



AGENDA

Town of Lunenburg Council Meeting

Tuesday, February 25, 2020 at 5:15 p.m.

Lunenburg Town Hall, 2nd Floor, 120 Townsend Street

1. Agenda - *motion to approve.*
2. February 11, 13 and 19, 2020 Council meeting minutes - *motion to approve.*
3. Public Hearings and Presentations
4. Correspondence
 - a. Request for Council to participate in the March Epilepsy Awareness Month and March 26 Purple Day.
5. Committee Meeting Minutes and Recommendations
 - a. Active Transportation Committee minutes February 5, 2020;
 - b. Planning Advisory Committee minutes February 10, 2020 - 2 x *recommendations/Deputy Mayor*;
 - c. Comprehensive Community Project Plan Steering Committee meeting notes February 12, 2020; and
 - d. Lunenburg War Memorial Community Centre Committee minutes February 12, 2020 – 2 x *recommendations – Councillor Bachman.*
6. Unfinished Business
 - a. Corporate Services
 - i. Lunenburg Folk Harbour Society request for property tax exemption for the Lunenburg Opera House at 290 Lincoln Street – *staff report*;
 - ii. Council remuneration and succession planning – *staff report*; and
 - iii. Draft 2020/21 Budget Council meeting reminders:
 - March 10 – Draft operating and capital budget review
 - March 24 – Public presentation of draft operating and capital budget

7. New Business

a. Corporate Services

- i. Councillor Carnevale request for a medical leave of absence from Council meeting attendance February 25 – April 21, 2020 – *February 11 Council in camera recommendation to approve*; and
- ii. Proposed review of policing services options – *Councillor Carnevale*.

b. Public Works

- i. January 2020 Water and Wastewater treatment test results – *staff report*.

8. Motion to meet in camera – *consideration of Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act*.

9. Consideration of any Council in camera meeting recommendations – *motion(s)*.

10. Adjournment – *motion to adjourn*.

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Proposed amendments to Hack and Trolley Bylaw #56 and #65 Street Encroachment for Building Access Bylaw	Council and Corporate Services	May 28, 2019	Awaiting additional Bylaw housekeeping amendments before advertising second reading and public submissions
Falkland Street pedestrian access	Public Works	June 11, 2019	Staff report being prepared
Tannery Road seawall proposed landscaping sketch revised plan with connecting walking path detail	Public Works	September 10, 2019	More detailed sketch being prepared
Source Water Protection Plan update	Public Works Engineering Consultant	November 26, 2019	Consultant's plan updates being completed
CBCL response to WWTP upgrade peer review	CBCL	December 2019	Awaiting CBCL response
Solar initiatives and water meters update	Corporate Services/Public Works	January 7 and 14, 2020	Staff reports to be prepared after and/or for Budget 2020/21
Tannery Road sidewalk project update	Public Works	January 7, 2020	PW preparing a Council report
"Share the Road" signage for cycling	Recreation	January 14, 2020	Staff report will be prepared about signage options
Expense Claim Policy pre-set travel distance variance allowance draft amendments	LDFD	January 14, 2020	Awaiting LDFD response to draft amendments

Disappearance of bees action plan proposal	Planning and Public Works	February 11, 2020	Staff report will be prepared
Climate crisis action motion and plan proposal	Planning and Public Works	February 11, 2020	Staff report will be prepared
CPT Joint Transit Plan response	Corporate Services	February 11, 2020	Staff report will be prepared
Blockhouse Hill land development proposal	Planning, Electric and Public Works	February 13, 2020	Staff report will be prepared

COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 11, 2019 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

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

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Patrick Burke, Q.C., Town Solicitor
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning and Development Manager

ABSENT: Councillor Joseph Carnevale

The Mayor called the meeting to order at 5:16 p.m.

1. Agenda

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

2. January 28, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Councillor Mosher to approve the January 28, 2020 minutes. Motion carried.

3. Public Presentations

- a. Charlize Donat and Cameron Muir, Centre Scolaire de la Rive-Sud students, regarding disappearance of bees positive action plan and draft resolution

Ms. Donat and Mr. Muir presented their project proposal for Council consideration (**Schedule "A"**). The students' draft resolution was considered at under agenda item 7.a.i.

- b. Stewart Franck, Chair, Citizens for Public Transit (CPT), overview of "Feasibility Study: Public Transit for Citizens for Public Transit Final Report" concerning a proposed rural transit system

Mr. Frank presented the CPT Public Transit Final report (**Schedule "B"**). The CPT's draft resolution was referred to agenda item 7.a.ii.

- c. Roy Gordon, Wolff Avenue, on behalf of Extinction Rebellion, etc., requesting adoption of a "Climate Crisis Action Motion"

Mr. Gordon presented Extinction Rebellion's request for a motion (**Schedule "C"**). He noted that the seven Nova Scotia municipalities that have adopted climate crisis motions include the Town of Mahone Bay and the Municipality of the District of Lunenburg.

Council considered the motion further at agenda item 7.a.iv.

- d. Harold Pearse, President, Lunenburg Folk Harbour Society, request for property tax exemption for the Lunenburg Opera House, 290 Lincoln Street

Mr. Pearse presented the Lunenburg Folk Harbour Society's request (**Schedule "D"**) for property tax relief. He commented on the recent news that private donors, Guenther and Susan Reibling, paid off the balance of the Society's Lunenburg Opera House's mortgage.

Council deferred discussion regarding this request to agenda item 7.a.iii.

4. Correspondence

- a. Department of Municipal Affairs and Housing "A Guide to Land Use Planning for Economic Development 2019"

The PDM explained that the regulation introduces a level of standardization across the province and will be addressed in Project Lunenburg's work.

The following items of correspondence were noted for information.

- b. Lunenburg Board of Trade letter of appreciation for participation in Yuletide in Lunenburg 2019
- c. Department of Municipal Affairs and Housing notice of \$1,000. "911 Cost Recovery Fund" direct deposit
- d. NS Protocol Office "Order of Nova Scotia" notice and nomination form

5. Committee Meeting Minutes and Recommendations

- a. Regional Emergency Management Operations (REMO) Advisory Committee January 21, 2020 recommendations

Staff advised that the first recommendation proposing approval of the Town of Lunenburg's portion of REMO's 2020/21 Budget (5% of the total \$125,000; **Schedule "E"**) is included in the Town's draft 2020/21 operating budget for consideration during the budget review.

The second recommendation was regarding new procedures for comfort centres. In response to a Council question, the CAO confirmed that the Lunenburg and District Fire Hall meets the criteria outlined in the procedures.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Mosher, that Council approve the Comfort Centre & Emergency Shelters Procedures as recommend by the REMO Advisory Committee (Schedule "E"). Motion carried.

b. Lunenburg County Accessibility Advisory Committee January 21, 2020

Staff advised that the Accessibility Advisory Committee's draft budget request (Schedule "F") is included in the Town's draft 2019/20 operating budget for Council review at an upcoming meeting. It is premised on a uniform assessment inter-municipal funding formula.

6. Unfinished Business

a. Corporate Services

i. Options for alignment of the revised Heritage Conservation Plan and Bylaw to Project Lunenburg

The PDM presented her report (Schedule "G").

Motion: moved by Councillor Risser, seconded by Councillor Mosher to defer further consideration of a draft revised Heritage Conservation District Plan and Bylaw until such time as the draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw are prepared by Project Lunenburg. Motion carried.

The PDM advised that Project Lunenburg's draft Comprehensive Community Plan (CCP) is being written now and will be ready for review in April/May. The Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw are being written from scratch based on the CCP and will be circulated in August.

ii. Proposed adoption of the Council and Committee Meetings Proceedings Policy and repeal of Council Meeting Policy #88 which is incorporated in the former

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft to refer the draft Council and Committee Meetings Proceedings Policy (Schedule "H") back to the General Government Committee for further discussion. Motion carried.

iii. Proposed adoption of the Committees of Council Policy and repeal of Appointments to Boards and Committees Policy #19, Composition and Duties of Planning Advisory Committee Policy #19, Audit Committee Policy #85 and Committees and Boards Bylaw #6

Motion: moved by Councillor Mosher, seconded by Councillor Risser to refer the draft Committees of Council Policy (Schedule "I") back to the General Government Committee for further discussion. Motion carried.

iv. Draft 2020/21 Budget Council meeting reminders

Council was reminded of the following draft budget review sessions:

- February 13 at 12:00 p.m. – 3:00 p.m. approx. - Capital Budget; and
- February 19 at 12:00 p.m. – 3:00 p.m. approx. - Operating Budget.

b. Recreation

i. Lunenburg War Memorial Community Centre/Recreation Committee resident membership – 1 x application

Motion: moved by Councillor Risser, seconded by Councillor Croft, to appoint Kristi Tibbo to the Lunenburg War Memorial Community Centre/Recreation Committee as a citizen representative. Motion carried.

6:58 p.m. – 7:11 p.m. – Council recessed and resumed their meeting.

7. New Business

a. Corporate Services

i. Disappearance of bees proposed positive action plan and draft resolution

Council discussed the Centre Scolaire de la Rive-Sud students' request (Schedule "A").

Motion: moved by Councillor Risser, seconded by Councillor Mosher to request a staff report about the students' recommended action items (a)-(e) regarding a declining bee population (schedule "A"). Motion carried.

ii. "Feasibility Study: Citizens for Public Transit Final Report" proposed rural transit system

Council discussed the Citizens for Public Transit request (Schedule "B").

Motion: moved by Councillor Mosher, seconded by Councillor Risser, that Council allow time and resources necessary for Planning and Administrative staff to review the Citizens for Public Transit "Feasibility Study: Public Transit Final Report" (Schedule "B"). Their task will be to dissect and study the Report results and findings. Motion carried.

Council requested that discussion of the Report also be added to the agenda of the next Mayors and Wardens meeting.

iii. Lunenburg Folk Harbour Society request for property tax exemption for the Lunenburg Opera House, 290 Lincoln Street

Council discussed the Lunenburg Folk Harbour Society request (Schedule "D").

The FD reported that the Draft 2020/21 Town Budget includes projected commercial tax revenue of approximately \$17,000 on the Lunenburg Opera House property; changing its rate from commercial to residential would save the organization close to \$10,000.

Motion: moved by Councillor Risser, seconded by Councillor Bachman that a staff report be prepared on the implications of the Folk Harbour Society request for tax relief (Schedule "D") on the finances of the Town. Motion carried. Deputy Mayor McGee voted in the negative.

iv. Proposed adoption of a "Climate Crisis Action Motion"

Council discussed the request (Schedule "C"). Councillors agreed with the principal of the motion, but do not wish it to be a symbolic gesture only.

Motion: moved by Councillor Risser, seconded by Councillor Bachman that a staff report be prepared on the proposed "Climate Crises Action Motion" (Schedule "C") addressing current and potential Town initiatives. Motion carried. Councillor Mosher voted in the negative.

v. Electric Utility flow through rate application to the NS Utility and Review Board (NSUARB)

Motion: moved by Councillor Croft, seconded by Councillor Risser approval of the submission of an application to the NSUARB for their approval of a per kWh increase to offset power purchase cost increases associated with the January 1, 2020, 2021 and 2022 NSPI Municipal Rate increase earlier approved by NSUARB (Schedule "J"). Motion carried.

vi. Provincial Human Rights Tribunal decision regarding proposed accessible washroom requirements for all restaurants

The Heritage Manager gave an overview of his report on the impact of the Tribunal's decision (Schedule "K").

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve sending the draft letter contained in the staff report (Schedule "K") to Richard Derible who is leading the working group with Restorative Justice. Motion carried.

vii. United Nations Mother Language Day

Motion: moved by Councillor Risser, seconded by Councillor Mosher the proclamation of February 21, 2020 as International Mother Language Day. Motion carried.

b. Public Works

i. Proposed Wastewater Treatment Plant hydrogen sulphide (H₂S) monitor equipment purchase

The CAO introduced the Town Engineer Consultant's staff report (Schedule "L").

Motion: moved by Councillor Croft, seconded by Councillor Mosher approval to purchase from the 2019/20 capital budget a H₂S gas detection monitor system for \$8,500 including net HST as per the staff report (Schedule “L”) to be funded from Town’s General Equipment Reserves. Motion carried.

The CAO noted that relevant staff recently completed a training course in H₂S safety.

ii. December 2019 Water and Wastewater Quality Test Results

The report was provided for information. All treatment tests met Provincial and Federal standards for the month (Schedule “M”).

iii. Proposed Lunenburg Front and Back Harbours water flood study for Wastewater Treatment Plant and other infrastructure preparedness information

Council discussed the staff report from the Town Engineer Consultant and Finance Director (Schedule “N”) needed as background information for Wastewater Treatment Plant upgrade design work.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman approval to undertake in the 2019/21 fiscal year a flood study as noted in Option B (Schedule “N”) in the amount of \$45,000, including net HST to be funded from Deed Transfer tax monies.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee to defer the prior motion to when the Town Engineer can be present to provide further information. Motion carried.

8. Motion to meet in camera

Motion: moved by Councillor Risser, seconded by Councillor Mosher to meet in camera to consider contract negotiations, the sale and lease of Town lands matters pursuant to section 22 of the Municipal Government Act. Motion carried.

8:13 p.m. – 8:25 p.m. – Council recessed to meet in camera.

9. Consideration of any Council in camera meeting recommendations

Council reconvened in public session at 9:56 p.m. with no recommendations to make at this time.

10. Adjournment

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

The meeting was adjourned at 9:56 p.m.

Bea Renton, CAO and
Heather McCallum, Assistant Municipal Clerk

TOWN COUNCIL MEETING MINUTES

THURSDAY, FEBRUARY 13, 2020 AT 12:00 P.M.

(LUNENBURG TOWN HALL)

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

ALSO PRESENT: Peter Baker, Public Works Superintendent
Paul Bracken, Facilities Superintendent
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Hall Superintendent
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Ian Tillard, Town Engineer Consultant

ABSENT: Councillor Joseph Carnevale

The Mayor called the meeting to order 12:00 p.m.

1. Agenda Approval

Deputy Mayor McGee asked to have added to the agenda a discussion on a proposal from Redmond Properties for an affordable housing development (**Schedule "A"**) which not all Council members had been copied on by the developer. Council agreed by consensus.

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

2. 2020/21 Draft Capital Budget

The Finance Director took provided an overview of the draft Capital Budget and explanatory notes (**Schedule "B"**).

Council members asked questions of staff with responses summarized below.

➤ Town General

Equipment-Transportation Services: approximately 75 parking meter heads will be replaced

with reconditioned heads to accept changes in Canada mint coins.

Environmental Development: the Comprehensive Community Capital Project amount is to allow for an initial project(s) when the Comprehensive Community Plan is received so recommendations can begin to be implemented.

➤ Public Works - 10 Year Capital

Sewers/Pollution Control: this section has been identified as the budget priority for 2020/21. The FD explained that the CSK-05 combined storm sewer diversion project at Green Street, Knickle and Tannery Roads should be done this year along with the pre-approved Brook Street overflow project for which Council pre-approval is also requested.

Lift Stations Capital Pump Repairs: The FD confirmed that the gas tax (Federal) assigned to cover this two-year project is a known source of revenue, at approximately the same level each year.

Waste Water System Survey and GIS Development: The TE explained that the project will provide geographic information system (GIS) data to run the system and make future projects more cost effective. This project would be cost-shared with the Water Utility.

Waste Water System Flood Study: Council discussed this item, deferred from the February 11, 2020 Council Meeting. The flood study is needed for the Wastewater Treatment Plant (WWTP) upgrade pre-design. The TE explained that the 3D modelling is dynamic and allows designers to examine multiple locations (the plant, sewer outfalls, etc.). The model can also be re-used for other future projects. Storm surge predictions are made using global weather data. While no model can be 100% accurate but engineering projections are based on the best data available.

➤ Recreation Infrastructure

Street litter containers for sorted waste disposal: a funding application for their purchase was submitted to Region 6 Solid Waste Management for consideration which is in keeping with the Town's Waste Reduction Strategy Working Group and a litter container review done by Region 6.

Splash Pad: the majority of funds to construct the splash pad are to come from outside funding and grants being coordinated by the Lunenburg Community Development Group. They recently indicated that there may not be Federal funding forthcoming at this time.

➤ Renewals –Sidewalk/Curbs

Tannery Road Seawall: the Public Works Department is to ensure any necessary Federal permits are in place before this work can begin.

➤ New Sidewalks/Curbs

Tannery Road: the Town Engineer will prepare a Council report on this as earlier requested by Council.

➤ Chipsealing

Kissing Bridge Road chipsealing: the Public Works Superintendent reported that the previous chipsealing on this road was done approximately ten years ago. It has been heavily used by construction trucks in summer months accessing that area of Town.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that staff investigate the cost efficiency of paving vs. chipsealing on Kissing Bridge Road. Motion carried. Mayor Bailey and Deputy Mayor McGee voted in the negative.

➤ Public Works Equipment

The FD reviewed the inventory of all motorized equipment used by the Town and their conditions. She explained there is a proposed \$20,000 Capital reserve transfer from Operations for the replacement of Public Works equipment for this fiscal year. A reserve transfer of \$20,000 for the same purpose has been part of the operating budget for a number of years. A staff report regarding reserves will be forthcoming. Council discussed whether some of the equipment items needs for 2021/22 could be delayed which was recommended against by staff because of deferred maintenance issues in the past unless some work could be performed through other means.

- Fire Department

The Protective Services Committee will also be reviewing this draft budget section at their March 12 meeting.

- Recreation Department

These budget items will also be reviewed by the Recreation Committee at their March 11 meeting.

Building & Structures: the Community Centre gym floor has one sanding left in its lifespan, but the refinishing should provide another fifteen years of use. A maintenance coat every two years is advised, which would cost approximately \$3,500 each time.

Furniture & Equipment: if external funding sources for the new Arena ice resurfacers fall short staff and Council will need to determine how to fund it.

➤ Water Utility

Furniture & Equipment: the assignment of three proposed used half-ton truck replacements would be assigned to Public Works general, Water Utility and the Public Works Superintendent. An existing van will be shared by the Recreation Director and Facilities Superintendent. An existing half-ton truck will be used by Wastewater staff.

➤ Electric Utility

Building & Structures: no capital borrowing in 2019/20 will be needed for the Electric Utility.

Utility Line Work: installation of smart meters is not a requirement from the Province at this time. An LED street light update is included in the draft budget notes.

\$527,500 of the total projected 2020/21 borrowing of \$1.22M has been pre-approved to date for the 2020/21 Capital budget. The FD circulated “Notes to Fiscal Services Budget” from the Draft 2020/21 Operating Budget (**Schedule “C”**) showing estimated debt charges for 2020/21. The effect on tax billing will be discussed more fully at the next Council budget meeting on February 19. The FD noted that the Town’s debt charges have increased in the last three years, due to taking advantage of special cost-sharing available for the large sewer separation infrastructure projects done in 2017/18.

The proceeds from the sale of surplus Town capital assets go into the capital reserve unless allocated elsewhere.

Motion: moved by Councillor Mosher, seconded by Councillor Croft for a staff report suggesting what of the 2020/21 Capital Budget can be deferred with minimal impact, with the long-term goal of reducing capital borrowing. **Motion defeated.** Mayor Bailey, Deputy Mayor McGee, and Councillors Bachman and Risser voted in the negative.

➤ Business Arising – Capital budget pre-approval items

- Public Works: Sewers/Pollution Control - CSK-05 Green/Knickle/Tannery Storm Diversion

Motion: moved by Councillor Bachman, seconded by Councillor Risser budget pre-approval of the CSK-05 Green/Knickle/Tannery Storm Diversion work for fiscal 2020/21 in the amount of \$60,000 including net HST to be funded from Deed Transfer Tax. **Motion carried.**

- Public Works: Proposed Lunenburg Front and Back Harbours water flood study for Wastewater Treatment Plant and other infrastructure preparedness information

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee budget pre-approval for a Flood Study as noted in Option B of the staff report (Schedule “D”) in the amount of \$45,000 including net HST to be funded from Deed Transfer taxes. **Motion carried.** Councillors Mosher and Croft voted in the negative.

3. Redmond Properties’ proposed housing development

Deputy Mayor McGee introduced a letter and concept drawing that the Planning Department received on February 12 from Redmond Properties (**Schedule “A”**) for a potential housing development on Blockhouse Hill. **Staff will be meeting with the proponent to gather further information and maintain this item on the Council agenda.**

4. Adjournment

The next budget meeting on February 19, 2020 will be a Council review of the draft 2020/21 Operating budget by each Town Department.

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

The meeting was adjourned at 2:03 p.m.

Bea Renton, CAO and Heather McCallum,
Assistant Municipal Clerk

Kelly Jardine

From: Epilepsy Association of the Maritimes [<mailto:info@epilepsymaritimes.org>]

Sent: January-16-20 10:59 AM

To: claliberte@amherst.ca

Subject: March is Epilepsy Awareness Month & March 26 is Purple Day!

The Epilepsy Association of the Maritimes (EAM), founding agency of Purple Day, is reaching out to all three Maritime Provinces to support Purple Day, March 26th. Most have participated in the past and we hope this year, all Municipalities, Towns and Cities participate.

Purple Day was founded 12 years ago by Cassidy Meagan, a local eight-year-old girl who wanted one day of awareness every year for those who live with this very common neurological condition. On June 28th, 2012, the Government of Canada created the Purple Day Act and received Royal Assent and March 26th is officially recognized as Purple Day in Canada. Epilepsy Maritimes shared Purple Day with our 27 other Canadian Epilepsy agencies and working with Cassidy Megan, approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent. In fact, Ricky Arnold, US Astronaut celebrated Purple Day on the International Space Station with Mission Control in 2018.

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26th. We would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. We do this every year and our members from many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives! By participating in this very important initiative, you are reducing stigma. You are community leaders and when your constituents see they are supported, it will give them courage to speak out and talk about epilepsy.

EAM provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we provide advocacy and support and have provided employment support.

Please contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and if you wish, we can provide a proclamation for Purple Day. We have everything in French and English

and please specify if you wish one or the other or both and the numbers of each. The proclamation is read in English and French in the House of Commons and also in many other cities and towns throughout the Maritimes.

Thank you for taking the time to read and respond to our request. Please confirm the number of ribbons needed and we will send a reminder about the photo a day or two before your Council meeting.

Janine Lisenchuk
Epilepsy Association of the Maritimes
902-429-2633 or 1-866-EPILEPSY



Proud Founding Agency of Purple Day

ACTIVE TRANSPORTATION SUB-COMMITTEE MEETING MINUTES

WEDNESDAY, FEBRUARY 5, 2020 AT 1:00 P.M.

(LUNENBURG TOWN HALL)

- PRESENT:** Councillor Ron Bachman, Chair
Debbie Dauphinee, Recreation Committee (left 1:30pm)
Anna Hannstra, Department of Communities, Culture and Heritage
Louise Hopper, NS Health Authority
Clare Kellock, Coastal Action
Scott MacInnis, Parent Rep from SAC, Bluenose Academy (left 2:15pm)
- ALSO PRESENT:** Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk
- ABSENT:** Kaitlyn Harris, Coastal Action
Stefan Sopher, Citizen Appointment
-

The Chair called the meeting to order at 1:16 p.m.

1. Agenda

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

2. November 27, 2019 meeting minutes

Motion: moved and seconded to approve the November 27, 2019 meeting minutes. Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

a. Confirmation of 2020 Sub-Committee membership

Ms. Dauphinee was welcomed to the sub-committee as the new representative from the Recreation Committee, replacing Allan Richards.

b. Business arising from November 27, 2019 meeting

The Recreation Director updated the Sub-committee on the two motions recommended to the Lunenburg War Memorial Community Centre/Recreation Committee at the November 27, 2019 AT meeting:

- “Investigate installation of ‘Share the Road’ signage for cycling safety.” This motion was recommended to Council, who requested a staff report.
- “Send a letter of support for the Great Trail Loop.” This motion was recommended to Council, who approved the recommendation. The RD duly sent the letter.

The RD reported that the Draft 2020/21 Recreation budget has been drafted and will go to the Recreation Committee on March 11 for review. An AT-driven line item has been included for re-gravelling work on the Back Harbour Trail. The Chair outlined the other capital items included in the budget at this time.

In response to a question about AT education, Sub-committee member Ms. Haanstra commented on potential physical activity engagement funding that may be coming available from the Department of Communities, Culture and Heritage in the spring. She will send the details to the RD.

The RD noted that there is money in this year’s (2019/20) budget for trail signage that has yet to be allocated. The Sub-committee agreed on four further signs similar to the ones previously installed:

- Two on the Back Harbour Trail – bottom of Prince and Cornwallis Streets; and
- Two on the Front Harbour Trail – either end of the trail.
- c. Active Transportation Plan Review – discussion continues from Section 5 (p. 27)

The Sub-Committee continued their review of the AT Plan (Schedule “A”).

General Guiding Principles

Raise Awareness

- Ms. Haanstra commented that Communities, Culture and Heritage may have funding for maps.
- SouthShoreConnect.ca listings include the Lunenburg Front and Back Harbour Trails and the Skate Park, which can be shared on the AT page on the Town website. Update: Completed.

Educate

- It was noted by the Chair that education around using active transportation is part of Project Lunenburg.
- Ms. Haanstra described a project the Ecology Action Centre did with Bridgewater Junior High, which involved students doing a walkability assessment of school routes. Mr. MacInnis will raise with the SAC, and Ms. Haanstra will provide contacts at the Ecology Action Centre.

The remaining sections (Improve Infrastructure, Create Interconnectivity, and Implement the Plan) were considered acceptable as-is.

The Appendices were discussed, and #A and F will remain, while B-E will be removed.

Next steps:

- Staff will update the document and bring back to the Sub-committee for approval and referral to the Recreation Committee.
- The Recreation Committee will review for approval and referral to Council.
- Council reviews and may/may not approve the document.
- The Sub-committee requested that the original 2013 document remain on the website when the updated one is added.

5. New Business

Sub-committee member Ms. Hopper reported that the Department of Education is currently doing provincial consultation on a physical activity framework, and Public Health has been invited to participate.

She also reported that the Joint Accessibility Advisory Committee has now begun their work to develop an accessibility plan by April 1, 2021.

Sub-committee member Ms. Kellock requested that the next agenda include a discussion as to the group's purpose when the Strategic Plan review process is completed.

6. Next meeting date – The proposed changed from May 27 to May 20 was agreed to by the group. The next meeting is therefore Wednesday, May 20, 2020 at 12:00 p.m.

7. Adjournment

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

The meeting adjourned at 2:20 p.m.

Heather McCallum, Assistant Municipal Clerk

Legend

- Immediate
- Short term
- Medium Term
- Long Term

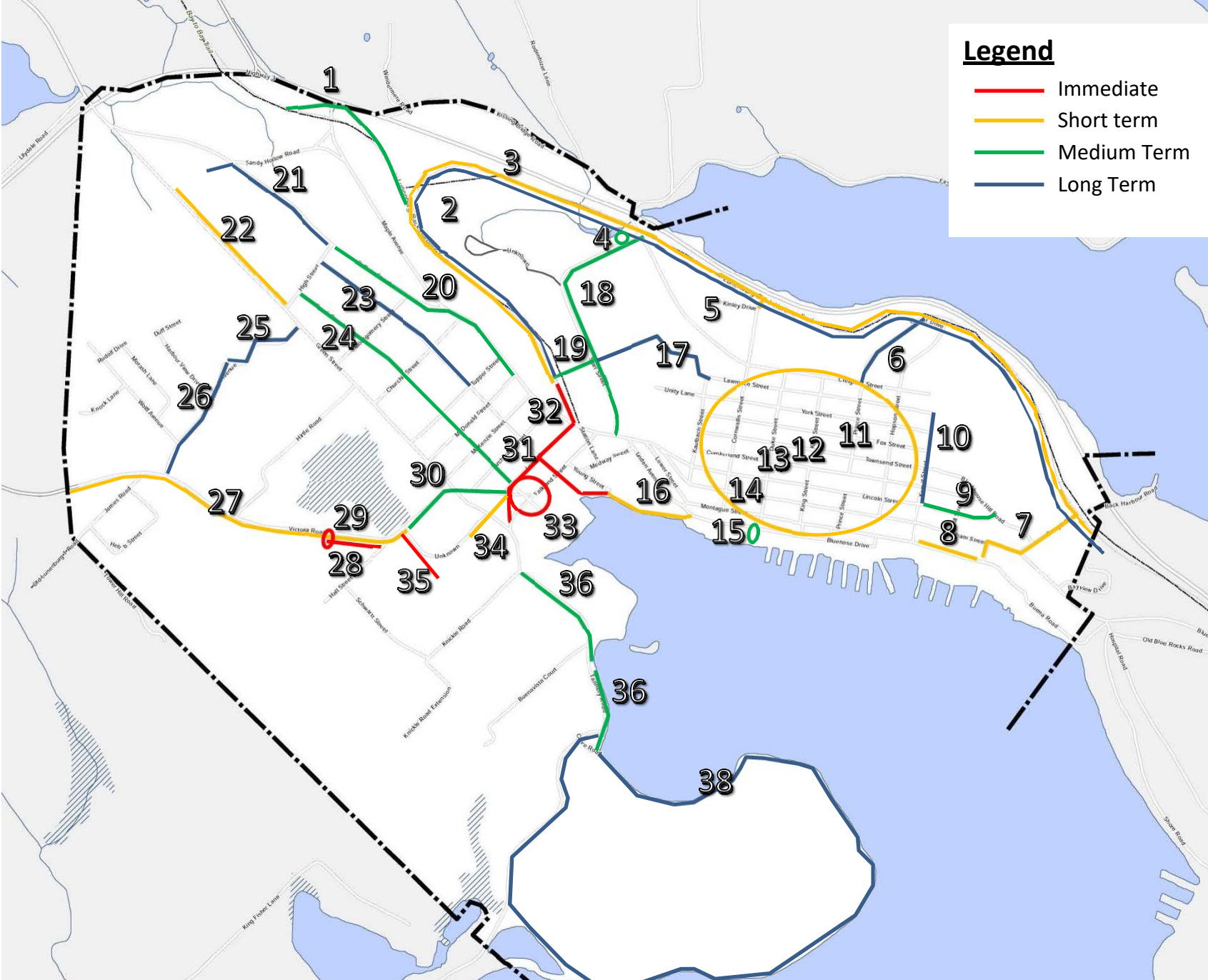


Figure 4.1: Priority Projects

Town of Lunenburg Active Transportation Plan AT SUB-COMMITTEE REVIEW

Figure 4.2: ~~Opinion of Probable Capital Costs~~ STATUS

Date: ~~11 October 2013~~ August 28, 2019
 CBCL Project No.: 131252.00

✓ = complete

○ = pending/move

✗ = remove

These costs are in 2013 dollars. They are for capital construction only and do not allow for contingencies (typically 25% at this stage) and engineering fees (typically 10%).

Immediate Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
28✓	Victoria Road Upgrades				
	Upgrade sidewalk on south side from SaveEasy to Homeport Motel and Cottages Driveway	210	metres	\$135	\$28,350
	✓Relocate crosswalk near Irving to Lunenburg Hardware	1	lump sum	\$1,800	\$1,800
	✓Improve sidewalk on north side from Hall Street past Irving Gas Station	170	metres	\$135	\$22,950
29○	Work with Bluenose Academy to develop a crossing guard program – <i>Flags only; SAC rep to discuss with SAC</i>		staff time		n/a
31✓	Improve linkage from Train Station entrance (Back Harbour Trail head) to Front Harbour Trail				
	○Install sidewalk on south side of Lorne Street from Dufferin Street to Victoria Road + <i>signage</i>	260	metres	\$135	\$35,100
	✗Paint bi-directional bike lane on south side of Lorne Street from Dufferin Street to Victoria Road } <i>Blue</i>	260	metres	\$10	\$2,600
	✗Paint bi-directional bike lane on Broad Street from Lorne Street from Falkland Street } <i>Route Project¹</i>	75	metres	\$10	\$750
	✓Provide crosswalk at Lorne Street across Dufferin Street	1	lump sum	\$2,000	\$2,000
	✗Improve Falkland / Dufferin intersection as per Genivar Concept		not applicable under this initiative		
	✓Provide Signage	3	each	\$750	\$2,250
32✓	Improvements at Back Harbour Trailhead				
	Extend Back Harbour Trail along face of Train Station to Dufferin Street	100	metres	\$190	\$19,000
	✓Move trail sign to street	1	lump sum	\$1,500	\$1,500
33✓	Reconfigure Victoria / Falkland intersection as per Atlantic Road and Traffic Management Concept		not applicable under this initiative		
35✗	Provide shared use trail along northern edge of Community Centre parking lot ²				
	Stripe trail	200	metres	\$10	\$2,000
	Provide curb stops	40	each	\$50	\$2,000
39✗	Establish a trails group to assist with fundraising, maintenance, promotion, etc.		staff time		n/a
	Annual maintenance (4% of capital costs) - <i>Keep this % as baseline; frequently not included in costing</i>			add	\$7,200 per year

¹ Depending on Old/New Town Connector, this could be included in Blue Route project report.

² Not moving forward with this project but should improve parking lot for safety of kids being dropped off/walking for school. Thursdays are more challenging b/c of Farmers' Market. SAC rep to discuss with SAC.

Figure 4.2: Opinion of Probable Costs STATUS

Short Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
3O	Improve signage on Back Harbour Trail, including signs at Cornwallis St and Prince St. – <i>Should this be an access point?</i>	9	each	\$750	\$6,750
5O	X Extend sidewalk along Cornwallis from seniors residence to Kinley Drive	90	metres	\$135	\$12,150
	✓ Provide link between Kinley Drive and Back Harbour Trail – <i>Is this allowed? Should it be improved?</i>	50	metres	\$135	\$6,750
7O	Provide sidewalk along Pelham & Sawpit from Shipyard Hill Road to Back Harbour Trail – <i>MOVE to Long-Term Projects</i>	280	metres	\$225	\$63,000
8O	Extend sidewalk along Montague to Foodland store and up Shipyard Hill Road to Pelham – <i>MOVE to Long-Term</i>				
	Provide sidewalk with curb along Montague to Foodland Store } <i>Need input of Town Engineer if poss</i>	200	metres	\$225	\$45,000
	Provide sidewalk without curb up shipyard Hill Road } “	55	metres	\$135	\$7,425
11O	Fill in gaps in sidewalks in Old Town (start short term but extend through all time periods) – <i>MOVE to Long-Term</i>	100	metres	\$225	\$22,500 per year
12✓	Relocate poorly sited existing crosswalks at intersections in Old Town and fill in gaps.	2	each	\$500	\$1,000 per year
13✓	Improve wayfinding signage in Old Town	8	each	\$750	\$6,000 per year
14✓	Provide bike racks throughout Old Town	2	each	\$1,000	\$2,000 per year
16X	Pave Front Harbour Trail	480	metres	\$190	\$91,200
22O	Extend sidewalk on Green Street from High Street to Provincial Building – <i>MOVE to Long-Term</i>	390	metres	\$135	\$52,650
27X	Provide paved shoulders along Victoria from Municipal Boundary to entry to Community Centre – <i>no room</i>	975	metres	\$150	\$146,250
34O	Provide trail connection from Community Centre to downtown along Front Harbour Trail – <i>MOVE to Medium-Term, } Need input of Town Engineer if poss</i>				
	Provide bike lanes in entrance to Community Centre Parking from Green Street	50	metres	\$10	\$500
	Provide marked crosswalk across Green Street (including painting and signs)	1	lump sum	\$1,250	\$1,250
	Provide shared use trail from entrance of Community Centre to crosswalk on Victoria	110	metres	\$190	\$20,900
	Provide sidewalk along Falkland in front of Foundry – <i>TE Report to come</i>	100	metres	\$225	\$22,500
	Signage	10	each	\$750	\$7,500
	Consider ways to improve Community Centre Parking Lot to make it safer		staff / volunteer time		n/a
	Annual maintenance (4% of capital costs) – <i>Keep this % as baseline</i>			add	\$20,000 per year

Figure 4.2: Opinion of Probable Costs STATUS

Medium Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
1O	Fix Bay to Bay Trail connection over Maple Avenue				
	Grade and build stone dust trail	450	metres	\$40	\$18,000
	✓Upgrade trail exiting Bay to Bay Trail	175	metres	\$40	\$7,000
	✓Paint crosswalks	1	lump sum	\$2,000	\$2,000
	✓Provide signage	6	each	\$750	\$4,500
4V	Expand parking area at Starr Street and Kissing Bridge Road (gravel surface)	60	sq. metres	\$30	\$1,800
9O	improve link along Lincoln from Blockhouse Hill Road to Hill Street – <i>MOVE to Long-Term (now in 2023/24 plan)</i>				
	Provide sidewalk along Lincoln from Blockhouse Hill Road to Hill Street	90	metres	\$225	\$20,250
	Provide edge, sidewalk & controlled entrance to parking area at Lincoln/Blockhouse intersection	1	lump sum	\$20,000	\$20,000
15X	Provide bicycle parking structure in parking lot of Fisheries Museum – <i>Develop NS property</i>	1	lump sum	\$30,000	\$30,000
18O	Paint bike / walk lane on Starr Street from Back Harbour Trail to Lincoln Street – <i>on one side, opposite businesses</i>	700	metres	\$10	\$7,000
19V	Create trail link from Back Harbour Trail along edge of Dog Park to Starr Street (including bridge)				
	✓Stonedust trail	180	metres	\$40	\$7,200
	Small pedestrian / cycle bridge over creek	1	lump sum	\$20,000	\$20,000
20O	Extend sidewalk on Dufferin Street from south of Churchill Street to High Street – <i>MOVE to Long-Term (now in 2021/22 plan)</i>	475	metres	\$135	\$64,125
24O	Extend sidewalk on Brook Street from Lorne Street to High Street – <i>MOVE to Long-Term (quiet street)</i>	740	metres	\$135	\$99,900
30X	Paint bike lanes along Victoria Road from entry road to Community Centre to Lorne Street – <i>no room</i>	325	metres	\$10	\$3,250
36O	Improve link along Tannery Road from Falkland /Knickle intersection to look-off area – <i>part of Tannery Rd sidewalk project</i>				
	Slow speed limit and provide speed bumps at tight corner	1	lump sum	\$25,000	\$25,000
	Negotiate with ABCO to provide an off road trail / sidewalk along front of their property - <i>got permission</i>	staff / volunteer time			n/a
	If successful with ABCO, provide off road trail / sidewalk	350	metres	\$190	\$66,500
37O	✓Improve walkability of water side of Tannery road from look-off to entrance to golf course – <i>in progress (seawall)</i>	300	metres	\$190	\$57,000
	Annual maintenance (4% of capital costs) - <i>Keep this % as baseline</i>			add	\$18,000 per year
Long Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
2X	Pave Back Harbour Trail from Dufferin Street to Kissing Bridge Road	1,500	metres	\$190	\$285,000
6X	Provide sidewalk on Prince Street from Creighton Prince to Oxner Drive – <i>little traffic</i>	250	metres	\$135	\$33,750
10O	Provide sidewalk along Kempt Street from Lawrence Street to Lincoln Street – <i>now in 2020/21 plan</i>	230	metres	\$135	\$31,050
17V	Provide connection from Lawrence Street through Lunenburg Academy and cemetery to Dog Park	500	metres	\$190	\$95,000
21O	Extend sidewalk along Dufferin Street from High Street to Sandy Hollow	350	metres	\$135	\$47,250
	XProvide trail connection to Provincial Building	150	metres	\$40	\$6,000
23O	Extend sidewalk on Broad Street from McDonald Street to High Street	600	metres	\$135	\$81,000
25X	Provide sidewalk on Centennial Avenue from Green Street to apartment building – <i>little traffic</i>	250	metres	\$135	\$33,750
26O	Provide sidewalk on Centennial Avenue from Victoria Road to apartment building	350	metres	\$135	\$47,250
38X	Develop walking route around Kaulbach Head / golf course – <i>not possible, all privately-owned land</i>	2,000	metres	\$20	\$40,000
	Annual maintenance (4% of capital costs) - <i>Keep this % as baseline</i>			add	\$28,000 per year



Town of Lunenburg Active Transportation Strategic Plan




FINAL REPORT

Prepared for Town of Lunenburg
Prepared by CBCL Limited

November 15, 2013
Project # 131252.00



Final Report	<i>Mary Binkley</i>	11/15/2013	<i>[Signature]</i>
Issue or Revision	Reviewed By:	Date	Issued By:
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15 November 2013

Mr. Robin Scott
Recreation Director
Town of Lunenburg
PO Box 129
119 Cumberland Street
Lunenburg, NS
BOJ 2C0

Dear Mr. Scott:

RE: Final Report: Town of Lunenburg Active Transportation Plan

77 Westmorland Street, #110
PO Box 451
Fredericton, NB
Canada E3B 4Z9

CBCL Limited and Michael Haynes are pleased to submit this Final Report for the Town of Lunenburg Active Transportation Plan.

Thank you for the opportunity to work on this interesting project. As mentioned previously, we found the week that we spent in Lunenburg working closely with you to be very enjoyable as well as informative and we are pleased that you found it to be a good process.

Telephone: 506 450 9441
Fax: 506 450 4199
E-mail: info@cbcl.ca
www.cbcl.ca

I trust this report meets your needs at this time, but if you have any questions, please do not hesitate to contact me.

Yours very truly,

CBCL Limited

Gordon Smith, CSLA, MCIP
Principal and Group Leader – Planning and Landscape Architecture
Direct: (902) 421-7241 x2488
E-Mail: gordons@cbcl.ca

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today's
problems
with
tomorrow
in mind**

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Project No: 131252.00

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- B Notes from Public Meeting 1
- C Notes from Blue Rocks Residents Presented at First Stakeholder Meeting
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CHAPTER 1 INTRODUCTION

By creating a well-connected, safe and functional Active Transportation Plan, the Town of Lunenburg can encourage a more active, healthy lifestyle. Active transportation enhances quality of life, attracts business and knowledge workers to a community and contributes to economic development. Active transportation includes walking and biking, but also in-line skating, jogging, skateboarding and the use of motorized personal mobility devices such as powered wheelchairs or medical scooters.

The Active Transportation Plan for the Town of Lunenburg provides:

- the planning principles that were applied in the development of the plan;
- a plan showing the overall network and hierarchy of routes;
- an inventory of existing active transportation infrastructure; and
- opportunities and design guidelines for future active transportation infrastructure; an opinion of probable costs (to be completed and sent under separate cover); and a phasing plan.

The plan is based on an analysis of local conditions, a review of existing policies and by-laws, best case active transportation practices, and community consultation.



CHAPTER 2 **POTENTIAL IMPACTS AND BENEFITS**

In 2005, 62% of adults and 27% of teens in Lunenburg County were overweight or obese¹. According to the Canadian Fitness and Lifestyle Research Institute, 62% of Nova Scotians are currently too inactive to reap the health benefits of regular physical activity. This physical inactivity costs society \$354 million comprised of direct health care costs including private expenditures of \$107 million a year and \$247 million a year from indirect productivity losses due to premature death and disability. The 2002 study shows that if just 10% more Nova Scotians were physically active, the Province could save an estimated \$7.5 million in total health care spending and an estimated \$17 million in productivity gains.

Health Canada recommends that adults accumulate 150 minutes of moderate physical activity per week while children obtain at least 60 minutes per day. By making physical activity a key component of their transportation habits, individuals can easily achieve this target while carrying out their daily tasks.²

Over the last 10 years, the concept of Active Transportation has been gaining popularity because the health, social, environmental, economic and tourism benefits are so substantial. There is clear evidence of the benefits associated with designing cycling and pedestrian friendly communities and encouraging people to be more active by walking and biking more often, for both recreation and utilitarian purposes. Promoting active transportation, especially through the development of an integrated on and off-road system that provides transportation and recreation options, is a simple and obvious strategy that can encourage people to reduce their use of the personal automobile and create sustainable, more liveable, safe and active communities.

These benefits include improved health, fitness, quality of life, and social interaction for citizens, a cleaner environment resulting from more sustainable means of transportation, and economic benefits related to new tourism opportunities and diversified transportation options to shops and services for workers and patrons.

¹ Lunenburg County Community Health Board. Community Health Plan 2007 – 2010., Accessed on 27 September 2013 at <http://www.hpclearinghouse.ca/pdf/LCHB%20HEALTH%20PLAN.%2007-10.pdf>

² http://kn.fcm.ca/ev.php?URL_ID=2175&URL_DO=DO_TOPIC&URL_SECTION=201&URL_PAGINATION=20&reload=1107286064, reviewed on 1 February 2005.

Creating an active transportation network requires government leadership to establish a range of policies and programs that support opportunities for people of all ages and abilities to engage in routine daily physical activity. These policies might address:

- Bicycle and pedestrian oriented design;
- Mixed-use development;
- Ample recreational facilities;
- Locating schools in walkable neighborhoods; and
- Funding and promoting active living programs.³

Further information on the case for active transportation can be found in Appendix A.

³ <http://www.activelivingleadership.org/aboutal.htm>, reviewed on 1 February 2005

CHAPTER 3 **EXISTING CONDITIONS**

Lunenburg is an extremely walkable community. Although its topography, featuring numerous hills – occasionally steep – creates some challenges, its relatively compact scale means that it does not take much time to proceed from one end of the community to the other on foot. Moreover, the grid system layout of the majority of its streets means that relatively direct routes are possible from any point to the other within the Old Town, and also within the New Town.

Connections between the two halves of the community are somewhat more limited, with access essentially restricted to the Dufferin/Lincoln/Falkland intersection. Both the Front Harbour and the Back Harbour Trail create off-road linkages between the Old and New Towns, but the latter is practical only for recreational uses.

The Old Town is a UNESCO World Heritage site, one of the few urban locations to be so designated North America. Because of Lunenburg's exceptional scenic qualities and historical importance, it is a major tourism destination. Consequently, its streets, particularly in the narrow lanes of Old Town, experience both high automobile and pedestrian traffic volumes during the summer months.

Lunenburg has many very good pieces of infrastructure that partially meet the needs of an active transportation system. The key issues with the system are a number of gaps where connections have not been made, and the need to address the unique safety challenges in the Old Town created by its tourist congestion. The sections below describe existing conditions.

3.1 Walkability

3.1.1 Sidewalks and Walkways

The sidewalk system in Lunenburg is often in quite good condition, with evidence of substantial new work having been undertaken in nearly every part of the community. Generally, however, the Old Town has a far greater percentage of its streets serviced by sidewalks than the New Town, although outside of the core area bordered by Kaulbach/Townsend/Kempt streets these are often older and more rundown.

In addition, even in the Old Town there are notable gaps, although sometimes quite small, where the network is broken by the absence of designated walkway on either side of the street. However, within the main tourism/business district, a well-integrated network of sidewalks in good condition exists. There are also several connecting walkways: Lincoln to Kaulbach, Bluenose to Montague and the Front Harbour Trail from Broad to Linden.

In the New Town, sidewalks along Dufferin, Broad, and Brook do not extend the full length of these streets, and important destinations such as the Hospital and Provincial Government buildings are not connected to the rest of the community by sidewalks. None of the East/West streets in the New Town have paved walkways.

Excellent work has been done to the sidewalks and crosswalks in the vicinity of the Bluenose Academy, at least as far as Victoria Road, and walking connections between the Community Centre and the downtown have been similarly recently improved.



On Victoria Road, near the commercial businesses just past Hall Street, there are serious weaknesses in the walking infrastructure on both sides of the street, despite attempts to improve pedestrian safety with the installation of an asphalt walkway and two crosswalks.

3.1.2 Crosswalks

In the Old Town, the majority of crosswalks are found in the area bounded by Kaulbach/Townsend/Kempt Streets. On the streets outside this core area, there are far fewer designated crossings, particularly in the area farther from the Waterfront. Here, almost no crosswalks may be found. However, even in the core area, there has been some reduction in crosswalk painting in recent years, resulting in a number of intersections where only two crossings are marked. In a few cases, these do not match with the existing sidewalks.

In the New Town, far fewer crosswalks exist. However, substantial work has been done to install and maintain multiple designated crossings on busy Victoria Street, Falkland Street, and Maple/Dufferin. This has created the situation where there are several crosswalks that do not connect to sidewalks, but these at least provide signed pedestrian crossings of high traffic roadways.

3.1.3 Trails

There are three principal off-road connections in Lunenburg. The most heavily used by pedestrians is the Front Harbour, which connects Broad Street to Linden Avenue, and borders the waterfront. This is an important commuting and tourism path.

Less well-used by walkers is the Back Harbour Trail, particularly the section from Kissing Bridge Road to Sawpit Road, which some consider too isolated. The Back Harbour Trail is primarily a recreational pathway.

Very few pedestrians use the Bay to Bay Trail, although some recreational users enter it from the Maple Avenue access stairwell.

3.2 Bikeability

3.2.1 On-Road Bikeability

Cyclists face significant challenges in Lunenburg. The extremely hilly terrain significantly reduces the number of roads practical for any but the very fit. In the majority of cases, these few remaining streets also feature high traffic volumes, creating significant safety concerns for both automobile drivers and bikers. Further, there are at least two key road connections, at the intersection of



Dufferin / Lincoln / Falkland, and at the Lincoln / Linden, Lincoln / Lower, Lincoln / Pelham splits that are especially uncomfortable for cyclists.

The town currently has no designated cycling routes, no paved shoulders / striping, and no designated bike lanes or cycle tracks. Although there are a few bike racks in the community: Bluenose Academy, library, Community Centre, for example, there is a shortage of dedicated, secure bike parking.

3.2.2 Off-Road Bikeability

Off-road usually means on trails or pathways, but in Lunenburg a significant number of those who cycle regularly use sidewalks to permit them to avoid the worst of the busy roadways and challenging intersections/splits. Although it is common in every community to have cyclists combine on-road and sidewalk components whichever is easiest, in Lunenburg it appears to be done by the majority as a method of managing unsafe roads and choke points.

The Front Harbour Trail is extensively used by cyclists coming from the New Town to the Old Town.

Recreational cyclists use the Back Harbour Trail, but few use it for utilitarian purposes because of its circular route around the community and the small number of connections with the road network.

Few cyclists, apparently, use the Bay-to-Bay Trail within the town boundaries. Several comments were made about the challenges of finding the connection across Maple Avenue, and about that section's safety.

3.3 Other Uses

3.3.1 Wheeling

Topography also imposes limits to the ability of wheelchair users to easily access all parts of the community, although with the shift to motorized mobility devices, this is being largely mitigated. Curb cuts have been installed in all recent sidewalk additions, and a substantial number of older curb cuts exist at many intersections in Old Town. An extended accessible pathway exists linking Lincoln Street to Kaulbach Street, and there is an excellent 'Stramp' (Ramp and stairway combined) connecting Bluenose to Montague at the base of Duke Street.

The challenges noted are:

- Many of the older curb cuts are narrow and surfaced with crumbling asphalt ramps;
- Crosswalks with newer sidewalks on one side only do not have matching curb cuts: i.e., Kaulbach and Fox;
- Several important crosswalks are completely inaccessible for wheeling: i.e. Victoria Road at Hall Street;
- No facilities in New Town, although the streets are wide and traffic volumes relatively light; and
- There is limited access to the Front Harbour and Back Harbour trails because of the surface, while there is no access available to the Bay to Bay Trail from Maple because there is a staircase.

3.3.2 Skateboarding

While there is an excellent and well-used skate park at the Community Centre, skateboarders are not permitted to ride on either streets or sidewalks. Therefore, Active Transportation by skateboarding is not possible in Lunenburg.

No Safe Skateboarding classes are currently being offered.

3.3.3 Inline Skating

There are no provisions for inline skating in Lunenburg, although skaters are permitted to use the Skateboarding Park. As with skateboarders and Wheelchair users, the crushed stone surface on the community's trails do not enable inline skating.



3.3.4 Winter Activities

Comments about winter AT activities related mostly to the community's trails and their lack of maintenance. Even walking was considered quite difficult once the trail was snow covered, nor was cross-country skiing considered a good option.

Residents suggested that the majority of the community's streets are walkable, although biking during the winter months was not judged to be practical for most cyclists.

3.3.5 Water-Based Active Transportation

As a waterfront community with a long history of water-borne activity, potential opportunities exist for water-based active transportation. However, given that the community is only located on one side of the harbour and that there are very few places of origin or destination across harbour, the use of water-based active transportation is limited. To encourage people, locals and visitors, to use the waterfront infrastructure is recommended. People are more likely to use the waterfront for recreation and utilitarian purposes if a boat launch was made accessible to the public. This could have economic spinoff as well as increase the profile of Lunenburg's historic waterfront.



3.4 Destinations

Active transportation for utilitarian purposes is inherently destination-oriented travel. The identification of destinations in the Town that might attract frequent active transportation usage provides a good indication on where infrastructure improvements may be most effective. The likelihood of people walking to school or work is heavily influenced by travel distance to these destinations, and the safety of the connections between origin and destination.

The key destinations in the Town of Lunenburg identified were:

1. The Waterfront;
2. Old Town
(Kaulbach/Townsend/Kempt);
3. Bluenose Academy;
4. Tim Hortons;
5. Community Centre;
6. Back Harbour Trail; and
7. Dog Park (future).



3.5 Barriers

There are both natural and human-created obstacles to walking and cycling. Among others, natural barriers include

bodies of water and topographic features; man-made barriers include highways, rail lines, high traffic streets and traditional large-lot or big box developments.

The major physical barriers to Active Transportation in Lunenburg were identified as:

1. The Dufferin/Lincoln/Falkland intersection;
2. The hilly terrain;
3. Victoria Road;
4. Old Town's narrow streets and seasonally high traffic volumes in areas close to the Waterfront;
and
5. Lack of sidewalks in the New Town.

CHAPTER 4 **RECOMMENDATIONS**

The following recommendations lay out a plan for the ultimate development of an active transportation network and activities for the Town of Lunenburg. While the plan may take up to 15 to 20 years to complete, it denotes areas where immediate actions could have a significant impact on improving active transportation conditions in the Town. It is important to show the ultimate plan, to allow opportunities for improvements in lower priority areas to be recognized and exploited if and when they become available.

It is also recognized that some of the on-road improvements require cooperation and investment by the Nova Scotia Ministry of Transportation and Infrastructure Renewal who control the numbered highways that occur within Town limits.

4.1 Priority Projects and Opinion of Probable Costs

Priority projects are shown on Figure 4.1 entitled Priority Projects Map which designates Immediate, short, medium and long term projects. The numbers on the map link to the descriptions provided below. These recommendations have been established based on prioritizing projects that will have an immediate benefit to safety conditions in Town especially for children and seniors.

Opinions of probable costs for each recommendation are provided in Figure 4.2.

4.1.1 Immediate Projects

These projects should occur in the next two years.

28. Along Victoria Road, upgrade sidewalk from SaveEasy to Homeport Motel and Cottages' driveway and provide crosswalk across Homeport's driveway. Improve sidewalk on north side of Victoria Road from Hall Street past Irving Gas Station. Move crosswalk across Victoria Road from just north of the Irving Gas Station to north side of driveway to Lunenburg Hardware;

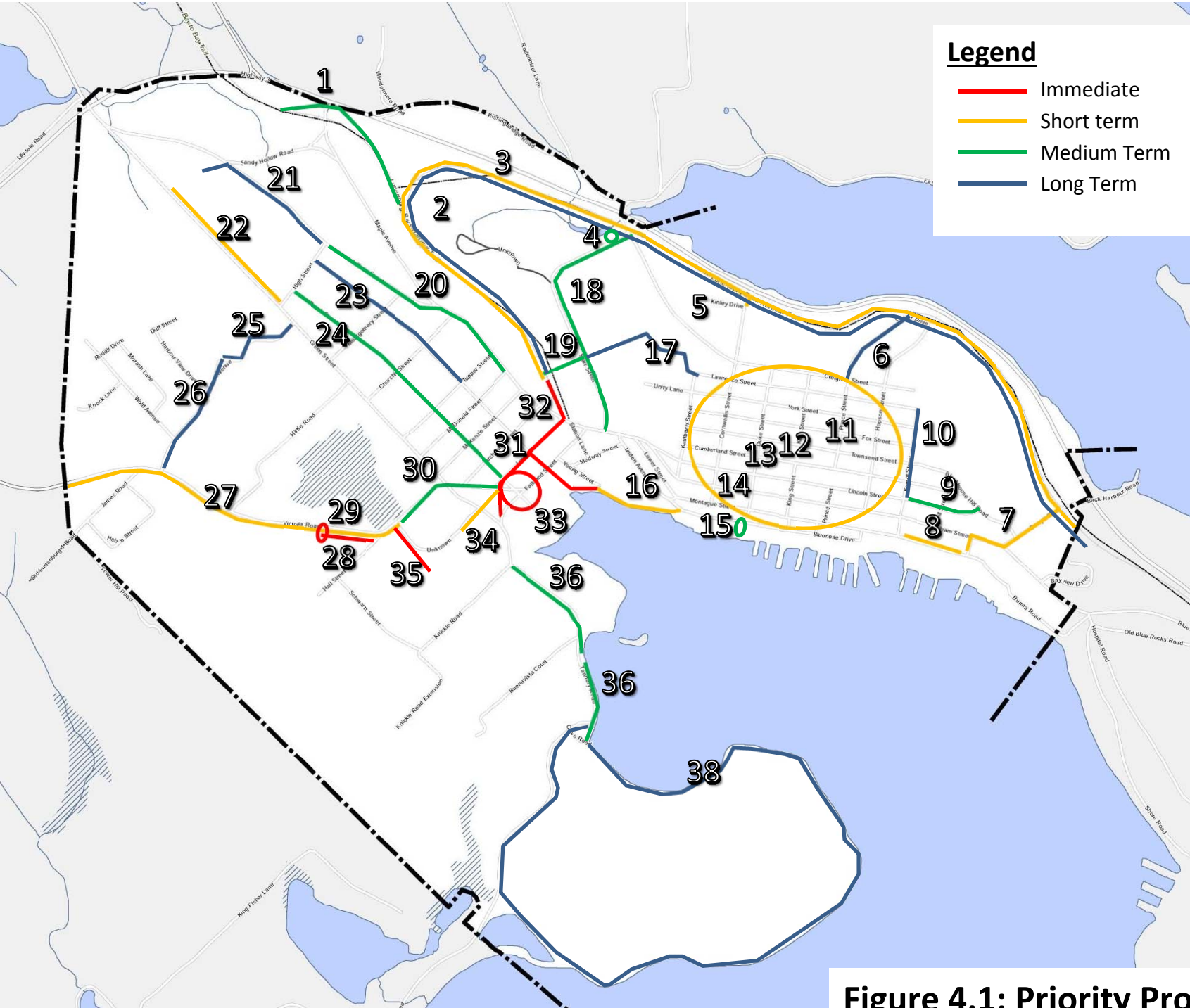


Figure 4.1: Priority Projects

Town of Lunenburg Active Transportation Plan

Figure 4.2: Opinion of Probable Capital Costs

Date: 11 October 2013
CBCL Project No.: 131252.00

This opinion of probable costs is presented on the basis of experience, qualifications, and best judgement. It has been prepared in accordance with acceptable principles and practices. Sudden market trend changes, non-competitive bidding situations, unforeseen labour and material adjustments and the like are beyond the control of CBCL Limited. We cannot warrant or guarantee that actual costs will not vary significantly from the opinion provided.

These costs are in 2013 dollars. They are for capital construction only and do not allow for contingencies (typically 25% at this stage) and engineering fees (typically 10%).

Immediate Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
28	Victoria Road Upgrades				
	Upgrade sidewalk on south side from SaveEasy to Homeport Motel and Cottages Driveway	210	metres	\$135	\$28,350
	Relocate crosswalk near Irving to Lunenburg Hardware	1	lump sum	\$1,800	\$1,800
	Improve sidewalk on north side from Hall Street past Irving Gas Station	170	metres	\$135	\$22,950
29	Work with Bluenose Academy to develop a crossing guard program		staff time		n/a
31	Improve linkage from Train Station entrance (Back Harbour Trail head) to Front Harbour Trail				
	Install sidewalk on south side of Lorne Street from Dufferin Street to Victoria Road	260	metres	\$135	\$35,100
	Paint bi-directional bike lane on south side of Lorne Street from Dufferin Street to Victoria Road	260	metres	\$10	\$2,600
	Paint bi-directional bike lane on Broad Street from Lorne Street from Falkland Street	75	metres	\$10	\$750
	Provide crosswalk at Lorne Street across Dufferin Street	1	lump sum	\$2,000	\$2,000
	Improve Falkland / Dufferin intersection as per Genivar Concept		not applicable under this initiative		
	Provide Signage	3	each	\$750	\$2,250
32	Improvements at Back Harbour Trailhead				
	Extend Back Harbour Trail along face of Train Station to Dufferin Street	100	metres	\$190	\$19,000
	Move trail sign to street	1	lump sum	\$1,500	\$1,500
33	Reconfigure Victoria / Falkland intersection as per Atlantic Road and Traffic Management Concept		not applicable under this initiative		
35	provide shared use trail along northern edge of Community Centre parking lot				
	Stripe trail	200	metres	\$10	\$2,000
	Provide curb stops	40	each	\$50	\$2,000
39	Establish a trails group to assist with fundraising, maintenance, promotion, etc.		staff time		n/a
	Annual maintenance (4% of capital costs)			add	\$7,200 per year

Town of Lunenburg Active Transportation Plan

Figure 4.2: Opinion of Probable Costs

Short Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
3	Improve signage on Back Harbour Trail, including signs at Cornwallis Street and Prince Street.	9	each	\$750	\$6,750
5	Extend sidewalk along Cornwallis from seniors residence to Kinley Drive	90	metres	\$135	\$12,150
	Provide link between Kinley Drive and Back Harbour Trail	50	metres	\$135	\$6,750
7	Provide sidewalk along Pelham & Sawpit from Shipyard Hill Road to Back Harbour Trail	280	metres	\$225	\$63,000
8	Extend sidewalk along Montague to Foodland store and up Shipyard Hill Road to Pelham				
	Provide sidewalk with curb along Montague to Foodland Store	200	metres	\$225	\$45,000
	Provide sidewalk without curb up shipyard Hill Road	55	metres	\$135	\$7,425
11	Fill in gaps in sidewalks in Old Town (start short term but extend through all time periods)	100	metres	\$225	\$22,500 per year
12	Relocate poorly sited existing crosswalks at intersections in Old Town and fill in gaps.	2	each	\$500	\$1,000 per year
13	Improve wayfinding signage in Old Town	8	each	\$750	\$6,000 per year
14	Provide bike racks throughout Old Town	2	each	\$1,000	\$2,000 per year
16	Pave Front Harbour Trail	480	metres	\$190	\$91,200
22	Extend sidewalk on Green Street from High Street to Provincial Building	390	metres	\$135	\$52,650
27	Provide paved shoulders along Victoria from Municipal Boundary to entry to Community Centre	975	metres	\$150	\$146,250
34	Provide trail connection from Community Centre to downtown along Front Harbour Trail				
	Provide bike lanes in entrance to Community Centre Parking from Green Street	50	metres	\$10	\$500
	Provide marked crosswalk across Green Street (including painting and signs)	1	lump sum	\$1,250	\$1,250
	Provide shared use trail from entrance of Community Centre to crosswalk on Victoria	110	metres	\$190	\$20,900
	Provide sidewalk along Falkland in front of Foundry	100	metres	\$225	\$22,500
	Signage	10	each	\$750	\$7,500
	Consider ways to improve Community Centre Parking Lot to make it safer		staff / volunteer time		n/a
	Annual maintenance (4% of capital costs)			add	\$20,000 per year

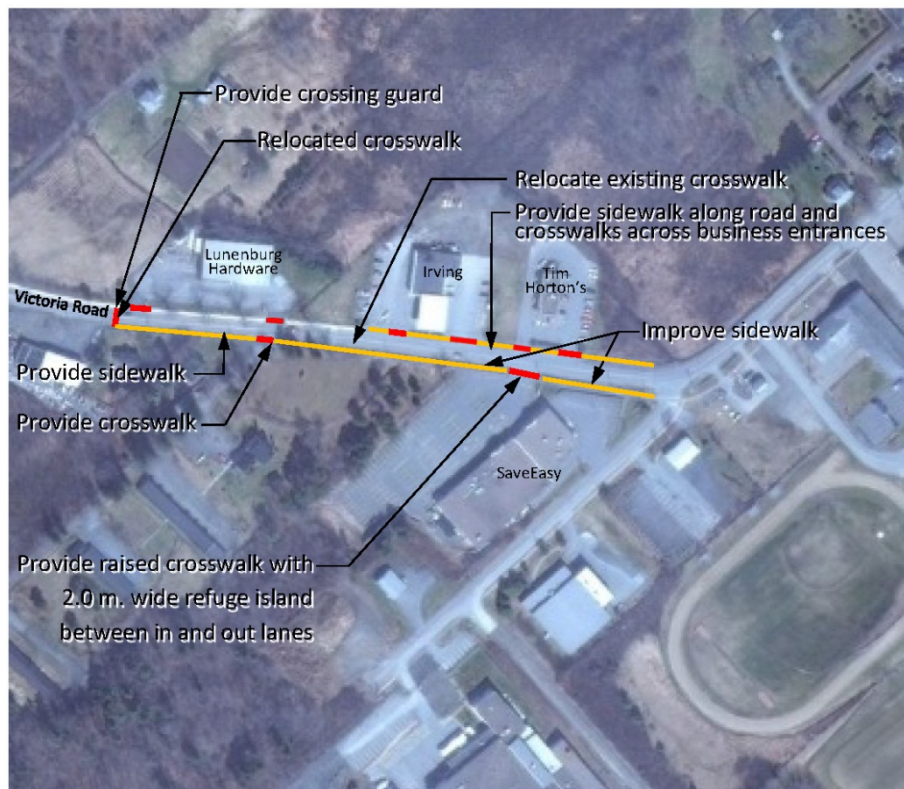
Town of Lunenburg Active Transportation Plan

Figure 4.2: Opinion of Probable Costs

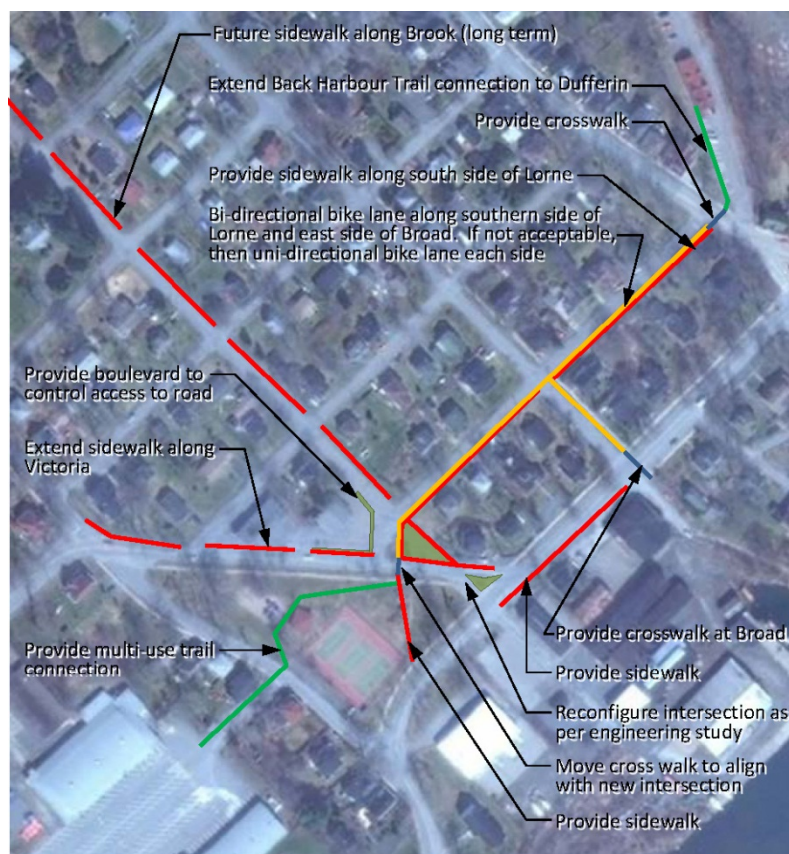
Medium Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
1	Fix Bay to Bay Trail connection over Maple Avenue				
	Grade and build stone dust trail	450	metres	\$40	\$18,000
	Upgrade trail exiting Bay to Bay Trail	175	metres	\$40	\$7,000
	Paint crosswalks	1	lump sum	\$2,000	\$2,000
	Provide signage	6	each	\$750	\$4,500
4	Expand parking area at Starr Street and Kissing Bridge Road (gravel surface)	60	sq. metres	\$30	\$1,800
9	improve link along Lincoln from Blockhouse Hill Road to Hill Street				
	Provide sidewalk along Lincoln from Blockhouse Hill Road to Hill Street	90	metres	\$225	\$20,250
	Provide edge, sidewalk & controlled entrance to parking area at Lincoln/Blockhouse intersection	1	lump sum	\$20,000	\$20,000
15	Provide bicycle parking structure in parking lot of Fisheries Museum	1	lump sum	\$30,000	\$30,000
18	Paint bike / walk lane on Starr Street from Back Harbour Trail to Lincoln Street	700	metres	\$10	\$7,000
19	Create trail link from Back Harbour Trail along edge of Dog Park to Starr Street (including bridge)				
	Stonedust trail	180	metres	\$40	\$7,200
	Small pedestrian / cycle bridge over creek	1	lump sum	\$20,000	\$20,000
20	Extend sidewalk on Dufferin Street from south of Churchill Street to High Street	475	metres	\$135	\$64,125
24	Extend sidewalk on Brook Street from Lorne Street to High Street	740	metres	\$135	\$99,900
30	Paint bike lanes along Victoria Road from entry road to Community Centre to Lorne Street	325	metres	\$10	\$3,250
36	Improve link along Tannery Road from Falkland /Knickle intersection to look-off area				
	Slow speed limit and provide speed bumps at tight corner	1	lump sum	\$25,000	\$25,000
	Negotiate with ABCO to provide an off road trail / sidewalk along front of their property		staff / volunteer time		n/a
	If successful with ABCO, provide off road trail / sidewalk	350	metres	\$190	\$66,500
37	Improve walkabilty of water side of Tannery road from look-off to entrance to golf course	300	metres	\$190	\$57,000
	Annual maintenance (4% of capital costs)			add	\$18,000 per year
Long Term Projects					
No.	Item	Quantity	Units	Unit Cost	Cost
2	Pave Back Harbour Trail from Dufferin Street to Kissing Bridge Road	1,500	metres	\$190	\$285,000
6	Provide sidewalk on Prince Street from Creighton to Oxner Drive	250	metres	\$135	\$33,750
10	Provide sidewalk along Kempt Street from Lawrence Street to Lincoln Street	230	metres	\$135	\$31,050
17	Provide connection from Lawrence Street through Lunenburg Academy and cemetery to Dog Park	500	metres	\$190	\$95,000
21	Extend sidewalk along Dufferin Street from High Street to Sandy Hollow	350	metres	\$135	\$47,250
	Provide trail connection to Provincial Building	150	metres	\$40	\$6,000
23	Extend sidewalk on Broad Street from McDonald Street to High Street	600	metres	\$135	\$81,000
25	Provide sidewalk on Centennial Avenue from Green Street to apartment building	250	metres	\$135	\$33,750
26	Provide sidewalk on Centennial Avenue from Victoria Road to apartment building	350	metres	\$135	\$47,250
38	Develop walking route around Kaulbach Head / golf course	2,000	metres	\$20	\$40,000
	Annual maintenance (4% of capital costs)			add	\$28,000 per year

29. Working closely with the Bluenose Academy, develop a crossing guard program for the relocated crosswalk across Victoria Road on north side of driveway to Lunenburg Hardware, the crosswalk across Victoria Road at Hall Street and Victoria Road between Lorne and Falkland. Consider establishing a “walking school guard” program as an alternative;

31. Improve linkage from Train Station entrance (Back Harbour Trail head) to Front Harbour Trail. Install sidewalk on south side and paint in a bi-directional bike lane on Lorne Street from Dufferin Street to Victoria Road. Paint in a bi-directional bike lane on Broad Street from Lorne Street to Falkland Street. Provide crosswalk at Lorne Street across Dufferin Street to connect to head of Back Harbour Trail at Train Station. Improve Falkland / Dufferin intersection as per Genivar Figure 2 Concept B Sketch dated 7 May 2013 (see Figure next page);



Recommended Sidewalk Improvements along Victoria Road



Recommended Active Transportation Improvements in Victoria / Lorne / Dufferin Area



Genivar Figure 2 Concept B Sketch dated 7 May 2013

- 32. Improvements at Back Harbour Trailhead. Extend Back Harbour Trail along face of Train Station to Dufferin Street. Bend connection to connect to new crosswalk and facilities on Lorne Street (see Figure at bottom of previous page). Move trail sign to street;
- 33. Reconfigure Victoria Road and Falkland Street intersection as per Figure B-4 in Atlantic Road and Traffic Management report of 2009 (see Figure at right and also Figure at bottom of previous page); and
- 35. Provide shared use trail along northern edge of Community Centre parking lot to connect path from school/pool to Victoria Road (see Figure at bottom of previous page).



Figure B-4 in Atlantic Road and Traffic Management report of 2009

4.1.2 Short Term Projects

These projects should occur in the next three to six years.

3. Improve signage on Back Harbour Trail, including signs at Cornwallis Street and Prince Street;
5. Extend sidewalk from seniors residence along Cornwallis Street from seniors residence to Kinley Drive and provide formal linkage to Back Harbour Trail;
7. Provide sidewalk along Pelham/Montague Street Sawpit Road from Shipyard Hill Road to Back Harbour Trail at Sawpit Road;
8. Extend sidewalk along Montague to Foodland store and up Shipyard Hill Road to Pelham;
11. Fill in gaps in sidewalks in Old Town (program will start in short term but will extend through all time periods). Start in Front Harbour to Townsend Street and work towards Back Harbour. Special consideration should be given to Pelham Street and Kaulbach Street at the Library;
12. In Old Town, relocate poorly sited existing crosswalks at intersections to connect to existing sidewalks and fill in gaps;
13. Improve wayfinding signage in Old Town. Also include directional sign at Blockhouse Hill Campground and Visitor Centre;
14. Provide five new bike spots per year throughout Old Town (on a bike rack or individual spots). Work with local cyclists to determine priority locations over a 10 year period. Consider adding bicycle parking rings on meters;
16. Pave Front Harbour Trail;
22. Extend sidewalk on Green Street from High Street to Provincial Building;
27. Provide paved shoulders along Victoria Road from the municipal boundary to entry road to Community Centre; and
34. Provide a great trail connection and signage from Community Centre to downtown along Front Harbour Trail to allow Community Centre parking lot to act as “overflow” parking for downtown. Provide sidewalk along Falkland in front of Foundry. Consideration could also be given to using the parking area behind the Fire Hall as ‘overflow parking’ as well. Signage should direct people coming into Town to these free parking areas. The parking lot is adequate by current standards, but with students traversing the area and as traffic increases, it may be prudent to consider ways to reconfigure the parking to make it more pedestrian friendly.



Example of Relocation of Crosswalk

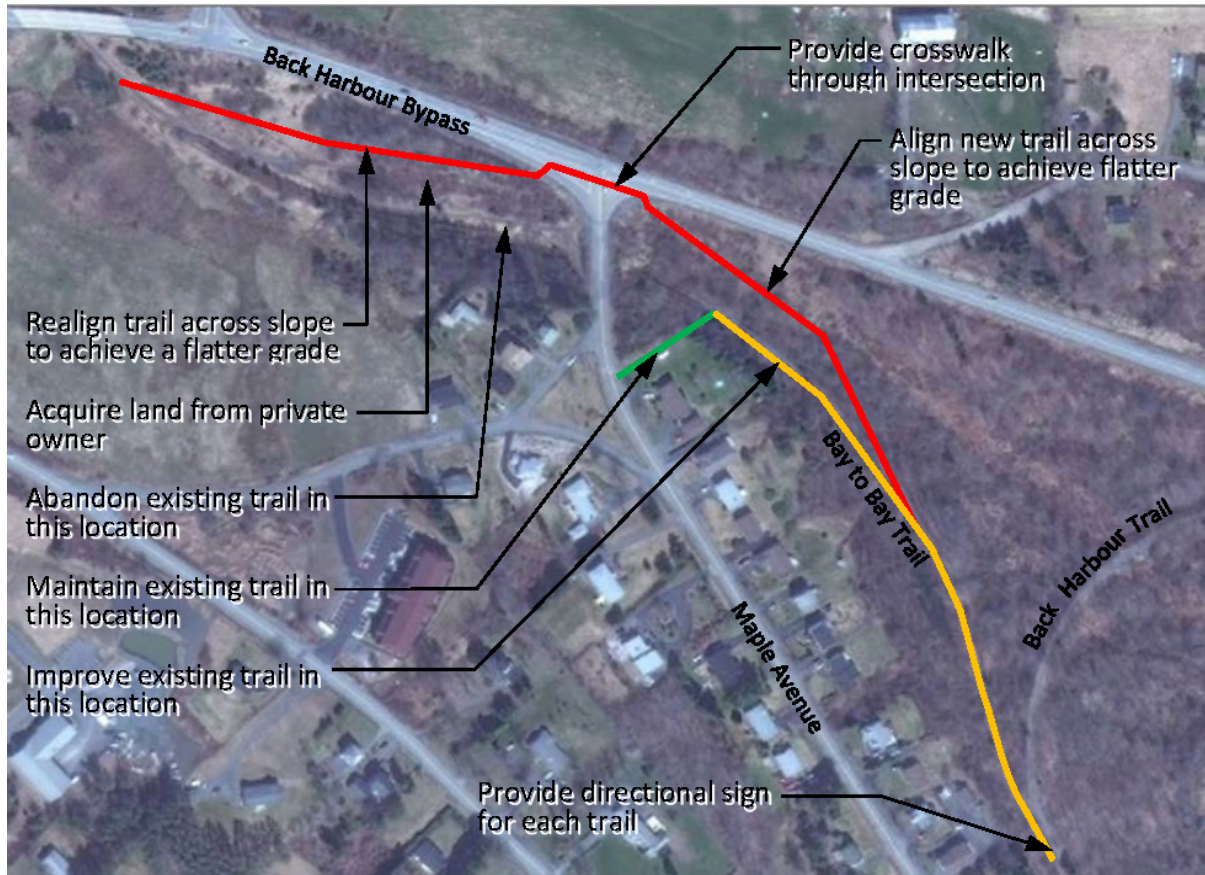


Example of Bike Rack Mounted on Sign or Parking Meter Pole

4.1.3 Medium Term Projects

These projects should occur in the next seven to 12 years.

1. Fix Bay to Bay Trail connection over Maple Avenue. Extend trail up slope on either side of road and cross at intersection of Highway 332 and Maple Avenue. Fix up trail to connect to Back Harbour Trail. Get started on funding and land acquisition in short term;



Recommended Improvements to Bay to Bay Trail at Maple Avenue

4. Expand parking area at Starr Street and Kissing Bridge Road;
9. Provide sidewalk along Lincoln from Blockhouse Hill Road to Hill Street. Fix intersection at Lincoln and Blockhouse by providing an edge with sidewalk and controlled entrance to parking area from street;
15. Provide bicycle parking structure in parking lot of Fisheries Museum;
18. Create bike / walk lane on Starr Street from Back Harbour Trail to Lincoln Street;
19. Create trail link from Back Harbour Trail along edge of Dog Park to Starr Street;
20. Extend sidewalk on Dufferin Street from south of Churchill Street to High Street. Provide crosswalks at Maple Avenue and High Street;



Bike Parking Structure at Fisheries Museum

- 24. Extend sidewalk on Brook Street from Lorne Street to High Street;
- 30. Provide bike lane along Victoria Road from entry road to Community Centre to Lorne Street;
- 36. Improve link along Tannery Road from Falkland / Knickle intersection to look-off area. Slow speed limit and provide removable speed bumps (similar to those in the entrance to the Community Centre) at the tight corner. Negotiate with ABCO to provide an off road trail / sidewalk inside of tree line along front of their property; and
- 37. Improve walkability of water side of Tannery road from look-off to entrance to golf course.

4.1.4 Long Term Projects

- 2. Pave Back Harbour Trail from Dufferin Street to Kissing Bridge Road;
- 6. Provide sidewalk on Prince Street from Creighton to Oxner Drive;
- 10. Provide sidewalk along Kempt Street from Lawrence Street to Lincoln Street;
- 17. Provide connection from Lawrence Street through Lunenburg Academy and cemetery to Dog Park;
- 21. Extend sidewalk along Dufferin Street from High Street to Sandy Hollow and provide trail connection to Provincial Building;
- 23. Extend sidewalk on Broad Street from McDonald Street to High Street;
- 25. Provide sidewalk on Centennial Avenue from Green Street to apartment building;
- 26. Provide sidewalk on Centennial Avenue from Victoria Road to apartment building; and
- 38. Develop walking route around Kaulbach Head / golf course.



Connection from Lawrence Street through Lunenburg Academy and cemetery to Dog Park

4.2 Recommended Project Prioritization Process

The number and scope of proposed AT infrastructure projects will often exceed the financial capacity of the community to carry out in any given budget period. To assist Council and staff to decide which projects to undertake, and in what order, we suggest that all proposals be reviewed using the following two-step process: 1) Safety; and 2) Strategic Relevance.

4.2.1 Safety

All transportation infrastructure projects should be examined through the prism of their effect on safety for pedestrians and cyclists. For any road/works project to be approved by Council, it must be judged to improve, or at least not reduce, the safety of pedestrians and cyclists.

- *Example 1:* A sewer upgrade project on a main street requires removing an existing sidewalk. Council would not permit this to proceed unless a suitable alternative for pedestrians was included as part of the plan; and
- *Example 2:* A crosswalk is proposed across an arterial road. However, no sidewalk is included as part of the project, and pedestrians would be required to walk along a busy stretch. This could not be considered to adequately protect their safety, and so should not be approved by Council.

Safety Principle 1: Once projects have been judged to improve the overall safety of pedestrians and cyclists, they will be evaluated on the basis of whom they primarily benefit. Priority will be assigned to those projects that target safety solutions for young people and/or seniors most – projects that fit the “8-80” standard of community accessibility.

- *Example:* Two new crosswalk/sidewalk projects are proposed. One is at Prince and Creighton Streets, the other is at Victoria Road and Lorne Street. Priority would be given to the Victoria/Lorne project, as it is an important route for children heading to/from the Bluenose Academy.

Safety Principle 2: Projects evaluated as being of equivalent ranking after step 1 should next be examined for the traffic volume on their respective streets, with priority being given to the project work on roads which possess the highest number of daily vehicle trips.

- *Example:* A sidewalk/crosswalk infill is proposed for Kaulbach Street between Lincoln and Pelham, while another proposes similar improvements on Cornwallis Street from Creighton to Kinley Drive. The Kaulbach Street project would have priority, because of its greater traffic volume.

4.2.2 Meeting Community Goals

The second stage of the prioritization process, for Active Transportation infrastructure improvement projects, is to evaluate the purpose each proposed project fills, and how well it meets the overall strategic goals of the community. That may be to connect existing AT facilities to each other by ‘filling the gaps’, to expand the walking/cycling network by extending existing facilities or adding new routes, to improve facilities that will benefit the largest number of pedestrians, cyclists, or other users, or whether a project improves the ability of non-motorized citizens to better access their community to travel to work or school, or for play.

Community Goal 1: We propose that priority should be given to projects that link existing facilities to each other over those that represent extensions or additions.

- *Example:* Two proposals are brought before Council. One is to build a sidewalk on Green Street from High Street to the Provincial Building; the other is to complete a sidewalk on Victoria Road between the crosswalk at Hall Street and the Irving. Priority would be given to the work on Victoria Road, because it connects the sidewalk facilities from the Irving to Centennial Avenue to the existing sidewalk on Victoria Road from Hall Street.

Although we recommend that connecting existing AT facilities to each other should normally be conferred priority above extending the system to areas where facilities are not currently present, there will be occasions when an augmentation to the limits of the present network may have priority over infill.

If recommended by staff to Council, a proposed expansion project will continue to be evaluated against other projects through the subsequent steps. If the expansion project satisfies these criteria better than other proposed projects, the expansion will be assigned priority for completion.

Community Goal 2: If multiple proposals are still judged as being equal after steps one through four, consideration should then be given to the number of pedestrians/cyclists that the project will benefit, with priority being given to the one that will provide improved assistance to the larger number.

- *Example:* There are two proposals to better link the Back Harbour Trail to the community: a sidewalk on Sawpit Road to Pelham Street, or a sidewalk up Prince Street. A community survey finds that more residents say they will use the link on Prince Street. That project will receive priority.

Community Goal 3: The final evaluation criteria relates to the project's intended uses. Priority should be given to plans that improve travel for work/school commuting and other utilitarian purposes over those that are primarily recreational.

- *Example:* Two proposals are made to improve walking and cycling on Starr Street. One is to create an off-road link from the Back Harbour Trail parking area to the Dog Park, and from then an on-road link on Starr Street to the trailhead at Kissing Bridge Road. The other is to develop a pedestrian / cycling connection on Starr Street from Maple Street to Kissing Bridge Road. The latter, entirely on-road, facility would receive priority ahead of the Back Harbour Trail connection.

4.2.3 Summary

Proposed AT infrastructure projects should be assessed first according to how they address safety for the most vulnerable members of the community, on its busiest streets and road, and according to how well they satisfy the strategic goals of the community, and should be assigned a priority of undertaking based upon the following criteria:

- Project improves, or does not diminish, the safety of pedestrians/cyclists;
- Project most improves walkability/bikeability for youth and/or seniors;
- Project is on/adjacent to roadways with the highest traffic count;
- Project connects existing infrastructure facilities, rather than expands the network*;
- Project will be used by the largest number of pedestrian/cyclists; and
- Project is more utilitarian than recreational.

*Note: If projects to expand the network are being evaluated against other projects to establish priority, do so using steps 2 through 6, in that order, skipping step 4.

4.3 Programs

Making improvements to infrastructure is only one component of improving Active Transportation in any community. While providing a safe place to walk, cycle, or use other forms of human-powered transportation is essential, so is the need to both promote community improvements, and to educate the public on how to navigate their streets safely.

The barriers to Active Transportation are often explained as being the result of inadequate infrastructure. In reality, and more importantly, the barriers exist in the culture of a community and the attitudes of its population. To change these attitudes will require continuous and effective programs of education, promotion, and advocacy.

4.3.1 Education

Education is one of the most important components of this plan. Active transportation users need to be instructed in on and off-road operating procedures and etiquette in order to support a safe and inviting environment.

Motorists must be made aware of the need to be aware of and share the road with walkers and cyclists and – most important of all – to operate their vehicles more safely and appropriately.

Parents must be convinced of the value of increasing the amount of walking and cycling undertaken by their children and that their children’s safety will be assured while doing so.

Given the wide range of educational opportunities available nationally and provincially, it is important to remember that the Municipality does not have to shoulder educational initiatives on its own.

Ed.1: **Share the Road:**

This program is an important, low cost infrastructure education tool for all road and trail users including motorists, pedestrians and cyclists. “Share the Road” is an initiative that makes roadways safer and more efficient for both motorists and cyclists by reminding everyone that cyclists are a legitimate road use and one likely to be encountered on roads in the community.

In Lunenburg, Share the Road signs should be positioned on Victoria Road, from the town boundary as far as Lorne Avenue. In addition, signs should be placed on Maple/Dufferin as far as the Lincoln Street intersection.

Green Street, from the town boundary to Victoria Road, should also be considered for Share the Road signage, as should Sawpit Road, particularly near where the Back Harbour Trail crosses.



One interesting and successful variation of the program occurs in Annapolis County, where bright yellow T-shirts with the “Share the Road” symbol are regularly given as draw prizes during municipal events. Share the Road often becomes a shorthand for ‘bike friendly.’

Ed.2. **Safe Cycle/Skateboarding Training:**

The Town Recreation department should develop and offer ongoing low or (preferably) no-cost programs that provide education on bicycle safety, including the value of wearing helmets, and etiquette for sharing road and trail space. Because of its proximity to the Bluenose Academy, the community centre is ideally sited to provide a wide range of AT educational programs for youth.

There are a number of acceptable possible programs that could be adopted, including the bike rodeos currently provided by the RCMP and the CAN-BIKE program operated by the Canadian Cycling Association. The town should investigate the possibility of supplementing the efforts of the RCMP by assisting people to become qualified instructors of one, or both, of these programs.

The first priority of these training courses should be for youth, but consideration should be given for eventually providing safe-biking courses for seniors and other people as well.

Offering skateboarding instructional programs will provide the opportunity to access another group of youth different from cyclists. One instructional component that can and should be added is how to be a safe on-street/sidewalk skater, and the AT/health benefits of longboarding.



(Photo: André Bouchard)

One program offered by the Ecology Action Centre, Making Tracks, is about making active transportation safe for children and youth in Nova Scotia by giving them the skills they need to do it safely. Using a train-the-trainer model, the program enlists the help of adults and youth in teaching safety skills to other youth and children. Making Tracks focuses on skill-based, experiential workshops. It offers walking, cycling, in-line skating and skateboarding safety skills.

Ed.3. Active and Safe Routes to School:

This is a school-based initiative that strives to create an environment that is conducive and supportive of safe walkable communities. It is a world-wide program that encourages children of all ages to utilize Active Transportation to travel to and from school, with a primary focus on walking. The program is comprised of several activities and initiatives that can be utilized by schools including the Walking School Bus, Walking Wednesdays, iWalk (International Walk to School Week/Day), Walk a Block, Neighbourhood Walkabout, Walking Buddies, No Idling at School, and Classroom Mapping.

Bluenose Academy students can conduct safety audits of their neighbourhoods. Parent associations can work with parents, students and teachers, organizing public meetings to review the walkability/bikeability situation around all routes to and from the school. These meetings can determine what are the safest routes currently, and more importantly areas where improvements to the infrastructure network are required. Students should be asked to identify destinations that they currently access from their schools so that these may be also audited for walkable/bikeable safety.

Ed.4. **Heart&Stroke OneStep:**

Heart&Stroke OneStep is an extracurricular resource featuring pedometers and activities for junior high students to support girls to be physically active through walking. Resources are available in both English and French. OneStep is one resource that schools can use to complement existing activities to encourage and support activity among youth.

Ed.5. **Information Flyers** should be sent to households along with utility bills or recycling information, at least twice every year: in the spring, when the weather begins to improve, and in the fall, when children return to school. The flyers can be designed to provide safety tips for AT users - and motorists - addressing the common causes of conflicts and how to avoid them

In addition, household flyers provide a venue for regularly updating residents on additions or changes to the sidewalk/trail network.

Ed.6. **Crosswalk Education Signs** erected at all important crosswalks in the community, particularly those used by school children. These provide simple and concise directions on how to behave in crosswalks and to safely cross busy streets. These should be positioned at a level where they can be easily read by children.

Priority should be given to crosswalks on busier streets frequently used by school children, such as those on Victoria Road, but consideration should be given to eventually positioning signage on both sides of every crosswalk.



4.3.2 Promotion

From many years of experience, the public has developed the perception that walking and cycling on roads is unsafe. It will be inadequate to simply build infrastructure. In order to have more people walking and cycling, it will be necessary to engage in a range of promotional activities to shift public opinion and encourage them to use the new AT infrastructure that will be developed.

P.1. **Create a permanent Active Transportation Webpage** on the Town's Website. This should include all the information available about the community benefits of using AT, the most up-to-date information about the condition of the paths and sidewalks, maps of the currently existing and planned primary and secondary walking/cycling networks, educational information about etiquette and safety, and links to provincial, national, and neighbouring community's AT Website. This should be updated regularly, paying particular attention to seasonally unique issues.

P.2. **Brand the Primary Trail/Road Network** –Create distinctive signage to identify the network for motorists and walkers/cyclists. Consider creating a loop route, i.e. Back Harbour Trail to Sawpit Street, to Pelham, to Bluenose, along Front Harbour Trail to Broad Street, then along Lorne to Back Harbour, and mark with on and off-road signage.

P.3. Support the development of a Lunenburg walking club, a cycling club, and a snowshoe / ski club. Encourage regular activities that can be advertised to the public. Support existing groups to recruit new members.

P.4. Support the development of a volunteer trail development group that will monitor and inspect the Back Harbour Trail. Members of this group can become trained by the NS Trails Federation Trail Patrol and provide education to users about trail etiquette, repair / replace signage, and report on maintenance issues. Specific activities should be developed related to Active Transportation (e.g., bicycle safety day or festival) or this aspect could be built into other community events (e.g., bicycle derby).

P.5. Open Street Days: Consideration should be given to a program of ‘Open Street’ days in the Old Town during the peak tourist season. On Open Street days, vehicle access is prohibited, and only AT uses are permitted. The recommended area for open streets is within the Kaulbach / Townsend / Kempt core area.

If instituted, Open Street days should be coordinated with the business community to ensure the minimum disruption for commercial establishments. . Weekends are the least likely to be disturbing.

Initially, Open Street days might be coordinated with civic events or National Holidays, such as Canada Day. Consideration should be given to expanding the number of Open Days each year, promoting it as an additional attraction for visitors.

Additional information on similar events can be found at the following websites or by searching the web for “Cyclovia” or “Open Streets”:

- <http://www.8-80cities.org/resources/ciclovia-open-streets.html>
- <http://www.eventbrite.com/e/new-brunswick-ciclovia-lecture-reception-tickets-8391809127>

4.3.3 Advocacy

The public needs to be informed about the many health and safety benefits of participating in active transportation. In present-day North American culture, travel by automobile is not only the dominant means of transportation, but in many people’s perception, the only one. Consequently, spending on AT may be resisted by the majority because of the opinion that they are frivolous and costly public investments that benefit only special interest populations.

Advocacy programs, in some respects, are quite similar to those for promotion purposes, but tend to be directed at the wider community, not just those who currently use AT.

Several influential elements of the community will require frequent updates on the status of Active Transportation initiatives. They will tend not to participate in the planning stages, but react – often



unfavourably – once a particular project is announced. Rather than respond to concerns and complaints at this stage, the Active Transportation Steering Committee should conduct an outreach program, particularly in advance of significant infrastructure projects, designed both to educate interest groups about the benefits of AT, and to identify potential concerns before they become public disagreements.

A.1. Host an annual Active Transportation evening, where groups interested in cycling, walking and other active transportation activities can meet with Council, neighbouring municipalities departments and the NS Department of Transportation and Infrastructure Renewal to talk about accomplishments over the last year, look at possible improvements that can be made to infrastructure and programs in the coming year, discuss sharing of resources, exchange other information, and forge partnerships. Keeping / publishing a report card will assist in measuring progress.

A.2. Present to Board of Trade: Arrange to present about the new AT Plan to the Board of Trade, and to the Lunenburg Waterfront Association, at one of their general membership meetings, explaining its importance and obtaining their feedback.

A.3. Present to Bluenose Academy: This should be done at a meeting of the School Advisory Council, where teachers, parents and staff are able to learn about the AT Plan and suggest ways in which the school can participate. It is valuable to speak to all three groups: parents, teachers, and staff together. In addition, if possible, have someone from the AT Steering Committee present about AT activities to the entire student body, especially once a series of educational programs has been established.

A.4. Liaise with RCMP and conduct an annual review of bicycle and pedestrian accidents to determine if there are unidentified ‘hot spots’ on the roads where infrastructure improvements need to be made to improve safety.

A.5. Meet regularly with the Active Transportation Coordinator for the District of Lunenburg to compare notes, coordinate projects and seek mutually supportive activities. This will be particularly important with regard to residents living in adjacent areas such as Blue Rocks, Rhodenizer Lane, and First Peninsula Road.

A.6. Work with supportive agencies such as the Nova Scotia Department of Health and Wellness, the Atlantic Health Promotion Research Centre, the Nova Scotia Heart and Stroke Foundation, and other health services and promotion organisations to promote the health benefits of active transportation.

There are a wide range of organizations with supportive programs that will complement the implementation of AT policies, programs, and projects. Work with them to make the Town of Lunenburg a leader in transforming itself into a walk and bike friendly community.

4.4 Maintenance

Maintenance is key in providing an appropriate level of service and user-friendly, safe and efficient transportation solutions. **Preventative maintenance** includes road, sidewalk and shoulder sweeping and preventative tree pruning. **Corrective maintenance** includes sealing pavement cracks and potholes, repairing markings, pruning trees after a storm and grading crusher dust surfaces.

Replacement is necessary when something has reached the end of its lifetime. **Winter maintenance** includes snow clearing from sidewalks and paths.

The level of required maintenance depends on the specific facility. Appropriate maintenance cycles should be put in place by the Municipality to ensure a minimum upkeep.

4.5 Additional Municipal Policies to Encourage Active Transportation

The implementation of the Active Transportation Plan will be an incremental process over its twenty year period, with infrastructure programs being completed as funding becomes available. The large number of projects recommended provides the plan with a built-in degree of flexibility, which allows the Municipality to adapt to changes in priorities, funding options, and public acceptance.

However, it will be paramount for the success of this plan that municipal policies be adopted to ensure that the long-term community objective of creating a healthier, happier, place to live and work, based upon making walking and cycling safe and attractive options.

4.5.1 Reducing Speed Limits

The Town of Lunenburg received its UNESCO World Heritage Site designation because its Old Town has retained the look and feel of a pre-industrial fishing community. The town has long been a tourist destination, and the numbers of tourists continues to grow.

The streets on the Old Town are narrow, restricting traffic flow and creating challenges for parking. Various mitigations have been attempted, and some of the projects suggested in this report are intended to improve the walking and cycling linkages between the waterfront and parking outside the Old Town.

This high traffic flow represents a safety risk for pedestrians and cyclists. In addition, the large number of walking tourists is often a significant hazard to motorists.

In many similarly-designed communities in Europe, particularly those with narrow streets, the speed limit has been reduced from 50kph to 30kph. (In the United Kingdom, this movement is known as “20 is plenty”). The reasons are clear: the fatality rate for pedestrians struck by a vehicle travelling under 30 kph is only five percent. At 50 kph, the fatality rate increases to 45 percent and at 60 kph to 85 percent.

We recommend:

- That the Town advocate to the Province to enable “speed zoning” or the reduction of the speed limit on all streets of the Old Town, beginning from the Lincoln/Dufferin intersection, to 30 kph. Not included in this policy would be Kissing Bridge Road from Cornwallis to Starr, Sawpit Road.



Currently, the Nova Scotia *Motor Vehicle Act* implies that the lowest speed limit that can be set is 50 kph. However, recent changes have enabled speed limits in school zones to be reduced to 30 kph. The Nova Scotia Department of Transportation and Infrastructure Renewal is thinking about the implications of allowing speed zoning for other locations and the Town of Lunenburg should get a seat at the table to advocate for changes that will allow them to adjust the speed limit in important Old Town areas.

Because of high traffic volumes and narrow streets, reducing the speed limit in the Old Town will not seriously impede vehicle flow, but will improve the safety of both motorists and pedestrians.

The Town should work with Nova Scotia Transportation and Infrastructure Renewal to try to implement this policy as soon as possible, and certainly within the next three to five years.

4.5.2 Street Lighting

During the public meetings, Lunenburg was frequently cited as not only a walkable community in scale, but one that was safe for night-time walking. However, particularly in the New Town, where most streets have no sidewalks, lack of adequate street-lighting limits the ability of some people, notably seniors, to walk without risk of tripping and falling. Improved lighting will also make pedestrians and cyclists more visible to motorists.

Many of the projects recommended in this study have been proposed so that they will eventually create a variety of interconnecting routes, combining on-street sidewalks and/or off-road trails, throughout the community. Although improvements to the walking surface is critical in encouraging more people to walk and cycle, improvements to the lighting on these routes can extend their usefulness to a larger number of residents and visitors over a longer period of every day.

We recommend:

- That the Town regularly conduct a review of the principal walking/cycling routes throughout the community and ensure there is adequate street lighting;
- As sidewalks are extended, adequate street-lighting will be installed to ensure their ability to be used safely at night-time; and
- Important crosswalks over busy streets will have overhead street-lighting provided.
- All current and future trail access points: Dufferin Street, Kissing Bridge Road, Sawpit Road, Cornwallis Street, and Prince Street, should have street lighting provided.

This policy should be implemented within the first year of the adoption of this plan.

4.5.3 Curb Cuts

As a major tourist destination and as a principle of inclusiveness, the Town should apply the 8 to 80 approach and consider principles of universal access. As with many communities in Nova Scotia, the population of Lunenburg is aging. Also, looking at the retirement of the baby-boom generation, many tourists are, and are going to continue to be, seniors.

As populations age, mobility is reduced, and an increasing number of seniors are using mobility assistance devices. Typically, these move on sidewalks, and curb-cuts at street crossings have increasingly been added to permit access by wheelchairs, both motorized and non-motorized. Applying the 8 to 80 approach, if it is good for mobility impaired people, it is good for everyone.

Considering these trends in the community, we recommend:

- Town staff review all existing curb-cuts and street crossings, accompanied by a member of the disabled community, to develop a plan to improve those crossings that are inadequate and provide new ones where required; and
- This review should be conducted annually, with the Town's policy being to make all Lunenburg's walking routes accessible to those using mobility assistance devices.

This policy should be implemented within the first year of the adoption of this plan.



4.5.4 Pedestrian/Cycling Surveys and Counts

Without baseline data on walking and bicycling trips, it is difficult to determine whether efforts to improve the Active Transportation links are helpful or effective. Knowing how much pedestrians and bicyclists are exposed to risk, or are perceived to be at risk in the community, also makes it possible to determine the timing for projects to improve infrastructure. Counting Active Transportation modes of travel also helps to highlight their needs, making it harder to simply ignore them.

We recommend:

- The Town conduct regular and ongoing 'traffic' counts of AT modes of travel. This may be done through surveys or self-reporting forms; subjective data can be gathered as well as raw counts.

What should be measured:

- The number of bicyclists or pedestrians on specific streets;
- "Cordon counts" (counts of trips in and out of a particular district) by counting at natural bottlenecks such as between Old Town and New Town;
- Demographics (age, ethnicity, income) and gender of walkers and cyclists;
- Helmet and light use by bicyclists;
- Child and family participation;
- Trends - growth or retraction over time;
- Facility choice - why here;
- Mode choice - why walking or bicycling vs. another mode;
- What users would like to see improved;
- Factors that make the route appealing; and
- Behavior change, i.e., reported shifts from another mode.

4.5.5 Trail Group

The Town should work with interested volunteers to establish a trails group to assist with fundraising, identification and maintenance of areas requiring attention, promotion of trail etiquette, etc. It might be possible to obtain funding from the Nova Scotia Department of Health and Wellness, Physical Activity, Sport and Recreation or other departments to obtain funding and training. This group should work with Baby to Bay and other trails group in the District of Lunenburg.

CHAPTER 5 **GENERAL GUIDING PRINCIPLES**

For the Town of Lunenburg Active Transportation Plan to have the greatest chance of success, staff, Council, and the AT Steering Committee should use the following general guiding principles whenever reviewing future activities related to its implementation.

1. Raise Awareness

Raising awareness is a critical component in increasing active transportation participation levels and greater walker/cyclist safety through motorist awareness.

Guiding principles:

GP 1.1 Improve signage

Provide adequate municipality-wide signage and identification of the active transportation network. All crossings should be provided with signs identifying the road crossed and the trail/route name. Provide signs along routes, where appropriate, that indicate distances to destinations and directions to local services of interest to Active Transportation users. Provide signs at parking areas with access to trails and other active transportation infrastructure.

GP 1.2 Develop itineraries and mapping

Itineraries and maps should be widely disseminated amongst residents and visitors. Different pamphlets and maps can be created around different themes. Distribute the materials widely, especially to tourist information centres and local businesses that can benefit from having such information available, such as bike shops, B&B's, hotels, etc. There should be an Active Transportation page on the Municipal Website

GP 1.3 Create / coordinate partnerships

The Town should meet regularly with people and organizations involved in active transportation to coordinate and create opportunities to improve AT infrastructure. New projects such as trail creation and improvements or the development of a program should be used to foster partnerships among individuals, NGOs, and departments of government, the RCMP, local businesses and other interest groups.

GP 1.4 Participate in and organize local events

Use these venues as an opportunity to promote active transportation by handing out maps, pamphlets and itineraries, as well as by teaching AT etiquette. Organize group AT activities, such as trail walking for fitness or walking school buses. Create an active transportation component to existing municipal activities (e.g. Canada Day).

2. Educate

Programs to encourage active transportation are as important as infrastructure investments for safety.

Guiding principles:

GP 2.1 Promote a shift in public attitudes

Education is one of the most important components of this plan. Through publications, events, training programs, and other activities, tolerance and safe interaction between all transportation modes should be promoted. Individuals and decision makers should be made aware of the costs and benefits of transportation and land use choices. Residents should be enabled to learn how they can reduce their transportation footprint through AT use for short trips.

GP 2.2 Raise a new generation of active transportation users

Child and youth-based education programs and activities should present active transportation as an easy and potentially safe option for young people. Give priority to the development of infrastructure networks in neighbourhoods where there is a concentration of youth. Develop activities and education programs that will encourage young people to view active transportation as a viable alternative to driving.

3. Improve Infrastructure

Improved active transportation infrastructure will encourage increased active transportation usage.

Guiding principles:

GP 3.1 Adequately maintain existing on and off-road facilities

Existing facilities must be maintained to a mandated standard, and new facilities should be added to the existing system only when it is assured that they can be properly maintained.

GP 3.2 Improve both on-road and off-road facilities

Infrastructure improvements should be a combination of on and off-road facilities, with priority given to creating a connected and fully integrated AT network.

GP 3.3 Accept incremental improvements

Given that much of the work to improve active transportation infrastructure involves retrofitting existing situations, the Town should accept that it may only be able to initially implement partial solutions, such as the installation of a crusher dust surface where ultimately a paved surface is desired or the development of only a partial or incomplete route. By eventually stringing together the pieces, the ultimate goal of developing a fully connected AT network solution may be achieved. In addition, the creation of partial solutions can encourage use that will develop impetus for further expansion of the network.

GP 3.4 Encourage active transportation friendly built environments

There is a strong connection between the spatial distribution of the built environment and the overall physical activity of residents. New developments should be required to create walkable and bikeable areas by considering origin and destination patterns of users and providing suitable infrastructure connecting important locations. Existing developments should be retrofitted for active transportation usage and new developments should be designed to suit self-propelled modes of transportation. Active transportation routes and land use should continue to be better integrated.

GP 3.5 Provide year-round safety

Walking and biking should be safe for all ages and abilities in all seasons. Surface repair and patching, snowplowing, clearing of ice, flood-proofing, and the filling of low spots and potholes are important maintenance considerations.

GP 3.6 Liaise with Nova Scotia Department of Transportation and Infrastructure Renewal

The Municipality should meet with TIR staff at least once a year to ensure that the Department and the Municipality are aware of each other's plans. Subsequently, each can build off the others' proposed future plans, as they relate to improving and maintaining AT infrastructure.

4. Create Interconnectivity

Active transportation networks are effective only if they are interconnected. If there are gaps between origins and destinations, the network will only be marginally utilized.

Guiding principles:

GP 4.1 Create linkages and extensions between existing and proposed AT infrastructure

The Town already contains many good facilities that can be built upon to create an overall active transportation network, but there are some important gaps. For example, there are several situations where sidewalks end suddenly, neither connecting with another route nor ending at a logical destination. Extending some facilities, such as the sidewalk on Maple Street, or connecting separated facilities, such as the Back Harbour Trail with the Front Harbour Trail, will exponentially increase their value.

GP 4.2 Create opportunities for utilitarian trips through the development of improved recreational routes

Active transportation improvements in the Town should be closely connected to recreational facilities. This will allow investments to meet immediate perceived needs while allowing the evolution of an overall network that will support utilitarian trips. Linking these activities will provide a better return on investment and will allow different sources of funding to be tapped. In addition, people will be able to use the active transportation facilities not only in their daily life running errands, but also for recreational activities.

GP 4.3 Synchronize new infrastructure with surrounding municipalities

The rails to trails network serves as a good example for inter-municipal connections beyond the borders of the Town. The Town should always be alert to developments in the surrounding area and look for opportunities to create or allow for future connections into region-wide active transportation infrastructure. The Town should meet regularly with the District of Lunenburg and the NS Department of Transportation and Infrastructure Renewal to compare notes on active transportation initiatives and to try to coordinate actions.

5. Implement the Plan

Implementation will move this plan from concept to physical realization.

Guiding principles:

GP 5.1 Get the best return on investment

Concentrate efforts in areas where investment will have the biggest impact.

GP 5.2 Focus on low cost-high impact items first

There are some easily implemented and relatively low cost items such as improved signage that could have an immediate impact.

GP 5.3 Look for correspondence with potential partners' interests

Various departments of government and non-governmental organizations have different areas of focus like health, recreation, economic development, etc. When seeking funding for a particular piece of infrastructure or program, review potential partners and tailor the request for funding to match their particular areas of interest. Different organizations may support the same initiative for vastly different reasons.

GP 5.4 Be opportunistic

While this plan provides suggestions for priorities for implementation take advantage of making improvements to existing related facilities like rails to trails. Take advantage of opportunities that come up such as the development of new subdivisions or commercial areas, the resurfacing of roads, or new funding opportunities to create infrastructure, even if it is not on the priority list. However, recognizing Guiding Principle 5.1, it is important to balance efforts to make sure that low-impact items are not siphoning energy and effort from higher impact items.

GP 5.5 Implement controversial changes gradually

Some Active Transportation improvements will generate resistance, due to concerns about the cost, the perception that automobile traffic flow will be impaired, or the disagreement of adjacent land-owners. If possible, adopt a gradual approach to new infrastructure, such as by using temporary, low-cost infrastructure (i.e., bollards and posts instead of curbs) or through the introduction of the changes as pilot projects.

GP 5.6 Plan for incremental improvements

This will be a 20 year plan, so incremental improvements will be the norm. Recognizing Guiding Principle 3.3, accept partial improvements with the intention of achieving the full solution later, but

ensure that initial improvements will not make later full development of solutions more difficult or costly.

GP 5.7 Define success

Communities need to establish both baselines and goals, and then make their plans work toward achieving those goals. This will allow communities to evaluate progress as per Guiding Principle 5.8 in a meaningful way.

GP 5.8 Evaluate regularly

Review investments made in active transportation infrastructure and programs to determine what is working, what is failing, and the reasons for their success or failure. Determine how to build on the successes and improve on less-successful activities.



The Case for Active Transportation

The Canadian Context

Active Transportation activities provide significant health and fitness, transportation, environmental, economic and tourism benefits. Municipalities in Nova Scotia, Canada, and throughout North America are implementing initiatives to promote and encourage active transportation activities as a preferred option to the private automobile for short-distance trips and as a method of promoting a more active and healthy lifestyle.

Over the last 10 years, the concept of Active Transportation has been gaining popularity because the health, social, environmental, economic and tourism benefits are so substantial. There is clear evidence of the benefits associated with designing cycling and pedestrian friendly communities and encouraging people to be more active by walking and biking more often, for both recreation and utilitarian purposes.

Promoting active transportation, especially through the development of an integrated on and off-road system that provides transportation and recreation options, is a simple and obvious strategy that can encourage people to reduce their use of the personal automobile and create sustainable, more liveable, safe and active communities.

These benefits include improved health, fitness, quality of life, and social interaction for citizens, a cleaner environment resulting from more sustainable means of transportation, and economic benefits related to new tourism opportunities and diversified transportation options to shops and services for workers and patrons.

Health, the environment, safety, the built environment, barriers to active transportation, and economic benefits are the key areas to be addressed in a sound active transportation plan. Creating an active transportation network requires government leadership to establish a range of policies and programs that support opportunities for people of all ages and abilities to engage in routine daily physical activity. These policies might address:

- Bicycle and pedestrian oriented design;
- Mixed-use development;
- Ample recreational facilities;
- Locating schools in walkable neighborhoods; and
- Funding and promoting active living programs.⁴

Health and Fitness

Walking and cycling, as well as skateboarding and inline skating, provide enjoyable, convenient and affordable means of exercise and recreation. Research suggests that the most effective fitness routines are moderate in intensity, individualized, and incorporated into our daily activities. In addition, studies have shown that people who use active transportation are, on average, more physically fit, less obese and have a reduced risk of cardiovascular disease.

⁴ <http://www.activelivingleadership.org/aboutal.htm>, reviewed on 1 February 2005

Current estimates place the cost of physical inactivity in Canada at \$5.3 billion (\$1.6 billion of direct costs and \$3.7 billion in indirect costs) and the cost of obesity in Canada at \$4.3 billion (\$1.6 billion of direct costs and \$2.7 billion of indirect costs) in health care expenditures⁵. Our health system is attempting to shift from simply protecting people from hazards in the environment to developing healthy environments in which people can live.

Increased physical activity such as walking, cycling and other active transportation related activities can help reduce the risk of coronary heart disease, premature death, high blood pressure, obesity, adult-onset diabetes, depression and various types of cancer. A more active population can in turn reduce the cost of medical care, decrease workplace absenteeism, and maintain the independence of older adults and younger children exploring potential new active transportation options. If Canadians were to become more active, there would be:

- 26% fewer deaths from type II diabetes;
- 20% fewer deaths from colon cancer; and
- 22% fewer deaths from cardiovascular disease⁶.

Sedentary lifestyles have serious consequences for public health. The most visible is the sharp rise in obesity across Canada in recent years. Almost half of Canadians ages 12 and over report being physically inactive and 26% of youth between the ages of two and 17 years old are overweight or obese (Statistics Canada, 2006). In Canada, the prevalence of obesity has more than doubled in the last 20 years (Katzmarzyk & Mason, 2006). Comparatively, the proportion of overweight and obese adolescents aged 12-17 doubled from 14% to 29% between 1979 and 2004, and today only 12% of children and youth get adequate levels of physical activity.

There is strong evidence that people who commute to work using Active Transportation are more likely to be fit and less likely to be overweight or obese than those who use exclusively motorized modes. In addition, there are other health benefits to the physical fitness gains. Active Transportation can enhance one's mental outlook and well-being, improve self-image, social relationships and increase self-reliance by instilling a sense of independence and freedom. These can contribute to healthier and happier personal relationships, and improve work and school productivity.

Improving active transportation methods such as walking and cycling can help make communities more liveable by creating an environment that is pleasant and safe with reduced noise and pollution. This can encourage more social interaction within a neighbourhood and create a stronger sense of community.

Transportation

Walking and cycling are means of transportation that are efficient, affordable and accessible. They are the most energy efficient, and generate no pollution. The transportation benefits of walking, cycling and other Active Transportation modes include reduced road congestion and maintenance costs, less costly infrastructure, increased road safety and decreased user costs.

⁵ Canadian Fitness and Lifestyle Research Institute. 2010. *Cost of Physical Inactivity*. http://www.cflri.ca/eng/provincial_data/information/cost_inactivity.php, accessed on 31 March 2011.

⁶ Ibid.

In general, active transportation modes provide no emissions during use and have low lifecycle greenhouse gas emissions. In many cases, for distances up to 8 km in urban areas, cycling can be the fastest of all modes from door to door.

Canadians make an average of 2,000 trips per year of distances less than 3 km, using their automobile more than 90% of the time. Surveys show that 66% of Canadians would like to cycle more than they presently do. Seven in 10 Canadians say they would cycle to work if there “were a dedicated lane which would take me to my workplace in less than 30 minutes at a comfortable pace” (National Active Transportation Survey, *Go for Green*, 2005). These facts clearly demonstrate the potential for increasing the number of trips by bicycle, especially in the more developed areas of the Municipality.

It has been estimated that due to rising gasoline prices, more than 10 million cars – mostly belonging to low income families – will disappear in the US in the next five years, and a similar trend is expected in Canada (CIBC World Markets, 2008). This issue will be even more relevant in rural communities, where income levels are typically lower. Providing safe options for bicycle and pedestrian travel is going to become increasingly important.

Road improvements to increase the safety of pedestrians and cyclists can and will also enhance the safety of other road users. The U.S. Federal Highway Administration reports that paved shoulders on two-lane, rural roads have been shown to reduce run-off-the-road, head-on and sideswipe collisions by 30% to 40%. In addition, many municipalities have found that paved shoulders reduce maintenance costs related to shoulder deterioration, grading and snow removal.

Environment

Active Transportation activities are energy-efficient, non-polluting modes of travel, whereas short-distance automobile trips are the least fuel efficient and generate the most pollution per kilometre. Reducing the number of motor vehicles on the road decreases the number of pollutants released into the atmosphere by motor vehicles. Short-distance trips have the greatest potential of being undertaken by Active Transportation.

The effects of climate change can be reduced by encouraging drivers to use other modes of transportation, especially for travel outside rush hours. Motor vehicles, roads and parking facilities are major sources of water pollution and hydrologic disruptions due to such factors as road de-icing, air pollution settlement, and roadside herbicides.

Motor vehicles generate various types of unwanted noise that cause disturbance and discomfort to residents: engine acceleration, tire/road contact, braking, horns and vehicle theft alarms. Cyclists and walkers are not disruptive to communities from a noise perspective.

Making communities less auto-dependant by providing infrastructure for Active Transportation modes, such as walking and cycling, can reduce the amount of land required to construct new communities, thus creating more compact subdivisions that make more efficient use of available land.

Economic

The average cost of driving 1 km in a Dodge Grand Caravan costs the owner between \$0.449 and \$0.882⁷. Walking or biking 1 km costs nothing.

In 2004, *Go for Green* published what remains the principle Canadian document examining the economic benefits of Active Transportation: “The Business Case for Active Transportation: The Economic Benefits of Walking and Cycling⁸”.

This report specified that savings could be obtained by shifting mode share from driving to walking and cycling. These savings include a reduction in the following costs:

- Road construction, repair and maintenance costs, which will be reduced because of lower demand as mode share shifts to walking and cycling;
- Health costs of treatment for those affected by air pollutants and greenhouse gas emissions;
- Health care costs due to increased physical activity and reduced respiratory and cardiac disease;
- Fuel, repair and maintenance costs of personal vehicles for individuals who substitute some of their driving for walking and cycling;
- External costs due to traffic congestion; and
- Parking subsidies.

Positive benefits to the community, in economic terms, will also include:

- The economic impact of bicycle tourism;
- The economic impact of bicycle sales and manufacturing;
- Increased property values along greenways and trails and in pedestrian and cycling friendly neighbourhoods; and
- Increased productivity and a reduction of sick days and injuries in the workplace.

Considerable examples exist that show on and off-road trails provide significant economic benefits for both local businesses and even adjacent landowners. Benefits are provided to the local economy during both construction and operation.

Trail construction results in direct benefits such as jobs, including the supply and installation of materials.

Following construction, benefits emerge in the form of expenditures by trail users. A few examples include⁹:

- 70% of Bruce Trail (Ontario) users cite the trail as the main reason for visiting the area in which they are walking. They spend an average of nearly \$20/person per visit within a 10 km corridor on either side of the trail;
- Quebec’s La Route Verte produced annual



Figure 2.1: Potential Benefits to Land Owners

⁷ Canadian Automobile Association. 2011. *Driving Costs: Beyond the Price Tag – Understanding Your Vehicles Operating Costs*.

⁸ Richard Campbell and Margaret Wittgens. 2004. *Business Case for Active Transportation: The Economic Benefits of Walking and Cycling*.

⁹ Jennifer Dill. 2009. *Bicycling for Transportation and Health: The Role of Infrastructure*.

expenditures of \$95.4 million in 2000, representing 2,000 jobs, or \$15.1 million in tax revenue for the government of Quebec and \$11.9 million for the government of Canada;

- In 2002, Quebec hosted no fewer than 190,000 bicycle tourists. These spent an average of \$112 per day and an average of 6.5 nights during their visit. This compared to \$52 per day and an average of 3.1 nights spent by other tourists;
- The Eastern Ontario Trails Alliance estimated that at the end of a ten year build-out period, 320 km of their system, constructed at a cost of \$5.4 million, will generate approximately \$36 million in annual economic benefits in the communities through which it passes, and create/sustain over 1,100 jobs. Their trails system is shared-use, including motorized; and
- A 2009 study of Bloor Street, a commercial street in Toronto, Ontario showed that encouraging bicycling is good for business: people who had biked and walked to the area reported that they spent more money in the area per month than those who drove there. The study concluded that the addition of bike lanes would be unlikely to harm local business and predicted that commercial activity on the street would likely increase. Three-quarters of merchants surveyed on the street believed that business activity would improve or stay the same if a bike lane replaced half of the on-street parking¹⁰.

On and off-road trails systems can have varied levels of attraction for tourists. They can be travel destinations in themselves, encouraging visitors to extend their stay in the area or enhancing business and pleasure visits. By increasing the level of tourist draw, travelers can be expected to stay longer, resulting in an additional night's lodging and meals, a major direct new benefit to local businesses. A local hotel is already taking steps to connect to the neighbouring rail-trail along the La Have River.

- A 2007 survey of Canadian tourists active in the outdoors showed that more than 30% cycled on at least one occasion while on vacation;
- The Ontario Ministry of Transportation reported that touring cyclists spend an average of \$130 per day in Ontario, and bicycle retail and tourist industry contributes to a minimum of \$150 million a year to the Ontario economy; and
- Bed and breakfast operators between Ottawa and Kingston report that the majority of their business is from touring cyclists.

Although not a Canadian example, the following statistic from the United States is worth quoting:

- Cyclists in Vermont spend an average of \$180 U.S. per day, the same amount as someone traveling by car.

Tourism

There is a growing demand for cycling and ecotourism throughout North America, stemming from an increasing desire to explore new areas through an active mode of transportation and experience one's natural surroundings. In all cases the increase in cycling and active tourism has a direct impact on the economic standing of the City, Town, County or Region in which it is implemented.

A study done by the Victoria Transport Policy Institute shows that walking and cycling facility improvements and promotion programs have a direct impact on economic development by increasing shopping opportunities and tourism activities. More specifically, "one study estimates

¹⁰ Nancy Smith Lea. 2010. *Converting On-Street Parking to Active Transportation in Toronto: Two Studies of Merchant and Patron Preferences*.

that rail trails in Australia provide an average of \$51 to the regional economy per cycle tourist per day (Beeton, 2003)”. A number of studies show a direct correlation between the implementation of well-planned, non-motorized transportation improvements and an increase in local tourism economies.

In the United States, studies have shown that trails and greenways have been able to stimulate tourism and recreation-related spending and that trail and greenway systems have become the central focus of tourist activities in some communities. In these communities, this push in active tourism can be a key means of “kick-starting” the economy.

Though tourism benefits from AT and Trail facilities prove to provide an injection into the local economy there are also a wide range of social, environmental and health benefits associated with AT and trail tourism. As people become increasingly more aware of the benefits to trail use and pedestrian and cycling activities there tends to be a continuous increase in the number of cycling tourists who will provide further benefits to their communities and the communities to which they visit.



Notes from Public Meeting 1

Monday, 23 September 2013

Attendance List

SIGN-IN • Public Mtg 23/9/13 28 people

Name Anne Curtin
Joseph Carnevale

Lori Nickerson

Melissa Risser

KERRY RILEY

Helen Dalton

Christine LeBlanc
Mary Seale

Dave Heffler

Theresa Heffler

Peter Mosler

Pat Zander

DANNY CROFF

MARQUISE SOPHER

STEFAN SOPHER

Braham Pearson

Tim Pearson

Christa Hynes (At com)

CSB

Eleanor Casparik



Notes

Group 1

- Fulton parking lot not large enough so people can park and walk around town.
- Lincoln – no parking between King and Kaulbach.
- Walking for school to New and Old Town in front of Old Foundry needs to be improved.
- Walking around Tim Hortons.
- Parking at bridge at head of Back Bay - lot too small.
- Bay to Bay trail lonely/nothing to Snairs Corner.
- No good sidewalk in New Town – width.



Group 1 Diagram

Group 2

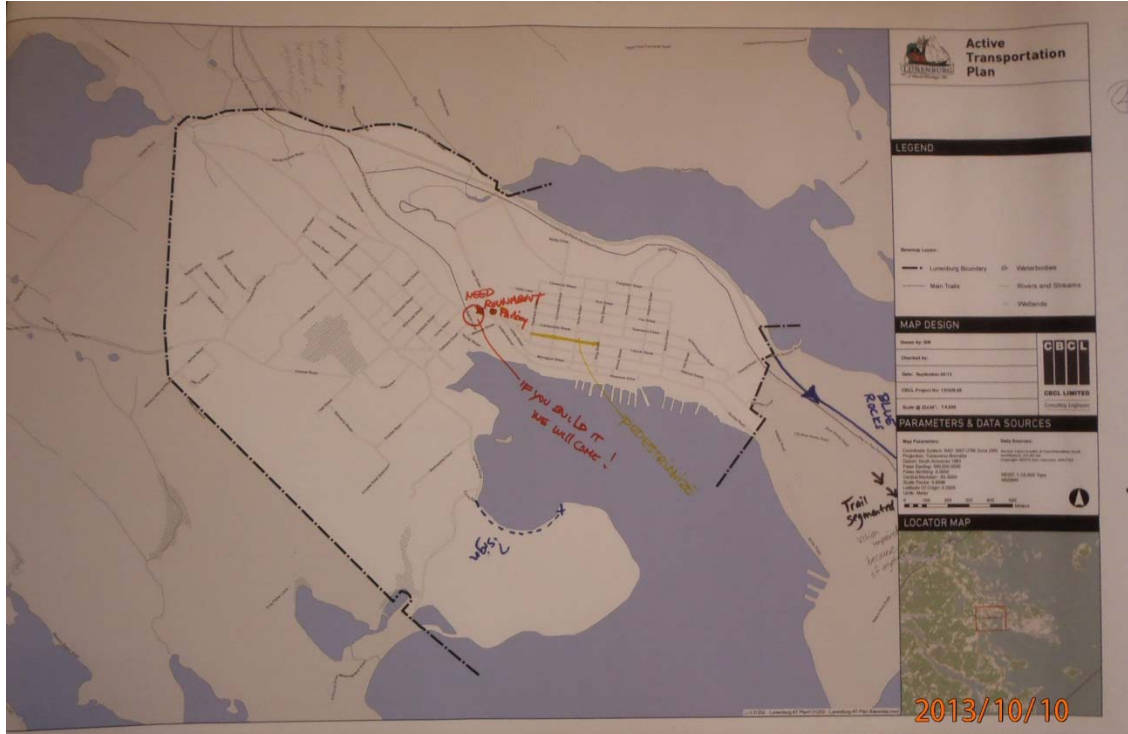
- Back Harbour Trail = great
- Lots of good routes, but there are black spots like bad curb cuts
- At library, lots of parking but no sidewalks.
- Asphalt sidewalk uneven and difficult to walk on.
- Old town too hilly to cycle, is small enough to walk.
- No bike racks in town, put in single lock ups.
- Stairs on Bay to Bay Trail at Maple – bike ramp gutter too close to edge.
- Curve on Tannery Road, house very close to road, no shoulder.
- Better signage about Back Harbour Trail.
- Starr Street has blind corner, also dog park will increase traffic.



Group 2 Diagram

Group 4

- More parking downtown.
- Pedestrian Lincoln to King needs improvement.
- Improve the trails signage; provide distance to destinations.
- Improved road maintenance out to Blue Rocks, people want to bike but don't feel it's safe.



Group 4 Diagram

Group 5

- Presenter of parents with kids starting with school.
- Kids (5 year olds) have to walk home to after school, care on Centennial Ave, no sidewalks, Victoria Road is scary.
- Tannery Road corner is bad.
- Walking along waterfront is nice.
- Would be good to provide a connection to Highliner plant.
- Trail around golf course.
- Cross walk at Sawpit.
- Parking at kiosk at four way stop needs to be improved.
- Better connections to Back Harbour trail required.



Group 5 Diagram

Notes from Blue Rocks Residents Presented at First Stakeholder Meeting

Blue Rocks is advertised and promoted by Lunenburg businesses and Board of Trade VIC as a destination for cycling, kayaking and driving. Folks even walk/jog the stretch to and from Blue Rocks.

We are concerned about safe recreational access between Lunenburg and Blue Rocks.

- There are no safe walking areas alongside the road. Vegetation is overgrown.
- There is no bike lane/trail for cyclists, pedestrians or joggers.
- Grass is not cut around curves so visibility is limited resulting in motorists not seeing cyclists or walkers.
- Brush also obscures deer entering roadway (Blue Rocks area has abundance of deer)
- The narrow road is in poor repair resulting in vehicles trying to avoid large potholes
- The 80 kilometer speed limit is too high, cars are always speeding and passing, making it hazardous for walkers or cyclists
- Upon entry into Blue Rocks, the curve at Daniel's Pond has poor visibility & road is covered in debris after storms
- The head of Sand Cove is eroding and needs reinforcement
- There is little in the way of signage and mapping
- There are no benches for rest or viewing
- There are no public washroom facilities (The Blue Hog Gallery owners has been admitting people into their home for such needs)
- More vehicular traffic has built up as Blue Rocks is promoted as a tourist destination so we see large RVs and motor coaches on very narrow roads. Some even camp overnight.
- Litter is also a problem as there are no trash or recycling bins

Notes from Stakeholder Meeting

Tuesday, 24 September 2013

Attendance List

SIGN IN: STAKEHOLDERS MTG 24/9/13

Name	Organization
ROBEAS HAYLE	Bluenose Media Group
Meghan Walsh	Harbour View Haven
Rachel Bailey	Town
Elisabeth Bailey	Second Story Women's Centre
BRIAN DAVIS	1 st PENINSULA
Sandy Marshall	Lunenburg Waterfront Assoc Inc
Al Aebach	Lunenburg Bike Team
Tammy Stauenwhite	GO! Health + Fitness Lifestyle Coaching
Christa Heyne	AT committee
Liz Hamilton	Town citizens
Su Rogers	Lunenburg
Debby Smith	Health & Wellness
Peter Mosler	Town of Lunenburg
Brooke Nockling	Bluenose Coastal Action Foundation
Ashlee Feener	Fisheries Museum
Lisa MacAlpine	South Shore Health
André Bouchard	Health & Wellness
ALAN ALTASS	BAY TO BAY TRAIL
Laure Barkhouse	District of Lunenburg
TILER HAYDEN	TILER HAYDEN INC TOWN OF LUNENBURG



Comments from Stakeholders Attending the Meeting

- Walking up Dufferin is difficult as it is a gravel surface. Nowhere safe for kids to ride bikes on Dufferin, especially since smokers from hospital block sidewalk.
- Connect onto Starr Street with new dog park.
- Tennis courts-great spot for outdoor physical activity equipment.
- View from the other side of “front harbour”, difficult along Tannery Road. Need a boardwalk to get around through the area.
- On the trail towards Blue Rocks, it is a difficult place to walk near Highliner
 - safety is a big deal, need to look at hot spots;
 - connectivity; and
 - expansion.
- Locals on the most part know how the funky intersections work, but tourist don’t, but even on a bike at Falkland near the Knot it is scary, you are out in the middle of the road.
- Use the WIFI system, connect to TripAdvisor and other biking / walking apps. Put up routes.
- MODL has partnered often with trails groups. Bay to Bay group is a huge resource. Great connection up onto Maple St. But really need to continue that partnership. Make sure you use resources even if they aren’t located in Town.
- What about the provincial building (70 employees) and access to downtown? Needs a good sidewalk.
- Walking to Foodland, need sidewalks on different streets to allow alternative routes.
- Will we provide a GIS layer of routes that could be put into some of the apps we are talking about?
- Waterfront area is in public control – objective is to encourage and maintain a working waterfront both for economics and tourism, so part of activity should be balance of public to the waterfront and public inaccessibility to the waterfront so it can “work”. Group is working on upgrade to staircase near the Yacht Shop. It could be a nice feature.
- Improvements to Spinnaker Wharf have made the area an attraction. Connections from waterfront to other destinations in town.
- Lots of people carrying bicycles in their boats.

Participants were asked if there one issue that was able to be fixed, what would it be?

1. Sidewalks;
2. Education/promotion;
3. Connectivity throughout the town, fill in the gaps to destinations;
4. Walkability to grocery stores;
5. A bike lane / multi-use trail all the way along the back harbour;
6. Accessibility around Kaulbach Head / golf course;
7. Connectivity and better road conditions (in relation to 6 do have trail that parallels road);
8. Nice spots around town to lock up bike, right now they have to lock to meters or signs;
9. Pave the front harbour trail, busy picturesque route that connects to destinations, make sure that plows don’t pile snow in way that blocks trail connections;
10. Inject some fun, if it’s more fun people are more inclined to do it, e.g., paint stairs like piano keys, public art;
11. Have more sidewalks in more areas of town;
12. Sidewalks;
13. Connectivity in town and to areas outside of town;
14. Have a long term capital plan that identifies priorities;

15. Think about the 8 to 80 (years old) rule and use that as a lens. A way to make decisions about AT investments. What should we focus on, guidelines to guide future decisions;
16. Intersection at Dufferin and Falkland;
17. Connectivity into town, especially with school and new developments ... out to Centre;
18. In terms of marketing, good signage and wayfinding that shows how far how long a walk it is;
19. Good connection from community centre and good signage to downtown so it can act as an overflow parking area;
20. Intersections, wayfinding, fitness stations like old style participation;
21. Very lucky in Town – it is already very walkable and beautiful. One of the bigger problems is parking. Go from a small town to a big town in summer. Need to have good road etiquette, where to walk how to drive, how to respect each other;
22. Connectivity and don't forget outside of town;
23. Connecting what's happening on the waterfront – get a waterfront plan for how people get on and off the waterfront using personal mobility;
24. Inter-generational pieces and get groups together and have better health;
25. How to deal with ticks; and
26. Put up signs anywhere you come into town that says “We Stop for Pedestrians”.

APPENDIX E

Notes from Public Meeting 2

Thursday, 26 September 2013

Attendance List

SIGN IN: Public Mtg 2.

NAME

Anne Curtin
Joseph CARNUALE
Denise Lyn Baker
Melissa Ribser
Peter Mosher
MARQUISE SOPHER
STEFAN SOPHER
DAVID PATRICK
Rocket Bailey
Drenda Bachman
Cheresa Heffer
Dane Heffer
KERRY RILEY
Eleanor GASPARIK



Notes

Proposals were presented and comments from participants were invited.

Comments received:

- Add signage at Blockhouse Hill Campground directing visitors to Back Harbour Trail;
- Consider streetlighting especially in Old Town area / ensure adequate lighting on walkable routes;
- Provide sidewalks around the library area especially Pelham and Kaulbach;
- Look at providing improvements to the path through the northern edge of the community centre parking lot;
- Concern that the "8 to 80" expression did not go young enough and that it should be "5 to 80";
- Set up a walking crossing guard rather than a static guard. Think about an overall crossing guard program. Add a crossing guard at Lorne and Victoria;
- Help establish a volunteer trail group to deal with trail etiquette, maintenance and other issues; and
- Develop a curb cut and universal access program – review all curb cuts with a representative of the disabled community to make a plan to improve curb cuts that are inadequate and provide ones where required.

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1. ABCO

Proposed motion for Council:

BE IT RESOLVED THAT

Council gives first reading to and sets a public hearing date of March 24, 2020 for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating six Tannery Road properties owned by ABCO (PIDs 60053188, 60053196, 60053204, 60053212, 60386018 and 606072839) from the Architectural Control Area (Schedule "A"), as set out below:



2. AMERO

Proposed motion for Council:

THEREFORE BE IT RESOLVED THAT

Council gives first reading to and sets a public hearing date of March 24, 2020 for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B"), as set out below:



PLANNING ADVISORY COMMITTEE

MEETING RECOMMENDATIONS - FEBRUARY 10, 2020

1. To recommend to Town Council that Council hold a public hearing to consider a proposed amendment and first reading of removal from the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating six Tannery Road properties owned by ABCO (PIDs 60053188, 60053196, 60053204, 60053212, 60386018 and 606072839) from the Architectural Control Area (Schedule "A").
2. To recommend to Town Council that Council hold a public hearing to consider a proposed amendment and first reading of removal from the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B").

Note: the proposed public hearing date for both of these matters could be Tuesday, March 24, 2020 at 5:15 p.m. during the Town Council meeting should Council decide to proceed with same.

PLANNING ADVISORY COMMITTEE MEETING MINUTES

MONDAY, FEBRUARY 10, 2020 AT 4:30 P.M.

(LUNENBURG TOWN HALL)

PRESENT: Deputy Mayor John McGee, Chair
Will Brooks
Councillor Danny Croft
Peter Goforth
Councillor Matt Risser
Susan Sanford

ALSO PRESENT: Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager

ABSENT: Derek Kinsman

The Chair called the meeting to order at 4:30 p.m.

Committee members introduced themselves to the public in attendance.

1. Agenda

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

2. Planning Advisory Committee January 13, 2020 meeting minutes

Motion: moved and seconded to approve the January 13, 2020 Committee meeting minutes. Motion carried.

3. Correspondence

The following recommendations and correspondence were received for information.

- a. Heritage Advisory Committee November 18, 2019 meeting minutes - two recommendations regarding ABCO and Amero planning applications

To recommend to the Planning Advisory Committee the refusal of ABCO's request to amend the Generalized Future Land Use Map (GFLUM) of the Town's Municipal Planning Strategy (MPS) to remove six (6) properties along Tannery Road from the Architectural Control Area as per the staff report (Schedule "D"); and include the proviso that the use of metal cladding be permitted under the revised Heritage Conservation District Plan and Bylaw for commercial and industrial buildings in New Town Waterfront Buildings Area, where it is fitting with surrounding buildings.

To recommend to the Planning Advisory Committee the refusal of the owner's request to amend the Generalized Future Land Use Map (GFLUM) of the Town's Municipal Planning Strategy (MPS) to remove Lot A1 (PID# 60642741), Dufferin Street, a vacant lot, from the Architectural Control Area as per the staff report (Schedule "E").

- b. Letter from Rev. Oliver Osmond, Buena Vista Court, regarding ABCO planning application
- c. Letter from Mary Knickle, Broad Street, regarding Amero planning application
- d. ABCO Industries Video of 3D rendering of proposed addition

4. Public Hearings and Presentations

Nil.

5. Unfinished Business

- a. ABCO Industries Inc. request to remove six properties from the Architectural Control Area on Tannery Road

The PDM reviewed the staff report (**Schedule "A"**) respecting this application.

Committee members considered the staff recommendation contained in the report:

"...to recommend to Town Council that the Municipal Planning Strategy's Map 2 Future Land Use Map be amended to remove 6 properties (PIDs 60053188, 60053196, 60053204, 60053212, 60386018, 606072839) from the Architectural Control Area along Tannery Road."

A Committee member noted that the rationale for this recommendation can also be found in "Project Lunenburg's" various public consultation reports which provide support for economic and contemporary development to maintain the community's viability as a place to live and work.

Motion: moved and seconded to recommend to Town Council that Council hold a public hearing to consider a proposed amendment and first reading of removal from the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating six Tannery Road properties owned by ABCO (PIDs 60053188, 60053196, 60053204, 60053212, 60386018 and 606072839) from the Architectural Control Area (Schedule "A").

Motion: moved and seconded that the above noted motion be amended to remove half of the property at 81 Tannery Road from MPS Map 2, leaving the former Camp Norway barracks within the Architectural Control Area and the other five properties stay within it. **Motion defeated.** The Deputy Mayor, Councillors Croft and Risser voted against the motion.

Motion: moved to remove 81 Tannery Road, PID 60053196 (shown as area #2 on the map contained in Figure 1 of the staff report) from the Architectural Control Area.

The proposed amendment fell because there was no seconder.

The original motion was put and passed. Dr. Brooks and Ms. Sanford voted against the motion.

- b. Amero request to remove Lot A1 from the Architectural Control Area on Dufferin Street

The PDM provided an overview of the staff report (Schedule "B") regarding this application.

Motion: moved and seconded to recommend to Town Council that Council hold a public hearing to consider a proposed amendment and first reading of removal from the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B"). Motion carried. Ms. Sanford voted in the negative.

6. New Business

Nil.

7. Next Meeting Dates

Future meetings will be scheduled as required.

8. Adjournment

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

The meeting was adjourned at 6:17 p.m.

Bea Renton, CAO

Document No: 5 (a)
 Meeting: February 10, 2020
 Circulate To: PAC, BR, DS, HM
 File: PAC

MEMORANDUM

TO: PLANNING ADVISORY COMMITTEE

FROM: DAWN SUTHERLAND, DEVELOPMENT/PLANNING MANAGER

DATE: FEBRUARY 6, 2020

**RE: PLANNING ADVISORY REPORT (ABCO)
 Proposed amendments to the Municipal Planning Strategy's Map 2
 Future Land Use Map to remove 6 properties (PIDs 60053188,
 60053196, 60053204, 60053212, 60386018, 606072839) from the
 Architectural Control Area along Tannery Road.
 (ABCO Industries Inc. application)**

Applicant	ABCO Industrial Holdings Limited, Jason Huskilson
Land Owner	ABCO Industrial Holdings Limited
Proposal	Application for MPS map amendments to remove 6 properties from the architectural control area along Tannery Road
Lot Area	Combined: ≈7.3748 acres/321 247 sq ft./ 29 844.8229 sq. metres
Designation	Industrial, Residential
Zone	Marine Industrial (MI), Residential (R)
Surrounding uses	residential, marine industrial, institutional
Architectural Control Area	Yes
Heritage	-NOT within the Heritage Conservation District -NOT a designated heritage property (municipal, provincial, federal) -NOT within the designated UNESCO World Heritage Site or buffer zone -Location of Camp Norway Monument

1. FACTS

A. Process

Jason Huskilson, on behalf of ABCO Industries Inc., has submitted his application to amend the Municipal Planning Strategy's Map 2 Future Land Use Map to remove 6 properties (PIDs 60053188, 60053196, 60053204, 60053212, 60386018, 606072839) from the Architectural Control Area along Tannery Road. Mr. Huskilson appeared before

Council on 22 October 2019 to seek permission to apply. Council invited Mr. Huskison to apply and referred the matter to the Planning Advisory Committee. The application form and accompanying letter are attached as **Schedule A**.

This application is for the removal of 6 properties from the architectural control area along Tannery Road only. This application does not contain any request related to acquisition of the sea bed or allowance for mixed residential/commercial development.

The applicant wishes to enlarge the current industrial space by adding to the current metal clad manufacturing area, which is located behind the barracks portion of the ABCO building at 81 Tannery Road. Where the properties are located in the Architectural Control Area on Map 2 Future Land Use Map, Part 26 G of the Land Use By-law applies. Part 26 G places restrictions design and cladding as well as limits the size of additions. Part 26 G can be found in **Schedule B**.

Please find below a rendering of the proposed addition:



A public information meeting was required under the Town of Lunenburg's Public Participation Program. This meeting was held on 13 January 2020 to provide members of the public with an opportunity to learn about an application and make their views known to the Planning Advisory Committee (PAC).

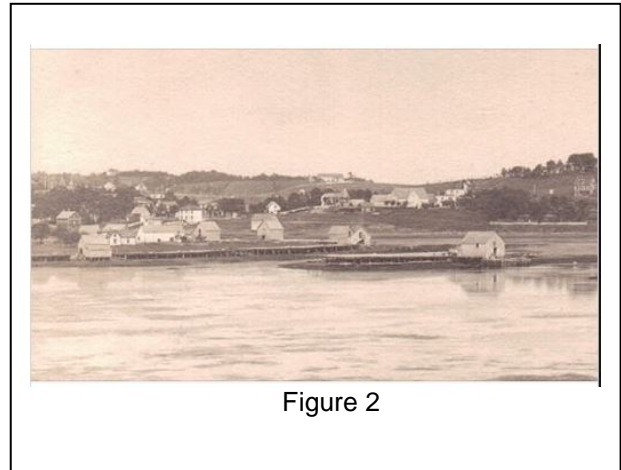
The purpose of this meeting is for PAC to consider the application, public comments, and staff report and then make a recommendation to Council. The public will have another opportunity for input should Council forward the proposal to a public hearing. After the public hearing, Council will make the final decision.

Detailed information on the process is below.

1. Applicant wishes to make a planning application and makes a request to apply	
2. Council hears the request. If willing to consider/learn more, Council will invite the applicant to apply. Referral to the Planning Advisory Committee (PAC).	-Applicant submits application. -PAC schedules a Public Information Meeting (PIM), applicant notified -Approved advert sent to paper -PIM letter mailed to assessed owners within 30 m, notice posted in Town Hall, - Applicant notified -PIM advert published (did this twice as it was advertised in December)
3. PAC holds PIM	-PAC learns about application -Public learns about application and asks questions -no decisions at this time
4. PAC meeting, recommendation to Council	-Staff report with analysis -PAC may ask for additional information or changes -PAC makes a recommendation to Council
5. Council – First Reading and sets a Public Hearing date	-Approved advert sent to paper -Notice of Intent and PH date to appear 14 days before public hearing, applicant notified, abutting municipality notified -PH letter mailed to assessed owners within 30 m First advert, Second advert
6. Council - Public Hearing	Public input – make presentation, email, letter
7. Council – Second Reading (decision made)	-Negative: refuse - no appeal - ends -Positive: approve, then 4 certified copies to Province along with all supporting documentation
8. If positive (Approved by Council) Province reviews	30 days
9. Province Approval required – 60 days , approve with or with amendments or refuse OR Approval not required	
10. Notice in newspaper setting out that MPS amendment is in effect	Effective date of amendment is upon publication in paper. (NO APPEAL TO UARB)

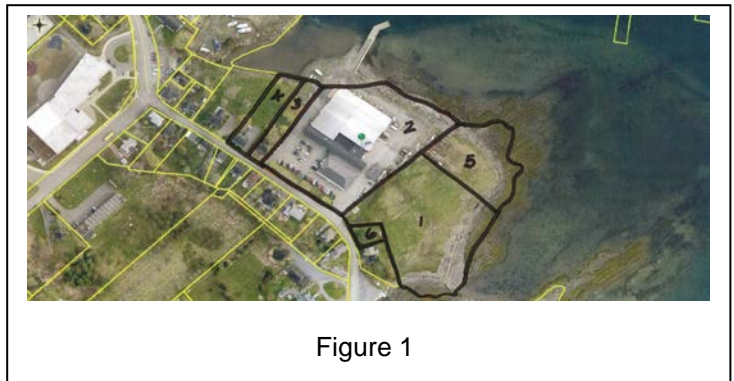
B. Property Information

The six (6) properties shown in Figure 1 are the subject of this application. These properties are in the Industrial designation and Marine Industrial (MI) Zone with the exception of #6 on the map, which is in the Residential Designation and Residential (R) Zone. Part 16 Marine Industrial (MI) Zone of the Land Use By-law sets out the permitted developments and additional zoning information. It is attached as Schedule C.



Please note that the views and view planes are not protected. Design and use are currently regulated by the Land Use By-law.

These lots are within the Architectural Control Area along Tannery Road. An excerpt from the Municipal Planning Strategy, Map 2, Future Land Use showing the Architectural Control Area along Tannery Road is attached as Schedule D. Please note that Little



Island (AKA Burns Island) is not part of this application as it is not within the Architectural Control Area. The island is within the Marine Industrial (MI) Zone.

The lots are located off Tannery Road and are on the south west side of Lunenburg Harbour. The lots are relatively flat and, with the exception of Lot 09-1, PID 60672839 (#6 on the mapping), abut the shore. All are accessed off of Tannery Road.

The uses on the lots vary. The ABCO Industries Inc. lands have been used for traditional fishing industries. In an undated post card, Figure 2 shows fish shacks on Burns Island and on the other ABCO lands. The Camp Norway monument is located on Lot A, PID 60053188 (#1 on mapping). Briefly, Norwegian sailors were housed at Camp Norway after the Nazis invaded Norway during World War II. ABCO is responsible for and maintains the Camp Norway memorial allowing public access to the site at all times. The former barracks are being used as office space. The large industrial addition on the building is used by ABCO for a variety of industrial and marine industrial uses including fabrication of food processing machinery, marine fabrication (aluminium boats and fishery and aquaculture processing machinery), environmental equipment (water treatment, solid waste recycling and separation, composting) and custom industrial design and fabrication. ABCO is considered a major employer in the Town, employing over 60 people with intentions of expanding their operation and employee resource base.

There are two residential properties (houses) at 57 and 61 Tannery Road. 57 Tannery Road is a rental property while 61 Tannery Road is currently used for ABCO storage.

The two houses are listed permitted uses in the MI Zone, which affords them certain property rights even though they are in an industrial area. Three lots are currently vacant (#1, 5, 6 on mapping) with the exception of the Camp Norway monument on #1. #6 on the map is vacant but in the Residential (R) zone, as it was severed from the parent lot at 97 Tannery Road in 2009.

The abutting properties and those across Tannery Road (south) have residential uses.

2. ISSUES AND OPTIONS ANALYSIS

A. Land Use Designation and Zone

The preservation and protection of Lunenburg's working waterfront is an important component of Lunenburg's planning documents as evidenced in Part 8 Industrial Development and Land Use of the Municipal Planning Strategy. It is noted that much industrial activity occurs on front harbour waterfront with most related to shipping and fishing industries. Although the Municipal Planning Strategy was written in 1996, it is relevant. It notes that there is very limited additional development potential on the waterfront. Continued use of the waterfront is to be accommodated and encouraged.

All but one of the properties are in the Industrial Designation and Marine Industrial (MI) Zone. Any proposed expansion of the ABCO facility would occur in the MI Zone. To be clear, the MI Zone allows for marine industrial and industrial uses as well as general commercial uses. There are specific residential properties that are listed as existing residential uses in the MI Zone. With the exception of the vacant lot beside 97 Tannery Road, Lot 09-1 (PID 60672839, #6 on the map in Figure 1), the subject lands are designated for industrial uses. This is where industrial uses are encouraged to go and to expand. There is no issue with the zoning for any proposed expansion. A subdivision would be necessary to consolidation and reconfigure the boundaries of certain lands, which is not an issue.

As noted above, there are residential properties listed in the MI Zone as existing residential uses. There are seven (7) such properties. These properties are listed so that they have certain property rights even though they are in a MI Zone where all other residential uses are not permitted. They are considered as conforming to the Land Use By-law so that the structure may be added on to and use extended into that addition. There is an area of friction between the intent of policy to allow for industrial uses to be sited and expanded and the overlay of architectural control provisions, which limit the size of an addition and does not allow for typical industrial cladding such as metal or concrete.

B. Architectural Control

The preamble in Part 10 Architectural Heritage of the Municipal Planning Strategy sets out that Council recognizes the potential social and economic benefits of preserving the heritage of Lunenburg and is committed to its protection. It acknowledges that Council recognizes that the Town is a living community, not a museum, and that architectural change must be accommodated. The architectural control areas regulate the

appearance of buildings through special provisions in the Land Use By-law. Architectural controls are a way of ensuring the protection of Lunenburg's built heritage.

The Architectural Control Areas are shown on the Municipal Planning Strategy's Map 2 Future Land Use Map. There are two areas: Falkland/Dufferin Streets and Tannery Road. "Old Town" was originally an architectural control area before becoming a Heritage Conservation District. If a property is in one of these areas, then it is subject to the architectural controls that are contained with the Land Use By-law.

Part 10 Architectural Heritage in the Municipal Planning Strategy contains the policies that enable the architectural control areas. Please refer to Schedule E. Regulation is through the Land Use By-law. Part 26G Architectural Control Area of the Land Use By-law regulates heritage design. Simply, if the design meets the criteria set out in Part 26G, then Development Officer issues a Development Permit. There are requirements for new main buildings and additions to be similar to those pre-1940 buildings within 300 ft. There are restrictions on size of additions and such things as cladding, roof shape, style. ABCO Industries Inc. wishes to be removed from these restrictions.

ABCO is part of a working waterfront with industrial activity. A quick survey of similar areas in the Town of Yarmouth and CBRM indicate that there are no architectural controls or heritage regulations with similar zones and uses in their planning documents.

ABCO Industries Inc. is planning an expansion to their operations. It will require the ability to expand their current building foot print considerably. LUB Part 26G.3.a Additions and Alteration to Existing Buildings sets out that the total ground floor area (footprint) of all additions shall not exceed 25% of the ground floor area (footprint) of the building existing prior to 13 June 1996. The applicant has related that ABCO had increased the footprint of the building in 1999 by 7835 ft². The total square footage of ABCO, prior to 1996, was 41,098 ft² which means, at the time, ABCO had the freedom to expand by 10,275 ft² (25% as per the current control rules). This leaves 2440 ft² (approx. 50ft x 50ft) that ABCO can expand. ABCO has related that they will not be able to expand their manufacturing line given the current restrictions.

They wish for any addition to be clad with metal – the same steel cladding that is currently on the existing additions. In addition, they wish to have the flexibility to expand their operation as needed (in excess of the 25% of the ground floor area found in LUB Part 26.G.3) and be subject only to the standards of the Marine Industrial (MI) Zone. They would like the ability to use more modern cladding as well. Flexibility and timely permitting are concerns.

If the subject properties were removed from the architectural control area, they would still be subject to the MI Zone provisions and any other applicable provisions (e.g. parking, signage). There would be no control on the size of addition or design (e.g. roof shape, cladding, window area to wall area ratio). Any new buildings or additions could have modern design and cladding. There would be no limit on the size of additions and there would not be a requirement for these addition to be sensitive to the existing architecture of the area. This would have a negative impact on the existing streetscape.

The view from the wharves along Bluenose Drive across the harbour cannot be protected under the Provincial *Heritage Property Act*. This would be a view across a federal body of water. Land use planning regulates development on the land, such as building height or a defined view plane on the land. If the proposal goes forward, the view would be of an addition to the ABCO manufacturing facility.

It should be noted that the applicant would not have to construct an addition as shown in the 3D rendering. There would be no restriction on size, roofline, etc. Height would not exceed 45 ft. Yard requirements (setbacks) in the MI Zone are nil but are subject to building code.

C. Heritage Conservation District linkage

This is a planning application and, as such, a discussion on a proposed revised Heritage Conservation District Plan and By-law is not within the duties and responsibilities of the Planning Advisory Committee. Below is for information and context.

Policy 10.6 in the Municipal Planning Strategy sets out that Council can consider the future expansion of the Heritage Conservation District to include areas of architectural control. The Heritage Conservation District Plan and By-law have been reviewed by the Heritage Advisory Committee but has not begun the Council approval process. The draft includes the Tannery Road Architectural Control Area as well as Burns Island becoming part of an expanded Heritage Conservation District along with the Dufferin Street architectural control area. After this application was received, the revised Heritage Conservation District By-law had been amended to allow for metal cladding. ABCO Industries Inc. wishes to be removed from the Tannery Road Architectural Control Area and does not wish to be included in a new Heritage Conservation District. They wish to have the same regulations to operate under as the Lunenburg Foundry does, which is the MI Zoning only.

D. Provincial Statements of Interest

Development undertaken by the Province and municipalities should be reasonably consistent with the statements. As the statements are general in nature, they provide guidance rather than rigid standards. They reflect the diversity found in the Province and do not take into account all local situations. They must be applied with common sense. Thoughtful, innovative and creative application is encouraged.

1. Statement of Provincial Interest Regarding Drinking Water
Goal: To protect the quality of drinking water within municipal water supply watersheds.
Basis: A safe supply of drinking water is a basic requirement for all Nova Scotians.
Application: This statement applies to all municipal water supply watersheds in the Province including surface watersheds and groundwater recharge areas.
Comment: Not applicable. The properties are not within a water supply watershed.

2. **Statement of Provincial Interest Regarding Flood Risk Areas**
Goal: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.
Basis: Floodplains are nature's storage area for flood waters. New development in a floodplain can increase flood levels and flows thereby increasing the threat to existing upstream and downstream development. Five floodplains have been identified as Flood Risk Areas under the Canada-Nova Scotia Flood Damage Reduction Program.
Application: This statement applies to all Flood Risk Areas that are designated under the Canada-Nova Scotia Flood Damage Reduction Program. These are
 - (1) East River, Pictou County,
 - (2) Little Sackville River, Halifax County,
 - (3) Sackville River, Halifax County,
 - (4) Salmon and North Rivers, Colchester County, and
 - (5) West and Rights Rivers and Brierly Brook, Antigonish County.Comment: The properties are not within the identified Flood Risk Areas. There is a risk of impact from storm surge and tidal inundation. There are uses on the property that are marine related, which make location on the shoreline beneficial.

3. **Statement of Provincial Interest Regarding Agricultural Land**
Goal: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.
Basis: The preservation of agricultural land is important to the future of Nova Scotians. Agricultural land is being lost to non-agricultural development. There are land-use conflicts between agricultural and non-agricultural land uses.
Application: This statement applies to all active agricultural land and land with agricultural potential in the Province.
Comment: The properties are not in agricultural production or considered to have soils with high capability for agricultural development.

4. **Statement of Provincial Interest Regarding Infrastructure**
Goal: To make efficient use of municipal water supply and municipal wastewater disposal systems.
Basis: All levels of government have made significant investment in providing municipal water supply and municipal wastewater disposal infrastructure systems.
Unplanned and uncoordinated development increases the demand for costly conventional infrastructure.
Application: All communities of the Province.
Comment: The properties are currently serviced. Development on these properties would be considered infill. There is no "leap frog" development proposed.

5. **Statement of Provincial Interest Regarding Housing**
Goal: To provide housing opportunities to meet the needs of all Nova Scotians.
Basis: Adequate shelter is a fundamental requirement for all Nova Scotians. A wide range of housing types is necessary to meet the needs of Nova Scotians.
Application: All communities of the Province.

Comment: There is no impact on the provision of housing. With one exception, the properties are in the Industrial designation. The related development proposal is for industrial and marine industrial use, which is in keeping with the uses set out in the Land Use By-law. There would be no impact on the Residential (R) zoned lot as it continues to be subject to the provisions of that zone.

E. Economic Development

As part of Project Lunenburg, a discussion paper dated January 2020 was prepared Upland Planning and Design in association with Turner Drake and Partners. The introduction of the paper sets out that:

The Town of Lunenburg has a diverse economy, one that has adapted to changing micro- and macro-economic conditions throughout its history. Farming, fishing, shipbuilding and ocean-based commerce formed the foundation of the early economy. To varying degrees these sectors maintain an important presence today, alongside accommodations, hospitality, manufacturing, and creative and service industries, which play an important role in Lunenburg's economy...

Just as Lunenburg has adapted throughout its history, continuing to explore ways to develop and innovate how the town's economy functions will be critical to the prosperity of the town. Economic development and innovation can create an environment where people want to invest, live, and work.

The discussion paper further sets out that Lunenburg's built heritage and harbour represent two of the Town's strongest assets to attract visitors and new residents. The fact that Lunenburg's harbour is a working waterfront gives visitors an authentic destination experience. Tourism plays an important role in our economy.

Having a diverse economy adds resiliency to a community. The two greatest proportion of employers are in the retail trade and accommodations & food services industries. The highest proportion of employees are in the health & social care, manufacturing, and accommodation & food services industries. Manufacturing, health & social care, information & culture, and professional services are associated with a high level of jobs per employer. Manufacturing plays an important role in our economy.

Will removal of the architectural controls on the subject properties have an impact on the economy of Lunenburg?

The view from across the harbour will be impacted as the removal of architectural controls will allow for a large expansion of the existing manufacturing facility. It is doubtful that this will had a great impact on tourism. Tourists will continue to come to see the UNESCO world heritage site, visit our restaurants and museums, and explore Old Town and the waterfront along Bluenose Drive. It would have an impact on the streetscape of Tannery Road in that there would no longer be the requirement to have compatible architecture and materials on new or additions to existing buildings. There would be an obvious delineation of areas under and not under architectural control. The

streetscape would be impacted and thus attractiveness to tourist who are drawn by the vernacular architecture along Tannery Road would be diminished.

ABCO Industries has a long history of industrial activity in Lunenburg. It has provided many full time permanent jobs to residents of Lunenburg and the surrounding area over the years. ABCO employs engineers, machinists, welders, etc. on a year round basis. The intention is to grow and expand the business which will require a significant expansion to the building. It is anticipated that new positions will be created by the expansion. It contributes to Lunenburg's offering of marine related services on and around our harbour. Many of these businesses work together to offer a complete range of services. This strengthens and reinforces the concept of Lunenburg having a working waterfront area.

Successful businesses evolve to meet market demand. If a company's business plan determines that innovation and expansion are necessary to remain viable and competitive in the global marketplace, it is realistic to expect that a company will change its operations. ABCO Industries wishes to expand its operations in order to be able to accommodate new business opportunities. If unable to expand, it will have a negative impact on the vision for their business and may draw into question the suitability of their current location. Repercussions of a departure of one of our major employers would include job relocation or loss, reduction of commercial tax base, vacant buildings, as well as impact on those in the area that are in a business relationship with ABCO.

F. UNESCO World Heritage Site: Impact on the Outstanding Universal Value

In order to be a World Heritage site, the location must be of Outstanding Universal Value, demonstrating international significance. It must "transcend national boundaries and be of common importance for present and future generations of all humanity" (UNESCO's Operational Guidelines 2012). It must also meet at least one of the six cultural (I-VI) or four natural (VII-X) heritage criteria.

Old Town meets criteria iv and v:

- iv. To be an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history;
- v. To be an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change;

UNESCO sets out the following for Old Town Lunenburg, A UNESCO World Heritage Site with respect to the statement of Outstanding Universal Value:

Brief synthesis

Old Town Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid

pattern drawn up in the home country. The inhabitants have safeguarded the town's identity throughout the centuries by preserving the wooden architecture of the houses and public buildings, some of which date from the 18th century and constitute an excellent example of a sustained vernacular architectural tradition. Its economic basis has traditionally been the offshore Atlantic fishery, the future of which is highly questionable at the present time.

Criterion (iv): Old Town Lunenburg is a well-preserved example of 18th century British colonial urban planning, which has undergone no significant changes since its foundation, and which largely continues to fulfil the economic and social purposes for which it was designed. Of special importance is its diversified and well-preserved vernacular architectural tradition, which spans over 250 years.

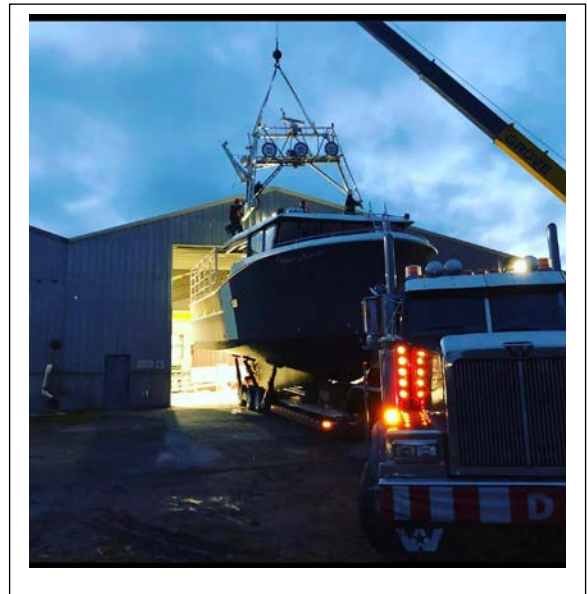
Criterion (v): Old Town Lunenburg is an excellent example of an urban community and culture designed for and based on the offshore Atlantic fishery which is undergoing irreversible change and is evolving in a form that cannot yet be fully defined.

The subject properties are not in or near the designated World Heritage Site. They do not form part of the buffer. They are located across Front Harbour. They can be seen from areas within the site.

A component of the ABCO operations is related to the offshore Atlantic fishery. ABCO manufactures aluminium boats, such as 60 ft aluminium boats that are used in the offshore Atlantic fishery. It does repairs to fishing boats. It develops specialized processing machinery used in the fishing industry, for use on board and on shore. It is one of a number of marine related business around Lunenburg's harbour. Uses at ABCO support the integrity and authenticity of the site through Criterion v.

Other considerations:

A removal of these properties from the architectural control area will not create a financial burden for the Town in relation to such things as cost associated with services. It would allow a larger building to be built. With the increase in capacity of the facility, there would be additional traffic from more employees and trucks. The site is currently serviced with municipal water and sewer services. There is potential for land use conflict given that there are residences nearby and the industrial use will expand. The lands have experienced storm surge. Where a portion of the facility is dedicated to the construction of aluminium boats where testing often occurs at ABCO's small launch area, the use is considered marine related with harbour access being important. The



facility is not a source of pollution as waste is dealt with properly. The use does not contribute to soil erosion or siltation of watercourses. There is little risk of an expansion to the facility causing a flooding problem. The site is suitable in terms of grade.

OPTIONS:

- A. Grant the request to remove all 6 properties from the Architectural Control Area along Tannery Road.

This option would provide flexibility and the ability to expand operations in a timely manner in response to market demands. It would allow the applicant to carry out future operations on the subject properties. There would not be any restrictions on the size of additions or heritage design. It would allow the highest and best use of these industrial lands in terms of physical form (not nuisance).

- B. Partially grant the request by removing properties except the front portion of the lots containing 57 Tannery Road and 61 Tannery Road.

Please note that a minimum of 20 ft for the rear yard must be maintained. The remainder of the lot in the rear would no longer be in the architectural control area with Option B.

- C. Amend Part 26 G Architectural Control Area of the Land Use By-law to allow for special provisions for the Marine Industrial (MI) Zone such as:

Insert after Part 26G.4

26G.5 Industrial and Marine Industrial uses in the Marine Industrial (MI) Zone

Notwithstanding the above, new main buildings, additions and alterations to existing buildings, and renovations and replacements shall be compatible in terms of cladding and form with the existing main buildings or with buildings in the Architectural Control Area along Tannery Road that have been used for an industrial or marine industrial use.

This option would give more flexibility but still have a small measure of control over architectural character. Marine industrial uses would need to be defined. This option would involve a planning process in that any Land Use By-law amendments would have to begin again with PAC holding a Public Information Meeting. The proposed text of the above provision may change as a result of public participation.

- D. Do not grant the request. No change.

- E. Other

It would be the decision of Council as to whether to include any, all, or part of the Tannery Road Architectural Control Area in a revised Heritage Conservation District Plan and By-law. A revised Heritage Conservation District Plan and By-law requires Council approval. Responsibility for recommendations regarding the revised Heritage Conservation District Plan and By-law is with the Heritage Advisory Committee.

3. FINANCIAL IMPACT

Potential financial impacts have been discussed in the report.

4. STRATEGIC PLAN RELEVANCE

4) Foster an environment for business success

5. RECOMMENDATION AND DRAFT MOTION

Option A will allow the allow the highest and best use of industrial lands and encourage future industrial development on the subject properties, with the exception of Lot 09-1(60672839, #6 on the map in Figure 1), which is in the Residential (R) Zone. The designation and zoning on this lot will be subject to review as part of Project Lunenburg.

As such, staff recommend the following motion:

THEREFORE BE IT RESOLVED THAT:

the Municipal Planning Strategy's Map 2 Future Land Use Map be amended to remove 6 properties (PIDs 60053188, 60053196, 60053204, 60053212, 60386018, 606072839) from the Architectural Control Area along Tannery Road.

Attachments –

Schedule A, application form and accompanying letter
Schedule B, LUB Part 26G Architectural Control Are
Schedule C, Part 16 Marine Industrial (MI) Zone of the Land Use By-law
Schedule D, Municipal Planning Strategy, Map 2, Future Land Use showing the Architectural Control Area along Tannery Road

Schedule E, Part 10 Architectural Heritage in the Municipal Planning Strategy

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Schedule A - Application form and accompanying letter

**Town of Lunenburg Planning Application for a
Municipal Planning Strategy Amendment**

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name Jason Huskilson	Name 3-H ABCO Holdings Inc.
Company Name ABCO Industries Inc.	Company Name ABCO Industries Inc.
Mailing Address 81 Tannery Road, Lunenburg, NS, B0J 2C0	Mailing Address 81 Tannery Road, Lunenburg, NS, B0J 2C0
Email jason@abco.ca	Email jason@abco.ca
Phone -----	Phone (902) 634-8821
Cell	Cell

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

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address 81 Tannery Road, Lunenburg, NS, B0J 2C0	<input checked="" type="checkbox"/> Copy of Deed
PID # 60386000 60053188 60053196* 60053204** 60053212** 60386018 60672839	<input checked="" type="checkbox"/> Survey Plan or Equivalent
Present Use of Property Manufacturing* Residential** Empty	<input checked="" type="checkbox"/> A Letter Explaining the Proposal
Proposed Use of Property Allowable uses under the Marine Industrial Zoning	<input checked="" type="checkbox"/> Application and Advertising Fees \$945.15 (\$245.15 + \$700.00)

EXPLANATION OF PROPOSAL AND SIGNATURE

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

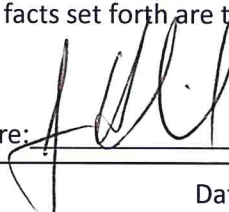
A significant expansion of the manufacturing foot print of ABCO Industries Inc. This increased space will house new machinery and facilitate work space for new hires.

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

Name (printed):

Jason Huskilsen

Signature:



Date:

Oct 25, 2019

OFFICE USE ONLY: Type of Application:

Date received:

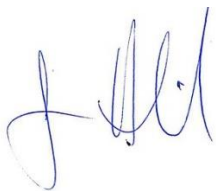
To Whom it may concern,

ABCO Industries Inc. is a world class supplier of manufactured metal products. Since 1947, ABCO has built a customer base that spans the globe. This customer base, coupled with new investment from the New Ownership, puts ABCO in a position to grow if we had an adequately sized facility. This is impossible with the current rules and by-laws which is why we are asking to be removed from the Architectural Control zone. This will give ABCO Industries the freedom to grow. Our current foot print has been pushed to the limit in recent years and we are looking to make a change.

ABCO is looking to expand the existing floor space up to, and possibly beyond, 100% of the current foot print. ABCO would like to build new infrastructure that may include detached structures or additions to the existing building. Any new additions could be of similar shape and colour of the existing structure which Lunenburg has been accustomed to seeing for over 50 years. We feel that this expansion will be a welcome part of the working waterfront of Lunenburg and we look forward to continued community investment.

The Marine Industrial zoning would give ABCO the architectural freedom to manage our growth. Removal from the Architectural Control Zone will facilitate the transition to being limited only by the Marine Industrial controls. We appreciate the consideration thus far, and we look forward to continuing our growth within the Town of Lunenburg.

Regards,

A handwritten signature in blue ink, appearing to read 'J. Huskilon', is written in a cursive style.

Jason Huskilon

Director ABCO Industries

Oct 25, 2019

Schedule B - LUB Part 26G Architectural Control Area

PART 26G ARCHITECTURAL CONTROL AREA

26G.1 New Main Buildings

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

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

New main buildings located on corner lots may use either street as the street on which they front.

26G.2 Additions and Alterations to Existing Buildings

In addition to all requirements governing land use, additions and alterations to any main building constructed prior to 1940 within the Architectural Control Area as shown on Map 2, the Future Land Use Map, shall be similar to the main building with respect to the considerations set out in Section 26G.1.

- 26G.3 (a) The total ground floor area (footprint) of all additions shall not exceed 25% of the ground floor area (footprint) of the building existing prior to 13 June 1996.
- (b) For the purposes of this section, the calculation of ground floor area (footprint) does not include decks or verandas which do not enclose interior space.
- (c) An addition, less than ten per cent of which (by volume) is visible from the street directly in front of the main building, or from any other street abutting the property, in the case of a corner lot, and which is not higher than the main building, is permitted provided it does not exceed 100% of the footprint of the existing structure. **Adopted October 2, 2012**

26G.4 Renovations and Replacements

Any renovation or replacement of any part of an existing building in the Architectural Control Area as shown on Map 2, the Future Land Use Map, shall be similar to the main building as it existed prior to the renovation or replacement in terms of the considerations

set out in Section 26G.1.

PART 16 MARINE INDUSTRIAL (MI) ZONE

16.1 Permitted Developments

Developments Permitted

any use permitted in the Industrial (I) Zone
any use permitted in the General Commercial (GC) Zone, **with the exception of residential uses**

dry cleaning or laundry establishments or depots
funeral homes
medical clinics
places of entertainment, recreation and assembly
boatyards, including boat storage
existing residential uses as follow:

Civic Address	Owner
29 Falkland Street	Cynthia and Adam Dial
49 Falkland Street	Lunenburg Foundry & Engineering
175 Montague Street	Adams and Knickle
43 Tannery Street	Clarence Dauphinee
49 Tannery Road	ABCO
57 Tannery Road	ABCO
61 Tannery Road	ABCO

fish uses, including fish processing
marinas, including boat rentals and charters, fuel sales, and pump-out facilities
marine railways
marine uses
marine-related commercial uses
parking lots
parks
public uses and buildings
sale of fish and other seafood
shipbuilding and repair
ship chandlery and provisioning
storage buildings for commercial fishing gear
wharves and docks
wholesale fish establishments
outdoor yacht and boat sales and displays, including yachting and boating merchandise

16.2 Developments Permitted by Development Agreement

- (i) industrial development which may create land use conflicts in accordance with Municipal Planning Strategy policy 8.7
- (ii) Places of entertainment, recreation or assembly in accordance with Municipal Planning Policy 8.7A.

16.3 **Marine Industrial (MI) Zone Standards**

Minimum Front Yard	nil
Minimum Side Yard	nil
Minimum Rear Yard	nil
Maximum Height of	13.5 metres (45 feet)
Minimum Lot Area	37 square metres (400 square feet)
Minimum Frontage	nil

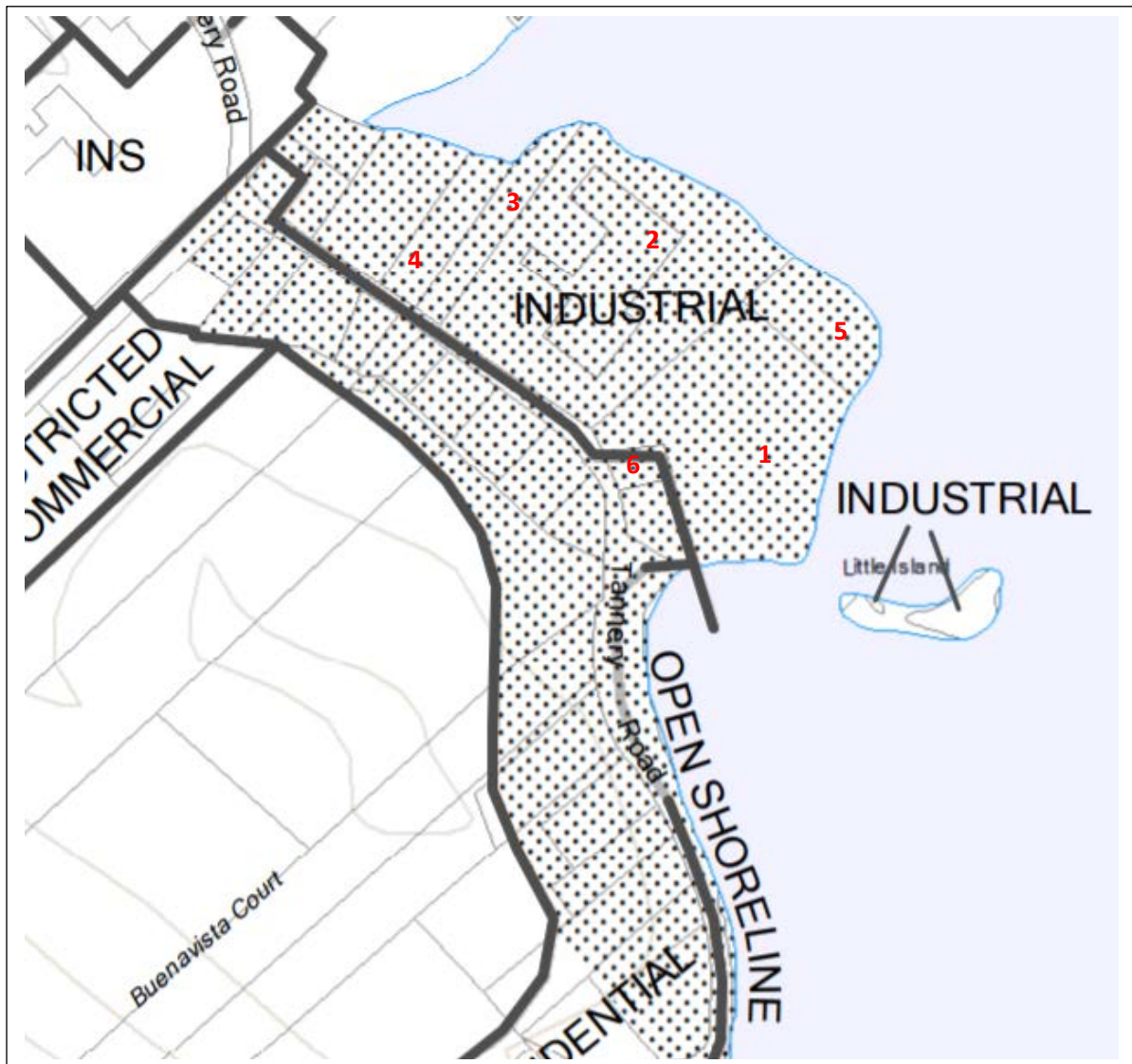
16.4 Notwithstanding section 16.3, a boathouse may be erected on a lot that is at least 37 square metres (400 square feet).

Schedule D – Municipal Planning Strategy, Map 2, Future Land Use showing the Architectural Control Area along Tannery Road

Property online search of “ABCO” shown on excerpt from Town of Lunenburg, Municipal Planning Strategy, Map 2, Future Land Use, showing Architectural Control Area along Tannery Road with lands owned by ABCO Industries Holdings Limited numbered in red

7 October 2019

	PID	OWNER	PROPERTY ADDRESS/AREA
1	60053188	ABCO Industries Holdings Limited	Lot A, Tannery Road (2.37 acres)
2	60053196	ABCO Industries Holdings Limited	81 Tannery Road (3.28 acres)
3	60053204	ABCO Industries Holdings Limited	61 Tannery Road (19375 sq ft) residential
4	60053212	ABCO Industries Holdings Limited	57 Tannery Road(19845 sq ft) residential
5	60386018	ABCO Industries Holdings Limited	Lot 2, Tannery Road (29900 sq ft)
6	60672839	ABCO Industries Holdings Limited	Lot 09-1 (6013 sq ft)



Document No: 5 (b)
 Meeting: February 10, 2020
 Circulate To: PAC, BR, DS, HM
 File: PAC

MEMORANDUM

TO: PLANNING ADVISORY COMMITTEE

FROM: DAWN SUTHERLAND, DEVELOPMENT/PLANNING MANAGER

DATE: FEBRUARY 6, 2020

**RE: PLANNING ADVISORY REPORT (AMERO)
 Proposed amendments to the Municipal Planning Strategy’s Map 2
 Future Land Use Map to remove Lot A1 (PID 60642741) from the
 Architectural Control Area along Dufferin Street.
 (Amero application)**

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

1. FACTS

Joseph and Eldona Amero, have submitted an application to amend the Municipal Planning Strategy’s Map 2 Future Land Use Map to remove Lot A1, PID 60642741 from the architectural control area along Dufferin Street. Mr. Amero appeared before Council on 27 August 2019 to seek permission to apply. Council invited Mr. Amero to apply and referred the matter to the Planning Advisory Committee. The application form and accompanying documentation are attached as Schedule A.

Mr. Amero has related that he has had Lot A1 for sale for a number of years and believes that the architectural control area restrictions have hindered its sale. He wishes to be removed from the architectural control area and be subject only to the Residential (R) Zone provisions.

A public information meeting was required under the Town of Lunenburg's Public Participation Program. This meeting was held on 13 January 2020 to provide members of the public with an opportunity to learn about an application and make their views known to the Planning Advisory Committee (PAC).

The purpose of this meeting is for PAC to consider the application, public comments, and staff report and then make a recommendation to Council. The public will have another opportunity for input should Council forward the proposal to a public hearing. After the public hearing, Council will make the final decision.

Detailed information on the process is below.

1. Applicant wishes to make a planning application and makes a request to apply	
2. Council hears the request. If willing to consider/learn more, Council will invite the applicant to apply. Referral to the Planning Advisory Committee (PAC).	<ul style="list-style-type: none"> -Applicant submits application. -PAC schedules a Public Information Meeting (PIM), applicant notified -Approved advert sent to paper -PIM letter mailed to assessed owners within 30 m, notice posted in Town Hall, - Applicant notified -PIM advert published (did this twice as it was advertised in December)
3. PAC holds PIM	<ul style="list-style-type: none"> -PAC learns about application -Public learns about application and asks questions -no decisions at this time
4. PAC meeting, recommendation to Council	<ul style="list-style-type: none"> -Staff report with analysis -PAC may ask for additional information or changes -PAC makes a recommendation to Council
5. Council – First Reading and sets a Public Hearing date	<ul style="list-style-type: none"> -Approved advert sent to paper -Notice of Intent and PH date to appear 14 days before public hearing, applicant notified, abutting municipality notified -PH letter mailed to assessed owners within 30 m First advert, Second advert
6. Council - Public Hearing	Public input – make presentation, email, letter
7. Council – Second Reading (decision made)	<ul style="list-style-type: none"> -Negative: refuse - no appeal - ends -Positive: approve, then 4 certified copies to Province along with all supporting documentation

8. If positive (Approved by Council) Province reviews	30 days
9. Province Approval required – 60 days , approve with or with amendments or refuse OR Approval not required	
10. Notice in newspaper setting out that MPS amendment is in effect	Effective date of amendment is upon publication in paper. (NO APPEAL TO UARB)

B. Property Information

The subject property is in the Residential designation and Residential (R) Zone. Part 5 Residential (R) Zone of the Land Use By-law sets out the permitted developments and additional zoning information. It is attached as Schedule B. The surrounding uses are all residential. The lot is currently vacant.

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

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

Figure 1 shows the change in grade from the rear of the lot to the front of the lot abutting Dufferin Street. Figure 2 shows the streetscape from the corner of Dufferin and Tupper Streets. Figure 3 shows the 2005 subdivision that created Lot A1.



Figure 1

2. ISSUES AND OPTIONS ANALYSIS

A. Land Use Designation and Zone

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

B. Architectural Control

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

The Architectural Control Areas are shown on the Municipal Planning Strategy's Map 2 Future Land Use Map. There are two areas: Falkland/Dufferin Streets and Tannery Road. "Old Town" was originally an architectural control area before becoming a Heritage Conservation District. If a property is in one of these areas, then it is subject to the architectural controls that are contained with the Land Use By-law.

Part 10 Architectural Heritage in the Municipal Planning Strategy contains the policies that enable the architectural control areas. Please refer to Schedule C. Regulation is through the Land Use By-law. Part 26G Architectural Control Area of the Land Use By-law regulates heritage design. Please refer to Schedule D for Part 26G. Simply, if the design meets the criteria set out in Part 26G, then Development Officer issues a Development Permit. There are requirements for new main buildings and additions to be similar to those pre-1940 buildings within 300 ft. There are restrictions on size of additions and such things as cladding, roof shape, and style. Mr. Amero has related that pending sales have been lost when buyers become aware of the restrictions in the Architectural Control Area. He has asked that Lot A1 be removed from the Dufferin Street Architectural Control Area and does not wish to be included in a new Heritage Conservation District.

The subject lot is on the south west boundary of the Dufferin Street Architectural Control Area. It had been part of the parent lot when this boundary was defined. The property to the north of Lot A1 at 107 Dufferin Street is not within the boundary. The property directly across the street at 102 Dufferin Street is within the boundary. While the Georgian style home at 95 Dufferin Street, beside Lot A1 at the corner of Dufferin and Tupper Streets, was built sometime after 1946, the homes that are across Dufferin

Street at 90 Dufferin Street (1888-1890), 96 Dufferin Street (1891-1893) and 102 Dufferin Street (1910) are much older. Please refer to Schedule E for a map showing the Amero lot, Lot A1, in Architectural Control Area on Dufferin Street.

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

C. Heritage Conservation District linkage

This is a planning application and, as such, a discussion on a proposed revised Heritage Conservation District Plan and By-law is not within the duties and responsibilities of the Planning Advisory Committee. Below is for information and context.

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

D. Provincial Statements of Interest

Development undertaken by the Province and municipalities should be reasonably consistent with the statements. As the statements are general in nature, they provide guidance rather than rigid standards. They reflect the diversity found in the Province and do not take into account all local situations. They must be applied with common sense. Thoughtful, innovative and creative application is encouraged.

1. Statement of Provincial Interest Regarding Drinking Water
Goal: To protect the quality of drinking water within municipal water supply watersheds.
Basis: A safe supply of drinking water is a basic requirement for all Nova Scotians.
Application: This statement applies to all municipal water supply watersheds in the Province including surface watersheds and groundwater recharge areas.
Comment: Not applicable. The property is not within a water supply watershed.

2. Statement of Provincial Interest Regarding Flood Risk Areas
Goal: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.
Basis: Floodplains are nature's storage area for flood waters. New development in a floodplain can increase flood levels and flows thereby increasing the threat to existing upstream and downstream development. Five floodplains have been

identified as Flood Risk Areas under the Canada-Nova Scotia Flood Damage Reduction Program.

Application: This statement applies to all Flood Risk Areas that are designated under the Canada-Nova Scotia Flood Damage Reduction Program. These are

- (1) East River, Pictou County,
- (2) Little Sackville River, Halifax County,
- (3) Sackville River, Halifax County,
- (4) Salmon and North Rivers, Colchester County, and
- (5) West and Rights Rivers and Brierly Brook, Antigonish County.

Comment: The property is not within the identified Flood Risk Areas. The property is wet at the rear and water flows across this property onto neighbouring properties. It does not contribute to a flood risk situation.

3. Statement of Provincial Interest Regarding Agricultural Land

Goal: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.

Basis: The preservation of agricultural land is important to the future of Nova Scotians. Agricultural land is being lost to non-agricultural development. There are land-use conflicts between agricultural and non-agricultural land uses.

Application: This statement applies to all active agricultural land and land with agricultural potential in the Province.

Comment: The properties are not in agricultural production or considered to have soils with high capability for agricultural development.

4. Statement of Provincial Interest Regarding Infrastructure

Goal: To make efficient use of municipal water supply and municipal wastewater disposal systems.

Basis: All levels of government have made significant investment in providing municipal water supply and municipal wastewater disposal infrastructure systems.

Unplanned and uncoordinated development increases the demand for costly conventional infrastructure.

Application: All communities of the Province.

Comment: The properties is capable of being serviced. Development on this properties would be considered infill. There is no "leap frog" development proposed.

5. Statement of Provincial Interest Regarding Housing

Goal: To provide housing opportunities to meet the needs of all Nova Scotians.

Basis: Adequate shelter is a fundamental requirement for all Nova Scotians.

A wide range of housing types is necessary to meet the needs of Nova Scotians.

Application: All communities of the Province.

Comment: The development of this lot would add to housing stock as it is in a residential zone. Removal from architectural controls will not affect the ability for residential development.

B. UNESCO World Heritage Site: Impact on the Outstanding Universal Value

In order to be a World Heritage site, the location must be of Outstanding Universal Value, demonstrating international significance. It must “transcend national boundaries and be of common importance for present and future generations of all humanity” (UNESCO’s Operational Guidelines 2012). It must also meet at least one of the six cultural (I-VI) or four natural (VII-X) heritage criteria.

Old Town meets criteria iv and v:

- iv. To be an outstanding example of a type of building, architectural or technological ensemble or landscape which illustrates (a) significant stage(s) in human history;
- v. To be an outstanding example of a traditional human settlement, land-use, or sea-use which is representative of a culture (or cultures), or human interaction with the environment especially when it has become vulnerable under the impact of irreversible change;

UNESCO sets out the following for Old Town Lunenburg, A UNESCO World Heritage Site with respect to the statement of Outstanding Universal Value:

Brief synthesis

Old Town Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern drawn up in the home country. The inhabitants have safeguarded the town’s identity throughout the centuries by preserving the wooden architecture of the houses and public buildings, some of which date from the 18th century and constitute an excellent example of a sustained vernacular architectural tradition. Its economic basis has traditionally been the offshore Atlantic fishery, the future of which is highly questionable at the present time.

Criterion (iv): Old Town Lunenburg is a well-preserved example of 18th century British colonial urban planning, which has undergone no significant changes since its foundation, and which largely continues to fulfil the economic and social purposes for which it was designed. Of special importance is its diversified and well-preserved vernacular architectural tradition, which spans over 250 years.

Criterion (v): Old Town Lunenburg is an excellent example of an urban community and culture designed for and based on the offshore Atlantic fishery which is undergoing irreversible change and is evolving in a form that cannot yet be fully defined.

The subject properties are not in or near the designated World Heritage Site. It does not form part of the buffer. It cannot be seen from areas within the site. Removal from the

architectural control area will not impact the integrity or authenticity of the world heritage site.

Other considerations:

A removal of the property from the architectural control area will not create a financial burden for the Town in relation to such things as cost associated with services. The site has direct access to municipal water and sewer services. There is little potential for land use conflict given that there would be low density residential development on the infill lot. The lot is not considered a source of pollution. The permitted uses in the R Zone do not contribute to soil erosion or siltation of watercourses. The site would require grade alterations as the rear is at a much lower elevation and is wet. Neighbours have concerns regarding storm drainage coming onto their properties should the site be developed.

OPTIONS:

A. Grant the request to remove Lot A1 (PID 60642741) from the Architectural Control Area along Dufferin Street.

This option would not require any new home to be built in accordance with the architectural controls set out in LUB Part 26G. Modern design would be permitted.

B. Amend Part 26 G Architectural Control Area of the Land Use By-law to have less restrictions on heritage design.

Any amendment would likely apply to all residential uses in the architectural control area along Dufferin Street (not site specific). This option is not preferred as it would impact the integrity of the area as a whole. This option would involve a planning process in that any Land Use By-law amendments would have to begin again with PAC holding a Public Information Meeting.

D. Do not grant the request. No change.

E. Other

It would be the decision of Council as to whether to include any, all, or part of the Dufferin Street Architectural Control Area in a revised Heritage Conservation District Plan and By-law. A revised Heritage Conservation District Plan and By-law requires Council approval. Responsibility for recommendations regarding the revised Heritage Conservation District Plan and By-law is with the Heritage Advisory Committee.

3. FINANCIAL IMPACT

There would be little financial impact on the Town.

If a home is constructed on the lot, then there would be increased residential assessment. The lot is not with the Old Town Lunenburg UNESCO World Heritage Site and will have little impact on tourism or local economic development.

4. STRATEGIC PLAN RELEVANCE

1) Promote a high quality of life for residents

5. RECOMMENDATION AND DRAFT MOTION

Where the lot is at the edge of the architectural control area on Dufferin Street and the lot is vacant, the impact on the integrity of the area is lessened.

As such, staff recommend the following motion:

THEREFORE BE IT RESOLVED THAT:

the Municipal Planning Strategy's Map 2 Future Land Use Map be amended to remove Lot A1 (PID 60642741) from the Architectural Control Area along Dufferin Street.

Attachments –

Schedule A, application form and accompanying letter
Schedule B, Part 5 Residential (R) Zone
Schedule C, Part 10 Architectural Heritage in the Municipal Planning Strategy
Schedule D, LUB Part 26G Architectural Control Area
Schedule E, Map showing Amero lot, Lot A1, in Architectural Control Area on Dufferin Street

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Schedule A - Application form and letter

**Town of Lunenburg Planning Application for a
Municipal Planning Strategy Amendment**

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name Joseph Amero and Eldona Amero	Name Joseph Amero and Eldona Amero
Company Name N/A	Company Name N/A
Mailing Address	Mailing Address
Email	Email
Phone	Phone
Cell	Cell

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

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address Lot A1, Dufferin Street	<input checked="" type="checkbox"/> Copy of Deed
PID # 60642741	<input checked="" type="checkbox"/> Survey Plan or Equivalent
Present Use of Property VACANT	<input checked="" type="checkbox"/> A Letter Explaining the Proposal
Proposed Use of Property SALE FOR RESIDENTIAL USE	N/A Application and Advertising Fees \$945.15 (\$245.15 + \$700.00) FEES WAIVED BY MOTION OF COUNCIL 27 AUGUST 2019

EXPLANATION OF PROPOSAL AND SIGNATURE

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

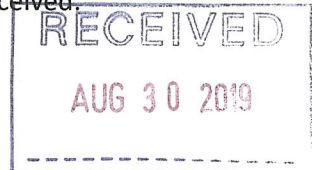
Please see the letter included

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

Eldona Amero *J Amero*
 Name (printed): Joseph Amero Signature: J Amero Date: Aug 29, 2019

OFFICE USE ONLY: Type of Application: MPS, Map Amendment

Date received:



Joseph Amero
34 Archibald St.
Lunenburg ,NS
PO Box 1893
B0J 2C0
August 29, 2019

Mayor Bailey and Members of Town Council
Town Hall
Lunenburg,NS

Request to Remove Land Use By-Law Heritage Designation:

We are requesting the removal of our Lot PID #600 554 49 from the Land Use By-Law Heritage Designation for the following reasons:

1.Many people have been asking me why this lot is so designated as it is far removed from the Heritage area of Old Town.My answer is always,"I am not sure because when you look at where it is located ,it does not make sense.Furthermore ,I spoke to Michael Zinck , Funeral Director and owner of Sweeny' s Funeral Home. He told me that in his attempt to build his new Funeral Home there ,the question of a Heritage site was never brought up.

When we lived in 95 Dufferin St. we never considered it to be a Heritage House nor that it was located on a Heritage designated Lot. It was not in the description of sale nor ever mentioned to us by the real estate agent. It was an older Georgian but of modern design and a very beautiful one at that.So we purchased it.

The only time the question of this block being a Heritage site was when we tried to sell it.

2.We have lost many potential buyers as a result of this designation :e.g.

Families with children, retirees, working people and others who wanted to relocate to our beautiful town.Potential buyers have walked away scratching their heads after finding out from Mr. Arthur MacDonald that the lot was a Heritage Designated site and being told what kind of house they

could build by Mrs.Dawn Sutherland.This has caused us considerable frustration as well as to the potential buyers.

Many of these potential buyers had taken great care to draw up sketches and plans for their new home not to mention time and expense only to have their dreams squashed.

I would draw your attention to the attached email ,especially the last comment on that page.

“They certainly should change the by-law(s) with the loss of \$60000 to roughly\$80000 in tax revenues yearly.definitely ! No one except for a rich individual with a taste for old traditional housing in a newer developed area with newer **looking houses would ever want to purchase and build on it with the guidelines in place.”**

The town would also benefit from this change in that it would have a new revenue stream and be seen as providing for additional housing which we all agree is needed.

Also new residents have the potential of being assets to the Town’s culture and population growth.

3. This area in question creates a delineation halfway through this residential block which has a mix of older and newer homes which does not bear any correlation to a Heritage area.This lot is vacant and the home next to it is of modern construction. A house of Heritage construction would be out of place and appear as an anomaly.

5. We are ardent fans of heritage preservation as we live in a late 1800’s house .We feel that our request is reasonable under the circumstances.

Thank you .



Joseph and Eldona Amero

From: **Stephanie deVries** stephanie@viewpoint.ca
Subject: Buyers Comments re Arhicitucally Protected Area
Date: May 22, 2019 at 6:41 PM
To: **Joseph Amero** eamero@eastlink.ca

Hi Joseph and Eldona

Well that was was short lived-sorry. Please find the buyers comments below re his meeting with the Town today.

"Good afternoon Stephanie & David,

I've just completed a meeting with Mrs. Dawn Sutherland the Town Development/Planning Manager, Mr. Lee Fougere the Town Engineer had to attend another meeting and Mr. Arthur MacDonald the Town Heritage Manager is away from his office until May 27th.

Mrs, Sutherland and I discussed the architectural design guidelines of the Old Town Heritage bylaws, **a small portion of which I've attached**, along with application for the property in question to be removal from the Heritage designation by town council.

I was advised by Mrs, Sutherland that the home I proposed for placement on the property would not fit in with the present heritage guidelines and that application for the property to be removed from the heritage designation by council could take up to 6 months, without guarantees, along with the fact it could still be appealed by surrounding homeowners/residents even if it was granted.

I presented my case of lost tax revenue to the town over the 10 or more years it has been unoccupied, ranging from \$60,000 to \$80,000 and continuing due to the lot's restricted width and architectural guidelines but this didn't make a difference.

Given these circumstances I must withdraw my purchase proposal citing excessive expenditures required to meet the present design restrictions and it's unpalatable end result.

Please contact me should you have any further questions or concerns.

Sincerely,
(Attachment)

They certainly should change the bylaws with the loss of \$6000 to roughly \$8000 in tax revenues yearly, definitely ! No one except a for rich individual with a taste for old traditional housing in a newer developed area with newer looking houses would ever want to purchase and build on it with the guidelines in place !

Stephanie deVries
View Point Realty
Cell 902-521-1575
Fax 888-761-9052
<http://www.viewpoint.ca>

002592

THIS INDENTURE made this 20 day of April, A.D., 1999

BETWEEN:

DANIEL ZWICKER and JUDITH ANN ZWICKER, spouses, both of Lunenburg, in the County of Lunenburg and Province of Nova Scotia;

being the owner of the lands described in Schedule "A" herein.

(hereinafter called the "Grantor")

OF THE ONE PART

- and -

JOSEPH AMERO and ELDONA AMERO, husband and wife, both of Cambridge, in the Province of Ontario as JOINT TENANTS and not as Tenants-in-Common;

(hereinafter called the "Grantee")

OF THE OTHER PART

WITNESSETH THAT in consideration of One Dollar and other good and valuable consideration:

THE GRANTOR hereby conveys to the GRANTEE the lands described in Schedule "A" to this Warranty Deed as JOINT TENANTS and not as Tenants-in-Common and hereby consents to this disposition, pursuant to the Matrimonial Property Act of Nova Scotia.

THE GRANTOR covenants with the Grantee that the Grantee shall have quiet enjoyment of the lands, that the Grantor has a good title in fee simple to the lands and the right to convey them as hereby conveyed, that they are free from encumbrances and that the Grantor will procure such further assurances as may be reasonably required.

IN THIS DEED the singular includes the plural and the masculine includes the feminine and neuter genders, with the intent that this Deed shall be read with all appropriate changes of number and gender required of the context.

IN WITNESS WHEREOF the Grantors have signed and sealed this indenture on the day and year first above written.

SIGNED, SEALED AND DELIVERED)

- in the presence of -)

Handwritten signatures of Daniel Zwickler and Judith Ann Zwickler on lines.

D. Zwickler
DANIEL ZWICKER

Judith A. Zwickler
JUDITH ANN ZWICKER

LUNenburg COUNTY REGISTRY OF DEEDS	2592	717	84-86
I certify that this document was registered as shown here.	Document #	Book	Pages
Joan Plunkett Registrar	06	01	11:50 AM
	MM	DD	Time

AFFIDAVIT OF SPOUSAL STATUS

CANADA
PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

We, Daniel Zwicker and Judith Ann Zwicker, both of Lunenburg, in the County of Lunenburg and Province of Nova Scotia make oath and say as follows:

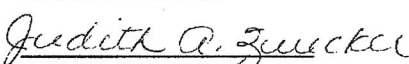
1. THAT We are the Grantors in the foregoing Warranty Deed and are of the full age of nineteen (19) years.
2. THAT We are now, and intend to be at the date of closing residents of Canada within the meaning of the Income Tax Act (Canada).
3. THAT for the purposes of this our Affidavit, "spouse" means either of a man or a woman who:
 - (i) are married to each other;
 - (ii) are married to each other by a marriage that is voidable and has not been annulled by a declaration of nullity; or
 - (iii) have gone through a form of marriage with each other, in good faith, that is void and are cohabitating or have cohabited within the preceding year.
4. THAT we are the spouses of each other and we have no other spouse as defined herein.

SWORN TO (severally) at
Lunenburg, in the County
of Lunenburg, Province
of Nova Scotia, this 7th + 20th day
of April, A.D., 1999.

A _____ OF THE SUPREME
COURT OF NOVA SCOTIA

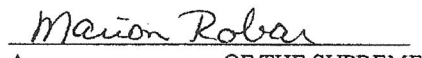
David K. Macdonald
A BARRISTER OF THE
SUPREME COURT OF NOVA SCOTIA AFFIDAVIT OF EXECUTION


DANIEL ZWICKER


JUDITH ANN ZWICKER

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG

ON this 5 day of May, 1999 before me, the subscriber personally came and appeared David K. Macdonald, a subscribing witness to the foregoing indenture, who having been by me duly sworn, made oath and said that DANIEL ZWICKER and JUDITH ANN ZWICKER, two of the parties thereto, signed, sealed and delivered the same in his presence.


A _____ OF THE SUPREME
COURT OF NOVA SCOTIA

MARION R. ROBAR
A Commissioner of the
Supreme Court of Nova Scotia

SCHEDULE "A"

All those lands and premises conveyed in a Trustee's Deed dated the 7th day of May, 1984 from Patrick A. Burke and Mary Ann Burke, Executors and Trustees under the last Will and Testament of Jean B. Burke, to Daniel Zwicker and Judith Ann Zwicker recorded in Bridgewater Registry of Deeds Office on the 8th day of May, 1984 in Book 342 at Page 204 and therein more particularly described as follows:

" ALL those certain lots of land situate, lying and being in the Town of Lunenburg and bounded as follows:

BEGINNING at an iron bolt at the Northwest intersection of Tupper and Dufferin Streets;

THENCE in a Westerly direction along said Dufferin Street One Hundred and Seventy (170') feet to a stake;

THENCE in a Southwardly direction One Hundred and Eighty (180') feet to a stake;

THENCE in an Eastwardly direction One Hundred and Seventy (170') feet to a stake on the bounds of Tupper Street, aforesaid;

THENCE along said Tupper Street Northwardly One Hundred and Sixty-seven (167') feet to the place of beginning and being lots Number 1, 2, and 6 in Block One according to a plan of division of School lands made by S.E. March, P.L.S. and dated November 15th, 1926.

BEING AND INTENDED TO BE the same lots of land as conveyed by the Board of Management of School Lands to William T. Powers by deed dated the 19th day of February, 1937 and recorded at the Registry of Deeds Office, Bridgewater, N.S. in Book 103 at Page 49 under No. 77.

For further reference to title see:

1. Last Will and testament of William T. Powers dated the 31st day of August, 1955 duly admitted to Probate at the Probate Court for the County of Lunenburg on the 31st day of October, 1955 and recorded at the Registry of Deeds Office, Bridgewater, N.S. in Book 120 at Page 408.

2. Last Will and testament of Jean Bernice Burke duly admitted to Probate at the Probate Court for the County of Lunenburg on the 11th day of August, 1982. "

JB

Dmz

Schedule B - Part 5 Residential (R) Zone

PART 5 RESIDENTIAL (R) ZONE

5.1 Permitted Developments

(a) Developments Permitted

existing commercial uses as follow:

Civic Address	Use
60 Dufferin Street	part-time upholstery business in accessory building
195 Green Street	retail florist

existing multi-unit dwellings as follow:

Civic Address	Number of Units
37 Blockhouse Hill Road	15
30-36 Broad Street	8
138-146 Centennial Avenue	5
119 Cornwallis Street	15
23 James Road	14
41 James Road	14
28 Sawpit Road	12
36 Sawpit Road	12

existing visitor-oriented commercial uses as follow:

Civic Address	Use
18 Lower Street	(1) use of 528 square feet of the basement level floor of the dwelling for the creation, painting and retail sale of wooden toys
	(2) use of 450 square feet of the property for outdoor sales and display
	(3) use of two signs, each a maximum of 5 square feet in area
34 Linden Avenue	(1) use of 518 square feet of the ground floor of the dwelling for the retail sale of quilts, quilt-related craft and art goods, and handmade hooked rugs
	(2) use of 100 square feet of the property for outdoor sales and display
	(3) use of three signs: <ul style="list-style-type: none">• one 25 square foot quilt hung on the dwelling• one 13.6 square foot ground sign; and• one 3.5 square foot flat fixed wall sign

guest houses up to 3 units subject to Section 3.1
 parking lots associated with uses permitted in the Residential (R) Zone
 single-unit dwelling
 two-unit dwellings

- (b) Developments Permitted by Development Agreement
- (i) institutional developments in accordance with Municipal Planning Strategy policy 5.5
 - (ii) multi-unit dwellings in accordance with Municipal Planning Strategy policy 5.9
 - (iii) expansion of existing multi-unit dwellings listed above in accordance with Municipal Planning Strategy policy 5.9
 - (iv) guest houses over 3 units in accordance with Municipal Planning Strategy policy 5.10
 - (v) Dining Rooms in conjunction with guest houses in accordance with Municipal Planning Strategy Policy 5.10A.

5.2 Residential (R) Zone Standards

Minimum Front Yard	6 metres (20 feet)
Minimum Rear Yard	6 metres (20 feet)
Minimum Side Yard	2.4 metres (8 feet)
Minimum Side Yard on Side with Common Wall	0 metres (0 feet)
Minimum Flankage Yard	6 metres (20 feet)
Maximum Height of Buildings	10.5 metres (35 feet)
Minimum Lot Area	558 square metres (6000 square feet)
Minimum Lot Frontage	18.2 metres (60 feet)

5.3 Attached Dwellings on Separate Lots

Where two lots are created for the development of an attached two-unit dwelling to be located on the common lot line, the total area, added together, of both lots must be 558 square metres (6000 square feet) and the total frontage of both lots must be 18.2 metres (60 feet) and each lot must have a minimum frontage of 20 feet.

5.4 Special Requirements: Existing Visitor-Oriented Commercial Uses in the Residential (R) Zone

In the Residential (R) Zone visitor-oriented commercial uses listed in the zone may:

- (a) continue the use;
- (b) expand the building for residential purposes in accordance with the requirements of the Residential (R) Zone;
- (c) replace the building;
- (d) move the use to a different location within the building, provided that
 - (i) there is no increase in the size of the use beyond that listed in the

- Residential (R) Zone;
- (ii) there is no increase in the area of outdoor display and sales beyond that listed in the Residential (R) Zone;
 - (iii) there is no change in the type of item available for retail sale from those items listed in the Residential (R) Zone; and
 - (iv) all other activity related to the business use, such as parking, is in accordance with the requirements of Section 5.1 of the Land Use By-law.

10.0 ARCHITECTURAL HERITAGE

BACKGROUND

Lunenburg has a distinct heritage rooted in the Germanic origins of its first settlers, its unique architectural character, and its historical association with the growth of the Atlantic fishery and the bygone age of sail. This strong heritage is recognized as an important element of community life, important not only to residents of the Town but to the growing tourism industry as well. The term "heritage" encompasses many things, from vernacular forms of speech, to local food, traditional skills, crafts, and means of livelihood, and the historic built environment. Most aspects of Lunenburg's heritage are protected, preserved, and promoted through the activities of the Fisheries Museum of the Atlantic, the South Shore Genealogical Society, the German Canadian Cultural Society of Lunenburg, the Lunenburg Heritage Society and the Lunenburg Academy Foundation, the latter two organizations focusing particularly on the preservation of historic buildings.

The Town's architectural character is perceived as being a particularly important component of its heritage and Town Council has taken a number of initiatives to conserve, maintain, and improve that character. Involvement in the Provincial Main street Program from 1979 to 1994, in cooperation with the downtown merchants, facilitated both public and private sector improvements to the built environment in the designated downtown Business Improvement District. Although the Main street Program no longer exists, the Town will continue to seek similar programs to assist the business community.

In 1981, the Heritage Property By-law was adopted under the Heritage Property Act, enabling Council to designate historic buildings, streetscapes, and areas in the Town and to control any substantial alteration to them. Implementation of the By-law began in 1982 when research was undertaken to document the historic and architectural character of the Town. This research culminated, in February 1984, in the publishing of an inventory of historic buildings, which laid the groundwork for subsequent designations of Municipal Heritage Properties under the Heritage Property By-law. Additional information collected in 1992 and subsequent years will be used to update the Heritage Inventory when funds become available.

In 1991, Lunenburg received the distinction of having Old Town designated as a National Historic District.

In 1994, with the assistance of the Provincial Department of Housing and Municipal Affairs and a consultant, a background study was undertaken on the possible establishment of the Old Town as a heritage conservation district under the Heritage Property Act, with the district consisting of the National Historic District plus adjacent historic areas. A working group of

residents assisted in the preparation of a draft conservation plan and bylaw that included policies restricting demolition of historic (pre-1940) buildings and design guidelines for new buildings, alterations to existing buildings, and signs, fences, and utility structures. The establishment of the heritage conservation district was also intended to qualify property owners for conservation assistance programs available from the provincial government.

A series of opinion surveys, public meetings, workshops, and media presentations on the proposed district were subsequently conducted. Establishment of the district was significantly delayed, however, by the need for certain prior amendments to the Heritage Property Act and the Provincial Regulations for Heritage Conservation Districts, and by uncertainties about funding for a Heritage Officer to administer the conservation plan and bylaw. These amendments and funding uncertainties were not fully settled until late 1999, and the establishment of the heritage conservation district and the adoption of the conservation plan and bylaw remained on hold for the intervening years.

In 1995, the Old Town was designated as a World Heritage Site by the United Nations Educational, Scientific and Cultural Organization (U.N.E.S.C.O.).

In 1996, following the Five-Year Review, limited architectural controls were introduced into the municipal planning strategy and land use bylaw. Three architectural control areas were established, one encompassing the Old Town National Historic District / World Heritage Site, another in the Dufferin Street and Falkland Street area, and a third in the Tannery Road area. Within these areas, architectural controls regulated the design of new main buildings and alterations to pre-1920 main buildings.

In 1997, with assistance from the Federal and Provincial Governments, the Town commissioned a Strategic Plan for conservation and management of the Town as a World Heritage Site. The resulting Lunenburg World Heritage Community Strategy, adopted by Council in 1998, identified numerous initiatives relating to cultural preservation and economic development. It also affirmed the need for the establishment of a heritage conservation district, comprehensive architectural controls, and financial incentives. Implementation of the strategy began in 1999 with the creation of a new Heritage Project Manager position within the Town staff, whose responsibilities include administration of the heritage conservation district plan and bylaw.

In early 2000, following formal notification of all affected property owners, the heritage conservation district was established and the conservation plan and bylaw were adopted by Council, along with concurrent amendments to the architectural control policies of this Municipal Planning Strategy.

ARCHITECTURAL CONTROL

Council recognizes the potential social and economic benefits of preserving the heritage of Lunenburg and is committed to its protection. The designation of the Old Town as a National Historic District and World Heritage Site also imposes upon Council significant responsibility for its protection and management as a cultural resource of national and international importance. At the same time, Council recognizes that the Town is a living community, not a museum, and that architectural change must be accommodated.

In order to ensure the protection of Lunenburg's built heritage, Council has adopted a three-fold approach to architectural control:

- Voluntary designation of individual Municipal Heritage Properties under the Heritage Property Bylaw.
- Establishment of architectural control areas in the Dufferin Street, Falkland Street, and Tannery Road areas, with limited architectural controls implemented through the Land Use Bylaw. These architectural controls will continue the regulatory approach originally adopted in 1996 with the exception that the cut-off date for architectural reference will be changed from 1920 to 1940. Within the architectural control areas, architectural controls will apply only to new main buildings and alteration of pre-1940 main buildings.
- Establishment of a heritage conservation district comprised of the Old Town National Historic District & World Heritage Site and adjacent historic areas, with architectural controls implemented through the policies and design guidelines of the conservation plan and bylaw. Architectural controls in the heritage conservation district will apply to demolition of any pre-1940 building; the design of new buildings, including outbuildings; the alteration of any existing building, regardless of age; the design of fences and signs, and the placement and screening of utility structures.

Council will also consider the future possibility of extending the heritage conservation district to include the Dufferin Street, Falkland Street, and Tannery Road architectural control areas and other historic parts of the Town by future amendment of the conservation plan and bylaw and this municipal planning strategy.

POLICIES

It shall be the policy of Council to:

Registered Heritage Properties

- 10.1** regard the Heritage Property By-law as the principal means of control of substantial alteration to registered Municipal Heritage Properties.

Architectural Control Area Designation

- 10.2** designate the areas shown as Architectural Control Areas on Map 2, the Future Land Use Map, as the areas in which the appearance of buildings will be controlled through the Land Use Bylaw. These areas include the areas of Dufferin Street, Falkland Street, and Tannery Road.

Architectural Control Area Provisions

- 10.3** incorporate special provisions in the Land Use By-law for the area designated Architectural Control with respect to:
- (a) new buildings; and
 - (b) additions or alterations to buildings built prior to 1940, in order to ensure the compatibility of new buildings and additions and alterations with the established character of the Town.

These special provisions shall control architectural style, building length to width ratio, the appearance of exterior cladding and roofing materials, height, shape and the size and ratio of windows and doors.

Heritage Conservation District

- 10.4** designate the area shown as Heritage Conservation District on Map 2, Future Land Use Map as the area within which demolition of pre-1940 buildings, the architectural design of new buildings and alterations to existing buildings, including outbuildings, and the design and placement of signs, fences, and utility structures will be controlled through the heritage conservation district plan and bylaw with design guidelines. This area includes the Old Town National Historic District and World Heritage Site and adjacent historic areas.

Heritage Conservation District Plan and Bylaw

- 10.5** regard the heritage conservation district plan and bylaw with design guidelines as a guiding policy and regulatory document with regard to architectural conservation and architectural change in the designated heritage conservation district, in parallel with the applicable provisions of this municipal planning strategy.

Future Expansion of Heritage Conservation District

- 10.6** consider the future expansion of the heritage conservation district outside of the Old Town to include other historically and architecturally significant areas including the Falkland Street, Dufferin Street, and Tannery Road architectural control areas, the remainder of the historic New Town and adjacent parts of Green Street, and the eastward extension of Pelham Street. The inclusion of such areas shall be preceded by background studies and public consultation, as required by sections 6 and 7 of the Regulations for Heritage Conservation Districts and shall be governed by the applicable policies of the conservation plan.

General Policies

- 10.7** encourage the preservation of Lunenburg's heritage through cooperation with the Fisheries Museum of the Atlantic, the Lunenburg Heritage Society, the Lunenburg Academy Foundation, and other heritage and cultural organizations and through continued involvement in programs similar to the Provincial Main street Program.
- 10.8** maintain Town owned public buildings, streets and signs in a state of good repair and to carry out any alterations to them in a manner which enhances the historic character of the Town.
- 10.9** ensure that when considering development agreements, the architectural character of any proposed new main building, or addition to or alteration of a main building will be compatible with the established architectural character of other buildings in the area in terms of relationships of height, bulk, scale, roof shape, materials, relationships of windows and doors and architectural details.

Schedule D - LUB Part 26G Architectural Control Area

PART 26G ARCHITECTURAL CONTROL AREA

26G.1 New Main Buildings

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

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

New main buildings located on corner lots may use either street as the street on which they front.

26G.2 Additions and Alterations to Existing Buildings

In addition to all requirements governing land use, additions and alterations to any main building constructed prior to 1940 within the Architectural Control Area as shown on Map 2, the Future Land Use Map, shall be similar to the main building with respect to the considerations set out in Section 26G.1.

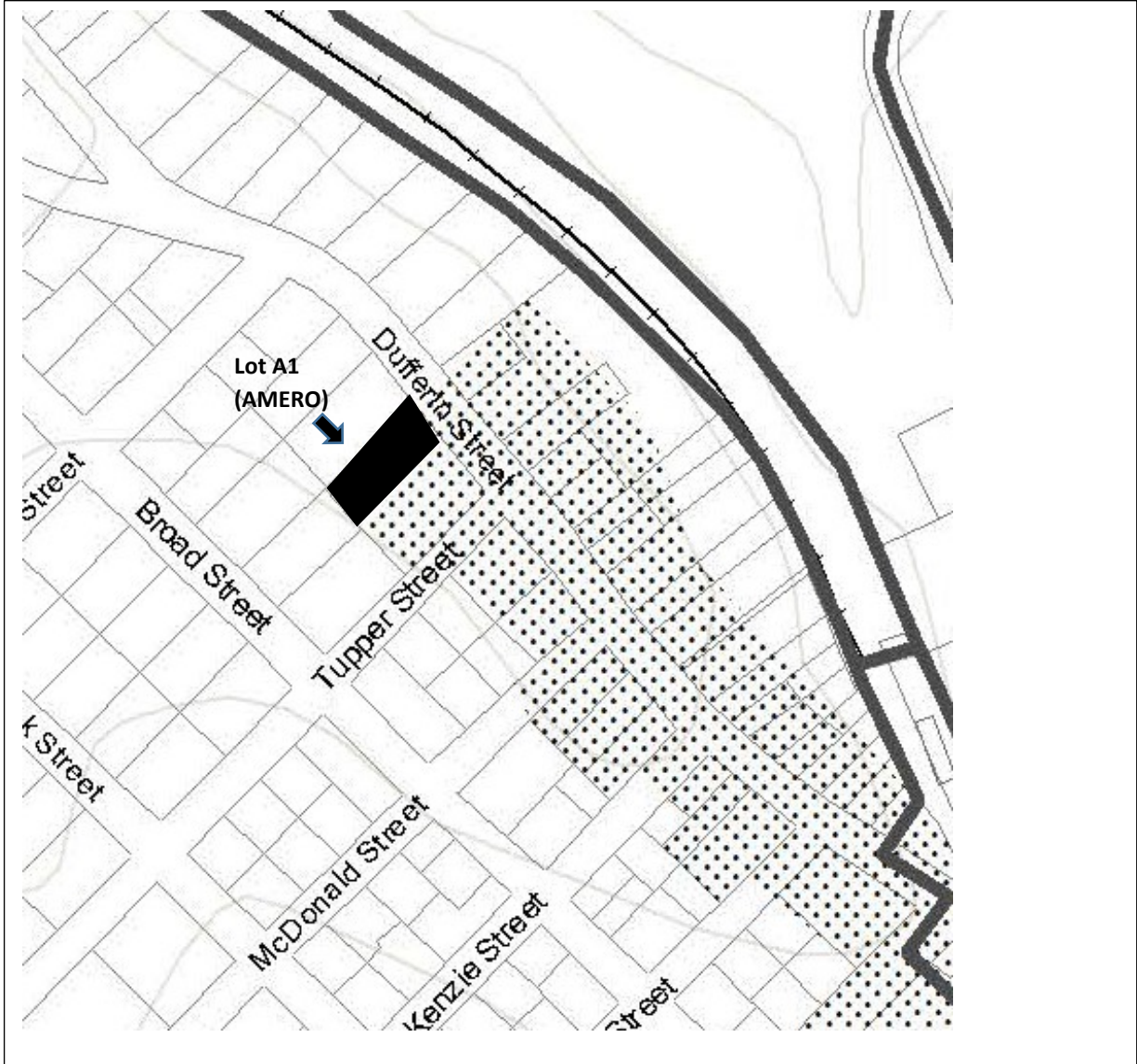
- 26G.3 (a) The total ground floor area (footprint) of all additions shall not exceed 25% of the ground floor area (footprint) of the building existing prior to 13 June 1996.
- (b) For the purposes of this section, the calculation of ground floor area (footprint) does not include decks or verandas which do not enclose interior space.
- (c) An addition, less than ten per cent of which (by volume) is visible from the street directly in front of the main building, or from any other street abutting the property, in the case of a corner lot, and which is not higher than the main building, is permitted provided it does not exceed 100% of the footprint of the existing structure. **Adopted October 2, 2012**

26G.4 Renovations and Replacements

Any renovation or replacement of any part of an existing building in the Architectural Control Area as shown on Map 2, the Future Land Use Map, shall be similar to the main building as it existed prior to the renovation or replacement in terms of the considerations

set out in Section 26G.1.

Schedule E – Map showing Amero lot, Lot A1, in Architectural Control Area on Dufferin Street



MEETING NOTES



Comprehensive Community Plan Project

Steering Team Meeting

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

Lunenburg Town Hall, 2nd Floor, 120 Cumberland Street

PRESENT: Voting members of the Steering Team:

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

Non-voting, ex-officio members:

Mayor Rachel Bailey
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager (3:05 p.m. arrived)
Dawn Sutherland, Planning/Development Manager (PDM),
CCP Project Manager

ALSO PRESENT: Ann Covey, Recording Secretary
Steffen Käubler, UPLAND Urban Designer

REGRETS: Susan Sanford, Qualified Expert
Norma Schiefer, Development Officer, Municipality of the District of
Lunenburg

The Chair called the meeting to order at 3:02 pm.

1. Agenda

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

2. Review of notes from previous meetings

Motion: moved and seconded that the amended December 11, 2012 and January 13, 2020 meeting notes be approved, as presented. **Motion carried.**

The chair said that at their February 11, 2010 meeting Council deferred further consideration of alignment of the Comprehensive Community Plan with the Heritage Conservation District Plan and Bylaw until such time as draft Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaws are available as part of Project Lunenburg. He noted that Council did not accept the recommendation to refuse any new MPS amendments until the completion of Project Lunenburg.

3. Unfinished Business

a. UPLAND's upcoming Stakeholder engagement activities

A list of stakeholder interviews (for interviews that were carried out by Engagement Specialist Erica Brook) will be forwarded by UPLAND and shared with the Steering Team.

4. New Business

a. Review of Progress Report

The progress report was reviewed (**Schedule "A"**).

The Chair questioned why there was no online engagement for Governance and Collaboration. Erica will report back to the Committee on this. Otherwise the project is on budget and on schedule.

UPLAND is currently well into writing the plan. At this stage Erica will withdraw from collaboration with the Steering Team and other UPLAND staff will take over.

The first two reports from the Governance and Collaboration Public Meeting and the Economic Development Public Meeting, which both took place in January, are in 95% draft form. The reports will be shared with the Steering Team and posted online when they are complete.

b. What we have heard so far

Economic Development and Diversity – four main topics of interest include:

- social and economic development and diversity in town
 - reduce red tape
 - encourage new and expanding business
- destination management
 - promote Lunenburg as a tourist destination
 - needs to be a balance between tourism and industrial sector
- cooperation and collaboration

- with the community at large, businesses, educational and post-secondary institutions and other municipalities
- environmental management and sustainability
 - renewable resources
 - regional green energy strategies
 - local food production
 - harbour health

Governance and Collaboration

- business and citizens working together towards goals
 - government, public, private, citizen engagement, inclusion, trust
 - transparency in information sharing
 - foster dialogue within the community (community breakfasts, public meetings, intergenerational monitoring, informal settings for dialogue)
- regional shared services
 - working with other levels of government
 - land use planning around boundaries between neighbouring municipalities

c. Engagement Work Plan – Enhanced Meeting Reporting

The Next Steps list was reviewed (Schedule “B”).

The next Community meeting will be the week of March 23 to review major goals and objectives and guiding principles of CCP prior to the roll out of the draft plan. The Steering Team will be briefed at their regular March 11, 2020 meeting.

A youth drop-in workshop and online engagement will also be available. *The Steering Team is asked to put thought into an available, accessible downtown storefront space to use for this purpose. If none is available, an office on the second floor of Town Hall will be used.*

The public meeting for presentation of the 95% complete draft plan will be the week of April 13. The Committee will receive the draft plan for review no later than March 30. It will be published online at the same time as the April meeting.

5. Correspondence

Nil.

6. Next Meeting Dates

Steering Team meeting: Wednesday, March 11, 2020, 3 pm, Council Chambers

7. Adjournment

Motion: moved and seconded that the meeting be adjourned. Motion carried.

The meeting adjourned at 3:45 pm.

Attachment 4 a Progress Report for January 2020
PROGRESS REPORT**UPLAND**Planning +
Design Studio63 King Street
Dartmouth, Nova Scotia B2Y 2R7
+1 (902) 423 0649
info@uplandstudio.ca**PROJECT:** Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: January 1 - January 31, 2020**1. Targets Achieved in Period**

- 1.2 Data Collection (in progress)
- 1.3 Document Collection (in progress)
- 2.2 Online Survey (in progress)
- 3.8 Regional Cooperation
- 3.9 Economic Development

2. Outputs of Project

- Economic Development Discussion Paper and Public Meeting
- Governance and Collaboration Discussion Paper and Public Meeting

3. Project Related Issues

- No issues were identified

4. Risk Analysis

- No risks were identified

5. What to Achieve in Next Period

- Economic Development What We Heard Report
- Governance and Collaboration What We Heard Report
- Draft CCP

Attachment 4 c Next Steps

MARCH

Making Connections will focus on:

- Relationships among various issues and opportunities
- Spatial planning
- Major goals & objectives
- Options and decision points

Engagements will include:

- Community meeting
- Youth workshop
- Drop-in office hours
- Online engagement

APRIL

Draft Comprehensive Community Plan will focus on:

- Gathering feedback on a 95% complete draft plan
- Prioritizing for the next 5 years of actions
- Ensuring functionality of the plan

Engagements will include:

- Information sessions with Town staff, administration and Council
- Community presentation and open house
- Drop-in office hours
- Online engagement
- Kitchen table conversations citizens' toolkit

MAY to AUGUST

Planning Policy Documents will focus on:

- The Municipal Planning Strategy and Land Use Bylaw
- Review and revision to align with the Comprehensive Community Plan

Engagements will include:

- Information sessions with Town administration and Council
- Community workshop
- Online engagement

SEPTEMBER, and onward - Adoption and Implementation

**LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/
RECREATION COMMITTEE RECOMMENDATIONS**

WEDNESDAY, FEBRUARY 12, 2020

1. That Council request a staff report to assess the Back Harbour Trail/Operational Plan report (Schedule "A"), including priorities and cost estimates.
2. That Council approve the rescheduling of Recreation Committee meetings from every second month to quarterly and approve an amended Recreation Committee Terms of Reference (Schedule "C").

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

WEDNESDAY, FEBRUARY 12, 2020 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

PRESENT: Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Debbie Dauphinee
Councillor Errol Knickle, Municipality of the District of Lunenburg

ALSO PRESENT: Mayor Rachel Bailey (ex-officio)
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Joseph Carnevale
Councillor Matt Risser
Kimberly Hanlon

The Chair called the meeting to order at 5:12 p.m.

1. Agenda

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

2. December 11, 2019 Meeting Minutes

Motion: moved and seconded to approve the December 11, 2019 meeting minutes.
Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

- a. Call for volunteers to serve as Recreation Committee citizen representative
2020

The Chair informed the Committee that Kristi Tibbo was appointed to the Committee at the February 11, 2020 Town Council meeting as the new citizen representative, replacing Allan Richards.

b. Ice Resurfacers Capital 2020/21 Purchase Fundraising Working Group update

The Chair reported that the Fundraising Committee was approved by Town Council at their meeting of January 28, 2020. In addition to Councillors Bachman and Croft and Ms. Dauphinee, members include Councillor Errol Knickle (MODL), Jamie Myra, and Lisa Tanner. The next meeting is scheduled for February 27, 2020 at 12:00 p.m.

c. Draft 2020/21 Recreation Budget status

The RD provided a high-level overview of new items in the draft 2020/21 Recreation budget which Council will be considering at upcoming budget sessions. The Committee will also review it at a special Committee meeting on March 11, 2020.

d. Back Harbour Trail report

The Committee discussed Mr. Richards' report (Schedule "A").

The Chair noted that there was a budget item for trail signage, and that the Active Transportation Sub-Committee had agreed to produce four more of last year's design: two for the Back Harbour Trail (foot of Prince and Cornwallis Streets) and two for the Front Harbour Trail (either end of trail).

Motion: moved and seconded to recommend that Council request a staff report to assess the Back Harbour Trail/Operational Plan report (Schedule "A"), including priorities and cost estimates. Motion carried.

5. New Business

a. Active Transportation Sub-Committee – February 5, 2020 minutes

The minutes were not available for this meeting. The Chair provided a brief update to the Committee on the status of the Active Transportation Strategic Plan review.

b. Recreation Director's Departmental activity update

The RD reviewed her report (Schedule "B").

c. Recreation Committee Meeting scheduling

The Committee discussed decreasing the frequency of meetings from every second month to quarterly. The Chair noted that special meetings such as the budget review can be scheduled as needed.

Motion: moved and seconded to re-schedule Committee meetings from every second month to quarterly, with additional meetings to be called as required; and to provide an

amended Recreation Committee Terms of Reference to Council for approval reflecting the proposed change in meeting frequency (Schedule "C"). Motion carried.

d. Provincial Volunteer Recognition Awards nominees

The Committee discussed the nomination submissions.

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

Mr. Hardiman is a longtime volunteer with the Royal Canadian Legion Branch 23, including two terms as president, as well as the Lunenburg and District Fire Department. The Provincial Volunteer Awards ceremony takes place on April 27, 2020.

All the nominees will be invited to the annual Lunenburg Volunteer Appreciation Reception on April 20, 2020.

6. Next Meeting Dates

- *LWMCC Committee – Wednesdays: March 11 (budget review), and *revised* May 13, August 12, and November 18, 2020 at 5:15 p.m.*
- *Active Transportation Sub-Committee – Wednesdays: May 20, August 26, and November 25, 2020 at 12:00 p.m.*

7. Adjournment

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

The meeting was adjourned at 5:53 p.m.

Heather McCallum, Assistant Municipal Clerk

Back Harbour Trail / Operational Plan

January 7, 2020

Written by: Allan Richards

Staff comments: Kelly Cunningham, Recreation Director

To: Recreation Committee Members,

As per my commitment to the committee here are my observations and suggestions to implement an operational plan for the Back Harbour Trail.

To my knowledge there has been no proactive operational maintenance plan for the Back Harbour Trail since at least 2011. A \$3,000 budget was approved for 2019/20 (see page 51 of approved budget document) to pay for a contractor to execute a major trim of overgrowth on the trail, but to date, to my knowledge, it has not occurred.

Staff comment: A request for quotation (RFQ) was tendered in December 2019. A successful contractor was awarded and the work will be completed prior to March 31, 2020.

In that time there have been several instances where the Recreation Department and/or public works staff have responded to reactively fix specific issues generally related to storm damage - downed tree removals, selective ditching to redirect major water runoff and minor repairs to the trail bed. Many of these fixes have been directly related to no maintenance plan which in turn created the conditions for these problems to occur.

Proactive maintenance plan = timely maintenance, less long term expenses and user satisfaction

Reactive response = temporary fixes, increased expenses and negative user experience

Maintenance Overview – what has been done

- Public works resurfaced the "Maple Street" access portion of the trail in (2014?) as per the Active Transport plan for short term projects and replaced a very outdated trail map sign at the Dufferin Street entrance (2015?).
- In 2019 Public Works installed four new trail signs utilizing universal symbols for displaying trail "rules" to users.
Staff Comment: The four trail signs were purchased and installed by the Recreation Department.
- Public Works repaired the trail surface in several areas due to excessive storm water runoff, some clearing of the nearby ditches that caused the problem and installed a new "pathway" to the trail at the end of Creighton Street. Included in storm related damage were numerous trees and large bushes that had to be removed from the trail pathway.

- Scheduled spring and summer maintenance is generally limited to a Recreation staff member mowing the grass on the ever decreasing grass "fringe" of the trail shoulder several times during the growing season.

Maintenance Recommendations

The major issue for the trail is the absence of a proactive operational maintenance plan for this extremely important community "active living" asset.

It can be characterized by the need for three key maintenance objectives to be completed first, and then maintained on a scheduled basis. In order of priority:

1. **Cut back all vegetation to the outside edge of the old rail bed.** This will end the overgrowth onto the trail path and remove growth in the drainage ditches causing blockage and trail surface damage from water runoff. If large, healthy, mature trees are located in this "shoulder" zone then trim as required and leave in place. Ideally all vegetation is chipped as part of the cutback and distributed in the adjacent woods. This cleanup will also reduce the ideal Lyme tick habitat currently created by a lack of ongoing and effective vegetation management.

On a separate note the operational plan should also identify where knot weed has appeared on the trail and what could / should be done to reduce or at least avoid more hot spots appearing after the cut back.

[Staff comment: To be completed prior to March 31, 2020.](#)

2. **Identify areas along the entire trail where the drainage ditch is not functional and repair.** Remove excess vegetation on outside edge of ditch where required. This also includes the area adjacent to the old town dump where public works backfilling has altered the natural drainage basin and created a minor lake below two major drain culverts. I believe we can all agree the frequency and amount of rain falling in our area has increased dramatically over the past five years and drainage systems throughout the town require maintenance and upgrades to respond to this climate fact.

[Staff comment: Public Works to respond to "minor lake" in Spring/Summer/Fall 2020.](#)

3. Once the first two are completed, **repair the trail surface where uneven and rocky and resurface with crusher dust for a firm, consistent, safe trail bed.** If possible, as part of any trail surface repairs consideration should be given to ensuring the width of the trail meets Bicycle NS standards.

[Staff comment: Included in the 2020/21 draft budget is to re-gravel half of the Back Harbour Trail \(second half to be completed in 2021/22\).](#)

4. Maintenance plan specifics starting at Dufferin Street trail entrance and ending at Sawpit Entrance [refer to photos attached]:

Staff comment: For staff to fully review and investigate the items in this section would require Council direction.

Photos - # 1, 2, 3, 4

- Trail prior to entrance, across from the CN station - cleanup old brush dumped by adjacent homeowners and rake up all dead leaves and ensure drain ditch and culvert is not blocked.
- Request to these adjacent property owners - no more dumping of old brush / cuttings on the adjacent trail bank.
- Entrance - remove the entire thorn bush on left hand side of entrance as it's always growing onto the entrance path.
- Remove all excess signage and re-install the "symbol" signage on post adjacent to main entrance where it is visible to trail users.
- Remove black plastic garbage tub in parking lot and replace with grey pole unit on existing wooden post at the entrance. Staff comment: The Town is currently developing a Waste Reduction Strategy, which will prioritize on multi-stream waste containers.
- Aesthetic consideration - Consider relocating gasoline storage tank to PW land or, if not possible, hide the tank with cover over the chain link fence.

Photos - # 5, 6, 7, 8, 9, 10

- "Back" parking lot - remove overgrowth at entrance to open up visibility to this lot. Remove selected birch trees as part of this cleanup as most are ready to fall into the lot.
- Parking lot trail access - this entrance allows easy trail access from the Dog Park via "Murphy's Way" path. Signage should be installed with trail rules. If "universal" signs not available simply utilize existing signage removed from main entrances. Minimum required - "Dogs on leash" and "pick up after dog" signs. Confirm the entrance width will deny access to all terrain vehicles.

Photos - # 11, 12, 13, 14, 15, 16

- Trail has numerous examples of overgrowth into and onto the trail area, blocked drainage ditches and uneven trail surface due to runoff. In particular, the "lake" created by PW is on this section of the trail.

Photos - # 17, 17a, 18, 19

- To fix the major drainage issue adjacent to old town dump PW will need to re-open the natural drainage path blocked due to back filling. Also, the need to remove a new path allowing public access to the dump from the trail, which the backfilling created.

Photos - # 20, 21

- Photos show where the adjacent home owner has cleaned up the trail shoulder and the drainage ditch. This is what the entire trail border area

should ideally look like after cutback and ditching are completed. (Perhaps this homeowner should be thanked for his unheralded civic effort!)

Photo - # 22

- Maple Street trail extension "intersection" - reinstall the "Rum Runners" directional trail signage at the junction (PW has in storage).

Photos - # 23 to 39

- Maple Street stairs - investigate if a "switchback" path could be installed vs. current stairs. If not, then the stairs should be assessed for functionality - especially the placement of tire "rail" to allow wider tires and ease of use {to close to railing and pedal gets caught}.
- The path immediately at the top of the steps needs to have drainage problem fixed and then properly resurfaced.
- Trail rule signage should be installed at the top of the stairs. Ideally symbol - if not available then both dog signs. Additional signage near the Maple Ave. entrance will improve awareness.

Photo - # 40

- "Academy" look-off rest stop area - assess furniture to confirm in good repair and remove overgrowth from view plane so Academy can actually be seen. (Note - Knotweed hotspot.)

Photos - # 41, 42

- Starr Street entrance - remove all signs except symbol sign. Remove blue box and install grey garbage unit on existing post. Confirm that ATV's cannot get past entrance onto the trail.

Photo - # 43

- Kissing Bridge Road entrance - remove all signage except symbol signage. Relocate symbol signage to post adjacent to entrance for best visibility. Consider additional large boulders to ensure no off road vehicle access - placed to right of entrance post.

Photos - # 45 to 52

- Kinley Drive / Cornwallis Street Access - this was installed in late spring 2019 probably to easily dispose of ground from emergency ditching project next to this entrance. There is a capital works budget caption for this location to create a switchback entrance due to steep slope of bank which is apparent with current setup. A decision should be made if this current setup acceptable or a switchback required.
- The other issue to be resolved is the knotweed overgrowth that basically completely covers the new path and hides the access entrance. Again, signage should be installed - both dog signs at a minimum.
- The caption on the 2019/20 recreation capital budget for this access point (page 94 and 96). The budget of 18,000 originally included 6,000 for a switch

back and 12,000 for side walk extension down Creighton to trail access. The description for this caption is frankly "incorrect" as its purpose is not a "safe access" to the other side of town. It's simply a convenient new trail access point for old town residents. There is no reason to extend a sidewalk on this extremely low traffic very wide street. It is suggested the project and budget be removed unless a switchback access is preferred over current sloped path. If switchback is preferred then Recreation Department / PW should confirm an updated installation time line and appropriate budget for this activity.

Photo - # 57

- There are several "scenic" rest stops with furniture on this section of the trail and all should be assessed for condition and the view planes should be cut back {and maintained} so a view is actually available.

Photo - # 54

- Oxner Drive walk-on trail access point - install trail signage on existing post adjacent to water treatment pump house. Dog signs at a minimum.

Photos - # 44, 53, 55, 56, 58

- There are numerous examples on this section of drainage issues, vegetation overgrowth, and uneven, rocky trail surface.

Photos - # 59, 60, 61, 62

- Sawpit Road entrance - remove all signs (except symbol sign) and the blue box - install grey garbage unit on existing post and confirm both access points are able to restrict off road vehicles. Note the tubs previously at this, and Kissing Bridge Road location, have been removed as they were used as a dumping ground for residential garbage.
- Note once the grey garbage units have been installed at Sawpit Road and Starr Street entrances the company responsible for garbage pickup has to be informed so they revisit these locations as part of their regular coverage.

5. Winter maintenance

While there are no required winter maintenance activities on the trail there is a need to ensure public works snow plows do not block the four key trail entrances - Dufferin / Starr / Kissing Bridge / Sawpit. This will ensure trail users can easily access the trail without having to climb over large snow banks left by the plow. This can be completed after all streets and sidewalks are clear.

Operational Plan - Suggested Implementation

- Identify any safety / liability issues for immediate resolution - i.e. uneven trail surface that might cause falls, or trees in danger of collapse onto the trail.

- It is suggested that after any major weather event, that the recreation department conduct an immediate inspection of the entire trail to identify any related damage, especially safety (read liability) issues.
- Complete a timing and budget assessment for each of the three key objectives - vegetation cutback, ditching, and trail surface. Consider private contractor or public works or combination of both.
- Interested parties to inform or seek participation from - trail users so they know the plan and possible trail closure due to work activity, adjacent homeowners with shared border to respect no dumping and if desired, to help with ongoing maintenance on their "section", Coastal Action for advice on drainage plan and knotweed growth, and public health regarding how best to inform trail users about ticks and ideally a symbol to add to the posted trail rules.
- Based on budget availability create a short and long term plan for execution with performance expectations and completion dates.
- It is also critical to confirm who is ultimately responsible for the trail asset - the recreation department or public works. "Shared" responsibility really translates to no responsibility. Since it is classified as a recreation asset the recreation department should be the sole owner of the plan and implementation. PW could / should be a service provider to the recreation department depending on their financial and manpower availability. If PW cannot deliver the required services then work should be directed where appropriate to outside suppliers. Once the three key maintenance objectives are completed Recreation staff should be able to maintain the basic seasonal mowing schedule.

It was noted in the Project Lunenburg "Recreation and Community Spaces" discussion paper that the Back Harbour Trail was assessed by the project consultant and given a score rating of 36/45 points for an overall average of 4 out of 5 on the 9 areas of assessment, for an overall score of 80%.

I disagree with this value and note two specific areas where the score was over rated based on the facts noted above. Namely "construction and maintenance" and "drainage". My overall assessment would score 25/45 points for an overall average of 2.8 out of 5 on the 9 areas assessed, for an overall score of 55.5%.



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Document No: 5 (b)
Meeting: Feb 12/19 LWMCC
Circulate To: LWMCC
File:

MEMORANDUM

TO: LWMCC

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: FEBRUARY 7, 2020

RE: RECREATION DIRECTOR'S REPORT

ARENA

- At the January 28, 2020 Council meeting, the following motions were passed:
 - Motion: moved by Councillor Mosher, seconded by Councillor Croft that Council approve the formation of a Fundraising Committee to raise funds of up to \$70,000 for an ice resurfacer purchase. Motion carried.
 - Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee pre-approval of a replacement propane ice resurfacer in fiscal 2020/21 estimated at \$125,000. Motion carried.
- The Ice Resurfacer fundraising group initially met on January 21, 2020 and are planning another meeting in the near future.
- On January 24, 2020, the ice resurfacer stopped working. Our local Propane Technician indicated it was from a buildup of fuel in the engine. A converter kit was ordered to address this issue. The Arena was closed on January 25, 2020 due to these mechanical issues.
- Staff have been working on the draft operational and capital 2020/21 budget.

COMMUNITY CENTRE

- The Washroom Renovations Request for Proposals was awarded. The work will be completed by March 31, 2020.
- New mats have been purchased and placed in the lobby and in front of the weight room and office.

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- A letter of support was provided to the NS Trails Federation to be a part of the Great Trail –Western Loop.
- An external group of individuals are hosting a “Rock for the Park” event on February 8 from 7:30pm-12am at the Lunenburg Legion. All profits will be put towards a new half pipe ramp at the Lunenburg skate park.
- The following motion was approved at Council on January 14, 2020:
 - Motion: moved by Councillor Mosher, seconded by Councillor McGee to proceed with Option 1 in the staff report (Schedule “H”) with a revision to

the location selection – issue a request for proposals for the procurement of a splash pad with the Lunenburg War Memorial Community Centre grounds as the location for construction in 2020/21 pending funding from the Lunenburg Community Development Group. Motion carried.

- Staff have been working on the splash pad Request for Proposals and submitted a provincial grant application on behalf of the group.
- The Active Transportation Sub-Committee has completed a draft updated AT Strategic Plan. The Sub-Committee will review the first draft, prior to it being recommended for approval by Council.
- The trail overgrowth cutback Request for Quotes was approved and the work will be completed prior to March 31, 2020.

PROGRAMS

- The Recreation Department partnered with Coastal Action to put on a program titled “Ocean Friendly Nova Scotia: Reducing single-use plastics at restaurants and cafés”. The program was set for February 6; however, due to the weather, it was cancelled and rescheduled for February 27 at 6pm at the Lunenburg and District Fire Hall.
- The Fitness Class and Senior Fitness Class are very successful again this session with high numbers and an increase in participants.
- The Town’s Recreation Department will be assisting again this year with the Lunenburg County United Way “Bikes for Kids” program, beginning in May. This program supplies bikes to families who need a bike but cannot afford to purchase one.

SPECIAL EVENTS

- The Civic Volunteer Reception is scheduled for Monday, April 20, 2019 beginning at 7:00 p.m. at the Lunenburg and District Fire Hall.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Town of Lunenburg
Lunenburg War Memorial Community Centre (Recreation) Committee

Terms of Reference

(Approved by Town Council November 28, 2017)

(Draft Amendment February 12, 2020)

Purpose

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

Objectives

- To represent the community at large in regards to recreation challenges and opportunities;
- To create a healthy, active community to improve the quality of life for residents and visitors;
- To provide input on the development of policies and plans related to the Committee's purpose.

Membership

The Recreation Committee should consist of the following:

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

Term

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

Decision Making

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

Meeting Frequency

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

Review Period

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

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR

DATE: FEBRUARY 19, 2020

**RE: FOLK HARBOUR SOCIETY REQUEST FOR SECTION 71
TAX EXEMPTION**

1. FACTS

At the February 11, 2020 meeting Council passed the following motion:

*Motion: moved and seconded that a staff report be prepared on the implications of the Folk Harbour Society request for tax relief on the finances of the Town.
Motion carried.*

2. ISSUES AND OPTIONS ANALYSIS

Section 71 of the Municipal Government Act (MGA) allows for tax exemptions for registered Canadian charitable organizations if the property is being used directly and solely for charitable purposes.

It also allows for tax exemptions of non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization if Council feels the organization provides a service that might otherwise be the responsibility of Council.

Council may provide that the tax payable with respect to all or part of the taxable commercial property of any non-profit community, charitable, fraternal, educational, recreational, religious, cultural or sporting organization be reduced to the tax that would otherwise be payable if the property were residential property.

A tax exemption or reduction under Section 71 shall be shown on the tax bill and accounted for by the municipality as an expenditure.

Council may refuse to grant an exemption or reduction under Section 71.

Section 71A allows for Council, by by-law, to provide that the tax payable with respect to all or part of the taxable commercial property of any day care licensed under the *Day Care Act* be reduced to the tax that would be payable if the property were residential property.

The Town currently have five Tax Exemptions:

Full Commercial Tax Exemptions	2020/21 Draft Exp.
Lunenburg Swimming Pool	\$3,633
Lun. Board of Trade – Tourist Bureau	\$15,682

Residential Rate applied to Commercial Assessment	2020/21 Draft Exp.
Lunenburg Curling Club	\$4,066
Lunenburg Heritage Society – Knaut Rhuland House	\$5,063

Section 71A Day Care Act properties	2020/21 Draft Exp.
Residential Rate applied to Commercial Assessment	
Lunenburg Day Care	\$7,360

For a total cost of \$35,804 which has been incorporated within the draft 2020/21 Operating Budget within the General Government Services expenditures.

The Lunenburg Folk Harbour Society has requested a full tax exemption (copy of request attached).

2020 Taxable Commercial Assessment	\$504,000
Est. 2020/21 Commercial taxes based on draft 2020/21 tax rates	\$16,924
Est. 2020/21 Tax Exemption if Residential Rate applied to Commercial Assessment based on draft 2020/21 tax rates	\$10,115
Est. 2020/21 Tax Exemption if Residential applied to 50% and Commercial applied to 50%	\$5,057

If Council wishes to proceed with a full commercial tax exemption for the Folk Harbour Society the \$16,924 of additional expense would have to be incorporated within the draft 2020/21 Operating Budget. Options would be to find savings of this amount or increase tax rates by \$0.006 for both the Residential and Commercial tax rate.

If Council wishes to proceed with a residential vs commercial tax exemption for the Folk Harbour Society the \$10,115 of additional expense would have to be incorporated within the draft 2020/21 Operating Budget. Options would be to find savings of this amount or increase tax rates by \$0.004 for both the Residential and Commercial tax rate.

If Council wishes to proceed with a 50/50 residential vs commercial tax exemption for the Folk Harbour Society the \$5,057 of additional expense would have to be incorporated within the draft 2020/21 Operating Budget. Options would be to find savings of this amount or increase tax rates by \$0.002 for both the Residential and Commercial tax rate.

If approved, the Tax Exemption Bylaw #43 should be replaced with a Policy instead as is provided for in the Municipal Government Act.

A further alternative would be to increase the grant to the Folk Harbour Society in the amount of an equivalent exemption level desired. The impact to the Draft 2020/21 Operating budget would be the same.

3. FINANCIAL IMPACT

As noted above.

4. STRATEGIC PLAN RELEVANCE

#2 Celebrate our community by:

B. Cultivating a positive visitor experience.

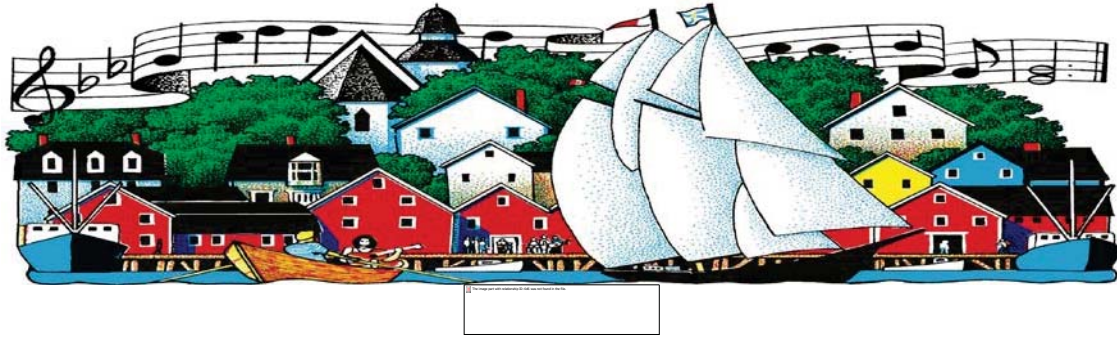
C. Facilitating and encouraging film and other artistic endeavours featuring or referencing Lunenburg.

5. RECOMMENDATION AND DRAFT MOTION

This report is provided for Council's information and further direction.

Acknowledged only by:

Bea Renton
CAO



The Lunenburg Folk Harbour Society

Request to the Town of Lunenburg for Tax Exemption

The Lunenburg Folk Harbour Society (LFHS) is registered with the Nova Scotia Registry of Joint Stock Companies (not-for-profit) under the Societies Act and is a registered Canadian non-profit charitable volunteer run organization (Registration # available on request). In April 2019 the LFHS purchased the Lunenburg Opera House, 290 Lincoln Street, Lunenburg Nova Scotia, located in the “Old Town” municipal Heritage Conservation District. (PID# 6006 1504; AAN# 02138522; Zone: GC).

The mandate of the Society is to promote and preserve traditional folk music from a diverse range of maritime cultures and regions and to encourage the writing and performance of related contemporary genres. In addition, the Society supports an educational component and provides workshops aimed at children and youth. Besides the annual August festival, the LFHS also provides free summer outdoor concerts and a Spring and Fall Concert Series.

Launched in 1986, the Lunenburg Folk Harbour Festival is the longest-running music festival in Nova Scotia and one of the oldest in Canada. In 2018 the Society was honoured to win the East Coast Music Association award for *Event of the Year* and the Music Nova Scotia Award for *Community Presenter of the Year*. These awards acknowledge and celebrate the town, the history of the Festival, our expertise, our supporters and the many volunteers who make the Lunenburg Folk Harbour Festival possible.

While the LFHS continues to present music in various locations throughout the town, owning the Lunenburg Opera House ensures the preservation of a significant historic property and a permanent venue with rental income opportunities. Non-profits receive a 25% discount on rental of the space. Making the space available for rental for music,

cinema, theatre performances and community events assists with expenses related to the maintenance and operation of the building, of which taxes are a significant part.

Given that the Lunenburg Folk Harbour Society is a volunteer run, non-profit charitable organization that contributes significantly to the culture and economy of the Town and uses the property directly and solely for a charitable purpose, the Society is requesting tax exemption (excluding utilities) for the Lunenburg Opera House, currently designated as a commercial property, with an amendment to the Town of Lunenburg's "Tax Exemption for Charitable Properties " By-law #43.

Notes:

- Precedents for tax relief in the Town of Lunenburg include:
 1. Full exemption (eg. Lunenburg Heritage Society Bandstand; Tourist Bureau land, washroom, and trailer park; Lunenburg Swimming Pool; churches)
 2. Reduction from taxable commercial property to the tax that would otherwise be payable if the property were residential property (eg. Knaut-Rhuland House).
- An alternative to tax exemption could be a grant from the Town of Lunenburg at least equal to the amount of current taxes.
- While the Lunenburg Folk Harbour Society receives rental income from the rental of the Lunenburg Opera House, like churches which rent their spaces to community groups, the Society uses that income for the operation and maintenance of the building and to carry out the mandate of the not-for-profit charitable organization. Neither the not-for-profit charitable organization nor individuals benefit financially.
- The work of the Lunenburg Folk Harbour Society (including fund raising) is done by volunteers. It is a major accomplishment for the Society's volunteers to raise the money needed to carry out the work of the Society – the Festival and year-round concerts. The addition of the Opera House requires those same volunteers to do even more work to raise funds. Given that the contributions of the Lunenburg Folk Harbour Society are a significant economic and cultural driver for the Town of Lunenburg, it would be highly respectful of the work of these volunteers for Council to provide tax relief.

- The LFHS is pursuing fund raising from private/individual, federal, and provincial granting sources and programs to assist in the operation, maintenance and renovation of the LOH. Acquisition of the building was made possible by significant Foundation and private donations. A Go-Fund-me Campaign is underway; a request for project assistance has been made to the Atlantic Canada Opportunities Agency (ACOA); a grant proposal has been initiated with the Canadian Heritage Cultural Spaces Fund; discussions have begun with the Nova Scotia Department of Communities, Culture and Heritage. Federal and provincial grants require that projects be supported by all three levels of government (including municipal) and demonstrate private and community support.
- Since purchasing the Lunenburg Opera House, the LFHS has used the auditorium (main floor) to present 12 concerts, 2 as part of the Spring Concert Series, 6 during the August Folk Harbour Festival, and 4 for the Fall Concert Series. All (except 2) of these were “sold-out” or at capacity. The LFHS rented the facility to the Rotary Club which hosted 2 sold-out fund-raising concerts and to the Lunenburg Doc Fest for its four-day Festival as well as to the Nova Scotia Craft Spirits Festival, “Spirited Away” for its Gala event. The space was rented for a Memorial service as well as the venue for the Annual Chapin Family Concert. The upper hall has been used to conduct a five-week Drawing Class. The LOH is proving to be a popular venue for audience members and a vital community attraction and resource.
- Including Spring, Fall & Summer Concerts and the four-day Festival, LFHS engaged 91 musical acts and presented 209 performances for approximately 13,000 people. It is estimated that the economic impact of the Lunenburg Folk Harbour Festival alone (not counting the concert series and summer bandstand series) is that in the four days 3,500 people pack the Town of Lunenburg and spend in excess of \$700,000.

Respectfully submitted,

Harold Pearse
President
Lunenburg Folk Harbour Society

Document No:
Meeting: Council February 25, 2020
Circulate To: Council, HM, BR, LD,
KR
File: Elections 2020

MEMORANDUM

TO: TOWN COUNCIL

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK AND
BEA RENTON, CAO**

DATE: FEBRUARY 20, 2020

RE: COUNCIL REMUNERATION AND SUCCESSION PLANNING

1. FACTS

Council approved the formation of a Council Succession Development Sub-Committee on March 26, 2019. There were insufficient applicant numbers to form the Sub-Committee and Council decided on December 10, 2019 Council to proceed with the preparation of a staff report "...regarding Council remuneration and succession planning be prepared" to address the earlier objectives identified for the Sub-Committee.

This included three central issues: future Council remuneration; options to remove barriers for potential candidates seeking elected municipal office; and Council orientation program development which this report addresses.

2. ISSUES AND OPTIONS ANALYSIS

Future Council Remuneration

Town Policy #56 Council and Committee Member Honourarium (**Attachment "A"**) established annual honourarium amounts and payment provisions. Amounts can be adjusted as per the Policy: "Council may vary the amount of annual honorariums by resolution as required from time to time by amending the within Procedural Policy."

Since the Policy's 1999 adoption, adjustments to the amount of honourariums paid have been adjusted by motion of Council including on November 18, 2014 when Council adopted a motion: "To tie Council honorarium increases to NS CPI (Consumer Price Index) for the preceding calendar year in all future years." In 2018 Council decided not to include a CPI adjustment, but typically it has been included in each approved Town budget. Council approved a January 1, 2019 Council honourarium adjustment to offset

the elimination of a Federal one-third tax exempt portion of annual Council honourariums for Council office expenses as recommended by the then Union of NS Municipalities and adopted by many NS municipalities.

Staff have compiled a Council honourarium comparison chart ([Figure A. below](#)) for nine municipalities from local and similar sized NS Towns for the period 2016-2019.

Fig. A – Remuneration Rates

	Mar 31 2016	Mar 31 2017	Mar 31 2018	Mar 31 2019
MAYOR				
Town of Middleton	\$16,000	\$16,000	\$16,000	\$13,792
Town of Berwick	n/a	\$18,332	\$18,971	\$18,943
Town of Mahone Bay	\$11,308	\$15,000	\$17,289	\$20,000
Town of Stellarton	\$20,343	\$20,343	\$20,343	\$20,343
Town of Shelburne	\$16,000	\$19,866	\$19,866	\$22,511
Town of Digby	\$19,230	\$19,769	\$23,430	\$26,418
Town of Lunenburg	\$25,090	\$25,391	\$25,391	\$29,200
Town of Windsor	\$22,455	\$22,455	\$22,455	\$29,891
Town of Wolfville	\$27,216	\$29,400	\$30,134	\$34,628
Town of Bridgewater	\$31,850	\$31,850	\$31,850	\$36,525
DEPUTY MAYOR				
Town of Berwick	--	--	--	--
Town of Mahone Bay	\$8,385	\$9,000	\$10,679	\$12,100
Town of Shelburne	\$11,000	\$12,685	n/a	\$15,758
Town of Stellarton	\$15,915	\$15,915	\$15,915	\$15,915
Town of Digby	\$15,000	\$15,420	\$17,573	\$19,489
Town of Windsor	\$14,787	\$14,787	\$14,787	\$19,922
Town of Wolfville	\$17,388	\$19,995	\$20,488	\$23,172
Town of Lunenburg	\$20,070	\$20,311	\$20,311	\$23,357
Town of Bridgewater	\$20,930	\$20,704	\$20,930	\$23,560
Town of Middleton	\$11,500	\$11,500	\$11,500	\$9,913
COUNCILLOR				
Town of Middleton	\$9,000	\$9,000	\$9,000	\$7,758
Town of Berwick	n/a	\$9,700	\$9,849	n/a
Town of Mahone Bay	\$8,000	\$8,000	\$9,153	\$10,500
Town of Shelburne	\$9,500	\$9,786	n/a	\$13,506
Town of Stellarton	\$14,359	\$14,359	\$14,359	\$14,359
Town of Lunenburg	\$13,381	\$13,542	\$13,542	\$14,489
Town of Windsor	\$13,144	\$13,144	\$13,144	\$17,516
Town of Digby	\$14,000	\$14,392	\$16,401	\$18,020
Town of Bridgewater	\$18,200	\$18,200	\$18,200	\$20,230
Town of Wolfville	\$15,156	\$17,700	\$18,148	\$20,720

Notes on figures:

- “n/a” indicates that figures were not available.
- The Town of Berwick has no Deputy Mayor position.
- The Town of Middleton reduced honorariums in 2019/20 as a one-year budget decision; they will be restoring levels in 2020/21.

The next chart (Figure B. below) indicates whether the municipalities in the comparison group have remuneration policies, whether they made a 2019 Federal CRA adjustment, and the terms of honourarium adjustments.

Fig. B – Remuneration Policy

	Have policy	CRA adjust	Date of remuneration policy / latest honourarium rate & Terms of honourarium adjustment
Town of Berwick	Y	Y	Remuneration update: 2012 / 2019 Adjustment: NS CPI, not to exceed 5%
Town of Bridgewater	Y	Y	Remuneration update: 2019 / 2019 Adjustment: Set by policy renewal
Town of Digby	Y	Y	Remuneration update: 2019 / 2019 Adjustment: NS CPI
Town of Lunenburg	Y	Y	Remuneration update: 1999 / 2019 Adjustment: NS CPI
Town of Mahone Bay	N	Y	Remuneration update: 2019 / 2019 Adjustment: Set by motion of Council
Town of Middleton	Y	N	Remuneration update: 2013 / 2019 Adjustment: Static until policy updated
Town of Shelburne	Y	Y	Remuneration update: 2016 / 2019 Adjustment: NS CPI
Town of Stellarton	N	N	Remuneration update: 2016 Adjustment: Revisited every four years
Town of Windsor	n/a	Y	Remuneration update: 2019 / 2019 Adjustment: n/a
Town of Wolfville	Y	Y	Remuneration set: 2016 / 2019 Adjustment: NS CPI

Please note these comparisons are financial only and do not take into consideration elected officials’ differing Council and Committee work demands, additional responsibilities with governance oversight of a municipal cemetery, electric utility, special events, UNESCO and other unique aspects of the Town of Lunenburg.

Town Policy #56 Council and Committee Member Honourarium should be amended to reflect the CPI adjustment and any other updates Council may wish to consider.

Potential Barriers to Elected Office

In the Sub-Committee’s Terms of Reference (Attachment “B”) there was a direction to consider potential barriers for candidates seeking municipal elected office and strategies to address this. In lieu of the Sub-Committee, this discussion could take place at an upcoming General Government Committee. Potential barriers to discuss may include:

- Gender, race, or other perceived forms of discrimination.
- Accessibility – visual, physical, hearing, etc.
- Hours and/or frequency of Council and Committee meetings that may conflict with school, work, etc. schedules.
- Child care requirements to attend Council and Committee meetings.
- Parental leave accommodation.
- IT knowledge for Council and Committee meeting information access.
- Numeracy and literacy gaps.
- Public expectations of elected officials and challenges of meeting these in the social media age.

Town social media and website video and other posts could be developed with the involvement of former and not-returning Council members about what they have found rewarding about serving on Council to encourage residents to consider offering in the 2020 municipal election.

The NS Department of Municipal Affairs also produces a Candidate's Guide to Municipal and School Board Elections. When the 2020 version is received it will be publically shared to further encourage municipal election participation.

Candidates are also encouraged to attend Council and Committee meetings in advance of the election to learn about current issues. The Town website and social media sites provides an abundance of information about municipal matters, and staff are available to answer candidate questions.

Ways of encouraging use of these information sources may be another discussion topic for the General Government Committee.

Newly Elected Council Orientation Training Opportunities

Following municipal elections, newly elected Council members are offered a wide range of electronic and print information including an extensive guide and workshops covering topics such as:

- Swearing-In ceremony protocol;
- Council Code of Conduct;
- Municipal government finance including an overview of Town Capital and Operating budgets;
- Mock Council and Committee meetings and rules of order;
- Town Departments' staff, project and budget overviews;
- Municipal law;
- Council priority planning;
- Communication skills;
- Joint municipal services initiatives;
- Provincial and Federal intergovernmental relations;
- Council and Committee structure and function;

- IT resources and support;
- Town work requests process; and
- Council honourarium and expense payments.

The Department of Municipal Affairs holds a two-day orientation conference for newly-elected Council members and all Mayors and Wardens. Staff is also obtaining quotes for conducting an initial Council orientation session led by municipal leadership specialists on Council team and project priority development.

Opportunities for additional conference attendance, information sessions, and further training are made available throughout the Council term of office.

The General Government Committee is encouraged to discuss future Council orientation and training opportunities for improvements to be made.

3. **FINANCIAL IMPACT**

Council remuneration level was increased by the 2018 NS CPI at 2.2% on November 1, 2019 as per the earlier Council motion and approved 2019/20 budget as set out below in (Figure C. below).

Fig. C. – November 1, 2019 Lunenburg Town Council annual honourarium

Mayor	\$29,842
Deputy Mayor	\$23,871
Councillor	\$14,808

It is projected in the draft 2020/21 Town operating budget that these amounts will be adjusted again by the 2019 NS CPI of 1.6% which will be applied on November 1, 2020 unless other direction is given.

The Draft 2020/21 Town Budget will reflect prior Council orientation training costs. This will include an amount for replacement of all Council members' iPads.

4. **STRATEGIC PLAN RELEVANCE**

This project is in keeping with:

- Strategic Plan Goal #5: Operate the Town efficiently and effectively.
 - C. Developing and updating Town bylaws, policies, procedures and plans.
 - E. Maintaining a positive work environment for Council and staff.

5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council adopt the following draft motion.

Draft motion: moved and seconded that the issues of Council remuneration, potential barriers to elected office, and Council 2020 orientation training be referred to the next General Government Committee meeting for recommendation back to Council, which shall include potential amendments to Policy #56 Council and Committee Member Honourarium.

Attachments

- A. Policy #56 Council and Committee Member Honourarium
- B. Council Succession Development Sub-Committee – Terms of Reference

#56. Town of Lunenburg

Council and Committee Member Honourarium Policy

1. Objective

To provide an annual honourarium for the Mayor, Deputy Mayor, Councillors and non-elected/appointed Committee members in lieu of their previous entitlement to an honourarium and/or meeting pay in light of the April 1, 1999, Municipal Government Act's implementation. This Policy does not affect the entitlement of Town of Lunenburg staff to meeting pay which is still permitted under the Municipal Government Act. Nor does this Policy impact on the Mayor's, Deputy Mayor's, Councillors', non-elected/appointed Committee members' or staff's entitlement to expenses as provided for in the Town of Lunenburg Personnel Policy and the within Policy.

II. Purpose

The purpose of this policy is to establish a fair and reasonable procedure to determine honourariums which reflects the varying workloads and responsibilities of Council and Committee members.

III. Policy Statement

1. Annual honourariums are as follows: Mayor (1) - \$15,000.; Deputy Mayor (1) - \$12,000.; Councillors (5) - \$8,000.; and Committee Members - \$225. (non-elected, appointed).
2. The annual honourarium entitlement of the Mayor, Deputy Mayor and Councillors shall be paid in monthly, pro-rated amounts due and payable on the 15th of each month or next working day.
3. The annual honourarium entitlement of non-elected/appointed Committee members shall be paid at the end of the applicable calendar year, to be pro-rated based on the number months served in this capacity.
4. Council may vary the amount of annual honourariums by resolution as required from time to time by amending the within Procedural Policy.

5. Any remuneration received by the Mayor, Deputy Mayor, Council or non-elected/appointed, serving on an external Board, Commission, etc., shall be paid to the Town of Lunenburg and received in general revenues to be expended as Council determines from time to time.
6. One third (1/3) of honourarium paid shall be considered an expense allowance for income tax purposes.
7. Expenses will continue to be reimbursed to the Mayor, Deputy Mayor, Councillors and other Committee members as provided in the Town's Personnel Policy.
8. Meeting pay will continue to be paid to Town staff members pursuant to Procedural Policy #31 - Town of Lunenburg Meeting Pay Procedure.

myfiles/honour.policy.m23.99

TOWN OF LUNENBURG
COUNCIL SUCCESSION DEVELOPMENT SUB-COMMITTEE

TERMS OF REFERENCE

**Approved by Council on March 26, 2019.*

1.0 DEFINITIONS

“Town” means the Town of Lunenburg.

“Council” means the Council of the Town of Lunenburg.

“Sub-Committee” means the Council Succession Development Sub-Committee, an advisory body reporting to the General Government Committee.

2.0 PURPOSE

The purpose of the Sub-Committee is to conduct an independent review of the current annual remuneration paid to the Town of Lunenburg’s Mayor, Deputy Mayor, and Council, and recommend an appropriate remuneration structure for implementation after the October 2020 election. The Sub-Committee will also examine issues related to the removal of potential barrier for candidates seeking municipal elected office and strategies for newly elected Council member municipal government and governance orientation.

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Sub-Committee will be to:

- a. Establish the criteria for comparison between Council responsibilities and other municipalities.
- b. Assess and make recommendations to the Town’s General Government Committee including but not limited to such matters as:
 - The compensation required to attract a diverse and representative pool of candidates for public office.
 - The responsibilities, time commitments, and accountability associated with municipal Council elected positions.
 - The public expectation of the roles and commitment required of the Mayor and members of Council and public acceptance of any new remuneration recommendations.

- The complexity and importance of issues brought before Council for consideration.
 - The compensation provided to equivalent positions in other jurisdictions across the province.
 - Comparison criteria to other jurisdictions may include physical size, permanent and seasonal population, average income, tax base, municipal services and utilities, special responsibilities, e.g., heritage, electric and water utilities, etc.
 - The full remuneration package for the Mayor, Deputy Mayor, and Council, including honourariums, allowances, benefits, cost of living increases, metrics as they relate to Town Policy #56 Council and Committee Member Honourarium and other relevant references.
 - Potential barriers for candidates seeking municipal elected office and strategies to address this.
 - Opportunities for newly elected Council municipal government and governance orientation programming.
- c. Recommend the procedure and/or timing for future remuneration reviews.
- d. Review the Town's current Procedural Policy #56 Council and Committee Member Honourarium Policy and advise on possible revisions.
- e. Consult with the Town's Finance Director on budgetary impact prior to making budget recommendations in its report.
- 3.2 The Sub-Committee may consult with Town staff, Council and stakeholders as necessary.
- 3.3 The Sub-Committee may seek outside expertise as necessary.

4.0 MEMBERSHIP

- 4.1 The members of the Sub-Committee shall consist of five (5) members: at least three (3) Town citizens; and two (2) former members of Council or such other combination as Council determines by motion from time to time.
- 4.2 The Chief Administrative Officer, or designate, shall attend Sub-Committee meetings in a supporting role to take meeting minutes and provide advisory services.
- 4.3 The Sub-Committee shall select a chair from among its appointed members.

- 4.4 Members of the Sub-Committee are appointed until such time as the Sub-Committee has fulfilled its mandate or has been terminated by motion of Council.
- 4.5 No member of Council shall be a member of the Sub-Committee or attempt to influence its recommendations. Nothing in this section shall prevent the Sub-Committee from consulting with the current Mayor and members of Council.

5.0 MEETINGS

- 5.1 The time and schedule of Sub-Committee meetings shall be determined by the Chair in consultation with the Sub-Committee members.
- 5.2 A quorum of the Sub-Committee shall consist of a majority of its members.
- 5.3 All meetings of the Sub-Committee shall be held in public.
- 5.4 The Sub-Committee shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

6.0 FINAL REPORT

- 6.1 The Sub-Committee shall submit a written report to Council outlining its findings and recommendations by January 2020 for consideration by the General Government Committee which shall in turn make recommendations to Council.
- 6.2 The Sub-Committee's report shall be a public document and will contain reasons and justification for all recommendations.

Budget 2020-21
Approved Schedule

Nov.26, 2019



Dec.1 to Jan.31	Draft Preliminary Base Budget prepared by Senior Managers and Finance Staff
Jan.7, 2020	Council strategic budget and reserves discussion, 1:00 pm – 3:00 pm
Feb.13, 2020	Council Meeting – Review of 10-year Capital Budgets for all Departments – with all Town Senior Management in attendance, 12:00 pm – 3:00 pm
Feb.19, 2020	Council Meeting – Operating Budget Review for all Departments – with all Town Senior Management in attendance, 12:00 pm to 3:00 pm
Feb.20 to Mar.6	Incorporate changes from Council budget meetings into Draft Budget document
Mar.6, 2020	Release of Committee budgets for March meetings
Mar.10, 2020	Council Meeting - review any changes incorporated into the budget before public presentation at next Council meeting
Mar.11, 2020	LWMCC Committee meeting for review of Draft LWMCC Budget recommendation to Council
Mar.12, 2020	Protective Services Committee Meeting for review of Draft Fire Protection Budget and recommendation to Council
Mar.24, 2020	Council Meeting - Public Budget presentation - advertised in advance via social media
Apr.14, 2020	Council Meeting - Approval of Operating and Capital Budget and set Tax Rates

Rec'd Feb 7
20

(date)
Feb 6/2020.

By Email and Hand Delivered

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

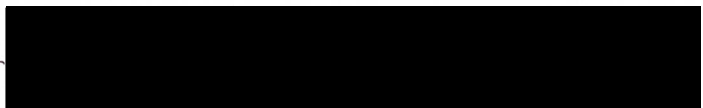
Your Worship and Town Council:

Re: Request for Leave of Absence from Lunenburg Town Council Meetings

As Town Council is aware, the Municipal Government Act and Municipal Elections Act require that a Council member seek the leave of Council to be absent from three or more consecutive regular Council meetings. Accordingly, please be advised that I request a leave of absence for the following Lunenburg Town Council meetings:

- 1.) Feb 25/2020
 - 2.) MARCH 10/2020
 - 3.) " 24/2020
 - 4.) APRIL 7/2020
 - 5.) APRIL 21/2020
- (Dates)

The reason(s) for this request is:



- Medical
- Provincial or Federal election candidate
- Vacation
- Employment
- Other (???)

Feb 25 to Apr. 21/2020

I am unable to attend the above-noted Town Council and any Committee meetings during the period (date) to (date). Following which it is my intention to attend all regular Council and Committee meetings after (date).

ON MAY 5/2020.



If my leave of absence is approved by Council, I further request that my Council honourarium:

- continue to be paid because ???
- not be paid.

I understand that if Town Council does not approve my request for a leave of absence for three or more consecutive regular Council meetings: I will cease to be qualified to serve as a Council member; be required to vacate my office; and my office shall be declared vacant by Council. Should this request be denied, therefore, I will instead
???.

Reviewing this issue with Council's members.

Thank you for your consideration. Please advise if additional information is required in support of this request.

*Dr. Reports ARE CAN
BE SUPPLIED.
Thank you.*

Yours very truly,

Joseph Carmichael


(name)

Town of Lunenburg Council Member

Protocol - Review of Policing Services Options

This protocol is provided as a guideline for Municipalities seeking to review options for the provision of policing services within their jurisdiction.

1. Council(s) will pass a resolution to conduct a review of policing options and set the Terms of Reference for the review. The Terms of Reference will set the scope of the review and may include the present service, RCMP Service, shared services, amalgamated services, or municipal contracted services.
2. In an amalgamated police service, a letter of request from each Council will be required.
3. Council(s) should empower a Review Committee by establishing working principles or guidelines for the Committee. The Review Committee must have representation from the Department of Justice, the Board of Police Commissioners or Police Advisory Board as applicable, present service provider, and may include other members as directed by Council(s).
4. It is the responsibility of the Review Committee Chair to inform and maintain contact with the Department of Justice representative/consultant. This will include notification of all meetings and correspondence between stakeholders.
5. Principles for the Review Committee will include, but are not limited to: time-frame for the review; direction on the forum of review Committee meetings (public, in-camera); voting privileges (DOJ representative and present service provider will be non-voting); and a communication policy.
6. The options available to a municipality for the selection of a police service may be found in the *Nova Scotia Police Act* (Section 36) and requires consent of the Minister.
7. The existing police service must provide a presentation of the current service provided. All reviews must be qualitative in nature and will begin with determination of the current level of service by the Review Committee.
8. The determination of the current level of service will include, but is not limited to: the planned and actual shift schedule for the preceding twelve (12) months; a listing of all services and programs presently provided; an analysis of work activity indicators; costing details (operating and capital); recognized deficiencies; or other indicators provided by the Department of Justice.
9. The Review Committee will establish, in writing, the policing needs and expectations of the community(s) prior to any presentation or proposal being made. This needs and expectations document will be provided to all stakeholders. The current level of policing service provisions will not be eroded.

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10. All service proposals will include, but are not limited to, the following:
 - a. a description of the strategic approach of the option;
 - b. a management and financial reporting structure;
 - c. current and future costing (both operating and capital) with the number of human resource requirements, both sworn and civilian, based on the work activity analysis;
 - d. a shift schedule;
 - e. a description of programs and services that will be offered; and
 - f. a process for employment opportunities for current employees of the municipality, if so directed by the Review Committee.
 11. RCMP proposals will be in accordance with:
 - a. federal guidelines for "New Entrants" to municipal policing;
 - b. the Provincial Policing Services Agreement or Municipal Policing Services Agreement, whichever is appropriate; and
 - c. cost allocation methodologies as determined by the Department of Justice.
 12. During the review period, service providers shall not market, lobby, or solicit support from either the Council(s) or the public, beyond that of their written proposal to the Review Committee.
 13. Service option proposals or presentations are not to contain any criticism or remarks on the current service provider, except as to how the proposal will address recognized deficiencies as included in the status quo determination.
 14. All proposals will be reviewed and validated by the Review Committee.
 15. After evaluation, the Review Committee will provide to Council(s) the recommendations for the future policing options.
 16. To proceed with an option, Council(s) will be required to pass a resolution. Certified copies of the resolution, with the accepted proposal, will be forwarded to the Minister of Justice for approval. A resolution for an RCMP policing option will require the approval of both the Minister of Justice and the Federal Minister of Public Safety and Emergency Preparedness.
 17. Where the option is an external service provider, a roles and responsibilities document or a signed contract may be established to meet the service expectations of the community(s) and a copy shall be provided to the Minister of Justice. The representative of the Department of Justice will be a contributing partner to the development of the document.
 18. Where the option is an RCMP service provider, the municipality(s) shall establish a Police Advisory Board pursuant to Section 57 of the *Nova Scotia Police Act*.
 19. Where the option is to establish a Municipal Police Department, the municipality(s) shall establish a Board of Police Commissioners pursuant to Section 44 of the *Nova Scotia Police Act*.

Policing Contract Proposal

Town of Bridgewater presentation to Shelburne Town Council

Bridgewater Mayor David Mitchell
Police Commission Chairman Pat Cappello
Acting Chief of Police Scott Feener
Bridgewater CAO Richard MacLellan



About Bridgewater Police

The Bridgewater Police Department was formally organized under a standing Committee for Police and Licenses, upon the town's incorporation in 1899.

Today, the Bridgewater Police Service team includes more than 45 members, auxiliary members, dispatchers, and administrators.

Under the Police Act, the Bridgewater Police Service is overseen by the Board of Police Commissioners. The seven-member board provides civilian governance on behalf of Town Council in relation to the enforcement of law and the order and prevention of crime in the municipality.

The Police Commission also provides the administrative direction required to maintain an adequate, effective, and efficient police department.



Why are we here?

The Town of Bridgewater and Bridgewater Police Service were invited to submit a proposal outlining the details of what an alternate policing contract could feature for Shelburne Town Council to consider.

Given the challenges associated with the costs of community policing, as well as the public's desire to feel safe and effectively serviced by their police force, Nova Scotia's municipalities must begin to consider different ways to provide effective community policing and to do so in a cost-effective and sustainable manner.



Bridgewater's Proposal

Under the proposal, the Town of Bridgewater and the Bridgewater Police Service would provide:

- 24/7 coverage, with 18-hours-a-day active patrol for the Town of Shelburne, and 6 hours on call with a 15-minute response
- 4.5 constable positions would be created to provide staffing resources
- Access to K-9 Unit as required, IT service, 24/7 Dispatch, Senior Management, GIS, Scene of Crime Officer, Records Management, other support services
- The ability to leverage Bridgewater's existing relationship with other law enforcement agencies throughout the province to provide enhanced policing service
- A direct relationship and line of contact with those overseeing the policing service in the community



Town of Shelburne's role

Under the proposal, the Town of Shelburne would be responsible for providing capital items. This investment will allow Shelburne Town Council and the community's residents to feel a sense of ownership and pride in the policing service. Capital items include:

A building/facility, which includes: two sleeping facilities, washroom and kitchenette, one working desk, one secure interview room, a card scan unit, an intoximeter, and exhibit lockers.

The Town of Shelburne would also be responsible for providing policing equipment, including two patrol vehicles, one hand-held radar, a roadside screening device, two mobile work stations, two car radios, two portable radios, two cell phones, four side arms, and two tazers.



Provincial Policing Agreement & Major Crimes

In the event of a major crime (for example, an unsolved homicide), with the potential of an ongoing investigation and associated escalating costs, the Town of Shelburne's CAO, in consultation with the Acting Chief of Police, may decide to engage the RCMP under the Provincial Police Agreement.

Doing so would mitigate the potential for excessive overtime or additional policing costs often associated with major crimes, minimizing financial risk for the Town of Shelburne.



Governance under Bridgewater's proposal

As noted, the Town of Bridgewater's proposed policing service would provide the Town of Shelburne with the ability to give direct feedback to the policing service provider.

An annual report and public meeting would take place around policing services in Shelburne and a multi-year strategic plan for policing in the community developed and implemented accordingly.

The Town of Shelburne would receive monthly reports on police activity in the community.

The CAO and Mayor/Council of the Town of Shelburne would also have quarterly meetings with the police service management team, during which direct feedback or suggestions regarding policing in the community could be exchanged.



Next Steps

After publicly receiving this presentation, members of Shelburne Town Council will undoubtedly wish to ask questions.

The Town of Bridgewater is supportive of an open-house where details of the proposal can be shared with the residents of Shelburne. We'd also be more than happy to collaborate on and participate in such an open-house, where our expertise can be used to help answer questions about the proposal from the public.

Following deliberation by Shelburne Town Council, a “Go/No Go” decision point will be reached. If the Town of Shelburne chooses to proceed with the Town of Bridgewater’s proposal, then a two-year notice must be given to the RCMP. This means that if there is a change in policing in Shelburne, that changeover would take place in the spring of 2020.



Questions?

We hope that you've found this presentation on Bridgewater's proposal to provide police services to the Town of Shelburne to be informative.

If you have any questions or comments, we're happy to receive them and provide and additional information you'll need to make an informed decision about the future of the Town of Shelburne's policing service.



Circulated: _____

Document No: #7
Meeting: Council February 25, 2010
Circulate To: Council, BR, JL, JM, PB
File: Water/Wastewater - General

MEMORANDUM

TO: TOWN COUNCIL

FROM: PETER BAKER, PUBLIC WORKS SUPERINTENDENT, JOHN LOHNES, TAYLOR ROMBAUT AND JOHN MADER, WATER RESOURCE OPERATORS

DATE: FEBRUARY 19, 2020

RE: JANUARY 2020 WATER AND WASTEWATER QUALITY TEST RESULTS

1. FACTS

The Nova Scotia Environment "Approval" documents to operate both for the Water Treatment Plant (Class II water treatment facility) and the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated water and wastewater at the respective plants. There are also Federal testing standards. Routine testing is conducted both in Town labs at each plant and independently certified labs to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards then explanations are provided. This report provides a monthly summary of these results.

At the end of each year an annual report is also prepared for both treatment plants and filed with the Provincial and Federal governments.

2. ISSUES AND OPTIONS

Wastewater Treatment Plant

The Provincial Approval to operate requires that treated wastewater be tested a minimum of five times per month (once per week) for:

- biochemical oxygen demand (BOD maximum 20 mg/L);
- suspended solids (SS maximum 20 mg/L); and
- fecal coliform (maximum 1000 counts/100 mls).

pH (maximum 6.5 – 9) is tested daily (five times per week).
Disinfection is required to be continuous with the use of UV lights.

The Approval document further states that the facility is considered to be “in compliance with effluent limitations if 80% of the sample test results, at the frequency and number specified...meet the specified limit(s)...No single test result can be greater than two times the limits”.

The Town is also required to comply with the Federal Environment Canada Wastewater Systems Effluent Regulations. We test treated water from the Wastewater Treatment Plant for Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L), Total Suspended Solids (TSS maximum 25 mg/L), un-ionized ammonia (maximum 1.25 mg/L) and pH (maximum 5.9-9.5) every two weeks. Acute lethality tests are conducted quarterly and in this test rainbow trout are used to determine if they can survive in wastewater effluent over a 96 hour period.

There was a short period over Christmas and New Year when the Prince Street Wastewater pumping station was being serviced when there were overflows to the Back Harbour. These occurrences were reported to the Federal and Provincial governments as required.

Results

The following table identifies any test result which exceeded the Provincial Standards in January.

Parameter Tested (# of test)	Maximum Limit	Exceeded Maximum Limit
BOD (5)	20 mg/L	None
SS (5)	20 mg/L	None
Fecal Coliform (5)	1,000 counts/100 mls	None
pH (23)	6.5 – 9.0	None
Comment: All January test results met the Provincial Standards		

All January test results met the Federal Standards. No rainbow trout died in the acute lethality test performed on December 3, 2019. Acute lethality tests are performed quarterly and this is the most recent test result.

We have attached a table which provides a summary of the average monthly daily flow (US gallons per day) of wastewater which has been treated from 2009 to date.

Water Treatment Plant

The Provincial Approval document requires weekly total coliform and E. coli bacteria tests for water entering the distribution system and various water distribution system sample points. In addition, aluminum is tested monthly. Quarterly we test for: parameters for corrosion control; lead; trihalomethanes; bromodichloromethane; and haloacetic acids. Annually, we test raw water and treated water for compliance with the

Federal Guidelines for Monitoring Public Drinking Water Supplies and a fuller assessment every five years. The Province can also request viruses, Giardia and Cryptosporidium testing at any time.

Results

All January and quarterly test results were in compliance with the Provincial Approval requirements.

Additional information is attached with the line loss since January 2014 up to date and the location and cause of water leaks within the distribution system since January 2015 up to date.

3. FINANCIAL IMPACT

Funds are included in the Water Treatment Plant and Wastewater Treatment Plant operating budgets to pay for these water quality tests.

4. STRATEGIC PLAN RELEVANCE

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high quality water to all of our residents".

5. RECOMMENDATION

This report is provided for Town Council's information.

Acknowledged only by:

Bea Renton, CAO

Encls. 3

Waste Water Treatment Plant

<u>Average Monthly Daily Flows (USGPD)</u>	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
January	940,294	767,857	840,324	990,669	798,500	821,333	1,228,376	797,289	963,316	906,324	636,808	681,049
February		592,263	978,915	822,827	902,320	632,291	1,171,563	804,590	969,710	974,459	693,503	689,140
March		726,059	915,953	916,966	1,083,288	949,220	965,278	1,043,356	965,597	998,449	802,902	914,341
April		1,107,593	1,113,196	736,749	933,020	1,602,759	965,278	764,799	632,395	985,934	569,976	1,070,959
May		974,489	792,349	855,584	728,810	485,225	573,635	887,125	654,174	1,157,628	477,666	702,156
June		914,011	678,713	884,103	626,112	991,863	639,974	989,508	656,993	840,575	559,765	678,842
July		601,530	643,826	580,779	615,238	628,417	526,474	834,703	605,139	629,526	686,258	547,631
August		577,504	504,183	617,797	508,015	627,702	509,224	601,246	559,871	834,769	582,341	577,263
September		273,878	520,990	601,488	524,950	462,222	550,710	662,096	996,792	588,082	571,014	502,385
October		649,833	884,682	491,703	773,368	728,372	851,612	716,092	714,657	1,188,019	578,492	944,224
November		942,787	1,067,517	554,340	735,231	625,240	1,053,808	889,923	774,717	1,028,785	948,721	636,926
December		906,862	770, 823	939,003	930,390	831,210	1,207,248	1,128,674	1,117,587	1,050,063	1,109,152	1,006,181
Average Daily Volume/Year USG		752,889	745,054	749,334	763,270	782,155	853,598	843,283	800,912	931,884	684,717	745,925
Days per year		365	365	365	366	365	365	365	366	365	365	365
Total Yearly Volume USG		274,804,455	271,944,679	273,506,897	279,356,880	285,486,407	311,563,392	307,798,420	293,133,914	340,137,812	249,921,529	272,262,573
Year to Year Increase (Decrease) USG		2,859,776	-1,562,218	-5,849,983	-6,129,528	-26,076,984	3,764,972	14,664,506	-47,003,898	90,216,284	-22,341,045	

* Due to power outages these volumes may not be completely accurate

Town of Lunenburg Water Use

2014				
	Pumped	Sold *	Unaccounted Water Use/Loss	Percent
January to March	41,343,988	33,477,361	7,866,627	19.03%
April to June	41,683,941	34,045,724	7,638,217	18.32%
July to September	46,966,995	35,008,429	11,958,566	25.46%
October to December	38,523,608	33,039,285	5,484,323	14.24%
2015				
January to March	38,685,055	31,474,195	7,210,860	18.64%
April to June	41,053,551	33,846,179	7,207,372	17.56%
July to September	44,926,119	33,983,269	10,942,850	24.36%
October to December	38,532,914	35,139,044	3,393,871	8.81%
2016				
January to March	39,065,596	32,368,168	6,697,428	17.14%
April to June	38,905,020	34,990,883	3,914,137	10.06%
July to September	50,366,140	39,678,233	10,687,907	21.22%
October to December	40,464,380	37,443,578	3,020,802	7.47%
2017				
January to March	37,574,680	33,531,323	4,043,357	10.76%
April to June	39,237,440	36,096,612	3,140,828	8.00%
July to September	48,072,704	42,657,360	5,415,344	11.26%
October to December	40,528,840	35,983,255	4,545,585	11.22%
2018				
January to March	38,260,460	33,880,209	4,380,251	11.45%
April to June	39,117,100	33,951,871	5,165,229	13.20%
July to September	45,083,423	38,246,005	6,837,418	15.17%
October to December	37,931,817	33,208,199	4,723,618	12.45%
2019				
January to March	38,188,700	32,842,069	5,346,631	14.00%
April to June	41,667,340	34,992,919	6,674,421	16.02%
July to September	55,870,980	38,731,499	17,139,481	30.68%
October to December	41,662,060	37,768,735	3,893,325	9.35%
2020				
January to March				
April to June				
July to September				
October to December				

*Based on an average of 150/gallons/day residential use. This typically increases during warm month periods.

Water Leaks in Distribution System

2015				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	12	Victoria Road	Civic 80	3/4" water service with pin holes
January	22	Kempt Street	Between Townsend and Cumberland	6" valve bonnet broke
January	26	Lincoln Street	Civic 187	3/4" water service brass connection
January	26	Falkland Street	Civic 71	6" valve bonnet broke
February	11	Blockhouse Hill Road	Between Civic 11 and Civic 24	6" watermain cracked
February	18	High Street	Civic 24 (Hospital)	6" sprinkler service leaking
February	20	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Victoria Road	Civic 167	8" watermain long split
May	1	Lorne Street	Civic 20	3/4" water service swedge curb stop
June	8	Pelham Street	Civic 178	3/4" water service brass connection
November	24	McDonald Street	Between Brook and Green	4" watermain cracked
December	3	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
2016				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	19	Falkland Street	Civic 71	6" sprinkler service cracked
February	18	Archibald Street	Intersection of Green Street	8" X 6" reducer loose fitting
February	25	Centennial	Intersection of Victoria Road	8" X 8" loose fitting (elbow)
March	11	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
March	29	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Falkland Street	Civic 32	3/4" water service brass connection
July	6	Mason's Beach Road	Between Civic 101 and 142	2" leak watermain
July	25	Bayview Drive	Behind 311 Pelham Street	1 1/2" leak water service
October	21	Dufferin Street	157 Dufferin Street	3/4 " leak water service
October	31	Pelham Street	106 Pelham Street	3/4 " leak water service
December	1	Blue Rocks Road	Civic 359	1" leak water service
2017				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	4	Montague	Civic 208	6" watermain cracked
September	7	MacDonald	Civic 59	3/4" Brass service leaking
September	21	Motague	Civic 257	3/4 Brass service leaking
2018				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	6	Brook	Civic 108	6" watermain cracked
February	15	Green	Civic 23	6" watermain cracked
March	19	Victoria Road	Civic 79	8" watermain cracked
May	15	Bayview Drive	Behind 305 Pelham	2" plastic line fitting
July	2	Victoria Road	Between 80 and 58	1" service holes in pipe
October	4	Dufferin Street	Civic 121	3/4 " leak water service
November	4	Young Street	End of Young Street in Park	12" AC water line coupling failed
2019				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
May	2	Kempt Street & Lincoln	Civic 24 Kempt Street	6" watermain cracked
June	10	Harbour View Drive	Civic 232	3/4 " leak water service
June	18	Blunose Drive	Civic 179	12" watermain coupling failed
October	2	Blue Rocks Road	Civic 359	3/4" service hole in pipe
October	21	MacDonald Street	Civic 59	4" cast iron watermain cracked
2020				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
No water leaks in November, December and January				