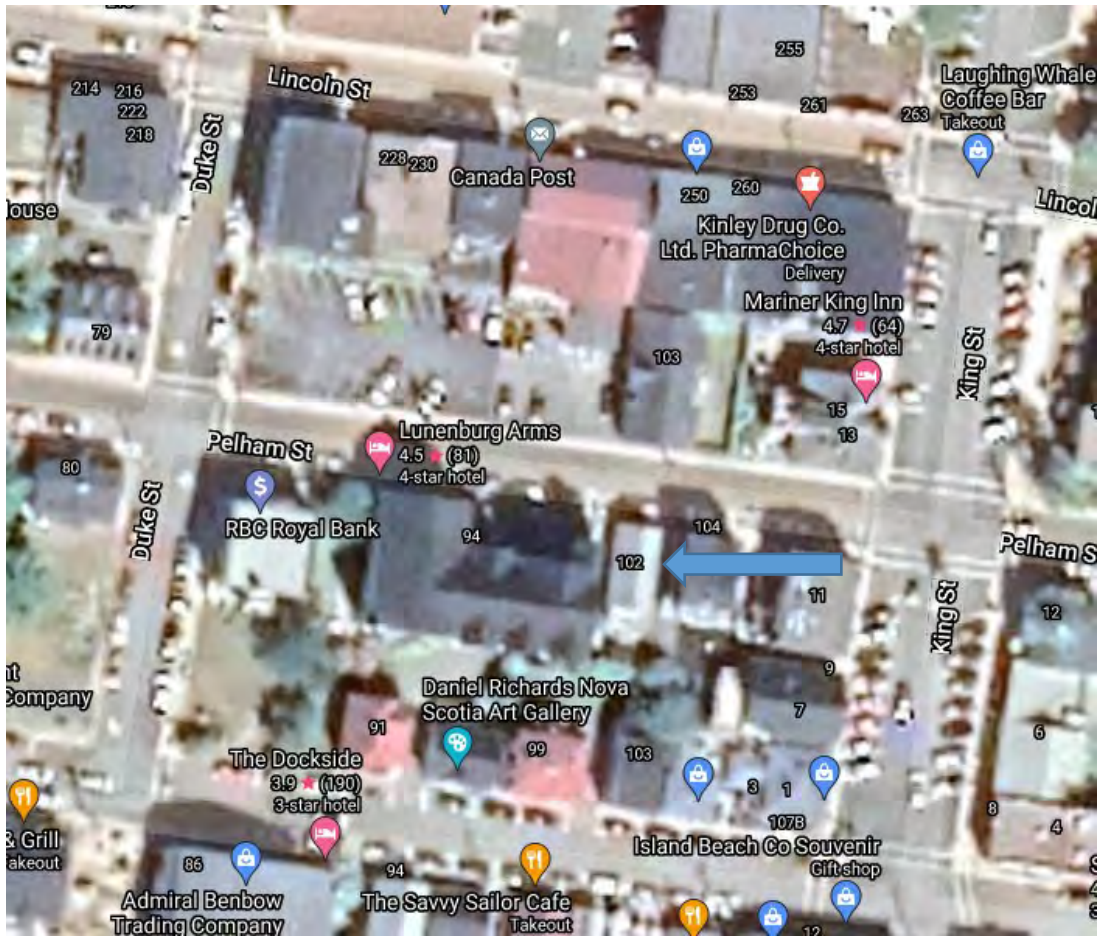


Birds Eye View Map – 1890

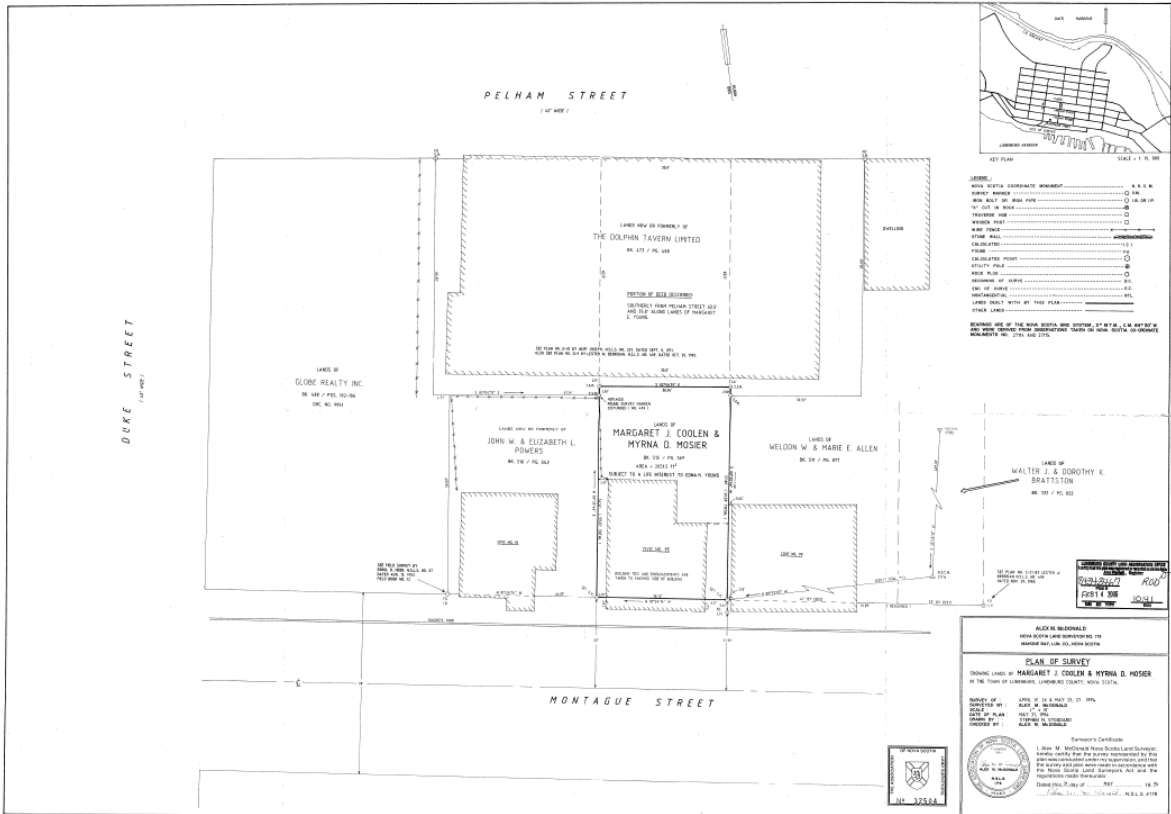




Identified as a pre-1940's Building.



		<p>1 Property found</p> <p>PID: 60061793 Details</p> <p>AN: 02545136</p> <p>Value: \$367,200 (2018 COMMERCIAL TAXABLE)</p> <p>Address: 102 (PELHAM STREET) LUNENBURG</p> <p>County: LUNENBURG COUNTY</p> <p>Owner: RICHBURG LP MANAGEMENT INC</p> <p>LP: LAND REGISTRATION</p>
<p>Powered By CARIS Spatial Fusion</p> <p>Lat: 44-09-34N Long: 06-19-34W Scale: 1274 Zoom: 2</p>		





ATTACHMENT D
Review of 94 Pelham Street Expansion Design

Old Town Heritage Conservation District By-law Provisions Review:

Addition to Existing Building:

Pursuant to Part 7.3 Total ground Floor Area (footprint) of an addition shall not exceed 25% of the ground Floor area (footprint) of the existing Building:

94 Pelham Street Expansion	
Ground Floor Area of Existing Building:	5870 square feet
Ground Floor Area of Addition:	1127 square feet
Percentage:	19.2 percent < 25% (Satisfies Part 7.3)

Review of Design Guidelines (Part 7):	
Design Guidelines:	Comments:
Compatibility with the style, scale and materials of existing building:	The proposed addition's design is in keeping with the design of the Hotel. The original building built around 1887 on the western end of the North Elevation is echo in the addition's design on the eastern end of the North Elevation – like two bookends. The scale is similar to the western end of the hotel as well with its gable end facing Pelham street with a similar roof shape and slope. The commercial storefront appearance of the western end is also echo into the addition's design to reinforce the commercial flavour of the street. The materials are wooden clapboard matching the existing.
Size, massing and proportions: More than 2,100 Sq. Ft. – shall provide additive form with varied roof lines; Maximum Ground Floor Area – 4,200 Sq. Ft. for new commercial buildings.	The existing building's mass is broken into three (3) masses and with the addition will be broken into four masses. The existing ground floor area is 5,870 square feet and with the addition of 1,127 square feet will create a new building footprint of 6,997 square feet. Section 3 of the Design Guidelines specifies that new buildings shall not exceed 4,200 square feet. However, this building is existing and Section 7 of the design guidelines enables expansions to existing buildings that are less than 25%. As the building is broken into masses that provides the appearance of a multitude of buildings distinguishable by the form and massing, and the addition's footprint is less than 25% of the existing building footprint, the proposed size, massing and proportions are

	deemed to be in keeping with the intent of the design guidelines.
Compatibility with the character of the streetscape:	The addition is considered compatible with the existing building. Many of the buildings along Pelham Street in the area have their gable roof ends facing the street which is reinforced by the design of the addition. Directly to the east of the addition is an existing three storey building which has a mansard roof design on the sides with an exposed gable end facing Pelham. Directly across the street is a parking lot, portions of which serve the clients of the Hotel. The 3 ½ storey addition is considered compatible with the character of the streetscape.
Orientation to public street:	As previously noted the addition's design is oriented to Pelham Street by its gable end and sits parallel and perpendicular to the street lines. The building's design and massing helps to create a balance design in the building's façade with the original 1887 gable end on the west side of the North Elevation with the proposed addition's gable end on the east side of the North Elevation (like two bookends). The incorporation of the street level commercial storefront appearance of the addition helps to reinforce the commercial flavour of the street and again echoes the original 1887 building design.
Width to length ratio should not exceed 1:2:	The proposed addition will create a width to length ratio of 65ft./125ft. which is less than the 1:2 width to length ratio criteria. Due to the varied roof forms and the indentations of the building's façade along Pelham Street, the overall massing of the building is broken into four (4) identifiable parts which helps to break up the mass in such a fashion that the building would not look or feel like a long narrow building. As the new building satisfies this requirement it meets this design intent to prevent long narrow buildings.
Set-back should be zero to frame public realm:	The addition reinforces the public street realm with a zero (0) front yard set-back.
Façade Design should be balance and have a rhythm along the street: 18 to 25 feet typical spacing of vertical details in façade.	The addition add a forth element to the façade's design reinforcing the rhythm pattern of the street. The vertical elements of the cornerboards and the gable end roof lines helps to support the pattern of the street.
Spacing between buildings should be compatible – narrow for commercial streetscapes:	The addition maintains the spacing between buildings along the street. The eastern wall of the addition is placed slightly closer to the adjacent

	property providing a narrow space in-keeping with the commercial nature of the street.
Does not destroy or obscure significant architectural features:	The addition's placement on the eastern end of the structure will not impact any existing significant architectural features of the building.
Form and Roof Shape similar to principal structure:	As previously stated the addition's design will echo the original 1887 design on the western side of the building. The form and roof shape is considered compatible with the principal structure.
Off-set from Main Façade:	In commercial areas, the framing of the public realm should trump having a set-back that makes the addition easily identifiable from the existing structure. In this particular case, bring the addition forward helps to distinguish it from the existing structure with its current set-back and central patio space as well as protect the framing of the public street realm. In this regard, the proposed design is considered reasonable consistent with this intent.
Height should not exceed original structure:	The height is reasonably consistent with the height of the original 1887 structure on the western end of the building. The gable end roof design of the addition is considered compatible with the streetscape and the building's existing design.
Cladding and trim (cornerboards) of addition should match existing in style, profile and materials:	The wooden clapboard cladding and wooden trim (cornerboards) match the existing in terms of their style, profile and materials.
Dormers should not occupy more than 1/3 of the roof, design to be compatible with existing:	There is an addition of one dormer on the South Facade to echo and balance with the existing dormers along the South Elevation. Though the dormers will slightly exceed 1/3 of the roof, it is deemed more important to provide a balanced compatible design in-keeping with the existing building. From an overall design perspective, the South Elevation with the new matching dormer will be better aesthetically than not have any dormer at all in this addition.
Windows and Trims of addition should match existing:	The windows and their trim match the existing in terms of their style, profile and materials.
Doors and Trims of addition should match existing:	The doors and their trims match the existing in terms of their style, profile and materials.
Exterior Decks, Stairs, Ramps and Railing shall be compatible with Lunenburg's traditional design:	Not applicable – There are no exterior decks, stairs, ramps or railings associated with the addition.
Facial Board, Frieze Board, Soffits and Gutter and Downspouts to match existing:	The facial board, frieze board, soffits and gutter and downspouts on the addition match those on

	the existing building in terms of their style, profile and materials.
Storefront details continued through addition (larger windows along street level, vertical oriented windows above – cornice details, mouldings and panel details):	The addition does incorporate a storefront appearance along Pelham Street which echoes the storefront appearance of the original 1887 structure.
Chimney:	Not applicable – There are no chimneys associated with the addition.
Vents:	There are currently vents along the East Façade and there will be new vents along the new proposed East Façade of the addition. It is felt that the East side Elevation would be the best location for the vents to minimize the potential for additional vents along the North front façade.
Utilities:	The applicant has advised that they are looking to use the latest HVAC technology however they remain committed to finding a solution that keeps the aesthetics pleasing to the eye.

DRAFT

**ATTACHMENT E
- PLANNING PROCESS -**

Planning Process Outline	
Stage:	Date:
Applications referred by Council to HAC and the Lunenburg Heritage Society for advice and comments.	
HAC meets and makes recommendation to Council – Lunenburg Heritage Society provides comments to council.	
Council First Reading to advertise for Public Hearing.	
Advertisement for Public Hearing 21 days prior for two consecutive weeks.	
Council holds Public Hearing.	
Council makes decision.	
Noticed published in local paper advising of Council's decisions and 21 Day Appeal Period	
21 Day Appeal period elapses.	
Certificate may be issued (if approved)	

Relevant Section of the Heritage Property Act and Regulations

Heritage Property Act:

Public hearing and conditions for approval of demolition or removal

19F (1) Where the conservation plan and conservation by-law require that a certificate be issued for demolition or removal of a building or structure in a heritage conservation district, the council shall hold a public hearing.

(2) Where the council considers an application for a certificate for demolition or removal of a building or structure, the council shall not approve the application unless

(a) there is irreversible structural damage or deterioration to the building or structure; or

(b) the applicable policies of the conservation plan respecting demolition or removal of the building or structure are met. *1991, c. 10, s. 4.*

Heritage Property Act Regulations:

Public hearing for certificate

11 (1) The council shall cause notice to be given of a proposed development and of its intention to consider the application for a certificate by a notice to be published at least once a week for two successive weeks in a newspaper circulating in the area of the district, the first of such notices to be published at least twenty-one clear days before the date fixed for the public hearing.

(2) The notice required by subsection (1) shall

(a) describe the location of the proposed development by civic number, by a plan, map or sketch or other description adequate to identify the location;

(b) give a description of the proposed development; and

(c) state the date, time and place fixed for the public hearing and the place where and hours during which information pertaining to the proposed development may be inspected by the public.

Council decision on certificate

12 (1) Subject to subsection (2) and subsection (2) of Section 19F of the Act, the decision of the council to approve or deny the application for a certificate shall be made, by resolution, after consideration of any submissions received and shall be by a majority vote of those councillors present when the vote is taken, but only those councillors present at the public hearing may vote upon the application.

(2) Where the council considers an application for a certificate other than one for demolition or removal of a building or structure, the council shall approve the application if it meets the requirements of the conservation by-law, including applicable portions of any design guidelines.

(3) Where the council denies the application for a certificate or approves the granting of the certificate with conditions imposed, the council shall include in the resolution the reasons for the denial or imposition of conditions, as the case may be.

(4) The council, by resolution, may specify conditions that shall attach to the granting of the certificate and the reasons for the conditions, and subsection (2) of Section 14 applies to those conditions.

(5) Upon the making of a decision to approve, approve with conditions or deny the granting of a certificate,

(a) the council shall cause notice to be published in a newspaper circulating in the district stating its decision and setting out the right of appeal; and

(b) the clerk of the municipality shall serve on the applicant, by personal service or registered mail, a copy of the resolution containing council's decision and reasons therefore, where required.

Conditions on certificate

14 (1) A certificate may be granted unconditionally or with conditions.

(2) Where a certificate is granted with conditions, the conditions shall

(a) relate to the development permitted by the certificate;

(b) be for a heritage conservation purpose; and

(c) be in accordance with the design guidelines.

(3) Without limiting the generality of subsections (1) and (2), the conditions subject to which a certificate may be granted include conditions with respect to

(a) the use of specific materials on or in a building or structure;

(b) the filing with the heritage officer of acceptable photographic or other documentation of a building or structure before its demolition or restoration, rehabilitation or alteration;

(c) the making good, after work is completed, of any damage caused to the building or structure by the work;

(d) restoration, rehabilitation or alteration of a building or structure or any part of it following the execution of work, with the use of original materials or acceptable alternatives;

(e) the preservation of or alteration in the design of buildings and structures;

(f) the site plan;

(g) the graphic representation of the proposed buildings and structures;

(h) type, species and placement of vegetation;

(i) the placement and design of signage; and

(j) the exterior colour of buildings and structures.

Appeal period

15 An appeal concerning the refusal of a certificate or the granting of a certificate with or without conditions by either the heritage officer or council shall be served on the Board within twenty-one days of the date of the publication of the notice of the refusal or granting in the newspaper.



TOWN OF LUNENBURG
HERITAGE, DEVELOPMENT PERMIT AND ENCROACHMENT LICENSE APPLICATION FORM

Date: August 16, 2021

Civic Address: [REDACTED]

PID: see above ZONE: _____ HCD ARCH CONTRL MuDesHER

Applicant Information:

Name: Richburg LP Management Inc

Mailing Address: [REDACTED] C1A 1R7

Telephone: _____ Cell: [REDACTED] Fax: _____

Email: [REDACTED]

Property Owner Information: Same as applicant/owner

Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____ Fax: _____

Email: _____

Proposed Use and Construction:

Current use:

- Single-unit dwelling Describe: _____
- Multiple occupancy Describe: _____
- Commercial Describe: _____
- Institutional Describe: _____
- Other Describe: _____

Proposed use:

- No change
- Change to multi unit housing/hotel

Proposed scope of project:

1. 102 Pelham - Demolish current structure and add 12 rooms to existing hotel

2. PID 60061181 & 60061199 Construct 30-38 micro suites and parking garage.

Contractor Information: Same as applicant; or

Name: _____ Telephone: _____

Email: _____ Cell: _____

Documentation attached:

- Site Plan showing distances to lot lines
- Photograph of existing conditions
- Elevation drawings
- Other _____

Permits/Fees:

- Old Town Heritage Certificate of Appropriateness (free)
- Heritage Permit (free)
- Development Permit (free)
- Encroachment License (\$100.00)
- Indemnification Agreement for a portable/sandwich board sign

Applicant Declaration:

I solemnly declare:

1. *That I am the authorized agent of the owner/the owner named in this application for a permit.*
2. *If the owner is a corporation or partnership, I have the authority to sign for the corporation or partnership.*
3. *That the plans and specifications submitted are prepared for the construction or alteration of the building or buildings described.*
4. *The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge and made with a full knowledge of the circumstances connected with the same.*
5. *It is clearly understood by the undersigned that this is only an application and does not authorize the applicant to proceed with any work until all required permits are issued.*
6. *It is clearly understood by the undersigned that the changes in the design must be submitted for approval prior to construction.*

Signature of Authorized Applicant: Gordie

Digitally signed by Gordie
Date: 2021.08.16 10:06:31 -03'00'

Date: August 16, 2021

OFFICE USE ONLY

Permits required for this project:

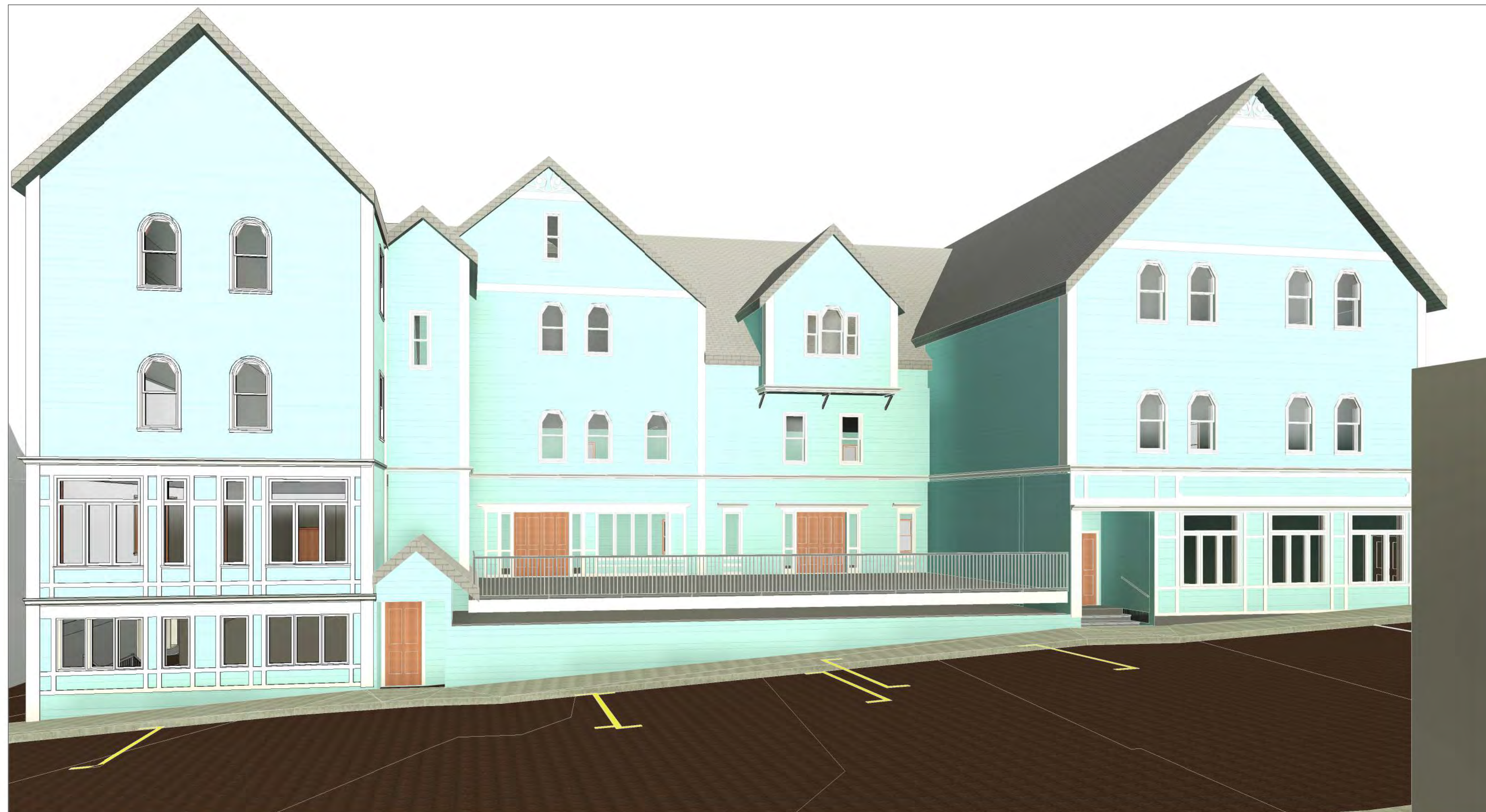
- Development Permit
- Encroachment License (GEMC \$100.00)
- Indemnification agreement for a portable/sandwich board sign
- Heritage Permit
- Old Town Certificate of Appropriateness
- Building Permit (under separate application)



2 AXONOMETRIC



5 SOUTHEAST



1 NORTHEAST



4 EAST

CLIENT:
Owner

KEY PLAN

NOT FOR CONSTRUCTION

NO.	REVISIONS	DD/MM/YY

PROJECT :
LUNENBURG ARMS HOTEL
LUNENBURG, NS

DRAWING TITLE :
PERSPECTIVES

C.P.#:
PROJECT MANAGER: KT
SCALE:
DRAWN BY: JE
DATE: 02/09/21

A401

Schedule "A"

TOWN OF LUNENBURG
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM

Please complete all sections of this Application and return to:

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

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

2. Name of organization hosting/planning event:
Lunenburg Board of Trade

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

- Athletic _____
- Special Interest Group _____
- Community Non-profit _____
- Commercial (private sector) _____
- Religious _____
- Political _____
- Charitable _____
- Incorporated Society 107649063RT001
- Other Please Specify _____

4. Key contact for event:

Name: Kandace Forward
 Address: 11 Blockhouse Hill Rd
 Postal Code: b0j 2c0
 Phone No. 902 514 4097 (H) _____ (O) _____ (F)

Secondary contact for event:

Name: Renea Babineau
 Address: 11 Blockhouse Hill Rd
 Postal Code: b0j 2c0
 Phone No. _____ (H) 902 634 3170 (O) _____ (F)

5. Name and main theme of event:

Lunenburg Outdoor Movie Night

6. (A) Main activities of event:

Outdoor Movie - Large projector screen, free to public, concession stand operated by by movie vendor. Max occupancy 250 People. CG washrooms will be available.

(B) For parade approval please review, complete and return the attached Parade Safety Requirements document:

- Yes this is for parade approval and we have attached the completed Parade Safety Requirements document; or
- No parade.

7. Objectives of event in order of priority:

Giving back to locals

Entertainment for families

8. Date(s) and times to held:

September 17th, 2021

7:20pm - 11:30pm (exact times TBD)

9. Please identify the frequency of this event:

- | | | | |
|----------|--------------------------|------------------------|-------------------------------------|
| Annual | <input type="checkbox"/> | One time only | <input checked="" type="checkbox"/> |
| Biennial | <input type="checkbox"/> | Other (Please specify) | <input type="checkbox"/> |

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

Green Space on Blockhouse Hill across from VIC (Cannon)

Site Map attached

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

COI forthcoming

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

No

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

N/A

14. Please note any additional information below you feel would be helpful.

(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:

LUNENBURG BACK HARBOUR



LEGEND

- PARKING
- VISITOR INFORMATION
- PUBLIC TOILETS
- PICNIC/GREEN AREA
- CAMPGROUND
- MUSEUM
- PLAYGROUND
- CHURCH
- CEMETERY
- HOSPITAL
- GAS
- WALKING/BIKING TRAILS
- RV/CAMPING ROUTE