



AGENDA

Town of Lunenburg Council Meeting

Tuesday, February 23, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street & Zoom/YouTube

(Agenda is subject to change due to additions &/or amendments)

-
1. Call to Order – Mayor Risser.
 2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Risser.
 3. Agenda - motion to approve.

Motion: moved and seconded to approve the agenda with the addition of agenda items #8 a. regarding proposed amendments to the Committees of Council Policy establishing a Committee of the Whole and notice of motion for same.

4. February 9, 2021 Council meeting minutes - motion to approve.

Motion: moved and seconded to approve the February 9 Council meeting minutes.

5. Public Hearings, Presentations and Questions
 - a. Sheila Woodcock, Lunenburg Foundation for the Arts/Lunenburg Cultural Collective and Joanne Young, Lunenburg Art Gallery/Lunenburg Cultural Collective regarding the Lunenburg Foundation of the Arts Cultural Action Plan for Lunenburg (**Schedule "A"**); and
 - b. Sandy Marshall, Lunenburg Waterfront Association, regarding Lunenburg Waterfront activities update.
6. Correspondence, Petitions and Proclamations consideration (nil)
7. Business arising from the Minutes/Unfinished Business
 - a. Wastewater Treatment Plant Pre-Design Engineering Project Proposed RFP Award – staff report and draft motion

Motion: moved and seconded that Council accepts the proposal from CBCL Limited in response to the Wastewater Plant and Outfall Predesign RFP and awards the work to CBCL Limited (**Schedule "B"**).

- b. External Council Appointments 2021 including Lunenburg Common Lands Board of Trustees Town Appointments (x2) and Supreme Court Justice Appointment (x1) request and Town Solicitor's report and recommendation (**Schedule "C"**), Lunenburg Harbour Health Advisory Group (proposed dissolution with successful completion of work) and Waste Reduction Strategy Working Group (proposed dissolution with successful completion of work) – draft motions

Motion: moved and seconded to appoint Deputy Mayor Mosher and Rachel Bailey as the Town of Lunenburg's 2021 appointments to the Lunenburg Common Lands Board of Trustees.

Motion: moved and seconded confirmation of the successful completion of the Lunenburg Harbour Health Advisory Group and Waste Reduction Strategy Working Group's respective mandates and reports for Town Council's implementation.

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

- a. Committees of Council Policy amendments to provide for Committee of the Whole meetings and the wind-up of the General Government Committee – Deputy Mayor Mosher notice of motion (**Schedule "D"**) for possible adoption at the March 9 Council meeting.

9. New Business

- a. Planning Amendment Application of Thom and Beth Barclay, 272 Montague Street, and other neighborhood properties to allow multi-unit residential properties - staff report and draft motion

Motion: moved and seconded to accept the application, forward to staff and the Planning Advisory Committee, and authorize the Planning Advisory Committee to hold a Public Information Meeting for the Land Use By-law text amendment application from Thom and Beth Barclay to allow for the converted dwelling at 272 Montague Street to be added as a development permitted in the Marine Industrial (MI) Zone as well as an addition to the application to list the Ross property at 268 Montague Street and Hebb et al. property at 200 Montague Street as existing residential uses (**Schedule "E"**).

- b. Proposed Angus Walter's Artifacts Proposed Donation to the Fisheries Museum of the Atlantic - staff report and draft motion

Motion: moved and seconded that Council gift/donate the items identified in **Schedule "F"** to the Fisheries Museum of the Atlantic to help facilitate the accessibility of these materials through exhibits and also for researchers and to further build the provincial Bluenose collection.

10. Meet in camera

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

- Litigation settlement relating to a flood claim, section 22 (2) (f);
- Potential sale of Town lands on 17, 18 and 37 Tannery Road and 40 Duke Street, section 22 (2) (a); and
- Lease of Town lands at Blockhouse Hill campground, section 22 (2) (a).

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 _____/TBA.

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 prepared for Mayor and Deputy Mayor preliminary review	March 2021
Town Accessibility Operational Plan	All Departments	January 26, 2021	Preparation of a Plan for Council consideration will be undertaken	TBA in consultation with the Provincial government regarding completion date

TOWN OF LUNENBURG COUNCIL MEETING

TUESDAY, FEBRUARY 9, 2021 AT 6:00 P.M.

LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST

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

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

1. Call to Order

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

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

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

3. Agenda

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

4. January 26, 2021 Council meeting minutes

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

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

Ms. Kucharski reviewed the work of the Lunenburg County Accessibility Committee for which she served at the project lead and the Accessibility Plan (Schedule "A") they prepared together. She noted that each municipality is responsible for completing an

accessibility report card and developing an operational accessibility plan. The Committee recommends that each member Council adopt the County wide Accessibility Plan (**Schedule "A"**).

- 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 100th Anniversary information updates

Mr. Meisner spoke of the history and current work of the Museum and Society including the upcoming Bluenose II 100th Anniversary celebrations. The Museum commemorates the fishing heritage of the Atlantic coast of Canada and was named one of the top 1000 best places to see in the US and Canada. Retired fishers and heritage interpreters accentuate the experience of visiting the Museum. Entertaining activities and demonstrations take place daily from mid-May to mid-October. The Museum is operated by the volunteer Board of Directors of the Lunenburg Marine Museum Society, for the Nova Scotia Museum. Bluenose II, Nova Scotia's sailing ambassador, is also operated by the Lunenburg Marine Museum Society.

Ms. Saunders shared with Council the various programming plans they have for this year. And Bluenose II's staff members Anne Bailey and Emily Sollows provided a summary of the anniversary events which are delayed to 2022 for full implementation.

6. Correspondence, Petitions and Proclamations consideration

- a. Heritage Day February 15, 2021 Proclamation

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

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

These minutes were received for information only.

9. New Business

- a. Proposed Lunenburg Accessibility Committee Plan Council approval and Minister of Justice letter advising of a one year extension to April 1, 2022 to develop a Town Accessibility Operational Plan

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

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

b. Development Agreement Application for 6 Victoria Road Additional Residential Unit

The Planning and Development Manager gave an overview of the staff report (Schedule “D”). She advised that if Council approves a budget for a planning consultant to be contracted to do the staff work for this application, the consultant would assume her responsibilities for preparing Planning Advisory Committee and Council reports, drafting various reports and other documents for same, etc.

Council asked questions of staff regarding the staff report recommendations the response to which was in summary: the new Land Use Bylaw being prepared as part of Project Lunenburg will address residential unit expansions which will negate the need for the current planning application in future; and in future with a Council Policy change future planning amendment applications for Development Agreements, text, map, etc. changes could be referred directly to the Planning Advisory Committee although in this instance there were unbudgeted financial cost considerations requiring Council’s approval.

Motion: moved and seconded 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”). Council authorizes \$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”). And further, staff are directed to 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”). Motion carried.

c. Blockhouse Hill Lot Development Request for Additional Staff Report and Relevance to the Comprehensive Community Plan

The Planning and Development Manager summarized the staff report for Council (Schedule “E”).

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”). Motion carried.

d. Budget 2020/21 Variance Report to December 31, 2020

The Finance Director presented the essential financial summary of this report and noted that the sledge hockey tournament grant recipients have requested deferral next year (Schedule "F").

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

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 "G").
Motion carried.

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

This project application (Schedule "H") was noted for information.

10. Meet in camera (n/a)

11. Report from previous Council meeting in camera meeting

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 Town seal thereto (Schedule "I"). Motion carried.

12. Adjournment

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

The meeting was adjourned at 6:40 p.m. by the Mayor.

Bea Renton, CAO

A low-angle photograph of a weathered wooden utility pole against a bright blue sky with scattered white clouds. Several power lines run vertically from the pole. Three fish-shaped decorations, possibly made of metal or wood, are hanging from a decorative wrought-iron bracket attached to the pole. The fish are arranged in a vertical line, facing right. In the bottom right corner, there are some green leaves and small brown flowers from a nearby plant.

A Cultural Action Plan for Lunenburg

Presented to
Lunenburg Town Council
February 9, 2021

Introductions

Presenters:

Sheila Woodcock

President, Lunenburg Foundation for the Arts
Chair, Lunenburg Cultural Collective

Joanne Young

Lunenburg Art Gallery, Board member
Vice-Chair, Lunenburg Cultural Collective

Cultural Action Plan initiated by community

- Lunenburg Foundation for the Arts (LFFA) applied for funding in 2019
Janis Barlow & Associates were chosen to lead the process of developing a cultural plan
- Formed the **Lunenburg Cultural Action Steering Committee** with representatives from:
 - Fisheries Museum of the Atlantic
 - Lunenburg Academy of Musical Performance
 - Lunenburg Art Gallery Society
 - Lunenburg Board of Trade
 - Lunenburg Doc Fest
 - Lunenburg Folk Harbour Society
 - Lunenburg Foundation for the Arts
 - Lunenburg Heritage Society
 - Lunenburg Town Council
 - South Shore Players
 - South Shore Public Libraries
 - + 3 independent Artists

Cultural Vitality

The Future of Culture in Lunenburg looks like...

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



Lunenburg Academy

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



Nova Scotia College of Art & Design Residency Program

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



Lunenburg Academy of Music Performance

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

Lunenburg Art Gallery event



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

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



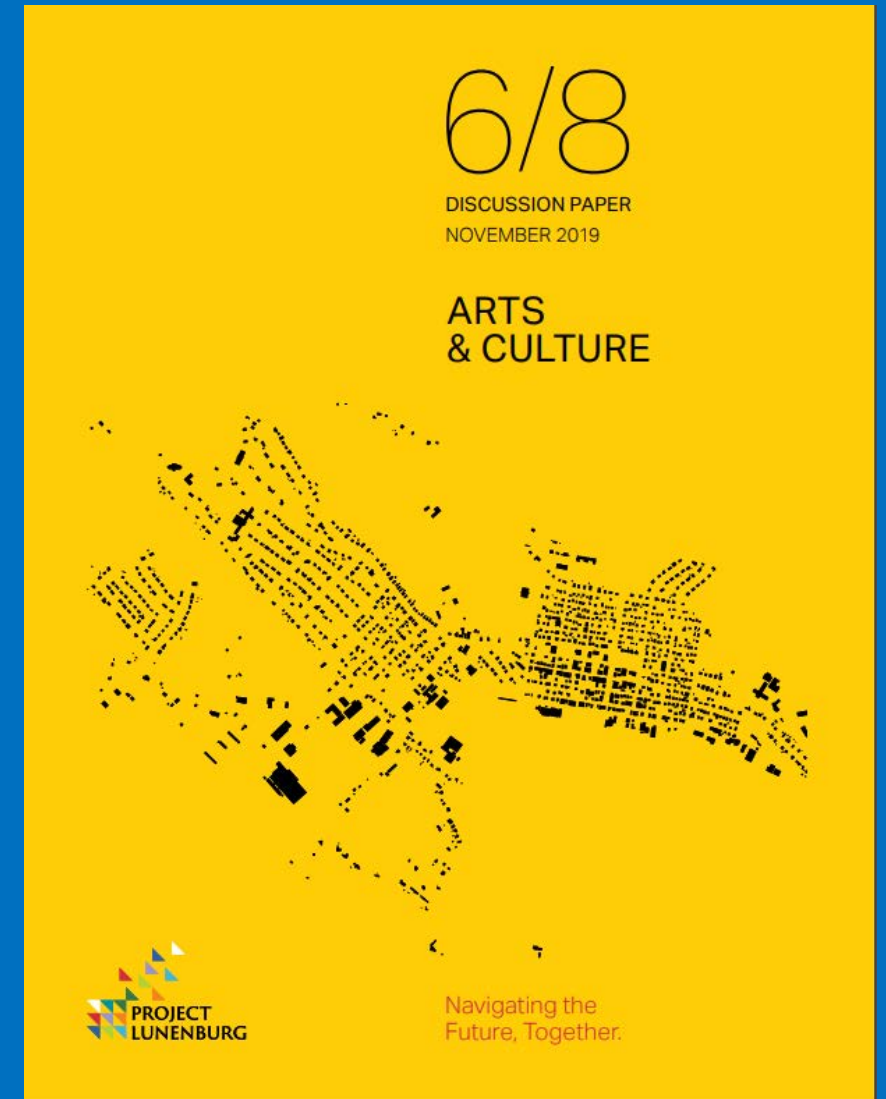
Christmas lights at the Heritage Bandstand

Planning process engaged local community in 2019

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

Collaboration with Project Lunenburg

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



Lunenburg Cultural Action Plan

Summary of Content

“Culture” is defined to include

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



Lunenburg Folk Harbour Festival

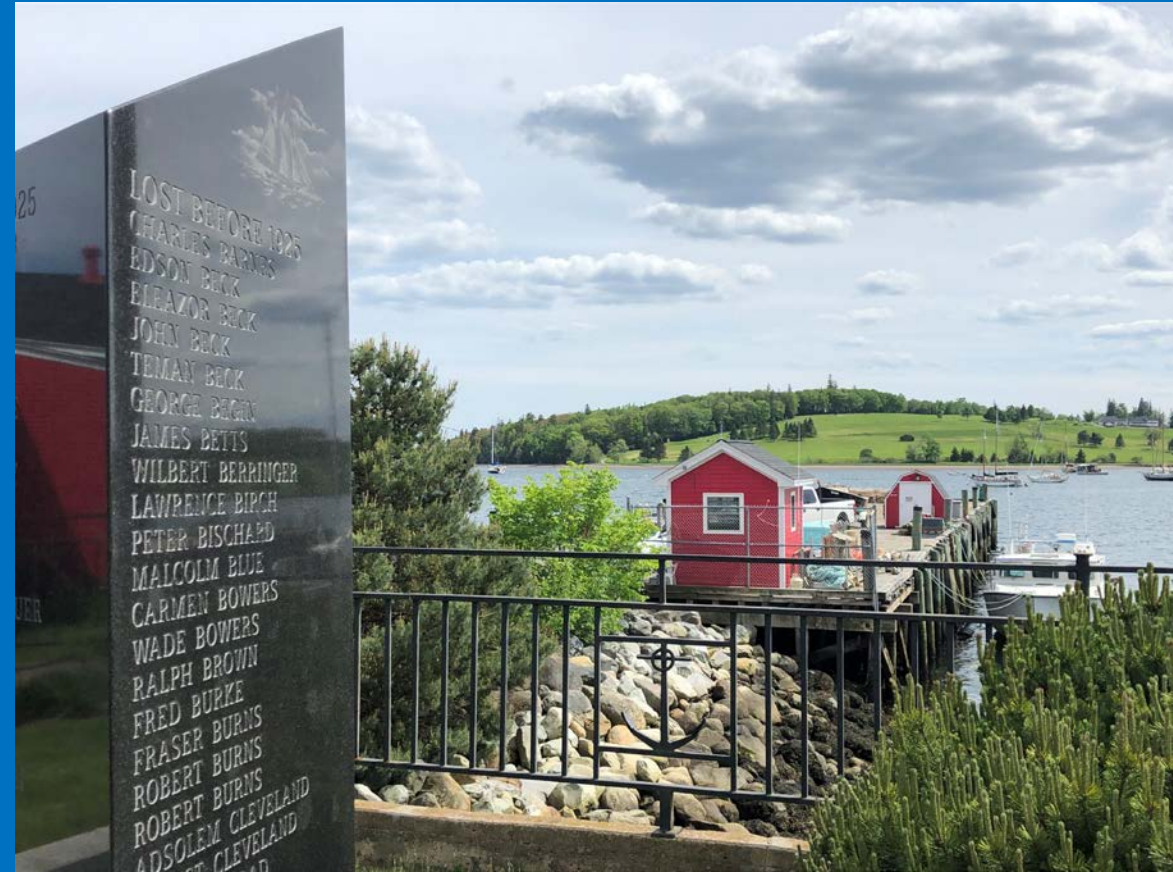
Key Findings – Lunenburg has

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



Key Findings cont'd

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



5 Strategic Directions are recommended

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

15 Goals supported by

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

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

Where to Begin?

Goal 15: Work Together.

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



Lunenburg Folk Harbour Festival audience, wharfside

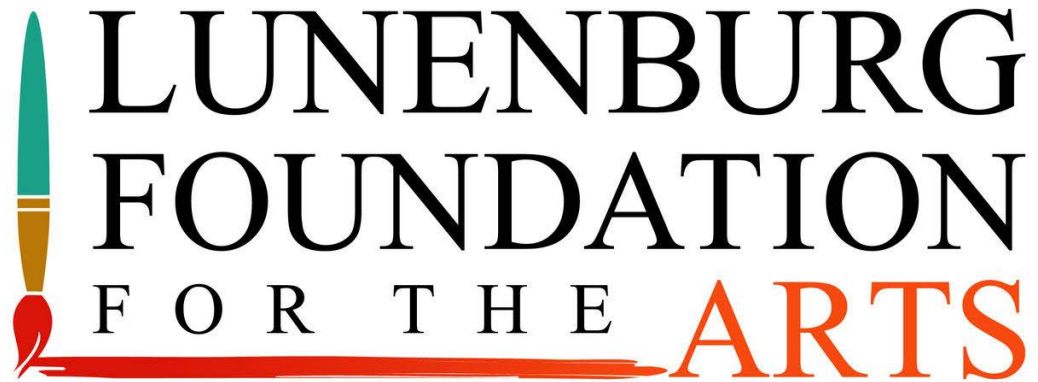
Progress to date

- Members of the original Steering Committee reconvened in September 2020
- Chose a new name: Lunenburg Cultural Collective
- Reaffirmed commitment to facilitating implementing of the plan
- First step: communication to the community to create awareness of the plan
- Formulate plans for the short-term recommendations

Request from the Lunenburg Cultural Collective

- Town Council endorsed the Cultural Action Plan in principle in August last year. Project Lunenburg Report was subsequently approved by this Council.
- We respectfully request that the Cultural Action Plan be recognized as part of Project Lunenburg, as was intended.
- That the Town work with the Cultural Collective to:
 - Support implementation of the plan
 - Provide resource opportunities such as staff support
 - Identify other partners to support the plan
 - Expedite communication with the community

Thank you to the Funders of The Lunenburg Cultural Action Plan



Cultural Vitality is alive and well in Lunenburg

Thank you for your time.

We would be pleased to answer any questions.

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

LUNENBURG CULTURAL ACTION PLAN

June 2020

Prepared by Janis Barlow & Associates



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

—SURVEY RESPONDENT

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Introduction


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

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

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

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

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

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

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

— SURVEY RESPONDENT

Community-Based Cultural Planning


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

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

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

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

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

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

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

Culture and Community Sustainability

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

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

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

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

Context 2020

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

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

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

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

Acknowledgements

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

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

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

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



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

Defining Culture

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

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

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

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

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

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

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

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

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

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

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

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

Summary of Key Findings

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

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

[Arts & Culture Discussion Paper](#)

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

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

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

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

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

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



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

– SURVEY RESPONDENT

The Plan


A VISION OF CULTURAL VITALITY IN LUNENBURG

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

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

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

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



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

– SURVEY RESPONDENT

Principles for Success

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

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



Strategic Directions

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

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



Action Plan

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



STRATEGIC DIRECTION 1:

Leverage authentic local culture to expand international tourism

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

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

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

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

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

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

STRATEGIC DIRECTION 2:

Build local engagement with arts, heritage and cultural activity

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

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

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

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

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

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

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

STRATEGIC DIRECTION 3: Foster excellence in cultural stewardship

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

GOAL 5: Ensure the preservation of built heritage.

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

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


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

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

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

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

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



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

– SURVEY RESPONDENT

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

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

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

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

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

STRATEGIC DIRECTION 4: Cultivate inclusivity

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

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

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



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

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

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

STRATEGIC DIRECTION 5: Build a foundation for cultural sustainability

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GOAL 15: Work together

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

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

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

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

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



IMAGE CREDITS

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

Report design by Jayme Spinks

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

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

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

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

Lunenburg Waterfront Association Inc.

Harbour Awareness



OCEAN

GEAR INC.

WELDING & MACHINE S

Fabrication of:

ALUMINUM • STAINLESS • M

902-640-3030

MARINA C

CONTACT 90

lunenburgh



Customs

All persons entering or returning to Canada must report to Canada Customs at 902-640-3030



LWAI History



In 2005 Clearwater waterfront for sale, condos threatened

Council creates Waterfront Futures Committee

Town endorses Harbour Master Plan recommends working waterfront, public access

Waterfront Futures Committee evolved into LWAI

NS purchase through WDCL

Who We Are

- ❑ Partner with NS (DNS): formal MOU on consultation on Lunenburg Waterfront Properties
- ❑ 160 active paying members
- ❑ Annual Symposium
- ❑ Board of 11: diverse stakeholders





Our Mission: Securing, protecting and perpetuating the unique heritage of the working waterfront of the Town of Lunenburg and Lunenburg Bay.

Harbour Importance



- UNESCO designation
- Provincial recognition - tourist draw
— invested \$millions
- Similar Federal support
- Unique charm & authenticity

Threats to the Harbour

- Inattention**
- Pollution: historic, current and future**
- Split Jurisdiction: Town, MODL, Province, Feds: multiple departments**
- Gentrification / Prettification**
- Adaptation planning – eg climate change**
- Exploitation / Appropriation**

Risks to Town of Lunenburg

Potential Loss
of:

UNESCO
designation

Government \$

Lifestyle

Property
values, tax
base

Independence

Heritage





What is needed

The Town of Lunenburg needs to recognize the existential value of the harbour to the past and future cultural, social and economic success of the community

How?

By establishing:

- Formalized cooperation among jurisdictions**
- Agreement on goals & a long range vision**
- Regulation at all levels of government to protect our Harbour**
- Appropriate ownership**

Thank You

Next Steps?

How can we help?

The Decision to Purchase Lunenburg's Working Waterfront

Lunenburg's working waterfront is a major part of the Town's history, identity and culture. It links the two principal economies of the Town—tourism and fishery-based commerce. The property purchased includes eight acres of waterfront land, 8 of the total of 11 finger wharves in Old Town Lunenburg, and 22 waterfront buildings. The buildings at the water's edge, with few exceptions, are shingled multi-floored industrial buildings, designed for another era—ice storage, hand-processing of cod, and the construction and maintenance of the fishing fleet. The properties also include several commercial buildings, a short block off the waterfront on Montague Street.

The historic Lunenburg waterfront was a very different place from today. Lunenburg had become one of the most important fishing ports in North America as a result of the success of the cod fishery. The waterfront was serviced by a railway spur; it was heavily industrial; it was muddy; it was rough; there were no fences. Independent, competing fishing companies together with their support industries clogged the shore and in some cases, the wharves, with utilitarian, hastily-built sheds, warehouses, shipyards and processing plants. In the days of sail, schooners filled the harbour. The townspeople of Lunenburg freely wandered this zone that connected the Town to the sea, and were a part of everything that went on there, some only as observers. As the cod stocks declined at the end of the 1950s, Lunenburg became “the scallop port”. The fishery modernized, and concern grew about working conditions and safety on the docks. The modern fishery brought with it occupational health and safety issues, workers' compensation, concerns about pilferage, and insurance issues; and finally the fences went up. Town life became separated from life on the docks. Modernization also brought planning, research, mergers,

investment, and consolidation. Through this process Clearwater Seafoods became the largest fishing company on the Lunenburg waterfront, and at the beginning of the 21st century Clearwater was the sole owner of the subject properties. A business decision to move the fishing fleet closer to Georges Bank meant that the lands, buildings and wharves in Lunenburg were no longer central to the fishing operation; and in 2004 Clearwater placed them on the market.

With the waterfront's future uncertain, and with the spectre of residential development for seasonal occupancy as a worst case scenario, the Town Council decided that the community should determine together, the best future for Lunenburg's waterfront. It created the Lunenburg Waterfront Futures Committee. This group comprised elected officials, staff, waterfront businesses, citizens at large, and staff from several Federal and Provincial agencies. The Committee commissioned a Master Plan for the entire harbour to create a context for the property being left behind by Clearwater. The planning study was designed to assess the condition of the properties and also to conduct a public consultation process involving the entire community. It was completed in the Spring of 2005. It made three important recommendations:

- As a result of the public consultation process the Master Plan recommended that the properties to be sold "remain as largely marine-related and under the broad designation of a working waterfront."
- The Plan also recommended that the existing bylaw designation of the subject properties as a Marine Industrial Zone, not be adjusted at that time.
- The Master Plan also recommended enhanced public access to the waterfront, identifying the harbour as a place of beauty and a

favourite tourism attraction. Lunenburg residents had expressed their fond memories of a wide-open waterfront, and observation had demonstrated the tourism asset.

The Lunenburg Town Council, at its meeting on May 19, 2005, formally endorsed “the waterfront components of the Lunenburg Waterfront Futures Committee consultant’s report.” This decision was published.

As the Master Plan was being completed the Waterfront Futures Committee evolved into a small group of community leaders who began to pull together the outline of a strategic plan for public acquisition of the entire Clearwater property. This group had observed a “tourism vs. working waterfront” concern in discussions about the future of the community, and felt that without a working waterfront, tourism would atrophy rather than thrive. As one committee member commented, “people come to Lunenburg to see fish guts on Bluenose Drive.” The group began to organize to buy the entire Clearwater property. After six months of meeting and planning, the group was in a position to actually present a formal offer for the purchase of the property, and the group had no capital. The group was then officially named and incorporated as the Lunenburg Waterfront Association Inc. (LWA). In August 2005, Waterfront Development, a Crown Corporation, offered to assist the LWA by becoming the interim purchaser; and the Purchase and Sale Agreement was signed in Halifax on August 24, 2005.

A Steering Committee was then established to direct the redevelopment of the waterfront holdings. It is made up of staff of Waterfront Development and four members of the LWA Board of Directors, including the Mayor of Lunenburg.

The Lunenburg Steering Committee (LSC) then commissioned the

preparation of a Business Plan for the waterfront properties; now in its third five-year iteration.

The goal of the LSC is to ease the barriers to entry and work at the water's edge and to create an attractive marine enterprise zone for a wide variety of marine businesses. A secondary goal is to enhance tourism and public access to the waterfront while at the same time creating an economically self-sustaining community asset.

Prior to the purchase the first Waterfront Symposium had been organized by the LWA to gauge public support for community ownership of the waterfront.

Symposiums occur annually and are a popular vehicle to keep the community informed about progress, and to maintain a campaign of broad community membership in the LWA. A website, an electronic mailing list, and published annual reports help to sustain the Association.

To achieve an ideal mix of public and private activity on the waterfront, the LSC has adopted a policy that waterfront lands should remain in the public domain in perpetuity. Therefore, the strategy is to sell buildings and to complete leasehold agreements for wharves and lands associated with these structures. Properties are sold or re-purposed through standard provincial government procurement methods; some new tenants have purchased their buildings, some have opted for long term leasehold tenure. Properties deemed non-strategic, i.e. not at the water's edge, were sold.

The project is ten years into a 15-year process to achieve full occupancy and financial stability. New business activity on the waterfront includes manufacturing of fishing gear, boat building, ship rigging, marine engine

repair, and traditional wooden shipbuilding. A major Atlantic Canada food retailer became an early tenant. Clearwater Seafoods has returned to Lunenburg, managing a fleet that extends from Argentina to Denmark. The restoration of Bluenose 2 was completed in 2015. The waterfront continues to be the home port of the tall ship Picton Castle. New facilities have been developed for visiting recreational boaters; fences have been removed where practicable, and the public—residents and visitors—have new, improved access to the waterfront. There is only one unoccupied building remaining on the purchased lands, and it is in the design phase of a complete recapitalization, the work being done with identified future tenants.

Lunenburg understood that if a community has challenges, the community must address them, and know and decide what it wants. Lunenburg did this through a formal planning exercise that established community buy-in. And the broad context was important. The planning was general, and included the entire harbour; the detail came later. As the community's wishes were obvious and well-documented, the political decisions were much easier to make, and they were important.

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MEMORANDUM

TO: TOWN COUNCIL

**FROM: DENNIS MACPHERSON, TOWN ENGINEER AND IAN TILLARD,
ENGINEERING CONSULTANT**

DATE: FEBRUARY 08, 2021

RE: WASTEWATER TREATMENT PLANT AND OUTFALL PREDESIGN

1. FACTS

A brief background of the current status of the Waste Water Treatment Plant (WWTP) and outfall:

- Many of the components in the WWTP are nearing the end of service life expectations and there have been operational problems, mostly stemming from the unique design of the plant. There have been some updates over the past few years to keep the plant in an operable condition.
- While functional, the outfall location has caused significant negative feedback from users of the harbour and related facilities. The key causes are the location of the outfall, as it discharges above the high water mark into a shallow harbour area and the occasional carryover of polymer from the WWTP.
- There are some external factors, such as salt water intrusion and flooding, which have exacerbated the operational problems with the plant.

Over the past couple of years, there have been a number of studies done with the intent of identifying the factors that are negatively affecting the operation of the WWTP and outfall. Such as;

- Inflow and Intrusion study (subject of a future Council memo)
- Flood Study and Flood Modelling
- Salt Water Intrusion study (subject of a future Council memo)
- Process testing with Dalhousie University
- WWTP and Outfall Upgrade study
- Peer review of the WWTP and outfall upgrade study

The purpose of the studies has been to;

- Identify the options for remedial action and to look ahead to the future to determine the best course of action to deal with the WWTP and outfall.
- Identify and quantify the influencing factors which will enable accurate analysis of the system as a whole during the course of predesign, option selection and then detailed engineering.

As a follow up to previous meetings with council and decisions made by previous councils, the next step was to issue an RFP to begin the process to address the issues for the short term and long term for the WWTP and the outfall. The RFP was written such that all options are to be kept open. The previous study work has resulted in the collection of the data needed to move into the predesign phase. The Town is now in the position to move ahead to the predesign stage of WWTP and outfall upgrades for the near and long term.

The predesign RFP was written in three sections:

1. WWTP short and long term upgrades for the process equipment:
 - Short term being the required repairs and upgrades necessary to maintain the plant operations within regulatory limits for the near term future (approximately 5 years)
 - Long term being an extended lifespan that will meet the town's future needs for the coming decades and also to account for planned town growth
 - The options for the long term technology have been kept open and so multiple technologies will be assessed.
2. Building Condition Assessment:
 - Identify what is required to repair/upgrade the buildings and infrastructure to meet long term operations needs and to accommodate future process upgrades.
3. Outfall:
 - Examine two options to address the outfall location;
 - Extend from its current location to a better mixing zone in the harbour, or
 - Re-route overland to a location near the harbour entrance and thence out into the harbour reaches

The deliverables of the predesign RFP are option selection, plans, layouts and estimates that will enable the town to proceed to detailed design with budgets set. Included in this process are requirements for numerous reviews and discussions with the town.

The timetable to date:

RFP issued	January 4, 2021
RFP Closed	January 26, 2021
Proposed Council award	February 23, 2021
Predesign project completion	June 30, 2021

Note that there are other issues that have been identified with the wastewater collection system,, such as salt water intrusion and storm water separation, that are being pursued outside of this RFP process for the WWTP and outfall upgrades.

At the end of this predesign phase, the Town will have the information (accompanied by probable cost estimates) to select:

- the preferred option for the WWTP upgrade
- the preferred option for the outfall upgrade
- the scope and implementation plan for the repairs/upgrades needed in the WWTP to maintain operations within regulatory limits over the short term.

Once the options are selected, the next logical step will be to prioritize the long and short term elements and then funding sources can then be identified and funding confirmed. The work can then be planned.

- For the short term items, the work can then be organized into work packs for bidding. This would include engineering as part of the work packs.
- For the long term WWTP upgrades and the outfall upgrade, the next step will be to engage in detail designs which will a tender for engineering design and accompanying Class A cost estimates. Pending on how the funding is allocated for the WWTP, this may be a series of smaller packages or one project as a whole. Logically the outfall would be undertaken as one project.
- Once the engineering is complete and funding confirmed (based on the Class A estimates), work packages can be tendered.

2. ISSUES AND OPTIONS ANALYSIS

The RFP responses were assessed based on the following weighting factors:

	Area	Weighting
1	Understanding of the project and project plan	37.5%
2	Corporate Experience	12.5%
3	Project Experience	12.5%
4	Personnel Experience	12.5%
5	Project Management and Communications plan	10%
6	Price	15%

Each Area had a number of items that were rated out of 10 and the average score within each Area was brought forward as the total for that Area. The price score is based on: Price score = (low price/bid)*10.

The total score is then derived by multiplying the score for each Area by the weighting factor and then adding them all together. For example, Area 1, the Understanding of the project and project plan constitutes 37.5% of the final total score, the price score constitutes 15% of the total etc.

Three bids were received and the pricing (before HST) is as follows:

Bidder	Price
CBCL Ltd, Halifax	\$189,645
Dillon Consulting Ltd, Halifax	\$164,293
RV Anderson and Associates, Moncton	\$165,515

A rough breakdown of the hours identified in the respective RFPs is as follows:

Activity	CBCL	Dillon	RVA
WWTP Process	741	673	524
Outfall	549	189	150
BCA	120	141	256
Project Management	Imbedded above	66	85
Total	1410	1135	1015

The overall bid assessment including pricing assessment is as follows:

Bidder	Overall Rating
CBCL Ltd, Halifax	9.3
Dillon Consulting Ltd, Halifax	8.8
RV Anderson and Associates, Moncton	8.4

Some of the key differences between the top-rated bidder and the next bidder in assessment of the technical understanding and project plan are:

- CBCL has a much higher level of effort in the Outfall options identification, assessment and predesign. It is important that the best option is identified in the predesign phase and there is a clear path forward with the risks and impacts laid out. The regulatory impact may be significant. CBCL cover all of this thoroughly and the town will benefit from being able to make a clear choice.
- CBCL have included impacts on users, operations/maintenance and process disruptions as a key factor. This is an area that needs to be understood well in order to plan out the project. Having these aspects identified and an implementation plan that accounts for these factors will benefit the town when choosing options and understanding the best way forward.
- CBCL will develop multiple options for the long term WWTP upgrade and consider bypass requirements and potential mitigation measures prior to selecting two options to bring further into predesign. The options will be reviewed with the town prior to selecting the two to carry forward.
- CBCL will engage with regulators to determine what the regulatory impact is when considering options and potential process interruptions and bypasses. An important step in considering options.
- CBCL have robust engagement plan with the Town for interaction and reviews with staff and also reviews and engagement with the Council. As CBCL know the town well from previous work, they do understand well this need.
- Contact with CBCL references are very favorable regarding their history and ability to provide successful engineering support for similar pre-design projects.

Summary of the key elements of the highest rated proposal from CBCL with respect to the interface points with the Town and Council.

Project Description	Wastewater Treatment Plant and Outfall Predesign
Contingency	There is a contingency budget of approximately 10%
Engineering Service Fee	\$189,645.00 plus Net HST for a total of approximately \$197,799.00
Lump Sum or Unit Priced Proposal	Lump Sum Proposal
Invoicing Dates	Monthly invoices.
Project Start and End Dates	To start immediately after Council approval and fully complete by 30 June, 2021
Number of Reports Contractor Provides	1. Capital Maintenance and Upgrades of the WWTP: <ul style="list-style-type: none"> • Design Brief draft • Predesign Design Report and Drawings - draft • Design Brief final

	<ul style="list-style-type: none"> • Predesign Report and Drawings – final • Implementation plan for capital maintenance items (short term items) • Implementation plan for WWTP upgrades <p>2. Building Condition Assessment</p> <ul style="list-style-type: none"> • Building Condition Report – draft • Building Condition Report – final • Suggested timelines for implementing recommendations <p>3. Outfall Extension</p> <ul style="list-style-type: none"> • Technical Memo – all options presented for discussion and selection for the final two options • Predesign Report and Drawings (two options) – draft • Predesign Report and Drawings (two options) – final <p>4. Regulatory</p> <ul style="list-style-type: none"> • List of documentation required to meet regulatory obligations.
Cost Estimates and Life Cycle Costing (where applicable)	Included in the reports mentioned above.
Council Presentations	<p>During the month of June there are three Council presentations planned with enough time for further discussion and review. The intent is to assist Council in understanding the recommendations, ask questions and engage in a discussion on how to proceed with the recommendations. The presentations are preceded by the reports as noted above with a minimum of two weeks for review of the draft reports. One Council presentation is planned for each of:</p> <ol style="list-style-type: none"> 1. Capital Maintenance and Upgrades of the WWTP Predesign Report and Drawings 2. Building Condition Assessment Report 3. Outfall Extension Predesign Report and Drawings
Risks and Impacts	<p>Assessment of risks and impacts to users is included in the reports noted above. Covers such areas as:</p> <ul style="list-style-type: none"> • land based/marine construction interface • geotechnical risks • ease of operations and maintenance • operability • process disruption <p>Of particular interest is the impact of regulatory discussions particularly in reference to process disruptions to and bypass requirements of the options being considered.</p>
Regulatory Impacts	Includes review of regulations, discussions with regulators to determine the technical and permitting requirements of the project.
Geotechnical Services, Fees and Contingency	N/A

Construction Supervision Fees	N/A
Warranty	N/A - Consultant carries Professional Liability Insurance

3. FINANCIAL IMPACT

This project has an approved capital budget of \$270,000. Funding from PCAP for 50% and 50% the Town’s Gas Tax Funds. Staff have requested that the PCAP funding be carried over to June 30, 2021 and are awaiting a response.

4. STRATEGIC PLAN RELEVANCE

This project is part of the “Servicing and Facilities” Strategic Direction of Project Lunenburg’s Comprehensive Community Plan approved by Council in November 2020.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Motion: moved and seconded that accept the proposal from CBCL Limited in response to the Wastewater Plant and Outfall Predesign RFP (RFP TOL2021001) and award the work to CBCL Limited.

Report to Council

Town of Lunenburg
Re: Trustees of Common Lands

February 10, 2021

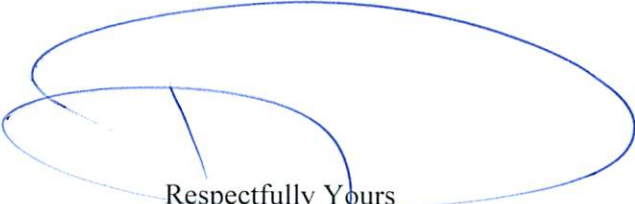
Sections 10 of Chapter 72 of the Acts of 1897 states that the 5th Trustee shall be selected annually by the county court judge of district number two. [The undersigned has not researched the Local Acts of the Province to determine whether this provision has been altered].

The undersigned has been asked to address who can make the appointment.

By an Act to reform the Courts of the Province (SNS 1992 Chapter 16), the County Courts were abolished.

Section 5 thereof states that any reference in any Act of the legislature to a County Court or a Judge thereof shall, as regards any subsequent transaction, matter, or thing, be held and construed to be a reference to the Supreme Court or a Judge thereof.

Accordingly, it is my opinion that a reference in the Statute to an appointment by the County Court Judge of District #2 would refer to a Supreme Court Justice. The Board of Trustees and the Municipality of the District of Lunenburg and the Town of Lunenburg may wish to make representation to the District Supreme Court Justice to make an appointment. It is recommended that the Councils agree in advance on the person to be appointed.



Respectfully Yours
Patrick A. Burke, Q.C.
Town Solicitor

2020/2021 TOWN OF LUNENBURG EXTERNAL APPOINTMENTS

COMMON LANDS

_____ (Town of Lunenburg Council appointment)
_____ (Town of Lunenburg Council appointment)
Councillor Chasidy Veinotte (Municipality of the District of Lunenburg Council Appointment)
Eric Walters (Municipality of the District of Lunenburg Council Appointment)
_____ (NS Supreme Court Justice) Peter Tanner?

(Membership is comprised of two Town of Lunenburg residents annually appointed by the Lunenburg Town Council; plus two residents of the Municipality of the District of Lunenburg east of the Town of Lunenburg appointed annually by Municipality of the District of Lunenburg Council; and one “selected by a County Court Judge of District #2” or NS Supreme Court Justice per Town Solicitor).

CULTURAL PLAN IMPLEMENTATION GROUP

Deputy Mayor Peter Mosher

LUNENBURG ACADEMY FOUNDATION

Councillor Stephen Ernst

LUNENBURG COUNTY SENIOR SAFETY ADVISORY PARTNERSHIP

Councillor Jenni Birtles

LUNENBURG FISHERMEN’S MEMORIAL SOCIETY

Mayor Matt Risser
Deputy Mayor Peter Mosher
Members of the Fishermen’s Memorial Society Memorial Tribute Society Sub-Committee

LUNENBURG HARBOUR HEALTH ADVISORY GROUP

Membership

Two (2) Municipal Government representatives
Councillor _____
Councillor _____

Four citizen representatives
Dr. David Maxwell, Municipality of the District of Lunenburg (preferably from the Garden Lots area)
David Friendly and Graham Pearson, Town of Lunenburg

Four (4) industry representatives, who have a footprint that impacts Lunenburg Harbour (i.e., either owns property adjacent to the harbour or operates adjacent to or within the harbour)

- Ed Snook, High Liner Foods
- John Kinley, Lunenburg Industrial Foundry & Engineering
- Donna Knickle, Lunenburg Harbour Authority

- Doug Langley, Lunenburg Waterfront Development Association

Two (2) business community representatives, who have a stake in the health of the harbour

- Sheila Woodcock, Lunenburg Board of Trade
- Ida Scott, Economic Spectrum Unlimited

Two (2) tourism/recreation representatives, who have a stake in the health of the harbour

- Ryan Tanner, Marine Biologist, Fisheries Museum of the Atlantic
- Ioan Ciente, Ashlea House B&B

Provincial Government

- Adam Langley, Development Nova Scotia (formerly Waterfront Development)

Resource Personnel

Bluenose Coastal Action Foundation

- Brooke Nodding, Executive Director
- Shanna Fredericks, Assistant Director
- Rick Welsford, Chair of Board of Directors

Town of Lunenburg

- Heather McCallum, Assistant Municipal Clerk
- Dennis MacPherson, Town Engineer

Municipality of the District of Lunenburg

- Stephen Pace, Staff Engineer

Provincial Government

- Mike MacDonald, NS Environment

Federal Government

- Environment Canada Water Quality Specialist – *will act as an advisor to the group as needed.*

TERMS OF REFERENCE

Definitions

1. **'Advisory Group'** or **'Group'** refers to the standalone Lunenburg Harbour Health Group.
2. **'Chair'** means the person elected by the Group to preside at meetings.
3. **'Vice Chair'** means the person elected by the Group to preside at meetings when the Chair is unavailable;
4. **'Director'** refers to the Executive Director or Assistant Director for Bluenose Coastal Action Foundation;
5. **'Members'** means members of the Lunenburg Harbour Health Advisory Group;
6. **'Quorum'** means 50% + 1 of the membership of the Group

Mandate of the Group

The Lunenburg Harbour Health Advisory Group is a standalone advisory entity facilitated by Bluenose Coastal Action Foundation (Coastal Action) for the purposes of protecting the health of Lunenburg Harbour through the identification of threats and development of feasible solutions.

Group Objectives

1. Provide a forum for discussion on issues affecting the health of Lunenburg Harbour.
2. Consult with, advise, and make recommendations pertaining to existing and potential threats to the health of Lunenburg Harbour. Resulting advice and recommendations could be directed at one or all levels of government, as well as industry, depending on the issue and jurisdiction.
3. Consult with, advise, and develop potential solutions for harbor health improvements. This will include recommendations based on the results of the proposed harbor monitoring program.
4. Promote communication and collaboration between various stakeholders.
5. Assist with developing and delivering relevant communication and outreach tools and materials for public engagement.
6. Pursue funding opportunities for monitoring program and other potential solutions that result from the group.

Group Membership

1. The members of the Advisory Group shall consist of fifteen (15) members as well as resource personnel from Coastal Action, Town of Lunenburg, Municipality of the District of Lunenburg, Nova Scotia Environment, and Environment and Climate Change Canada. [See membership list above.]

Expectations of

Group Members

Group members are expected to:

1. Understand the mandate of the Group.
2. Understand their role as a Group member.
3. Understand the role of the Group Chair.
4. Strive to attend all scheduled and special group meetings.
5. Prepare for meetings by reading agendas and any background information supplied.
6. Actively participate in the discussion and decision-making process.
7. Undertake any work assigned, including special projects, participation on sub-committees and research.
8. Be open-minded and allow for a variety of opinions to be heard.
9. Respect the individual worth and dignity of opinions of other Group members and maintain a high degree of decorum.
10. Refer to the Chair for questions and procedure.
11. Recognize the limitations on participation and inform the chair of your limitations.
12. Ask questions and seek clarification through the Chair or resource personnel.
13. Respect the decisions and finality of the Group.
14. Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Group members.
15. In a public forum, clearly identify when they are speaking in their capacity as a group member, or as an independent citizen, where appropriate.

Appointment of Sub-Committees

1. The Group may appoint a sub-committee from its members to investigate and report on any matters related to Group business, provided that:
 - a. The sub-committee, reports directly to the appointing Group.
 - b. The established sub-committee does not have the power to appoint a further committee nor shall it add to its membership without permission from the Group.

Membership Selection Process & Criteria

1. Prospective members of the Group will be required to submit a completed 'Invitation to Serve' application (Schedule A) to the committee, if stakeholder interest exceeds that of the available positions.
2. The call for the invitation to serve process shall, at minimum, include one notice in the local newspaper and on Coastal Action's website / social media platforms, and provide a minimum of two weeks for responses.
3. All applications received will be reviewed by the Group and decisions on appointments will be done by consensus.
4. Where a vacancy occurs on the Advisory Group, other than by reason of the expiration of the term of a member, the Group upon response to a call for an Invitation to Serve, and review and input from the Group, shall appoint a person to fill the vacancy as soon as possible; and that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

Calling Meetings

1. Meetings will be held three (3) times a year (January, April, and September) unless decided otherwise by the Chair.
2. Special meetings and sub-committee meetings can be called as needed.
3. Regular meetings of the Group shall be held on at least seven (7) days' notice, but emergency meetings may be called by the Chair on one day's notice.

Absenteeism

1. If a member is absent without good reason or prior acknowledgement from meetings of the Group for two (2) out of the three (3) meetings in any one (1) year, the Group may declare the position vacant and ask for a replacement member.
2. Should a member of the Committee Group not be able to attend a regular meeting of the Group, the member shall advise the Chair at least one (1) day prior to the meeting unless there are extenuating circumstances.

Meeting Procedures

Procedurally, the following shall be followed:

1. The Group makes recommendations based on general consensus.
2. Quorum shall be a simple majority (50% + 1) of the Group members.
3. Non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations.
4. If the Chair is not present at the group meeting, the Vice Chair shall preside. If the Vice Chair is not present at the group meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

Administration

1. Proposed agenda items should be submitted to the Director for consideration by the Chair.
2. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.
3. No Group member shall instruct or give direction to, either publicly or privately, any resource personnel involved in the group.

LUNENBURG COUNTY JOINT ACCESSIBILITY COMMITTEE

Councillor Susan Sanford
Councillor Melissa Duggan (alternate)

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the five 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 helping the five municipalities become barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1** Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 DEFINITIONS

- 4.1** **Barrier** means 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 communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2** **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.3** **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY**5.1 Membership**

- 5.1.1 The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.
- 5.1.3 Councils shall appoint each of the five (5) community representatives' members as follows: Two members (2) to a three (3) year term; two members (2) to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years.
- 5.1.4 Councils shall appoint a Council representative and an alternate from each of their respective municipal units. Council members' terms will be for two years.
- 5.1.5 At least one half of the members (community and council representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.6 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.7 If a Council member vacates the Committee for any reason at any time before that Council member's term would normally expire, the Council that the member represents shall appoint promptly a new Council member to the Committee to hold office for the unexpired term.
- 5.1.8 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.9 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities**The Committee has the following responsibilities:**

- 5.3.1 Advise the five Councils in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
- a. A report on measures the five (5) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - b. Information on procedures the five (5) municipal units have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;

- 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
- 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units Accessibility Plan;
- 5.3.5 Receive and review information directed to it by all five (5) municipal Councils and their committees, and to make recommendations as requested;
- 5.3.6 Monitor federal and provincial government directives and regulations; and
- 5.3.7 Host public consultations related to accessibility
- 5.3.8 Provide input and advice to all five (5) councils with respect to updating the Accessibility Plan every three years.
- 5.3.9 Provide an annual budget for the five (5) Councils consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.
- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 STAFF RESOURCES

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 POLICY REVIEW

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils at least every four years from the effective/amended date.

LUNENBURG HOME FOR SPECIAL CARE CORPORATION / HARBOUR VIEW HAVEN

Councillor Jenni Birtles
Jenise Brouse
John Donaldson
Diane Johnson
Jackie Moore
Virginia Uhlman
Ellen Wathen

LUNENBURG WATERFRONT ASSOCIATION

Mayor Matt Risser

REGION 6 SOLID WASTE MANAGEMENT COMMITTEE

Councillor Ed Halverson
Mayor Matt Risser (alternate)

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION (REMO)

Mayor Matt Risser
Deputy Mayor Peter Mosher
Alternate - Councillor Susan Sanford

SOUTH SHORE HOUSING ACTION COALITION

Councillor Melissa Duggan

WESTERN REGIONAL HOUSING AUTHORITY

Helen Lanthier (to March 31, 2022)

Section 22(1) of the Housing Act - The Governor in Council may constitute a body corporate to be a regional housing authority, prescribe its membership and manner of appointment.

SOUTH SHORE REGIONAL LIBRARY BOARD

Councillor Jenni Birtles

Section 10 of the Libraries Act = 1 x member of Council or public for a period as determined by the Council making the appointments.

#98 TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL

PURPOSE

1. This Policy describes the structure, composition and role of Committees established and appointed by the Town of Lunenburg ("Town") Council ("Council"). The Policy applies to Committees in which all or some of the voting Committee members are Council members including the Mayor and/or Councillors.

PROCEDURE

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council and within three months following each municipal general election or election anniversary. Council may also replace at any time Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee's affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards (Schedule "A" chart updated from time to time by motion of Council) as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an ex officio member of any Town Committee to which the Mayor is not already appointed and may fully participate, but may only vote at these meetings if it is necessary to achieve a quorum.
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion. Citizens interested in serving on Town Committees will complete the Town's application form. Qualified Town resident applicants, and non-resident applicants if there are insufficient Town resident applicant numbers, will be selected for Committee(s) appointment at a public Council meeting by Council ballot.
6. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. These appointments may be reviewed within a term as determined by Council as set out herein.
7. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.

8. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
9. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
10. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.
11. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
12. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
 - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
 - b. external services reasonably necessary and budgeted;
 - c. Town staff advice and support; and
 - d. other resources reasonably necessary and budgeted.
13. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
14. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
15. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.
16. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.
17. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for

context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.

18. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
19. Council hereby confirms the following standing Committees and their respective responsibilities as described.

Audit Committee

20. The responsibilities of the Audit Committee are to:
 - a. conduct a detailed review of the Town financial statements with the Town Auditor;
 - b. evaluate internal control systems and management letter with the Town Auditor;
 - c. conduct a review of the conduct and adequacy of the audit;
 - d. consider such matters arising out of the audit as may appear to the Audit Committee to require investigation;
 - e. review other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
 - f. take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
21. The Audit Committee shall be comprised of all members of Council and a minimum of one resident at large appointment who is not a member of Council or staff. Resident appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
22. Council shall advertise for resident Audit Committee applications before December 31 every two years. The resident Committee member(s) shall be selected by Council as noted herein with the exception that this shall be a two year appointment.
23. The CAO, Finance Director and Accountant shall be non-voting members of the Audit Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
24. The Audit Committee Chair shall be a member of Council bi-annually appointed by Council as set out in section 9. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
25. The Audit Committee shall meet at least twice per year as called by the Chair in consultation with Town staff to receive and review the completed Town audit with the Town Auditor and to carry out its additional Municipal Government Act duties.

Committee of the Whole

26. The responsibilities of the Committee of the Whole are to:

- a. discuss, consider, advise and make recommendations to Council for approval concerning the affairs of the Town in advance of Council making decisions or taking actions on such matters, except where the Mayor and CAO have determined that consideration by Committee of the Whole is unnecessary or inadvisable including the following matters which will normally be dealt with by Council without first being considered by the Committee of the Whole for its recommendations:
 - i. first and second readings of a Bylaw enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing by Council;
- b. review and revise draft Town Bylaws and Policies and amendments thereto making recommendations to Council regarding same;
- c. review and revise draft strategic and annual corporate plans and make recommendations to Council regarding same;
- d. review and revise the Town draft budget for the next fiscal year and make recommendations to Council regarding same;
- e. receive reports and related presentations of a complex nature requiring strategic, budget, and/or policy consideration for recommendation to Council;
- f. discuss, consider, advise and make recommendations on any other matters which may be referred to it by Council;
- g. take such steps not inconsistent with this Policy that this Committee deems necessary to carry out its mandate; and
- h. meet in camera where appropriate to fulfill its responsibilities in accordance with the Municipal Government Act.

27. The Chair of the Committee of the Whole is the Mayor and in their absence the Deputy Mayor.

28. The Committee of the Whole consists of all Council members and membership on the Committee automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.

29. Items may be added to the Committee of the Whole agenda by Council members making prior requests to the Mayor and CAO who will review the requests and determine if it should be included in the next Committee of the Whole meeting agenda or referred elsewhere.

30. In addition to scheduled Committee of the Whole meetings, a Council member may move that Council recess and move into Committee of the Whole for informal consideration of any item on the Council agenda and rise and report back to Council. Such motion shall be determined by a majority vote of Council members present and voting.

General Government Committee

~~31. The responsibilities of the General Government Committee are to:~~

- ~~i. discuss, consider, advise and make recommendations to Council concerning Town Policies, Bylaws and related matters referred to the Committee by Council;~~
- ~~j. review and recommend the General Government Services budget to Council; and~~
- ~~k. consider annual Town grant applications and recommend same to Council.~~

~~32. The Chair of the General Government Committee is the Deputy Mayor.~~

~~33. The General Government Committee consists of all Council Members and membership on the Committee automatically extends to Council Members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.~~

Heritage Advisory Committee

34. The responsibilities of the Heritage Advisory Committee are to:

- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
- b. advise Town Council respecting:
 - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
 - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.

35. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

Planning Advisory Committee

36. The responsibilities of the Planning Advisory Committee are to:

- a. carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
- b. advise Council respecting the preparation and amendment of planning documents and general planning matters; and
- c. conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.

37. The Planning Advisory Committee is comprised of at least four residents appointed for two year terms and three Council members as determined by Council.

Protective Services Committee

38. The Protective Services Committee responsibilities are to advise Council regarding:
- a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
 - b. Fire Protection Services budget matters.
39. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission ("Commission") only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

Recreation Committee

40. The responsibilities of the Recreation Committee are to:
- a. advise Council on matters affecting the development and maintenance of Town recreational facilities including but not limited to the Lunenburg War Memorial Community Centre Auditorium and Arena, programs and services;
 - b. encourage healthy and active lifestyles for residents and visitors; and
 - c. provide Council with input on the development of policies, plans and budget development related to community recreation opportunities including active transportation initiatives.
41. The Recreation Committee is comprised of four members of Council, three residents who are appointed for two year terms, and one Municipality of the District of Lunenburg ("Municipality") Council member appointed to serve by their Council in relation to relevant Municipality matters.

Special Committees

42. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.
43. The general provisions of this Policy shall also apply to Special Committees.
44. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.

45. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

46. It shall be the responsibility of all Town appointments to external Boards and Committees as set out in Schedule "A" attached to:
- a. provide semi-annual updates to Council of the activities of the body on which they have been appointed;
 - b. represent the Town in a respectful and positive manner reflecting the direction of Council, Town budget, Policies and other guiding documentation;
 - c. ensure Council receives copies of meeting minutes for the body on which they serve; and
 - d. report any recommendations from such body requiring Council consideration and response.
47. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

- Schedule "A" attached

Clerk's Annotation For Official Policy Book

Date of notice to Council members of intent to consider Policy amendments: January 28, 2020

Date of passage of Policy amendments: September 22, 2020

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

Municipal Clerk

Date

Kelly Jardine

From: Dawn Sutherland
Sent: February 3, 2021 10:06 AM
To: Bea Renton <brenton@explorelunenburg.ca>
Cc: Ann Covey <ACovey@explorelunenburg.ca>
Subject: Barclay application - 272 Montague Street FW: PLANNING APPLICATION

Hi Bea – FYI

Application to go to Council to send to accept application, send to PAC, and schedule a PIM. Needs a staff report to accompany it.

Please reserve a spot on an upcoming agenda – applicant wishes it to expedited

Dawn

Dawn M. Sutherland, MCIP, LPP
Manager of Planning and Development
Town of Lunenburg
119 Cumberland Street
PO Box 129
Lunenburg, Nova Scotia
Canada B0J 2C0

Email: dsutherland@explorelunenburg.ca
Tel: 902-634-4410, ext 255
Fax: 902-634-4416
www.explorelunenburg.ca www.projectlunenburg.ca



This message contains confidential information and is intended only for the intended recipient(s). If you are not the named recipient you should not read, distribute or copy this e-mail. Please notify the sender immediately via e-mail if you have received this e-mail by mistake; then, delete this e-mail from your system.

Please note: Only the issuance of a development permit guarantees that your proposed development is in compliance with requirements of the Land Use By-law. In the absence of an application with detailed information regarding your proposal, I am unable to warrant the above.

Please be aware that any communications made to the Town of Lunenburg will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of

the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

Town of Lunenburg Planning Application for Land Use By-Law Amendment

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name ELIZABETH & THOMAS BARCLAY	Name same
Company Name	Company Name
Mailing Address PO BOX 1528, LUNENBURG, NS B0J2C0	Mailing Address
Email thom.barclay@icloud.com	Email
Phone 902-521-5559	Phone
Cell	Cell

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

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address 272 MONTAGUE ST LUNENBURG, NS	<input type="checkbox"/> Copy of Deed
PID #	<input checked="" type="checkbox"/> Survey Plan or Equivalent
Present Use of Property	<input type="checkbox"/> A Letter Explaining the Proposal see below
Proposed Use of Property	<input checked="" type="checkbox"/> Application and Advertising Fees \$949.10 (\$249.10 + \$700.00)

EXPLANATION OF PROPOSAL AND SIGNATURE

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

IT HAS COME TO OUR ATTENTION THAT THE PROPERTY IS IN THE MARINE INDUSTRIAL ZONE, NON CONFORMING USE, WE WOULD LIKE IT ADDED TO THE LIST OF RESIDENTIAL PROPERTIES IN THE MARINE INDUSTRIAL ZONE WITH RESIDENTIAL(1-3 UNIT) USE ALLOWED AND CONFORMING

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

E Barclay
 Name (printed): T Barclay Signature: T Barclay Date: Feb 3/21

OFFICE USE ONLY: Type of LUB Application: _____ Date received: _____

Kelly Jardine

From: Beth Barclay [<mailto:thom.barclay@icloud.com>]

Sent: February-04-21 7:48 AM

To: Bea Renton <brenton@explorelunenburg.ca>; Matt Risser <MRisser@explorelunenburg.ca>

Cc: Peter Mosher <PMosher@explorelunenburg.ca>; ssanford@explorelunenburg; Stephen Ernst <SErnst@explorelunenburg.ca>; Jenni Birtles <jBirtles@explorelunenburg.ca>; Melissa Duggan. <MDuggan@explorelunenburg.ca>; ED Halverson <EHalverson@explorelunenburg.ca>; Dawn Sutherland <DSutherland@explorelunenburg.ca>

Subject: 272 Montague St. Land Use Bylaw Amendment Application (final copy)

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

Dear Mayor and Council,

On February 1, during the sale of our property at 272 Montague Street, we discovered that the Town's zoning map indicates that our property is zoned Marine Industrial (MI). The zoning map delineates each zone with a wide line that in some cases bisect individual properties and structures. By contrast, the companion Municipal Planning Strategy Land Use Map, more accurately depicts property boundaries and clearly shows our property, and the neighbouring residential home, to be of residential land use. It is clear when looking at the zoning map, that every intention was made to place residential homes adjacent to MI land use on Montague Street in the Old Town Residential (OTR) zone, as the line that delineates MI and OTR zones jogs around individual properties and does not follow street.

We believe that 272 Montague St was excluded from the OTR zone and accidentally included in the MI zone by error and omission when the zoning map was originally produced. The result has put us in a position of non-conforming use, which means that the structure can not be repaired or rebuilt if damaged to a degree of 75% of its value, expanded or altered in any way and should it be unoccupied for six months for what ever reason, failing health, medical issues, or even an extended vacation, future occupancy would be technically illegal. We feel pretty certain that it was never the Town's intention to place the residential use of this property in jeopardy, considering the property has been continuously used as a residential dwelling since its construction in 1885.

In 2012, the land use by-law was amended and was written in a way to unencumber residential homes that had been placed inside the MI zone. A list of specific addresses with existing residential use was included under the list of permitted developments in the MI zone. 272 Montague Street and the neighbouring property were not included on this list.

So this begs the question: If our property was intentionally included in the MI zone at the time the by-law was amended and is known to have residential use per the land use strategy map, why was the property excluded from the list? I was a Town Councillor in late 2012 and I can assure you that I was not part of any zoning/by-law discussions about my own property; otherwise, this issue would have been addressed at the time.

Thank you in advance for your attention to this time sensitive matter. Below is a summary of the timeline of this issue for your review. The Municipal Planning Strategy (MPS) Land Use map and zoning map referred to above are attached.

Sincerely,

Summary Notes

- The house (272 Montague St) has been a residence continuously since its construction in 1885.
- In 1976, the land was separated from the Smith and Rhuland property and approved by both the Town's Planning Department and Council.
- In 1996, a municipal planning strategy (MPS) and zoning map were adopted by Council and approved by the Minister of Municipal Affairs.
 - The MPS shows the existing land use as residential and indicates that there are 3 dwelling units on the property.
 - The zoning map shows that the property is zoned Marine Industrial (MI).
 - Per the Municipal Government Act (219,1) - where a council adopts a municipal planning strategy or a municipal planning strategy amendment, the council shall, at the same time, adopt a land-use by-law or land-use by-law amendment that shall enable the policies to be carried out.
 - The zoning map and MPS contradict each other and the zoning map does not enable the MPS policies to be carried out as intended.
 - We feel this was an administrative error in the execution of the zoning map, considering the use of the property has always been residential and has never changed and residential use is not permitted in a MI zone.
- In 2012, the land-use by-law was updated. A list of specific addresses with existing residential use permitted in a MI zone was included in the by-law.
 - 272 Montague St and the neighbouring residential home were not included on that list.
 - The Town indicated that the property may have been intentionally rezoned MI in 2012, although it was already zoned MI per the zoning map.
 - The Town hasn't provided any documentation of the amendment and I haven't been able to find any amendments noted on the zoning map or in the 1996 or 2012 by-law to confirm this. .
- I was elected to Council in October 2012 and have no recollection of any discussions about the zoning of 272 Montague St.
- The property was purchased from an estate in October 2012.

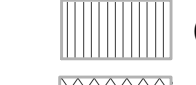
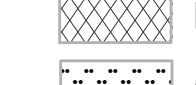

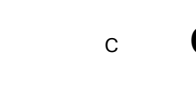
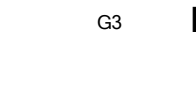
TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 1

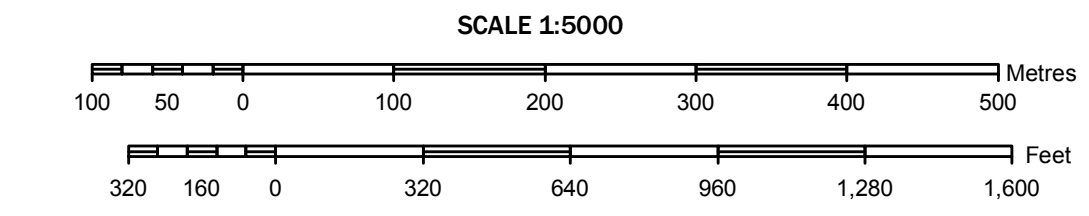
EXISTING LAND USE

LEGEND

-  Residential *
-  Commercial
-  Industry
-  Civic and Cultural Uses (Includes Public Utilities)
-  Education
-  Open Space
-  Agriculture, Forestry & Open Country
-  Commercial Use in Residential Dwelling
-  Private Garage On Separate Lot (Includes No. Of Units)

* * * Indicates Number of Dwelling Units
Based on Existing Land Use Survey Done Oct. 14 & 30, & Nov. 14, 1994

NOTE: Private streets are shown in italics

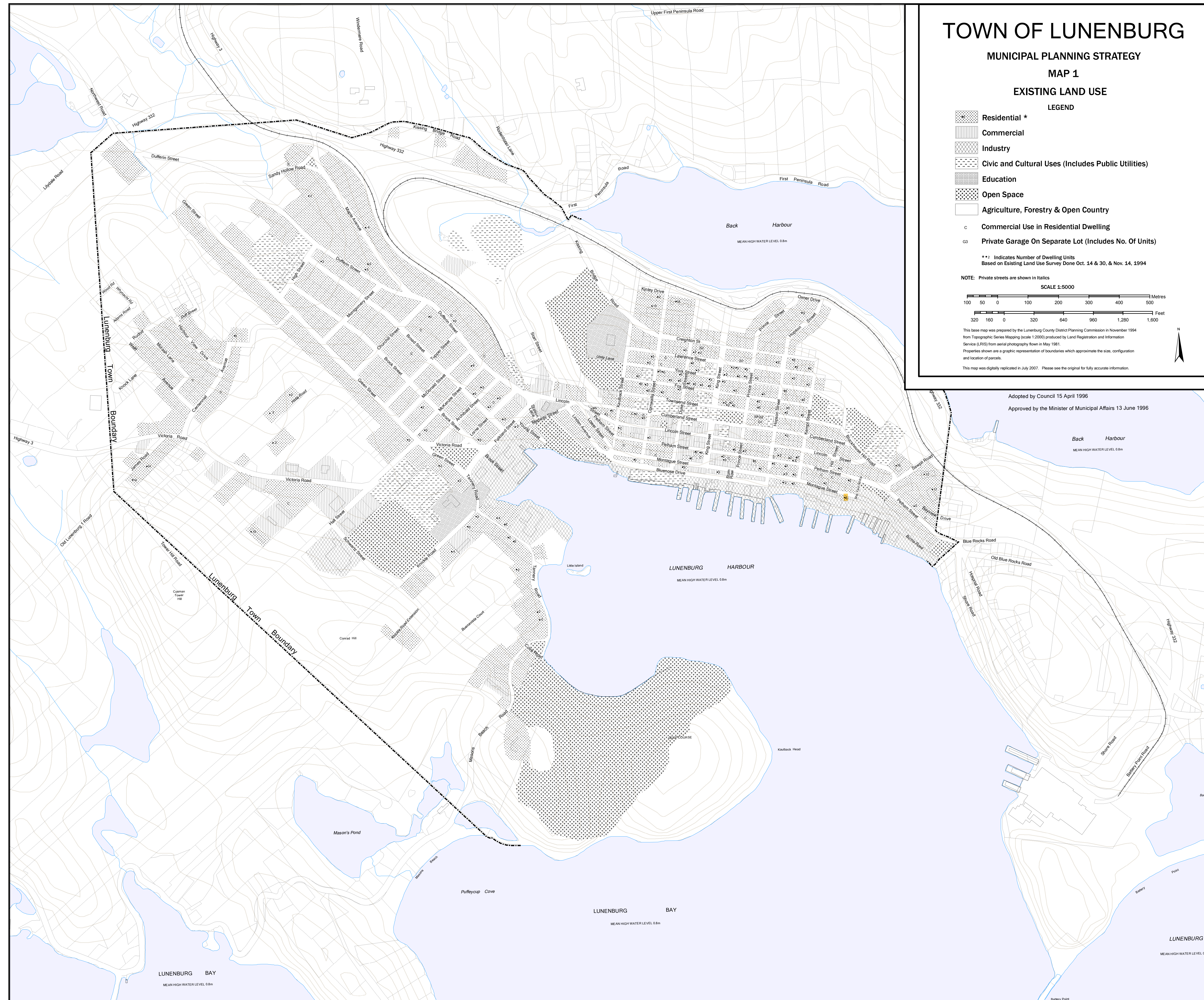


This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) provided by Land Registration and Information Services (LRIS) from aerial photography from May 1985. Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels.

This map was digitally replicated in July 2007. Please see the original for fully accurate information.

Adopted by Council 15 April 1996

Approved by the Minister of Municipal Affairs 13 June 1996



TOWN OF LUNENBURG

LAND USE BY-LAW SCHEDULE "A" ZONING MAP

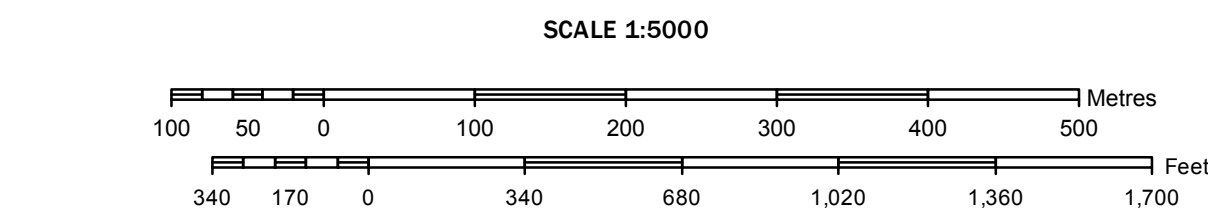
LEGEND

OTR	Old Town Residential	MI	Marine Industrial
R	Residential	I	Industrial
RR	Rural Residential	RI	Rural Industrial
GC	General Commercial	INS	Institutional
RC	Restricted Commercial	REC	Recreation
HC	Highway Commercial	OS	Open Shoreline
CS	Commercial Shoreline	MDR	Medium Density Residential
TM	Tourism Marine	—	Zone Boundary

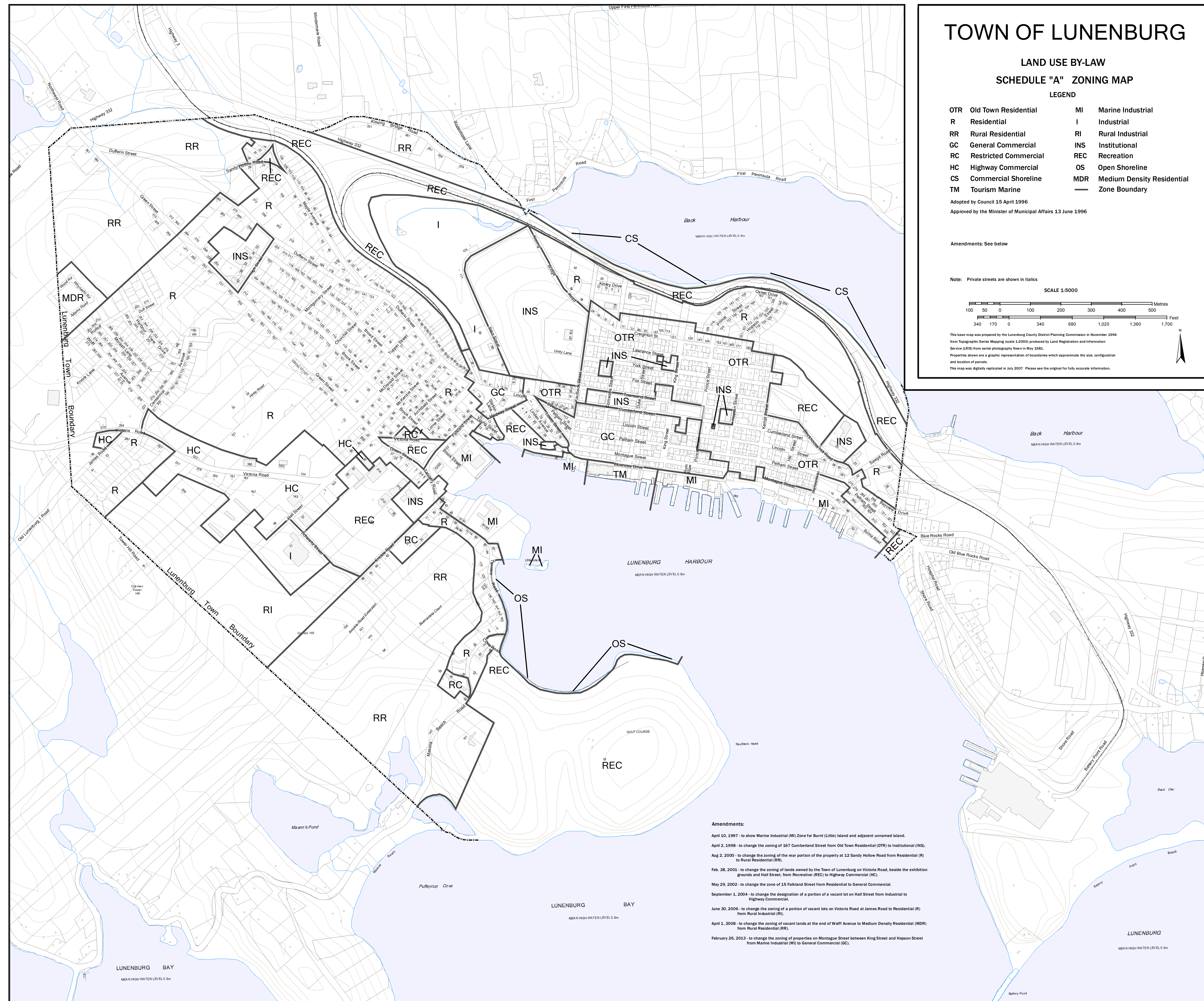
Adopted by Council 15 April 1996
Approved by the Minister of Municipal Affairs 13 June 1996

Amendments: See below

Note: Private streets are shown in italics



This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:20000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1985. Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels. This map was digitally replicated in July 2007. Please see the original for fully accurate information.



- Amendments:**
- April 10, 1997 - to show Marine Industrial (MI) Zone for Burnt (Little) Island and adjacent unnamed island.
 - April 2, 1998 - to change the zoning of 367 Cumberland Street from Old Town Residential (OTR) to Institutional (INS).
 - Aug 2, 2000 - to change the zoning of the rear portion of the property at 12 Sandy Hollow Road from Residential (R) to Rural Residential (RR).
 - Feb. 28, 2002 - to change the zoning of lands owned by the Town of Lunenburg on Victoria Road, beside the exhibition grounds and Hall Street, from Recreation (REC) to Highway Commercial (HC).
 - May 29, 2002 - to change the zone of 25 Falkland Street from Residential to General Commercial.
 - September 1, 2004 - to change the designation of a vacant lot on Hall Street from Industrial to Highway Commercial.
 - June 30, 2009 - to change the zoning of a portion of vacant lots on Victoria Road at James Road to Residential (R) from Rural Industrial (RI).
 - April 1, 2008 - to change the zoning of vacant lands at the end of Wolff Avenue to Medium Density Residential (MDR) from Rural Residential (RR).
 - February 26, 2013 - to change the zoning of properties on Montague Street between King Street and Hopson Street from Marine Industrial (MI) to General Commercial (GC).

Ann Covey

Subject: Planning Amendment Application 268 Montague St. zoning

From: Helen Ross [mailto:helengaiross@icloud.com]

Sent: February-17-21 9:47 AM

To: Dawn Sutherland <DSutherland@explorelunenburg.ca>

Cc: Ann Covey <ACovey@explorelunenburg.ca>; Kelly Jardine <Kjardine@explorelunenburg.ca>; Bea Renton <brenton@explorelunenburg.ca>; Matt Risser <MRisser@explorelunenburg.ca>; Jenni Birtles <jBirtles@explorelunenburg.ca>;

Melissa Duggan. <MDuggan@explorelunenburg.ca>; Stephen Ernst <SErnst@explorelunenburg.ca>;

ED Halverson <EHalverson@explorelunenburg.ca>; Peter Mosher <PMosher@explorelunenburg.ca>;

Susan Sanford <SSanford@explorelunenburg.ca>

Subject: 268 Montague St. zoning

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

Good Morning all,

It has been brought to our attention by Thom and Beth Barclay that our property, 268 Montague St., was not included on the list of the Land Use By Law amended in 2012 which unencumbered residential homes that had been place inside the MI zone.

We would like to be included on the Barclay application to rectify this.

I left phone messages for Dawn Sullivan, Anne Covey and Bea Renton with regards to this during the first two weeks of February and have not had a response as yet.

Sincerely,

Helen and Tom Ross

902 298 1159

Circulated: _____

Document No:

Meeting: Council – February 23, 2021

Circulate To: Council, BR, HM

File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: FEBRUARY 10, 2021

RE: ANGUS WALTER'S ARTIFACTS GIFTED TO FISHERIES MUSEUM OF THE ATLANTIC

1. FACTS

A. Background

The Fisheries Museum of the Atlantic is interested in obtaining some of the artifacts from the Angus Walter's House as outlined in **Attachment A**.

The Museum has recently received approval from the Provincial Collections Manager to acquire these items if the Town is willing to gift/donate them.

B. Proposal

The proposal is to have Council authorize the granting of the artifacts as outlined in **Attachment A** to the Museum as gifts/donations. The donations would make the material publicly accessible (through exhibits but also for researchers) and further build the provincial *BLUENOSE* collection.

The Museum is moving towards the establishment of permanent displays. Therefore, they prefer articles to be gifted/donated rather than loaned. They have advised that they would consider the loaning of the half-models but would not be interested in the loaning of the remaining artifacts. Staff feels that the Museum has the capabilities to properly care for these artifacts and provide an avenue in which they could be publicly accessible either for public displays purposes and/or for research purposes and as such is recommending the gifting of the artifacts as outlined in **Attachment A**.

2. ISSUES AND OPTIONS

The options are:

Option 1: That the Town approve the gifting of the artifacts outlined in Attachment A.

Option 2: That the Town refuse the gifting of the artifacts outlined in Attachment A.

It is recommended that the items outlined in **Attachment A** be gifted to the Fisheries Museum of the Atlantic. In this fashion the artifacts will be put on public display or otherwise accessible for research purposes for the benefit of citizens, visitors and researchers.

3. FINANCIAL IMPACT

Though the Town would lose the financial worth of these artifacts, the gifting of these artifacts will provide a home for these artifacts for the enjoyment of citizens and visitors alike.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the CCP's strategic Direction #6:

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

This project is in keeping with the CCP's strategic Direction #10:

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

5. RECOMMENDATION AND MOTION

It is recommended that Council gift the items identified in **Attachment A** to the Fisheries Museum of the Atlantic to help facilitate the accessibility of these materials (through exhibits but also for researchers) and further build the provincial *BLUENOSE* collection.

Motion: Moved by Seconded by that Council gift the items identified in **Attachment A** to the Fisheries Museum of the Atlantic to help facilitate the accessibility of these materials (through exhibits but also for researchers) and further build the provincial *BLUENOSE* collection.

ATTACHMENTS:

- A.** Items from the Angus Walter's House

Acknowledged by:





Bea Renton
Town Manager/Clerk





Attachment A

Artifacts:

The Fisheries Museum of the Atlantic (FMA) would be interested in acquiring the following pieces for the museum's permanent artifact collection (the Nova Scotia Museum's Fisheries Collection)

Number	Description	Photo
1	Capt. Angus Walters' lodge jewel.	
2	Capt. Angus Walters' "GR" fob or other jewelry.	
3	Capt. Angus Walters' cufflinks	

4	Panoramic shot of Bluenose crew in Montreal, 1933	
5	Photograph of Capt. Walters curling	
6	Photograph of Capt. Walters and others curling	
7	Photo of Capt. Angus Walters and his dog Patsy	

8	Photo of Maggie Walters	 A black and white portrait of a young woman with dark, wavy hair, wearing a light-colored, high-collared dress. The photograph is mounted on a dark, textured album page.
9	Photograph of Walters family member. Possibly Gilbert Walters	 A black and white portrait of a young man with short hair, wearing a dark suit jacket, a white shirt, and a patterned tie. The photograph is mounted on a dark album page.
10	Photograph of young Capt. Angus Walters	 A black and white portrait of a young man with short hair, wearing a dark suit jacket, a white shirt, and a dark tie. The photograph is mounted on a dark album page.
11	Photograph of Capt. Angus Walters.	 A black and white portrait of an older man with short, light-colored hair, wearing a dark suit jacket, a white shirt, and a patterned tie. The photograph is mounted on a dark album page.

12
Photo of Capt. Angus Walters with local children



13
Photo of Capt. Angus Walters' son Stewart in naval uniform







14
Bluenose II launch invitation



15
Limited addition presentation piece with historic photo of Bluenose, dime, and stamps.



16	Hand painted sign reading "Original Wheel Schr: 'BLUENOSE'"	
17a	Wedgewood plate depicting Bluenose from "Historic Canadian Vessels Collection" x 2	
17b	Wedgewood plate depicting Griffon from "Historic Canadian Vessels Collection"	
17c	Wedgewood plate depicting HMS Discovery from "Historic Canadian Vessels Collection"	




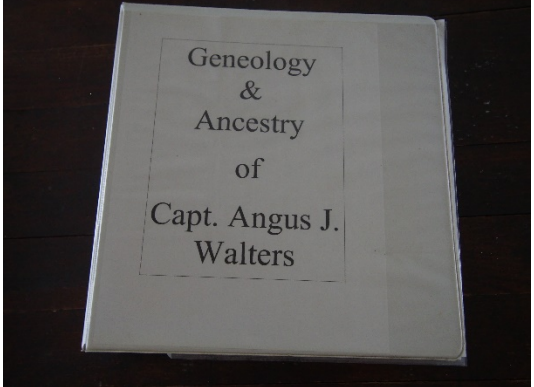

<p>17d</p>	<p>Wedgewood plate depicting The Mathew from "Historic Canadian Vessels Collection"</p>	
<p>18</p>	<p>Sign from the Angus Walters House Museum</p>	
<p>19</p>	<p>Pair of swordfish swords</p>	 <p>Note: Photo depicts nearly identical swords</p>

Exhibit Props and Research Material:

FMA is interested in acquiring the following pieces as exhibit props or as research material. Please note, at this time these items will not be proposed for inclusion into the permanent collection, though select pieces may be accessioned into the collection at a later date, pending approval from the Nova Scotia Museum's Manager of Collections.

Number	Description	Photo
1	Half models of Bluenose, Elsie, Columbia, Henry Ford and Gertrude L. Thebauld	 A photograph showing four yellow boxes, each containing a half model of a boat. The boxes are arranged in a 2x2 grid on a dark wooden surface. Each box features a red and black illustration of the boat's hull.
2	Binder: Genealogy & Ancestry of Capt. Angus J. Walters	 A photograph of a white binder cover. The text on the cover reads: "Geneology & Ancestry of Capt. Angus J. Walters".
3	Binder: Photo Album	 A photograph of a photo album cover. The cover features a black and white historical photograph of a man standing on the deck of a ship. A circular logo on the photo reads "BLUENOSE" at the top and "WALTONBURG, N.S." at the bottom. A small white label is attached to the top right corner of the photo.

4a Exhibit Panel: The International Fisherman's Trophy



4b Exhibit Panel: Angus Walters Dairyman



4c Exhibit Panel: The Walters Family



<p>4d</p>	<p>Exhibit Panel: Bluenose</p>	
<p>4e</p>	<p>Exhibit Panel: The Family Home</p>	
<p>4f</p>	<p>Exhibit Panel: Flunky to Captain</p>	

4g Exhibit Panel: Angus and Maggie

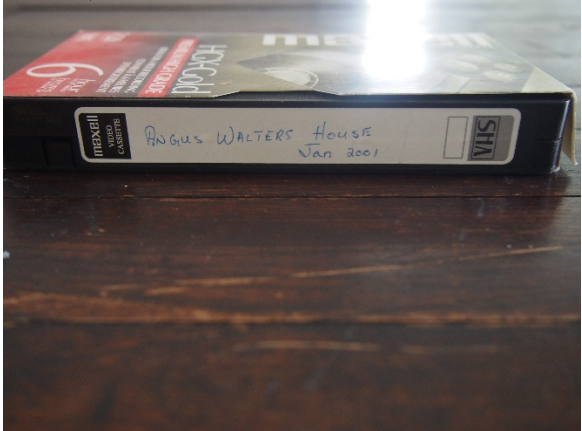


4h Exhibit Panel: The Walters Boys



4i Exhibit Panel: The End of Saltbankers



5	VHS: The Angus Walters house, Jan 2001	
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- End -