



## AGENDA

### Town of Lunenburg Council Meeting

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

Lunenburg Town Hall, 120 Townsend Street & Zoom/YouTube

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1. Call to Order and review of Provincial COVID-19 Pandemic In-Person x 10 Meeting Restrictions – Mayor Risser.
2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Risser.
3. Agenda - motion to approve.

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

4. December January 26, 2021 Council meeting minutes - motion to approve.

**Motion: moved and seconded to approve the January 26 Council meeting minutes.**

5. Public Hearings, Presentations and Questions
  - a. Sarah Kucharski, Communications Officer, Municipality of the District of Lunenburg, presentation regarding the draft Lunenburg County Accessibility Plan (**Schedule "A"**) for Councils' adoption; and
  - b. John Meisner, Chair, and Angela Saunders, General Manager, Fisheries Museum of the Atlantic/Lunenburg Marine Museum Society and Anne Bailly, Director of Operations, and Emily Sollows, Communications and Assistant Operations, Bluenose II 100<sup>th</sup> Anniversary information updates.

6. Correspondence, Petitions and Proclamations consideration

- a. Heritage Day February 15, 2021 Proclamation – staff report and draft motion

**Motion: moved and seconded that Council hereby approves the adoption of the attached Heritage Day Proclamation for February 15, 2021 (Schedule "B").**

7. Business arising from the Minutes/Unfinished Business (nil)
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

- a. Joint Occupational Health and Safety Committee January 21, 2021 meeting minutes.

9. New Business

- a. Lunenburg Accessibility Committee Plan for Council approval and Minister of Justice letter advising of a one year extension to April 1, 2022 to develop a Town Accessibility Plan – staff report and draft motions

Motion: moved and seconded that Council write the Nova Scotia Premier, the Minister of Justice, Mark Furey, Minister responsible for the Accessibility Act, as well as the Nova Scotia Federation of Municipalities (NSFM) in support of municipal funding programs for the implementation of Municipal Accessibility Plans (Schedule “C”).

Motion: moved and seconded that Council hereby approves the adoption of the Lunenburg County Accessibility Plan as presented by the Lunenburg County Accessibility Committee, and authorize the submission of the Plan to the provincial Accessibility Directorate and directs staff to undertake the Town of Lunenburg’s Accessibility Operation Plan which will become an appendix to the overarching Lunenburg County Accessibility Plan for consideration of Council at a future meeting (Schedule “C”).

- b. Development Agreement Application for 6 Victoria Road Additional Residential Unit - staff report and draft motions

Motion: moved and seconded that regarding the application from Brighter Community Planning and Consulting to add a third residential unit through Development Agreement to 6 Victoria Road, PID 600557531, that Council accepts the application, refers it to the Planning Advisory Committee, and authorizes the Planning Advisory Committee to hold a Public Information Meeting (Schedule “D”).

Motion: moved and seconded that Council authorize \$10,000 from the other Town Operating accounts and Planning legal budget to be used for a short term contract for planning services for the development agreement application for 6 Victoria Road (Schedule “D”).

Motion: moved and seconded that staff revisit planning application fees for the upcoming budget year so that the fees may accurately reflect costs, in full or in part, especially where the Town may choose to make use of external planning consulting resources (Schedule “D”).

- c. Blockhouse Hill Lot Development Request for Additional Staff Report and Relevance to the Comprehensive Community Plan – staff report and draft motion

Motion: moved and seconded that Council adhere to the Comprehensive Community Plan implementation steps for the Action item Site Planning for Blockhouse Hill rather than direct the Planning and Development Manager to allocate resources to creating land use configuration scenarios for Council consideration (Schedule “E”).

- d. Budget 2020/21 Variance Report to December 31, 2020 – staff information report;

- e. Request of South Shore Regional Centre of Education to Raise the Pan-African Flag in Recognition of African Heritage Month – draft motion

**Motion:** moved and seconded that the Pan-African flag be raised in the Town of Lunenburg in recognition of African Heritage Month February 2021 (Schedule “F”).

- f. Municipal Innovation Program 2020-21 Program application for inter-municipal IT and GIS technical services consideration due to February 5 Provincial deadline (TBC).

10. Meet in camera (nil)

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

**Motion:** moved and seconded that the Town shall enter into the South Shore Regional Centre of Education Lease Amendment Agreement attached hereto as attachment SSRCE 1 and the Mayor and CAO are authorized to execute the document and affix the Municipal seal thereto (Schedule “G”).

12. Adjournment – Mayor Risser.

*Agenda items awaiting staff reports, etc. for further consideration*

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Cultural Action Plan	Corporate Services	September 8, 2020	Staff will prepare a report about what the expectations of Town are and suggested resources	Assistant Municipal Clerk estimates June 2021 Council report
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Preliminary report will be prepared by Town Engineer for April 2021 Council meeting
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer will have preliminary report for May 2021 Council meeting
Project Lunenburg Comprehensive Community Plan	All Departments	November 17, 2020	First quarterly progress report for March 2021 circulation	March 2021
Committees of Council Policy amendment to provide for a Committee of the Whole	Corporate Services	January 26, 2021	Draft amendments are being prepared for Council consideration	March 2021

**TOWN OF LUNENBURG COUNCIL MEETING**

**TUESDAY, JANUARY 26, 2021 AT 6:00 P.M.**

**LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST**

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

**ALSO PRESENT:** Lisa Avramenko, BA, LLB, Town Solicitor Office  
Paul Bracken, Facilities Superintendent  
Pat Burke, Q.C., Town Solicitor  
Lisa Dagley, CPA, CGA, Finance Director  
Arthur MacDonald, Heritage Manager  
Dennis MacPherson, M. Eng, P.Eng., Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer

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1. Call to Order

The Mayor called the meeting to order at 6:02 p.m.

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

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

3. Agenda

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

4. January 12, 2021 Council meeting minutes

**Motion: moved and seconded to approve the January 12 Council meeting minutes. Motion carried.**

5. Public Hearings, Presentations and Questions

6. Correspondence, Petitions and Proclamations consideration

7. Business arising from the Minutes/Unfinished Business

a. Anti-Racism Special Committee proposed Membership and Draft Terms of Reference

Staff provided an overview of this report (**Schedule "A"**) for Council consideration.

**Motion:** moved and seconded that the Anti-Racism Special Committee Draft Terms of Reference (Attachment "A") and Proposed Membership (Attachment "B") are approved as presented. Committee honorariums of \$225/year are applicable for the six non-Council members and a budget of \$300 for Special Committee advertising expenses is approved (Schedule "A"). **Motion carried.**

The Mayor noted that with Council's concurrence 37 Tannery Road property sale should be added to the Council in camera meeting agenda as a late agenda item. **Council agreed to same.**

b. Town Crier Appointment

Staff provided a summary of their report and recommendation (**Schedule "B"**).

**Motion:** moved and seconded approval of the application of Stephen Findlay as Lunenburg Town Crier for a minimum of twelve months, with an annual honourarium of \$1000 and the Town's payment of a \$20 plus HST annual membership fee to the Nova Scotia Guild of Town Criers on his behalf. An amount of up to \$1725 plus HST is also approved for necessary wardrobe and props for the role (Schedule "B"). **Motion carried.**

c. External Committee/Board Appointments 2021 to Lunenburg County Regional Emergency Management Committee (x1 alternate), Heckman's Island Common Lands (x 2), Western Regional Housing Authority (x1 nomination to the Province for appointment) and South Shore Regional Library Board (x 1)

The Mayor spoke of these upcoming external appointment opportunities.

Councillor Birtles offered to serve on the South Shore Regional Library Board.

The Mayor called for nominations for same. Councillor Birtles was nominated and hearing no further nominations he called for a motion on the appointment.

**Motion:** moved and seconded that Councillor Birtles be appointed as the Town's 2021 South Shore Regional Library Board Town Council representative. **Motion carried.**

Nominations were next called for alternate appointments to the Lunenburg County Regional Emergency Management Committee as an alternate. Councillors Sanford and Halverson both offered to serve as the alternate. **Council decided by secret ballot that the Committee's Town of Lunenburg alternate is Councillor Sanford.**

**Motion:** moved and seconded that Councillor Sanford be appointed as the alternate to the Lunenburg County Regional Emergency Management Board for 2021. **Motion carried.**

The Town Solicitor was asked to verify the legislation relating to the appointment of Heckman's Island Common Lands Board of Trustee of two Town Council members, one appointment by a County Court Judge alternative and two appointments made by the Municipality of the District of Lunenburg.

d. Solar Project Opportunities

An overview of this report (Schedule "C") was provided by staff.

Motion: moved and seconded to:

- include \$16,800 in the 2021/2022 draft budget for a Green Energy feasibility study on the land behind the Waste Water Treatment Plant as per the staff report;
- include \$5,000 in the 2021/2022 draft budget for a <100KW net metering analyses solar project at the Water treatment plant;
- direct staff to plan and provide a budget number in the 2022/2023 fiscal year budget for a Town wide building deep energy retrofit study; and
- direct staff to apply for funding through FCM for a green energy feasibility study, >100KW net metering analysis, and a facilities deep energy retrofit study (Schedule "C").

Motion carried.

e. Requested amendments to the Guide for Writing Staff Reports for Council and Committee Meetings

The Mayor provided an overview of the further amendments to the Guide clarifying substantive agenda item report writing requirements which was prepared in consultation with the Deputy Mayor and CAO as a follow-up to the January 26 Council meeting (Schedule "D"). He added that the scheduling of Council public and in camera meetings will be revisited in six months.

Motion: moved and seconded that Council approve the further revised Guide for Writing Staff Reports for Council and Committee Meetings (Schedule "D"). Motion carried.

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

- a. Project Lunenburg December 9, 2020 and January 13, 2021 meeting minutes
- b. Protective Services Committee January 14, 2021 meeting minutes

These minutes were received for information only.

9. New Business

- a. Lunenburg Academy Foundation Heritage Classroom Renovations

A recap of the staff report (Schedule "E") was provided by the Heritage Manager.

Motion: moved and seconded that Council provides their consent to the Lunenburg Academy Foundation with regards to their plans to develop a heritage classroom in Room 106 of the Lunenburg Academy in keeping with Attachment A and the Mayor and CAO are authorized to sign the relevant Permits on behalf of the Town (Schedule "E"). Motion carried.

- b. Proposed amendment to the Committee Policy to establish a Committee of the Whole

Mayor Risser spoke of the benefits of having a Committee of the Whole structure established to provide a forum for fuller discussion of developing Council items.

Motion: moved and seconded that staff draft an amendment to the Committees of Council Policy to provide for the establishment of a Committee of the Whole structure for Council consideration and potential adoption by giving notice of motion. It is intended that the Committee of the Whole will meet regularly once per month on the first Tuesday of each month. Motion carried.

- c. Lunenburg and District Fire Department request to withdraw \$15,000 from the Joint Equipment Fund for the purchase of replacement air lift bags (after \$5000 for heat pumps approx. \$16400 remaining)

Councillor Birtles declared an interest in the matter and left the Council Chamber.

Council discussed the request (Schedule "F"). It was explained that this is for an unbudgeted Capital budget item. The bank account is held jointly with the Department and Town for equipment purchases. Funds for the account come from charitable donations for the purposes of the Fire Department. The Mayor or Clerk sign these cheques and require approval of Council for same as they are charitable donations.

Motion: moved and seconded that Council approve the withdrawal of \$15,000 from the Joint Equipment Fund for the purchase of replacement air lift bags by the Lunenburg and District Fire Department (Schedule "F"). Motion carried.

Councillor Birtles returned to the Council Chamber and resumed her participation in the meeting.

- d. Request of Lunenburg Community Garden for the Town to apply for a TD Bank grant for a gardening project

Council and staff discussed the updated proposal received today from this unincorporated group clarifying their requests (Schedule "G") as follows: for the Town to apply to TD bank's environmental fund for community garden supplies of \$2000 and a contribution of \$2000 to provide in the form of a grant to Bluenose Coastal Action Foundation to assist with the hiring of an employee who will provide community garden workshops.

Motion: moved and seconded for the Town to apply to TD bank for funding for community garden supplies of \$2000 and a contribution of \$2000 to provide in the form

of a grant to Bluenose Coastal Action Foundation to assist with the hiring of an employee who will provide community garden workshops (Schedule "G"). Motion carried.

#### 10. Meet in camera

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

- a. Contract negotiations with the Lunenburg Academy Foundation pursuant to section 22 (2) (e) Municipal Government Act;
- b. Heckman's Island Common Land ownership pursuant to section 22 (2) (a) Municipal Government Act; and
- c. 37 Tannery Road property sale pursuant to section 22 (2) (a) Municipal Government Act.

#### 11. Resumption of Council meeting in public session

The public portion of the Council meeting resumed at 8:18 p.m. The following Council in camera meeting recommendation was reported and voted on by Council.

Motion: moved and seconded that:

As Michael Touesnard has listed 4 properties represented by PID 60407020 (approximately 5 acres), PID 60407038 (approximately 42.4 acres), PID 60407046 (approximately 72.2 acres) and PID 60715562 (approximately 25.43 acres) at Rhodes Comer, Nova Scotia; and

As the lands are predominantly, although not entirely, within the Town of Lunenburg natural Watershed area, and it is desirable to acquire lands in or near the Watershed area to protect the Town's water source;

- a) The Town approves the offer and resulting Agreement of Purchase and Sale attached as Schedule MTI hereto, and agrees to purchase the properties on the terms thereof (provided that an HST certificate will be given by the Vendor in relation to the properties), and
- b) The Mayor and CAO are authorized to execute such documentation as is necessary or, in their opinion advisable, for the completion of the transaction and to affix the municipal seal thereto, and
- c) The Town will not be obtaining a survey of the properties at this time (Schedule "H").

Motion carried.

#### 12. Adjournment

The meeting was adjourned at 8:19 p.m. by the Mayor.

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Bea Renton, CAO

# Lunenburg County Accessibility Plan

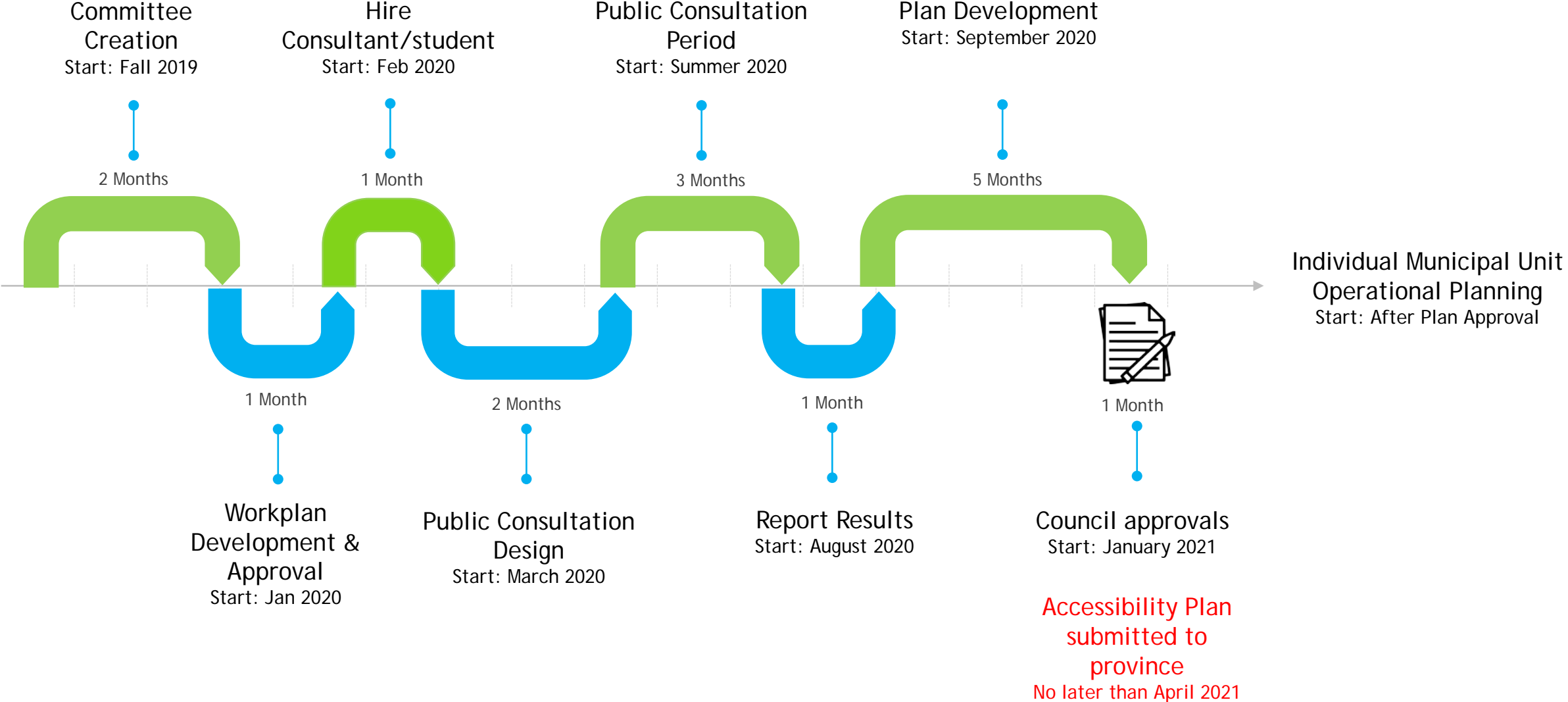
January 26, 2021



# Highlights

- This Accessibility Plan was developed by the Joint Accessibility Advisory Committee.
- This Committee provided advice to the municipal councils in Lunenburg County on identifying, preventing, and eliminating barriers experienced by people with disabilities in municipal programs, services, initiatives and facilities, and worked with staff on the development and oversight of this plan.
- The Accessibility Plan commits to overarching goals for improving accessibility in Lunenburg County.
- After the approval of the Plan, each municipal unit must develop and release **Accessibility Action Plans** which will provide more details on action items, associated timelines, and budgets. The **costs of developing and implementing Accessibility Action Plans** are the responsibility of each individual municipality.
- There will be shared costs for a part-time **Accessibility Coordinator oversight role**, as defined in the Accessibility Plan.

# Accessibility Plan Roadmap



# What We Believe

We commit to fostering a culture of accessibility, encouraging the prevention and removal of barriers to participation, and building capacity in these areas amongst municipal staff, Council members, and the public.

Several principles have guided this process and should remain as priorities as we move forward to implement this plan.

- Working towards equitable access for all members of our community means that every individual has an equal opportunity, and everyone is treated fairly. Equitable access acknowledges individual circumstances to removing barriers.
- It is essential to include first voice perspectives, or lived experience, of people with disabilities in the creation of this plan, actions, and decision-making processes.
- As new standards are introduced and new technologies become available, we will review and update this plan to ensure its relevance. As such, this plan should be interpreted as a living document.
- It is essential to continue to collaborate with other municipal units, the Accessibility Advisory Committee, the Nova Scotia Accessibility Directorate, and community partners to advance this plan and work towards improved accessibility in our communities.

# The Commitment

The Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and the Town of Mahone Bay hereby all agree together to work cooperatively with regards to the administration and implementation of the Joint Accessibility Plan and hereby agrees to jointly advocate the Provincial and Federal Government to provide new funding initiatives and programs to support the further development and implementation of this Plan.

# Areas of Focus

Consistent with the Government of Nova Scotia Accessibility Plan 2018-2021, we have identified commitments to improving accessibility within five areas of focus.

These priority areas include:

- (1) Goods and Services
- (2) Information and Communications
- (3) Transportation
- (4) Employment
- (5) Built Environment

Working towards equitable access in these priority areas will help to identify, prevent, and eliminate barriers for people with disabilities to participate fully in our communities. This Accessibility Plan is a united plan based on universal standards.

Each municipality will be provided with a template to develop their individual Accessibility Action Plans.

# 1. Goods and Services

## The Commitment

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

1. Services - Enhance services provided by municipal units by making municipal services and events more accessible to people with disabilities, including but not limited to accessible communication, accessible digital content and technologies, and welcoming service animals and support persons.
2. Service Delivery - Improve service delivery by developing and implementing ongoing awareness and training programs for municipal staff and Council to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community, as well as developing and implementing new awareness and training opportunities as part of an orientation package for new employees. This will ensure that all municipal staff and Council are educated in and striving towards building competency in accessibility matters.
3. Physical Space - Upon entering a municipal building, physical spaces should be conducive to positive accessible customer service experiences. For example, provide chairs to rest in while waiting and/or sensory sensitive spaces to communicate with staff.

4. Programs - Deliver programming to people of all ages and abilities and commit to training all program delivery staff as per 1.2.
5. Events - Improve accessibility of public events planned and delivered by a municipal unit by planning events with an accessibility lens including location, event delivery, and/or participation. Planning should consider the needs of persons with disabilities including, but not limited to, having adequate accessible event parking, accessible portable toilets, and when possible, places to rest from sensory overwhelming environments.
6. Procurement - Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and factoring accessibility into the scoring process for procurement.
7. Internal Policy - Apply an accessibility lens to all policy, procedures, and practices.
8. Emergency Management - Emergency management plans and prioritization of critical infrastructure need to consider accessibility barriers and vulnerable populations to ensure safety of people with disabilities in contingency and evacuation plans.

## **2. Information and Communications**

### **The Commitment**

People with disabilities can equitably access information and communications provided by our municipalities.

1. **Delivery of Communications** - Improve communications about existing municipal programs, services, and events that are accessible to people with disabilities by delivering communications in a wide range of accessible formats.
2. **Public Meetings** - Ensure that all public open houses and meetings are as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation, and ensuring topics are discussed in plain language when possible.
3. **Advertising/Marketing** - Develop and implement a standardized symbol system for all public communications of programs and events to clearly identify what accessibility accommodations are available on site. For example, accessible entrances, scent free facility, and accessible washrooms.
4. **Wayfinding** - Improve signage and wayfinding for municipal buildings and public facilities by implementing signage and wayfinding consistent with accessibility best practice. Prioritize having signage and wayfinding where necessary, but not in excess.

### **3. Transportation**

#### **The Commitment**

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

1. Pedestrian Infrastructure - Improve connectivity in communities by improving pedestrian infrastructure where possible including constructing sidewalks, improving surface quality of sidewalks, and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by implementing audible signals, tactile walking surface indicators at crossings, appropriate lighting, and benches to rest where possible. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
2. Snow Removal - Prioritize snow clearance at transit stops, public buildings, and in municipally managed parking areas.
3. Parking - Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).
4. Transit Connectivity - Where possible, support improving transit connectivity by expanding public transportation systems.
5. Transit Infrastructure - Improve existing transit infrastructure and ensure transit vehicles, transit stops, and signage are accessible to people with disabilities.

## 4. Employment

### The Commitment

Our municipalities are accessible and equitable employers and support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities.

1. Job Opportunities - Improve opportunities for people with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to people with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.
2. Hiring - Improve processes, policies, and practices to facilitate and encourage the recruitment, selection, transition, and advancement of people with disabilities in their employment at the municipalities. Improve job standards to reflect the actual standards of the job and examine what assumptions are being made in the job standards.
3. Flexibility - Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.
4. Culture of Inclusion - Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities. Municipal units will develop Employment Equity Statements.
5. Representation - Actively recruit people with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

## 5. Built Environment

### The Commitment

Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

1. Buildings – Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.
2. Public Spaces – Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation equipment, and creating accessible parks, playgrounds and trails. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
3. Washrooms – Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.
4. Temporary Disruptions – Establish and implement processes to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, and/or special events.
5. Emergencies - Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.
6. Construction Mitigation - Municipalities should ensure accessible detours are available when a sidewalk is closed for or affected by construction

# Responsibilities

## Accessibility Advisory Committee

- Review this Accessibility Plan at least every three years and update as required.
- Review Municipal Accessibility Report Cards annually and report on progress toward meeting the commitments outlined in this Plan.

## Accessibility Coordinator

- Guide the work by the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, assist Chair in leading the meetings, manage recruitment for Committee when necessary.
- Act as a liaison with the Accessibility Advisory Committee and municipal units.

## Councils

- Recognize the significant cost of implementing this plan and the municipal operational plans and seek adequate funding to allow municipalities to meet the requirements under Nova Scotia's *Accessibility Act*.

## CAOs/Staff

- Ensure the commitments outlined in the Accessibility Plan are reflected and operationalized in municipal Accessibility Action Plans required as public sector bodies under Nova Scotia's *Accessibility Act*.
- Accept complaints, questions, and concerns submitted to them by the public.
- Provide a summary of complaints, questions, and concerns to the Accessibility Advisory Committee.

## Monitoring and Evaluating

- Each municipal unit will be responsible for submitting an Accessibility Report Card to the Accessibility Advisory Committee by November 30 each year. This report card will track and report on the progress made towards the commitments in this plan, and performance of the policies and actions in their individual Accessibility Action Plans. The Accessibility Advisory Committee may also make recommendations to improve this plan.
- The Accessibility Report Cards of each municipal unit will be public documents, posted on their individual websites.
- The Accessibility Advisory Committee will review new directives, guidelines, and updates from the province as they are released, and determine if updates to this Accessibility Plan are required based on those updates. The Accessibility Advisory Committee will make recommendations to the municipal units on the need for updates to their individual Accessibility Action Plans.

# Responding to Questions and Complaints

- Anyone can lodge a complaint, pose a question, or express a concern about accessibility in Lunenburg County. These should be directed to the CAO of the appropriate municipal unit.
- The CAO will respond within a reasonable time. Before responding, the CAO will consult with the staff person responsible for the area of inquiry. The CAO's response will contain the reasons for the decision.
- If the complainant still has concerns, they can contact the Accessibility Advisory Committee Chair.
- Anyone can appeal to Council if they are not satisfied with the response from the CAO or the Accessibility Advisory Committee. Council may refer any appeal to the Accessibility Advisory Committee for additional review and recommendations before issuing a final response to the complainant.
- The CAOs will keep a record of all complaints, questions, and concerns submitted to them, and will provide summary updates to the Accessibility Advisory Committee on a regular basis. These updates will become part of the Accessibility Advisory Committee's continual review of the Accessibility Plan and may inform future changes.

# **Next Steps**

- 1. Councils to approve motion to accept.**
- 2. Submit to province**
- 3. Each municipal unit to begin working on their Accessibility Action Plan**

**Motion will read:**

**“that Municipal Council approve the Lunenburg County Accessibility Plan as presented by the Lunenburg County Accessibility Committee, and authorize the submission of the Plan to the provincial Accessibility Directorate.”**

Circulated: \_\_\_\_\_

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Document No:

Meeting: Council – February 9, 2021

Circulate To: Council, BR

File:

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## **MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, HERITAGE MANAGER**

**DATE: JANUARY 8, 2021**

**RE: HERITAGE DAY PROCLAMATION – FEBRUARY 15<sup>th</sup>, 2021**

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### **1. FACTS**

#### **A. Background**

Every year the third week of February is celebrated as Heritage Week throughout Canada. Heritage Day is known as the third Monday in February and the National Trust for Canada encourages municipalities to celebrate by passing a Heritage Day Proclamation.

#### **B. Proposal**

The following is from the National Trust for Canada's website:

“In celebration of our past and our future, we encourage all Canadians – young and old, deeply rooted or new to Canada – to visit museums, historic sites and heritage destinations, cultural landscapes and cultural centers, and connect with traditional knowledge keepers, educators, parents and grandparents to experience heritage on Heritage Day and beyond.”

Normally the National Trust organizes a theme to celebrate Heritage Day. However, they have decided to leave it up to provincial and local organizations to determine if they wanted to name a particular theme. More information may be founded at

[https://nationaltrustcanada.ca/where-to-visit/celebrate?utm\\_source=News+Alerts&utm\\_campaign=d6c92acc52-EMAIL\\_CAMPAIGN\\_2017\\_10\\_19\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_9ec381e21-d6c92acc52-212177253](https://nationaltrustcanada.ca/where-to-visit/celebrate?utm_source=News+Alerts&utm_campaign=d6c92acc52-EMAIL_CAMPAIGN_2017_10_19_COPY_01&utm_medium=email&utm_term=0_9ec381e21-d6c92acc52-212177253)

This past year, 2020, is special for Lunenburg. It represented the 25<sup>th</sup> anniversary of the designation of Old Town Lunenburg as a UNESCO World Heritage Site. This past year also

represented the 125<sup>th</sup> anniversary of the opening of the Lunenburg Academy, a National Historic Site. We hope to celebrate the Lunenburg Academy later this year upon the completion of Phase II of the exterior restoration project with the grand opening of the Lunenburg Academy Foundation's Historic Classroom. We also look forward to celebrating the 100<sup>th</sup> anniversary of the *BLUENOSE* in 2021. Lunenburg is rich in its built and cultural heritage and we are encouraged to celebrate our Town's history this Heritage Day, February 15, 2021.

## **2. ISSUES AND OPTIONS**

There are no issues pertaining to the Town's endorsement of the Heritage Day Proclamation. As a UNESCO World Heritage Site it is recommended that the Town join other municipalities throughout Canada by approving the Heritage Day Proclamation attached.

## **3. FINANCIAL IMPACT**

There is no financial cost associated with the Heritage Day Proclamation.

## **4. STRATEGIC PLAN RELEVANCE**

This project is in keeping with the Town's Comprehensive Community Plan, in particular:

### **Strategic Direction #6:**

Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.

### **And Guiding Principle #5:**

Living Heritage: We interpret heritage with a holistic view, ensuring it is relevant and living within the community.

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

It is recommended that Council approves the adoption of the Heritage Day Proclamation for February 15<sup>th</sup>, 2021.

Motion: moved and seconded that Council hereby approves the adoption of the attached Heritage Day Proclamation for February 15, 2021.

### **ATTACHMENTS:**

A. Heritage Day Proclamation

Acknowledged by:

Bea Renton  
Town Manager/Clerk

# Heritage Day Proclamation

## February 15<sup>th</sup>, 2021

WHEREAS, the third Monday in February is recognized nationally as Heritage Day; and

WHEREAS, Heritage Day is a time to reflect on the achievements of past generations and to accept responsibility for protecting our heritage; and

WHEREAS, our citizens should be encouraged to celebrate Lunenburg's uniqueness and to rejoice in their heritage and environment; and

WHEREAS, in 2021 the residents of Lunenburg are encouraged to celebrate their rich and diverse heritage.

THEREFORE, I, Mayor Risser, on behalf of the Town of Lunenburg do hereby proclaim February 15<sup>th</sup>, 2021 as Heritage Day, and call upon all citizens to celebrate the richness of our past and the promise of our future.

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Mayor, Town of Lunenburg



**JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES**

**THURSDAY, JANUARY 21, 2021 AT 11:00 A.M.**

**VIA ZOOM VIDEO CONFERENCE**

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**PRESENT:** Paul Bracken, Facilities Superintendent/Safety Officer (SO), Public Works (Co-Chair)  
Bobby Cleveland, Facilities Attendant, Recreation (Co-Chair)  
Trevor Lohnes, Operator, Public Works  
Joe DeCoste, Public Works  
Katie MacMillan, Business Coordinator, Corporate Services  
Heather McCallum, Assistant Municipal Clerk  
Gary Mossman, Fire Hall Superintendent, Fire Department  
Taylor Rombaut, Water Resource Operator, Public Works

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1. Call to Order

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:03 a.m. It was noted that Mr. DeCoste is in attendance as he will be assuming the role of Public Works representative on the committee from Mr. Lohnes.

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

The Co-Chair noted that the Town is located on unceded territory of the Mi'kmaq People.

3. Agenda

The meeting agenda was approved by consensus.

4. November 5, 2020 Joint Occupational Health and Safety Committee meeting minutes

The November 5, 2020 meeting minutes were approved by consensus.

5. Unfinished Business

- a. COR Certification gap assessment audit for Town from Construction Safety Nova Scotia – ongoing, CSNS requested additional documentation due Feb 5<sup>th</sup>. Final audit review Feb 22<sup>nd</sup> and Feb 23<sup>rd</sup>.

The SO reported that the Town continues to work on COR certification with CSNS. Due to the pandemic, they were not able to come down and do a full audit in person. (Thank you to staff who participated on Zoom for interviews.) The biggest challenge with them not being here in person is that CSNS is looking for training and maintenance records, which are mainly in printed form.

All departments are completing a comprehensive safety assessment. Safe work practices are ongoing – for example, water and wastewater are doing those with CBCL – which will not be completed by February 5<sup>th</sup>. We will send what we can for February 5<sup>th</sup>, which we are treating as the paperwork deadline, then will send remainder as available before February 22<sup>nd</sup>.

6. New Business

a. Review section 2 “Workplace Safety Program” JOHSC role

The SO went through the Program document (**Attachment “A”**) to recap the duties of the JOHS Committee.

b. COVID-19 Update – Departments’ overview by JOHSC reps

All departments report they are status quo regarding ongoing pandemic work practices.

c. Department bi-monthly safety inspections – review from each Department.

i. Reminder to check AED’s as some will expire in January 2021

The SO reported that child pads were replaced on AEDs, and noted more of them expire in August 2021. **These will also be replaced at that time.**

**Departments are reminded to turn their monthly Department safety inspections to Ms. Covey**, who documents any deficiencies in the work spreadsheet.

d. Incident Reports

- i. NSP at the Arena – Nova Scotia Power employee was changing a power meter at the Arena without full PPE.–They had conducted a hazard assessment before starting the work. He was electrocuted and suffered second-degree burns. NSP has reviewed the incident in their JOHS Committee and made recommendations for their own job procedures. NSP conducts their own hazard assessments before doing work and if requested could provide a copy to the Town.
- ii. Wastewater Treatment Plant Employee banged knee – Minor incident; the remedy is improved housekeeping.
- iii. Community Centre Pickleball player incident – Player fell while playing and hit head; the individual was taken to hospital and was diagnosed with a minor concussion. Town facilities assessed and no corrective action required. Very good response from Recreation Department in the moment.

e. Safety and Wellness Training schedule

The SO reviewed the Safety Training List (**Attachment "B"**), and noted that several requirements are pending for Public Works (p. 3), such as breathing apparatus with the Fire Department.

Mr. DeCoste commented that additional face masks are being procured for cutting concrete, and will require fit tests. Mr. Mossman noted that the Fire Department is scheduled to have access to a fit test machine at the end of February. *The SO will arrange to have Public Works staff, including Water and Wastewater, piggyback on the machine availability.*

7. Next Committee meeting dates – *Thursdays: March 4, May 6, July 8, September 2, and November 4, 2021 at 11:00 a.m.*

8. Adjournment

The meeting was adjourned by consensus at 11:38 a.m.

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Heather McCallum, Asst. Municipal Clerk

TOWN OF LUNENBURG WORKPLACE SAFETY PROGRAM

I. INTRODUCTION

The Town of Lunenburg's ("Town") Workplace Safety Program ("Program") is a written document and implementation strategy coordinating all aspects of the Town's occupational health and safety initiative. Objectives are identified to ensure the Program is integrated into the daily work routine of all Town Departments and staff. The Program will thereby enable the Town's Occupational Health and Safety Policy Procedural Policy (#46.) to be put into meaningful action.

In practice throughout the Town organization, the Program will:

- assign and communicate health and safety responsibilities;
- set measurable standards;
- involve workers in its development and execution;
- identify, assess and control hazards;
- investigate injuries and incidents to prevent recurrence;
- provide ongoing health and safety training; assess results; and
- seek and implement workplace safety improvements.

II. RESPONSIBILITIES

Responsibilities for the successful implementation of the Program are outlined below.

1. Town Council shall:

- (a) Have ultimate responsibility and accountability for this Program which will be based on the Town's needs.
- (b) Authorize necessary expenditures and other resources for implementation of the various segments of the program. This shall include providing all necessary personal protective safety equipment ("PPE") and/or clothing for employees' safety.
- (c) Provide policy direction and planning in cooperation with the Town's Joint Occupational Health and Safety Committee.
- (d) Stimulate the interest in safety including, but not be limited to an annual review of this Policy for any necessary amendments.
- (e) Hold all staff and contractors accountable for safe workplace practices and adherence to the Program.

2. Joint Occupational Health and Safety Committee (“Committee”) shall:

- (a) Involve both the employer and employees of the Town in occupational health and safety in the workplace by bringing forward employee health and safety concerns and suggestions.
- (b) Investigate complaints or hazards regarding workplace safety which come before the Committee.
- (c) Participate in the identification and control of workplace hazards. This includes conducting semi-annual Town Department safety inspections by completing the Town’s **Workplace Safety Inspection Checklist (TAB 1 attached)** the results of which will be reviewed by the Committee and Department supervisors for follow up action.
- (d) Review and recommend to Council updates to the Program, Occupational Health and Safety Policy, safe work procedures and other workplace safety matters annually or more frequently as required.
- (e) Obtain information on safety issues and training for staff and Council.
- (f) Hold and attend quarterly Committee meetings or more frequently as required.
- (g) Promote and monitor compliance with occupational health and safety policies and legislation by:
  - participating in workplace safety incident investigations and inquiries;
  - receiving, considering, and resolving worker health and safety complaints;
  - providing feedback on workers’ suggestions;
  - learning from safety programs of other companies;
  - conducting health and safety education programs;
  - making health and safety recommendations;
  - advising on personal protective equipment;
  - maintaining and posting Committee minutes;
  - monitoring the effectiveness of the Town’s health and safety program;
  - developing health and safety rules and work procedures; and
  - investigating work refusals due to safety concerns.

### 3. Supervisors/Department Heads

- (a) Provide for current safety orientation, (re-)training, (re-)certification, supervision, PPE and related equipment to all new and existing employees to ensure a safe work environment.
- (b) Before any new employees begins work and at least annually thereafter, Supervisors/Department Heads shall complete the “**Employee Safety Orientation and Training Checklist**” (TAB 2 attached) contained in each **Employee Safety Log**. Completed copies of the Checklist will be forwarded to the CAO for personnel file retention. Until new or existing employees receive requisite safety training to perform certain work duties they will be restricted from doing this work.
- (c) Ensure the appropriate PPE and safety equipment is used and maintained by Department employees.
- (d) Advise employees of workplace health and safety hazards and take preventative action in consultation with employees to avoid injury. Conduct regular inspections of premises, machinery, tools, equipment and work practices to prevent unsafe work practices.
- (e) Co-operate with the Town’s Joint Occupational Health and Safety Committee, its members, other Town, Provincial and Federal safety officials in compliance with all relevant occupational health and safety policies, procedures and legislation. Ensure the Department’s staff representative on the Committee attends these meetings and reports back to the Department on the Committee’s activities, etc.
- (f) Encourage staff to be safety conscious at all times through regular safety talks with staff and other forms of written and verbal communication, training, etc. as required.
- (g) Obtain relevant safety training and current information to provide Departmental safety leadership and monitoring.
- (h) The Supervisor/Department Head shall review their Departmental **Workplace Safety Inspection Checklist (TAB 1 attached)**, promptly correct any deficiencies documenting same on the Safety Inspection Checklist and forward copies to the CAO and Safety Committee and post a copy of the completed Checklist on their Department’s safety bulletin board for all staff members to see.
- (i) Develop and implement written **Safe Work Procedures (TAB 3 attached = a listing of current Safe Work Procedures)** to guide and direct employees in the safe performance of their jobs. Train and supervise employees to implement the Safe Work Procedures. Periodically review, update and add to the Procedures to ensure they meet Departmental needs and current safety standards. Copies of same will be provided to the CAO for inclusion in this Policy.

- (j) Complete Departmental **Workplace Hazard Identification Form (TAB 4 attached)** as required.
- (k) Complete a **Job Hazard Analysis Form (TAB 5)** for:
  - jobs with particularly high injury rates, or injury severity;
  - jobs where you know the potential for injury or illness is high;
  - new or modified jobs where hazards may not be evident;
  - non-routine or infrequently performed jobs that employees are not familiar with; and
  - any other circumstances deemed necessary.

The completion of this Form will provide a site specific safety plan which the Supervisor/Department Head will review with all employees (and contractors if applicable) prior to the start of work to ensure safe working conditions.

- (l) Hold employees and contractors reporting to them accountable for workplace safety and discipline same as required for violations. Report and investigate all work safety incidents to the CAO and Committee using the Town's **Workplace Safety Incident Report Form (TAB 6 attached)**. Department Heads/Supervisors are responsible for promptly completing such forms, with the input of affected staff for distribution to the CAO and Committee. Department Heads will take immediate corrective/preventative action as noted in the Form to prevent an incident from re-occurring. This will be reported to the CAO and Committee to confirm the appropriate follow-up action has been taken. The attached Workers' Compensation "**Emergency Response**" guidelines (**TAB 7 attached, pp. 48-52**) provides additional information in the event of a workplace emergency.
- (m) Attend Management Committee meetings as scheduled by the CAO to review this program, safety policies and procedures, training, and other activities, identify incident and safety trends, and decide how to make improvements. These meetings are intended to compliment the Occupational Health and Safety Committee's objectives and improve the Town's commitment to workplace safety. Minutes will be kept of Management Committee meetings relating to safety matters and can be shared with the Occupational Health and Safety Committee for information.
- (n) Workplace safety violations will not be tolerated and Department Heads will follow a progressive disciplinary system (e.g., verbal warning, written warning, suspension and dismissal) as appropriate to deal with those who (potentially) endanger themselves and/or others.
- (o) Maintain Departmental occupational health and safety records including, but not limited to;
  - safety inspections, audits and incident investigations;
  - program activities such as orientation, training, sampling, etc.;
  - employee safety talks;

- equipment and vehicle maintenance;
- first aid application;
- disciplinary action for employee (or contractor) safety violations;
- perform an annual (or there frequently as required) **Department Safety Program Checklist/Self-Assessment (TAB 8 attached)**;
- Complete **Safety Talk Meeting Notes (TAB 9 attached)** when meeting with staff to discuss safety matters; and
- completion of all other safety forms, etc.

#### 4. All Employees

- (a) Comply with all relevant workplace safety policies, procedures and legislation to ensure your safety and that of others which shall include but not be limited to:
- wearing and maintaining PPE and safety clothing as conditions warrant;
  - using machinery, equipment and materials only as authorized following job procedures and safe work practices;
  - immediately reporting hazards, unsafe conditions and safety incidents to Supervisors/Department Heads;
  - make suggestions to fellow employees, managers, supervisors for workplace safety improvements;
  - keeping the workplace clean and orderly; and
  - getting first aid promptly and reporting this to your Supervisor/Department Head.
- (b) Attend, successfully complete and implement all safety training.
- (c) If selected, represent your Department on the Committee, attend and participate in these meetings as required and report back to co-workers about the Committee's activities.
- (d) Report any workplace safety incidents or "near misses", regardless of whether a personal injury has occurred, to your Supervisor/Department Head and complete with them a "**Workplace Safety Incident Report Form**" (TAB 6) for circulation to the Town Manager/Clerk and Committee for further follow-up.
- (e) If a personal injury occurs at work, employees will also complete the necessary Workers Compensation Board Accident Report, Department of Labour and Workforce Development, and any other necessary documentation with the assistance of their Supervisor/Department Head and Town Manager/Clerk.
- (f) All Town employees shall receive an **Employee Safety Log (TAB 3-14 SAMPLE PAGE ONLY ATTACHED)** which they must review and maintain with the assistance of their Supervisor/Department Head. This Log is intended as a general workplace safety guide customized for each employee to include their safety training record, relevant safety policies,

etc. to compliment this Policy. Employees shall be provided with a convenient workplace location to store and review their Log. Employees may also take their Log home to review, but must return it to work for use on the next work day.

5. Occupational Health and Safety Committee Members

- (a) Meet at least once every two months, or more frequently as required, to meet its responsibilities. The Committee's composition, purpose, etc. are set out in Procedural Policy # 46. A., Joint Occupational Health and Safety Committee Meeting attendance is mandatory unless excused for reason of illness, etc.
- (b) Make recommendations to the Committee on health and safety matters.
- (c) Take co-worker health and safety concerns to their Supervisor/Department Head and/or Committee as relevant.
- (d) Post copies of Committee meeting minutes on the Department's safety bulletin board for all staff to view. Report back to co-workers on the Committee's activities.
- (e) Maintain the Department's first aid supply kit and reporting to their Supervisor/Department Head any necessary supplies.
- (f) Conduct semi-annual Town Department safety inspections completing the Town's **Workplace Safety Inspection Checklist (TAB 1)**. Once completed, circulate to the relevant Supervisors/Department Heads and staff to and follow-up to ensure the appropriate corrective action, if any, is taken.

6. Contractors Working for the Town

- (a) Contractors are responsible for complying with all relevant Town, Provincial and Federal occupational health and safety policies, legislation, etc. to ensure the health and safety of their employees and all others at their job site.
- (b) Contractors bringing sub-trades on site are responsible for their safety activities of those employers and self-employed persons, facilitating communication, compliance.
- (c) Failure to observe this Policy will result in possible contract termination and/or other penalties.

TOWN OF LUNENBURG SAFETY TRAINING LIST:

REVISED May 19/20

CORPORATE SERVICES

Course	Requirement	Debbie Chapman	Ann Covey	Lisa Dagley	Kelly Jardine	Heather McCallum	Arthur MacDonald	Katie MacMillan	Cali Beck	Wendy Mills	Kathleen Rafuse	Bea Renton	Janet Richards	Dawn Sutherland
CPR & AED First Aid Emergency - E Standard - S	recertify every 3 years	Oct 24/17 Level A E	Oct 24/17 Level A E	Oct 23/14 Level A E	Oct 23/14 Level A E	Dec 5/18 Level A E			Dec 5/18 Level A E	Oct 23/14 Level A E		Dec 5/18 Level A E		Dec 5/18 Level A E
WHMIS	tested annually	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19	Feb 15/19		Feb 15/19
Fire Extinguisher		Jun 24/10	Jun 24/10	Jun 24/10	Dec 6/13				Dec 6/13	Jun 24/10		Jun 24/10		
Electrical Safety Hazard Awareness				May 22/19 Mar 2/20		Mar 2/20			Mar 2/20			May 22/19 Mar 2/20	Mar 2/20	Mar 2/20
Eye Safety (CNIB)		Nov 21/12			Nov 21/12							Nov 21/12		
Prof Driver Impr												Apr 21/06		
DOEL Rights/Resp		Sep 22/06			Sep 22/06					Sep 22/06		Sep 22/06		
Back Care					May 31/10					May 31/10				
CAPSC Safety		Oct 18/11		Oct 18/11	Oct 18/11					Oct 18/11		Oct 18/11		
CAPSC Supervisor				Oct 26/11								Oct 26/11		
JOHSC Training (Health and Safety Committee Rep)		Apr/12 Level 1	Apr/12 Level 1			Apr 3/19			Apr 3/19			Apr 3/19		Apr 3/19
Hazard Identification and Control				Oct 8/19		Oct 8/19	Oct 8/19		Oct 8/19		Oct 8/19	Oct 8/19		Oct 11/19
Leadership for Safety Excellence				May 3/20		May 3/20					May 3/20	May 3/20		May 3/20

**TOWN OF LUNENBURG SAFETY TRAINING LIST:**

**FIRE DEPARTMENT**

**REVISED May 19/20**

<b>Course</b>	<b>Requirement</b>	<b>Gary Mossman</b>
<b>CPR</b>		
<b>First Aid &amp; AED Emergency - E Standard - S</b>	<i>recertify every 3 years</i>	
<b>WHMIS</b>	<i>tested annually</i>	
<b>Breathing Apparatus</b>		
<b>Electrical Safety Hazard Awareness</b>		May 22/19 March 2/20
<b>Fire Extinguisher</b>		
<b>Tranportation of Dangerous Goods</b>	<i>recertify every 3 years</i>	
<b>Tagout</b>		
<b>Fall Arrest and Scaffolding</b>		
<b>Hazard Identification and Control</b>		June 4, 2019
<b>Traffic Control</b>	<i>recertify every 3 years</i>	
<b>Temp Workplace Signage</b>		
<b>Prof Driver Impr</b>		
<b>Gas Detector</b>		
<b>DOEL Rights/Resp</b>		
<b>Back Care</b>		
<b>Power Saw</b>		
<b>Eye Safety (CNIB)</b>		
<b>CAPSC Safety</b>		
<b>CAPSC Supervisor</b>		
<b>JOHSC Training</b>		
<b>H2S Awareness</b>	<i>no expiry</i>	February 4/20
<b>Leadership for Safety Excellence</b>		March 3/20

TOWN OF LUNENBURG SAFETY TRAINING LIST:

REVISED Nov 19/20

PUBLIC WORKS

Course	Requirement	Peter Baker	Paul Bracken	Neil Allen	Shawn Lilly	Craig Croft	Brian Church	Trevor Hyson	Joseph DeCoste	Pamela Comeau	Trevor Lohnes	John Mader	John Lohnes	Taylor Rombaut
CPR - Level A														
First Aid & AED Emergency - E Standard - S	recertify every 3 years	Oct 27/20 E Level A	Dec 5/18 E	Oct 27/20 E Level A	Oct 27/20 E Level A	Dec 5/18 E	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A	Oct 27/20 E Level A
WHMIS	tested annually	May 2017	Feb 15/19	May 2017	May 2017	May 2017	May 2017	May 2017		May 2017	May 2017	May 2017	May 2017	Feb 15/19
Transportation of Dangerous Goods	recertify every 3 years	May 2017		May 2017	May 2017	May 2017	May 2017	May 2017		May 2017	May 2017	Jun 2/20	May 2017	May 8/20
Confined Space	recertify every 2 years	Apr 6/18	Mar 28/19	Apr 6/18	Apr 6/18	Apr 6/18	Apr 6/18	Apr 6/18		Apr 6/18	Apr 6/18	Sep 29/20	Apr 6/18	Mar 28/19
Fall Arrest and Scaffolding	recertify every 3 years	Apr 11/18		Apr 11/18	Apr 11/18	Apr 11/18	Apr 11/18	Apr 11/18		Apr 11/18	Apr 11/18	Apr 11/18	Apr 11/18	
Traffic Control	recertify every 3 years	Oct 15/19	Oct 15/19	Nov 2,3/16	Oct 15/19	Oct 15/19	Oct 15/19	Oct 15/19	Oct 15/19	Oct 15/19	Oct 15/19	Sep 23/10	Sep 23/10	
Temp Workplace Signer	recertify every 2 years	Nov 2 & 3/20		Nov 1/16	Nov 2 & 3/20	Nov 1/16	Nov 2 & 3/20 (info only no test)	Nov 2 & 3/20 (info only no test)	Nov 2 & 3/20 (info only no test)	Nov 2 & 3/20	Nov 2 & 3/20 (info only no test)	Sep 23/10	Sep 23/10	
Tagout		Apr 26/12		Apr 26/12	Nov/08	Apr 26/12	Nov/08			Apr 26/12	Nov/08	Apr 26/12	Apr 26/12	
Breathing Apparatus					Apr/10		w/Fire Dpt				Apr/10		Apr/10	
Chlorine Emergency Response												Mar 26/19	Mar 26/19	Mar 26/19
Fire Extinguisher		Sep/90		Jul/10	Jul/10	Jul/10	Jul/10	Jan/13		Jul/10	Jul/10	Jul/10	Jul/10	
Electrical Safety Hazard Awareness		May 22/19	May 22/19 Mar 2/20	May 22/19 Mar 2/20	May 22/19 Mar 3/20	May 22/19 Mar 2/20	May 22/19 Mar 2/20	May 22/19 Mar 2/20		May 22/19	May 22/19 Mar 2/20	May 22/19 Mar 2/20	May 22/19 Mar 2/20	May 22/19 Mar 2/20
Excavation/Trenching		May 2017		May 2017	May 2017	May 2017	May 2017	May 2017		May 2017	May 2017	May 2017	May 2017	
Plow Truck Operator				Refresher Nov 22/17	Refresher Nov 22/17	Refresher Nov 22/17	Refresher Nov 22/17	Refresher Nov 22/17			Refresher Nov 22/17			
Prof Driver Impr		Apr 21/06		Nov 25/09	Nov 25/09	Nov 25/09	Nov 25/09			Nov 25/09	Nov 25/09	Apr 21/06		
Gas Detector		Oct 11/11			TBArranged	TBArranged	TBArranged	TBArranged		TBArranged			Oct 11/11	
DOEL Rights/Resp		Sep 22/06		Sep 22/06		Sep 22/06	Sep 22/06			Sep 22/06	Sep 22/06	Sep 22/06		
Back Care		May 31/10		May 31/10	May 31/10	May 31/10	May 31/10			May 31/10	May 31/10	May 31/10	May 31/10	
Power Saw		n/a		Jun 21/10	Jun 21/10	Jun 21/10	Jun 21/10	n/a		Jun 21/10	through FD	n/a	n/a	
Eye Safety (CNIB)		Feb 16/12			Nov 21/12	Nov 21/12	Nov 21/12	Nov 21/12	Nov 21/12	Nov 21/12	Feb 16/12	Nov 21/12	Nov 21/12	
CAPSC Safety		Oct 18/11		Oct 18/11	Oct 18/11	Oct 18/11	Oct 18/11	Oct 18/11		Oct 18/11	Oct 18/11	Oct 18/11	Oct 18/11	
CAPSC Supervisor		Oct 26.11												
JOHSC Training (Health & Safety Committee Rep			Apr 3/19								Apr 3/19			Apr 3/19
Welding		Apr 18/12			Apr 18/12	Apr 18/12	Apr 18/12			Apr 18/12	Apr 18/12		Apr 18/12	
Basic Electrical and Safety												May 22/13		
Rigging Fundamentals		Jun 29/17		Jun 29/17	Jun 29/17	Jun 29/17	Jun 29/17	Jun 29/17		Jun 29/17	Jun 29/17			
Hazard Identification & Control		Jun 4/19	Oct 4/19	Jun 4/19			Jun 4/19			Jun 4/19	Jun 4/19	Jun 4/19	Jun 4/19	Jun 4/19
Leadership for Safety Excellence		Mar 3/20	Jan 23/19 Mar 3/30											
Principals of Loss Control			Apr 16/19											
COR Evaluation			Apr 18/19											
H2S Awreness	no expiry	Feb 4/20	Feb 4/20	Feb 4/20	Feb 4/20	Feb 4/20	Feb 4/20	Feb 4/20			Feb 4/20	Feb 4/20	Feb 4/20	Feb 4/20

TOWN OF LUNENBURG SAFETY TRAINING LIST:

RECREATION

REVISED Nov 19/20

Course	Requirement	Kelly Cunningham	Trevor Church	Bobby Cleveland	Malcolm Smith
CPR First Aid & AED Emergency - E Standard - S	<i>recertify every 3 years</i>	Oct 27/20 E Level A	Oct 27/20 E Level A	Dec 5/18 S	Oct 27/20 E Level A
WHMIS	<i>tested annually</i>	Feb 15/19	May 2017	May 2017	May 2017
Breathing Apparatus			Apr 29/96	Apr 29/96	Apr 29/96
Canadian Certified Playground Inspector	<i>recertify every 3 years</i>	May 31, 2019			
Electrical Safety Hazard Awareness		May 22/19 Mar 2/20	May 22/19	May 22/19	May 22/19 Mar 2/20
Fire Extinguisher			Jun 24/10	Jun 24/10	Jun 24/10
Excavation					
Tranportation of Dangerous Goods	<i>recertify every 3 years</i>		Jan/04	Jan/04	Jan/04
Hazard Identification and Control		Oct 8/19	Oct 8/19	Jun 4/19	Oct 8/19
Tagout			Apr 26/12	Apr 26/12	Apr 26/12
Fall Arrest and Scaffolding		Apr 11/18	Apr 11/18	Apr 11/18	Apr 11/18
Prof Driver Impr			Apr 21/06	Apr 21/06	Apr 21/06
Gas Detector					
DOEL Rights/Resp			Sep 22/06	Sep 22/06	Sep 22/06
Back Care				May 31/10	May 31/10
Power Saw			Jun 21/10	Jun 21/10	Jun 21/10
Eye Safety (CNIB)				Nov 21/12	Nov 21/12
CAPSC Safety			Oct 18/11	Oct 18/11	Oct 18/11
CAPSC Supervisor					
JOHSC Training (Health & Safety Committee Rep		Apr 3/19	Apr/12  Level 1	Apr 3/19	Apr/12  Level 1
Welding			Apr 18/12		
H2S Awareness	<i>no expiry</i>				Feb 4/20
Leadership for Safety Awareness		Mar 3/20			

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: ARTHUR MACDONALD, HERITAGE MANAGER**

**DATE: JANUARY 29, 2021**

**RE: LUNENBURG COUNTY ACCESSIBILITY PLAN**

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**1. FACTS**

**A. Background**

The Lunenburg County Accessibility Plan (the Plan) was developed by the Lunenburg County Accessibility Advisory Committee, a joint committee of the Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and the Town of Mahone Bay.

The Lunenburg County Accessibility Advisory Committee's (LCAAC) role is to assist the five municipal units in developing an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017" (The Act).

The LCAAC provides advice to the municipal councils on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

The Lunenburg County Accessibility Plan outlines the overarching goals for improving accessibility in Lunenburg County. The Plan was based on community consultation undertaken during May and June of 2020. The five (5) focus areas, Goods and Services, Information and Communications, Transportation, Employment and Built Environment, identified in the Plan are consistent with the Government of Nova Scotia Accessibility Plan 2018-2021. Each participating municipal unit will develop their own Accessibility Operational Plan in keeping with the overarching Lunenburg County Accessibility Plan after the Lunenburg County Accessibility Plan has been approved. This will entail working with the Town's Managers as well as the LCAAC and may take 1-2 year(s) to complete. The template for the Accessibility Operational Plan is attached in **Attachment B**. The implementation of the objectives of the Operational Plan will take 10-15 years depending upon budgets, funding applications, the complexities of the Plan itself as well as staff resources. The specifics/complexities of the Plan have not been determined.

The Lunenburg County Accessibility Plan is before Council for their approval.

## **B. Proposal**

The goal is to proceed with the adoption of the Lunenburg County Accessibility Plan (**Attachment A**) as the Town of Lunenburg's overarching Accessibility Plan. Once Council has adopted the Plan, Council will then consider the adoption of the Town of Lunenburg Accessibility Operational Plan (Operational Plan) which will become an appendix to the Plan.

It should also be noted that the Provincial Standards for these five (5) focused areas will be development by the Province and as per the Plan, will form part of the Plan. The Town will be obligated to be in compliance with the Provincial Standards.

Also note that the Province is in the process of developing an enforcement and compliance mechanism.

The Accessibility Directorate will be forming a Compliance and Enforcement Working Group to develop a framework for enforcing the Act. This framework will outline an approach to enforcing the Accessibility Act and its regulations, including measures to:

- promote the many benefits of removing barriers to accessibility;
- ensure that prescribed public sector bodies produce accessibility plans within their prescribed time frame, and that meet the requirements outlined in the Act;
- ensure impacted organizations adhere to accessibility standards, once enacted, in the areas of the delivery and receipt of goods and services, information and communication, transportation, employment, the built environment and education;
- monitor and detect contraventions to the Act and its regulations;
- strategies to encourage organizations to return to compliance;
- determine when and how sanctions will be issued; and
- guided by the principle of responsive regulation, promote compliance with the act, including through advising on communication, training and outreach to impacted sectors

## **2. ISSUES AND OPTIONS**

Creating a more accessible world is beneficial and we need to plan for enhanced inclusivity for all members of our society in our programs, services and facilities. The shared universal goal of reaching an accessible Nova Scotia by 2030 will however take a significant amount of funding.

The implementation of the Lunenburg County Accessibility Plan and the Town's Accessibility Operational Plan will require additional operating and capital financial resources to implement. Some examples are accessible sidewalks, accessible front harbour and back harbour trails, accessible entrances to all Town buildings, accessible Town parking areas, accessible street parking areas, accessible interior spaces so that everyone has access to participate in Town services, program and facilities, accessible Town literature such as Braille (if determined by the Operational Plan) and making the Town's website comply with the World Wide Web Consortium Web Content

Accessibility Guidelines (WCAG) 2.0, just to name a few. These are only examples. The extent to which we become accessible is up to the individual municipality as outlined in their Operational Plans. However, municipalities will be required at a minimum to comply with the Provincial Standards. For example, under the proposed draft Provincial Standards for the Built Environment the Town may no longer be able to just advise a company to repair or install a sidewalk. The Town may have to hire a consultant to undertake drawings of the repair or new sidewalk and have those drawings reviewed by the LCAAC to ensure compliance with the Accessibility Plan. This will take additional time and money to undertake any public works infrastructure project where accessibility may be an issue. Due to the Town's limited financial resources to assume additional projects it may not be feasible for the Town to achieve accessibility by 2030 without financial aid from other levels of government. Therefore the time to seek financial support is now. It is therefore recommended that Council pass a motion to write the Nova Scotia Premier, the Minister of Justice, Mark Furey, Minister responsible for the Accessibility Act, as well as the Nova Scotia Federation of Municipalities (NSFM) requesting municipal funding programs for the implementation of Municipal Accessibility Plans.

The options regarding the proposed adoption of the Lunenburg County Accessibility Plan are:

- 1) To adopt the Lunenburg County Accessibility Plan as presented and as outlined in Attachment A; or
- 2) To refer the Lunenburg County Accessibility Plan back to the Lunenburg County Accessibility Advisory Committee for revisions or clarifications.

### 3. **FINANCIAL IMPACT**

The Plan acknowledges that the individual operating plans for each municipal unit will be developed at a later date which will provide more details on action items, associated timelines, and budgets. The Town's compliance with the Lunenburg County Accessibility Plan will take staff and financial resources. In addition, the Provincial Standards developed by the Province, forming part of the Plan, will also require staff and financial resources in order to comply with the proposed standards. However, it should be noted that the Town is mandated and obligated to undertake the Accessibility Plan pursuant to the Accessibility Act.

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

This project is in keeping with the Town's CCP:

**CCP – Direction:**

**Mobility:** Direction for multi-modal transportation and demand management.

**CCP – Principles:**

**Inclusion:** We work to ensure a sense of belonging, acceptance and value for all in our community.

**CCP- Objective:**

**M3** Ensure the town’s streets, sidewalks, and public places can be used and accessed by everyone, regardless of age or ability.

**w)** Continue work in the Lunenburg County Joint Accessibility Advisory Committee to establish a (joint) Municipal Accessibility Plan to identify, remove and prevent barriers in the policies, programs, practices and services of the municipality. (Page 94)

**5. RECOMMENDATION AND MOTIONS**

It is recommended that Council write the Nova Scotia Premier, the Minister of Justice, Mark Furey, Minister responsible for the Accessibility Act, as well as the Nova Scotia Federation of Municipalities (NSFM) in support of municipal funding programs for the implementation of Municipal Accessibility Plans.

It is recommended that Council approves the adoption of the Lunenburg County Accessibility Plan as presented by the Lunenburg County Accessibility Committee, and authorize the submission of the Plan to the provincial Accessibility Directorate and directs staff to undertake the Town of Lunenburg’s Accessibility Operation Plan which will become an appendix to the overarching Lunenburg County Accessibility Plan for consideration of Council at a future meeting.

Motion: moved and seconded that Council write the Nova Scotia Premier, the Minister of Justice, Mark Furey, Minister responsible for the Accessibility Act, as well as the Nova Scotia Federation of Municipalities (NSFM) in support of municipal funding programs for the implementation of Municipal Accessibility Plans.

Motion: moved and seconded that Council hereby approves the adoption of the Lunenburg County Accessibility Plan as presented by the Lunenburg County Accessibility Committee, and authorize the submission of the Plan to the provincial Accessibility Directorate and directs staff to undertake the Town of Lunenburg’s Accessibility Operation Plan which will become an appendix to the overarching Lunenburg County Accessibility Plan for consideration of Council at a future meeting.

**ATTACHMENTS:**

- A.** Lunenburg County Accessibility Plan
- B.** Template for Town of Lunenburg’s Operational Accessibility Plan

Acknowledged only by:

Bea Renton  
CAO

# Draft Lunenburg County Accessibility Plan

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## **Introduction**

This Accessibility Plan was developed by the Joint Accessibility Advisory Committee, a joint committee of the Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

This committee provided advice to the municipal councils in Lunenburg County on identifying, preventing, and eliminating barriers experienced by people with disabilities in municipal programs, services, initiatives and facilities, and worked with staff on the development and oversight of this plan.

This document outlines the overarching goals for improving accessibility in Lunenburg County. In coordination with this Accessibility Plan, individual municipal units will be releasing local Accessibility Action Plans which will provide more details on action items, associated timelines, and budgets. These individual Accessibility Action Plans may not be available until a future date.

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## What We Believe

We commit to fostering a culture of accessibility, encouraging the prevention and removal of barriers to participation, and building capacity in these areas amongst municipal staff, Council members, and the public.

Several principles have guided this process and should remain as priorities as we move forward to implement this plan.

- Working towards equitable access for all members of our community means that every individual has an equal opportunity, and everyone is treated fairly. Equitable access acknowledges individual circumstances to removing barriers.
- It is essential to include first voice perspectives, or lived experience, of people with disabilities in the creation of this plan, actions, and decision-making processes.
- As new standards are introduced and new technologies become available, we will review and update this plan to ensure its relevance. As such, this plan should be interpreted as a living document.
- It is essential to continue to collaborate with other municipal units, the Accessibility Advisory Committee, the Nova Scotia Accessibility Directorate, and community partners to advance this plan and work towards improved accessibility in our communities.

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## **Glossary of Terms**

### **Accessibility Act (2017)**

The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board, and addresses standards, compliance, and enforcement. ([nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf](https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf))

### **Accessibility Advisory Committee**

A volunteer committee established by a municipality to advise municipal council about identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with Nova Scotia's Accessibility Act (2017). At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

### **Accessibility Lens**

An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to access and address the impact of all initiatives (policies, programs or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities.

### **Barrier**

Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

### **Disability**

As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

### **Equitable/equity**

A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

### **Government of Nova Scotia Accessibility Plan**

A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia. The first plan was published in 2018 and covers the years 2018-2021. ([novascotia.ca/accessibility/plan](https://novascotia.ca/accessibility/plan))

**Meaningful**

In the context of our Accessibility work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

**Plain language**

Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information ([plainlanguagenetwork.org/](http://plainlanguagenetwork.org/)).

**Prescribed**

Means “prescribed in the Accessibility Act General Regulations.” The Accessibility Act enables the government to use the regulations to identify which organizations must comply with certain requirements. These requirements include forming an Accessibility Advisory Committee and developing an accessibility plan within one year. The use of the word “prescribed” in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

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# Community Consultation

The Accessibility Committee undertook public consultation efforts in May and June of 2020. These efforts were hampered by COVID-19 restrictions that prohibited public gatherings and restricted resident movement. Despite these challenges, the Committee heard from more than 170 residents and organizations on the issue of accessibility through an online survey, phone calls, emails, and informational interviews.

## Respondent Demographics

<p>46.53% Persons with a disability (visible or invisible)          27.08% Family member, friend, or caregiver of a person with a disability          26.39% Employed or volunteer at an organization that provides services to people with disabilities          Many of which self-identified as all of the above</p>
<p>67.33% Women          26.67% Men          1.33% Non-binary          Remainder preferred not to say</p>
<p>55.63% aged 55-74          28.48% aged 35-54          10.60% aged 74+          4.64% aged 18-34          0.66% aged Under 18</p>
<p>33.11% Municipality of the District of Lunenburg          25.83% Bridgewater          13.25% Municipality of the District of Chester          12.58% Town of Lunenburg          10.60% Town of Mahone Bay          2.65% Village of Chester          1.99% Do not reside in Lunenburg County</p>

## Areas of Focus

Consistent with the Government of Nova Scotia Accessibility Plan 2018-2021, we have identified commitments to improving accessibility within five areas of focus. These priority areas include (1) Goods and Services, (2) Information and Communications, (3) Transportation, (4) Employment, and (5) Built Environment. Working towards equitable access in these priority areas will help to identify, prevent, and eliminate barriers for people with disabilities to participate fully in our communities. This Accessibility Plan is a united plan based on universal standards. Each municipality has been provided with a template to develop their individual Accessibility Action Plans for each commitment.

### 1. Goods and Services

#### The Commitment

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

- 1.1 Services – Enhance services provided by municipal units by making municipal services and events more accessible to people with disabilities, including but not limited to accessible communication, accessible digital content and technologies, and welcoming service animals and support persons.
- 1.2 Service Delivery – Improve service delivery by developing and implementing ongoing awareness and training programs for municipal staff and Council to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community, as well as developing and implementing new awareness and training opportunities as part of an orientation package for new employees. This will ensure that all municipal staff and Council are educated in and striving towards building competency in accessibility matters.
- 1.3 Physical Space – Upon entering a municipal building, physical spaces should be conducive to positive accessible customer service experiences. For example, provide chairs to rest in while waiting and/or sensory sensitive spaces to communicate with staff.
- 1.4 Programs – Deliver programming to people of all ages and abilities and commit to training all program delivery staff as per 1.2.
- 1.5 Events - Improve accessibility of public events planned and delivered by a municipal unit by planning events with an accessibility lens including location, event delivery, and/or participation. Planning should consider the needs of persons with disabilities including, but not limited to, having adequate accessible event parking, accessible portable toilets, and when possible, places to rest from sensory overwhelming environments.
- 1.6 Procurement – Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and factoring accessibility into the scoring process for procurement.
- 1.7 Internal Policy– Apply an accessibility lens to all policy, procedures, and practices.

- 1.8 Emergency Management – Emergency management plans and prioritization of critical infrastructure need to consider accessibility barriers and vulnerable populations to ensure safety of people with disabilities in contingency and evacuation plans.

## **2. Information and Communications**

### **The Commitment**

People with disabilities can equitably access information and communications provided by our municipalities.

- 2.1 Delivery of Communications – Improve communications about existing municipal programs, services, and events that are accessible to people with disabilities by delivering communications in a wide range of accessible formats.
- 2.2 Public Meetings – Ensure that all public open houses and meetings are as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation, and ensuring topics are discussed in plain language when possible.
- 2.3 Advertising/Marketing – Develop and implement a standardized symbol system for all public communications of programs and events to clearly identify what accessibility accommodations are available on site. For example, accessible entrances, scent free facility, and accessible washrooms.
- 2.4 Wayfinding – Improve signage and wayfinding for municipal buildings and public facilities by implementing signage and wayfinding consistent with accessibility best practice. Prioritize having signage and wayfinding where necessary, but not in excess.

## **3. Transportation**

### **The Commitment**

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

- 3.1 Pedestrian Infrastructure – Improve connectivity in communities by improving pedestrian infrastructure where possible including constructing sidewalks, improving surface quality of sidewalks, and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by implementing audible signals, tactile walking surface indicators at crossings, appropriate lighting, and benches to rest where possible. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
- 3.2 Snow Removal – Prioritize snow clearance at transit stops, public buildings, and in municipally managed parking areas.
- 3.3 Parking – Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).

- 3.4 Transit Connectivity – Where possible, support improving transit connectivity by expanding public transportation systems.
- 3.5 Transit Infrastructure – Improve existing transit infrastructure and ensure transit vehicles, transit stops, and signage are accessible to people with disabilities.

## **4. Employment**

### **The Commitment**

Our municipalities are accessible and equitable employers and support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities.

- 4.1 Job Opportunities – Improve opportunities for people with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to people with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.
- 4.2 Hiring – Improve processes, policies, and practices to facilitate and encourage the recruitment, selection, transition, and advancement of people with disabilities in their employment at the municipalities. Improve job standards to reflect the actual standards of the job and examine what assumptions are being made in the job standards.
- 4.3 Flexibility – Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.
- 4.4 Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities. Municipal units will develop Employment Equity Statements.
- 4.5 Representation – Actively recruit people with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

## **5. Built Environment**

### **The Commitment**

Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

- 5.1 Buildings – Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.
- 5.2 Public Spaces – Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation

equipment, and creating accessible parks, playgrounds and trails. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented.)

5.3 Washrooms – Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.

5.4 Temporary Disruptions – Establish and implement processes to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, and/or special events.

5.5 Emergencies - Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.

5.6 Construction Mitigation - Municipalities should ensure accessible detours are available when a sidewalk is closed for or affected by construction

The Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and the Town of Mahone Bay hereby all agree together to work cooperatively with regards to the administration and implementation of the Joint Accessibility Plan and hereby agrees to jointly advocate the Provincial and Federal Government to provide new funding initiatives and programs to support the further development and implementation of this Plan.

## **Implementing the Plan**

This plan is a united framework and universal standards, agreed upon by all five municipal units. Each municipal unit is responsible for creating individual operational plans and operationalising those plans.

## **Responsibilities**

### **Accessibility Advisory Committee**

- Review this Accessibility Plan at least every three years and update as required.
- Review Municipal Accessibility Report Cards annually and report on progress toward meeting the commitments outlined in this Plan.

### **Accessibility Coordinator**

- Guide the work by the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, assist Chair in leading the meetings, manage recruitment for Committee when necessary.
- Act as a liaison with the Accessibility Advisory Committee and municipal units.

## **Councils**

- Recognize the significant cost of implementing this plan and the municipal operational plans and seek adequate funding to allow municipalities to meet the requirements under Nova Scotia's *Accessibility Act*.

## **CAOs/Staff**

- Ensure the commitments outlined in the Accessibility Plan are reflected and operationalized in municipal Accessibility Action Plans required as public sector bodies under Nova Scotia's *Accessibility Act*.
- Accept complaints, questions, and concerns submitted to them by the public.
- Provide a summary of complaints, questions, and concerns to the Accessibility Advisory Committee.

## **Timeline**

In September 2018, the Government of Nova Scotia passed the province's first Accessibility Act. A supporting document, *Access by Design 2030*, identifies priorities to achieve the goals set out in the Accessibility Act. It also identifies actions to improve public awareness, build collaboration and increase compliance with existing regulations. The Accessibility Act was passed in 2017, setting a goal of an accessible Nova Scotia by 2030. This important piece of legislation set an ambitious goal to become a fully accessible province by 2030. As such, we strive to have the commitments of this plan achieved by 2030, to be consistent with the Province of Nova Scotia.

For specific timelines and budgets associated with the commitments and action items of this plan, please see your municipality's Accessibility Action Plan. As highlighted above, these individual Accessibility Action Plans may not be available until a future date.

## **Monitoring and Evaluating**

Each municipal unit will be responsible for submitting an Accessibility Report Card to the Accessibility Advisory Committee by November 30 each year. This report card will track and report on the progress made towards the commitments in this plan, and performance of the policies and actions in their individual Accessibility Action Plans. The Accessibility Advisory Committee may also make recommendations to improve this plan.

The Accessibility Report Cards of each municipal unit will be public documents, posted on their individual websites.

The Accessibility Advisory Committee will review new directives, guidelines, and updates from the province as they are released, and determine if updates to this Accessibility Plan are required based on those updates. The Accessibility Advisory Committee will make

recommendations to the municipal units on the need for updates to their individual Accessibility Action Plans.

## **Responding to Questions and Complaints**

- Anyone can lodge a complaint, pose a question, or express a concern about accessibility in Lunenburg County. These should be directed to the CAO of the appropriate municipal unit.
- The CAO will respond within a reasonable time. Before responding, the CAO will consult with the staff person responsible for the area of inquiry. The CAO's response will contain the reasons for the decision.
- If the complainant still has concerns, they can contact the Accessibility Advisory Committee Chair.
- Anyone can appeal to Council if they are not satisfied with the response from the CAO or the Accessibility Advisory Committee. Council may refer any appeal to the Accessibility Advisory Committee for additional review and recommendations before issuing a final response to the complainant.
- The CAOs will keep a record of all complaints, questions, and concerns submitted to them, and will provide summary updates to the Accessibility Advisory Committee on a regular basis. These updates will become part of the Accessibility Advisory Committee's continual review of the Accessibility Plan and may inform future changes.

## Reference Documents

The **Built Environment Standard**, under the Government of Nova Scotia Accessibility Plan 2018-2021 will be released soon and include accessibility standards for the built environment, to prevent the design and construction of new barriers and remove existing barriers over time.

The **Clearing Our Path** resource, produced by the CNIB Foundation (2019), provides international standards and universal design principles to build accessible environments for people who are blind or have low vision.

Link: [http://www.clearingourpath.ca/8.0.0-design-needs\\_e.php](http://www.clearingourpath.ca/8.0.0-design-needs_e.php)

The **Guidelines For Accessible Recreation** prepared for Lunenburg Queens Recreation Coordinators and Directors Association and Yarmouth Shelburne Municipal Recreation Association by Fulcrum Accessibility Consulting, 2018, includes a **Basic Standards of Accessibility list** developed as a result of accumulated insight and recommendations based on *the Americans with Disabilities Act*, the *Accessibility for Ontarians with Disabilities Act*, the *Accessibility for Nova Scotian's Act*, and the *Human Rights Act of Nova Scotia*. Interwoven into these Guidelines are principles of Universal Design, the suggestions of persons with disabilities themselves, and learned techniques from practicing accessibility consultants and access audits on various buildings.

Link:

<https://s3.amazonaws.com/southshoreconnect.cioc/CCH/Revised+September+5th+edition+of+April+7+Combined+Audit+%26+Accessibility+Report.pdf>

The **Global Age-friendly Cities: A Guide** document produced by the World Health Organization (WHO), 2007, outlines research and recommendations for communities to become more age-friendly, including but not limited to, recommendations for outdoor spaces and buildings, transportation, and civic participation.

Link: [https://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)

The **Government of Nova Scotia Accessibility Plan 2018-2021**, released by the Department of Justice in September 2018, is a multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia.

Link: <https://novascotia.ca/accessibility/plan/government-accessibility-plan.pdf>

The **Interim Accessibility Guidelines for Indoor and Outdoor Spaces**, released by the Nova Scotia Accessibility Directorate in April 2020, provide ways to identify barriers to accessibility in the built environment and are intended to be replaced by the provincial accessibility standard for the built environment.

Link: <https://novascotia.ca/accessibility/docs/Interim-Accessibility-Guidelines-for-Indoor-and-Outdoor-Spaces.pdf>

The **Wolfville: Access by Design, An Accessibility Plan for 2019-2022**, released by the Town of Wolfville in April 2019, is the first municipal-level accessibility plan. The Town was chosen by the Government of Nova Scotia to serve as an example for other communities in the province.

Link: <https://www.amans.ca/other-resouces/692-wolfville-accessibility-plan/file.html>

## Appendices

- Accessibility Advisory Committee Members

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# Municipal Unit Accessibility Plan Template

## What We Believe

We commit to fostering a culture of accessibility, encouraging the prevention and removal of barriers to participation, and building capacity in these areas amongst municipal staff, Council members, and the public.

Several principles have guided this process and should remain as priorities as we move forward to implement this plan.

- Working towards equitable access for all members of our community means that every individual has an equal opportunity, and everyone is treated fairly. Equitable access acknowledges individual circumstances to removing barriers.
- It is essential to include first voice perspectives, or lived experience, of people with disabilities in the creation of this plan, actions, and decision-making processes.
- As new standards are introduced and new technologies become available, we will review and update this plan to ensure its relevance. As such, this plan should be interpreted as a living document.
- It is essential to continue to collaborate with other municipal units, the Accessibility Advisory Committee, the Nova Scotia Accessibility Directorate, and community partners to advance this plan and work towards improved accessibility in our communities.

## Using This Template

For each commitment, you should determine three primary items:

- What is the starting point—the current situation? Define any barriers to meeting this commitment.
- What policies are already in place or under development that will assist your municipality in meeting this commitment?
- Define and prioritize the actions your municipality will take to meet this commitment.

We recommend identifying specific employees or roles responsible for each commitment, as well as a timeline for meeting each commitment.

Your completed template is your Municipal Accessibility Action Plan and should be made available to your Council and the public. It should be treated as a living plan and updated regularly. It should form the basis of your municipal unit's Accessibility Report Card, submitted to the Lunenburg County Accessibility Advisory Committee by November 31 each year.

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# 1. Goods and Services

## The Commitment

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

### 1.1 SERVICES – Ensure services provided by municipal units are accessible to people with disabilities, including accessible communication, accessible digital content and technologies, and welcoming service animals and support persons.

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

### 1.2 SERVICE DELIVERY – Improve service delivery by developing and implementing awareness and training programs for municipal staff and Council to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community. This will ensure that all municipal staff and Council are educated in and striving towards building competency in accessibility matters. *Example: The Guidelines for Accessible Recreation recommend having well-trained staff and keeping them up to date on evolving practices and understandings (Fulcrum Accessibility Consulting, 2018).*

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

### 1.3 PHYSICAL SPACE – Upon entering a municipal services building, physical spaces should be conducive to positive accessible customer service experiences. For example, provide chairs to rest in while waiting and/or sensory sensitive spaces to communicate with staff.

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.4 PROGRAMS – Deliver programming to people of all ages and abilities and prioritize hiring staff who have expertise in working with people with disabilities.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.5 EVENTS – Ensure municipal events are accessible to people with disabilities through having adequate accessible event parking, accessible portable toilets, and when possible, places to rest from sensory overwhelming environments.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.6 MUNICIPAL EVENTS – Ensure public events planned and delivered by a municipal unit are planned with an accessibility lens including location, event delivery, and/or participation.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.7 PROCUREMENT – Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and/or factoring accessibility into the scoring process for procurement.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.8 INTERNAL POLICY– Apply an accessibility lens to all policy, procedures, and practices.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**1.9 EMERGENCY MANAGEMENT – Emergency management plans and prioritization of critical infrastructure need to consider.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

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## 2. Information and Communications

### The Commitment

People with disabilities are able to equitably access information and communications provided by our municipalities.

#### **2.1 DELIVERY OF COMMUNICATIONS – Improve communications about existing municipal programs, services, and events that are accessible to people with disabilities by delivering communications in a wide range of accessible formats.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **2.2 PUBLIC MEETINGS – Ensure that all public open houses and meetings are as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation, and ensuring topics are discussed in plain language when possible.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **2.3 PUBLIC MEETINGS – Ensure that all public open houses and meetings are as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation, and ensuring topics are discussed in plain language when possible.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **2.4 ADVERTISING/MARKETING – Develop and implement a standardized symbol system for all public communications of programs and events to clearly identify what accessibility accommodations are available on site. For example, accessible entrances, scent free facility, and/or accessible washrooms.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**2.5 WAYFINDING – Improve signage and wayfinding for municipal buildings and public facilities by implementing signage and wayfinding consistent with accessibility best practice. Prioritize having signage and wayfinding where necessary, but not in excess. Example: CNIB Foundation’s Clearing Our Path document recommends to keep sign information short and simple, be consistent with placement of signs, and ensure signs have significant tonal contrast, large font, and a mix of text and visual indicators (CNIB Foundation, 2019).**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

DRAFT

### 3. Transportation

#### The Commitment

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

#### **3.1 TRANSIT CONNECTIVITY – Where possible, support improving transit connectivity transit connectivity by expanding public transportation systems and making transit more affordable.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **3.2 TRANSIT INFRASTRUCTURE – Improve transit infrastructure and ensure buses, bus stops, and signage are accessible to people with disabilities. Example: The World Health Organization’s Global Age-friendly Cities guide suggests “the design, location, and condition of transport stops and stations are significant features” (WHO, p. 24).**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **3.3 PARKING – Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking should meet the Accessibility Act's Built Environment Standard (when implemented). Example: The World Health Organization’s Global Age-friendly Cities guide recommends that priority accessible parking spots, and drop-off and pick-up bays, are provided close to buildings and transport stops, and the use of which are monitored. (WHO, p. 29).**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**3.4 SNOW REMOVAL – Prioritize snow clearance in the winter at transit stops, public buildings, and in municipally managed parking areas.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

DRAFT

## 4. Employment

### The Commitment

Our municipalities are accessible and equitable employers, support the careers of employees with disabilities, and ensure our employees reflect the diversity of Nova Scotians.

#### **4.1 JOB OPPORTUNITIES – Look to improve opportunities for people with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to people with disabilities, accommodations are available in the workplace, and/or advertise job postings across different platforms.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **4.2 HIRING – Look to ensure processes, policies, and practices facilitate and encourage the recruitment, selection, transition, and advancement of people with disabilities in their employment at the municipalities. Ensure job requirements reflect the actual requirements of the job, and what examine what assumptions are being made in job requirements.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

#### **4.3 FLEXIBILITY – Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities by ensuring staff and Council have access to adaptive technologies, accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home. *Example: Marco Pasqua (2020), Accessibility Consultant, suggests that providing accommodations like adjustable desks, task lighting for those who may have low vision, and/or specialized software can have a big impact on productivity, and often costs very little.***

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**4.4 CULTURE OF INCLUSION – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities. Municipal units will develop Employment Equity Statements consistent with other municipal employers in the province. Develop employment equity statements that reflect this commitment.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**4.5 REPRESENTATION – Prioritize representation of people with disabilities on all municipal committees and working groups and review committee and Council recruitment materials to ensure they are accessible.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

## 5. Built Environment

### The Commitment

Buildings and outdoor spaces within the municipalities provide meaningful access for users with disabilities.

**5.1 BUILDINGS – Improve and maintain the accessibility of municipal buildings and outdoor spaces using a common accessibility standard that will apply to existing buildings, new construction, and major renovations. At minimum, municipalities will comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**5.2 PEDESTRIAN INFRASTRUCTURE – Improve connectivity in communities by improving pedestrian infrastructure where possible including constructing sidewalks, improving surface quality of sidewalks, and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by implementing audible signals, tactile strips at crossings, appropriate lighting, and benches to rest where possible. At minimum, municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented). – align/reference to Built Environment Standards. *Example: The World Health Organization's Global Age-friendly Cities guide recommends smooth, level, and non-slip surfaces, sufficient width to accommodate wheelchairs, dropped curbs, and clearance from obstructions (WHO, p. 14).***

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**5.3 PUBLIC SPACES – Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation equipment, and creating accessible parks, playgrounds and trails. At minimum, municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented). *Example: The Guidelines for Accessible Recreation suggest, "when designing resting places, arranging your seating in ways that encourage discussion should be usable by people with***

*hearing loss, meaning that seats should be facing each other to facilitate lip reading or sign language interpretation” (Fulcrum Accessibility Consulting, 2018, p.43).*

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**5.4 WASHROOMS – Prioritize constructing and maintaining more accessible public washrooms and where possible retrofitting existing washrooms.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**5.5 TEMPORARY DISRUPTIONS – Establish and implement processes to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, construction, and/or special events.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.

**5.6 EMERGENCIES - Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.**

What is the starting point—the current situation? Define any barriers to meeting this commitment.

What policies are already in place or under development that will assist your municipality in meeting this commitment?

Define and prioritize the actions your municipality will take to meet this commitment.



**Attorney General  
Justice  
Office of the Minister**

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PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902 424-4044 Fax 902 424-0510 • [novascotia.ca](http://novascotia.ca)

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January 19, 2021

Mayor Matt Risser  
Town of Lunenburg  
PO Box 129  
119 Cumberland St  
Lunenburg NS B0J 2C0

Dear Mayor Risser:

On December 3<sup>rd</sup>, 2019, the Government of Nova Scotia announced that the Town of Lunenburg will be prescribed as a public sector body under the *Accessibility Act* as of April 1<sup>st</sup>, 2020.

Last spring, some public sector bodies shared concerns about capacity to meet their obligations under the Act, given the impact of Covid-19. I recognize the unprecedented challenges facing all Nova Scotians, and I committed to adjusting the timelines to ensure there is sufficient time and capacity to support the development of your accessibility plan.

I am pleased to announce a one-year extension to the prescription deadline. This means that the Town of Lunenburg will be prescribed as a public sector body under the Act as of April 1<sup>st</sup>, 2021. The Town of Lunenburg must form an accessibility advisory committee and have an accessibility plan in place by April 1<sup>st</sup>, 2022. Despite this extension, I encourage you to continue progressing with your accessibility planning.

The Accessibility Directorate has developed several resources to assist you in meeting your obligations under the *Accessibility Act*, including Accessibility Planning Toolkit for Prescribed Public Sector Bodies, the Accessibility Planning Toolkit for Municipalities, and the Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These resources are all available online at [novascotia.ca/accessibility](http://novascotia.ca/accessibility). In addition, the Accessibility Directorate is developing a series of webinars, which will be available soon to further guide our collaborative efforts.

Work is well underway across the province, as accessibility advisory committees are being established and the development of accessibility plans are beginning. Some prescribed bodies have formed a joint accessibility advisory committee and are developing a joint accessibility plan with other prescribed public sector bodies that share similar interests, as this is permitted under the Act.

We look forward to continuing to support you in this important work. For assistance to further information, please contact Carla Bezanson at 902-440-5007 or [Carla.bezanson@novascotia.ca](mailto:Carla.bezanson@novascotia.ca).

Thank you for your continued commitment to building an inclusive province for all Nova Scotians.

Yours truly,

A handwritten signature in blue ink, appearing to read "Mark Furey". The signature is fluid and cursive, with the first name "Mark" and last name "Furey" clearly distinguishable.

Mark Furey

**From:** Accessibility Directorate [<mailto:Accessibility@novascotia.ca>]

**Sent:** January-14-21 3:34 PM

**Subject:** Update: Timeline change for Prescribed Public Sector Bodies

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

Dear prescribed public sector body:

Since the onset of the Covid-19 pandemic, several prescribed public sector bodies have expressed concerns about meeting their obligations under the Accessibility Act within the previously announced timelines.

Official correspondence from Minister Furey will soon follow, but today we wanted to share with you that a one-year extension to the timelines has been approved, as follows:

Cohort 1 – prescribed effective **April 1, 2021**

- All municipalities and villages; universities; Nova Scotia Community College; Regional Libraries

Cohort 2 – prescribed effective **April 1, 2022**

- Housing Nova Scotia; Develop Nova Scotia; Events East; Conseil Scolaire Acadian Provincial; Regional Centres for Education; Nova Scotia Health Authority; IWK Health Centre; Atlantic Provinces Special Education Authority; Nova Scotia Business Inc.; Nova Scotia Innovation Corporation; Tourism Nova Scotia; Art Gallery of Nova Scotia; Nova Scotia Gaming Corporation; Nova Scotia Liquor Corporation; Nova Scotia Museum

This means that Cohort 1 will now have until **April 1, 2022** to develop an accessibility plan and establish an accessibility committee, while Cohort 2 will have until **April 1, 2023**.

Thank you for your ongoing commitment to building an accessible Nova Scotia by 2030. Please expect official correspondence from Minister Furey soon, with further details on this timeline change.

**[Nova Scotia Accessibility Directorate](#)**

Department of Justice

Phone: 902-424-8280

Website: <https://novascotia.ca/accessibility/>

Email: [accessibility@novascotia.ca](mailto:accessibility@novascotia.ca)

**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: DAWN SUTHERLAND, MCIP, LPP  
 MANAGER OF PLANNING AND DEVELOPMENT**

**DATE: JANUARY 23, 2020**

**RE: DEVELOPMENT AGREEMENT APPLICATION FOR 6 VICTORIA ROAD**  
**1. Proposed referral to PAC and scheduling of a public information meeting regarding an application to add a third residential unit through Development Agreement to 6 Victoria Road, PID 60055753.**

**2. Request for authorization of funds from the Planning and Development budget to be used for a short term contract for planning services.**

<b>Applicant</b>	Brighter Community Planning and Consulting
<b>Land Owner</b>	Justin Greige and Jean Greige
<b>Proposal</b>	Application to enter into a development agreement to add a third residential unit at 6 Victoria Road, Lunenburg
<b>Lot Area</b>	5,383 square feet (~ 500 square metres)
<b>Designation</b>	Residential
<b>Zone</b>	Residential (R)
<b>Current use</b>	Two unit dwelling
<b>Surrounding uses</b>	Residential, commercial, recreational
<b>Heritage</b>	NOT in Heritage Conservation District, NOT a designated heritage property. (abutting an Architectural Control Area)

**1. FACTS**

There are two matters contained within this report regarding the above referenced development agreement application. The first is to have Council authorize a Public Information Meeting. The second is in relation to moving the application forward in a timely manner via a short term contract for planning services.

Public Information Meeting:

An application to enter into a development agreement with the Town has been received from Erin Ferguson, Planner, of Brighter Community Planning and Consulting on behalf

of owners Justin Greige and Jean Greige. The proposal is to add a third residential unit. Please refer to Appendix A for the development agreement application form and submission.

Municipal Planning Strategy (MPS) Policy 5.9 enables Council to consider proposals for a multi-unit dwelling including conversions, expansions, and new construction only through the development agreement approval process in areas designated Residential on Map 2, in accordance with policy 5.12. MPS 5.12A is an implementation policy that sets out criteria for consideration with regard to multi-unit residential development.

The Town of Lunenburg Procedural Policy #65, the Public Participation Program, was adopted as per Section 204 of the *Municipal Government Act*. Please refer to Appendix B. The Public Participation Program sets out that a public information meeting be held and that notice be given to property owners within 30 metres of the subject property and a notice be advertised in the local newspaper.

Although holding a public information meeting is set out in the Public Participation Program, practise has been for Council to refer an application to the Planning Advisory Committee (PAC) and authorize PAC to hold a public information meeting (PIM).

A staff report(s) containing an analysis of the application will be forth coming to PAC at the time of the PIM and/or at a subsequent meeting of PAC, depending upon PAC's direction.

#### Short Term Contract:

Due to current workload, this application has been delayed and should be moved forward as soon as possible. It is recommended that a consultant be hired to take this application through the process, which would involve writing and presenting reports, facilitating the Public Information Meeting (PIM), attending all meetings and the Public Hearing, drafting the adverts and notification to affected landowners, and compiling the documents to be sent to the Province. Meeting attendance by the consultant would be via Zoom or in person if requested by Council. Although there is money available in the department's budget, it has not been allocated specifically to consulting fees as is the case with outsourced engineering services in the Public Works Department. Therefore, the matter must come to Council for approval. In order to be in keeping with proper procurement procedures, staff are working on a RFQ for immediate distribution to determine the actual cost for Council's further information.

Planning services are often contracted to carry out plan reviews or special projects, such as Upland Planning and Design leading Project Lunenburg. Planning services are also used on a smaller scale such as when staff planners are working on projects (e.g. plan review, special project) and consultants are used to bring forward applications. Consultants can be brought in to fill a gap in planning services when no staff planner is available as well in some other municipalities. Because the need was not foreseen in the 2020/21 Town budget, this request is being made in response to the current Development Agreement application to assist.

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

#### Public Information Meeting:

No issues at this time as issues will be identified in a report to PAC.

## OPTIONS:

PIM 1. Accept the application, refer it to the Planning Advisory Committee, and authorize the Planning Advisory Committee to hold a Public Information Meeting.

PIM 2. Accept the application and request more information be provided to the Planning and Development Department prior to authorising the Planning Advisory Committee to hold a Public Information Meeting.

PIM 3. Other – as determined by Council

### Short Term Contract (STC):

The Town strives to provide timely service, however, there are instances where this is very difficult to achieve without help.

## OPTIONS:

STC 1: Authorize \$10,000 from the Town's other Operating budget accounts and Planning legal budget to be used for a short term contract for planning services for the development agreement application for 6 Victoria Road.

Option STC 1 would allow for the application to move forward with a contract awarded (in response to the RFQ) in a timely manner.

STC 2: Take no action.

The processing time will be expanded. Assigning it as a staff priority simply means that other development applications, inquiries, and Project Luneburg budget activities will be given a lower priority and deadlines will not be met.

STC 3: Re-organization/Added Efficiencies

A review of the additional duties of the PDM at this time would not see the application processed in a timely manner and is best left to the Action Items of the Comprehensive Community Plan as well as the on-going budgeting process.

STC 4: Other – as determined by Council

## **3. FINANCIAL IMPACT**

### Public Information Meeting:

None at this time as issues regarding financial impact will be identified in a report to PAC.

### Short Term Contract:

The Finance Director was consulted and related that a contract expenditure could be covered from the Town's other Operating budget accounts and the \$4,700 left in Planning's Legal budget, which is a total of \$10,300. The applicant is responsible for the fees for filing the development agreement at the Land Registration Office.

The process of choosing and hiring a consultant will be subject to the Town's Purchasing Policy if the funds are approved by Council.

A review of planning application fees is recommended for the upcoming budget so that the fees may accurately reflect costs, especially where the Town may choose to make use of external planning consulting resources.

#### **4. COMPREHENSIVE COMMUNITY PLAN RELEVANCE**

Public Information Meeting:

The application meets all three of the objectives to achieve a wide range of high quality and affordable housing options.

##### **HOUSING**

Goal:

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

Objectives:

H 1 To increase the diversity of housing options throughout the Town of Lunenburg to accommodate current residents and attract new residents, including families and young people.

H 2 To increase the number of housing units appropriate for lower income households.

H 3 To improve the social and environmental sustainability of homes through alternative energy sources and barrier-free design.

Short Term Contract:

##### **GOVERNANCE**

Goal:

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

Objectives:

G 5 Continue to build and maintain a system of municipal government administration that can adapt to changing community needs and aspirations.

#### **5. RECOMMENDATION AND DRAFT MOTIONS**

Public Information Meeting:

The purpose of this report is to make Council aware of the application by way of accepting it and have Council authorize the Planning Advisory Committee to hold a Public Information Meeting.

Please note that Council is not able to refuse/deny the application at this point in the process as it would be effectively denying the applicants their right to appeal the decision of Council to the Nova Scotia Utility and Review Board.

A. Option PIM 1

Recommended motion:

Motion: moved and seconded that regarding the application from Brighter Community Planning and Consulting to add a third residential unit through Development Agreement to 6 Victoria Road, PID 600557531, that Council accepts the application, refers it to the Planning Advisory Committee, and authorizes the Planning Advisory Committee to hold a Public Information Meeting.

Short Term Contract:

With the exception of Project Lunenburg, hiring a consultant to assist the Town in carrying out a portion of their planning mandate (as set out Part VIII Planning and Development of the *Municipal Government Act*) has not been done before although it is common in other departments and in other jurisdictions. We have seen the value that the community has put on planning from the findings of Project Lunenburg. It is in the Town's best interest to move this application forward as expeditiously as possible.

B. Option STC 1

Recommended motion:

Motion: moved and seconded that Council authorize \$10,000 from the other Town Operating accounts and Planning legal budget to be used for a short term contract for planning services for the development agreement application for 6 Victoria Road,.

AND

that staff revisit planning application fees for the upcoming budget year so that the fees may accurately reflect costs, in full or in part, especially where the Town may choose to make use of external planning consulting resources.

Schedules:

Schedule A Development agreement application form and submission.

Schedule B #65. TOWN OF LUNENBURG PROCEDURAL POLICY, Public Participation Program

Acknowledged only by:

Bea Renton  
CAO

Schedule A -1 Application form

Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name: Erin Ferguson	Name: Jean Greige
Company Name: Brighter Community Planning & Consulting Ltd	Company Name:
Mailing Address: 80 Water Street, Windsor, BON 2T0	Mailing Address: 50 Montague Street PO Box 1709, Lunenburg, NS, B0J 2C0
Email: erin@brighterplanning.ca	Email: j3pizza@hotmail.com
Phone: [REDACTED] (home)	Phone: [REDACTED]
Cell: [REDACTED]	Cell

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

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address: 6 Victoria Rd	<input type="checkbox"/> Copy of Deed
PID: 60055753	<input checked="" type="checkbox"/> Survey Plan or Equivalent
Present Use of Property: Two Unit Dwelling	<input checked="" type="checkbox"/> A Letter Explaining the Proposal
Proposed Use of Property: Three Unit Dwelling	<input type="checkbox"/> Application and Advertising Fees \$945.15 (\$245.15 + \$700.00). NOTE PROPERTY OWNER WILL PROVIDE SEPARATELY

**EXPLANATION OF PROPOSAL AND SIGNATURE**

**A short explanation of your proposal (please include a detailed letter with a full explanation)** The proposal is to add one additional dwelling unit for a total of three dwelling units in a former single unit residence. The proposal also includes the provision of one dedicated off-street parking space.

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

Name (printed): Erin Ferguson      Signature: [REDACTED]      Date: November 13, 2020

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



November 12, 2020

Town of Lunenburg  
Department of Planning  
Attn: Dawn Sutherland

**RE: Development Agreement Application for PID 60055753 (6 Victoria Rd)**

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Dear Ms. Sutherland,

Please accept this letter as an application for a development agreement by my client, Jean Greige. Mr. Greige is seeking a development agreement to permit 1 additional dwelling unit at 6 Victoria Rd. This letter will serve as the development agreement application for Council's review and decision.

Attached you will find:

- Site Plan
- Application Form
- Policy Analysis

Mr. Greige will be submitting the required application fees directly to the municipality.

**Introduction:**

Mr. Greige is the owner 6 Victoria Road and is seeking a development agreement to permit 1 additional dwelling unit for a total of 3 dwelling units within the building. As you are aware, Mr. Greige is undertaking renovations to the building. He has secured a DP/BP for the renovation of the existing two units but wishes to add a third unit, which requires a development agreement.

The property is an irregularly shaped lot located at the corner of Victoria Road and Falkland Street. It is 5,383 square feet in area (approximately 500 square metres) and is serviced by town water and sewer. It is adjacent to existing residential development, with commercial activities and public recreational facilities in the immediate area. The property is not subject to the Town's architectural controls, but the house maintains many of its original architectural features and is very much in keeping with the existing neighbourhood's built form.

Property Online Map

Date: Jun 3, 2020 1:58:36 PM

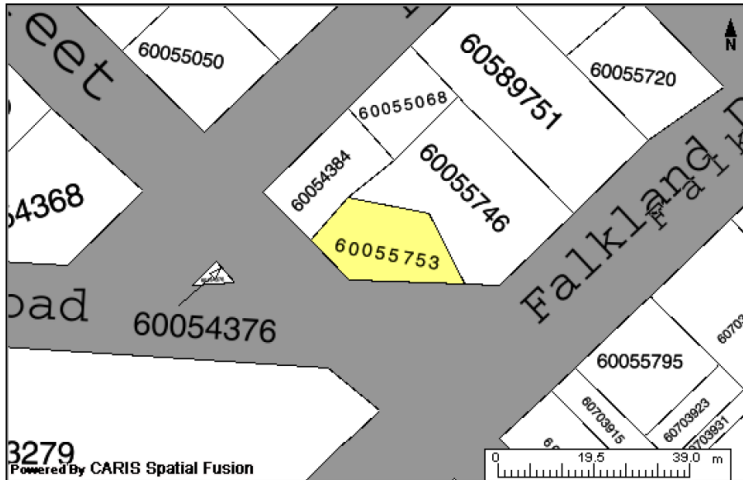


Figure 1 - Location map showing subject property in yellow.



Figure 2 – Photo of the front façade.



**Proposal**

Mr. Greige is seeking the development agreement to permit the addition of a third dwelling unit in an existing residential building and is proposing to provide one off-street parking space.

**Policy Analysis & Discussion**

Mr. Grieger’s proposal to add a third dwelling unit to an existing residential building property aligns with the residential land use policies and stated objectives of the Municipal Planning Strategy (MPS).

Residential Land Use Policy and Zoning Requirements

The property is currently designated as Residential in the Municipal Planning Strategy and zoned as Residential in the Land Use Bylaw. The MPS recognizes that the demand for affordable housing has increased and supports the conversion of large old single unit dwellings to multi-unit dwellings as one approach to increase the availability of affordable housing options. Small scale conversions are considered as a permitted use while larger scale conversions may be supported under a development agreement.

The proposal is consistent with Policy 5.8 of the MPS which considers the conversion of buildings to three unit dwellings in areas designated as Residential and zoned as Residential as an allowed use. While the proposal is permitted by the MPS, the Residential zone only permits two unit dwellings and requires a development agreement for multi-unit dwellings. Therefore Mr. Greige is applying for a development agreement to add a third dwelling unit.

The Municipal Planning Strategy provides guidance when considering development agreement applications. The Residential Designation, through policy 5.9, allows Council to consider conversions to existing buildings to permit multi-unit development in compliance with Policy 5.12.

Policy 5.12 establishes the specific criteria that Council shall consider when reviewing a development agreement application for new construction. In this case, the request is for an internal conversion to permit the extra unit and, therefore, the policies of 5.12 do not apply.

In addition to any specific criteria, Council has general criteria when considering any development agreement application. Please see the chart below for a review of this proposed development against the general criteria of Policy 19.9.1 and 19.9.2.

<b>Policy 19.9.1</b> Consider the following in addition to all other criteria set out in the various policies of the MPS when considering amendments to the LUB or development agreements	
(a) That the proposal confirms to the intent of the MPS and to all other applicable	The MPS enables the conversion of existing dwellings within the Residential Designation by

	Town By-laws and regulations, except where the application is for a development agreement and the requirements of the LUB need not be met; and	development agreement. Policy 5.8 permits conversion to 3 units as an allowed use while Policy 5.9 enables multi unit conversion through a development agreement.
(b)	That the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and	Not aware of any conflicts
(c)	That the proposal is not premature or inappropriate by reason of:	
(i)	Financial ability of the Town to absorb costs related to the development; or	This is an intensification of an existing property and maximizes the usage of existing municipal infrastructure.
(ii)	Adequacy and proximity of school, recreation, and other community facilities; or	Recreation facilities are located across the street from the site. The addition of 1 dwelling unit will not tax the local capacity of the school or other facilities. The school is within a 5 minute walk of the site.
(iii)	Negatively affecting the enjoyment of established residences; or	The additional dwelling unit is not expected to impact adjacent neighbours. It is an interior renovation and the site has an established landscape buffer at the rear and both sides.
(iv)	The creation of any undue traffic hazard or congestion; or	The parking area is located on a corner of the property. The addition of 1 unit will have minimal impact on traffic congestion.
(v)	Adequacy of Town sewer and water servicing, including fire flows and water pressure or the adequacy of the site for on-site services; or	Adequate.
(vi)	Adequacy of storm drainage and effects of alternation to drainage pattern, including potential for creation of a flooding problem; or	The Town of Lunenburg is (or may have already) undertaken some storm water management work on the corner. The Town upgraded the corner of Victoria and Falkland to address stormwater issues (installation of storm drains and curbing) within the last 3 years.
(vii)	Creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or	No impact
(viii)	Suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-ways; and	No impact
<b>19.9.2 Consider the following in addition to the criteria set out in 19.9.1 above, when considering</b>		

development agreements:	
<p>(a) That the proposal provides adequate off street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and</p>	<p>One parking space will be provided on site. Due to the odd configuration of the lot, existing municipal infrastructure including a recent curb installation along the street, the placement of the building on the lot, and the requirement to provide an accessibility ramp, only one parking space can be accommodated.</p> <p>The property is within reasonable walking distance of the shops and services in the downtown. It is approximately a 15-minute walk to Foodland in one direction, and a 15-minute walk to Fisherman’s Memorial Hospital in the other direction. It is also located within a 5-minute walk of Bluenose Academy.</p> <p>Section 26 of the Land Use Bylaw requires one parking space per dwelling unit for converted buildings; however, we note that purpose built single unit and two-unit dwellings do not require designated off-street parking under the Land Use Bylaw.</p> <p>Providing one parking space for the additional unit on a property located within a 15 min walk of many amenities and services, balances the need for parking with Council’s intention to reduce the amount of parking required as far as reasonable.</p>
<p>(b) that the proposal provided adequate emergency vehicle access; and</p>	<p>Adequate</p>
<p>(c) that the hours of operation of the proposed use will not unduly disturb nearby properties: and</p>	<p>N/A</p>
<p>(d) that the primary architectural features of the proposal, including by not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a</p>	<p>The exterior of the building retains the look of a single unit dwelling and is consistent with the architecture of the area.</p>

<p>new building or with the original building in the case of an addition; and</p>	
<p>(e) that the proposal will not significantly alter the existing character of stability of the surrounding neighbourhood; and</p>	<p>No impact. The area is mostly single unit dwellings but there are several multi-units within the general area as well as tourist accommodations. The recent renovations improve the appearance of the building and maintain the heritage character of the area.</p>
<p>(f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screen adequate to eliminate the impact of objectionable features such as parking or outdoor storage of equipment, parts and waste material; and</p>	<p>See site plan. There is existing mature hedging along the rear and side property lines.</p>
<p>(g) that residential developments provide sufficient usable outdoor open space; and</p>	<p>There is a large grassed area on the western side of the building sufficient for residents' needs. It is also located across the street from municipal greenspace and recreational facilities.</p>
<p>(h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council, determines, on advice of a qualified person, that there is significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and</p>	<p>No impact.</p>
<p>(i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and</p>	<p>Waste collection bin will be provided.</p>

(j) the use shall not as a result of emissions of noise, odour, dust or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area.	No anticipated land use conflicts
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

Parking Requirements

Mr. Greige has provided one off-street parking space in the eastern side yard between the building and the accessibility ramp (Figure 6). The parking area exceeds the 3 metre by 6 metre size requirement and is surfaced in gravel. Parking for this property previously occurred in front of the building and to the side on land within the road right-of-way. The parking space included with this proposal is now located on private property using the existing access.

The ability to provide additional parking is constrained by:

- small lot size and irregular lot shape
- the location of the existing building on the site
- newly installed municipal curb and stormwater infrastructure that limits access to the western portion site
- the construction of an accessibility ramp required by building code

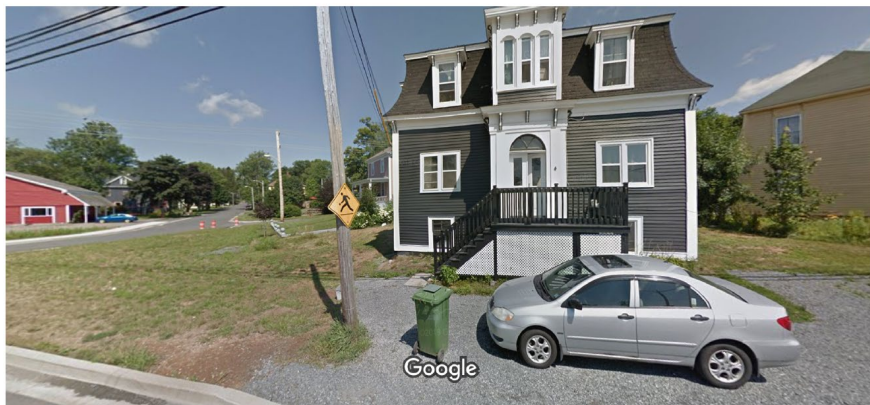
The central location of the site is convenient to many services, amenities, and places of employment. It is within a 15-minute walk of downtown and the hospital and is within a 5-minute walk of the local school. This location reduces the reliance on having a private automobile and makes it possible for tenants to access many daily needs on foot.

Under the Land Use Bylaw, newly constructed single and two-unit dwellings are not required to provide off-street parking but converted buildings require dedicated off-street parking. Section 26M.1 of the Land Use Bylaw states that one off-street parking space is required for each dwelling unit however Policy 19.2.2 of the MPS states that when considering a development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property. Providing one off-street parking space is reasonable given the context of parking regulations, the location of the site, and the physical development constraints.



Image capture: May 2009 © 2020 Google

*Figure 3: Photo of building from 2009. In 2009, there were no curbs or storm water infrastructure present.*



*Figure 4: Photograph of home after exterior renovations in 2018 and installation of curbs and new municipal infrastructure.*



*Figure 5: Location of storm water management infrastructure.*



*Figure 6 – Photo of the new off-street parking space*

### Broader Objectives of MPS

The proposal will add another rental unit within a former single unit dwelling. This adaptive reuse of the property at 6 Victoria Road fits well into the existing neighbourhood and the home has maintained its look as a single unit dwelling. The proposal is consistent with residential land use policies and development agreement guidelines and aligns with broader municipal goals as stated in the MPS objectives:

- Control land use and development in a way that will reduce conflicts between incompatible uses, and which will not overburden existing services  
*The proposed infill development makes use of existing services and is compatible with surrounding land uses.*
- Encourage preservation of the architectural and cultural heritage of the Town and minimize any negative that may result from new development or redevelopment  
*While not within the architectural control area, the property maintains many of its original features and has been renovated in a way that reflects the history of the home and complements the character of the neighbourhood.*

- Control land use and development in a manner that will preserve, enhance, and protect both the natural and built environments of the Town.

*The reuse and adaptation of an existing building is the most sustainable option. Adding one additional dwelling unit in a recently renovated home enhances the character of the surrounding neighbourhood and helps to protect the natural environment by adding density in an already built up area rather than consuming more land.*


## Summary

The proposal to add an additional dwelling unit at 6 Victoria Road is consistent with the Municipal Planning Strategy. Specifically, the proposal:

- Can be considered by development agreement subject to the general implementation criteria
- Converts a former single unit residence into multi-unit dwellings which is considered as an acceptable use for older buildings in the MPS
- Is compatible with surrounding land use and consistent with the established built form in the neighbourhood
- Provides much needed recently renovated rental housing units, including one accessible unit, in a central location

If you have any questions, please contact me at 902-365-2914.

Sincerely,



Erin Ferguson, MCP, MCIP Candidate Member  
Planner  
Brighter Community Planning & Consulting

**#65. TOWN OF LUNENBURG PROCEDURAL POLICY**

**PUBLIC PARTICIPATION PROGRAM**

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

1. A notice advising of each Planning Advisory Committee Meeting shall be posted at the Town Hall prior to the meeting and through such other means as determined from time to time, e.g., Town website, social media, newspaper, etc.
2. Under the authority of section 221 of the Municipal Government Act, the Land Use By-law shall specify the class or classes of By-law amendments, development agreements or development agreement amendments that require notification of affected property owners and posting of a notification sign on the affected property.
3. Before holding any public hearing under the authority of Section 206 of the MGA, Council shall ensure that the **Planning Advisory Committee** or qualified staff members **conduct one or more public information meetings** which are advertised in a local newspaper at least four days in advance, and by a notice posted at the Town Hall. The Planner shall notify by mail affected property owners whose property lies within 30 metres (98 ft.) of a property which is the subject of a proposed amendment, development agreement or any amendment to a development agreement of the scheduled public information meeting.
4. Council may conduct opinion surveys, request written briefs or submissions, hold public meetings, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.
5. Council shall make every reasonable effort to seek the opinions of the public on all matters relevant to planning, and shall reserve time for commentary, questions or presentations by the public on planning matters in all Planning Advisory Committee meetings and Council meetings.
6. Council shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant to planning, and where it is feasible, provide copies of such material for distribution, purchase or loan.

## MEMORANDUM

**TO: COUNCIL**

**FROM: DAWN SUTHERLAND, MCIP, LPP  
MANAGER OF PLANNING AND DEVELOPMENT**

**DATE: JANUARY 27, 2020**

**RE: BLOCKHOUSE HILL – FORMER REQUEST FOR ADDITIONAL STAFF  
REPORT & ITS RELEVANCE WITH RESPECT TO THE CURRENT  
COMPREHENSIVE COMMUNITY PLAN ACTION**

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### **1. FACTS**

Last summer the former Council wished to review development alternatives with respect to subdivision layouts prior to the sale and development of Blockhouse Hill. Development of such alternatives would have design, engineering, and cost components. No budget was assigned to this project.

The following motion was passed at the 25 August 2020 of Council:

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.

At the next regular meeting of Council on 22 September 2020, the Comprehensive Community Plan (CCP) was accepted. Following the municipal elections in October, the newly elected Council approved the CCP on 17 November 2020.

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

While both the former and current Town Councils wish to see residential development occur on Blockhouse Hill, the adoption of the CCP sets out site planning for Blockhouse Hill in a comprehensive manner.

The Action Item, Site planning for Blockhouse Hill, involves community building and contains enabling fundamentals. It scores high in community desire. There are potential partners identified as well.

The implementation steps are:

1. Relocate campground and offset lost Board of Trade revenue by increasing Old Town visitor parking fees.
2. Rezone Blockhouse Hill for comprehensive development.
3. Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing.
4. Commence Blockhouse Hill master planning study.

The CCP sets out that, "Like all residential expansion areas, Blockhouse Hill should be developed in a comprehensive manner by coordinating various development interests through a Town-led planning and design process."

Action item 2.4d Site planning for Blockhouse Hill is attached as Attachment 1.

Options:

1. Direct the PDM to follow the CCP implementation steps for the Action item Site planning for Blockhouse Hill rather than allocate resources to creating land use configuration scenarios for Council consideration.

The CCP's implementation steps should be followed. In addition, creating configurations would be premature in advance of the new planning documents. New standards for road, open space requirements, lot sizes, and permitted uses etc. will be part of the new Land Use By-law and Subdivision By-law. Any configurations generated may not meet the requirements of the new planning documents.

2. Generate and use configuration scenarios.

As set out above, these scenarios may not meet the requirements of the new planning documents. Any resource allocation to this project may be for naught.

3. Other options that Council may wish to entertain.

### **3. FINANCIAL IMPACT**

The CCP's cost estimates for the implementation of site planning for Blockhouse Hill is in the \$100,000 to \$1,000,000 range.

The costs associated with the implementation steps, as set out in Chapter 12 Implementation and Monitoring of the CCP, will be determined and brought to Council via annual budgetary processes.

#### **4. COMPREHENSIVE COMMUNITY PLAN RELEVANCE**

Chapter 2 Community Structure:

Goal:

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

Objectives:

C 3 Provide for a range of housing options.

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

As the CCP is the approved strategic plan, creating land use configuration scenarios are to be in accordance with the Steps to Implementation, as set out in the Action Item Site planning for Blockhouse Hill as well as in keeping with the new planning documents.

RECOMMENDATION: Option1

**Recommended motion:**




**That Council adhere to the CCP implementation steps for the Action item Site planning for Blockhouse Hill rather than direct the PDM to allocate resources to creating land use configuration scenarios for Council consideration.**

Attachments:

Attachment 1            CCP Action Item 2.4d Site planning for Blockhouse Hill  
(Page 193 of the CCP)

Acknowledged only by:

Bea Renton  
Town Manager/Clerk

<b>2.4d</b>	<b>Site planning for Blockhouse Hill.</b>		
<p>The Blockhouse Hill lands are comprised of 21 acres of largely undeveloped land located at the north-western corner of Old Town sloping towards the Lunenburg Back Harbour. Approximately 3 acres of the town-owned lands are home to the Lunenburg Board of Trade campground.</p> <p>As lands adjacent to an established residential area, close to existing services and located on lands generally suitable for development, Blockhouse should be prioritized when residential expansion occurs. As the current landowner of this key municipal asset, the Town should seize the unique opportunity to shape the development character, housing variety and housing affordability. Tools that should be explored include conditions of sale, a municipal land bank or a community land trust. These models improve affordability by separating the cost of housing from the cost of land, and could create a community based alternative to conventional market housing.</p> <p>Like all residential expansion areas, Blockhouse Hill should be developed in a comprehensive manner by coordinating various development interests through a Town-led planning and design process.</p>			
<p><b>Action Type</b></p> <p> <span style="background-color: #c00000; color: white; padding: 2px 5px;">S</span> Study               <span style="background-color: #ffcc00; color: white; padding: 2px 5px;">F</span> Funding               <span style="background-color: #ccff00; color: white; padding: 2px 5px;">L</span> Land Use               <span style="background-color: #006666; color: white; padding: 2px 5px;">P</span> Partnerships               <span style="background-color: #0099cc; color: white; padding: 2px 5px;">O</span> Organization               <span style="background-color: #6699cc; color: white; padding: 2px 5px;">Le</span> Legislative         </p>			
<p><b>Estimated Cost</b></p> <p><b>\$\$\$\$\$</b></p>	<p><b>Score</b></p>	<p>Community Building </p> <p>Community Desires </p> <p>Enabling Fundamentals </p>	
<p><b>Steps to Implementation</b></p> <ol style="list-style-type: none"> <li>1. Relocate campground and offset lost Board of Trade revenue by increasing Old Town visitor parking fees.</li> <li>2. Rezone Blockhouse Hill for comprehensive development.</li> <li>3. Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing.</li> <li>4. Commence Blockhouse Hill master planning study.</li> </ol>		<p><b>Potential Partners</b></p> <p>Developers, Housing Nova Scotia, Housing Advocacy Groups</p>	

Circulated: \_\_\_\_\_

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Document No:

Meeting: February 9, 2021 Council  
Circulate To: Council, BR, DH's, KR,  
JG-Audit Committee  
File: Budget 2020/21

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: JANUARY 28, 2021**

**RE: 2020/21 CAPITAL AND OPERATING VARIANCE REPORT –  
TO DECEMBER 31, 2020**

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Please find enclosed the variance report to **December 31, 2020**. The period ending December 31st represents 75% (9 months) of the fiscal year. Town General expenditures are at 73%.

**Index to Reports**

Capital Budget Status Report	Page 1
Operating Financial Statements Summary	Page 9
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow and Ice Control	Page 10
Grants to Organizations Information Update	Page 11

Acknowledged only by:

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Bea Renton, CAO

Encls.

**Capital Status Report to December 31, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Buildings &amp; Structures</b>					
Annex	Annex Roof	\$10,000	\$0	\$10,000	PW
<i>Comment:</i> Due to COVID-19 pandemic work has been slow to progress at the School Annex, these monies were allocated to buy the materials for the roof and NSCC to install. NSCC will continue to work on the building, finishing the front façade and will work on the west gable end in the spring 2021. NSCC does not have the capacity to do the roof due to Covid restrictions. <b>Recommend to defer to 2021/22, budget to be increased to \$26K (based on quotation received) and staff will explore cost sharing options with NSCC. As noted above the reason for change in plans is that NSCC could not undertake the work (less students because of COVID).</b>					
CN Station	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$9,594	\$5,406	PW
<i>Comment:</i> The work was completed on November 10th.					
Lunenburg Academy	Lunenburg Academy Exterior Capital Repairs Phase II	\$1,002,679	\$375,795	\$626,884	AM/PW
<i>Comment:</i> Phase II of the Project reached substantial completion in December 2020. Project spans two fiscal years. Total budget \$1,508,500. Amount spent in fiscal 19-20 = \$505,821. The restoration of the mansard roof, towers, barreled dormers, cladding (including decorative bracket and dentils), pediments, top caps headers, cornerboards, windows and the accessible entranceway have been completed. The only outstanding elements are the installation of new doorways and sidelights on the two eastern entranceways. <b>Completion expected by end of March. Projected total cost \$1,406,000.</b>					
<b>Environmental Development</b>					
	Comprehensive Community Plan	\$286,657	\$201,963	\$84,694	DS
<i>Comment:</i> Nov.24, 2020 Council increased budget by \$55,000 + net HST to include Heritage Conservation District Plan review. <b>Ongoing drafting of MPS, LUB and Subdivision Bylaw plus Heritage Conservation Guideline alignment review. These elements will not be completed by year end.</b>					
<b>Equipment</b>					
	Council iPad or Alternative	\$10,000	\$3,943	\$6,057	KM
<i>Comment:</i> Received in September and have been issued to new Council.					
	Joint Building Inspection IT (Townsuite Mapping & Laser Fische Software Upgrades)	\$10,000		\$10,000	DS
<i>Comment:</i> Project progress slowed during spring/summer due to COVID-19. <b>The Townsuite portion is to be available to partnering units by Feb. 1, 2021 and the Laser Fische is to be available by Mar. 1, 2021.</b>					

**Capital Status Report to December 31, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<b>CCP Capital Project</b> <i>Comment:</i> A project has not yet been identified.	\$10,000	\$0	\$10,000	DS
	<b>Public Works Infrastructure</b> <i>Wastewater Treatment</i> Brook Street Storm/Sanitary separation infrastructure finalization <i>Comment:</i> Work was carried out in late August, early September. Project is now complete.	\$185,000	\$184,873	\$127	PW
	<i>Wastewater Treatment</i> Recycling Pump <i>Comment:</i> Complete. This is a carry over item from fiscal 2019-20. The purchase was delayed because of Dorian flooding at the plant. Budget 19-20 = \$31,500 funding from Gas Tax	\$31,500	\$27,636	\$3,864	PW
	<i>Wastewater Treatment</i> <b>Improve Treatment Process-Pre-Design</b> <i>Comment:</i> Following Council direction of Dec.8th staff issued an RFP in early January. Staff have requested an extension of the March 31, 2021 funding deadline. <b>RFP proposals are due on Jan. 26, 2021. RFP indicates pre-designs due by end of June 2021. This project will be carried over to 2021-22 fiscal year. It is anticipated that the award of contract will be brought forward at the February 9th Council meeting.</b>	\$270,000	\$5,931	\$264,069	PW
	<i>Wastewater Treatment</i> Replace Lines and Diffusers in Aeration Tanks <i>Comment:</i> Work completed in June/July and the results are very encouraging. Significant improvement in the aeration process. Holdback paid out in October.	\$388,000	\$358,621	\$29,379	PW
	<i>Wastewater Treatment</i> Green St., Knickle Rd. (Storm Diversion) <i>Comment:</i> Budget was reallocated to Brook Street project, July 21, 2020 Council Meeting. <b>This work is anticipated to be executed in-house in 2021/22 fiscal year.</b>	\$0		\$0	PW
	<i>Wastewater Treatment</i> <b>Upgrade Communication Systems to Pumping Stations</b> <i>Comment:</i> <b>Project to be split into 2 phases, 1) Tannery Road and WWTP, 2) Remainder of pumping stations. RFP is being prepared for Phase 1, to be issued by end of January. Fuller report being prepared for Council's consideration. Budget for Phase 1 to be approx. \$40K.</b>	\$20,000		\$20,000	PW
	<i>Wastewater Treatment</i> WWTP-Voltage Reading Monitor at Pumping <i>Comment:</i> Completed	\$7,000	\$6,837	\$163	PW

**Capital Status Report to December 31, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> WWTP-Upgrade Rails and Catwalks in Aeration Building Comment: <b>RFP being prepared. To be issued by end of January.</b>	\$30,000		\$30,000	PW
	<i>Wastewater Treatment</i> Lift Stations Capital Pump Repairs Comment: Budget increased on June 23, 2020 to \$146,000. Brook Street pump#1 discharge check valve still requires repair. The submersible pumps at both the Young and Tannery lift stations remain outstanding. <b>Will complete the Brook Street check valve installation in house. Planning the Young and Tannery to be completed by March 31, 2021, will be undertaken during the lift station clean-out.</b>	\$146,000	\$66,059	\$79,941	PW
	<i>Wastewater Treatment</i> Check Valve Installation at WWTP Comment: <b>Completed.</b>	\$10,000	\$5,184	\$4,816	PW
	<i>Wastewater Treatment</i> Raw Sludge Pumps (2) Comment: <b>Expect to issue RFP for the purchase and installation of pumps in February. Execution of project to take place in the 2021-22, budget to be carried over to the new fiscal year.</b>	\$50,000	\$2,998	\$47,002	PW
	<i>Wastewater Treatment</i> Flowmeter Installation Program Comment: CBCL currently looking at software implementation that would provide flow indication on all but two stations, if successful. If it is not then physical meters will be installed at these locations. There are two stations that will require physical meters. Waiting for software evaluation to be complete by end of January. This will determine if physical metering will be required.	\$50,000		\$50,000	PW
	<i>Wastewater Treatment</i> Backflow Prevention Study for Lift Stations Comment: Study has been completed and issued. This is critical information for the preliminary design process for the WWTP upgrade. <b>Recommendations made in this report will be evaluated and planned for 2021-22. Total anticipated cost for the study is \$31,300.</b>	\$40,000	\$23,228	\$16,772	PW
	<i>Wastewater Treatment</i> Flood Study Comment: <b>Complete</b>	\$47,900	\$47,867	\$33	PW
	<i>Equipment-Trucks</i> Dump Truck Comment: This is a carry over item from fiscal 2019-20. Tender awarded November 12, 2019, truck delivered July 2020. Funding is a capital borrowing.	\$187,192	\$187,192	\$0	PW

## Capital Status Report to December 31, 2020

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<i>Equipment</i>	Air Compressor  <i>Comment:</i> The capital expenditure was not anticipated when the 2020-21 Capital Budget was approved. This critical piece of equipment is used by Public Works on a regular basis. This purchase of this equipment was approved to be funded from the Public Works Equipment Reserve.	\$4,254	\$4,292	(\$38)	PW
<i>Renewals - Sidewalks/Curbs</i>	Tannery Road Seawall-Final Stage and Beautification  <i>Comment:</i> Seawall work is ongoing by PW and approximately 75% complete. Work is being done on an as-available basis for the PW crew. Green space design is complete and PW crew have completed 75% of the installation. <b>Completion expected by March 31, 2021.</b>	\$70,000	\$29,539	\$40,461	PW
<i>Renewals - Sidewalks/Curbs</i>	Brook Street-Beautification Project  <i>Comment:</i> Received 50% of the funding requested from the province for the Beautification Grant, scope was reduced but the planting took place in October and work is complete for the current fiscal year. <b>Invoicing has not yet been received for this work.</b>	\$20,000	\$0	\$20,000	PW
<i>New Sidewalks/Curbing</i>	Tannery Road-Knickle Rd. to 97 Tannery Road (E) - Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary.  <i>Comment:</i> At the Nov.24th Council meeting it was agreed to proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity. <b>The task of land purchases has been assigned to legal counsel. This project will be carried forward to 2021-22.</b>	\$255,000	\$0	\$255,000	PW
<b>Infrastructure</b>	Streamed Waste Cans  <i>Comment:</i> PW has received the waste cans from supplier. PW arranging installation by March 31. <b>The cost of the cans were higher than originally anticipated our funding partner was advised and will have indicated they are able to cost share the higher amount.</b>	\$9,300	\$12,045	(\$2,745)	PW
<i>Fire Department</i>	Pumper #2 Replacement  <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20	\$755,100	\$757,977	(\$2,877)	GM
<i>Fire Department</i>	Turnout Gear Washer  <i>Comment:</i> Complete.	\$5,400	\$5,345	\$55	GM





**Capital Status Report to December 31, 2020**

\*\*Any comments in BOLD are changes from the previous report\*\*

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Fire Department	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
Fire Department	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
Fire Department	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,583	\$217	GM
Fire Department	Heat Pump Fire Hall <i>Comment:</i> The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund. <b>In December an additional unit was installed in the communications room. On January 12, 2021 Council approved, the installation of an additional unit in the offices and this would be partly funded from the Joint Equipment Fund.</b>	\$25,000	\$19,397	\$5,603	GM
Community Centre/Arena	Community Centre-Bathroom Renovations <i>Comment:</i> Project is complete. This is carry forward balance item from fiscal 19-20. Total project budget was \$55,000, spent in 19-20 was \$47,230, however there were some stalls that required installation in April due to some covid delays. The \$6,263 expended in 2020-21 brings the total completed project costs to \$53,493.	\$6,263	\$6,263	\$0	KC/PW
Community Centre/Arena	Arena-roof Exhaust Replacements <i>Comment:</i> Purchase order issued for \$5,042 + HST (Sept.4), project is 50% complete. The parts delivery was delayed due to COVID-19. This item is expected to be complete by March 31st.	\$10,000		\$10,000	KC/PW
Community Centre/Arena	Ice Resurfacers <i>Comment:</i> Tender awarded July 28, 2020 for \$108,300 which included an edger. This item has been order and will be delivered in spring 2021.	\$125,000		\$125,000	KC
Community Centre/Arena	Ride on Mower <i>Comment:</i> Purchasing has re-tendered this item and have requested a delivery before March 31.	\$25,000		\$25,000	KC

## Capital Status Report to December 31, 2020

\*\*Any comments in **BOLD** are changes from the previous report\*\*

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>General</b>					
	New Services	\$7,000	\$991	\$6,009	PW
<i>Comment:</i>	As required.				
	Replacement Hydrants	\$10,000	\$0	\$10,000	PW
<i>Comment:</i>	<b>Purchase of three hydrants completed, invoices not received.</b>				
	Replacement Meters	\$5,000	\$5,359	(\$359)	PW
<i>Comment:</i>	Have recently received \$5,000 of meters, PW will install as required. 				
<b>Distribution Mains</b>					
	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$1,043	\$48,957	PW
<i>Comment:</i>	Funding has been received. Draft scope of work developed and ongoing. Finalizing work description to put out RFP for GIS Development work. <b>Will not be completed by March 31, 2021.</b>				
<b>Building Improvements &amp; Construction</b>					
	Chlorinator	\$70,000	\$0	\$70,000	PW
<i>Comment:</i>	On PW Project List but no work done to date. Will be scoped and planned internally by PW in 2021/22.				
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764	PW
<i>Comment:</i>	Completed 				
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317	PW
<i>Comment:</i>	Completed 				
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311	PW
<i>Comment:</i>	Budget was increased from \$5,000 to \$7,500 July 28. Work has been completed. 				
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$2,676	\$12,324	PW
<i>Comment:</i>	Project awarded to Gemtec Engineering. <b>Geotech investigation portion of this project has been completed vendor. Invoicing has not been received.</b>				

## Capital Status Report to December 31, 2020

\*\*Any comments in **BOLD** are changes from the previous report\*\*

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys <i>Comment:</i> Project awarded to Gemtec Engineering . <b>This portion of the project has been completed. Invoicing has not been received.</b>	\$17,500	\$8,875	\$8,625	PW
	<b>Design of Dam and downstream channel rehabilitation, approvals</b> <i>Comment:</i> Project awarded to Gemtec Engineering. Vendor to complete and issue letter to Dept. of Fisheries to obtain review and approval of Dam/Spillway plan. They will then design the upgraded dam and spillway. <b>Will not be completed by March 31, 2021.</b>	\$30,000	\$0	\$30,000	PW
<b><u>Furniture &amp; Equipment</u></b>					
	Half Ton Truck (1) <i>Comment:</i> <b>PO issued to dealership. Arranging delivery in late-January.</b>	\$25,000	\$0	\$25,000	PW

**Capital Status Report to December 31, 2020**

\*\*Any comments in **BOLD** are changes from the previous report\*\*

ELECTRIC	Project	Budget	YTD Actual	Under/(Over) Budget	DH
UTILITY					

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Structures</b>					
	Capacitor Bank at Substation or Distribution	\$480,000	\$3,123	\$476,877	LD
<i>Comment:</i> An Engineering Consultant was engaged for the design of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. <b>Tender was awarded in January 2021. Delivery of necessary equipment is anticipated in May 2021 and installation should be completed late May or early June. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually. This project will be carried over to the 2020/21.</b>					
<b>Utility Line Work</b>					
	Meters	\$15,000	\$2,535	\$12,465	LD
<i>Comment:</i> As required.					
	Overhead Conductors	\$125,000	\$96,601	\$28,399	LD
<i>Comment:</i> As required.					
	Poles & Fixtures	\$50,000	\$41,136	\$8,864	LD
<i>Comment:</i> As required.					
	Services	\$25,000	\$24,099	\$901	LD
<i>Comment:</i> As required.					
	Street Lighting	\$30,000	\$5,287	\$24,713	LD
<i>Comment:</i> As required.					
	Transformers - Line	\$70,000	\$52,900	\$17,100	LD
<i>Comment:</i> As required.					

**Town of Lunenburg Operating Financial Statements**

**December 31, 2020**

**Summary Information**

(YTD Pro-rated Budget =75%)

**TOWN GENERAL**

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>
Taxes	\$6,121,068	\$5,988,100	102%	1. (\$132,968)
Grants In Lieu Of Taxes	-	240,900	0%	2. 240,900
Sale of Services	74,460	96,700	77%	22,240
Sale of Service Arena/Community Centre	134,628	249,700	54%	3. 115,072
Other Revenue/Own Sources	256,053	311,200	82%	55,147
Unconditional Transfers/Other Gov'ts	313,039	50,100	625%	4. (262,939)
Conditional Transfers/Fed or Prov Gov'ts	700	1,700	41%	1,000
Conditional Transfers/Other Local Gov'ts	174,873	174,900	100%	27
	<u>\$7,074,821</u>	<u>\$7,113,300</u>	<u>99%</u>	<u>\$38,479</u>
<u>Expenditures</u>				
General Government Services	\$364,748	\$508,850	72%	\$144,102
Protective Services	1,169,162	1,598,200	73%	429,038
Transportation Services	612,081	959,000	64%	5. 346,919
Environmental Health Services	921,033	1,358,600	68%	6. 437,567
Public Health Services - Cemetery	35,545	40,700	87%	7. 5,155
Environmental Development	306,003	451,200	68%	145,197
Recreation & Cultural Services	210,799	284,300	74%	73,501
Arena/Community Centre	348,945	504,000	69%	155,055
Fiscal Services	1,218,923	1,408,450	87%	8. 189,527
	<u>\$5,187,239</u>	<u>\$7,113,300</u>	<u>73%</u>	<u>\$1,926,061</u>
<b>TOWN SURPLUS (DEFICIT) **</b>	<u><b>\$1,887,582</b></u>	<u><b>\$ -</b></u>		

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 99% and 73% of expenditures have occurred as of December 31, 2020.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued. Both Sewer and Deed Transfer Tax revenue are higher than anticipated, both will be offset by additional transfers to reserves at year-end.
- Received from Province in January 2021.
- Arena revenues are seasonal, opened Oct.26. Based on operations to Dec.31 the revenue is anticipated to be \$30,000 less than budgeted for fiscal 2020/21.
- Includes the \$287,930 Covid Safe Restart funding. Municipal Affairs currently working with municipal units and federal government to develop reporting requirements that capture intended use due to Covid impacts.
- PW vehicle maintenance higher than anticipated for the year, combined budgets = \$52,000, YTD actual = \$51,965, including \$18,630 of in-house labour. Sidewalk repairs & maintenance over budget by \$12,400, offset by savings in asphalt patching.
- Material and supplies for Waste Water Collection is over budget by \$6,500 due to anticipated purchase of flood protection devices. Building repairs and maintenance over budget by \$11,700 for repairs to emergency lights, roof top air conditioner and overhead door. Should be offset by operational savings or higher than anticipated
- Cemetery operational expenditures are seasonal.
- As noted under item #1 Deed Transfer Tax collection has been higher than anticipated by \$92K YTD, this is offset by a corresponding additional reserve transfer of the same amount.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>
Revenue	\$1,168,748	\$1,646,500	71.0%	1. \$477,752
Expenditures	\$986,743	\$1,646,500	59.9%	\$659,757
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>\$182,005</b></u>	<u><b>\$ -</b></u>		

**Legend:**

- Three quarterly billings issued. Next billing will be issued March 31, 2021

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 75% %</u>	<u>Balance</u>
Revenue	\$4,506,064	\$6,840,500	65.9%	1. \$2,334,436
Expenditures	\$4,557,480	\$6,840,500	66.6%	\$2,283,020
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>(\$51,416)</b></u>	<u><b>\$ -</b></u>		

**Legend:**

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION**  
**December 31, 2020**

**DEED TRANSFER TAX REPORT**

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
	Revenue this year	<u>\$100,000</u>	(2)	<u>\$5,900</u>	(72)	<u>\$191,878</u>
2019/20 Reserve Fund Balance	<u>\$498,573</u>					

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

	Balance 31-Mar-20	2020/21 Tax Billings	Collected To Date	Balance
2019/20 Taxes & Sewer and Prior	299,850	-	194,370	105,480
2020/21 Tax & Sewer billings	<u>(133,360)</u>	<u>5,892,879</u>	<u>5,424,398</u>	<u>335,121</u>
	166,490	5,892,879	5,618,768	440,601
Interest				<u>36,434</u>
Total Outstanding      8.10%				<u><u>477,035</u></u>

*Prepayments for 2021/22 Tax & Sewer \$82,634*

**PARKING METER REVENUE AND FINES**

	Budget 2020/21	Actual to 31-Dec-20	Variance to Budget	% of Budget
Parking Meter Revenue	\$50,000	\$39,860	\$10,140	79.72%
Parking Meter Fines	2,500	667	1,833	26.68%
Court Fines	3,500	1,350	2,150	38.57%
Total	<u>\$56,000</u>	<u>\$41,877</u>	<u>\$14,123</u>	<u>74.78%</u>

**SNOW AND ICE CONTROL**

**Public Works Labour & Salt Purchases**

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 31-Dec-20
April to October	2,091	1,132	724	1,858	3,085		<b>0</b>
November				1,050	27		<b>237</b>
December	409	6,793	3,418	3,789	4,212		<b>4,518</b>
January	13,062	6,613	6,215	4,359	9,224		
February	12,005	17,514	7,410	15,631	8,854		
March	4,132	11,383	7,430	15,217	1,736		
Labour Cost	<u>31,699</u>	<u>43,435</u>	<u>25,197</u>	<u>41,904</u>	<u>27,138</u>	<u>53,950</u>	<b>4,755</b>
Salt Purchases	60,173	81,815	59,886	101,187	71,083	83,000	<b>10,696</b>
Contractors/Rentals/ Electric (Salt Shed)	<u>1,707</u>	<u>223</u>	<u>204</u>	<u>233</u>	<u>230</u>	<u>500</u>	<b>195</b>
	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>98,451</u>	<u>137,450</u>	<b>15,646</b>
% Budget Used							<b>11.38%</b>
<b>BUDGET VARIANCE UNDER (OVER)</b>							<b>\$121,804</b>

<b>Grants 2020/21</b>		
<b>Status update: December 31, 2020</b>		
Account #01-2-19-5100	2020/21 Approved Grants	2020/21 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	\$5,000	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
<del>Lunenburg Community Christmas Dinner</del>	<del>\$115</del>	<del>The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST) Event was not held in 2020 due to Covid.</del>
<del>Lunenburg County Lifestyle Centre</del>	<del>\$1,000</del>	<del>Requesting municipal sponsorship towards hosting the 2020 Canadian Tire Para Hockey Cup Championships from December 5 to December 12, 2020. Correspondence received January 4, 2021 (copy attached), 2020 event cancelled and requesting funding consideration for rescheduled 2021 event be given during our 2021/22 budget deliberations.</del>
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 10 Sundays, starting on July 5th and ending on September 13th.
Lunenburg Folk Harbour Society-Sponsorship	\$1,000	While the Lunenburg Folk Harbour Festival has been cancelled for August 2020, many of the Society's fixed costs of operation still remain, with significant loss in their traditional revenue. Revenue streams of ticket sales, sponsorships from local businesses, and rental opportunities have completely dried up, and yet they still have all of their operating and administrative costs to cover. Because of this, the Society is asking the Town of Lunenburg to consider supporting the Society during this time of need.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg and District Swimming Pool	\$1,500	Support to operate and maintain their outdoor swimming pool. Even with Covid-19 restrictions they plan to provide jobs doing maintenance, renovation and repair of the pool and its facility.
Nova Scotia Sea School	\$1,000	The Sea School is seeking funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Safe Communities Lunenburg County	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
<b>Approvals June 3, 2020</b>	<b>\$ 18,115</b>	
Adjustment for cancelled events	<b>(\$1,115)</b>	
<b>Revised total</b>	<b>\$ 17,000</b>	
<b>Approvals since June 3, 2020</b>		
LCLC-Donation for PVEC Grad Event	\$ 500	
Lunenburg Doc Fest	\$ 1,000	
Arena Rental for Food Bank	\$ 151	
<b>Updated 2020-21 Grant total</b>	<b>\$ 18,651</b>	
Total 2020-21 Budget	\$ 20,000	
<b>Budget for additional grant requests, if required</b>	<b>\$ 1,349</b>	

January 4, 2021

To: Lunenburg County Partner Municipalities

RE: 2020 Canadian Tire Para Hockey Cup Championships New Dates

The Lunenburg County Lifestyle Centre has received confirmation that the new dates for the Canadian Tire Para Hockey Cup will be December 2021 from the 4<sup>th</sup> – 12<sup>th</sup>.

As the 2020 Cup was not held due to pandemic restrictions, the Host Committee is asking our municipal partners to cancel the 2020 funding request. As the new event dates will fall within the 2021/22 budget year, we kindly request that our applications for funding be considered as part of your upcoming budget processes.

The amounts requested are:

Town of Mahone Bay - \$750  
Town of Lunenburg - \$2,000  
District of Chester - \$5,000  
Town of Bridgewater - \$5,000  
District of Lunenburg - \$7,500

The Host Committee thanks you in advance for your positive consideration of our application and encourage any questions be directed to me at the email listed below.

Kind Regards,

Kent Walsh

*General Manager*

Lunenburg County Multi-Purpose Centre Corporation  
135 North Park St Bridgewater NS B4V 9B3  
(902) 530-4101 [Kent.Walsh@lclc.ca](mailto:Kent.Walsh@lclc.ca)

**From:** [Matt Risser](#)  
**To:** [Heather McCallum](#)  
**Subject:** FW: African Heritage Month - Flag  
**Date:** January 26, 2021 4:36:31 PM

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**From:** Ashley Gallant [mailto:agallant@ssrce.ca]  
**Sent:** January 26, 2021 3:35 PM  
**To:** mayor@modl.ca; david.mitchell@bridgewater.ca; Matt Risser <MRisser@explorelunenburg.ca>; David.devenne@townofmahonebay.ca; awebber@chester.ca; dnorman@regionofqueens.com  
**Cc:** Tracey Mulder <tmulder@ssrce.ca>  
**Subject:** African Heritage Month - Flag

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

Dear Community Partners,

As you know, February is African Heritage Month. The South Shore Regional Centre for Education (SSRCE), wanted to reach out regarding our plans to mark this occasion. It is important that we recognize African Heritage Month in 2021 (even in the midst of the pandemic). We will be raising the Pan-African flag at a number of our schools and would like to offer a flag to your community as well.

**If you would like a Pan-African flag, please contact Tracey Mulder, SSRCE Regional Coordinator, African Canadian Education Services at [tmulder@ssrce.ca](mailto:tmulder@ssrce.ca).** She would be happy to get you a flag to display in your municipality.

The display of the Pan-African Flag, used in Nova Scotia to represent people of African descent will show your support for this important and historic month of celebration. In these times of heightened awareness of race-based issues, having a unified regional launch will make a bold statement.

We had hoped to host a flag-raising event, however due to public health directives, we are unable to do so this year. Instead, we will record a video of a flag-raising at Forest Heights Community School on February 1<sup>st</sup>. We invite you to view our flag-raising post later that day and share with your networks. ([www.facebook.com/SSRCENS](https://www.facebook.com/SSRCENS))

Thanks for your support.

Ashley Gallant

**Ashley Gallant**

Coordinator of Communications

South Shore Regional & Tri-County Regional Centres for Education

Cell: (902) 521-9712

 [ssrce.ca](http://ssrce.ca)



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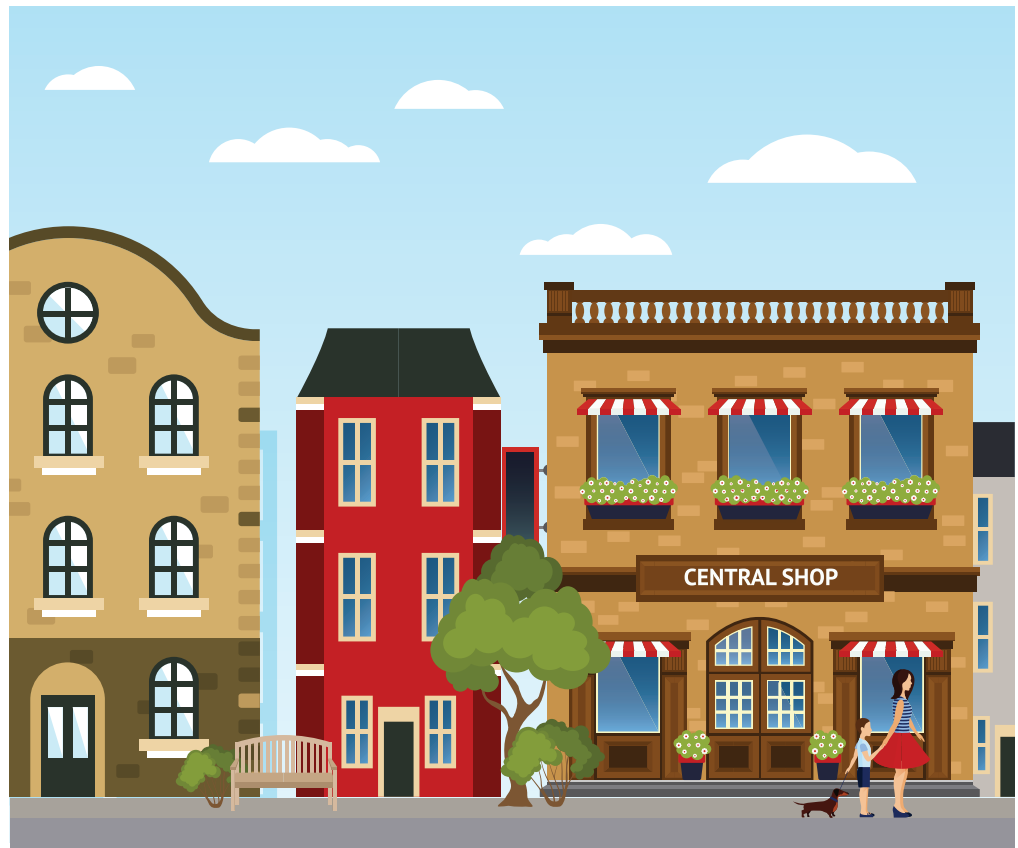


**TOWN OF LUNENBURG APPLICATION:**  
**COMMEMORATIVE FLAG RAISING REQUEST**

*Please review **Town of Lunenburg Procedural Policy #80 Commemorative Flag Raising Requests** for complete details.*

1.	Flag description (attach image please):	
2.	Relevance of flag to the Town of Lunenburg:	
3.	Requested date for flying flag:	
4.	<i>Contact Information</i>	
	a. Name:	
	b. Address:	
	c. E-mail address:	
	d. Telephone number:	
5.	Date request completed:	

*Please note: applications will be considered on a first-come, first-served basis. Requests will be considered by Council at regular, open meetings of Council. Please submit your application four weeks in advance of the requested dates for flying of flag as Council submission deadlines will be observed in all cases. You will be advised by staff of Council's decision regarding your request.*



# Municipal Innovation Program

## 2020–21 Program and Application Guide

MIP Program Administration  
Department of Municipal Affairs and Housing  
1505 Barrington Street, Floor 8 N  
PO Box 216, Halifax, NS B3J 2M4  
902-424-6642  
[mip.info@novascotia.ca](mailto:mip.info@novascotia.ca)



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Municipal Innovation Program: 2020–21 Program and Application Guide

January 2021

Municipal Affairs and Housing

ISBN: 978-1-77448-030-4

## Introduction

These guidelines were created to provide an overview of the Nova Scotia Municipal Innovation Program (MIP) and to assist in the completion of applications for funding consideration under the program.

It is strongly recommended that prior to application submission, interested parties review these guidelines and discuss their potential project with relevant staff from the Department of Municipal Affairs and Housing (DMAH) before applying to ensure appropriate fit and program understanding. Applications are to be submitted through the Grants Management System portal (GMS) so access to that system will be required.

## Municipal Innovation Program Goals and Objectives

The province recognizes that regional cooperation is key to the viability and long-term sustainability of local governments and that innovation and experimentation are often necessary for municipalities to overcome barriers to collaboration. The goals of the MIP program are to support regional economic development and regional planning by encouraging municipalities to work together.

The MIP funds innovative approaches to create or improve:

- regional municipal services
- municipal capacity to respond to municipal and regional priorities
- intermunicipal relations through joint and collaborative activities

MIP funding supports municipalities carrying out their responsibilities for land-use planning, infrastructure investment, and the direction of their human resources. This funding is for projects of municipal interest, enhancing intermunicipal collaboration and creating an environment that supports economic development opportunities identified in a regional economic development plan.

The program is for funding action and will only support studies that describe how an action can be implemented. Program funding may range from **25–90%** of eligible project costs and will be evaluated based on the number of participants and the information provided regarding the project's complexity as well as the immediacy of need. Project evaluations may be based on the following factors:

- Project will result in a regional service delivery framework
- Project will produce an intermunicipal planning strategy (IMPS), intermunicipal land use by law (ILUB) or intermunicipal collaboration framework

- Project will help to address outstanding regional service gaps
- Project will resolve an issue(s) and enhance collaboration
- Project will help the partnership to resolve capacity related barriers in order to undertake the project
- Project is well planned
- Project creates capacity to resolve issues or to collaborate
- Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success
- Project budget estimate is supported

Proposals with more collaborating municipalities or that benefit larger populations may receive special consideration in the distribution of program funding. Only applications submitted by two or more municipal partners will be considered.

**Ineligible for funding consideration:** General feasibility studies and projects to determine whether municipalities should collaborate on a project.

**Eligible for funding consideration:**

- project plans to determine *how* municipalities will collaborate on an agreed project
- investments needed to advance the implementation of a project
- Cost/benefit studies to determine the details of an approach tied to an agreement to implement a project

DMAH encourages municipalities to engage with Regional Enterprise Networks where applicable and strongly encourages including First Nations and other under-represented communities as collaborative partners.

Prior to submission of a funding request, municipalities are encouraged to discuss their idea with their Municipal Adviser at DMAH. Doing so can help shape a proposal with a greater chance of success.

**Appendix A** lists examples of types of projects. New and innovative proposals that advance the goals of the program outside of these examples are strongly encouraged.

## Submission Requirements\*

Applications will be accepted through the Grants Management System (GMS) portal. In addition to filling out the general form, municipalities **must** upload a separate proposal in the GMS portal. A complete application includes the general form and the proposal. The proposal should provide information under the following headings:

- **Project Intent:** a description of the issue being addressed
- **Project Partners:** Include a list of all participating municipalities, organizations, etc., including full contact information. For each project partner/municipality provide an appendix containing:
  - a certified copy of council resolutions indicating their agreement to participate in the project
  - financial and human resource commitment to the project
  - commitment to implement the results of the project
- **Innovation:** a description of how the project is a new way of addressing this issue.
- **Impact:** a description of how this project will improve municipal collaboration, improve the conditions of the participating municipalities, and fill any gaps in regional services, priorities, and activities.
- **Collaboration:** a description of how the municipalities are collaborating in the development and implementation of the project. This includes:
  - how each participating municipality will be involved in project planning, administration, and decision-making.
  - description of dispute resolution mechanisms that will enable the partner municipalities to resolve conflicts and help ensure a successful outcome for all project participants.
- **Scalability:** a description of how the project is scalable and/or applicable to other municipalities in Nova Scotia.
- **Outcomes and Measurements of Success:** a description of the project outcomes and the process that will be used to measure and report on the successful completion of the project.
- **Reporting:** a description of a reporting structure that outlines outcomes, measurements of success and lessons learned in a manner that will assist other parties to improve the success of similar efforts. This section should also describe the financial reporting that will be provided at the end of the project and state how completion of the project will be verified.

- **Work Plan and Timeline:** a work plan and timeline for the completion of the project, broken down by task and stating who will be responsible for completing the task. Also, the work plan must explain potential risks to the success of the project and describe the mitigations that will be implemented to manage those risks.
- **Budget and Contributions:** a budget describing the financial costs, in-kind contributions for each task, and a summary of the contributions of each participant. All partners/municipalities must make a financial commitment to the project. Contributions to the collaborative project, from each participant do not need to be equal. Options for participant contributions include in-kind support, land, cash, transfer of assets, and the introduction or relaxation of regulatory controls. Applicants are encouraged to work with DMAH to determine the provincial contribution to be included in the proposal and/or may submit assuming a provincial contribution within the range of 25–90%.

**\* Important Note: Any exceptions to Submission Requirements must be agreed to by the Province.**

## Eligible and Ineligible Costs

### Eligible Costs

- Studies by professional consultants that describe how an action can be implemented.
- Projects to determine *how* municipalities will collaborate on an agreed project.
- Investments that need to be made to move ahead upon an agreed-upon initiative.
- Cost/benefit studies to determine the details of an approach tied to an agreement to implement the project.
- Employment costs for a shared term position related to the development of land-use planning documents. The proposal must describe how the short-term position will build capacity within the participating municipalities to create and implement the minimum planning requirements outlined in the Municipal Government Act.
- Costs associated with implementing MIP projects, including professional services (e.g., legal services, land-use planning, facilitation costs, etc.).

## Ineligible Costs

- General feasibility studies or projects to determine *if* municipalities should collaborate on a project.
- Employment costs of existing staff positions.
- Bonuses or severance related to a term position.
- Purchase of equipment and furniture.
- Costs of purchasing or owning buildings and land.
- Capital projects and operating pilots.
- Facility construction.
- Principal costs, interest cost, bond discount and other financing costs.

## Review and Approval Process

Applications submitted to DMAH will be reviewed by a panel of program and departmental staff to ensure it meets the requirements outlined in these guidelines. Assessment may incorporate additional relevant factors, such as geographic distribution of funds, past initiative funding, or distribution of funds across service areas. Applicants will be advised in writing of the status of their submission.

Project applications submitted will be evaluated based on merit, with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the application form are completed and that a detailed proposal is submitted. Incomplete applications may result in the project not being reviewed for funding consideration or cause a lower score relative to other submitted applications.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from the program. If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

Submissions must include a completed online application. You will receive confirmation that you should retain for your files. If you do not receive a confirmation, please contact DMAH to confirm receipt of application.

## Funding Agreement and Amendment Process

### Conditional Grant Agreement

Following approval of a project, successful applicants must enter into a Conditional Grant Agreement (CGA) with DMAH. The CGA sets out the terms and conditions for the grant funding and must be signed before the project is considered active. Only active projects can receive funding. Failure to sign the CGA may result in project approval being rescinded and the project funding through MIP being cancelled.

### Amending an Agreement

If the project scope or anticipated completion date changes after project approval, an amendment is required. The amendment request should be submitted prior to the CGA project completion date and must be agreed to by DMAH. Questions regarding scope and time changes can be directed to the Department.

## Use of Other Grant Funds

MIP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly delineated in the project proposal. If the other grants are obtained post-approval of MIP funding, the recipient is obligated to inform DMAH.

**Not allowed:** using MIP grant funds for expenses already funded by other funding programs.

## Payments

**Up to 50% of the funding from the province may be provided at project initiation. The remainder of the provincial funding portion will be provided upon provincial approval of the Project Closeout Report.**

## Project Closeout Report

To receive the final funding portion committed by the province, grant recipients must submit to DMAH a Project Closeout Report. This report must include confirmation that the project outcomes were achieved, a Statement of Funding Expenditures and completed survey of the MIP.

**Submission period:** The Project Closure Report is due to DMAH within 60 days following project completion.

## Statement of Funding and Expenditures

The Statement of Funding and Expenditures will:

- reiterate the grant amount
- itemize the actual project costs
- delineate funding provided by each participating entity
- provide details concerning the portion of funding provided by other grant programs and municipal sources

The Statement of Funding and Expenditures must be completed by a CAO or delegate who certifies that the grant recipient has complied with the terms of the CGA and in accordance with appropriate administrative procedures. All supporting project-related documentation, such as reports, drawings, and invoices, must be retained by the municipalities for a minimum of **seven years** following completion of the project.

The Statement of Funding and Expenditures is subject to review by the provincial Auditor General.

## Site Visits

DMAH may select and be granted access to visit municipalities to review the activities of MIP-funded projects, project records, and explore suggestions for program improvement.



## Communications and Project Recognition Requirements

MIP participants may want to recognize a project milestone through advertising, public information campaigns, social media, or ceremonies and events. Participants who initiate a communications event related to an MIP-funded project must advise DMAH of the proposed event a minimum of 15 working days prior to doing so.

News releases should acknowledge the province's contribution and must include a statement from the minister or other government of Nova Scotia representative as determined by the province. Any advertising of MIP-funded projects should include a reference to the Municipal Innovation Program and the province's contribution.

To discuss project recognition options or communications requirements, please call your Municipal Advisor at DMAH.

## For More Information

MIP Program Administration  
Department of Municipal Affairs and Housing  
1505 Barrington Street, Floor 8 N  
PO Box 216, Halifax, NS B3J 2M4  
902-424-6642  
[mip.info@novascotia.ca](mailto:mip.info@novascotia.ca)

# Appendix A: Project Examples

The Municipal Innovation Program has been established to support innovative approaches to create

- new or enhanced regional municipal services
- improved municipal capacity to respond to municipal and regional priorities
- effective intermunicipal relations through joint and collaborative activities

These approaches support

- regional economic development
- regional planning
- intermunicipal collaboration

The following are provided for example purposes only. Municipalities are encouraged to submit proposals for any type of project that meets the overall goals of the Municipal Innovation Program as outlined in the Objectives section. The Department of Municipal Affairs and Housing strongly encourages municipalities to apply for funding for projects not specifically mentioned here but that have an intermunicipal collaborative focus.

## Examples of Relevant Regional Economic Development Projects

Projects of this type will be identified through a regional economic development strategy provided by a Regional Enterprise Network, or through other collaborative entities. Regional economic development strategies typically identify priorities to encourage regional innovation-driven entrepreneurship, competitiveness, and inclusive growth.

The funding is for local action and will not support trade missions, the development of investment attraction materials, or any marketing initiatives which should be coordinated through the appropriate provincial government departments and local NGOs.

Possible projects could include, but are not limited to

- regional planning initiatives to have appropriate land areas zoned and ready to accept developments being pursued by regional economic development plans
- plans to coordinate infrastructure investments with the regional economic development plan created by the Regional Enterprise Network, thereby coordinating

land development with available infrastructure capacity and the efficient extension of servicing

- coordination activities with Regional Enterprise Networks, Nova Scotia Business Inc., Innovacorp, Tourism Nova Scotia, ACOA, BDC, CBDCs, Develop Nova Scotia, Labour and Advanced Education, Agriculture, Fisheries and Aquaculture, Lands and Forestry, Energy and Mines, Invest Nova Scotia, ONSIDE, NSCC, universities, Chambers of Commerce, IRAP, etc.
- regional planning initiatives involving implementable Municipal Climate Change Action Plan activities that help to mitigate climate impacts on regional-scale economies
- the development of a regional tax-base sharing agreement to support economic development goals outlined by the Regional Enterprise Network
- pooled tax-base sharing, in which an assessment base is shared by creating an assessment pool, and the assessment pool is allocated to each of the participants on the basis of a sharing formula. (e.g., Town of Windsor/District of West Hants Joint Industrial Park)
- localized revenue sharing: an agreement is struck on how tax revenues will be shared on an asset that is located in one of two or more municipalities
- projects to help municipalities and the province improve and better coordinate their development and business approvals processes
- community engagement and support services (for example, Nova Scotia Digital Service Initiative).
- streamlining of the development and planning approvals process
- coordination of business approvals (for example, licensing, public health, permits)
- other workforce-oriented policy/regulatory improvements

## Examples of Relevant Regional Planning Projects

These types of projects will support activities to implement the minimum planning requirements and other plan requirements as set out in the Municipal Government Act. Project could include, but are not limited to, activities such as:

- The creation, review, or harmonization of municipal planning strategies and land-use by-laws of two or more adjacent municipalities. As examples, this may result in:
  - A shared intermunicipal planning strategy (e.g. Towns of New Glasgow, Pictou, Stellarton, Trenton and Westville)
  - A shared secondary plan that addresses that deals with the Statements of Provincial Interest.
  - A shared secondary plan that addresses a geographical area that is connected to two or more municipalities.
- The adoption of policy or regulatory control of land or assets that benefits two or more municipal units.
- The development of a regulatory costing and assessment tool
- Joint hiring on a term basis of a planner or planning services to create municipal planning documents that meet the minimum planning requirements instituted by the Department.

## Examples of Relevant Intermunicipal Collaboration Projects

These types of projects will enable municipalities to rely on an agreed-upon process for collaboration. They support municipalities in establishing mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, since local solutions enable control over the outcomes and create options in the best interests of residents.

These types of projects will provide proactive support to municipalities for building relations and cooperative processes. Projects could include, but are not limited to

- collaborative processes and protocol development (including dispute resolution); includes implementation and testing and adjusting the processes to achieve the desired objective
- by-law harmonization

- the creation of independent authorities, commissions, or boards with powers similar to that of council on behalf of two or more municipal units
- the designation, regulation, sale or transfer of land or assets for a municipal need or purpose between two or more municipal units
- a collaborative effort to help a partnership to resolve capacity-related barriers in order to undertake a project. Participating municipalities should have the ability to influence project outcomes; processes should be in place to facilitate input into decision-making and resolve conflict.



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

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

January 19, 2021

Bea Renton  
CAO  
Town of Lunenburg

Hand Delivered

Dear Bea:

**Re: Lunenburg Academy – Lease Amendment Agreement (SSRCE)**

Enclosed herewith is the Report to Council and a Motion to approve the execution of the Lease Amendment Agreement with SSRCE to be added to the Council Agenda.

Yours very truly,

**BURKE, MACDONALD & LUCZAK**

Patrick A. Burke, Q.C.  
PAB/cp  
Encl.

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - SSRCE Acadmey Lease 2020 - Pre-Primary Program\Letters\Letter to Bea January 19, 2021 with report.docx

REPORT TO COUNCIL

SSRCE - ACADEMY LEASE

1. The Town leased facilities to South Shore Regional Centre for Education (SSRCE), the successor to the South Shore Regional School Board, for its pre-primary program.
2. The Lease is dated June 26, 2019 and was for a period of 2 years, ending on July 31, 2021.
3. The Tenant has an Option to Review for three further terms of one year, on conditions.
4. The Tenant wished to have additional space added to the premises covered by the Lease.
5. The rent has been increased as a result thereof as stated in the document attached to the Motion to be addressed by Council.
6. The undersigned recommends that Council approve the execution of the Agreement.

All of which is respectfully submitted.



Patrick A. Burke, Q.C.

Town Solicitor

January 20/21

MOTION

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

that the Town shall enter into the Lease Amendment Agreement attached hereto as attachment SSRCE 1 and the Mayor and Manager/Clerk are authorized to execute the document and affix the Municipal seal thereto.

SSRCE 1

THIS LEASE AMENDMENT AGREEMENT effective as of the 1<sup>st</sup> day of March, 2020.

BETWEEN:

**TOWN OF LUNENBURG**, a municipal body corporate;

(hereinafter called the "LANDLORD" or the "TOWN")

OF THE FIRST PART

-and-

**SOUTH SHORE REGIONAL CENTRE FOR EDUCATION**, a corporation sole pursuant to Section 54 of the Education Reform (2018) Act;

(hereinafter called the "TENANT" or "SSRCE")

OF THE SECOND PART

WHEREAS:

- A. The Landlord and Tenant entered into a Lease made as of the 26<sup>th</sup> day of June, 2019 (the "Lease") for premises at Lunenburg Academy, 97 Kaulbach Street in Lunenburg;
- B. The parties wish to amend the Lease to have additional space added to the premises covered by the Lease.

**NOW THEREFORE** in consideration of the mutual covenants and agreements herein contained, and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree and covenant as follows:

1. The term "Premises" in Article 1.1(f) of the Lease shall be amended by deleting the semicolon at the end thereof and adding:

"and the Kitchen, Bathroom, West Hall, Entry Hall, North Hall, and East Hall on the second floor of the Building which are contained within the bold outlined area on Schedule "D" attached thereto".

2. Article 4.1 – Gross Rent shall be amended by adding:

“, Kitchen, Bathroom, West Hall, Entry Hall, North Hall, and East Hall”

in the box under "Premises", deleting "\$45,888.00" in the box under "Per Annum" and substituting "\$60,978.00" therefor, and deleting "\$3824.00" in the box under "Per Month" and substituting "\$5081.50" therefor.

For greater certainty, this rent shall still increase on August 1, 2020 by the percentage increase in the Consumer Price Index for the preceding year (2019) in accordance with the existing provisions of Article 4.1.

3. Article 4.2 shall be amended by deleting the words “(which includes toilet paper, paper towels and soap)” in the second line thereof. The following words shall be added to the end of article 4.2:

“There will be an additional charge of \$30.00 plus HST per month for washroom toilet paper, paper towels and soap supplies in addition to the gross rent referred to in section 4.1. This amount shall be deemed to be part of the gross rent for the premises and for greater certainty and without limiting the foregoing, all remedies in relation to overdue rent shall apply thereto”.

4. Article 7.4 shall be amended as follows:

- a. The title shall be changed from “Use of Shared Kitchen” to “Use of Kitchen”.
- b. The text of Article 7.4 shall be deleted with the exception of the following 2 sentences:

“The Landlord cannot guarantee that the Kitchen will be free of allergens, including, without limiting the foregoing, peanuts, and the Tenant uses the kitchen at their own risk. The Tenant will maintain and/or replace any appliances used by them”.

5. Article 8.1 shall be amended by adding the following paragraph after the first paragraph of Article 8.1:

“The stairwell doors and hall doors cannot be locked unless the Provincial Fire Marshall, the Town Fire Inspector, and the Town Building Inspector all agree otherwise and after the inspectors have each provided written confirmation of same to the Landlord. It is the responsibility of the Tenant to contact the Provincial Fire Marshall”.

The other tenants on the second floor of the Lunenburg Academy may access the washroom within the premises which are the subject of this lease if the other adjacent washroom on the second floor is out of service.

Other tenants on the second floor may have occasional access to the kitchen with the prior approval of the pre-primary teacher(s).”

6. The following Article shall be added as Article 8.2 of the Lease:

“Notwithstanding anything in this Lease, the Tenant agrees that any person shall be entitled to have access to the hallways contained within the definition of Premises in this Lease for the purposes of egress of the Building in the event of a fire or other emergency. The Tenant agrees that it will not add any doors in the hallways or lock any hallway doors (although it may add a buzzer or other audible or visual device to alert the Tenant that a person is entering the Premises)”.

7. In all other respects, the Lease is hereby confirmed.

8. Legal Costs

The Tenant shall pay to the Landlord forthwith upon the execution of this Lease, an amount equal to that portion of the Town's legal costs associated with the negotiation, preparation, and execution of this Lease Amendment Agreement, if any, which exceed the sum of \$500.00.

IN WITNESS WHEREOF the parties hereto have executed this Lease Amendment Agreement as of the date first written above.

SIGNED, SEALED AND DELIVERED in the presence of:

**SOUTH SHORE REGIONAL CENTRE FOR EDUCATION**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**[Affix Corporate Seal]**

**TOWN OF LUNENBURG**

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**[Affix Municipal Seal]**

AFFIDAVIT OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

ON THIS \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021, before me, the subscriber personally came and appeared \_\_\_\_\_ a subscribing witness to the foregoing Lease Amendment Agreement, who having been by me duly sworn, made oath and said that the **Town of Lunenburg**, one of the parties thereto, duly executed the said Lease Amendment Agreement by affixing its municipal seal thereto, identified by the hands of its Mayor and Manager/Clerk in h\_\_ presence.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA

CERTIFICATE OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

I CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, the **Town of Lunenburg**, one of the parties mentioned in the foregoing and annexed Lease Amendment Agreement, executed the said Lease Amendment Agreement by affixing its municipal seal thereto, identified by the hands of its Mayor and Manager/Clerk in my presence and I have signed as a witness to such execution.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA

AFFIDAVIT OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

ON THIS \_\_\_\_ day of \_\_\_\_\_, A.D., 2021, before me, the subscriber personally came and appeared \_\_\_\_\_ a subscribing witness to the foregoing Lease Amendment Agreement, who having been by me duly sworn, made oath and said that the **South Shore Regional Centre for Education**, a corporation sole, one of the parties thereto, duly executed the said Lease Amendment Agreement by affixing its corporate seal thereto, identified by the hands of its proper and authorized officer(s) in that behalf in h presence.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA

CERTIFICATE OF EXECUTION

PROVINCE OF NOVA SCOTIA  
COUNTY OF LUNENBURG

I CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, 2021, the **South Shore Regional Centre for Education**, a corporation sole, one of the parties mentioned in the foregoing and annexed Lease Amendment Agreement, executed the said Lease Amendment Agreement by affixing its corporate seal thereto, identified by the hands of its proper and authorized officer(s) in that behalf in my presence and I have signed as a witness to such execution.

\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME  
COURT OF NOVA SCOTIA

Schedule D

