

**TOWN OF LUNENBURG COUNCIL MEETING MINUTES**

**TUESDAY, AUGUST 25, 2020 AT 2:00 P.M.**

**VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC**

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

**ALSO PRESENT:** Pat Burke, Q.C., Town Solicitor/Returning Officer  
Kelly Cunningham, Recreation Director  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Dawn Sutherland, Planning/Development Manager  
Ian Tillard, P. Eng., Town Engineer  
Valda Walsh, Region 6 Waste Management Executive Director

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1. Call to order

The Mayor called the meeting to order at 2:00 p.m. and welcomed everyone.

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

The Mayor gave introductory remarks respecting Lunenburg's siting on the unceded territory of the Mi'kmaq People.

3. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Bachman to approve the agenda noting that agenda item #8 a. is a priority as well for consideration at this meeting. Motion carried.

4. July 28 and August 18, 2020 Council meeting minutes

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve the July 28 and August 18, 2020 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Lunenburg Cultural Action Plan presentation by Rebecca Cann, Consultant

Deferred.

7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services

- i. Municipal and CSAP elections 2020

- o Alternative Voting Bylaw and election draft resolution

The Returning Officer explained that this resolution is necessary because the Bylaw became effective August 5 and the enabling authority contained within it for alternative voting must now be actioned by resolution as noted below.

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

WHEREAS:

- A. The Town has passed an Alternative Voting Bylaw which became effective upon publication, and
- B. Publication occurred by advertisement in the Progress Bulletin on August 5, 2020.
- C. Section 3(2) of the Bylaw provides that Council may by Resolution provide that voting by telephone and by a personal computing device (via the internet) shall be the only means of voting for an election.
- D. On July 28 Council resolved that for the 2020 Municipal and CSAP School Board elections voting by telephone and by a personal computing device via the internet shall be the only means of voting.
- E. On July 28 Council set the Advance Poll days and the Alternative Poll days.

AND WHEREAS this Resolution is to confirm the actions of Council in that regard.

BE IT RESOLVED THAT:

- a) this is to confirm that for the 2020 Municipal and CSAP School Board elections, voting by telephone and by a personal computing device (via the internet) shall be the only means of voting; and

- b) this is to confirm that for the 2020 Municipal and CSAP School Board elections, the Advance Poll shall be on Thursday, October 8, 2020 and Tuesday October 13, 2020; and
- c) this is to confirm that for the Municipal and CSAP School Board elections, the Alternative Polling Days shall commence on Thursday October 8, 2020 at 12:00 p.m. noon and end on Saturday October 17, 2020 at 7:00 pm.

Motion carried. (N.B. - Councillor Croft was not present for the vote.)

- o Delegation of Election Workers Fees draft resolution

Motion: moved by Councillor Risser, seconded by Councillor Bachman that:

WHEREAS:

Council established a tariff of fees for election workers on April 28, 2020 when a traditional paper ballot election was to be conducted and whereas the election will now be conducted by alternative voting method and Town staff will be the only necessary election workers other than the Returning Officer and System Elections Officer to audit the electronic vote,

BE IT RESOLVED THAT:

Pursuant to section 139 (1A) of the Municipal Elections Act Council hereby delegates its authority to make, revise and amend the tariff of fees and expenses and provide for a method of rendering and verifying accounts for payment to the Chief Administrative Officer for the election workers who are employees of the Town and the System Elections Officer.

The Returning Officer was asked who the Systems Election Officer is who he explained is an officer of the Town's IT service company to ensure independent oversight of the electronic voting system. He further advised in response to questions that Council candidates will have some means by which to be advised through the electronic voting system that electors have voted or not so as to be able to encourage voting participation. Public information will be issued about how electors can vote by phone or computer with contacts for Town election official assistance if required. Both the seniors' residence and Veterans' Unit will have certain members of their staff appointed as election officers to oversee the voting process in their facilities. Electronic PIN access will be mailed to electors and if lost can be reissued by contacting Town election officers.

(Councillor Croft rejoined the meeting.)

The motion was put and passed.

- v. Blockhouse Hill development proposal Redmond Properties/3007464 Nova Scotia Inc.

The Planning/Development Manager provided a summary of the staff report (Schedule "A") noting the process to further consider the potential sale and development of these Town lands for Council direction. There are two lots that are not migrated in the Land Registry system for the Province. The Town Solicitor indicated that the cost would be approximately \$1100-1400, plus disbursements and HST per lot. The Finance Director advised that the Capital Reserve monies could be used to pay for this.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that we have the two properties migrated. Motion carried.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that we direct the PDM to do land use configuration scenarios for Council consideration. This will include survey work including topographical information cost estimates for these lot configurations. Motion carried.

## 5. Public Hearings, Presentations and Questions

- a. Lunenburg Cultural Action Plan presentation by Rebecca Cann, Consultant

Ms. Cann summarized their report and recommendations (Schedule "B").

Council thanked Ms. Cann for her report and the Foundation for their work to prepare same which will be further considered.

3:08 p.m. – 3:18 p.m. – Council recessed and reconvened the meeting.

## 7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services

- vi. Anti-Racism Special Committee proposal

The Heritage Manager and Assistant Municipal Clerk highlighted their report findings and recommendations to form an Anti-Racism Special Committee which may make recommendations for updating the draft terms of reference (Schedule "C"). The Special Committee will develop a Municipal Action Plan for Ending Racism and Discrimination in Town. Council is asked in the 2021/22 budget year to approve a budget for the Special Committee's operations as set out in the staff report.

Council discussed the UNESCO Coalition of Inclusive Municipalities draft resolution contained within the staff report and what other forms of discrimination may be considered by the Special Committee as envisioned by UNESCO. It was noted that its Terms of Reference could include, but not be limited to addressing racial discrimination, but other forms of discrimination as well.

Motion: moved by Councillor Mosher, seconded by Councillor Croft to establish an Anti-Racism Special Committee to develop a Municipal Action Plan for Ending Racism and Discrimination in the Town of Lunenburg, as described in this report. Membership is to be formed by invitation to Black, Indigenous, People of Colour “BIPOC” experts and stakeholders, and by advertising for citizens-at-large. Membership and Terms of Reference (Schedule “C”) to be approved by Council at a future meeting. Motion carried.

Motion: moved by Councillor Mosher, seconded by Councillor Croft to enable the Mayor to contact Chief Deborah Robinson of the Acadia First Nations to invite her or a representative to become member of the Anti-Racism Special Committee. Motion carried.

viii. Lunenburg Doc Fest Grant Application

The Finance Director advised that a \$1000 grant is recommended as per past grants. The application was inadvertently missed from the earlier grant application list Council considered. There is a \$1385 Grant balance in the Town’s 2020/21 budget.

Motion: moved by Councillor Risser, seconded by Councillor Bachman approval of a \$1000 grant to the Lunenburg Doc Fest for its 2020 season. Motion carried. Councillor Croft voted in the negative.

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

a. Lunenburg County Regional Emergency Measures Organization July 20 meeting minutes

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser to approve the “Guide to Emergency Management for Elected Officials” (Schedule “D”). Motion carried.

c. Waste Reduction Strategy Working Group June 3 and 17 minutes and Waste Reduction Strategy Report and Susan Sanford submission in response to proposed elimination of plastic based municipal election signs

The Assistant Municipal Clerk gave an overview of the Report’s findings and recommendations (Schedule “E”). The Mayor, who chaired the Group, thanked the Group’s members for their positive collaboration to produce the Report.

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee adoption and implementation by staff of the Waste Reduction Strategy Report (Schedule “E”) with the deferral of the proposed ban on single use, non-recyclable material election signs as there is insufficient time to assess and implement same.

Ms. Walsh was asked by Council if the cost of recyclables is less than landfilled garbage? She advised that the long term cost of maintaining solid waste landfill cells is

greater than the cost of recycling which is encouraged for both financial and environmental reasons.

The motion was put and passed.

7. Business arising from the Minutes/Unfinished Business

a. Corporate Services

- ii. Revised Parking Meter Bylaw – consideration of public submission from Lunenburg Legion regarding no time restriction on Veterans’ parking limit and proposed second/final reading and public advertisement of the adoption of the revised Bylaw

Motion: moved by Councillor Risser, seconded by Councillor Bachman that an amendment be made to draft revised Parking Meter Bylaw indicating that a Veterans’ plated vehicle may park at a designated Town parking space without paying the parking meter fee for a maximum of twenty-four hours continuously as per the NS Motor Vehicle Act by removing the words in parentheses in section 21 of the draft revised Bylaw (Schedule “F”). Motion carried

Motion: moved by Councillor Risser, seconded by Councillor Bachman second and final reading of the revised Parking Meter Bylaw (Schedule “F”) which shall be publically advertised in the newspaper and such date is the effective date of the Bylaw. Motion carried.

- iii. Hack and Trolley Bylaw amendments - consideration of public submissions (nil) and proposed second/final reading and public advertisement of the adoption of the Bylaw amendments

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft that second/final reading is hereby given of the adoption of the amendment to the Hack and Trolley Bylaw (Schedule “G”) which shall be advertised in the newspaper and such date is the effective date of the Bylaw. Motion carried

- iv. Street Encroachment for Building Access Bylaw amendments – consideration of public submissions (nil) and proposed second/final reading and public advertisement of the adoption of the Bylaw amendments

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee that second/final reading is hereby given of the adoption of amendments to the Street Encroachment for Building Access Bylaw which will be advertised in the newspaper and such date will be the effective date of the Bylaw amendment (Schedule “H”). Motion carried.

Council agreed to defer consideration of the following agenda items to the September 8, 2020 Council meeting.

6. Correspondence, Petitions and Proclamations consideration
  - a. Lunenburg Waterfront Symposium 2020 Report
  - b. 2019-20 Annual Report for Property Valuation Services Corporation
  - c. Notice of Provincial Tourist Accommodation Registry by Department of Business
  - d. VON Lunenburg thank you letter for the Town's 2020/21 Grant
  - e. Provincial Beautification Funding partial approval notification (Tannery Road = \$7500 vs. \$15,000 and Brook Street = \$5000 vs. \$10,000 applications)
  - f. Letter from Minister of NS Fisheries regarding marine debris clean-up program
7. Business arising from the Minutes/Unfinished Business
  - a. Corporate Services
    - vii. Proposed amendments to the NS Heritage Property Act
    - ix. South Shore Field House Society Grant Application
  - b. Public Works Department
    - i. May 2020 Water Utility and Wastewater treatment results and general information
    - ii. LGBTQ+ crosswalk painting initiative
  - c. Fire Department
    - i. Fire Department request for approval to pay for additional pumper/tanker Fire truck expenditures from the current sale proceeds of surplus trucks
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
  - b. Comprehensive Community Plan Steering Team June 10, July 8 and August 12 meeting minutes
  - d. Joint Occupational Health and Safety Committee July 9 meeting minutes
  - e. General Government July 16 meeting minutes – 4 x notices of motion/Councillor Mosher and Deputy Mayor

- f. Lunenburg War Memorial Community Centre/Recreation Committee August 12 meeting minutes – 1 x recommendation/Councillor Bachman

9. New Business

a. Corporate Services

- i. Lunenburg Academy Exterior Restoration Project update
- ii. Cultural Action Plan presentation review

b. Public Works Department

- i. Paula Baker request to remove a Town tree at 26 Linden Avenue at her expense and replant another tree for a new driveway

10. Consideration of Council in camera meeting August 25, 2020 recommendations x 2

11. Adjournment

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

The meeting adjourned at 4:32 p.m.

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Bea Renton, CAO

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Document No: 5 (a) (v)  
Meeting: Jul 28 20 Council  
Circulate: Council  
File:

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## MEMORANDUM

**TO: COUNCIL**

**FROM: DAWN SUTHERLAND, MANAGER OF PLANNING & DEVELOPMENT**

**DATE: JULY 23, 2020**

**RE: BLOCKHOUSE HILL DEVELOPMENT – INFORMATION ON TASKS**

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### **1. FACTS**

The Blockhouse Hill lands have been considered, both formally and informally, over a number of years as a potential site for new residential development. In 2005 a number of smaller scale prototype house designs of Lunenburg vernacular architecture were created for a joint pilot project between the Town of Lunenburg and the Province. The issue of a lack of affordable housing had been identified as a barrier to younger families wishing to living in Lunenburg. For various reasons it was not developed at the time. The current Council has also discussed possible residential development Blockhouse Hill and more recently, a private developer has expressed an interest in building two multiunit buildings at the base of the hill.

On June 9, 2020, Council requested a report

**“that will outline in it what tasks are needed to consider its potential sale and development, e.g., a survey, infrastructure analysis, etc.”**

### **2. ISSUES AND OPTIONS ANALYSIS**

#### **A. Lot Information**

Blockhouse Hill lands have been identified by Council as lands that could be potentially developed and thereby provide additional housing stock. Blockhouse Hill lands are owned by the Town of Lunenburg and are comprised of three separate lots. The large lot is 20.57 acres and is essentially the hill itself (PID 60056900). The second is a lot off Sawpitt Road with an area of 71, 679 sq.ft (PID 60671427). The third lot is at the top of the hill, behind 82 Kempt Street, with an area of 22,604 sq ft (PID 600566892). Aptly named, Blockhouse Hill has a Visitor Information Centre and Board of Trade offices in a replica blockhouse at

the top of the hill with the grade sloping down toward Back Harbour to the north. See Schedule A for satellite imagery and lot outline.

	ZONE	LOT NUMBER	PID	AREA
1 (large)	Residential/Recreation	I-1X	60056900	20.57 acres
2 (Sawpitt)	Residential	09-1B	60671427	71, 679 sq.ft
3 (behind 82 Kempt)	Recreation	-	60056892	22,604 sq ft

Please note that there is a 4<sup>th</sup> lot, PID 6038668, that appears as two parcels on Property Online, the provincial mapping system. Where part of this land is located between the trail and the highway, it has not been included as part of the subject properties. Should Council wish, it could be included. It is not in the land registry system and has no assessment date. Please see attachment B for locational maps.

### **B. Decision Points in Moving Forward**

Council has not made a decision on whether to move forward in selling Blockhouse Hill. There are a number of decision points for Council in moving toward residential development of these lands.

Council may turn their minds to these questions not only to focus dialogue but to enable clear direction to staff in proceeding.

Questions to consider are:

- i. Does Council wish to make the development of these lands for residential purposes a priority? Are there other options to achieve new residential housing? What are the consequence of not developing these lands? What will be the impact on open space within the Town?
- ii. Does Council wish to sell these lands to a private developer or develop these lands themselves?
- iii. Does Council wish to approve the concept design and proceed via a Request for Proposals (RFP) or is compliance to the subdivision by-law sufficient? Is the RFP to cover lands currently occupied by the campground?
- iv. Do we have enough information on whether the Town can absorb any financial burden incurred in preparing for and supporting development? (e.g. infrastructure upgrades, surveying fees, etc.)
- v. Does Council wish to take the opportunity to address the need for affordable housing and ensure that some of these lands are used for affordable housing? Does Council wish to initiate a project which would see the Town keeping a lot(s) to sell for below market value or give to a not for profit organization such as Plan B Housing, housing cooperative, Habitat for Humanity, as enabled under Section 51(1) of the Municipal Government Act and subject to proper procurement procedures.
- vi. What information will Council be providing to the developers via a RFP process? Are we providing information on fire flows and water pressure or doing other such assessments?

- vii. Is there anything else that Council would like to see on the lands that would not be covered under planning and subdivision regulations? Does Council have any ideas of what they would like to do with any parkland - is there an opportunity for a recreation or commemoration project here? How does Council wish to incorporate public engagement into the development of the new public places?

These questions are not exhaustive but are aimed at being illustrative of the type of discussion that should occur prior to divestiture.

### **C. Issues and Considerations**

- i. Draft Comprehensive Community Plan, Project Lunenburg. Development of Blockhouse Hill for residential development is in keeping with the draft Comprehensive Community Plan. Please note that this draft has not been approved by Council as it is still out for consultation. The planning documents (municipal planning strategy, land use by-law and subdivision by-law) are in the process of being drafted.

The lack of housing, and in particular housing that is affordable, was identified as an issue for Lunenburg. Project Lunenburg defines affordability is defined here as 30% of a household's before-tax income should cover the complete cost of shelter.

The large hill lot (PID 60056900) is shown to be in an area of Residential Expansion. Residential Expansion areas are intended to connect the existing residential neighbourhoods and land uses through new context-sensitive residential development providing a variety of housing options. Built form includes semi-detached dwellings, duplex dwellings, converted dwellings, townhouse dwellings, accessory suites, grouped dwellings.

The lot off of Sawpitt road (PID 60671427) is shown to be in an area of Gentle Density. Gentle Density is defined as a strategy through which additional growth can be accommodated in established residential neighbourhoods by adding housing forms such as garden suites and secondary suites, which do not change community appearance and built character. It is likely that if a street is able to be developed that accesses Sawpitt Road, it will be single loaded (houses on one side only) as the strip of land narrows. This area will be more expensive to develop as a result of the single load reducing profitability.

It is very likely that the new planning documents will approach development of these lands in a comprehensive way – perhaps through a residential comprehensive development district (CDD) or a specifically tailored zone. CDDs accommodate development on a site which has unique characteristics (e.g. a large tract of vacant land) and as such, has tailored regulation that is not available in other zones. They are enabled through Section 226 of the Municipal Government Act. If a district is enabled in policy, then development may proceed through the use of a

development agreement and/or uses specifically permitted in the CCD zone.

ii. Heritage

A portion of the lots that are at the top of the hill are in the Heritage Conservation District along with the home at 82 Kempt Street. Future development proposals will need to meet the requirements of the Heritage Conservation District Plan and By-law.

These lots are in the buffer area of designated World Heritage Site of Old Town Lunenburg. The buffer area is actually a patchwork of Town owned properties rather than an actual buffer area around the perimeter of the World Heritage Site. New residential development on these lots will need to be evaluated in terms of its impact on the Statement of Outstanding Universal Value (OUV).

The Draft Comprehensive Community Plan of Project Lunenburg suggests a transition area between established and any new proposed development, which will be beneficial in protecting the OUV.

iii. Land Valuation

All lands are currently assessed as “commercial exempt” as they are Town owned properties. Council may choose use the value assigned to the properties by Property Valuation Services Corporation (PVSC) or have a formal appraisal of the property carried out privately. See Attachment C for information on lot assessments.

iv. Survey and land migration in the Land Registration System.

Lots should be surveyed and in the land registration system. Lot 09-1B (off Sawpit Road) had been surveyed in 2009 and is in the land registration system. The other two lots need to be surveyed and migrated. Lot consolidation through the approval of a final plan of subdivision may be beneficial in terms of referring to one land parcel but not necessary for land sales transaction. Please note that all lots would be need to be migrated prior to subdivision plan approval.

v. Land Availability and Market Competition

There are vacant lands that are designated and zoned for residential development that are privately owned. These lands could be developed to provide for a range of housing options. As these lands are in private hands, the Town can only encourage but not force the development of these lands. Please note that there are also serviced vacant lots currently on the market, such those in the Salt Meadows subdivision off of Wolff Avenue.

There have been questions as to whether the development of these lands would have a negative impact on the viability of other developments. The Blockhouse Hill lands are highly desirable as they are in close proximity to the core, within walking distance of many amenities, and adjacent to the

Back Harbour Trail and the Bay to Bay Trail system. Regardless of who is selling the lots, it is likely that the development of Blockhouse Hill would negatively impact other proposed green field residential development elsewhere in Town. There is currently a developer working with Public Works on servicing issues with the intention of servicing a future residential subdivision.

There are other ways of accommodating additional housing such as through infilling vacant lots, adaptive reuse of existing buildings, increasing density in existing housing stock (additional units in an existing building or on the lot), as well as new subdivisions in other areas of town.

vi. Traffic Study

A traffic study would be required under the Subdivision Specifications. The Town is responsible for the costs of carrying out the study. The study would speak to the ability of the current street network to absorb additional traffic flows generated as a result of the new development. It should evaluate the road network and its condition. It is likely that access/egress points would be from Oxner Drive and Creighton Street and possibly Sawpitt Road. The viability of an entrance off of Sawpitt Road would need to be investigated as there is an industrial circuit (electricity) on Sawpitt Road.

The traffic study would speak to any needed upgrades to the street network such as widening or resurfacing. With respect to how pedestrian flow impacts the street, there may be recommendations for sidewalks given the increased number of pedestrians who will be using the streets. The Town would be responsible for installing new sidewalks such as along Kempt or Prince, for example. With new sidewalks comes curbing and most likely storm sewer as these areas are currently served by shallow ditches. New sidewalks would connect the new residential of Blockhouse Hill to the core.

vii. Costs associated with new infrastructure

Under the current subdivision by-law, costs for the installation of infrastructure associated with a new subdivision is the responsibility of the developer. The cost is significant so the developer must first determine the design and nature of development in order to ensure that the venture is profitable. The cost is associated with such things as installation of water mains, laterals, service to the property line, and hydrants; installation of storm and sanitary sewer lines; curb and pavement; installation of electricity poles; streetlighting, etc. The Town Engineer has to determine that the new public streets, central water systems, and central sewer systems have been constructed as required by the Subdivision By-law prior to approval. Titles to the streets are accepted by the Town afterward.

As construction costs are significant, developers may request that a cost sharing agreement with the municipal unit be entered into to facilitate new construction. There is no requirement to cost share. Cost sharing is at the

discretion of Council and would need to be considered in the budget process.

viii. Water Pressure and Fire Flows

It has been past practice for developers to be responsible for hiring an engineer to carry out fire flows and do an analysis of the water system to determine if pressure is sufficient for development. In order to facilitate a sale, this information could be provided to the developer in advance by the Town so that that are prospective developer would know if their proposal would be capable of being serviced by the Town without upgrades or the extent to which upgrades are necessary. Much depends upon the concept plans, however, water lines should be looped to ensure high water quality (as opposed to dead end water lines). A water line could come from Oxner Drive to the top of the hill and, if feasible and permitted, another to Sawpitt Road should development occur along any proposed new street extending to Sawpitt Road. The water line along Kempt Street has been upgraded and the one along Kaulbach Street is in the capital plan for renewal in the future. This would provide another header to feed the Old Town, which would be beneficial for fire flows. Please note that depending upon the results of the fire flows test, the Town may need to consider this upgrade.

The Town water supply has the capacity to service a residential subdivision.

ix. Sewer Services

Issues surrounding the capacity and functioning of the sewage treatment plant are currently being reviewed. Infiltration has been identified as having a negative impact on the ability of the plant to handle peak flows and future capacity. It is premature to comment on the ability of the plant to handle additional capacity, especially if there are two large subdivisions being planned at the same time. This issue has been made a priority of Council and further information will come before Council from Public Works as their project has been initiated.

x. Electricity

Once there is a concept plan, a scope would need to be requested by the developer to the Town of Lunenburg Electric Utility.

xi. Viewplane from Blockhouse Hill toward Back Harbour

During the pilot project circa 2006, a contour was developed that defined a viewplane where development could not interfere with the view of a person standing on Blockhouse Hill (near the current visitor information centre) and looking toward Back Harbour. More research is needed on the parameters of the view plane. Viewplane protection can be a consideration for future development.

xii. Other

Additional information for developers may be achieved through the Town carrying out a high level environmental impact assessment, a species at risk assessment, and archeological assessment. An asset management assessment for infrastructure would be beneficial for future budgeting.

#### **D. Municipal Process (Tasks)**

Below is an outline of the process that can be followed should Council wish to sell the lands to a private developer and approve of the concept plan. Please note that the development would still be subject to the land use and subdivision by-laws as well as any other applicable by-laws.

The municipal process is:

- i. Council decision to move forward with an RFP.
- ii. Gather internal documentation and begin drafting the RFP.
- iii. Prepare the property: carry out a valuation of the property, survey, migration, traffic study, etc.
- iv. Internal review of draft RFP (legal, procurement, adherence to internal policies and procedures).
- v. Council approval and release of RFP.
- vi. Acquire a real estate professional to handle any transactions, if necessary.
- vii. Decision on RFP and process for sale of municipal property under Section 51 of the Municipal Government Act. See Attachment D for MGA 51. (Please note that Council may not wish to sell the lands if there is not a suitable response to the RFP so the divesture process should not begin too early in this process.)
- viii. Transaction complete and subdivision process to begin.

### **3. FINANCIAL IMPACT**

As discussed above.

### **4. STRATEGIC PLAN RELEVANCE**

A proposal to develop Blockhouse Hill for residential development would be in keeping with all of the goals of the Strategic Plan, as set out below:

- Promote a high quality of life for residents
- Celebrate our community
- Champion opportunities for our community's health and well-being
- Foster an environment for business success
- Operate the Town efficiently and effectively

### **5. RECOMMENDATION AND DRAFT MOTION**

This report is for information purposes only, as requested by Council.

Possible Next Steps:

A number of questions have been put forward in B. Decision Points in Moving Forward section of this report. **Staff will require specific instruction** regarding the terms of reference for it to be properly evaluated, e.g., how much land is included, what infrastructure is the developer expected to provide if cost sharing, what design concepts will be considered, will there be a buy back clause if no development within a certain time frame, etc.

Attachments -

Attachment A – Satellite view of subject properties

Attachment B – Maps: PID 60386687, 4<sup>th</sup> lot between trail and highway (not currently included as subject lands)

Attachment C – Information on assessment (from Property Online)

Attachment D – Section 51, MGA Sale or lease of municipal property

Acknowledged only by:


Bea Renton  
Town Manager/Clerk

Attachment A – Satellite view of subject properties



	ZONE	LOT NUMBER	PID	AREA
1 (large)	Residential/Recreation	I-1X	60056900	20.57 acres
2 (Sawpitt)	Residential	09-1B	60671427	71, 679 sq.ft
3 (behind 82 Kempf)	Recreation	-	60056892	22,604 sq ft

Attachment B – Maps: PID 60386687, 4<sup>th</sup> lot between trail and highway (not currently included as subject lands)



1 Property found

PID: **60386687** Details

AAN:

Value: No information found

Address: BLOCKHOUSE HILL ROAD  
LUNENBURG  
LOT

County: LUNENBURG COUNTY

Owner: TOWN OF LUNENBURG

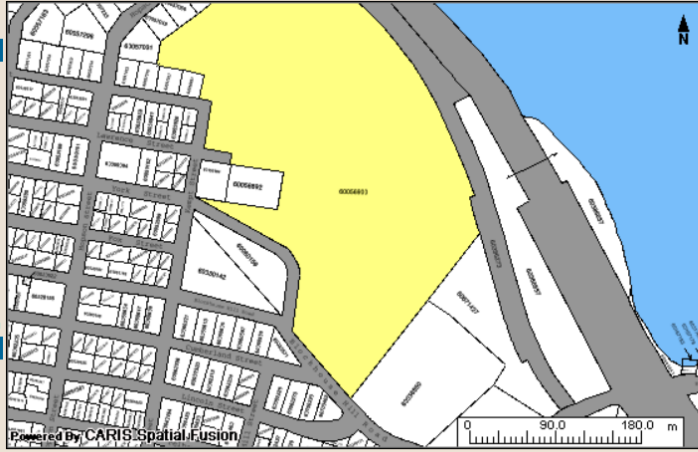
LR: NOT LAND REGISTRATION

Powered By CARIS Spatial Fusion

Lat: 44-22-43N Long: 64-17-51W Scale: 3775 Go Zoom: 2



Attachment C – Information on assessment (from Property Online)

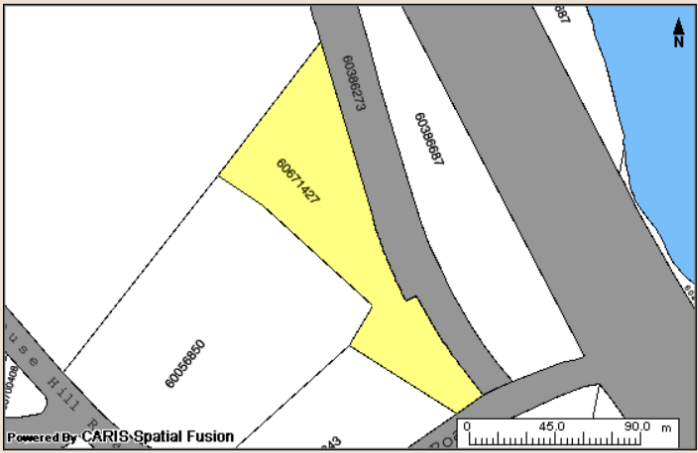


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Lat: 44-22-42N Long: 64-17-56W Scale: 4572 Go Zoom: 2

**1 Property found**

PID: **60056900** Details  
 AAN: **04647009**  
 Value: \$467,000 (2020 COMMERCIAL TAXABLE)  
 \$86,800 (2020 COMMERCIAL EXEMPT)  
 Address: 11 BLOCKHOUSE HILL ROAD  
 LUNENBURG  
 LOT L-1X  
 County: LUNENBURG COUNTY  
 Owner: TOWN OF LUNENBURG  
 LR: NOT LAND REGISTRATION

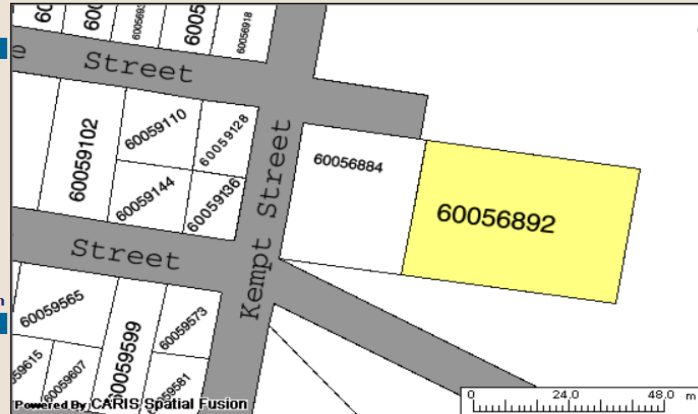


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Lat: 44-22-39N Long: 64-17-58W Scale: 2276 Go Zoom: 2

**1 Property found**

PID: **60671427** Details  
 AAN: **10237823**  
 Value: \$9,000 (2020 COMMERCIAL EXEMPT)  
 Address: SAWPIT ROAD  
 LUNENBURG  
 LOT 09-1B  
 County: LUNENBURG COUNTY  
 Owner: TOWN OF LUNENBURG  
 LR: LAND REGISTRATION



Powered By CARIS Spatial Fusion

Lat: 44-22-43N Long: 64-18-14W Scale: 1143 Go Zoom: 2

**1 Property found**

PID: **60056892** Details  
 AAN: **03400107**  
 Value: \$34,400 (2020 COMMERCIAL EXEMPT)  
 Address: KEMPT STREET  
 LUNENBURG  
 County: LUNENBURG COUNTY  
 Owner: TOWN OF LUNENBURG  
 LR: NOT LAND REGISTRATION

**Sale or lease of municipal property**

**51** (1) A municipality may sell or lease property at a price less than market value to a nonprofit organization that the council considers to be carrying on an activity that is beneficial to the municipality.

(2) A resolution to sell or lease property referred to in subsection (1) at less than market value shall be passed by at least a two thirds majority of the council present and voting.

(3) Where the council proposes to sell property referred to in subsection (1) valued at more than ten thousand dollars at less than market value, the council shall first hold a public hearing respecting the sale.

(4) The council shall advertise the public hearing at least twice, in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing.

(5) The notice of the public hearing shall include the date, time and place of the hearing, the location of the real property or a description of the tangible personal property, the estimated value of the property and the purpose of the sale. 1998, c. 18, s. 51

# A Cultural Action Plan for Lunenburg

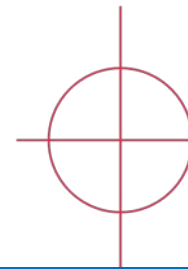
Presented to  
Lunenburg Town Council  
August 25, 2020



# Introductions

## Presenter:

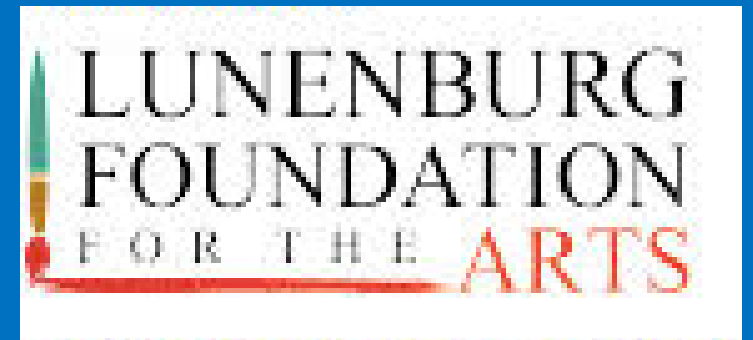
Rebecca Cann, Consultant  
Janis A. Barlow & Associates



JANIS A. BARLOW  
& ASSOCIATES

## Available for Q & A:

Sheila Woodcock  
President, Lunenburg Foundation for the Arts  
Chair, Lunenburg Cultural Action Plan Steering Committee



# Cultural Action Plan initiated by community

Lunenburg Foundation for the Arts (LFFA) applied for funding in 2019

Formed the **Lunenburg Cultural Action Steering Committee** with representatives from:

Fisheries Museum of the Atlantic

Lunenburg Academy of Musical Performance

Lunenburg Art Gallery Society

Lunenburg Board of Trade

Lunenburg Doc Fest

Lunenburg Folk Harbour Society

LFFA

Lunenburg Heritage Society

Lunenburg Town Council

South Shore Players

South Shore Public Libraries

+ 3 independent Artists

# Cultural Vitality

The Future of Culture in Lunenburg looks like...

Residents and visitors continue to be inspired by Lunenburg's remarkable history, natural landscapes, built heritage and abundance of arts and festival experiences.



Lunenburg Academy

Inclusivity is prioritized in decision-making: diverse voices and new and different faces are welcomed at all tables in Lunenburg, and the Mi'kmaq are participating in community life.



Nova Scotia College of Art & Design Residency Program

Professional artists and cultural workers build businesses, strengthen existing facilities, organizations and events, and foster innovation.



Lunenburg Academy of Music Performance

Residents of all ages participate in the cultural life of Lunenburg, as leaders, learners, fun-seekers and as community builders.

Lunenburg Art Gallery event



...and finally, cultural vitality exists when...

Local government, the private sector and the not-for-profit cultural sector work together to support, grow, leverage and integrate cultural activity into long term community sustainability.



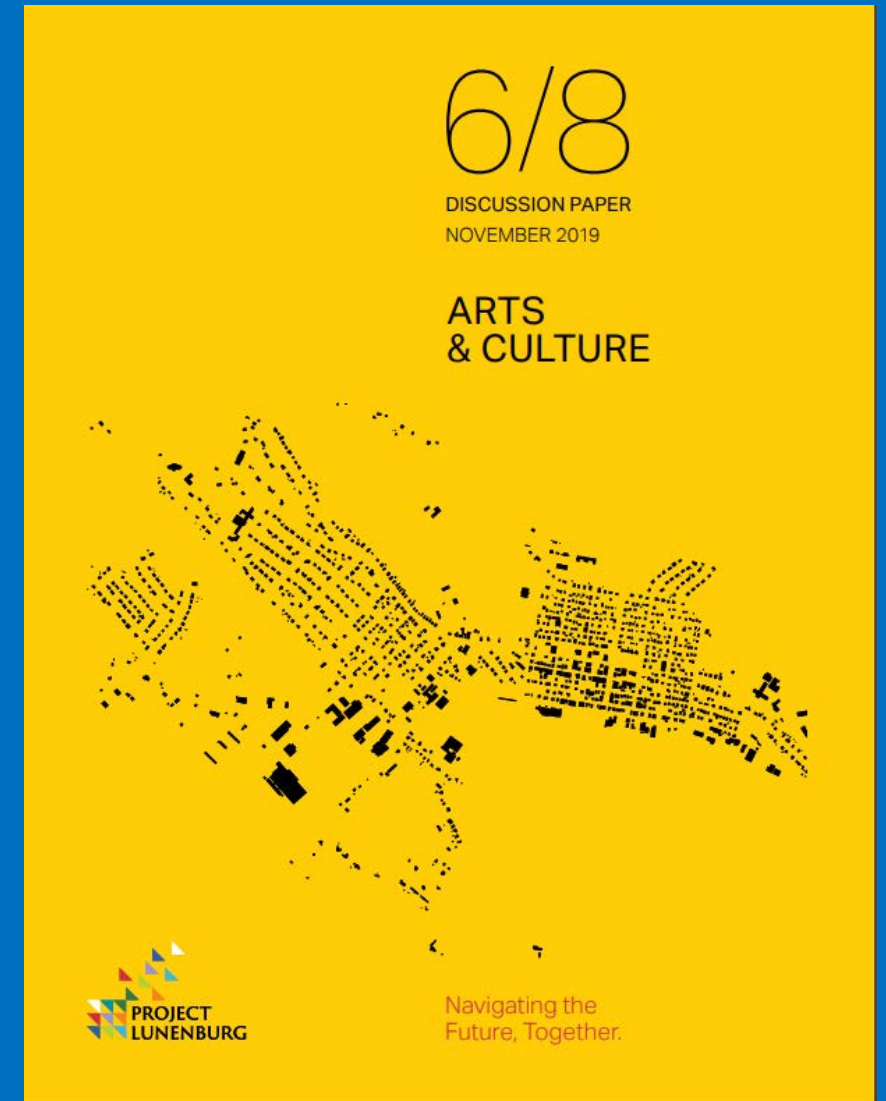
Christmas lights at the Heritage Bandstand

# Planning process engaged local community

- Culture-specific survey to residents (112 respondents)
- Survey to Cultural Sector (38 respondents)
- Site Visits
- Interviews (24)
- Community Roundtable ( $\approx$ 35)
- Cultural resource mapping (database)

# Collaboration with Project Lunenburg

- Shared community feedback results – surveys, online, roundtables
- Upland Planning assisted with survey distribution and communications
- Janis A Barlow & Associates provided majority of research for Project Lunenburg public reports



# Lunenburg Cultural Action Plan

Summary of Content

“Culture” is defined to include

- Cultural Economic Sector
- Cultural Heritage
- Cultural Diversity
- Community identity



Lunenburg Folk Harbour Festival

# Key Findings – Lunenburg has

- High number of cultural “assets”
- Higher than national average percentage of arts & culture labour force
- Significant tourism visitation related to cultural assets
- Longstanding, highly successful festivals and museums
- Cultural hub in the rejuvenated Lunenburg Academy



# Key Findings cont'd

- Inclusivity needs more cultivation
- Cultural sector challenged by lack of seasonal housing
- Heavy reliance on volunteers and part-time paid staff
- Performing arts venues are problematic
- There is no civic art gallery
- No central entity supporting the cultural sector's breadth



## 5 Strategic Directions are recommended

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

# 15 Goals supported by

- Specific action items
- Estimated timeframe and complexity
- Recommended bodies to participate, lead actions
- Potential resources

Appendix 2: ACTION PLAN – TIMELINES, LEADERSHIP, COMPLEXITY AND RESOURCES			ESTIMATED TIMEFRAME (SHORT, MID, LONG)	ESTIMATED COMPLEXITY (LOW, MID, HIGH)	WHO	POTENTIAL RESOURCES
<b>Leverage authentic local culture to expand international tourism</b>						
GOAL 1	Develop collective marketing campaigns that feature local arts, local heritage and culture.	Building on the Cultural Resource Mapping, work with the Board of Trade to develop marketing campaigns that leverage the cultural sector, taking into consideration festivals, cultural sites and arts learning experiences.	Short	Mid	Cultural Roundtable + LBOT	Current marketing strategy of the LBOT, the Cultural resource map/database
		Support and/or manage the volunteer-led Arts Map.	Short	Low	Art Galleries Association of Lunenburg + Cultural Roundtable	LBOT, DCH Canada Cultural Investment Fund – Strategic Initiatives Program <a href="https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html">https://www.canada.ca/en/canadian-heritage/services/funding/cultural-investment-fund.html</a>
		Improve online materials to reflect local creativity and innovation.	Mid	Mid	Town, Board of Trade	Calendars LBOT & Town. Maybe an app for that
GOAL 2	Measure the economic impact of arts and heritage in Lunenburg.		Short	Mid	LBOT	Business schools/grad student projects, Town/County/Province

# Where to Begin?

Goal 15: Work Together.

- Cultural Roundtable of sectoral representatives
- Town of Lunenburg
- Board of Trade



Lunenburg Folk Harbour Festival audience, wharfside

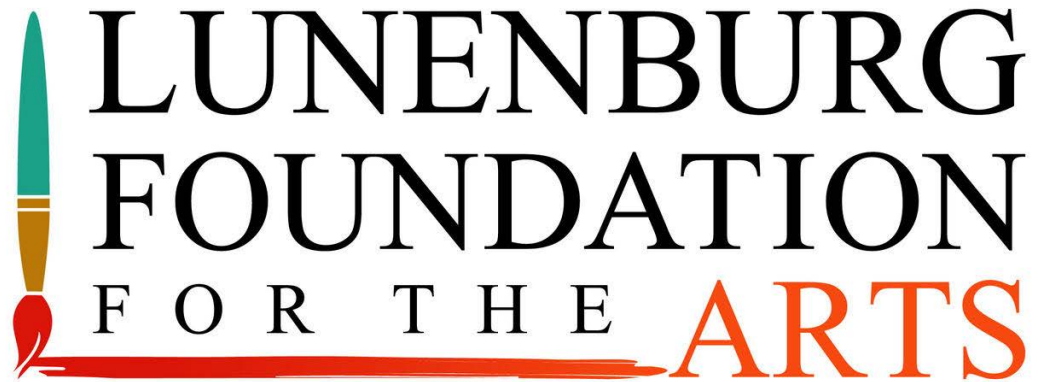
# Request from the Lunenburg Cultural Action Plan Steering Committee

That Town Council endorse the Cultural Action Plan in principal; and

That the Town work with the Cultural Roundtable to:

- investigate resource opportunities
- support implementation of the plan
- Identify other partners to support the plan

# Thank you to the Funders of The Lunenburg Cultural Action Plan



# Cultural Vitality is alive and well in Lunenburg


Thank you for your time. I'd be pleased to answer any questions.

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

# **LUNENBURG CULTURAL ACTION PLAN**

June 2020

Prepared by Janis Barlow & Associates



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

—SURVEY RESPONDENT

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# Introduction


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

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

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

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

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

A large crowd of people is gathered on a grassy lawn in front of a white building with a porch. Many people are sitting on the grass, some on chairs and some on blankets. The scene is outdoors with trees and a clear sky in the background. A white text box is overlaid on the upper part of the image, containing a quote and a credit.

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

— SURVEY RESPONDENT

# Community-Based Cultural Planning

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


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

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

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

---

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

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

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

# Culture and Community Sustainability

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

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

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

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

## Context 2020

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

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

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

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

# Acknowledgements

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

Sheila Woodcock, Lunenburg  
Foundation for the Arts (Chair)  
Virginia Stephen, Artist, Arts and  
Museums Consultant (Vice Chair)  
Jon Allen, South Shore Players  
Helah Cooper, Artist  
Susan Corkum-Greek, LAMP,  
Lunenburg Board of Trade  
Nathalie Irving, Lunenburg  
Heritage Society  
John McGee, Councillor,  
Town of Lunenburg

Jeff Mercer, South Shore  
Public Library  
Adrian Morrison, Fisheries  
Museum of the Atlantic  
Harold Pearse, Lunenburg Folk  
Harbour Society  
Angela Saunders,  
Fisheries Museum of the Atlantic  
Pamela Segger, Lunenburg Doc Fest  
Jayme Spinks, Artist/Designer  
Joanne Young, Lunenburg Art  
Gallery Society

Planning oversight has been provided by The Lunenburg Foundation for the Arts. Funding has been provided by: the Nova Scotia Government, Department of Communities, Culture & Heritage; The Town of Lunenburg; and the Lunenburg Foundation for the Arts.



This plan was made possible by contributions from funders, the LCAP Steering Committee, the team at Upland Planning and Design, and by the many community members who completed surveys, attended meetings and submitted thoughts and suggestions. Thank you!

# Defining Culture

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

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

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

The term "arts" can refer to: architecture, sculpture and painting, film and media arts, music, theatre, dance and literary arts, and there are variations of terms used that can expand this list, such as craft, artisan, maker etc.

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

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

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

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

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

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

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

3 [http://portal.unesco.org/en/ev.php-URL\\_ID=13179&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/en/ev.php-URL_ID=13179&URL_DO=DO_TOPIC&URL_SECTION=201.html)

# Summary of Key Findings

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

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

[Arts & Culture Discussion Paper](#)

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

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

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

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

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

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



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

– SURVEY RESPONDENT

# The Plan


## A VISION OF CULTURAL VITALITY IN LUNENBURG

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

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

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

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



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

– SURVEY RESPONDENT

# Principles for Success

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

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



## Strategic Directions

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

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



# Action Plan

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



## **STRATEGIC DIRECTION 1:**

### **Leverage authentic local culture to expand international tourism**

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

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

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

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

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

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

## **STRATEGIC DIRECTION 2:**

### **Build local engagement with arts, heritage and cultural activity**

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

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

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

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

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

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

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

### **STRATEGIC DIRECTION 3: Foster excellence in cultural stewardship**

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

#### **GOAL 5: Ensure the preservation of built heritage.**

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

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


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

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

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

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

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



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

– SURVEY RESPONDENT

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

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

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

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

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

## **STRATEGIC DIRECTION 4: Cultivate inclusivity**

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

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

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



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

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

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

## **STRATEGIC DIRECTION 5: Build a foundation for cultural sustainability**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **GOAL 15: Work together**

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

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

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

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

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



## IMAGE CREDITS

Cover	“The Fish” by Laurie Fisher
Page 2	Mural, corner of Faulkland St. and Lincoln St., by Peter Matyas
Page 4	Doorknob inside the Lunenburg Academy
Page 6	Lunenburg Folk Harbour Festival at the Heritage Bandstand
Page 8	“Nested” by Alexander Graham
Page 18	Inside the Knaut-Rhuland House Museum
Page 20	Detail from the Zion Evangelical Lutheran Church
Page 22	Cape Sable Wheelhouse, Fisheries Museum of the Atlantic
Page 23	Joel Quarrington with a student of the Lunenburg Academy of Musical Performance
Page 24	A Lunenburg Art Gallery Society event
Page 30	From the Nova Scotia Folk Art Festival — Richard Crowe’s “Women”
Page 33	Crab door knocker, Old Town
Page 40	Nova Terra Cotta Pottery

Report design by Jayme Spinks

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

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

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

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

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Meeting: Council - August 25, 2020  
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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, HERITAGE MANAGER  
HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: AUGUST 24, 2020**

**RE: ANTI-RACISM SPECIAL COMMITTEE**

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### 1. FACTS

#### A. Background

At the Council Meeting of July 28, 2020 a presentation was made to Council by Lunenburg resident Jessika Hepburn entitled "Response to Petition to Rename Cornwallis & Creighton Streets" (**Attachment A**). The presentation included advice on the formation of an anti-racism body for the Town.

This memo is in response to a motion of Council from the July 28<sup>th</sup> meeting:

*Motion: moved and seconded for staff to prepare a Council report in consultation with the appropriate stakeholders and experts with a view to forming a task force or Special Committee to promote anti-racism, with a particular emphasis on anti-Black and Indigenous racism.*

#### Municipal Action Plans

A number of Nova Scotia municipalities have created Municipal Action Plans for ending racism and discrimination. NSFM-AMANS conducted a webinar on July 23, 2020 to assist other municipalities in doing the same.

- Staff has contacted HRM, the Town of New Glasgow, the Town of Truro and the Municipality of Kings for information pertaining to their Terms of Reference for their Diversity-Inclusion Committees. These and other reference materials are available upon request.

- HRM has created a Cornwallis Task Force and their July 21, 2020 report is available. Further information is available at <https://www.halifax.ca/city-hall/boards-committees-commissions/a-c/task-force-commemoration>. Maggie MacDonald of HRM has been very helpful with regards to providing this information.
- The Municipality of Kings' Diversity Committee information is available at <https://www.countyofkings.ca/residents/diversity.aspx>. A copy of Municipality of the County of Kings' Action Plan for Ending Racism and Discrimination is available upon request.
- Staff has reached out to Thivjan Tharmaratnam, Director of Community Economic Development, Town of New Glasgow and their Terms of Reference for their Coalition for Inclusive Communities Committee (previously known Race Relations and Anti-Discrimination Committee) is available upon request.

### Historic Research

Staff is in the process of obtaining further research books and materials on the subject of Indigenous and African Nova Scotia history pre-1753. This research will help formulate background information to recognize their contribution to our area's rich history.

Staff has reached out to Dr. Bernie Francis, a Mi'kmaw Doctor of Civil Law, author, linguist, and advocate. Further information pertaining to Dr. Francis may be obtained at <https://news.smu.ca/news/2018/5/7/honorary-degree-dr-bernie-francis>. Nova Scotia author Corinne Hoebbers has been very helpful in this matter and, for example, has been advised by Dr. Francis that "Merligueche" truly means "at the barrel place". Apparently the Mi'kmaw were excellent barrel makers (coopers). There was also a place on Cape Breton Island called "Merligueche" near Whycomomagh with the same name where barrels were made.

### Coalition of Inclusive Municipalities

Staff has also spoken to Mohammed Mousa, Programme Officer, Social, Human Sciences and Youth at the Canadian Commission for UNESCO about their Coalition of Inclusive Municipalities: <https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities>.

The coalition, formerly the Canadian Coalition of Municipalities Against Racism and Discrimination and renamed in 2019, has 82 members across Canada, including Halifax, Kentville, Kings County, New Glasgow, and Truro from Nova Scotia.

About the Coalition of Inclusive Municipalities (from their website):

*This network brings together municipalities that want to improve their policies against racism, discrimination, exclusion and intolerance.*

*They [member municipalities] advance initiatives to:*

- improve their practices to promote social inclusion*
- establish policies to eradicate all forms of racism and discrimination*
- promote human rights and diversity*

The Coalition provides guidance, toolkits, and other resources to support member municipalities in ongoing inclusivity work. There is no membership fee to join the organization, although the member municipality agrees to develop its own Plan of Action.

A copy of the Declaration to Join the Coalition of Inclusive Municipalities is enclosed (**Attachment B**) for reference. The Coalition recommends that municipalities reach out to and engage stakeholders before joining.

## **B. Proposal**

The proposal is to establish a Special Committee of Council, by issuing invitations to appropriate stakeholders and experts from the BIPOC (Black/Indigenous/ People of Colour) community from the Town of Lunenburg where possible, and the wider community where necessary.

### Mandate of the Special Committee

The mandate of such a Special Committee would be to:

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on anti-Black and Indigenous racism, including:
  - a) Identify ways and means to eliminate barriers to employment, policies, procedures and practices that may negatively impact the BIPOC members of our community;
  - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg's workplace, activities and services;
  - c) Strive to showcase the rich cultural heritage of all peoples on the Town of Lunenburg's literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
  - d) Make recommendations on how implementation and ongoing monitoring through an inclusivity, diversity, and anti-racism lens can

be achieved in the Town of Lunenburg and/or the surrounding area going forward.

2. Review and consider the Town becoming a member of the Coalition of Inclusive Municipalities.

### Composition of the Special Committee

The suggested composition of the Special Committee is as follows - eight committee members including:

- Two municipal Councillors (one of which shall Chair);
- Two Citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town);
- Two representatives from African Nova Scotian Community;
- Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations).

Other participants:

- The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.
- Town Staff shall be assigned to support the Special Committee (recording secretary and/or subject matter expert – most likely the authors of this report).

### Timing and Dissolution

It is anticipated that the work of the Special Committee would take approximately a year, depending on availability of the members, from the point of membership appointment and Draft Terms of Reference.

Per the “Council and Committee Meetings and Proceedings” Policy, the mandate of the Special Committee would expire when it has completed its work on the Municipal Action Plan for Ending Racism and Discrimination, made its report, and Council has made a final decision about the report.

### Terms of Reference

A Draft Terms of Reference is in the process of being developed by staff drawing from existing committees in other municipalities for conditional Council approval. The Special Committee may make recommended amendments to revise the Terms of Reference to Town Council for approval throughout the course of their term and others matters as required.

## Preliminary Stakeholders

It is also recommended that Council provides the authority to the Mayor to approach Chief Deborah Robinson of the Acadia First Nation to participate directly, or otherwise designate a representative, to be a member(s) of the Committee. Many federal government grants require the support, and in some cases, the Band's direct application, in order to receive funding.

Staff will be consulting with Natasha Gray, Regional Program Administration Officer – Northern Region, Department of Communities, Culture and Heritage, African Nova Scotia Affairs, as well as with Ms. Hepburn.

Other resources include the Nova Scotia Human Rights Commission, the Department of Aboriginal Affairs, and the Coalition on Inclusive Municipalities.

Staff has investigated reaching out to adjoining municipal units to see whether they wish to undertake a Lunenburg County Joint Anti-racism Committee. The Town of Bridgewater, for instance, is addressing a petition to change their Cornwallis street name via their Heritage Advisory Committee, which has responsibility for street names. As the local municipalities are in different places on this issue, it is recommended at this time that a Lunenburg Special Committee proceed on its own. The Special Committee may investigate the feasibility of establishing a regional committee as part of its deliberations.

## **2. ISSUES AND OPTIONS**

The issues with regards to the establishment of a new Special Committee is related to staff and financial resources.

Council will be required to devote staff time and financial support to the committee. The devotion of existing staff will require Council's understanding that other initiatives will be affected. Alternatively, Council may approve the hiring of additional staff or consultant(s) to help facilitate the committee.

It is recommended that Special Committee members be paid for their time and expertise, either as salaried staff from BIPOC organizations or, if for an individual volunteer, the Committee of Council member honorarium of \$225.

The following options may be considered:

- 1) To establish a Special Committee to develop a Municipal Action Plan for Ending Racism and Discrimination with existing staff and financial resources;  
or

- 2) To establish a Special Committee to develop a Municipal Action Plan for Ending Racism and Discrimination with funding support for a professional consultant to undertake the Plan or a final review of the Plan in the 2021-22 fiscal budget. Consultants cost would be dependent on scope of work.

### 3. **FINANCIAL IMPACT**

The Special Committee will need financial resources apart from staff hours. Committee member honorariums for individual volunteers will be required, with a cost of \$225-1,350 depending on membership make-up. Print advertising fees of approximately \$300 may be required.

Such costs were not envisioned during the 2020-21 budget preparations, and there are no suggestions for offset savings included in this report.

The possibility of financial support from Federal or Provincial departments to support diversity work should be investigated.

It is suggested that Council devote financial resources to the Special Committee in the 2021-22 fiscal budget for an expert consultant final review of the Action Plan (optional). In addition, potential Action Plan recommendations such as developing new interpretive plaques would have additional costs, to be determined.

### 4. **STRATEGIC PLAN RELEVANCE**

This project is in keeping with:

*Strategic Plan Goal #1 - Promote a high quality of life for residents by enhancing appreciation of Lunenburg's heritage and becoming a more welcoming community; engaging our citizens and fostering Lunenburg's development as a cultural hub;*

*Strategic Plan Goal #3 - Champion opportunities for our community's health and well-being;*

### 5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approved a motion to proceed with the establishment of an Anti-Racism Special Committee, to develop a Municipal Action Plan for Ending Racism and Discrimination in the Town of Lunenburg as described in this report. Membership is to be formed by invitation to BIPOC

experts and stakeholders, and by advertising for citizens-at-large. Membership and Terms of Reference to be approved by Council at a future meeting.

It is recommended that Council approved a motion enabling the Mayor to contact Chief Deborah Robinson of the Acadia First Nations to invite her or a representative to become member of the committee.

Motion: Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that Council approved a motion to establish an Anti-Racism Special Committee to develop a Municipal Action Plan for Ending Racism and Discrimination in the Town of Lunenburg, as described in this report. Membership is to be formed by invitation to BIPOC experts and stakeholders, and by advertising for citizens-at-large. Membership and Terms of Reference to be approved by Council at a future meeting.

Motion: Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that Council approved a motion enabling the Mayor to contact Chief Deborah Robinson of the Acadia First Nations to invite her or a representative to become member of the Special Committee.

**ATTACHMENTS:**

- A.** Response to Petition to Rename Cornwallis & Creighton Streets
- B.** Declaration to Join the Coalition of Inclusive Municipalities

Acknowledged by:

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Bea Renton  
Town Manager/Clerk

# ATTACHMENT A

## Presentation to The Town of Lunenburg Regarding Response to Petition to Rename Cornwallis & Creighton Streets

**Jessika Hepburn**  
**49 Townsend St, Lunenburg NS, B0J 2C0**  
**902-448-1748**

- On July 1, 2020 I created a petition <http://chnng.it/dnS4Wc29dq> to evaluate support for and opposition to renaming Cornwallis St and Creighton St to honour Lunenburg's Black and Mi'kmaq history and contributions to our community. Shortly afterwards an Indigenous person in Bridgewater created a similar petition in consultation with Mi'kmaq elders <http://chnng.it/5PLvpS79qT>. That petition is included as an appendix to this presentation.
- As a resident and homeowner in Lunenburg of Black and Jewish descent creating this petition was a personal response to the lack of local action or visibility regarding global Black Lives Matter protests or the movement to recognize Mi'kmaq title or Indigenous rights and the opportunity to address systemic racism in our own community. It was also a response to racialized community members, family, and friends sharing their experiences of racism and racial violence in Lunenburg, their feelings of being unsafe and unwelcome here; and the unwillingness of many within the community to have these uncomfortable conversations so that all residents and visitors can feel comfortable.
- There have been hundreds of signatures in support of the petition and in favour of wider discussions about racism in our communities. However of bigger concern and cause for immediate action is the reaction to starting a respectful discussion about changing a few signs and sharing research into Lunenburg's historical racism so we can talk about how it impacts people today, including visitors to our town.
- Myself and others have received hateful messages, threats, insults, and been banned from the Lunenburg Community Bulletin Board on Facebook for trying to post the petition (my posts were never published) or have conversations about the racism and segregation racialized people experience in our community. Supporters of the petition have also been banned from the Lunenburg Facebook board and received hatred or censorship online in response. This kind of censorship creates a culture of fear, silence, and oppression that is harmful.

**- In light of the reaction to this petition I urge the Town of Lunenburg to do the following:**

- Make a public statement on the town website, social media, and to the press condemning racism in our community, recognizing historic and current systemic racism and committing to building an anti-racist community.
- Create an anti-racism initiative in Lunenburg led by BIPOC that are compensated for their time and supported by BIPOC organizations or representatives. This initiative must have a timeline of immediate steps and measurable outcomes.
- Create staff report on incidents of systemic racism and racial violence in the Town of Lunenburg including a review of allocation of budget to equity seeking projects or initiatives led by BIPOC residents, whether BIPOC are represented in town marketing or social media, and systemic biases in elections, hiring, recruitment, and newcomer outreach. Make this report and council meetings to discuss it public.
- Close major gaps in the Project Lunenburg consultation process <https://www.explorelunenburg.ca/comprehensive-community-plan.html> and draft document by having the draft reviewed by BIPOC anti-racism professionals and members of the community, prior to finalization or implementation, to ensure final drafts are anti-racist, accurately represent history, and created opportunity for input from marginalized residents.
- Hire BIPOC anti-racism facilitators and consultants to provide training to council, administration, and town staff on identifying and addressing systemic racism and creating a town that welcomes everyone equally. If budget is a concern this training can be made available to members of the Chamber of Commerce and the local community to offset costs or there are funds available through various government agencies to cover the creation of these programs as well as anti-racist policy development.
- Include a timeline for reviewing and updating Cornwallis and Creighton Streets and all interpretive signage to include Mi'kmaq and Black history created in consultation with those communities as called for in the initial petition.
- Publicly recognize the colonial slaveholding past that led to violence against Mi'kmaq communities such as E'se'katik by people like Cornwallis and enslaved Black people such as Sylvia by Creighton or Lydia Jackson by Dr Buhlman.

Honouring these stories is important to helping the community learn that they are also part of Lunenburg's history.

- Create a culture of care and respect by taking these concerns seriously and acting with urgency.
- **Resources for Canadian municipalities to address and commit to anti-racism have been available for decades, some of these resources and toolkits include:**
  - African Nova Scotian Decade for People of African Descent Coalition <https://www.ansdpad.ca/>
  - African Nova Scotian Affairs <https://ansa.novascotia.ca/>
  - Canadian Coalition of Municipalities Against Racism and Discrimination: Toolkit for municipalities, organisations and citizens [https://www.crrf-fcrr.ca/images/CCMARD\\_Toolkit.pdf](https://www.crrf-fcrr.ca/images/CCMARD_Toolkit.pdf) launched 2005
  - Coalition of Inclusive Municipalities, <https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities>
  - Ontario Human Rights Commission, Anti-Racism and Anti-Discrimination for Municipalities [http://www.ohrc.on.ca/sites/default/files/attachments/Anti-racism\\_and\\_anti-discrimination\\_for\\_municipalities:\\_Introductory\\_manual.pdf](http://www.ohrc.on.ca/sites/default/files/attachments/Anti-racism_and_anti-discrimination_for_municipalities:_Introductory_manual.pdf)
  - Anti-Racism Action Program Funding (Federal) <https://www.canada.ca/en/canadian-heritage/services/funding/anti-racism-action-program.html>
  - Confronting Anti-Black Racism Initiative <https://www.toronto.ca/wp-content/uploads/2019/04/97d4-community-conversation-guide-participants.pdf>
- It is incumbent upon elected leaders, administrators, and community stakeholders in positions of power and privilege to educate themselves about the resources available, identify budgets and allocate funding to anti-racism initiatives and expertise of BIPOC when creating such projects.
- It is also the responsibility of municipalities to actively seek out anti-racism and anti-oppression training by respected BIPOC professionals in their fields of expertise and ensure this training is available to all levels of government and administration. At no time should unpaid, or inexperienced educators be called upon to do this work for established organizations.

### **Issues with Diversity and Inclusion Committees**

- Sophie Williams (Millennial Black) writes about why these diversity or anti-racism initiatives can be performative and damaging to racialized people who participate in them:
  - Many organizations create diversity or inclusion committees just to be able to say that they have them
  - These initiatives are treated as a get out of jail free card so they don't have to take the real steps of changing the structural racism in their organization.
  - Instead of forces for changes these groups can become PR talking points for racist companies/organizations unwilling to make change.
  - These committees are usually set up and driven by people from marginalized communities.
  - This puts the burden of education and pushing for change onto the shoulders of already marginalized people, adding to their work loads, and their emotional labour.
  - This work is often being left to people without the seniority to make real, long term, structural change.
  - Team members usually do so on top of their existing workloads
  - This type of work is invisible, undervalued, under supported.
  - This time reduces people's time and capacity to take on 'glamour work' or higher profile projects
  - This work is often not quantified with real action, targets, and transparency to stay accountable and on track in making long term change.
  - Making change doesn't only take time, it takes money.
  - Organizations must invest in their anti-racism targets in the same way they would any other important area of development.
  - Training costs money. Resources cost money. Speakers cost money.
  - Pay people for their time and work and invest in the change you want to make.
  - Bringing in a wider range of people is good. But, not if you're bringing them into a hostile environment. Not if you don't pay them equally.

- Bringing in token marginalized people without giving them support, treating them as equals, or listening to their experiences does not make change. *Reference:* <http://sophiewilliamsofficial.com/>
- An effective anti-racism task force or committee must:
  - Have representation from impacted communities, stakeholders, politicians, administration
  - Define roles and responsibilities and decision making processes clearly
  - Define strategic objectives
  - Report and establish liaison relationship with municipal council
  - Provide progress reports to the community
- There is an inherent power imbalance when non-BIPOC elected representatives determine the terms of reference in anti-racism task forces or chair meetings without having participated in BIPOC led anti-oppression and anti-racism training.
- Marginalized people are then in an additionally vulnerable position of needing to interrupt to both educate about their experiences and participate. A culturally competent facilitator is required in order to address these power imbalances openly and ensure that marginalized voices are prioritized.

# Petition to Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

This petition calls on the Town of Lunenburg to do the following:

- Rename "Cornwallis St." to "E'se'katik St."
- Rename "Creighton St." to "Sylvia St."
- Replace "Merligueche" interpretive panel located at the Old French Cemetery with accurate information in consultation with the Mi'kmaq community including that the village of Merligueche was ordered destroyed by Edward Cornwallis and the area was originally called E'se'katik by the Mi'kmaq.
- Install interpretive panel in consultation with the Black Nova Scotian community beside current plaque recognizing Colonel Creighton to honour Sylvia of Lunenburg and acknowledge Lunenburg's slaveholding past.

The above are small steps towards demonstrating a commitment to anti-racism by recognizing how Mi'kmaq and Black communities have been negatively impacted by Lunenburg's colonial history and racism in our community as well as an opportunity for educating both visitors and local residents.

## **Replace Cornwallis St. with E'se'katik St.**

For over a hundred years, Lunenburg was a Mi'kmaq/Acadian village called Mirliguèche by the French but the region was originally known to the Mi'kmaq as E'se'katik, meaning 'at the place of clams'. In 1749 Governor Edward Cornwallis ordered Mirliguèche destroyed and sent troops led by Commander White to destroy the village. By 1753 one Mi'kmaq/Acadian family remained in the area, Paul Labrador (Guédry, dit LaVerdure), his wife Anne Mieuss who was half Mi'kmaq, and their children. Descendants of the Labrador family continue to live in the area and practice traditional ways of living passed on since time immemorial. Renaming Cornwallis St is a symbolic way for Lunenburg to recognize that all of Nova Scotia is in fact Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the "Treaties of Peace and Friendship" which Mi'kmaq and Wolastoqiyik (Maliseet) people first signed with the British Crown in 1725. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq and Wolastoqiyik (Maliseet) title and established the rules for what was to be an ongoing relationship between nations.

In 2018 the City of Halifax removed the statue of Edward Cornwallis after more than thirty years of Mi'kmaq calling for the statue's removal on the grounds that a man

responsible for inciting genocide should not be publicly celebrated. Honouring Cornwallis with statues and streets is a constant reminder of the pain, suffering and colonization endured by Mi'kmaq to this day.

### **Replace Creighton St. with Sylvia St.**

Colonel John Creighton is best known for his conduct during the American privateer raid of 1 July 1782 on Lunenburg, he was also a slave owner. Sylvia was enslaved by Creighton during Nova Scotia's period of slavery. When the town was invaded by American soldiers Sylvia bravely shuttled cartridges of ammunition hidden in her apron from Creighton's house to the fort where he and his soldiers were engaged in battle. When the house came under fire, Sylvia threw herself on top of the colonel's son to protect him with her own body. During the battle she concealed Creighton's valuables in a bag that she lowered into a well for safe keeping, and also protected the home and possessions of Major Jessen, according to one source "tradition has it that she helped to load the muskets in the blockhouse and even fire them." Sylvia died in Halifax on 12 March 1824 age 70 and is buried in the Old Burying Ground.

While Creighton has been recognized and rewarded, to this day Sylvia has never been honoured, or publicly acknowledged. Children who go to school in Lunenburg do not learn about Sylvia or Nova Scotia's period of slavery, there are no plaques, statues, or tributes to her anywhere in the Town of Lunenburg. In the absence of a visibly diverse town council or administration this small acknowledgement of Lunenburg's long history with racism is a step towards an equitable future where all histories are equal.

Signed,



Recipient: Town of Lunenburg Nova Scotia, Mayor Rachel Bailey, Deputy Mayor John McGee, Councillor Danny Croft, Councillor Ronnie Bachman, Councillor Peter Mosher, Councillor Matt Risser

Letter: Greetings,  
  
Rename Cornwallis & Creighton Streets in Lunenburg to Honour Mi'kmaq & Black Communities

## ATTACHMENT B

### Declaration to Join the Coalition of Inclusive Municipalities

*Given that:*

1. The Canadian Commission for UNESCO (United Nations Educational, Scientific and Cultural Organization) is calling on municipalities to join a Coalition of Inclusive Municipalities and to be part of UNESCO's international Coalition launched in 2004; and
2. The Federation of Canadian Municipalities (FCM) endorses the Call for a Coalition of Inclusive Municipalities and encourages its members to join; and

*Whereas:*

3. Municipal governments in Canada, along with other levels of government, have responsibilities under Canada's *Charter of Rights and Freedoms* as well as federal, provincial and territorial human rights codes, and therefore have an important role to play in combating racism and discrimination and fostering equality and respect for all citizens;

*Be it resolved that:*

4. The **insert the name of the municipality** agrees to join the Coalition of Inclusive Municipalities and, in joining the Coalition, endorses the Common Commitments and agrees to develop or adapt its own unique Plan of Action accordingly.
5. These Common Commitments and the Municipality's unique Plan of Action will be an integral part of the Municipality's vision, strategies and policies.
6. In developing or adapting and implementing its own unique Plan of Action toward progressive realization of the Common Commitments, the Municipality will cooperate with other organizations and jurisdictions, including other levels of government, Indigenous peoples, public and private sector institutions, and civil society organizations, all of whom have responsibilities in the area of human rights.
7. The Municipality will set its priorities, actions and timelines and allocate resources according to its unique circumstances, and within its means and jurisdiction. The Municipality will exchange its expertise and share best practices with other municipalities involved in the Coalition and will report publicly on an annual basis on actions undertaken toward the realization of these Common Commitments.

**Insert name of the Municipality, insert date (month day, year)**

**His/Her** Worship **insert name of the mayor**

**SIGNATURE OF THE MAYOR**



REMO Committee

July 20, 2020

Item: 6.2



## Lunenburg County REMO

### Guide to Emergency Management for Elected Officials

December 2019

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## Executive Summary

Lunenburg County is vulnerable to many hazards, ranging from severe storms and flooding, to forest fires and power outages. Elected officials are responsible for ensuring public safety and welfare of their communities.

Emergency Management operations before, during, and after an emergency, are an essential function of Elected Officials and local government agencies. Elected officials must have a clear understanding of how government responds to emergencies and disasters, what resources are available, what types of assistance can be provided to residents, and how much time it may take to deliver that assistance. They must be able to instill a sense of calm in disaster survivors and the public, and temper expectations of what government can do to aid in the recovery.

A coordinated message to the public between elected officials and emergency management is necessary so people do not receive conflicting information.

This guide is meant to be a general overview of the Lunenburg County Emergency Management Organization process for Elected Officials and is not intended as a complete reference document.

Please consult with your Emergency Management Coordinator for further information or questions.



## Quick Reference Checklist

### **BEFORE THE DISASTER:**

- Reinforce Preparedness Messages
- Become Familiar with Legislation
- Know your area
- Support Businesses in Knowing their Risks
- Become Familiar with Lunenburg County REMO Plans

### **RESPONDING TO THE DISASTER**

- Refer Calls to the Appropriate Agencies
- Be Consistent with media using Key Messages as provided by Information Officer
- Stay Safe and Lead by Example in the Impacted Area(s)

### **AFTER THE DISASTER**

- Support Recovery Efforts

## What you need to know

When there is a disaster the public will turn to Elected Officials as the leaders in Lunenburg County for answers and assistance.

While residents will often turn to their Elected Officials for guidance and assurance during difficult times, Elected Officials have **no direct operational role** in Emergency Management.



The following information is intended to guide Elected Officials through individual emergency preparedness steps. By gaining an understanding of Lunenburg County's emergency management system and knowing how to best communicate with residents after disaster hits, Elected Officials can affect the outcome of an emergency in a positive manner.

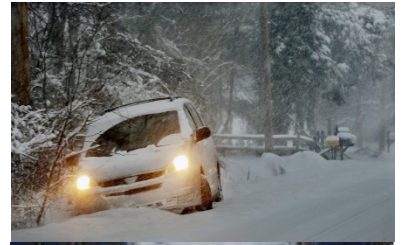
**72**  
**HOURS**

**Nova Scotians are encouraged to be ready to cope on their own for at least the first 72 hours of an emergency.**

## Elected Officials

- ✓ Attend initial briefing for Situational Awareness.
- ✓ The roles and responsibilities of Elected Officials do not include attendance at the Emergency Coordination Centre (ECC) unless specifically requested by the ECC Manager. Visits to the ECC by Municipal Mayors/Wardens will be coordinated by the ECC Manager.
- ✓ Support the ECC Manager in the management of the emergency response by providing strategic direction as requested by the ECC Manager.
- ✓ Report credible information that comes from your constituents to the CAO or as an alternative, the representative of the Regional Emergency Management Advisory Committee (REMAC).
- ✓ Be available to meet and discuss a Declaration of a State of Local Emergency as recommended by the ECC Manager in accordance with the [Nova Scotia Emergency Management Act](#).
- ✓ Provide advice on the long-term impact of an incident on people, critical infrastructure, the environment, finances, operations, business, industry and reputation.
- ✓ Prepare your family and home so that you can be available if requested, when the time comes.

- ✓ Help spread the Public Safety Information developed by the ECC Information Officer and approved by the ECC Manager (CAO). A coordinated message to the public is necessary so people do not receive conflicting information.
  - REMO is a unified group of municipal units working together to the benefit of all of Lunenburg County, therefore a coordinated approach to messaging is important.
- ✓ Let the professionals trained in emergency management do their jobs. Understand why it is important that any site visits to the impacted area are to be coordinated through the Incident Commander and the Information Officer.
- ✓ Unless specifically asked to do so, please do not speak to the media.
- ✓ Do not speculate on what is happening regarding the emergency incident.
- ✓ Do not share privileged information that could jeopardize the operation.



**In consultation with the Emergency Coordination Centre (ECC), through the ECC Manager:**

- ✓ Keep the community informed of the situation via Public Information messages developed by the Information Officer and approved by the ECC Manager (CAO).
- ✓ Engage with other levels of government for financial and resource support as required.
- ✓ Provide briefings to other levels of government, if requested.
- ✓ Authorize major expenditures as required.



## Lunenburg County Regional Emergency Management Organization (REMO)

On January 18, 2017, the Lunenburg County Regional Emergency Management Organization (REMO) was established. An Inter-Municipal Agreement was signed and is comprised of the Municipality of the District of Chester, the Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg and Town of Mahone Bay, for any emergencies in Lunenburg County. REMO was established to provide a coordinated response to an emergency and the day to day duties of being prepared for a major emergency or incident was delegated to this organization.

The Regional Emergency Management Plan (REMP) for Lunenburg County is based on an all-hazards approach to ensure that the County is prepared for any type of disaster or incident — whether natural or human caused.

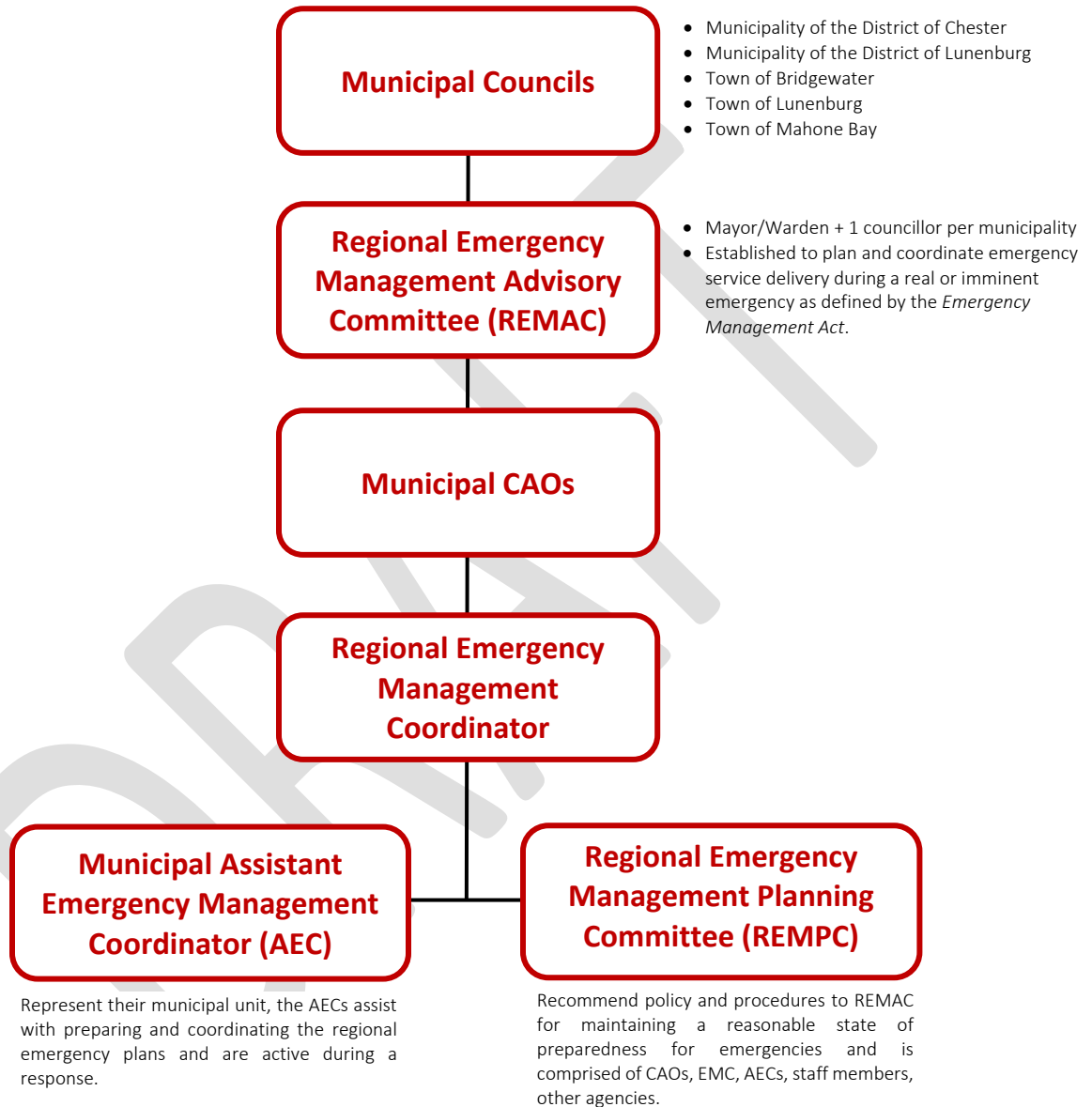
### Hazard Analysis Summary 2015

Points calculated based on Probability and Severity

High Risk	Moderate Risk	Low Risk
Flood Inland Winter Storm Hurricane Coastal Flooding/Storm Surge Epidemic – Human Industrial Hazardous Chemical Release/Spill	Forest Fire Hot Days/Heat Wave Transportation Accident Water Contamination Animal Disease Outbreak Thunderstorm	Telecommunications Failure Drought

(Lunenburg REMO Hazard Analysis 2015)

## Lunenburg County Regional Emergency Management Organization (REMO)



## Getting Involved Before a Disaster

### Reinforce Preparedness Message with the Public and Prepare Yourself



Elected Officials should reinforce messages on the importance of making family communication plans and maintaining emergency supplies such as food, water, batteries, medications, and first aid supplies for individuals, families, and pets.

The **72-hour preparedness** message should always be communicated when discussing emergency preparedness with the residents of Lunenburg

County. If an emergency occurs in Lunenburg County, it may take emergency workers some time to reach all residents affected. All residents of Lunenburg County should be prepared to take care of themselves and their families for a minimum of 72 hours.

Lunenburg County has personal emergency preparedness information available through the Emergency Management Coordinator [emo@modl.ca](mailto:emo@modl.ca) or [info@emergencyasures.ca](mailto:info@emergencyasures.ca).

Elected Officials need to have an emergency plan in place for themselves, their families and pets before being able to assist residents.

Maintain a current list of contacts and phone numbers you might need in order to respond to a disaster.



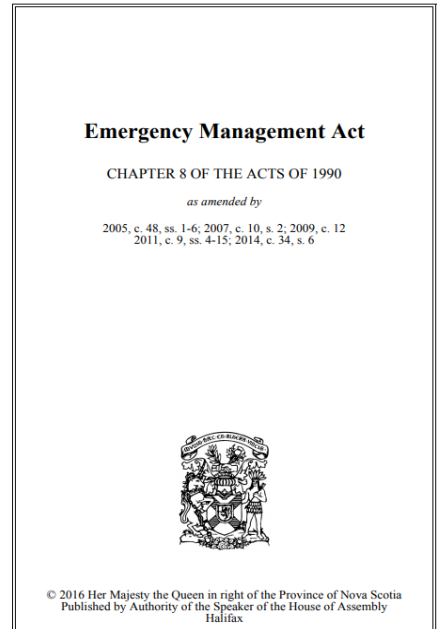
IS YOUR FAMILY  
PREPARED?

## Become Familiar with Legislation

Generally knowing how local, provincial, and federal response resources are requested and mobilized gives officials credibility when talking with the public and responding to questions from the media.

Provincial and federal resources can be requested through the Nova Scotia Emergency Management Office (NS EMO).

The Lunenburg County REMO Emergency Management Bylaw provides for the direction and control of the County's emergency operations under the provincial [NS Emergency Management Act](#).



## State of Local Emergency

Through the [NS Emergency Management Act](#), the Municipal Mayors/Wardens and Council have the power to declare, renew or terminate a State of Local Emergency (SOLE), and the power to put emergency plans into operation. The process is outlined in the Emergency Management Bylaw.

The Municipal CAO as ECC Manager, or designate, will make the recommendation to declare a State of Local Emergency. Municipal Mayors/Wardens will call a Special Council meeting and whoever is present within an hour represents a quorum and can make the declaration ([Form 4](#)). If a quorum is not present, the Mayor of each Municipality has the power to declare a State of Local Emergency ([Form 5](#)). The Declaration will identify specific powers, identify to whom they are delegated and where the powers are in force. The extraordinary powers, outlined in Section 14 of the [NS Emergency Management Act](#), include:

- Seize real or personal property
- Require qualified person to render aid

- Control or prohibit travel
- Restore essential services
- Cause evacuation
- Authorize entry without a warrant
- Cause demolition
- Procure or fix prices

The County can declare a State of Local Emergency for seven (7) days. After each seven (7) day period, the declaration must be terminated or renewed. The Province does not have to approve the declaration but can veto it. [Declaring a State of Local Emergency flowchart](#) is outlined at the back of this guide.

### **Support Businesses in Knowing their Risks**

Businesses within Lunenburg County should have emergency plans to safeguard employees and property and to mitigate the impact of possible disruptions. Elected Officials should encourage businesses to take emergency preparedness steps consistent with existing standards and practices. Small businesses play critical roles in the economy of the County.

Recovery planning for municipal government and industry will increase the chances of economic recovery after a disaster.

Statistics show that approximately 40 per cent of businesses and industries involved in a catastrophic disaster do not reopen; 30 per cent of those that do reopen close within three (3) years. *(This is an industry average based on surveys after major disasters such as Hurricanes and Wildfires).*

## Familiarization with County Plans

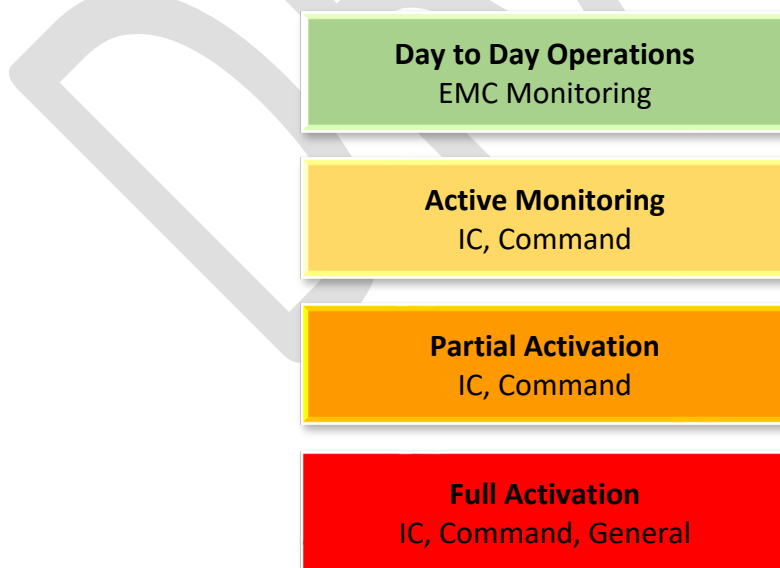
Lunenburg County REMO has developed a Regional Emergency Management Plan, dated 2009, was last updated June 2014.

When there is an incident, the Emergency Coordination Centre (ECC) can be activated when the incident size requires support. Criteria for ECC activation include (but are not limited to):

- Significant number of people at risk, e.g., requiring immediate or potential evacuation of the surrounding area;
- Potential for prolonged disruption of essential services;
- Immediate or potential threat to life, health, property or the environment beyond the ability of first responders to handle; and
- Potential for the situation to escalate.

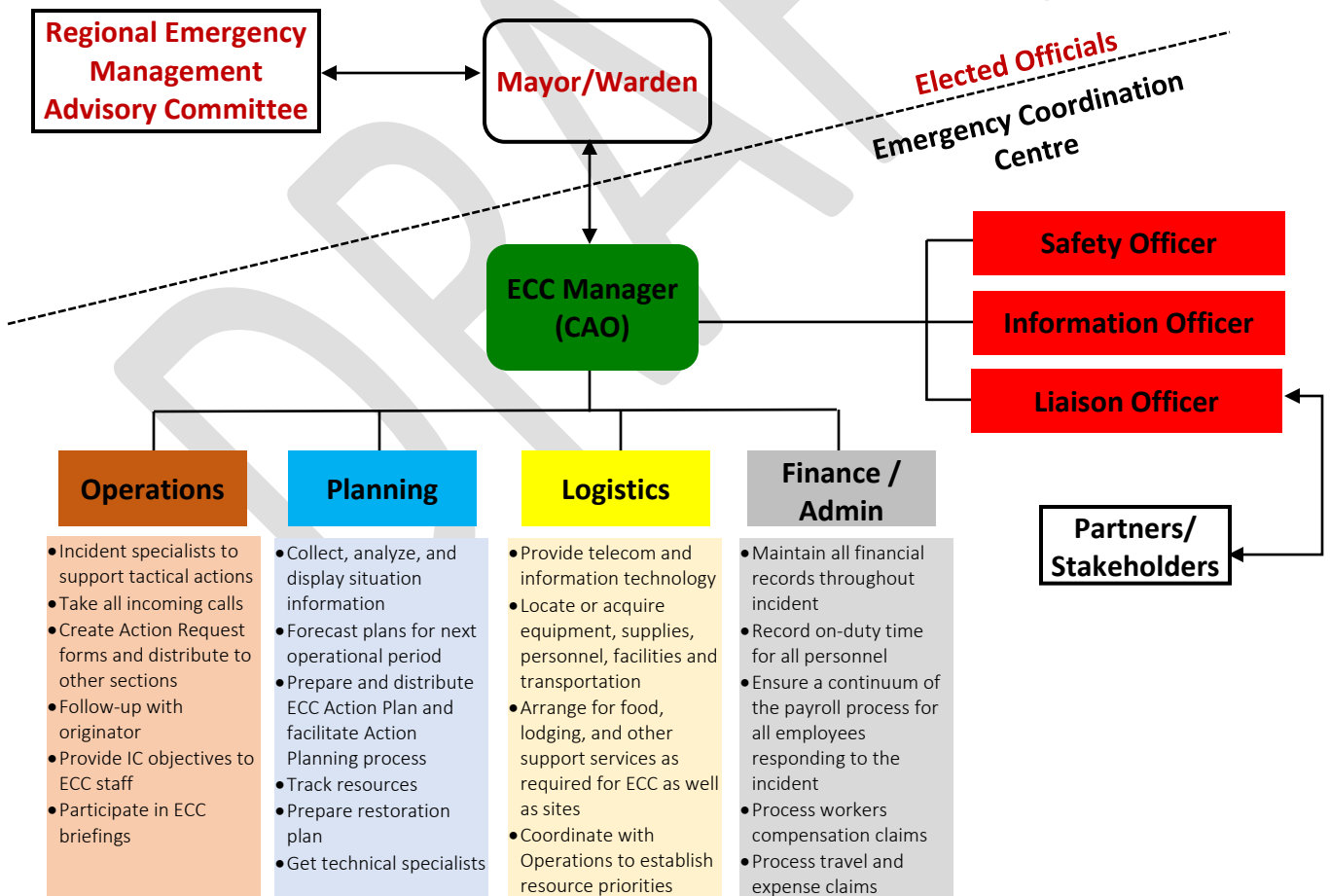
## Activation Levels and Staffing Complement

Depending on the type of size of incident, the ECC may open virtually or physically with any or all positions filled. The Incident Commander will be monitoring the incident and determine to increase or decrease the staffing and resource level.



The Emergency Coordination Centre (ECC) is staffed with CAOs, EMC, AECs, and municipal staff from across Lunenburg County under the Incident Command System and the role of the ECC is to:

- Coordinate activities and resources in support of the Incident Commander in the field.
- Coordinate and reconfigure municipal services for the remainder of the municipality or agency.
- Coordinate and disseminate information to the public, during and immediately following an incident.
- Provide policy direction.
- Establish priorities and strategies.
- Collect, analyze and display information related to the incident.
- Plan for recovery, short and long-term.



## Responding to the Disaster



Communication with the public is critical in the days and hours leading up to an incident, as well as during and immediately after an event. Some hazards like flooding and severe winter weather offer some warning to officials and the public. Others, like chemical spills, may occur without notice.



Regardless of the type of hazard, Elected Officials can play a productive role by relaying accurate communication and key messages.



Emergency incident site visits for Elected Officials will be coordinated through the Emergency Coordination Centre (ECC).

## Talking to the Media

Remain consistent with messages released by the Information Officer when speaking with the media. If calls from the media are expected, request and retain talking points and pre-released bulletins from Corporate Communications and/or the Emergency Coordination Centre (ECC), when activated.

**What you say to the media can have a great impact on the public's perception of response and recovery efforts.**

## Refer Calls from the Public

Emergency communications for Lunenburg County emergencies or disasters are typically released from Corporate Communications and/or the Emergency Coordination Centre (ECC), when activated.

It is the responsibility of the Information Officer to release warnings, life safety messages and directions to the media and the public at large. Questions from the public should be directed to the Public Information Officer within the ECC. Questions should not be directed through the 911 service as they will likely be very busy with issues related to the first response to the incident.

Elected officials can play two additional roles when responding to calls or questions from the public:

1. pass along accurate information to the public, and
2. compile issues and concerns.

In sharing information with residents, it is important that Elected Officials stay within the parameters of previously created information and directives from Corporate Communications

to help establish realistic expectations about the municipal response and services.



**Communication with the Public in an Emergency**

During an emergency, the ECC will utilize a variety of communication methods to communicate with the municipal units, the province and first responders. These methods could include telephone, email, TMR (Trunk Mobile Radio), satellite phone, Amateur Radio, or showing up in person to the Coordination Centre should all forms of communication fail.

Elected Officials can help by doing such things as encouraging residents to help their neighbours, e.g., shovelling the sidewalk during severe winter weather, or checking on neighbours to share duties or pooling resources.

### **Stay Safe and Lead by Example**

Elected Officials could face the issue of evacuating their own neighbourhood during a disaster. Only by staying safe can officials help others. Elected Officials should follow directives to evacuate or shelter-in-place.

If Elected Officials wish to re-enter or visit an impacted area, they should send a request through the Emergency Coordination Centre due to safety concerns for themselves and emergency responders in the area.

### **Increase Awareness of Response Capabilities**

Due to population increases, more reliance on technological infrastructures and interdependencies of utilities, (e.g. power grid), the number of incidents which can occur is increasing. Elected Officials can positively affect the outcome of an emergency in the policy area through active participation on the quarterly Regional Emergency Management Advisory Committee (REMAC) meetings.

**As an Elected Official, you will probably receive calls from your constituents. Work with the Information Officer in the Emergency Coordination Centre (ECC) to coordinate public information.**

## Comfort Centres and Emergency Shelters

A **Comfort Centre** is a facility that is used for residents who are Sheltering-In-Place and remaining in their homes during an emergency but do not have full services such as electricity, heat, and water. The determination to open a Comfort Centre lies with the facility and REMO asks that the opening and closing times are shared for advertising and advising residents.

Comfort Centres are intended to provide any of the following services:

- a place to go to get warm/cool
- light refreshments
- charge electronic devices
- provide updates
- community gathering point
- washroom facilities.

An **Emergency Shelter** is a facility opened at the request of the REMO in a large-scale emergency. The Shelter is operated by the Canadian Red Cross, under the direction of Department of Community Services. An Emergency Shelter includes providing personal services, accommodation and can include psycho-social services. The request to open an emergency shelter is solely made by REMO and the Incident Commanders and a request is initiated through NS EMO to assist.

## **After the Disaster**

### **Support Recovery Efforts**

Recovery involves all of the cleanup, repair and financial assistance needed to return an area back to pre-disaster conditions. As soon as it is safe to do so, the County will conduct preliminary damage assessments to determine the level of damage to private property and community infrastructure.

Financial assistance may be available from the Province or Federal Government through Disaster Recovery Programs.

During the recovery phase, regular briefings are held in the ECC regarding the extent of damage and status of the recovery process. These briefings will be shared to keep you informed and better able to answer questions from your constituents and the media. Implementation of mitigation measures to prevent, avoid or lessen the reoccurrence of identified hazards ensures a safer community, and often one that is more liveable and attractive to its residents.

**As an Elected Official, briefings will be shared on the extent of damage and status of the recovery process from the Emergency Coordination Centre Manager (CAO). These briefings will help you answer questions from your constituents and the media.**

## Key Phone Numbers and Contacts

**911** This is for emergencies only. If someone's health, safety or property is threatened and help is needed right away, call 911.

**Emergencies include:**

- Fire
- Crime in progress
- Emergency Medical Situation
- Serious Accident
- Poisoning

**811** For health information and advice when you have a health concern or question

**511** For information about Provincial roads in Nova Scotia

**211** For Community and Social Services

### Other Important Numbers:

#### Power Outages

<b>NS Power</b>	1-877-428-6004
<b>Mahone Bay Electric</b>	After Hours: 902-543-3251 During Office Hours: 902-624-8327
<b>Town of Lunenburg Electric</b>	After Hours: 902-527-0150 During Office Hours: 902-634-4410, ext. 3
<b>Riverport Electric</b>	902-543-2502
<b>Bell Aliant Outage</b>	611 or 1-800-663-2600
<b>Eastlink Outage</b>	1-888-345-1111
<b>Drinking Water Safety</b>	1-877-936-8476
<b>Food Safety</b>	1-877-252-FOOD (3663)
<b>Forest Fires</b>	1-800-565-2224
<b>Poaching</b>	1-800-565-2224
<b>Wildlife – Emergency Situations</b>	1-800-565-2224
<b>Environmental Emergencies (Such as Oil Spills and Gas Leaks)</b>	1-800-565-1633
<b>NS Emergency Management Office</b>	1-866-424-5620

## Forms

### Mayors/Wardens/Elected Officials on Advisory Committee (or Designates) Checklist

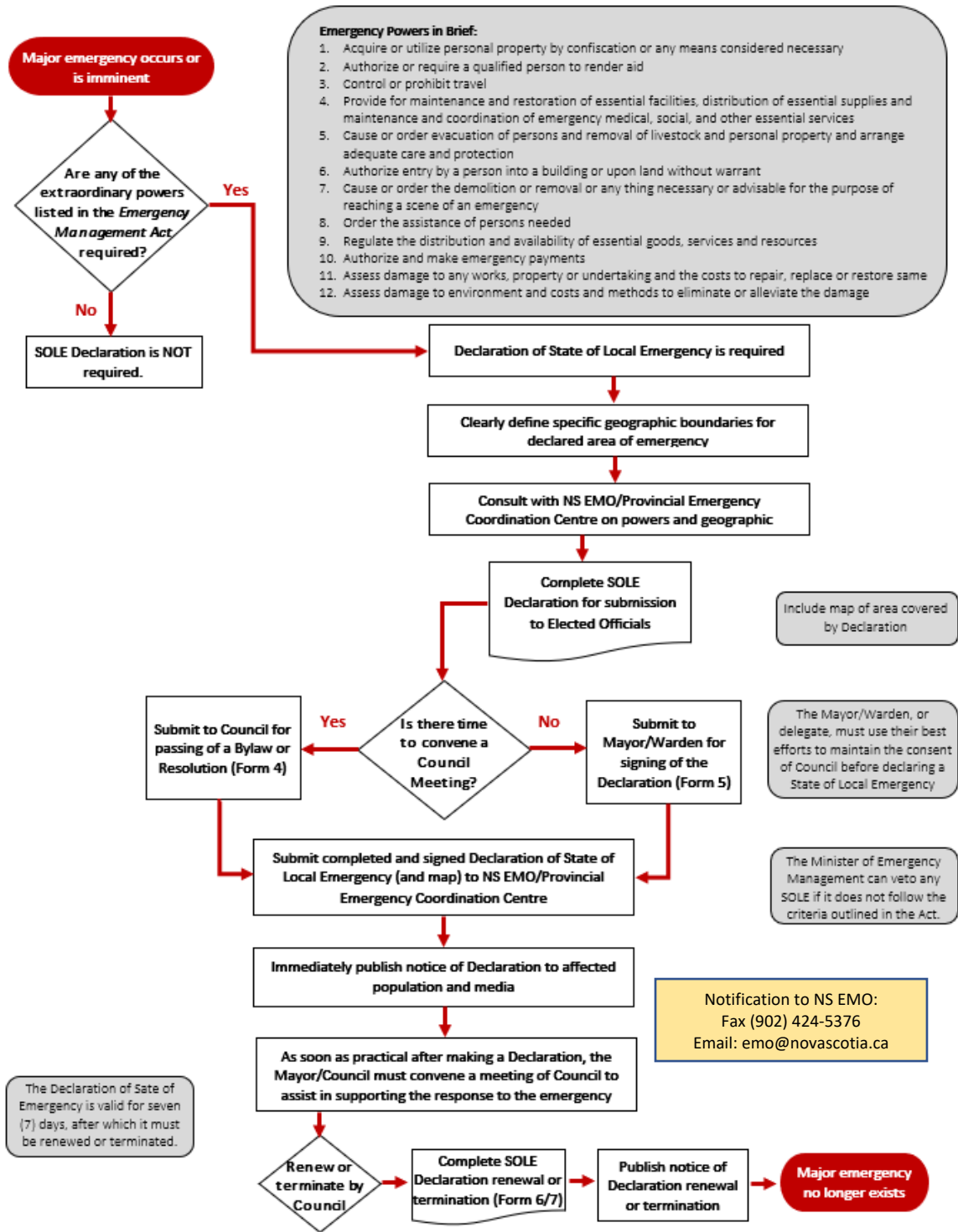
Mayors/Wardens and Elected Officials on the REMO Advisory Committee may be requested to respond to the Emergency Coordination Centre if established. Emergency duties specific to Elected Officials may include:

- ✓ If requested, respond to the ECC or set-up telecommunications to receive and transmit as directed by CAO or Elected Officials Liaison
- ✓ Upon recommendation of the ECC Manager, declare a State of Local Emergency (SOLE) (Form 4 or 5)
- ✓ If required, renew the SOLE declaration(s) every seven days (Form 6)
- ✓ Exercise all powers necessary as conferred by the [Nova Scotia Emergency Management Act](#).
- ✓ Authorize the expenditure of municipal funds in consultation with the CAO
- ✓ Participate in situational awareness updates/meetings as appropriate
- ✓ Advise and update Council of the current emergency situation. The decision to hold separate council updates or one joint council will be made in consultation with all Mayor(s)/Warden and the ECC Elected Officials Liaison
- ✓ In consultation with the ECC Liaison Officer / Public Information Officer, brief the Media at a designated Media Information Centre using Key Messages as presented by the ECC
- ✓ In consultation with the ECC Liaison Officer/ Public Information Officer, inform the public of significant developments
- ✓ Upon recommendation of ECC, terminate the State of Local Emergency (Form 7)
- ✓ Maintain a timed log of all requests and actions taken

# State of Local Emergency Flowchart

## Declaring a State of Local Emergency (SOLE)

*Nova Scotia Emergency Management Act (Sections 12, 14, 18, and 20)*



# Form 4 Declaration of State of Local Emergency for Municipal Councils

## FORM 4

### DECLARATION OF A STATE OF LOCAL EMERGENCY (Council of Municipality)

Section 12(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

#### Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes (  )      No (  )

#### Nature of the Emergency:

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon (  ) or afternoon (  ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon (  ) or afternoon (  ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

\_\_\_\_\_  
Council, Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

# Form 5 Declaration of State of Local Emergency for Mayor or Warden

## FORM 5

### DECLARATION OF A STATE OF LOCAL EMERGENCY (Mayor/Warden)

Section 12(3) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

**Emergency Area:**

The area generally described as

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes

No

**Nature of the Emergency:**

**AND WHEREAS** the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, exists or may exist in the Designated Area(s) noted above;

**AND WHEREAS** the Council of the Municipality is unable to act;

**AND WHEREAS** the undersigned has (check appropriate box)

(a)	Consulted with a majority of the members of the Municipal Emergency Management Committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(b)	Found it impractical to consult with the majority of the Municipal Emergency Management Committee	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**THE UNDERSIGNED HEREBY DECLARES** pursuant to Section 12(3) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above as of and from \_\_\_\_\_ o'clock in the forenoon  or afternoon  of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**THIS DECLARATION OF STATE OF LOCAL EMERGENCY** shall exist until \_\_\_\_\_ o'clock in the forenoon  or afternoon  of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

Mayor/Warden's signature

Municipality of \_\_\_\_\_

# Form 6 Renew a State of Local Emergency

## FORM 6

### RENEWAL OF A STATE OF LOCAL EMERGENCY (Council of Municipality/Mayor/Warden)

#### Section 20(2) of the *Emergency Management Act, S.N.S., 1990, c.8*

WHEREAS the area herein described is or may soon be encountering an emergency that requires prompt action to protect property or the health, safety or welfare of persons therein;

#### Emergency Area:

The area generally described as

Province of Nova Scotia (hereafter referred to as  
the "Designated Area(s)")

Yes

No

#### Nature of the Emergency:

AND WHEREAS the Declaration of a State of Local Emergency was signed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_;

AND WHEREAS the undersigned is satisfied that an emergency as defined in Section 2(b) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, continues to exist or may exist in the Designated Area(s) noted above;

THE UNDERSIGNED HEREBY DECLARES pursuant to Section 20(2) of the *Emergency Management Act*, a State of Local Emergency in the Municipality noted above is renewed as of and from \_\_\_\_\_ o'clock in the forenoon () or afternoon () of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

THE RENEWAL OF A DECLARATION OF STATE OF LOCAL EMERGENCY shall exist until \_\_\_\_\_ o'clock in the forenoon () or afternoon () of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, or for a maximum of 7 days from the date and time specified above unless the Declaration is renewed or terminated as provided in Section 20 of the *Emergency Management Act*;

THIS RENEWAL was authorized by the Minister responsible for the *Emergency Management Act*, pursuant to Section 20(2) of the Act by approval dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

DATED at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

In the event the Council is unable to act:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

**Form 7 Termination of a State of Local Emergency for Council of Municipality**

**FORM 7**

**TERMINATION OF A STATE OF LOCAL EMERGENCY**  
(Council of Municipality)

Section 18(2) of the *Emergency Management Act*, S.N.S. 1990, c.8

**WHEREAS** by a Declaration of a State of Local Emergency dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as renewed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a State of Local Emergency was declared for the following area:

**Emergency Area:**

The area generally described as

Province of Nova Scotia (hereafter referred to as the "Designated Area(s)")

Yes (  )      No (  )

**Nature of the Emergency:**

**AND WHEREAS** the undersigned is of the opinion that an emergency no longer exists in the Designated Area(s).

**THE UNDERSIGNED** pursuant to Section 18(2) of Chapter 8 of the Statutes of Nova Scotia, 1990, the *Emergency Management Act*, hereby terminates the State of Local Emergency effective as of and from \_\_\_\_\_ o'clock in the forenoon (  ) or afternoon (  ) of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**DATED** at \_\_\_\_\_, in the Municipality of \_\_\_\_\_, Province of Nova Scotia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Council of Municipality

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

[Authorized by Resolution No. \_\_\_\_\_  
dated the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_]

## Glossary of Terms

AEC	Assistant Emergency Management Coordinator
ECC	Emergency Coordination Centre
EMC	Emergency Management Coordinator
IC	Incident Commander
NS EMO	Nova Scotia Emergency Management Office
REMAC	Regional Emergency Management Advisory Committee
REMO	Regional Emergency Management Organization
REMP	Regional Emergency Management Plan
SOE	State of Emergency
SOLE	State of Local Emergency
TMR	Trunk Mobile Radio

DRAFT





## LUNENBURG COUNTY REMO

Emergency Management Coordinator  
902-930-1085

EMO@MODL.CA  
INFO@EMERGENCYMEASURES.CA

 @RegionalEMO



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Document No:  
Meeting: COUNCIL  
Circulate: July 28, 2020  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: JULY 24, 2020**

**RE: WASTE REDUCTION STRATEGY**

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### **1. FACTS**

At the January 14, 2020 Council Meeting the following motions were passed to allow the Waste Reduction Strategy Working Group (WRSWG) to begin work.

*Motion: moved and seconded to appoint Mayor Bailey as the Council representative and Chair of the Waste Reduction Strategy Working Group. Motion carried.*

*Councillor Bachman offered to serve on the Group as well which Council agreed with.*

*Motion: moved and seconded to approve of the Guidelines for the Waste Reduction Strategy Working Group which the Group may further refine (Schedule "E"). Motion carried.*

### **2. ISSUES AND OPTIONS ANALYSIS**

Nova Scotia's Our Path Forward report of 2011 set 300/kg/person/year as a target, but this target has largely fallen by the wayside. In 2020, with the Covid-19 pandemic, there is cause for concern about waste volumes with disposal of non-medical personal protective equipment and other single-use items like wipes.

The WRSWG held their inaugural meeting on January 30, 2020, using the approved Guidelines to direct their work. The Guidelines were revised on May 14, 2020 in response to the Covid-19 delay on timelines (Schedule "A").

## Membership

- Town elected official(s); chaired by a member of Council:
  - Mayor Rachel Bailey, Chair
  - Councillor Ronnie Bachman
- Staff as assigned by CAO:
  - Peter Baker, Public Works Superintendent
  - Heather McCallum, Assistant Municipal Clerk
- Invited community stakeholders:
  - Coastal Action (Ariel Smith)
  - Lunenburg Board of Trade (Jamie Myra/Kandace Fellows)
  - Plastic Free Lunenburg (Sue Kelly)
  - Region 6/Divert NS (Kirk Symonds/Valda Walsh)

## Activities

- Meetings
  - In person: January 30, February 13, February 20, March 5
  - Interim activity report provided to Town Council on March 10
  - Hiatus due to Covid-19 pandemic
  - Online: May 14, June 3, June 18
- Lunenburg Farmer's Market
  - March 12: WRSWG member organizations participated in a public information session on waste reduction and diversion, wearing green "3Rs" t-shirts donated by Jamie Myra
- Community Consultation
  - Resident community consultation sourced from Project Lunenburg and Plastic Free Lunenburg
  - Business community survey in March (44 responses)

The result of the WRSWG's work is the enclosed **Town of Lunenburg Waste Reduction Strategy (Attachment "B")**, submitted for Council's review and approval.

Please note: There are no timelines suggested for the recommendations; public restrictions for the pandemic would necessitate some items to be addressed when the situation normalizes.

### 3. FINANCIAL IMPACT

Strategy Action Items:

- Goal 1: Lead

Note: Action has taken place on several of the recommendations:

- A.i) Bylaw #38 recommended revision has been included
- B.ii) Three more multi-stream waste containers have been ordered from ABCO for Old Town, and one concrete multi-stream container has been installed at the Skate Park.

Costs for these recommendations include additional multi-stream (4-stream) waste bins. The Town has a grant application outstanding for three new-build ABCO Industries units for use in Old Town. Purchase of these units 1-2 at a time is incorporated into the 10-year capital plan, and a suggestion to consider offering sponsorship of the units is included in the Strategy.

➤ Goal 2: Collaborate

Costs for these recommendations include Councillor and staff time for ongoing discussions with community stakeholders, staff time and production costs (image rights, printing) for promotional pieces on a per-project basis, and potentially in-kind support on a per-project basis.

➤ Goal 3: Educate

Costs for these recommendations would involve staff time to create and distribute educational promotion materials, social media boosted post costs, image rights, in-kind use of Town facilities, and possible honorariums for workshop facilitators.

➤ Goal 4: Advocate

Costs for these recommendations include only Councillor and staff time for calls, letters, etc.

#### 4. **STRATEGIC PLAN RELEVANCE**

This project is in keeping with:

- Strategic Plan Goal #1: Promote a high quality of life for residents.
  - A. Beautifying the community.
- Strategic Plan Goal #3: Champion opportunities for our community's health and well-being.
  - A. Protecting our natural environment.
- Strategic Plan Goal #5: Operate the Town efficiently and effectively.
  - C. Developing and updating Town bylaws, policies, procedures and plans.
  - D. Developing partnerships and strengthening inter-municipal, provincial and federal relations.

#### 5. **RECOMMENDATION AND DRAFT MOTION**

It is recommended that Council approve Draft Motion a).

- a) Draft Motion: moved and seconded that Council adopt the Waste Reduction Strategy as presented OR with the following revisions: \_\_\_\_\_.

- b) Draft Motion: moved and seconded that Council adopt the Waste Reduction Strategy as presented in principal, and refer the Strategy to the General Government Committee to prioritize action items.
- c) Draft Motion: moved and seconded that Council refer the Waste Reduction Strategy to the General Government Committee for consideration.

Attachments:

- A. Waste Reduction Strategy Working Group-Guidelines REV\_May 14 2020.pdf
- B. Town of Lunenburg Waste Reduction Strategy\_June 31, 2020.pdf

Acknowledged only by:

Bea Renton  
Town Manager/Clerk

# TOWN OF LUNENBURG

## WASTE AND PLASTICS REDUCTION WORKING GROUP GUIDELINES

*Revised: May 14, 2020*

### 1.0 DEFINITIONS

“Town” means the Town of Lunenburg.

“Council” means the Council of the Town of Lunenburg.

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

### 2.0 PURPOSE

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

### 3.0 RESPONSIBILITIES

3.1 The responsibilities of the Working Group include:

- a. Confirm or revise the draft Objectives of the Strategy, as below:
  - Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.
  - Develop and/or promote education programs
  - Encourage the Province to **regulate extended** producer responsibility for end-of-life management of products and **packaging**, lifting the burden from municipal taxpayers
  - **Encourage the Province to expand its Single-Use Plastic Bag Ban legislation to include more single-use items**
  - Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work
  - Support collaborative efforts for waste reduction with other organizations
- b. Stakeholder consultation via meetings, surveys or other means; stakeholders to be defined as:
  - Residents – permanent and seasonal

- Businesses – including tourism, grocery, restaurant, retail, and other affected businesses directly and via the Lunenburg Board of Trade
- Advocacy groups – including Coastal Action’s Ocean Friendly Nova Scotia and Plastic Free Lunenburg
- Intra-municipal – Region 6 Solid Waste Management, the Federation of Nova Scotia Municipalities (re: extended producer responsibility in NS)
- Provincial – Environment NS, Divert NS, Develop NS – NS Bill #152 Plastic Bags Reduction Act (received royal assent on Oct. 30, 2019 and commences Oct. 30, 2020)
- Federal – Environment Canada – July 2019 national plastics reduction strategy announcement, confirmed by Prime Minister’s Twitter December 30, 2019 (details to come)

- c. Review materials to include:
- The Town’s current bylaw and policies on waste management or reduction for potential amendment (Bylaw #38, Procedural Policy #90);
  - Existing public consultation data from Project Lunenburg and Plastic Free Lunenburg;
  - Conduct a survey of businesses’ waste reduction challenges and opportunities
  - Consultation meetings with stakeholders as required
  - Consider issuing an invitation for further comment via email
  - Region 6 audit of public waste units November 2019
- d. Provide a recommendation to Council for a Town-specific Waste Reduction Strategy and/or Action Plan, including estimated costs.

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

3.3 The Working Group may seek outside expertise as necessary.

#### **4.0 MEMBERSHIP**

4.1 The members of the Working Group shall consist of

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

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

## **5.0 MEETINGS**

- 5.1 The time and schedule of Working Group meetings shall be determined by the Chair in consultation with the Working Group members.
- 5.2 A quorum of the Working Group shall consist of a majority of its members.
- 5.3 All meetings of the Working Group shall be held in public.
- 5.4 The Working Group shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

## **6.0 FINAL REPORT**

- 6.1 The Working Group shall submit a written report to Council outlining its findings and recommendations or progress report by **June 30, 2020**.
- 6.2 The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.



## WASTE REDUCTION STRATEGY



Prepared by the Waste Reduction Strategy Working Group  
Town of Lunenburg  
June 31, 2020

## INTRODUCTION

### About Us

On November 12, 2019, the Lunenburg Town Council passed a motion to establish a working group of elected officials and stakeholders to develop a Town Waste Reduction Strategy and/or action plan.

The following organizations partnered with the Town of Lunenburg to create this strategy as the Waste Reduction Strategy Working Group (WRSWG):

- Coastal Action (Ocean Friendly Nova Scotia program)
- Lunenburg Board of Trade
- Plastic Free Lunenburg
- Region 6 Solid Waste Management / Divert NS

### Why develop a strategy?

- Solid waste management: Garbage collection is a Municipal responsibility, and is a large cost in a municipal budget: waste collection in Lunenburg is a \$385,100 budget item for 2020/21, or 7% of a tax dollar. Waste reduction and diversion to recycling and composting has a tangible impact on the cost burden to municipalities.
- Environmental stewardship: Town Council recognized the importance of environmental protection in its Strategic Plan adopted in 2014 and renewed in 2016. In 2018 citizens asked that a renewed effort be made to reduce waste, particularly single-use plastic.

*Note: A list of materials reviewed by the WRSWG to develop the Strategy are on page 11. Source documents are available upon request.*

# STRATEGIC MISSION

**Reduce solid waste in the Town of Lunenburg.**  
*Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.*

# STRATEGIC GOALS

1	LEAD
2	COLLABORATE
3	EDUCATE
4	ADVOCATE

## STRATEGIC GOALS + ACTION ITEMS

### LEAD

- 1 *Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work*

#### ACTION ITEMS:

- A. Review and revise Town bylaw and policies for greater waste reduction and diversion
- i) Bylaw #38 Solid Waste Management – recommended revision to Item 20: “Leaf and yard waste may also be deposited into **heavy kraft** paper; ~~clear, transparent or biodegradable plastic bags~~”
  - ii) Procedural Policy #90 – recommended that the Town introduce a requirement for renters (contracts) and tenants (leases) of Town facilities to follow the Town’s policy of avoiding the use of non-recyclable, non-compostable containers and other materials
  - iii) Consider requiring facility renters to be responsible for removing their own solid waste
- B. Install more public multi-sort waste bins and continue the process of removing catch-all bins with a target date for elimination
- i) Locations to be guided by Region 6’s waste container audit of November 2019. Standard Divert NS signage to be used on all Town waste containers (Region 6 recommended that both Organics and Paper go into the middle slot for existing three-slot bins)
  - ii) Future multi-sort container builds to have four slots, and reposition the Town logo down to better accommodate the sorting signs
  - iii) Group existing large catch-all bins to create labelled multi-sort stations
  - iv) Convert some of the pole-mounted catch-all bins with new labelled single-hole opening for recyclable drink containers only and/or labelled dog waste stations
  - v) Offer sponsorship opportunity of multi-sort bins by community groups or businesses (similar to that of public benches) to offset costs. Placement of sponsor recognition to be in line with the Town’s Land-Use Bylaw and Sponsorship Policy.

C. Restrict election campaign signs

- i) Ban election signs made from single-use, non-recyclable material (such as corrugated plastic).
- ii) Educate the public on the current signage bans included in the Land Use Bylaw.

**COLLABORATE***Support collaborative efforts for waste reduction with other organizations*

The Town of Lunenburg currently has a shared waste management contract with the other Lunenburg County municipalities via Region 6 Solid Waste Management.

**ACTION ITEMS:****A. Support community-based initiatives**

- i) Promotion and/or in-kind support of existing programs and encourage the development of new ones (e.g., [Ocean Friendly Nova Scotia](#), the [Blue W](#) program, [boomerang bags](#))
- ii) Promote PFL development of a dish/cutlery bank that people can borrow or rent at a nominal cost for backyard parties, etc.
- iii) Member organizations of the WRSWG are active in the community with workshops, in-person visits, Farmer's Market appearances, etc. – co-promotion and/or co-hosting by the other member organizations should be part of planning to expand the reach of each other's work
- iv) PFL to liaise with Royal Canadian Legion Branch 23 to encourage them to convert to a local rental/re-use program for existing plastic Remembrance Day wreaths and begin to offer alternative biodegradable wreath(s) such as grape vine or fir

**B. Support business-based initiatives**

- i) Liaise with businesses and professional associations in support of waste-reducing initiatives (e.g., Pharmacists Nova Scotia re: allowing patients to return their own bottles for refilling, or considering a change from plastic to glass medication dispensing bottles)
- ii) Ocean pollution/plastic – recommended the Town encourage stakeholders such as Develop NS, Region 6, and Coastal Action into a discussion to develop a ship-to-shore campaign that encourages boaters and fishers to bring waste back to shore

**C. Participate in county-wide initiatives**

- i) Curbside Giveaway Weekend – recommended that the Town join the other Lunenburg County municipalities planning to pilot this program in October 2020. (Reference: <https://www.communityrecycling.ca/538-uncategorised/1050-curbside-giveaway>)

- ii) Maintain communication with neighbouring municipalities on other such initiatives
- D. Representatives of the Waste Reduction Strategy Working Group partner organizations to meet annually at the beginning of each New Year to review accomplishments and refresh recommendations.

**EDUCATE***Develop and/or promote education programs on waste reduction and diversion*

Educating residents and businesses on waste reduction and diversion is the single most important piece to achieving the strategic mission.

**ACTION ITEMS:****A. Inform the public what happens to waste after it leaves their hands**

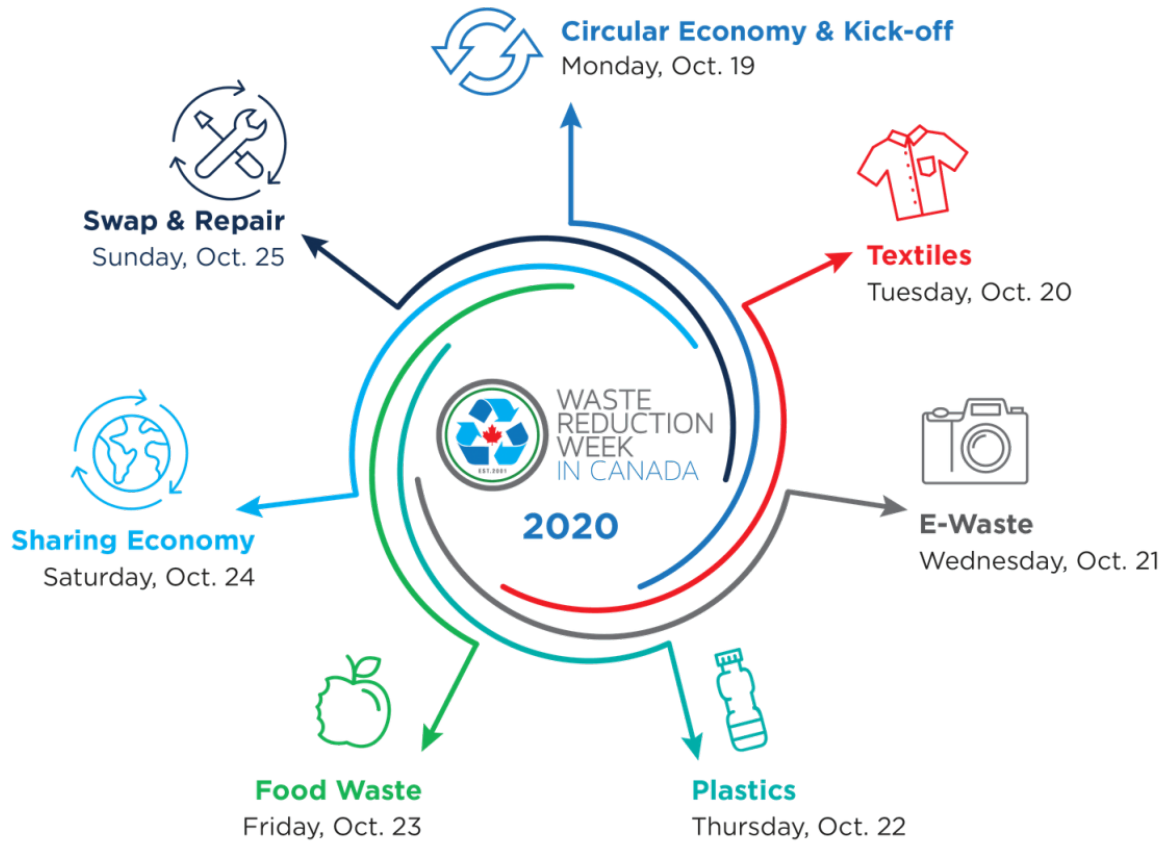
- i) Work with Region 6 to develop a new campaign – there are many myths to dispel (i.e., those who think recycling collection items go to landfill)
- ii) Re-run evergreen content such as the anti-pollution “Not Wanted in our Wastewater” campaign from 2019
- iii) Continue running posts in partnership with Public Works (e.g., wipes, fabric rags, and a hockey stick blocking catch basins)

**B. How residents and businesses can improve their waste reduction and diversion**

- i) A volunteer street team on selected weekend(s) during tourism seasons providing one-on-one education about correct waste sorting; volunteers to be sourced through the stakeholder organizations
- ii) Lunenburg Recreation to continue working with subject matter experts in our community to host or co-host eco-workshops through Lunenburg Recreation; move these to more user-friendly venues (i.e., the Fire Hall, Lunenburg Library, or Community Centre)
- iii) Co-promote information posts and campaigns, such as 2019’s “Join in Bring Your Own” campaign encouraging people to bring their own bags, mugs, etc. out with them and share a photo with the #JIBYO hashtag
- iv) Develop information promos around other initiatives in this report as they are addressed

**C. How to reduce over-consumption of products that create waste**

- i) Share information about seldom recognized sources of plastic pollution, such as cigarette butts and boat wrap
- ii) Waste Reduction Week is annually in October: this year is October 19-25, 2020 with theme days already assigned that provide a useful blueprint for the planning of educational pieces: <https://wrwcanada.com/en/2020-theme-days> (see graphic on next page)



**ADVOCATE**

*Advocate for action on important Provincial or Federal waste reduction legislation that can effect change*

**ACTION ITEMS:**

- A. Participate in the Nova Scotia Federation of Municipalities (NSFM) effort to convince the Province to regulate extended producer responsibility (EPR) for end-of-life management of products and packaging, lifting the burden from municipal taxpayers (Note: EPR was adopted as one of NSFM's policy priorities for 2020)
  - i) Help improve public understanding of EPR
  - ii) Encourage the public and businesses to express their support for EPR to business associations and Provincial elected representatives
  - iii) Encourage NSFM to take action to educate MLAs and caucuses
  - iv) As a municipal stakeholder, communicate with Ministers and Provincial staff (Municipal Affairs/Environment) as well as our own MLA to promote adoption of EPR
  
- B. Encourage the Province to expand its plastic bag ban legislation "An Act to Reduce the Use of Plastic Bags and Other Single-Use Products" to include restrictions on more single-use items
  - i) Work through NSFM to encourage the Province to continue their efforts to expand the Act
  - ii) Encourage community efforts to express support for amendments to the Act to their Provincial representatives
  
- C. Reduce the use of large plastic boat wraps on the Lunenburg Waterfront
  - i) With other stakeholder(s) such as the Lunenburg Waterfront Association, and Develop Nova Scotia, seek recycling centres for the plastic and/or alternative re-usable covers

## SOURCES

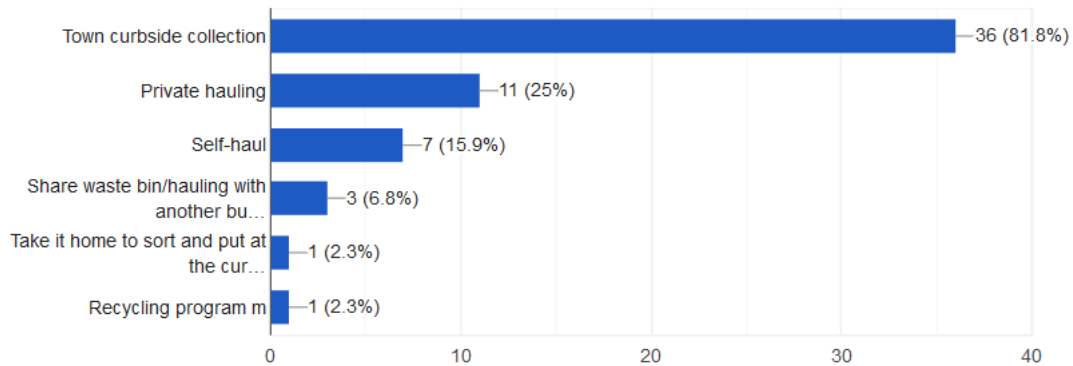
Materials and resources reviewed by the WRSWG to develop the Strategy:

- Business consultation via a survey of businesses' waste reduction challenges and opportunities in March 2020 (see Appendix). *Many thanks to the businesses that responded, as your contributions were invaluable in drafting this Strategy.*
- Existing community consultation data:
  - Project Lunenburg ([Sustainability and the Environment, Lunenburg Individual Survey](#)); and
  - Plastic Free Lunenburg ([Consultation Report](#))
- The Town of Lunenburg's current policy:
  - [Bylaw #38 Waste Management Bylaw](#); and
  - Procedural Policy #90 on waste reduction for municipal activities and events
- The Province of Nova Scotia's strategy ([Solid Waste Resource Management Strategy](#)) and legislation ([An Act to Reduce the Use of Plastic Bags and Other Single-use Products](#))
- The Government of Canada's strategy ([Ocean Plastics Charter](#)) and announcement of anticipated legislation
- Region 6's audit of public waste disposal units completed in November 2019



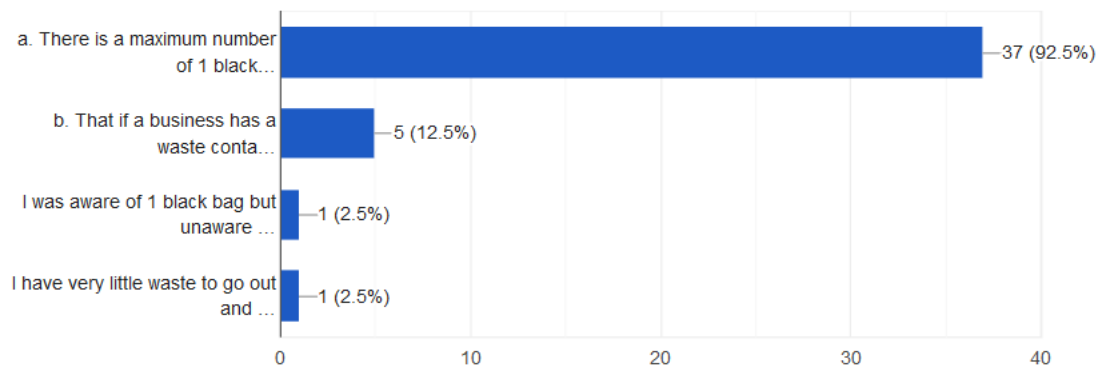
2. How does your business handle garbage disposal (check all that apply)?

44 responses



3. For curbside garbage collection, are you aware that (check all that apply):

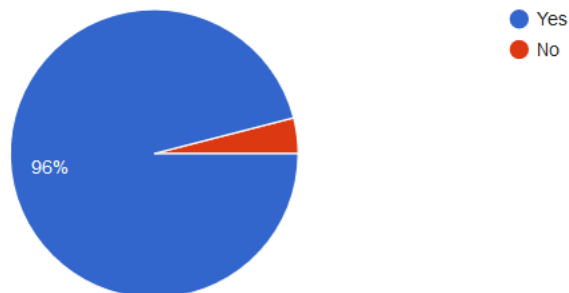
40 responses



Other: I was aware of 1 black bag but unaware of 5 clear bags permitted; I have very little waste to go out and sort whatever comes in

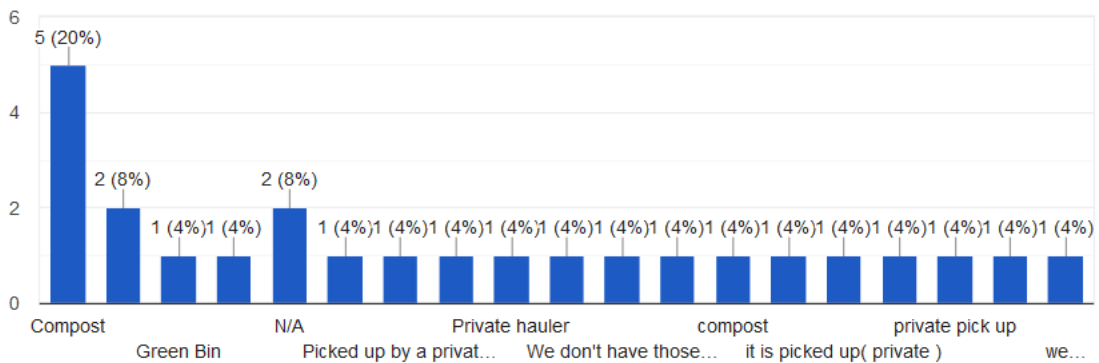
4.A If you are in the food & beverage or hospitality business, are you aware that oil and grease, liquid residues with high organic concentration, and food scraps should not be disposed of down your sink or sewer?

25 responses



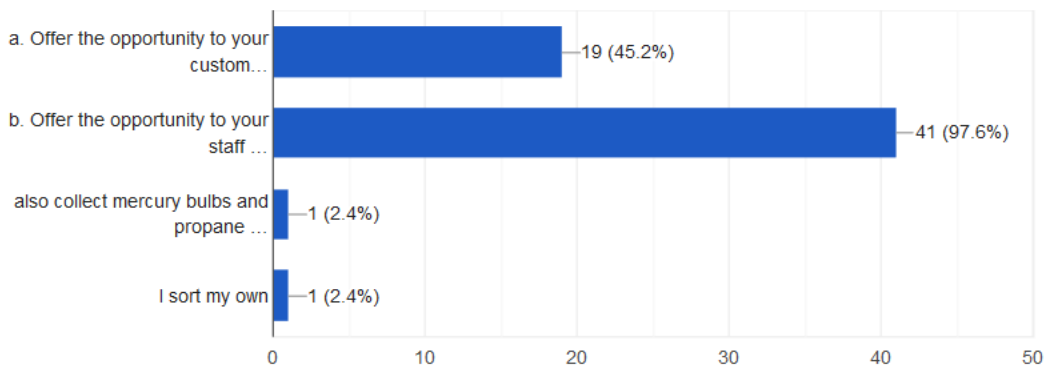
#### 4.B How do you dispose of this material?

25 responses



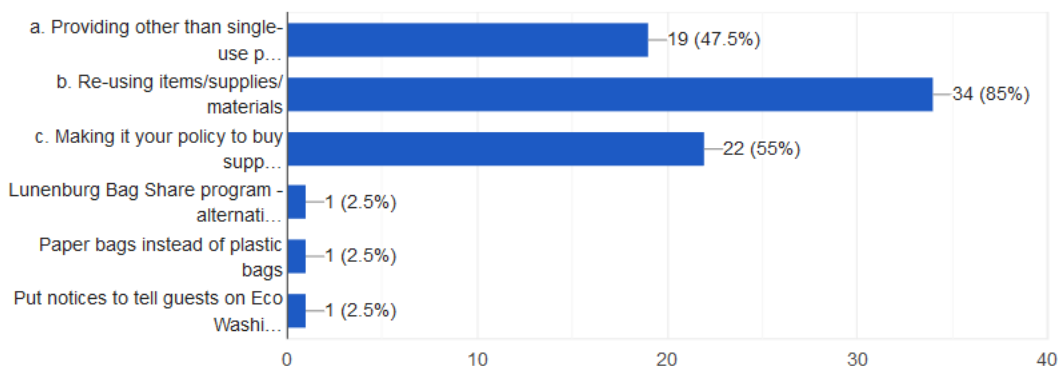
#### 5. Within your premises, does your business (check all that apply):

42 responses



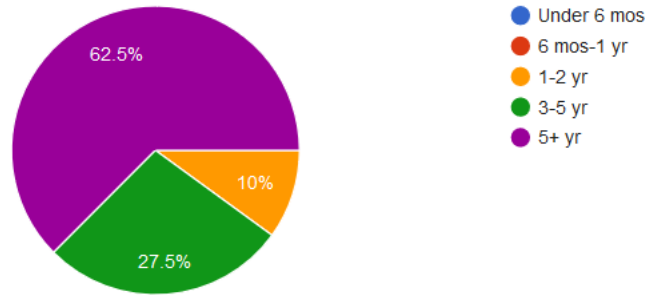
#### 6.A Does your business reduce waste by methods such as (check all that apply):

40 responses



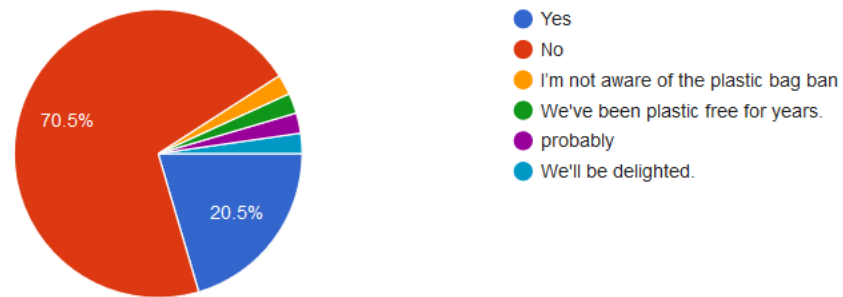
6.B If yes to above, how long has your business been practicing waste reduction?

40 responses



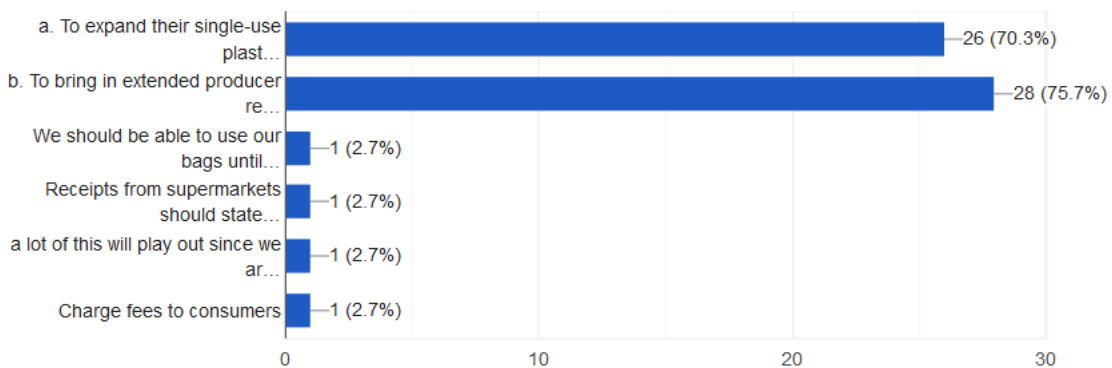
7. Will the October 2020 provincial single-use plastic bag ban affect you?

44 responses



8. Should the Town continue to lobby the Province (check all that apply):

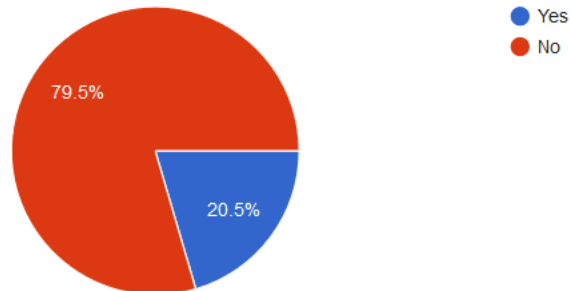
37 responses



Other: We should be able to use our bags until they are gone. Defeats the purpose to have to throw them out; Receipts from supermarkets should state how much packaging; A lot of this will play out since we are all moving this direction; Charge fees to consumers

9. Have you ever attended or hosted a workshop or session on waste management for your business?

44 responses



10. Is there anything else that you think we should know? Is there anything else our Waste Reduction Strategy should consider?

7 responses

Boat wraps

The current program is very much focused on restaurants and cafes. There are other business in town who are also keen to reduce waste and single use plastics.

Cleaning trash from public areas, ditches, along the trails, harbourfront.

Can we get smaller compost bins? [https://images-na.ssl-images-amazon.com/images/I/71yxhpQv4WL\\_AC\\_SL1300\\_.jpg](https://images-na.ssl-images-amazon.com/images/I/71yxhpQv4WL_AC_SL1300_.jpg) I will pay

that cigarette butts are a giant environmental hazard also, have MORE waste bins, not only for garbage but also for cigarette butts.

smoking and cigarette butts. They are a big problem and not just with visitors. We have outdoor tables and the butts everywhere. Signage and fines should be implemented!

No, looks like you have covered it all.

**1.A What type of business are you?**

- Motel
- Festival & Conference
- an art gallery
- Hotel
- Bed & Breakfast
- pub and eatery
- bed and breakfast
- Retail
- Retail
- Marine Retail store
- Manufacturing
- Manufacturing
- bed and breakfast
- Custom service
- Retail
- Trades
- Retail
- Retail
- Tours for tourists.
- Insurance
- retail clothing
- B&B
- Child Care
- Retail
- customer service
- Food service
- Retail
- Seasonal recreational facility
- cafe/retail
- retail
- Bowling alley
- retail
- ART GALLERY
- Restaurant
- Lunenburg Tennis Club
- Auto parts store
- non-profit
- Handweaving studio with retail space
- Pizza restaurant
- Small marine repair.
- retail&Art studio
- Museum
- Recreation and Restaurant
- Hotel

Summary	
Accommodations	7
Festival	1
Art Gallery/Studio/Museum	5
Restaurant/Food Service	6
Manufacturing	4
Retail	12
Recreation	3
Services	6
	44

## Kelly Jardine

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**From:** Donna Kelly [<mailto:dmkelly@eastlink.ca>]  
**Sent:** July-09-20 6:49 AM  
**To:** Bea Renton <[brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)>  
**Subject:** Re: Change To Parking Bylaw regarding Veteran plates

Good morning Bea,

I would like to see an exemption for veterans to enable them to park wherever they choose while visiting Lunenburg. There are very few. Most Legion members from other places park in our parking lot. Veterans who have veteran plates from other areas Who are not Legion members and don't know to ask to park in our lot should be able to park unrestricted by time limits. We are talking very, very few people who visit here. Their service to our country should give them that exemption.

Regards

Donna Kelly  
 President  
 Royal Canadian Legion Branch 23

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**From:** Donna Kelly <[dmkelly@eastlink.ca](mailto:dmkelly@eastlink.ca)>  
**Date:** June 21, 2020 at 8:57:12 AM ADT  
**To:** Rachel Bailey <[RBailey@explorelunenburg.ca](mailto:RBailey@explorelunenburg.ca)>  
**Subject: Change To Parking Bylaw regarding Veteran plates**

Good afternoon Mayor Bailey And Councillors

I was deeply disappointed and saddened to see that a change to the parking meter bylaw regarding the veteran exemption at parking meters was introduced, and passed first reading, without any consultation with Royal Canadian Legion Branch 23, Lunenburg.

In my three years as president of Branch 23, I have met many veterans from other areas of Lunenburg County, other parts of Nova Scotia and from other Provinces who were pleased to be informed that they did not need to feed the meters in the Town of Lunenburg if they had a veteran license plate. They were appreciative and left the area knowing that their service to Canada was recognized.

With the proposed amendment, I now will have to tell them that your years of service to Canada, although appreciated by the Town of Lunenburg, is not worth any more than two hours at a parking meter. I personally find this reprehensible and would be embarrassed to have to tell veterans this information.

We have very few veterans living here and visiting here. The loss of revenue to the Town is negligible. To minimize the veterans parking exemption will make our a Town look cheap and disrespectful towards our veteran community. I ask that this amendment be defeated on next reading so that our veteran community can continue to feel welcomed and respected in the Town of Lunenburg.

Thank you for your consideration of this email in your upcoming deliberations.

Sincerely,

Donna Kelly  
President  
Royal Canadian Legion Branch 23

Sent from my iPad

**BY-LAW NO. 20**

**A BY-LAW RESPECTING PARKING METERS**

**Short title**

1. This By-Law shall be known as and may be cited as the "Parking Meters By-Law". Interpretation.
2. In this By-Law:
  - i. "Commercial Motor Vehicle" means a commercial motor vehicle as defined in the Motor Vehicle Act;
  - ii. "Council" means the Town Council of the Town of Lunenburg;
  - iii. "Motor Vehicle" shall have the meaning assigned to motor vehicle by the definitions in the Motor Vehicle Act;
  - iv. "Motor Vehicle Act" means RSNS 1989 Chapter 293 as amended;
  - v. "Parking Meter" means a mechanical or electronic device that indicates a period of time shall be purchased by payment, during which parking is permitted in the parking space to which the meter relates;
  - vi. "parking space" means a space for parking a motor vehicle controlled and regulated by a parking meter;
  - vii. "Peace Officer" means a police officer, or a special constable appointed by the Police Act, SNS 2004 C. 31 as amended; and
  - viii. "Town" means the Town of Lunenburg.

**Purchase or lease of meters**

3. The Council is authorized to purchase or lease from any person or body corporate such number of parking meters as it may deem necessary, and for this purpose, the Council may enter into agreements with any person or body corporate for the purchase or lease thereof upon such terms of payment thereof as it may deem advisable.
4.
  - (1) **Placing of Parking Meters**

Parking Meters installed in the Town shall be placed on or adjacent to the sidewalk or near the curb or edge of the roadway, or in parking grounds.

(2) Relation of meters to spaces

An individual meter shall relate to the parking space within which or adjacent to which it is placed and a twin meter shall relate to the two parking spaces immediately adjacent to it and all meters shall relate to their respective parking spaces in accordance with this By-Law.

(3) A parking meter shall be identified by a number which shall be known as the meter number.

**Enforcement and Administration:**

5.

- (1) It shall be the duty of all members of the RCMP policing the Town of Lunenburg, [as well as all Special Constables whose powers and/or duties include the enforcement of this By-law] to enforce the provisions of this By-law.
- (2) The installation, operation, maintenance, location and removal of all parking meters in the Town shall be under the authority of the Town Council and under the management, supervision and direction of the Town Engineer of the Town.

**Spaces to be marked**

6. Parking spaces shall:

- (1) be of sufficient size to accommodate one passenger motor vehicle; and
- (2) be marked off by painted lines or other means, adjacent to the curb or sidewalk or edge of the roadway of the streets upon which parking meters are installed, and marked off by painted lines or other means in any parking ground upon which parking meters, are installed.

7.

- (1) Vehicles shall be parked within the bounds of the parking space.
- (2) Notwithstanding subsection (1), where the dimensions of a motor vehicle are such that it exceeds the size of the parking space, the motor vehicle may occupy more than one parking space, but coin deposit must be placed by the driver in all applicable meters.
- (3) it shall be an offence and a violation of the Bylaw for any driver to park or leave standing any motor vehicle beyond the lines or markings of the parking space except as provided for in subsection (2) of this section.
- (4) Not more than one motor vehicle shall be parked in any parking space.

### **Sign on meter**

8.

- (1) Each parking meter installed shall have thereon an appropriate sign or device stating the parking time permitted in the individual parking space to which it relates.

### **Time indicator**

- (2) When in operation, each parking meter shall indicate either by a dial and pointer or a digital display, the period of time acquired by coin deposit during which parking is permitted in the parking space to which such meter relates, and shall upon the expiration of the period of time permitted for parking indicate either that parking in such parking space is in violation of this By-Law or provide that the word "violation" or "expired" or "time expired" is visible in the observation window of the parking meter or where the meter has a digital display show a reading of "00:00".
- (3) Each parking meter shall bear thereon directions indicating the days and hours when the requirement to deposit coins therein shall apply, the value of the coins to be deposited, and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates.
- (4) Depositing excess coins in a parking meter shall not give credit for any additional time beyond the maximum time illustrated on the said parking meter.
- (5) Only coins which are lawful money of Canada shall be deposited in a Parking Meter.

### **Fees**

9. The rate for parking meters within the Town of Lunenburg shall be set by the Town Council from time to time.

For convenience a meter may accept coins of larger denomination without giving additional time beyond the maximum time allotted for the meter.

### **Restriction**

10. The parking or leaving standing of any motor vehicle in a parking space provided by this By-Law or by any By-Law of the Town, shall be restricted to the manner prescribed by the directions set forth on the parking meter relating to such parking space.

### **Offence**

11.

- (1) It shall be an offence and a violation of this By-Law for the driver of any motor vehicle to park or leave the same standing in any parking space and fail to

immediately deposit in the parking meter relating to such parking space, a coin or coins of lawful money of Canada and of sufficient value to permit the parking or leaving standing of such motor vehicle in such parking space for any period of time permitted by this By-Law and as shown by directions set forth on such parking meter.

- (2) It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter for a period of time in excess of the maximum period allowed by the direction on the parking meter regardless of the payment deposited or whether the word "expired" or the digital display reading "00:00" is visible in the parking meter's observation window.

### **Commercial**

12.

- (1) Notwithstanding any other provision of this By-law, the driver of a commercial motor vehicle, may park or leave such commercial motor vehicle standing in any parking space for the purpose of loading or unloading goods, wares, merchandise, materials or passengers for any period of time not exceeding thirty minutes, without depositing any coin or coins in the parking meter relating to such parking space.
- (2) It shall be an offence and a violation of this By-Law for the driver of a commercial motor vehicle:
  - (a) to park or leave same standing in any parking space for any period of time in excess of thirty minutes; and
  - (b) notwithstanding subsection (1) of this section, to fail to comply with the direction set forth on the parking meter relating to such parking space;

### **Maximum Time**

13. When the driver of any motor vehicle has parked or left the motor vehicle standing in any parking space for a period of time in excess of the maximum period of time allowed by the directions set forth on such parking meter, it shall be a new and separate offence for each additional hour that an offence continues.

### **Offence**

14.

- (1) It shall be an offence and a violation of this By-Law for a driver of a motor vehicle to permit the same to be parked or left standing in any parking space while the word "violation" or "expired" or "time expired" is visible in the observation window

of the parking meter relating to such parking space or where the meter has a digital display reading "00:00", unless such motor vehicle is parking pursuant to the provisions of section 12 herein.

- (2) It shall be an offence and a violation of this Bylaw for the driver of a motor vehicle to park or leave standing the motor vehicle in a parking space if a period of time has not been purchased from the parking meter.

### **Slugs prohibited**

15. It shall be an offence and violation of this By-law for any person to deposit or cause to be deposited in any parking meter installed in the Town, any disc, slug, device, metallic substance or other substitute for the coins permitted to be deposited in accordance with this By-Law.

### **Penalty**

16.
  - (1) Any person alleged to have violated this By-law [other than section 20 hereof] shall be given notice by a ticket left on the motor vehicle for each offence.
  - (2) A person who contravenes any section of this By-law [other than section 20 hereof] is liable upon summary conviction to a penalty of thirty dollars (\$30.00). A person who is alleged to have violated the Parking Meter By-law and is given notice of the alleged violation may pay a penalty in the amount of fifteen dollars (\$15.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of thirty dollars (\$30.00) for each offence (plus any applicable charge referred to in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).
  - (3) Each additional period of one hour that any person is found to be in violation of this By-Law shall constitute a new and separate offence.

### **Liability of Owner and Driver**

17.
  - (1) It is an offence to be the registered owner of a motor vehicle that is parked or left standing in violation of this bylaw, whether or not the registered owner is the driver of the motor vehicle at the time of the violation.

- (2) The owner of a motor vehicle shall incur the fine provided for a violation of this By-law unless at the time of such violation the motor vehicle was in the possession of some person other than the owner without the owner's consent, either expressed or implied, and the driver of a motor vehicle not being the owner thereof shall also incur the fine, penalties and other consequences provided for such violation of this By-law.

#### **No fees payable**

18.

- (1) No fee shall be payable for parking meters from and including the last week of November of each year until and including the 31st day of December of the same year, provided nevertheless that the maximum parking time allowed on the parking meters shall still be enforced. It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter during the period from and including the last week of November of each year until and including the 31<sup>st</sup> day of December of the same year for a period in excess of the maximum parking time which can be purchased on that parking meter.
- (2) No fee shall be payable for parking meters during such additional day or days as shall be established by resolution of Town Council. It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space regulated by a parking meter during said additional exempt day(s) for a period in excess of the applicable maximum parking time which can be purchased on that parking meter.
- (3) No fee shall be payable for parking meters on any statutory holiday, Sunday or between the hours of 5:00 p.m. on one day and 10:00 a.m. of the next day.

19.

- a. Notwithstanding the provisions of this By-law, the Finance Director or their designate may, upon being satisfied that the use of a parking space or spaces is reasonably necessary on a short term continuous basis, issue a temporary parking permit for a specific period of time authorizing the short-term usage of a parking space without depositing monies in the parking meter. The permit shall only be issued for motor vehicles or contractors' equipment trailers or construction dumpsters, and shall be displayed in the windshield of the motor vehicle or on an exterior side of the construction dumpster, or equipment trailer, as the case may be. Before a permit is issued, prepayment shall be made at the Town Office of an amount set by Council from time to time plus HST per parking space for each day of the period referred to in the permit.
- b. Notwithstanding the provisions of this By-law, the Finance Director or their designate may issue a permit for overnight parking in areas on Town property designated by the Treasurer for overnight parking, upon prepayment at the Town

Office of an amount set by Council from time to time per month plus HST for each month (or part thereof) of the period referred to in the permit.

- c. It shall be an offence and a violation of this By-law for any person:
  - i. to utilize a parking space for a motor vehicle or construction dumpster or contractor's equipment trailer as referred to in section 19(a) without a valid permit, or
  - ii. to park overnight in any area on Town property designated by the Treasurer for overnight parking without a valid permit.

20.

- i. It shall be an offence and a violation of this By-law for a person to block, impede or hinder the use of a parking space regulated by a parking meter, by placing a cone or cones or other object or objects in the parking space.
- ii. A person who contravenes this section of the By-law is liable upon summary conviction to a penalty of Fifty Dollars (\$50.00).

A person who is alleged to have violated this section of the By-law and is given notice of the alleged violation, may pay a penalty in the amount of Twenty-Five Dollars (\$25.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of Fifty Dollars (\$50.00) for each offence (plus any applicable charge referenced in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).

21. Notwithstanding the other provisions of the By-law, no parking ticket shall be issued to any registered owner of a vehicle lawfully displaying a veteran's number plate issued pursuant to the "Veteran's Number Plate Regulations" of Nova Scotia for a parking meter violation (but this exemption shall not apply to the maximum parking time displayed on the parking meter).

### **Enforcement**

22. This Bylaw may be enforced by any Peace Officer.

### **Repeal**

23. All former Parking Meters By-laws of the Town (and specifically the existing Parking Meter By-law No. 20 and any purported amendments thereto) are hereby repealed and this By-Law substituted therefor.

**CERTIFIED AMENDMENT TO THE TOWN OF LUNENBURG BY-LAW NO. 56****HACK AND TROLLEY BY-LAW**

**WHEREAS** the liability insurance to be provided in order to obtain a Hack License should have the Town added as an "additional insured" and not an "additional named insured".

**BE IT RESOLVED** by the Town of Lunenburg that the Hack and Trolley By-law No. 56 be and is hereby amended as follows:

In section 4(a)(4) the term "additional named insured" shall be deleted and the words "additional insured" shall be substituted therefor.

Any reference to liability insurance in the Application and Renewal Form for a Hack License shall provide that the Town be added as an additional insured and not additional named insured.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Bea Renton  
Town Manager/Clerk

I, Bea Renton, Town Manager/Clerk for the Town of Lunenburg, do certify that the attached is a true copy of an Amendment to the Town of Lunenburg's Hack and Trolley By-law No. 56, duly approved by the Lunenburg Town Council on \_\_\_\_\_, 2019, with first reading having been given on \_\_\_\_\_, 2019, Second and Third readings on \_\_\_\_\_, and effective on \_\_\_\_\_, 2019, the date of advertisement in the Progress Enterprise Newspaper.

Government General Committee  
 April 18, 2019  
 #5 New Business - draft revisions to A  
 Bylaw Respecting Street Encroachment  
 For Building Access Bylaw #65

- (b) For all purposes of this By-law, an Encroachment License shall constitute a license and a permit as referred to in Section 49(1)(d) of the Municipal Government Act which addresses the delegation of authority.
  - (c) When addressing the restoration of a pre-existing encroachment, the Heritage Officer, Development Officer and Engineer may use such evidence as they deem appropriate to determine the existence of, dimensions and details of any such encroachment.
  - (d) No Encroachment License shall be issued until the owner has executed and delivered to the Town an Indemnity in the form attached as part of Schedule "A" with such modifications in form as may be deemed appropriate by the Heritage Officer, Development Officer and Engineer in each case, or in such other form as may be adopted by Council by Resolution from time to time.
5. Notwithstanding anything in this By-law, no Encroachment License shall be issued except upon an approved Application pursuant to the provisions of this By-law, and the latitude provided in Sections 2.1(d) and 2.1(e) and 2.1(f) and 2.11 apply only in relation to an Application for the issuance of an Encroachment License.
- 2.3 The fees to be paid for an Encroachment License shall be an application fee of \$100.00 (HST included) or as determined by Council by Policy from time to time **to help offset Town staff time reviewing and processing the Encroachment License. If the Town must incur legal fees to prepare, review, etc. an Encroachment License renewal or assignment the Town shall provide a maximum \$500. legal fee credit or \$1,000. legal fee credit for the preparation of a new Encroachment License, the balance of which shall be paid by the Encroachment Licensee prior to the Encroachment License being executed by the Town. The amount of the legal fee credit shall be annually indexed effective January 2020 by the prior year's calendar consumer price index for Nova Scotia.**
- 2.4 Every Application for an Encroachment License shall:
- (a) unless waived by the Heritage Officer, Development Officer and Engineer, be based upon a Plan of Survey showing the location of any sidewalk and the roadway or paved portion of the street, if applicable, as well as the street line, together with any features within five (5) feet of the street line, and the proposed boundary of the encroachment;