

TOWN OF LUNENBURG
COUNCIL ORGANIZATIONAL MEETING AGENDA
Tuesday, November 12, 2024 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. APPROVAL OF AGENDA

3.1 November 12, 2024 Council Organizational Meeting Agenda

Recommendation: That Council approve the agenda for the November 12, 2024 Council Organizational meeting as presented.

4. APPROVAL OF MINUTES

4.1 October 8, 2024 Council Meeting Minutes

The minutes from the October 8, 2024 Council meeting are approved as circulated.

5. NEW BUSINESS

5.1 Regular Council Meeting Schedule

Recommendation: That Council approve the dates and times for the Town of Lunenburg Regular Council meetings for 2024/2025 as presented.

5.2 Deputy Mayor Appointment

Recommendation: That Council appoint _____ as Deputy Mayor until Council's next Organizational Meeting in 2025.

OR

That Council approve a Deputy Mayor schedule rotating on two-month terms commencing November 12, 2024 as follows:

Dates	Deputy Mayor
Nov. 12 – Dec. 31, 2024	Councillor X (TBD by Council)
Jan. 1 – Feb. 28, 2025	Councillor X (TBD by Council)
March 1 – April 30, 2025	Councillor X (TBD by Council)
May 1 – June 30, 2025	Councillor X (TBD by Council)
July 1 – Aug. 31, 2025	Councillor X (TBD by Council)
Sept. 1 – October Organizational Meeting (2025)	Councillor X (TBD by Council)

5.3 Appointments to Committees

Recommendation: That Council approve the appointment list for the Town of Lunenburg's Internal Town Committees and Inter-Municipal Committees for 2024/2025 as presented:

Committee / Working Group Name	Appointed Councillors
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Heritage Advisory Committee	2 Councillors Required (TBD by Council)
Planning Advisory Committee	3 Councillors Required (TBD by Council)
Protective Services Committee	4 Councillors Required (TBD by Council)
Cultural Tourism Working Group	2 Councillors Required (TBD by Council)
Source Water Protection Advisory Committee (Dares Lake Committee)	2 Councillors Required (TBD by Council)

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)
Region 6 Solid Waste Management Committee	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	2 Councillors Required (TBD by Council)	1 Councillor Required (TBD by Council)
South Shore Regional Public Library Board	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)

6. CLOSED SESSION

6.1 Legal Advice

6.2 Personnel Matters

Recommendation: That Council move in closed session at _____ to discuss agenda items 6.1 Legal Advice and 6.2 Personnel Matters per the Municipal Government Act.

7. ADJOURNMENT

TOWN OF LUNENBURG
COUNCIL MEETING MINUTES

October 8, 2024 | 6 pm

Lunenburg Town Hall – Council Chamber and virtually through Zoom



Present	Mayor Jamie Myra, Deputy Mayor Stephen Ernst, Councillors Jenni Birtles, Melissa Duggan, Peter Mosher and Ed Halverson
Also present	Hilary Grant, Interim CAO Tyson Joyce, Director of Public Works Kayla Byrne, Municipal Clerk Marc Kiely, Interim Director of Community Development Trevor Hume, Planner
End of Term Acknowledgement	Mayor Myra thanked the outgoing Council and acknowledged that this was the last scheduled meeting for the 2020 – 2024 Council term.
Call to Order	The meeting was called to order at 6:00 p.m.
Land Acknowledgment	It was acknowledged that Lunenburg is located in the unceded territory of the Mi'kmaq people.
Addition to the Agenda	Moved by Councillor Duggan, seconded by Councillor Halverson, that Council add the following item to the October 8, 2024 Council agenda: <ul style="list-style-type: none"> • 11.5 Town Lease Renewals <p style="text-align: right;">Motion carried unanimously</p>
Approval of the Agenda	Moved by Councillor Birtles, seconded by Deputy Mayor Ernst, that approve the agenda for the October 8, 2024 meeting as amended. <p style="text-align: right;">Motion carried unanimously</p>
Approval of Minutes	Moved by Councillor Mosher seconded by Councillor Birtles, that Council approve the September 24, 2024 Council meeting minutes as presented. <p style="text-align: right;">Motion carried unanimously</p>
Correspondence	Lunenburg County Wheels thanked Council for its recent grant to the organization. Council received South Shore Open Doors' (SSODA) monthly data report.

Public Hearing & Decision: Redesignation and Rezoning of Lower Green Street – MPS and LUB Amendment Application

Council held a public hearing regarding amendments to the Municipal Planning Strategy and Land Use By-law for the redesignation and rezoning of Lower Green Street. No members of the public spoke on the matter during the hearing.

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council close the public hearing regarding the redesignation and rezoning of Lower Green Street, in relation to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) amendment application.

Motion carried unanimously

Following the public hearing, Council made the following motion:

Moved by Councillor Birtles, seconded by Deputy Mayor Ernst, that Council approve the second and final reading of the amended Municipal Planning Strategy and Land Use Bylaw to redesignate PID 60052495, PID 60052503 (rear and front portion), PID 60052511, PID 60052529, PID 60734167, PID 60052552, PID 60487857, PID 60052560, PID 60052578, PID 60052586, PID 60052594 to Residential (RES) and rezone them Lower Density Residential (RL).

FOR	AGAINST
3 Councillors	2 Councillors (Councillors Mosher & Duggan)

Motion carried

Public Hearing & Decision: Amending the MPS to be consistent with HCD Plan and By-law

Council held a public hearing regarding amendments to the Municipal Planning Strategy to be consistent with draft Heritage Conservation District Plan and By-law. No members of the public spoke on the matter during the hearing.

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council close the public hearing regarding the amendment of the Municipal Planning Strategy (MPS) to ensure consistency with the Old Town Lunenburg Heritage Conservation District Plan and By-law.

Motion carried unanimously

Moved by Deputy Mayor Ernst, seconded by Councillor Birtles, that Council approve the second and final reading of the amended Municipal Planning Strategy, as presented in Attachment A, to ensure consistency between the Municipal Planning Strategy and the Old Town Lunenburg

Heritage Conservation District Plan and By-law.

Motion carried unanimously

Inspection
Services
Agreement
Amendment

Moved by Councillor Duggan, seconded by Councillor Mosher, that Council accept the amended Inspection Services Agreement as presented in Attachment A.

Motion carried unanimously

Sustainable
Infrastructure
Grant Program
Evaluation

Staff presented an updated on the Sustainable Infrastructure Grant Program Evaluation. Councillors indicated this matter should come back before the incoming Council.

Lease Extension

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council waive notice to make a decision on the lease extension for the CN Station building at 18 Dufferin Street to Second Story Women's Centre.

Motion carried unanimously

Moved by Councillor Mosher, seconded by Councillor Halverson, that Council extend the current lease of the CN Station building at 18 Dufferin Street to Second Story Women's Centre for one additional year, with the new expiration date set as October 31, 2025, and rent adjusted by the Consumer Price Index for Nova Scotia. The Mayor and CAO are authorized to execute the lease on behalf of the Town of Lunenburg.

Motion carried unanimously

Moved by Councillor Duggan, seconded by Councillor Halverson, that Council waive notice to make a decision on the lease extension for a portion of 97 Kaulbach Street (the South Shore Regional Centre of Education).

Motion carried unanimously

Moved by Councillor Birtles, seconded by Councillor Mosher, that Council extend the current lease of a portion of 97 Kaulbach Street (the South Shore Regional Centre of Education) for one additional year, with the new expiration date set as July 31, 2025, and rent adjusted by the Consumer Price Index for Nova Scotia. The Mayor and CAO are authorized to execute the lease on behalf of the Town of Lunenburg.

Motion carried unanimously

Water Quality Test Results Council received, for information, the potable water quality test results and the wastewater quality test results for April to June 2024.

Notice of Motion: Cornwallis Street Councillor Halverson requested two notices of motions regarding the renaming of Cornwallis Street. Council moved and seconded the first presented motion:

Moved by Councillor Halverson, seconded by Councillor Duggan, that Council rescind the motion made at the November 28, 2023 Council meeting, which stated, "That Council approve Queen Street as the new name for Cornwallis Street.

FOR	AGAINST
3 Councillors	3 Councillors (Deputy Mayor Ernst, Councillor Birtles, Councillor Mosher)

Motion defeated

Motion Action List Council received the motion action list for information.

Adjournment There being no further business, the October 8, 2024 Council meeting adjourned at 6:55 p.m.

The minutes were read and approved.

Subject: Regular Council Meeting Schedule
From: Kayla Byrne, Municipal Clerk
Date: November 12, 2024



Recommendation

That Council approve the dates and times for the Town of Lunenburg Regular Council meetings for 2024/2025 as presented.

Alternatives

- Adjust the schedule by selecting alternative dates and times.
- Add or remove meetings from the presented schedule.

Background

The 2020 – 2024 Town of Lunenburg Council held regular meetings on the second and fourth Tuesday of each month, apart from July, August, and December, when the Council met monthly.

The new Council will have an opportunity to review and adjust the annual meeting schedule during the October organizational meeting. Currently, Council is being asked to confirm the schedule for November 2024 to October 2025. Each year of its term, Council will establish its meeting schedule at the annual organizational meeting, typically held in October, except in election years when it is scheduled for November.

Per the Council Procedural Policy, all regular meetings will be held in Council Chambers on the second floor of the Lunenburg Town Hall at 119 Cumberland Street, Lunenburg, Nova Scotia.

If the proposed schedule does not meet Council’s needs, Council may propose alternative meeting dates and times.

Discussion

If Council wishes to continue holding Regular Meetings on the second and fourth Tuesdays at 6 p.m. except for July, August, and December, when it will meet monthly, the proposed 2024/2025 regular meeting schedule is as follows:

Meeting Date (Tuesdays)	Meeting Time
2024-11-12	6:00 PM
2024-11-19 <i>*to accommodate NSFM conference</i>	6:00 PM

2024-12-10	6:00 PM
2025-01-14	6:00 PM
2025-01-28	6:00 PM
2025-02-11	6:00 PM
2025-02-25	6:00 PM
2025-03-11	6:00 PM
2025-03-25	6:00 PM
2025-04-08	6:00 PM
2025-04-22	6:00 PM
2025-05-13	6:00 PM
2025-05-27	6:00 PM
2025-06-10	6:00 PM
2025-06-24	6:00 PM
2025-07-08	6:00 PM
2025-08-12	6:00 PM
2025-09-09	6:00 PM
2025-09-23	6:00 PM
2025-10-14	6:00 PM
2025-10-28 <i>*Organizational Meeting to set the 2025/2026 schedule</i>	6:00 PM

This schedule applies only to regular Council meetings. Committee of the Whole meetings may be called independently as needed and are not bound by this schedule. Similarly, advisory committee meetings will be scheduled separately with each respective committee and are not included in this schedule. Additionally, under the Procedural Policy, Council may call additional or special meetings as needed throughout the year.

Relevant Legislation

[Council Procedural Policy](#)

Financial

There is no impact on the approved Town budgets to implement the proposed schedule for Regular Council meetings

Communications

The Council meeting calendar on the Town’s website will be updated to reflect the set meeting schedule. All Council meetings will be livestreamed, recorded and shared via the Town’s YouTube channel.

Subject: Deputy Mayor Appointment
From: Kayla Byrne, Municipal Clerk
Date: November 12, 2024



Recommendation

That Council appoint _____ as Deputy Mayor until Council’s next Organizational Meeting in 2025.

OR

That Council approve a Deputy Mayor schedule rotating on two-month terms commencing November 12, 2024 as follows:

Dates	Deputy Mayor
Nov. 12 – Dec. 31, 2024	Councillor X <i>(TBD by Council)</i>
Jan. 1 – Feb. 28, 2025	Councillor X <i>(TBD by Council)</i>
March 1 – April 30, 2025	Councillor X <i>(TBD by Council)</i>
May 1 – June 30, 2025	Councillor X <i>(TBD by Council)</i>
July 1 – Aug. 31, 2025	Councillor X <i>(TBD by Council)</i>
Sept. 1 – October Organizational Meeting (2025)	Councillor X <i>(TBD by Council)</i>

Alternatives

- Refer this item to the Committee of the Whole for further discussion.
- Defer this item to a future Council meeting.
- Alter the term of office of the Deputy Mayor.
- Alter the schedule of rotating appointments.

Background

Per Council’s Procedural Policy, the roles of the Deputy Mayor are as follows:

- Chairing in the Mayor’s Absence: The Deputy Mayor leads Council meetings if the Mayor isn’t available.
- Committee of the Whole: May chair the Committee of the Whole if appointed by Council; otherwise, the Mayor chairs.
- Agenda Finalization: Works with the Mayor to finalize the agenda at least six days before the meeting.
- Agenda Responsibility in Absence: If the Mayor is unavailable, the Deputy Mayor

finalizes the agenda alone if the Mayor is unavailable.

Throughout its term, the 2020 – 2024 Council held an election each year in order to appoint a deputy mayor for a one-year term.

There are two common approaches to Deputy Mayor appointments in Canadian municipalities.

1. *Electing a Deputy Mayor:* Council conducts an internal election to select one Council member to serve as Deputy Mayor for a specified term, typically one year.
2. *Rotating Deputy Mayor:* Council adopts a rotating schedule in which each Council member serves as Deputy Mayor for a defined period (usually two or three months), allowing each member an opportunity to fulfill the role over the course of a year.

Discussion

Option 1 - Electing a Deputy Mayor: If Council selects this option, an election may be held during the November 12, 2024, meeting. The Mayor will request nominations from Council members. Once a nomination is accepted, the nominated candidates will participate in a secret ballot election at the meeting. If only one name is put forward for nomination, then no election will be held, and Council can proceed with the appointment.

Option 2 - Rotating Deputy Mayor Schedule: If Council chooses this option, it will need to assign each councillor to specific months, considering their existing commitments, such as work and personal commitments.

Relevant Legislation

Municipal Government Act – S. 16

[Council Procedural Policy](#)

Financial

The current annual remuneration for the Deputy Mayor and Councillors is as follows:

- Deputy Mayor: \$28,312
- Councillors: \$17,564

If Council chooses to adopt a rotating schedule for the Deputy Mayor position, this remuneration structure would be affected. In this scenario, the Deputy Mayor's compensation would likely be divided evenly among the six Councillors to account for their shared responsibilities.

Communications

The Deputy Mayor appointed will be shared on the Town's social media and website.

Subject: Appointments to Committees
From: Kayla Byrne, Municipal Clerk
Date: November 12, 2024



Recommendation

That Council approve the appointment list for the Town of Lunenburg’s Internal Town Committees and Inter-Municipal Committees for 2024/2025 as presented:

Internal Town Committees / Working Groups

Committee / Working Group Name	Appointed Councillors
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Heritage Advisory Committee	2 Councillors Required (TBD by Council)
Planning Advisory Committee	3 Councillors Required (TBD by Council)
Protective Services Committee	4 Councillors Required (TBD by Council)
Cultural Tourism Working Group	2 Councillors Required (TBD by Council)
Source Water Protection Advisory Committee (Dares Lake Committee)	2 Councillors Required (TBD by Council)

Inter-Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)
Region 6 Solid Waste Management Committee	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	2 Councillors Required (TBD by Council)	1 Councillor Required (TBD by Council)
South Shore Regional Public Library Board	1 Councillor Required (TBD by Council)	1 Councillor Required (TBD by Council)

Staff recommend that the appointment of Councillors to non-municipal, third-party committees and partner committees be deferred to a future meeting for consideration. A list of current optional external and partner committees can be found in the Town’s [Committees Policy](#).

Alternatives

- Alter Council’s committee list by adding committees or removing committees not required by legislation.
- Refer this item to the Committee of the Whole for further discussion.
- Defer this item until a future meeting.

Background

Council members are appointed to various committees and boards, including the Town of Lunenburg's advisory committees, inter-municipal committees formed through shared service agreements, committees with partner municipalities, and optional external committees to which Council members have been invited but are not required to join.

When considering appointments to non-required committees, Council should reflect on whether having a member involved would truly enhance the committee's work and benefit the Town of Lunenburg. These organizations do valuable work for the community, and while they may welcome a Council presence, it's important to consider if this role is necessary. Council's time is limited, so appointments should ideally align with the Town's priorities and meaningfully contribute to the committee's impact.

This table provides an overview of the Town's current committee commitments, excluding optional external committees and partner committees, noting each committee's purpose and whether Council appointments are legislatively required.

Committee	Description	Is this committee required?
Internal Town Committees / Working Groups		
Audit Committee	Advises Council on audit and finance, overseeing financial reporting and integrity in line with the MGA.	Yes (MGA)
Committee of the Whole	Provides a less formal space for strategic discussions, policy development, and budgeting.	No
Heritage Advisory Committee	Recommends on heritage matters, including property by-laws and preservation efforts under the Heritage Property Act.	Yes (Heritage Property Act)
Planning Advisory Committee	Advises on land use, development, and growth, aligning planning with the Town's long-term goals.	No
Protective Services Committee	Guides Council on fire services, budgeting, and volunteer firefighting operations, comprising Council members	Yes (Protective Services Agreement)

	and fire district reps.	
Cultural Tourism Working Group	A temporary group developing a Cultural Tourism Plan with representatives from local culture and tourism sectors.	Currently required under the Terms of Reference (TOR). Can amend TOR to remove Council representatives.
Source Water Protection Advisory Committee (Dares Lake Committee)	Works with the District of Lunenburg to protect the Dares Lake Watershed, securing safe water for the Town and surrounding area.	No
Inter-Municipal Committees		
Lunenburg County Accessibility Advisory Committee	Focuses on improving regional accessibility, advising on removing barriers in municipal services.	Appointment required by shared agreement and/or TOR.
Region 6 Solid Waste Management Committee	Ensures effective waste management practices and meets provincial standards across member municipalities.	Appointment required by shared agreement and/or TOR.
REMO Advisory Committee	Mayors and officials from the region guide emergency management and coordination efforts.	Appointment required by shared agreement and/or TOR.
South Shore Regional Public Library Board	Oversees public library services for the region, focusing on literacy and community inclusion.	Yes (Libraries Act)
Regional Anti-Racism and Anti-Discrimination Committee	Leads equity initiatives, supported by a shared coordinator for anti-racism and inclusion efforts.	Appointment required by shared agreement and/or TOR.

Council reviews its appointments annually at its Organizational Meeting. During this meeting, Council may choose to update its appointments or reassess its non-required commitments.

Discussion

Before the Nov. 12, 2024 Organizational Meeting, councillors were asked to review the committee descriptions and submit their preferred appointment choices to the Mayor.

Relevant Legislation

Municipal Government Act – S. 24

Financial

Council members do not receive additional payment for attending committee meetings.

Communications

The Town will publicly announce committee appointments for each Councillor on its website and social media. Other municipalities and partner organizations will be notified directly.

Attachments

[Committees Policy](#)