



# AGENDA

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## Town of Lunenburg Council Meeting

Tuesday, January 12, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street and  
Zoom/YouTube Live Broadcast

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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 – draft motion.

**Motion:** moved and seconded approval of the agenda **with the addition of a proposed in camera meeting agenda item to consider the potential sale of Town property at 37 Tannery Road.**

4. December 8, 2020 Council meeting minutes – draft motion.

**Motion:** moved and seconded approval of the December 8, 2020 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
  - a. Canada – Nova Scotia Offshore Petroleum Board letter of introduction;
  - b. Property Valuation Services Corporation Assessment Roll 2021 update information; and
  - c. Lunenburg Board of Trade letter of appreciation for the Town's Holiday lighting and other activities grant.
7. Business arising from the Minutes/Unfinished Business
  - a. Corporate Services
    - i. Remaining External, Heritage Advisory and Planning Advisory Committees 2021 Appointments – draft motion

**Motion:** moved and seconded approval of the following 2021 Committee appointments \_\_\_ (Schedule "A").

- ii. Proposed revised Sale, Reproduction and Use of the Town's Flag and Logo Policy allowing staff to approve future reproduction and other requests –  
draft motion (Deputy Mayor)

Motion: moved and seconded approval of the revised Sale, Reproduction and Use of the Town's Flag and Logo Policy (Schedule "B").

- iii. Budget 2020/21 Variance Report to November 30, 2020 – staff information report.
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
    - a. Heritage Advisory Committee December 14, 2020 meeting minutes.

9. New Business

- a. Corporate Services

- i. February 2021 African Heritage Month Proclamation request – draft motion

Motion: moved and seconded to approve the proclamation of February 2021 as African Heritage Month in the Town of Lunenburg (Schedule "C").

- ii. Council and Committee Meetings Notices of Motion Writing Guide – staff report and draft motion

Motion: moved and seconded the adoption of the Lunenburg Town Council Notices of Motion for Council and Committee Meetings Writing Guide (Schedule "D").

- iii. Requested amendments to the Guide for Writing Staff Reports for Council and Committee Meetings – staff report and draft motion

Motion: moved and seconded that Council approve the amendments to the Guide for Writing Staff Reports for Council and Committee Meetings (Schedule "E") subject to:

- clarification of what is meant by substantive agenda items requiring staff reports in advance of a meeting; and
- confirmation of a revised Council meeting schedule to support meeting preparation efficiency as follows:
  - the second Tuesday of every month will be the primary public meeting of Council with no consecutive Council in camera or Committee meeting on the same day; and
  - a second Council meeting on the fourth Tuesday of every month will also continue to be regularly scheduled intended to serve as a segue to any in camera Council business for the month as required. If there are any time sensitive public agenda Council matters arising before this meeting, they may be included on the meeting agenda by direction of the Mayor on the advice of the CAO, but otherwise will be referred to the next primary meeting of Council on the second Tuesday of the following month.

b. Protective Services Committee

- i. Lunenburg and District Fire Department request to withdraw \$5000 from the Town and Department Joint Equipment Account charitable donation funds to purchase an unbudgeted Capital Budget 2020/21 heat pump for the Fire Hall offices - draft motion

**Motion:** moved and seconded to approve the withdrawal from the Town and LDFD Joint Equipment Fund raised from charitable donations for the unbudgeted 2020/21 Capital purchase of a \$5000 Fire Hall office heat pump leaving a Fund balance of \$16,400 approx. (Schedule "F")

10. Meet in camera

**Motion:** moved and seconded to meet in camera pursuant to section 22, Municipal Government Act to consider the following agenda items -

- Contract negotiations regarding a Property Tax Financing Program application pursuant to section 22 (2) (e) Municipal Government Act.
- Potential sale or lease of Town property at 40 Duke Street **and 37 Tannery Road** pursuant to section 22 (2) (a) Municipal Government Act.
- Personnel matters relating to inter-municipal service arrangements pursuant to section 22 (c) and (e) Municipal Government Act.

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and/or recommendations pursuant to section 22 (3), Municipal Government Act.

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>
Blockhouse Hill development additional staff report	Corporate Services	August 25, 2020	Additional planning and development options report to be prepared	Development/Planning Manager to provide approx. date
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 to provide approx. date
Solar Project Budget 2021/22 report	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	January 26, 2021 Council
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer to provide approx. date
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 to provide approx. date
Project Lunenburg Comprehensive Community Plan	All Departments	November 17, 2020	First quarterly progress report for March 2021 circulation	March 2021
Anti-Racism Special Committee proposed Membership and Draft Terms of Reference	Corporate Services	August 25, 2020	Staff report being prepared	January 26, 2021 Council
Town Crier Appointment	Corporate Services	November 2020	Staff report being prepared	January 26, 2021 Council

**TOWN OF LUNENBURG COUNCIL MEETING**

**TUESDAY, DECEMBER 8, 2020 AT 6:00 P.M.**

**LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST**

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

**ALSO PRESENT:** Pat Burke, Q.C., Town Solicitor  
Lisa Dagley, CPA, CGA, Finance Director  
Dennis MacPherson, M. Eng., P. Eng. Town Engineer  
Heather McCallum, Assistant Municipal Clerk  
Bea Renton, Chief Administrative Officer  
Ian Tillard, P. Eng., Town Engineer Consultant

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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

The Mayor noted that the names of the mover and seconder of motions will no longer be recorded, but those who voted in the negative will be.

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

4. November 24, 2020 Council meeting minutes

Motion: moved and seconded to approve the November 24 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
  - a. RCMP Quarterly Report for the Period July – September 2020

This item was received for information. It was noted that the RCMP has been asked to make a future presentation to Council about community activities as they were unavailable for this meeting.

Council asked the RCMP to advise on the following matters: what are the hours spent patrolling the Town; has there been an increase in suicides and/or domestic violence in the community; and the potential correlation of the pandemic?

7. Business arising from the Minutes/Unfinished Business

- a. Corporate Services

- i. Nova Scotia Federation of Municipalities and Association of Municipal Administrators Nova Scotia Safe Restart Funding request - staff report and draft motion

The Finance Director provided a summary of the report and recommendation (Schedule "A").

Motion: moved and seconded approval of a contribution of \$1,039.57 to the Association of Municipal Administrators of Nova Scotia (AMANS) which will be equally divided between AMANS and the Nova Scotia Federation of Municipalities funded from the Town's portion of Safe Restart Funding (Schedule "A"). Motion carried.

- ii. Proposed amendment to section 3 (3), Council and Committee Meetings and Proceedings Policy relating to the start of regular Council meetings from 5:15 p.m. to 6:00 p.m. – motion to approve/ Deputy Mayor

Motion: moved and seconded approval of an amendment to section 3 (3) of the Council and Committee Meetings and Proceedings Policy (Schedule "B") by deleting the time 5:15 p.m. and substituting therefor the time 6:00 p.m. as the start time for regular Council meetings. Motion carried.

- b. Public Works Department

- i. Wastewater Treatment Plant and Outfall Extension Project Update – supplementary staff report and revised draft motion to issue a Request for Proposals (RFP) for pre-design engineering services

The Consulting Town Engineer gave a summary of his report and recommendation (Schedule "C"). Mayor Risser noted that Council toured the Wastewater Treatment Plant on December 5 and had a staff briefing regarding this report after.

Staff responded to Council questions regarding the report in summary as follows: staff have asked the Province for another funding deadline extension to the last one granted of March 31, 2021. They are awaiting a response as it is not anticipated that the RFP can be awarded and resulting engineering work completed by then. If this is not approved, further appeals will have to be made with Council's potential involvement with the Province.

**Motion: moved and seconded that Public Works issue an RFP for the Preliminary Design of the WWTP and sewer outfall upgrades based on the scope and timelines as outlined in the staff reports to Council for the November 24 Council meeting and updated in the Supplemental Report (Schedule "C"), to be tendered and awarded by Council in early 2021. Motion carried.**

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

- a. Proposed revised Sale, Reproduction and Use of the Town's Flag and Logo Policy allowing staff to approve future reproduction and other requests – notice of motion to amend the Policy/Deputy Mayor Mosher

Deputy Mayor Mosher gave notice of motion of a proposed revised Sale, Reproduction and Use of the Town's Flag and Logo Policy (Schedule "D") which he will give final reading of at the next regular Council meeting on January 12, 2021.

#### 9. New Business

- a. Public Works

- i. FCM Asset Municipal Management Plan Funding Application Approval – information only as approved in the 2020/21 Capital budget for an RFP

The Consulting Town Engineer advised that the Town's earlier project application received \$50,000 funding from the Federation of Canadian Municipalities for physical asset management GIS data base development. It will focus of infrastructure such as streets, sidewalks, water services, etc. In response to Council questions it was noted that in future with additional funding sources, more information could be added to the GIS data base including human capital in the community, Development, Heritage and Building Permits and other relevant municipal information.

- b. Recreation

- i. Request of Melissa Risser, Risser Design Build, for donated use of the Lunenburg Arena on December 12 for a Lunenburg Food Bank donation event – staff report and draft motion

Council considered the staff report (Schedule "E"). In response to Council questions, staff advised that if this request is approved, grant recipients are typically asked to include the Town as an event sponsor in any advertising. Further, COVID-19 pandemic spread prevention measures are taken by Recreation Department staff who screen and check the number of entrants to the Arena and obtain contact information. Staff also provide additional facility cleaning.

Motion: moved and seconded approval of a free one hour ice rental in the amount of \$151 for Risser Design Build to hold a Lunenburg Food Bank fundraiser on December 12, 2020 (Schedule "E"). Motion carried.

#### 10. Council in camera meeting portion

Motion: moved and seconded that Council meet in camera pursuant to section 22, Municipal Government Act to consider the following agenda items.

- a. The potential purchase of lands in the Lunenburg watershed pursuant to section 22 (2) (a), Municipal Government Act.
- b. Contract negotiations with the Lunenburg Academy Foundation and a private property owner regarding COVID-19 Pandemic Property Tax Financing Program late application pursuant to section 22 (2) (e), Municipal Government Act.
- c. Lunenburg Academy lease negotiations pursuant to section 22 (2) (a), Municipal Government Act.
- d. Potential sale of Town lands at 17 and 18 Tannery Road pursuant to section 22 (2) (a), Municipal Government Act.
- e. Personnel matters pursuant to section 22 (2) (c), Municipal Government Act.

Motion carried.

6:25 p.m. - 7:42 p.m. – Council recessed for ten minutes then met in camera and reported to Council in open session as follows.

#### 11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and recommendations pursuant to section 22 Municipal Government Act

The public portion of the Council meeting resumed at 7:42 p.m. The following Council in camera meeting recommendation was reported and voted on by Council.

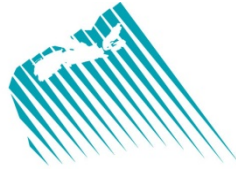
Motion: moved and seconded approval of the late COVID-19 Pandemic Property Tax Financing Application. Motion carried.

#### 12. Adjournment

The meeting was adjourned at 7:43 p.m. by the Mayor.

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Bea Renton, CAO



Dear Mayor Risser:

Congratulations on your success in the 2020 municipal election.

I am writing to introduce myself and the [Canada-Nova Scotia Offshore Petroleum Board](#), an independent federal-provincial regulatory body dedicated to protecting worker health and safety and the environment in the Canada-Nova Scotia offshore area.

Recently, the [two offshore projects](#), Deep Panuke Offshore Gas Development Project and Sable Offshore Energy Project, concluded their decommissioning and abandonment work. There is no activity in the Canada-Nova Scotia offshore area at this time. Post-abandonment monitoring activities for these two offshore projects will begin in summer 2021.

Meaningful engagement is important to us. We have engaged with your community in the past and would like to continue to do so. If you, Town Council, or your constituents have any questions, or would like to learn more about the role we play in regulating oil and gas activity in the Canada-Nova Scotia offshore area, I would be pleased to facilitate a meeting with our subject matter experts.

[We are a team](#) of engineers, geologists, biologists, health and safety experts and other professionals. We are guided by a Board of Directors who bring a wealth of diverse experience to our organization.

If you would like to learn more about us, I encourage you to explore our new [website](#) and follow us on [Twitter \(@CNSOPB\)](#).

I have added your email address to our distribution list, so you will receive informational updates in a timely manner.

Once again, congratulations on your new role. I look forward to connecting with you should you have any further questions.

Sincerely,

Laura Wright  
Communications Advisor  
Canada-Nova Scotia Offshore Petroleum Board  
[lwright@cnsopb.ns.ca](mailto:lwright@cnsopb.ns.ca) | 902-471-9285

# 2021 Assessment Roll Update

\*December 2020 - For internal municipal use only\*

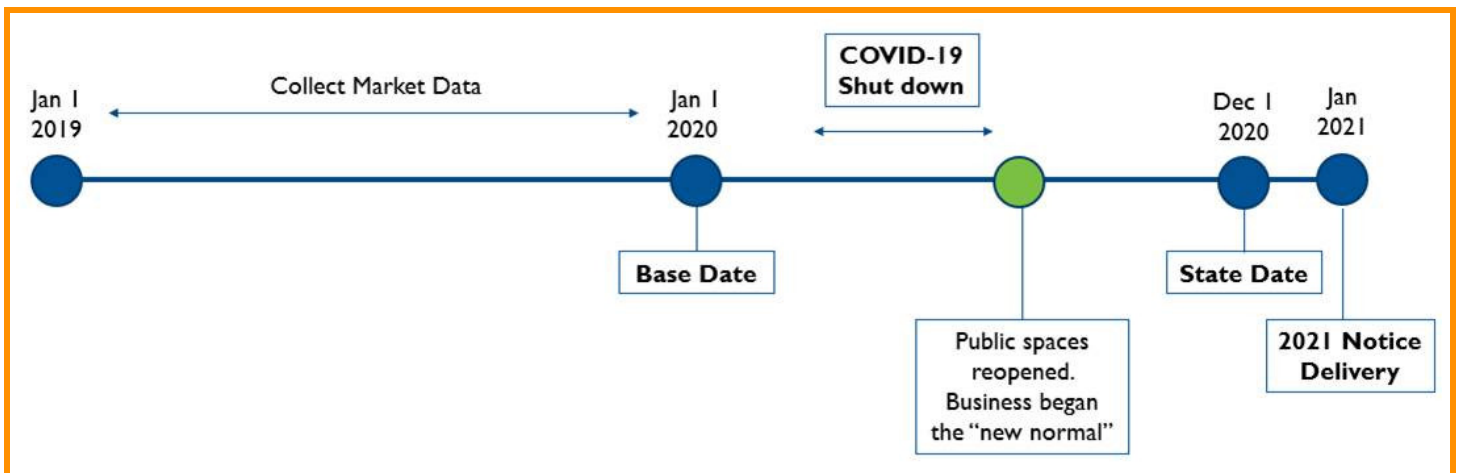


This update includes highlights from our presentation to the Association of Municipal Administrators (AMA) Board on October 30, 2020. Please contact us if you'd like more information or have questions about the preparation of the 2021 Assessment Roll.

**Preparing for the 2021 Assessment Roll:** 2020 has been a busy and unique year, and some of our operations have changed in response to the COVID-19 pandemic. As of November 2020:

- We resumed property inspections in accordance with public health guidance;
- Nova Scotia Assessment Appeal Tribunal (NSAAT) Hearings have resumed, primarily via teleconference;
- We finished our initial market analysis reassessment ahead of schedule;
- We're conducting commercial consultations and reviewing heavy industrial properties;
- We continue to meet monthly with national assessment organizations;
- We continue to work primarily from home, with minimum staff in our office;
- We can advise that the 2021 CAP rate (based on NS Consumer Price Index) is 0.3%; and
- We've finalized our approach for the 2021 Assessment Roll.

**Key Dates for the 2021 Assessment Roll:** 2021 property values are based on market sales, income and expense data as of January 1, 2020 (the base date) and the physical condition of a property as of December 1, 2020 (the state date). Please note that the 2021 Assessment Roll base date pre-dates COVID-19 market impacts.



# 2021 Assessment Roll Update

\*December 2020 - For internal municipal use only\*

**Planning for January 2021:** The health and safety of our staff, our clients and our communities is our highest priority and we're committed to reducing the spread of COVID-19:

- Our offices will remain closed to walk-ins during the 2021 inquiry and appeal period as they don't allow for appropriate physical distancing.
- Our assessors are available to talk to property owners through the PVSC Service Centre at **1-800-380-7775** or **inquiry@pvsc.ca**, or by appointment.

We're planning for a higher than normal volume of activity in 2021. We're actively monitoring our call volumes and will adjust our availability as required. Our phones are answered by PVSC staff, including assessors, and inquiries and appeals can be submitted by email, mail or fax:

- **Email:** [inquiry@pvsc.ca](mailto:inquiry@pvsc.ca)
- **Mail:** 15 Arlington Place, Suite #6, Truro NS, B2N 0G9
- **Fax:** 1-888-339-4555 within North America, or 1-902-893-6101 outside North America

Assessment information is available anytime at **[www.pvsc.ca](http://www.pvsc.ca)**.

**Municipal Outreach:** Connecting and engaging with our municipal partners is key to our shared success. Our municipal representatives will be contacting each municipality to recap our October 30 presentation to the AMA Board and provide assessment roll highlights.

We're happy to meet with your Council or administrative team individually to answer questions and provide more information about the preparation of the 2021 Assessment Roll. Please contact your municipal representative or our Service Centre to schedule a meeting at your convenience.

**PVSC Service Centre:** [servicedesk@pvsc.ca](mailto:servicedesk@pvsc.ca)

**PVSC Municipal Representatives:**

**Paul Beazley** ([paulbeazley@pvsc.ca](mailto:paulbeazley@pvsc.ca))

**Lloyd MacLeod** ([lloydmacleod@pvsc.ca](mailto:lloydmacleod@pvsc.ca))

**Dave Penny** ([davepenny@pvsc.ca](mailto:davepenny@pvsc.ca))

**Shannon Peterson** ([shannonpeterson@pvsc.ca](mailto:shannonpeterson@pvsc.ca))

**Matthew Whittleton** ([matthewwhittleton@pvsc.ca](mailto:matthewwhittleton@pvsc.ca))



## LUNENBURG BOARD OF TRADE

[www.lunenburgns.com](http://www.lunenburgns.com)

PO Box 1300 \* 11 Blockhouse Hill Road \* Lunenburg, NS \* B0J 2C0  
902 634 3170 [info@lunenburgns.com](mailto:info@lunenburgns.com)

December 16<sup>th</sup>,2020

To the Town of Lunenburg:

The Lunenburg Board of Trade wishes to express our gratitude to the Town of Lunenburg for their approval of our grant request for holiday event funding. This year in these strange and troubled times, a little holiday spirit is needed more than ever – and the town’s generous contribution of \$1000 went a long way towards helping us do our best to brighten both the town and all of the townspeople’s and visitors hearts.

The money received will be used to cover advertising costs and prize money – which in turn puts money back into the pockets of local business owners at a time when it is sorely needed.

Once again we thank you for contributing to this event.

Sincerely,

The Staff and Council of the Lunenburg Board of Trade

**2020/2021 TOWN OF LUNENBURG EXTERNAL APPOINTMENTS**

**COMMON LANDS**

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_ (Municipality of the District of Lunenburg appointment)

Eric Walters (Municipality of the District of Lunenburg Appointment)

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".)

**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
- Ian Tillard, 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)

**Lunenburg County Accessibility Advisory Committee Terms of Reference****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

**SOUTH SHORE HOUSING ACTION COALITION**

Councillor Melissa Duggan

**WESTERN REGIONAL HOUSING AUTHORITY**

Helen Lanthier

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**

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

## 2020/21 TOWN OF LUNENBURG COUNCIL APPOINTMENTS

### ANTI-RACISM SPECIAL COMMITTEE

Councillor Melissa Duggan, Chair  
Councillor Peter Mosher

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) \_\_\_\_\_

Citizen at large who has knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town) \_\_\_\_\_

Representative from African Nova Scotian community \_\_\_\_\_

Representative from African Nova Scotian community \_\_\_\_\_

Representative from the Indigenous community (one of which shall be a representative from Acadia First Nations) \_\_\_\_\_

Representative from the Indigenous community \_\_\_\_\_

The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.

Town Staff shall be assigned to support the Special Committee (recording secretary and/or subject matter expert) – Assistant Municipal Clerk and Heritage Manager.

August 25, 2020 Council motion:

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

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

#### Mandate of the Special Committee

The mandate of such a Special Committee would be to:

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

#### Composition of the Special Committee

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

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

Other participants:

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

Timing and Dissolution

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

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

**AUDIT COMMITTEE**

Mayor Matt Risser, Chair  
 Councillor Jenni Birtles  
 Councillor Melissa Duggan  
 Councillor Stephen Ernst  
 Councillor Ed Halverson  
 Councillor Peter Mosher  
 Councillor Susan Sanford  
 Jamie Green, Citizen Representative

Audit Committee (Committees of Council Policy excerpt)

20. The responsibilities of the Audit Committee are to:
- conduct a detailed review of the Town financial statements with the Town Auditor;
  - evaluate internal control systems and management letter with the Town Auditor;
  - conduct a review of the conduct and adequacy of the audit;
  - consider such matters arising out of the audit as may appear to the Audit Committee to require investigation;
  - review other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
  - 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.

**COMPREHENSIVE COMMUNITY PLAN STEERING TEAM**

Councillor Susan Sanford, Chair  
 Councillor Peter Mosher  
 Councillor Stephen Ernst  
 Peter Goforth, Qualified Expert  
 Gerry Rolfsen, Qualified Expert  
 Cheryl Lamerson, Citizen Representative  
 Bill Rice, Citizen Representative

*Approved by Council 11 September 2018, amended 23 October 2018, amended 24 November 2020*

**COMPREHENSIVE COMMUNITY PLAN PROJECT  
 Terms of Reference (“ToR”) for the  
 Comprehensive Community Plan Project Steering Team (“Steering Team”)**

**1.0 DEFINITIONS**

In these ToR,  
 “Council” means the Council of the Town of Lunenburg.

"Comprehensive Community Plan" is a community-specific, inclusive and holistic planning process that covers all aspects of the community, and enables it to plan its development and lay out its vision and high-level goals for the long term.

"Comprehensive Community Plan Project" includes the generation of a Comprehensive Community Plan as well as an updated Municipal Planning Strategy, Land Use By-law, Heritage Conservation District Plan and By-law, and Subdivision By-law as supporting documents.

"Comprehensive Community Plan Steering Team" means an advisory group tasked by Council to be the governing body of the Comprehensive Community Plan Project and will provide strategic leadership and governance oversight.

## **2.0 TITLE**

The advisory group to Council shall be named the Comprehensive Community Plan Project Steering Team (Steering Team).

## **3.0 PURPOSE**

The purpose of the Comprehensive Community Plan Project Steering Team (Steering Team) is to monitor the quality of Comprehensive Community Plan and updated Municipal Planning Strategy, Land Use By-law, Heritage Conservation District Plan and By-law, and Subdivision By-law as they develop; provide support, guidance, and oversight of the process; and ensure that the scope of work is adhered to and milestones met in accordance with the Request for Proposals (RFP), attached as Appendix 1.1., or in accordance with an amended consulting services agreement.

## **4.0 RESPONSIBILITIES**

4.1 The responsibilities of the Steering Team will be to:

- a. monitor the quality of Comprehensive Community Plan, Municipal Planning Strategy and Land Use By-law, Heritage Conservation District Plan and By-law, and Subdivision By-law as they develop;
- b. provide support, guidance, and oversight of the Comprehensive Community Plan process and its progress;
- c. provide oversight of the Municipal Planning Strategy and Land Use By-law, Heritage Conservation District Plan and By-law, and Subdivision By-law processes and their progress;
- d. ensure that the scope of work is adhered to and milestones met;
- e. provide regular updates to Council;
- f. based on delegated authority, make decisions that are in accordance with the terms of the RFP;
- g. provide advice and recommendations to Council on any substantive changes to the scope of work and/or terms of the RFP; and
- h. provide a recommendation to Council relating to the approval of the Comprehensive Community Plan.

4.2 The Steering Team may consult with Town of Lunenburg staff, Council, or stakeholders, as necessary.

4.3 The Steering Team may seek outside expertise, as necessary.

4.4 The Steering Team may establish rules of procedure that are necessary for the performance of its responsibilities.

## **5.0 MEMBERSHIP**

5.1 Voting members of the Steering Team shall include:

- i. Chair, Town Councillor #1, as appointed by Council
- ii. Town Councillor #2, as appointed by Council
- iii. Town Councillor #3, as appointed by Council
- iv. Citizen Representative #1, as appointed by Council
- v. Citizen Representative #2, as appointed by Council
- vi. Qualified Expert #1, as appointed by Council
- vii. Qualified Expert #2, as appointed by Council
- viii. Qualified Expert #3, as appointed by Council

5.2 Non-voting, ex-officio members shall include:

- i. Project Manager/Manager of Planning and Development
- ii. Heritage Manager
- iii. Town Engineer
- iv. Staff representative of the Municipality of the District of Lunenburg
- v. Representative of a Provincial organization or crown corporation (e.g. Develop Nova Scotia, Municipal Affairs)

5.3 There shall be a maximum of eight (8) voting members. 5.4 Council may appoint new members to join the Steering Team and amend the ToR accordingly.

5.4 Council may appoint new members to join the Steering Team and amend the ToR accordingly.

5.5 Resource people may be invited to attend the meetings upon request from the Chair on behalf of the Steering Team to provide advice and assistance, as necessary.

5.6 Citizen representatives shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process.

5.7 Qualified experts shall have expertise in project management, community engagement, programming and policy, rural and urban planning, asset management, or other area of expertise deemed beneficial by Council in providing oversight of the plan process. Town citizens who meet the criteria shall be given preference in the selection process.

## **6.0 CHAIRPERSON**

6.1 The Chair of the Steering Team shall be a Town Councillor and appointed by Council.

6.2 The Chair shall provide information on the progress of the Steering Committee as well as bring forward its recommendations to Council.

6.3 The Chair shall preside over all Steering Team meetings. The Chair will ensure that the meetings are conducted in a cordial and respectful manner and that matters are discussed in accordance with the meeting agenda.

6.4 The Chair shall set meeting dates and approve the agenda.

6.5 The Chair shall be the spokesperson for the Steering Committee.

## **7.0 MEETINGS**

7.1 Meetings shall be held once a month.

7.2 Special or extraordinary meetings shall be called by the Chair, when necessary.

7.3 Quorum shall consist of fifty percent (50%) of the members plus one (1). 7.4 Record of meetings will be recorded in the form of notes by the Town of Lunenburg staff. At each meeting, the previous notes will be reviewed by members.

7.5 The Steering Team meetings are open to members of the public.

## **8.0 AMENDMENTS**

The Terms of Reference may be amended by Council.

## **9.0 CONFLICT OF INTEREST**

The Steering Team members have an obligation to disclose any conflicts of interest relative to the matters under discussion.

## **10.0 TERM**

The Steering Team shall be in effect until dissolved by Council or upon completion of the Comprehensive Community Plan Project.

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Approval:

11 September 2018 Motion of Council:

Terms of Reference for Comprehensive Community Plan Steering Team

Motion: moved by Councillor McGee, seconded by Councillor Risser to approve the draft Terms of Reference for the Comprehensive Community Plan Project Steering Team, as set out in Appendix 1 (Schedule "B").

Motion: moved by Councillor Risser, seconded by Councillor Croft to amend the previous motion to add that two citizen representatives will be replaced with qualified experts in this field, with Town citizens who meet the criteria being given preference in the selection process. Motion carried.

Amendment #1:

23 October 2018 Motion of Council:

Motion: moved by Councillor Risser, seconded by Councillor McGee to amend the Terms of Reference for the Comprehensive Community Plan Project Steering Team, as follows:

1. In Part 5.1 after vii. Qualified Expert #2, as appointed by Council, add *viii. Citizen Representative or Qualified Expert, as appointed by Council;*
2. In Part 5.3, replace "seven (7) voting members" with *eight (8) voting members.*

Motion carried.

Amendment #2:

24 November 2020 Motion of Council:

Motion: moved by Councillor Sanford, seconded by Councillor Halverson the amendment of the Terms of Reference for the Comprehensive Community Plan Project Steering Team, to allow for the inclusion of the Heritage Conservation District Plan and By-law in the Comprehensive Community Plan Project, as follows:

1. In Part 1.0, 3.0, 4.1.a, and 4.1.c, after Land Use By-law, add *Heritage Conservation District Plan and By-law,*
2. In Part 3.0, after attached as Appendix 1.1. add *, or in accordance with an amended consulting services agreement.*

Motion carried.

## **DEPUTY MAYOR**

Deputy Mayor Peter Mosher

November 12, 2020 Council motion appointing the Deputy Mayor for a one year term approximately to the next Council election.

January 22, 2013 Council motion - all future Deputy Mayors shall be **annually** elected by Council and shall no longer be limited to a one year term.

Town of Lunenburg **Role & Responsibilities of the Deputy Mayor** (approved by Council motion December 9, 2014):

The Deputy Mayor shall

- ▶ As per MGA section 16 (5) act in the absence or inability of the mayor or in the event of the office of mayor being vacant
- ▶ Act as and perform the duties of the Mayor in the Mayor's temporary absence as per MGA section 15
  - 1) preside at all meetings of Council
  - 3) a) monitor the administration and government of the municipality b) communicate such information and recommend such measures to the Council as will improve the finances, administration and government of the municipality .
- ▶ Attend civic and community events as a representative of the Town as may be required and requested by the Mayor
- ▶ Accompany the Mayor or attend on behalf of the Mayor, meetings dealing with inter-municipal relations and matters concerning regional cooperation or of regional or provincial or national significance.
- ▶ Assist the Mayor in planning for and working with Council through a process of CAO support and evaluation.
- ▶ Preside over some meetings, as may be mutually agreed, such as Committee of the Whole (COW) meetings.

## **GENERAL GOVERNMENT COMMITTEE**

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

General Government Committee (Committees of Council Policy excerpt)

26. The responsibilities of the General Government Committee are to:
  - a. discuss, consider, advise and make recommendations to Council concerning Town Policies, Bylaws and related matters referred to the Committee by Council;
  - b. review and recommend the General Government Services budget to Council; and
  - c. consider annual Town grant applications and recommend same to Council.
27. The Chair of the General Government Committee is the Deputy Mayor.
28. 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**

Councillor Stephen Ernst, Chair  
Councillor Jenni Birtles  
Oliver Osmond, Lunenburg Heritage Society Representative  
Nathalie Irving, Lunenburg Heritage Society Representative  
David John Lobb, Citizen Representative  
\_\_\_\_\_, Citizen Representative

### Heritage Advisory Committee (Committees of Council Policy excerpt)

29. 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.
30. 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.

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

Councillor Ed Halverson, Chair  
Councillor Melissa Duggan  
Councillor Jenni Birtles  
Councillor Chasidy Veinotte, MODL  
Debbie Dauphinee, Citizen Representative  
Kimberly Hanlon, Citizen Representative  
Kristi Tibbo, Citizen Representative

### Recreation Committee (Committees of Council Policy excerpt)

35. 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.
36. 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.

## **ACTIVE TRANSPORTATION (LWMCC) SUB-COMMITTEE**

Councillor Jenni Birtles, Chair  
Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative  
\_\_\_\_\_, representative from Recreation Committee  
Anna Haanstra (or alternate TBA), Regional Physical Activity Consultant, Dept. of Health and Wellness  
Louise Hopper, Health Promotor, Public Health Services, NS Health Authority  
\_\_\_\_\_, Department of Communities, Culture and Heritage, Provincial South Shore Regional Physical Activity Consultant representative  
Scott McInnis, Bluenose Academy School Advisory Council representative  
Stefan Sopher, Citizen appointment

\_\_\_\_\_, Citizen appointment

\_\_\_\_\_, Citizen appointment

Motion: moved by Councillor Dauphinee, seconded by Councillor Croft that Lunenburg Town Council form an Active Transportation Sub-Committee with the sole mandate of considering and recommending issues related to AT. This to be made up of representatives from the Recreation Committee, Council, residents, school (youth) and the Town Engineer. Motion carried. (Council motion October 25, 2011)

Terms of reference approved by Lunenburg Town Council January 26, 2016 and amended by Lunenburg Town Council October 23, 2018:

Active Transportation Sub-Committee Terms of Reference

The Town of Lunenburg Active Transportation Committee (ATSC) will function as a sub-committee and report to the Lunenburg War Memorial Community Centre Committee (LWMCCC).

The mandate of the ATSC is as follows:

1. The promotion of healthy lifestyles in the Town of Lunenburg.
2. Encouragement for residents to use non-motorized modes of transportation whenever possible in their daily lives.
3. Periodically review and update the existing Active Transportation Strategic Plan as adopted by the Town Council on November 15, 2013.
4. Recommend to Town Council capital projects within the Town of Lunenburg which will improve infrastructure to facilitate safe routes for active transportation to and from work, school, businesses, parks, playgrounds and trails.

ATSC structure

The ATSC should consist of the following:

1. A member of the Lunenburg Town Council who shall act as Committee Chair
2. The Town Recreation Director
3. The Town Engineer
4. A representative from the Bluenose Coastal Action Foundation
5. A representative from the LWMCCC
6. A representative from the Nova Scotia Health Authority
7. A representative from the Department of Communities, Culture and Heritage. The Provincial South Shore Regional Physical Activity Consultant.
8. A representative from the Bluenose Academy which may include a member of the School Advisory Committee
9. Three citizen appointees

ATSC Meetings

The ATSC will meet on the fourth Wednesday of every third month (May, August, November and February) at 12:00 p.m. An agenda will be circulated the Friday before, five days in advance of the meeting. Minutes shall be kept and circulated within three days following the meeting.

**PLANNING ADVISORY COMMITTEE**

Councillor Susan Sanford, Chair

Councillor Stephen Ernst

Councillor Ed Halverson

Jack Strowbridge, Citizen appointment

Peter Goforth, Citizen appointment

Derek Kinsmen, Citizen appointment

\_\_\_\_\_, Citizen appointment

Planning Advisory Committee (Committees of Council Policy excerpt)

31. 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
  - d. By-law and other relevant planning matters.
32. 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**

Councillor Peter Mosher, Chair

Councillor Ed Halverson

Councillor Susan Sanford

Councillor Melissa Duggan

Brian Keizer, Districts 1 & 2 Fire Commission

David Afford, Districts 1 & 2 Fire Commission

David Baugil, Districts 1 & 2 Fire Commission

Protective Services Committee (Committees of Council Policy excerpt)

33. 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.
34. 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.

## **NEWCOMERS WELCOME GROUP**

Jane Theman  
 Letisha McFall  
 Christina Pottie  
 Lori Nickerson

## **WASTE REDUCTION STRATEGY WORKING GROUP**

Mayor Matt Risser (Lunenburg Town Council appointment)

**GUIDELINES** (Approved by Council November 12, 2019 and revised as per prior Council authority)

### **1.0 DEFINITIONS**

"Town" means the Town of Lunenburg.

"Council" means the Council of the Town of Lunenburg.

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

### **2.0 PURPOSE**

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

### **3.0 RESPONSIBILITIES**

3.1 The responsibilities of the Working Group include:

- a. Confirm or revise the draft Objectives of the Strategy, as below:
  - Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.
  - Develop and/or promote education programs
  - Encourage the Province to enforce producer responsibility for end-of-life management of products and materials, lifting the burden from municipal taxpayers
  - Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work
  - Support collaborative efforts for waste reduction with other organizations
- b. Stakeholder consultation via meetings, surveys or other means; stakeholders to be defined as:
  - Residents – permanent and seasonal
  - Businesses – including tourism, grocery, restaurant, retail, and other affected businesses directly and via the Lunenburg Board of Trade
  - Advocacy groups – including Coastal Action's Ocean Friendly Nova Scotia and Plastic Free Lunenburg
  - Intra-municipal – Region 6 Solid Waste Management, the Federation of Nova Scotia Municipalities (re: extended producer responsibility in NS)
  - Provincial – Environment NS, Divert NS, Develop NS – NS Bill #152 Plastic Bags Reduction Act (received royal assent on Oct. 30, 2019 and commences Oct. 30, 2020)
  - Federal – Environment Canada – July 2019 national plastics reduction strategy announcement, confirmed by Prime Minister's Twitter December 30, 2019 (details to come)
- c. Review materials to include:
  - The Town's current bylaw and policies on waste management or reduction for potential amendment (Bylaw #38, Procedural Policy #90);
  - Existing public consultation data from Project Lunenburg and Plastic Free Lunenburg;
  - Conduct a survey of businesses' waste reduction challenges and opportunities
  - Consultation meetings with stakeholders as required
  - Consider issuing an invitation for further comment via email
  - Region 6 audit of public waste units of November 2019
- d. Provide a recommendation to Council for a Town-specific Waste Reduction Strategy and/or Action Plan, including estimated costs.

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

3.3 The Working Group may seek outside expertise as necessary.

### **4.0 MEMBERSHIP**

The members of the Working Group shall consist of

- Town elected official(s): chaired by a member of Council;
- Staff assigned by the CAO: Assistant Municipal Clerk and Public Works Superintendent;

- An invited representative from stakeholder organizations: Region 6 Solid Waste Management, Divert NS, the Lunenburg Board of Trade, Coastal Action and Plastic Free Lunenburg.

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

**5.0 MEETINGS**

5.1 The time and schedule of Working Group meetings shall be determined by the Chair in consultation with the Working Group members.

5.2 A quorum of the Working Group shall consist of a majority of its members.

5.3 All meetings of the Working Group shall be held in public.

5.4 The Working Group shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

**6.0 FINAL REPORT**

6.1 The Working Group shall submit a written report to Council outlining its findings and recommendations or progress report by March 31, 2020.

The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.

# Town of Lunenburg

## Heritage Advisory Committee - Vacancy

### Citizen Committee Membership Application Request

The Town of Lunenburg Council requests applications from interested citizens to serve on the Town's **Heritage Advisory Committee (HAC)**, which has one recent vacancy.

The HAC is responsible for the review of heritage documents and advising Town Council on general heritage matters including the Heritage Property Act, the Heritage Conservation Districts Regulations, the Town's Heritage Property By-law, and the Town's Heritage Conservation District Plan and By-law. The HAC meets every second month and provides an opportunity to engage and inform the community on heritage related matters.

The Town's Committee Volunteer Application Form is available by contacting Ann Covey, Administrative Assistant at [acovey@explorelunenburg.ca](mailto:acovey@explorelunenburg.ca), 902-634-4410, ext. 0 or downloading from the Town website at [www.explorelunenburg.ca/forms-and-applications](http://www.explorelunenburg.ca/forms-and-applications) .

Please return completed application form by **January 6, 2021** to Bea Renton at [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca) or mail at 119 Cumberland Street, PO Box 129, Lunenburg, NS B0J 2C0.

[Home](#) [Site Map](#) [Contact Us](#)

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## PLANNING ADVISORY COMMITTEE – Citizen Committee Membership Application Request

The Town of Lunenburg Council requests applications from interested citizens to serve on the Town's Planning Advisory Committee (PAC), which has one recent vacancy.

The PAC is responsible for the review of planning documents and advising Town Council on general planning matters including the Town's Municipal Planning Strategy, Land Use By-law, and Subdivision By-law. The PAC meets several times throughout the year and provides an opportunity to engage and inform the community on future development.

The Town's Committee Volunteer Application Form is available by contacting Ann Covey, Administrative Assistant at [acovey@explorelunenburg.ca](mailto:acovey@explorelunenburg.ca), 902-634-4410, ext. 0 or downloading from the Town website at [www.explorelunenburg.ca/forms-and-applications](http://www.explorelunenburg.ca/forms-and-applications). Please return completed application forms by **October 28, 2020** to Ann Covey by email or mail at 119 Cumberland Street, PO Box 129, Lunenburg, NS B0J 2C0.

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards.

**Applicant Name:** Danielle Graham

**Mailing Address:** [REDACTED] [REDACTED] [REDACTED] Lunenburg BOS 2CO

**Street/Civic Address:** [REDACTED] [REDACTED] Lunenburg

**Work Phone:** [REDACTED]

**Home Phone:** [REDACTED]

**What is the best way to contact you if we have questions about your application or require further information?**

phone or email are both good

**Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:**

Heritage Advisory Committee

**For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228**

**Describe your relevant employment and/or volunteer experience.**

Executive Assistant to VP Legal Services so familiar with contracts, reviewing legislation, research

2003-Present member Algonquin College Advisory Board

2013-2017 Secretary, then Admin Chair, Special Olympics

2001-2013 Board member (President, Vice-President web chair, Treasurer) International Association of Administrative professionals (IAAP) local chapter, Canada Division & International levels

**Are you available for monthly meetings, including daytime and nighttime meetings? Please explain.**

yes, able to set my own schedule

daytimes with exception of Board meeting (for work) March 23-24. Note Retiring April next year. Evenings are also fine

**Please return to:**

Bea Renton, CAO  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

**For Office Use Only:**

Date Received: \_\_\_\_\_

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

Date Considered by Council: \_\_\_\_\_

Applicant Notified: \_\_\_\_\_



**Describe your relevant employment and/or volunteer experience.**

~~I am a (mostly) retired arts and museum educator, curator, administrator, museum studies educator, and consultant with a deep interest in the development of livable communities, honouring our past achievements and understanding that cities are growing and changing entities, that have to move forward with sensitivity to heritage and community aesthetics.~~

**I have attached my resume for details of my background and qualifications but summarize the relevant highlights here:**

- **I have a degree in Art History that included study of architecture and of Canadian vernacular architecture**
- ~~In my teaching and curatorial work I have taught courses and developed exhibitions that explore architecture and the work of specific architects, and the built environment~~
- **I have served on several committees and project teams related to heritage issues in several towns**
- **I chaired the Edmonton Heritage Advisory Board and was a founder and chair of the Edmonton Heritage Council**
- **I served on the Edmonton Design Committee (representing Heritage and Public Art) – this committee reviewed and made recommendations on all development projects (residential, municipal and commercial for the City, working closely with the Development Department and Council**
- **I have lived in heritage homes for most of my adult life**

**Please return to:**  
Bea Renton, CAO  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

*For Office Use Only:*

*Date Received:* \_\_\_\_\_

*Circulated to:* \_\_\_\_\_

*Date Considered by Council:* \_\_\_\_\_

*Applicant Notified:* \_\_\_\_\_

# VIRGINIA STEPHEN

58 PRINCE STREET • PO BOX 381 • LUNENBURG • NS • B0J 2C0

## EDUCATION

- M.A. (Visual and Performing Arts Education), University of British Columbia
- B.Ed. (Art Education, Drama Education), Queen's University, Kingston, Ontario
- B.A. (Art History), Queen's University, Kingston, Ontario
- Getty Leadership Institute, Museum Leadership Institute, UCLA Berkley
- Additional Studies: Management, leadership, financial management, organizational behaviour, facilitation; visual arts practice (The Banff Centre; Nova Scotia College of Art and Design University, Emily Carr College of Art and Design, St Lawrence College; Red Deer College, workshops), visual facilitation, certified facilitator for Foursight® Breakthrough Thinking Profile

## EXPERIENCE

- LIBERAL STUDIES, FACULTY OF EXTENSION, UNIVERSITY OF ALBERTA 2008 - 2013  
Executive Director of Fine Arts, Writing, Humanities, Languages and Residential Interiors.
- MACEWAN COLLEGE (now MacEwan University), ARTS AND CULTURAL MANAGEMENT PROGRAM  
ACTING CHAIR 2007/08; INSTRUCTOR 2004-2008  
Acting Chair (sabbatical replacement) and instructor of museum/gallery management, human resources, advocacy, and management courses in-class and on-line; developed museum/gallery management course.
- CULTURAL FUTURES ASSOCIATES established 2003  
Founder and President of a museum and arts organizations consulting practice (research, evaluation, program development, planning, curatorial projects, collection research, Cultural Properties grant applications) with long term development contracts including Alberta Education, Alberta Foundation for the Arts (arts organization governance and accountability research; Collection vision, mission and policy development(AFA Collection); University of Alberta, MacEwan University; Varley Art Museum; University of Alberta Museums. Program Development: Alberta Education; Facilitation, visioning and staff development clients include Alberta Foundation for the Arts, Alberta Craft Council, Elections Alberta, Alberta Creative and Engaged Communities.  
Contract grant writer, governance and operational policy development, outreach advisor for Lunenburg Academy of Music Performance ongoing
- THE BANFF CENTRE 2003 - 2014  
Creative experience Facilitator in the Leadership Development and Aboriginal Leadership Programs. Participant and facilitator in Creative Leadership Development Thought Leader Forums.
- THE EDMONTON ART GALLERY, EXECUTIVE DIRECTOR 2000 - 2003  
CEO, of public art museum, reporting to a board of Directors. Led the overall operation of the museum from leading the process to articulate mission and vision, implementing strategy to realize vision, to curatorial and operational oversight. Led process to develop functional plan for proposed new building.

- ART GALLERY OF NOVA SCOTIA 1986 - 2000  
DEPUTY DIRECTOR (HEAD OF PROGRAMMING- Exhibitions and Learning); EDUCATION CURATOR  
Head of museum programming (exhibitions, education and public programs) and executive team involvement with overall organization management and design, implementation and evaluation of exhibitions, public programs, education programs, outreach and academic liaison and programming, and volunteer management. Installed and evaluated exhibitions about contemporary, historical art and folk art. Installed 15 exhibitions per year, coordinated work of guest curators, curated 2 exhibitions per year and edited catalogues and wrote brochures and labels. Developed concept and 4 exhibitions annually for internationally recognized 'education gallery'. Organized and implemented commissioned projects including large scale public art.
- ADDITIONAL EXPERIENCE: WEST VANCOUVER ARTS COUNCIL (Executive Director); EMILY CARR COLLEGE OF ART AND DESIGN (special exhibition projects coordinator – International Young Art, British Columbia Young Art); SURREY ART GALLERY (Artist in the Schools, Education Projects and Outreach)
- SECONDARY SCHOOL ART, SOCIAL STUDIES, THEATRE ARTS TEACHER AND ART DEPARTMENT HEAD, LOYALIST COLLEGIATE (Kingston, ON); NORTH DELTA SECONDARY SCHOOL (Delta, BC)

## SELECTED RECENT PROFESSIONAL AND COMMUNITY VOLUNTEER EXPERIENCE

- Association of Nova Scotia Museums museum evaluator 2016, 2017,2018
- Organizing committee and installation designer, Lighthouse Art Show, Port Medway beginning 2016
- Nova Scotia Creative Leadership Council beginning 2016
- Board member Lunenburg Foundation for the Arts beginning 2016
- Community Engagement Consultant, Lunenburg Academy of Music Performance beginning 2015
- Member Alberta Premier's Council on Culture 2014 – 2015
- Member (appointed by Edmonton City Council) Edmonton Design Committee 2014 - 2015
- Member Arts Consultants Canada Association (juried membership), Board beginning 2014
- Associate of Strategic Arts Management (SAM) beginning 2015
- Founding Board Member, Edmonton Heritage Council, Chair 2011,2012(pre founding steering committee 2008 – 2009) beginning 2009
- Edmonton Historical Board, Chair (2007-08 ) 2005- 2009
- Board of Alberta Cultural Action Network, Vice Chair 2003 - 2006
- Board of the Edmonton Arts Council, Chair (2003-04) 2001 – 2005
- Edmonton Urban Design Review Panel 2002 – 2007
- Board of Directors of the Canadian Museums Association (CMA); Canadian Art Museum Directors Organization, executive (CAMDO); Canadian Art Gallery Educators (C.A.G.E.) Executive, Senior Chair; Rotary International; Visual Arts Advisory Committee, MacEwan; Member of the Festival City Marketing Partnership Steering Group, Nina Haggerty Centre for the Arts for Developmentally Challenged Adults founding board; and Neighbourhood Development groups
- Grant allocation juries and program review panels for The Canada Council, The Alberta Foundation for the Arts, The Canadian Museums Association, Alberta Museums Association, Edmonton Arts Council, Edmonton Heritage Council.

## SELECTED RECENT RESIDENCIES AND EXHIBITIONS

- Leighton Studio, Banff Centre Residencies November 2006 (4 weeks), August 2009 (10 days)
- *What's on the Surface*, juried group fibre exhibition, Calgary April 2014
- *Waterworks*, group fibre exhibition, Chapel Gallery (Saskatchewan), Enterprise Square Extension Gallery (Edmonton) Sept 2012 – January 2013
- *What's a Girl to Do?*, solo exhibition felt works, Alberta Craft Council Gallery February-April, 2012
- *In the Red*, group exhibition (juried), Alberta Craft Council Gallery February – April 2011

## SELECT RECENT PUBLICATIONS AND PRESENTATIONS

- *Course Instructor: Museum Management and Governance*, Association of Nova Scotia Museums, 2020
- *Doug Guildford: "Working the Shore"* article for Studio Magazine Fall 2018 publication
- *Established Models and New Dynamics*, panel presentation, Cultural Communities Summit, June 2018
- *Museum Studies Certificate course Interpretation 1* for Association of Nova Scotia Museums (ANSM) 2018
- *Management Workshop for Association of Nova Scotia Museums (ANSM)* 2018
- *The Making of an Identity: Sound From Our Forests* an article about luthier George Rizsanyi, Studio Magazine, Spring 2018 publication
- *Museum Management ANSM Symposium and Evaluation preparation workshop* Sept., Nov. 2017
- *The Art of Seeing*, six session course for Seniors College Association Nova Scotia (scans), 2017
- *Felt Like It*, weekend workshop, introduction to wet felting, Lunenburg School of the Arts, November 2016
- *Language of Craft*, exhibition review, Studio Magazine Fall 2015
- Chapter content and editorial review, *Museums and Society* chapter in Standard Practices for Museums, Third Edition (2014) for Alberta Museums Association November 2013
- *Translations: Jane Kidd's Recent Work in Tapestry and Negotiating Tradition: Five Approaches*, exhibitions review, Studio Magazine March 2013
- *The Art of Seeing: From 'Ugh' to 'Oh!'*, presentation, CREA (Creative Europe Association) conference, Italy April 2012
- *Visual Engagement: It's Not Just About Art (but that's a great place to start)*, Celebrating Lifelong Learning in Our Communities (CLLOC) Conference, University of Alberta, March 2012
- *When Artist, Executive, Educator and Facilitator Converge: Visual Literacy Becomes a Dynamic Idea Mover*, presentation, ECCI XI (European Creativity Council) biennial conference, Brussels

## MEMBERSHIPS

October 2009

- Canadian Museums Association
- Nova Scotia Museums Association
- Visual Arts Nova Scotia
- Nova Scotia Designer Craft Council (juried member)
- CARFAC

COMPLETE CURATORIAL, PRESENTATIONS AND PUBLICATIONS AVAILABLE ON REQUEST

Rec'd Nov. 3  
20

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. The following is a 2020/21 opening:

- Planning Advisory Committee

<b>Applicant Name:</b> <u>Ronald Bachman</u>	
<b>Mailing Address:</b> <u>[REDACTED] Lunenburg NS B0S 2X0</u>	
<b>Street/Civic Address:</b> <u>[REDACTED]</u>	
<b>Cell</b> <b>Work Phone:</b> <u>[REDACTED]</u>	<b>E-mail:</b> <u>[REDACTED]</u>
<b>Home Phone:</b> <u>[REDACTED]</u>	<b>Fax:</b> <u>[REDACTED]</u>
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
<u>Cell phone</u>	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
N/A.	
<b>For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228</b>	

**Describe your relevant employment and/or volunteer experience.**

Previous volunteer on Recreation committee for 8 years.

Recent 4 year term as Town Councillor.

Served on Heritage Advisory Committee.

**Are you available for monthly meetings, including daytime and nighttime meetings? Please explain.**

Yes for any time of meeting with enough notice. Work part time but can have schedule adjusted.

**Please return by November 20, 2020 to:**

**Bea Renton, CAO**

Town of Lunenburg

119 Cumberland Street

PO Box 129

Lunenburg, NS B0J 2C0

Phone: 902-634-4410 Fax: 902-634-4416

email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

*For Office Use Only:*

Date Received: Nov 3/20

Circulated to: Conal, Dawn

Date Considered by Council: Nov 24<sup>th</sup>/or Dec. 8/20.

Applicant Notified: \_\_\_\_\_

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. The following is a 2020 opening:

- Planning Advisory Committee

<b>Applicant Name:</b> N. Gerald Rolfsen (Gerry)	
<b>Mailing Address:</b> [REDACTED] Lunenburg, NS B0J 2C0	
<b>Street/Civic Address:</b> [REDACTED]	
<b>Work Phone:</b> [REDACTED]	<b>E-mail:</b> [REDACTED]
<b>Home Phone:</b> [REDACTED]	<b>Fax:</b> _____
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
Home phone is best	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
N/A. PAC	
<b>For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228</b>	

**Describe your relevant employment and/or volunteer experience.**

CV is on file with the Town

International design work in: Canada, USA, Denmark, United Kingdom

Faculties of Architecture at University of Michigan and UBC

Founding partner of the APRA Group, Vancouver and Edmonton; a planning firm consulting mainly to the public sector, 1974 to 2000. Major work was architectural research, master planning for complex public sector institutions; included new towns and public open space.

Member of Planning Advisory Committee, Lunenburg from 2001 to 2007.

Discharged by the Mayor.

Member, Steering Committee for Project Lunenburg.

>50 architectural projects on South Shore; most involving heritage restoration/upgrades.

**Are you available for monthly meetings, including daytime and nighttime meetings? Please explain.**

Yes; schedule is flexible

**Please return by June 16, 2020 to:**

Ann Covey  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [acovey@explorelunenburg.ca](mailto:acovey@explorelunenburg.ca)

*For Office Use Only:*

*Date Received:* \_\_\_\_\_

*Circulated to:* \_\_\_\_\_

*Date Considered by Council:* \_\_\_\_\_

*Applicant Notified:* \_\_\_\_\_

**TOWN OF LUNENBURG COMMITTEES AND BOARDS**  
**VOLUNTEER APPLICATION FORM**

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. The following is a 2020/21 opening:

- Planning Advisory Committee

<b>Applicant Name:</b> Colin Whitcomb	
<b>Mailing Address:</b> [REDACTED], Lunenburg, NS, B0J 2C0	
<b>Street/Civic Address:</b> [REDACTED]	
<b>Work Phone:</b> [REDACTED]	<b>E-mail:</b> [REDACTED]
<b>Home Phone:</b> [REDACTED]	<b>Fax:</b> _____
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
By cell phone or email at [REDACTED]	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
N/A.	
<b>For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228</b>	

**Describe your relevant employment and/or volunteer experience.**

Masters Degree in Planning, University of Waterloo, 1985

Business Improvement Area Manager, 1988-1994, Uptown Saint John Inc

Manager of 2 large Commercial Multi-Use complexes, 1994-2000, Saint John, NB

Executive Vice-President, The Hardman Group Limited, 2000-present

[www.hardmangroup.ca](http://www.hardmangroup.ca). Commerical Real Estate Developer through Atlantic Canada

Have served on numerous community economic development boards and planning committees in New Brunswick and Nova Scotia since 1988.

**Are you available for monthly meetings, including daytime and nighttime meetings? Please explain.**

Yes, my permananet residence is in Lunenburg butalso work in Halifax 4 days a week and maintain an apartment there. My employer provides significant flexibiity for my work schedule and I am able to travel as needed for other responsibilities

**Please return by November 20, 2020 to:**  
**Bea Renton, CAO**  
Town of Lunenburg  
119 Cumberland Street  
PO Box 129  
Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
email: [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)

*For Office Use Only:*

*Date Received:* \_\_\_\_\_

*Circulated to:* \_\_\_\_\_

*Date Considered by Council:* \_\_\_\_\_

*Applicant Notified:* \_\_\_\_\_

**TOWN OF LUNENBURG PROCEDURAL POLICY**

**SALE, REPRODUCTION AND USE OF THE TOWN'S FLAG AND LOGO**

**PURPOSE**

The purpose of this Policy is to establish terms and conditions for the reproduction, use and sale of the Town of Lunenburg's ("Town") flag and logo. Both the Town's flag and logo have copyright and trademark protection.

**PROCEDURE**

1. The official flag and logo of the Town are depicted in Schedules "A" and "B" attached.
2. The Town flag and logo shall be made available to the public for sale, reproduction or use at such price and other conditions as the Town's CAO and Finance Director determine are in the best interest of and payable to the Town.
3. An application for reproduction of the Town flag and/or logo is attached as Schedule "C". It may be updated by the CAO and Finance Director as required from time to time. Completed applications shall be submitted to and considered by the CAO and Finance Director for approval as set out herein. The applicant shall be notified of their decision with reasons therefor.
4. If the CAO and Finance Director do not approve a Town flag and/or logo use request because it is not considered to be in the Town's best interest, e.g., discriminatory or offensive in nature, the request may be appealed with reasons to the Town Council for reconsideration.

Attachments - Schedules "A", "B" and "C"

**Clerk's Annotation For Official Policy Book**

Date of notice to Council members of intent to consider Policy amendments: December 8, 2020 \_\_\_\_\_, 2021 (TBA)

Date of passage of Policy amendments: \_\_\_\_\_, 2021 (TBA)

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

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Date

SCHEDULE "A"



SCHEDULE "B"

PANTONE COLOUR:

- Red 185 
- Green 347 
- Brown 483 
- Blue 3005 
- Black 



TOWN of  
**LUNENBURG**

*A World Heritage Site*





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

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Document No:

Meeting: January 12, 2021 Council  
Circulate To: Council, BR, DH's, KR,  
JG-Audit Committee  
File: Budget 2020/21

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**MEMORANDUM**

**TO: TOWN COUNCIL**

**FROM: LISA DAGLEY, FINANCE DIRECTOR**

**DATE: JANUARY 5, 2021**

**RE: 2020/21 CAPITAL AND OPERATING VARIANCE REPORT –  
TO NOVEMBER 30, 2020**

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Please find enclosed the variance report to **November 30, 2020**. The period ending November 30<sup>th</sup> represents 67% (8 months) of the fiscal year. Town General expenditures are at 65%.

**Index to Reports**

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

Acknowledged only by:

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Bea Renton, CAO

Encls.

**Capital Status Report to November 30, 2020**

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Buildings &amp; Structures</b>					
<i>Annex</i>	Annex Roof	\$10,000		\$10,000	PW
<i>Comment:</i>	<b>Due to COVID-19 pandemic work has been slow to progress at the School Annex, this monies were allocated for buying the materials for the roof and NSCC to install. NSCC will continue to work on the building finishing the front façade and will work on the west gable end in the spring. NSCC does not have the capacity to do the roof due to Covid restrictions. Exploring contractor pricing for this work and cost sharing options.</b>				
<i>CN Station</i>	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$9,594	\$5,406	PW
<i>Comment:</i>	<b>The work was completed on November 10th.</b>				
<i>Lunenburg Academy</i>	Lunenburg Academy Exterior Capital Repairs Phase II	\$1,002,679	\$367,560	\$635,119	AM/PW
<i>Comment:</i>	<b>Phase II of the Project reached substantial completion in December 2020. Project spans two fiscal years. Total budget \$1,508,500. Amount spent in fiscal 19-20 = \$505,821. The restoration of the mansard roof, towers, barreled dormers, cladding (including decorative bracket and dentils), pediments, top caps headers, cornerboards, windows and the accessible entranceway have been completed. The only outstanding elements are the installation of new doorways and sidelights on the two eastern entranceways.</b>				
<b>Environmental Development</b>					
	Comprehensive Community Plan	\$286,657	\$197,031	\$89,626	DS
<i>Comment:</i>	Nov.24, 2020 Council increased budget by \$55,000 + net HST to include Heritage Conservation District Plan review. <b>Ongoing drafting of MPS, LUB and Subdivision Bylaw plus Heritage Conservation Guideline alignment review.</b>				
<b>Equipment</b>					
	Council iPad or Alternative	\$10,000	\$3,943	\$6,057	KM
<i>Comment:</i>	Received in September and have been issued to new Council.				
	Joint Building Inspection IT (Townsuite Mapping & Laser Fische Software Upgrades)	\$10,000		\$10,000	DS
<i>Comment:</i>	Project progress slowed during spring/summer due to COVID-19.				
	CCP Capital Project	\$10,000	\$0	\$10,000	DS
<i>Comment:</i>	A project has not yet been identified.				

**Capital Status Report to November 30, 2020**

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Public Works Infrastructure</b>					
	Wastewater Treatment Brook Street Storm/Sanitary separation infrastructure finalization	\$185,000	\$184,873	\$127	PW
	<i>Comment:</i> Work was carried out in late August, early September. Project is now complete.				
	Wastewater Treatment Recycling Pump	\$31,500	\$27,636	\$3,864	PW
	<i>Comment:</i> Complete. This is a carry over item from fiscal 2019-20. The purchase was delayed because of Dorian flooding at the plant. Budget 19-20 = \$31,500 funding from Gas Tax				
	Wastewater Treatment Improve Treatment Process-Pre-Design	\$270,000	\$5,931	\$264,069	PW
	<i>Comment:</i> <b>Following Council direction of Dec.8th staff are currently finalizing the RFP release for early January. Staff have requested an extension of the March 31, 2021 funding deadline.</b>				
	Wastewater Treatment Replace Lines and Diffusers in Aeration Tanks	\$388,000	\$358,621	\$29,379	PW
	<i>Comment:</i> Work completed in June/July and the results are very encouraging. Significant improvement in the aeration process. Holdback paid out in October.				
	Wastewater Treatment Green St., Knickle Rd. (Storm Diversion)	\$0		\$0	PW
	<i>Comment:</i> Budget was reallocated to Brook Street project, July 21, 2020 Council Meeting.				
	Wastewater Treatment Upgrade Communication Systems to Pumping Stations	\$20,000		\$20,000	PW
	<i>Comment:</i> <b>Project to be split into 2 phases, 1) Tannery Road and WWTP, 2) Remainder of pumping stations. RFP is being prepared for Phase 1, to be issued by end of January. Fuller report being prepared for Council's consideration. Budget for Phase 1 to be approx. \$40K.</b>				
	Wastewater Treatment WWTP-Voltage Reading Monitor at Pumping	\$7,000	\$6,837	\$163	PW
	<i>Comment:</i> Completed				
	Wastewater Treatment WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000		\$30,000	PW
	<i>Comment:</i> <b>RFP being prepared. To be issued by end of January.</b>				
	Wastewater Treatment Lift Stations Capital Pump Repairs	\$146,000	\$66,059	\$79,941	PW
	<i>Comment:</i> <b>Budget increased on June 23, 2020 to \$146,000. Brook Street pump#1 discharge check valve still requires repair. The submersible pumps at both the Young and Tannery lift stations remain outstanding.</b>				

**Capital Status Report to November 30, 2020**

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<p><i>Wastewater Treatment</i> Check Valve Installation at WWTP</p> <p><i>Comment:</i> <b>Completed.</b></p>	\$10,000	\$5,184	\$4,816	PW
	<p><i>Wastewater Treatment</i> Raw Sludge Pumps (2)</p> <p><i>Comment:</i> <b>Process Engineering support determining correct sizing and quotes. RFP will be required to purchase and install pumps.</b></p>	\$50,000	\$909	\$49,091	PW
	<p><i>Wastewater Treatment</i> Flowmeter Installation Program</p> <p><i>Comment:</i> <b>CBCL currently looking at software implementation that would provide flow indication on all but two stations, if successful. If it is not then physical meters will be installed at these locations. There are two stations that will require physical meters. Waiting for software evaluation to be complete by January. This will determine if physical metering will be required.</b></p>	\$50,000		\$50,000	PW
	<p><i>Wastewater Treatment</i> Backflow Prevention Study for Lift Stations</p> <p><i>Comment:</i> <b>Study is near completion. It will include recommendations on remedial action and indication of what reduction in salt water ingress reduction can be expected. This is critical information for the preliminary design process for the WWTP upgrade. Final report from CBCL to be issued in January.</b></p>	\$40,000	\$23,228	\$16,772	PW
	<p><i>Wastewater Treatment</i> Flood Study</p> <p><i>Comment:</i> <b>Complete</b></p>	\$47,900	\$47,867	\$33	PW
	<p><i>Equipment-Trucks</i> Dump Truck</p> <p><i>Comment:</i> This is a carry over item from fiscal 2019-20. Tender awarded November 12, 2019, truck delivered July 2020. Funding is a capital borrowing.</p>	\$187,192	\$187,192	\$0	PW
	<p><i>Equipment</i> Air Compressor</p> <p><i>Comment:</i> The capital expenditure was not anticipated when the 2020-21 Capital Budget was approved, this critical piece of equipment is used by Public Works on a regular basis. This purchase of this equipment was approved to be funded from the Public Works Equipment Reserve.</p>	\$4,254	\$4,292	(\$38)	PW
	<p><i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall-Final Stage and Beautification</p> <p><i>Comment:</i> <b>Seawall work is ongoing by PW and approximately 75% complete. Work is being done on an as-available basis for the PW crew. Green space design is complete and PW crew have completed 75% of the installation.</b></p>	\$70,000	\$26,821	\$43,179	PW

**Capital Status Report to November 30, 2020**

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Renewals - Sidewalks/Curbs</i>				
	Brook Street-Beautification Project <i>Comment:</i> <b>Received 50% of the funding requested from the province for the Beautification Grant, scope was reduced but the planting took place in October and work is complete for the current fiscal year.</b>	\$20,000		\$20,000	PW
	<i>New Sidewalks/Curbing</i>				
	Tannery Road-Knickle Rd. to 97 Tannery Road (E) - Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary. <i>Comment:</i> <b>At the Nov.24th Council meeting it was agreed to proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity.</b>	\$255,000		\$255,000	PW
	<u>Infrastructure</u>				
	Streamed Waste Cans <i>Comment:</i> <b>PW has received the waste cans from supplier. PW arranging installation by March 31.</b>	\$9,300	\$0	\$9,300	PW
	<i>Fire Department</i>				
	Pumper #2 Replacement <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20	\$755,100	\$757,977	(\$2,877)	GM
	<i>Fire Department</i>				
	Turnout Gear Washer <i>Comment:</i> Complete.	\$5,400	\$5,345	\$55	GM
	<i>Fire Department</i>				
	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
	<i>Fire Department</i>				
	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
	<i>Fire Department</i>				
	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,583	\$217	GM
	<i>Fire Department</i>				
	Heat Pump Fire Hall <i>Comment:</i> <b>The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund.</b>	\$25,000	\$19,397	\$5,603	GM

**Capital Status Report to November 30, 2020**

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

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Community Centre/Arena	Community Centre-Bathroom Renovations <i>Comment:</i> Project is complete. This is carry forward balance item from fiscal 19-20. Total project budget was \$55,000, spent in 19-20 was \$47,230, however there were some stalls that required installation in April due to some covid delays. The \$6,263 expended in 2020-21 brings the total completed project costs to \$53,493.	\$6,263	\$6,263	\$0	KC/PW
Community Centre/Arena	Arena-roof Exhaust Replacements <i>Comment:</i> <b>Purchase order issued for \$5,042 + HST (Sept.4), project is 50% complete. Awaiting on delivery of parts for completion by end of January.</b>	\$10,000		\$10,000	KC/PW
Community Centre/Arena	Ice Resurfer <i>Comment:</i> Tender awarded July 28, 2020 for \$108,300 which included an edger. This item has been order and will be delivered in spring 2021.	\$125,000		\$125,000	KC
Community Centre/Arena	Ride on Mower <i>Comment:</i> <b>Purchasing is re-tendering this item, targeting a delivery before March 31.</b>	\$25,000		\$25,000	KC

## Capital Status Report to November 30, 2020

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>General</b>					
	New Services	\$7,000	\$888	\$6,112	PW
	<i>Comment:</i> As required.				
	Replacement Hydrants	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> <b>Purchase of three hydrants in progress.</b>				
	Replacement Meters	\$5,000	\$0	\$5,000	PW
	<i>Comment:</i> <b>Have recently received \$5,000 of meters, PW will install as required.</b>				
<b>Distribution Mains</b>					
	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$1,043	\$48,957	PW
	<i>Comment:</i> <b>Funding has been received. Draft scope of work developed and ongoing. Finalizing work description to put out RFP for GIS Development work.</b>				
<b>Building Improvements &amp; Construction</b>					
	Chlorinator	\$70,000	\$0	\$70,000	PW
	<i>Comment:</i> <b>On PW Project List but no work done to date. Will be scoped and planned internally by PW in 2021/22.</b>				
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764	PW
	<i>Comment:</i> Completed				
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317	PW
	<i>Comment:</i> Completed				
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311	PW
	<i>Comment:</i> Budget was increased from \$5,000 to \$7,500 July 28. Work has been completed.				
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$2,676	\$12,324	PW
	<i>Comment:</i> <b>Project awarded to Gemtec Engineering. Geotech investigation portion of this project has been completed vendor.</b>				

## Capital Status Report to November 30, 2020

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys <i>Comment:</i> <b>Project awarded to Gemtec Engineering . This portion of the project has been completed.</b>	\$17,500	\$8,875	\$8,625	PW
	Design of Dam and downstream channel rehabilitation, approvals <i>Comment:</i> <b>Project awarded to Gemtec Engineering. Vendor to complete and issue letter to Dept. of Fisheries to obtain review and approval of Dam/Spillway plan. They will then design the upgraded dam and spillway.</b>	\$30,000	\$0	\$30,000	PW
<b><u>Furniture &amp; Equipment</u></b>					
	Half Ton Truck (1) <i>Comment:</i> <b>PO issued to dealership. Awaiting delivery in mid-January.</b>	\$25,000	\$0	\$25,000	PW

**Capital Status Report to November 30, 2020**

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

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<b>Structures</b>					
	Capacitor Bank at Substation or Distribution	\$480,000	\$3,123	\$476,877	LD
<i>Comment:</i> An Engineering Consultant has been engaged for the design of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. <b>A tender was issued for the project and closed on December 18, 2020. Results being reviewed by staff and external consultant.</b>					
<b>Utility Line Work</b>					
	Meters	\$15,000	\$1,855	\$13,145	LD
<i>Comment:</i> As required.					
	Overhead Conductors	\$125,000	\$96,601	\$28,399	LD
<i>Comment:</i> As required.					
	Poles & Fixtures	\$50,000	\$41,136	\$8,864	LD
<i>Comment:</i> As required.					
	Services	\$25,000	\$24,099	\$901	LD
<i>Comment:</i> As required.					
	Street Lighting	\$30,000	\$5,287	\$24,713	LD
<i>Comment:</i> As required.					
	Transformers - Line	\$70,000	\$52,900	\$17,100	LD
<i>Comment:</i> As required.					

**Town of Lunenburg Operating Financial Statements**

**November 30, 2020**

**Summary Information**

(YTD Pro-rated Budget =67%)

**TOWN GENERAL**

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 67% %</u>	<u>Balance</u>
Taxes	\$6,082,665	\$5,988,100	102% 1.	(\$94,565)
Grants In Lieu Of Taxes	-	240,900	0% 2.	240,900
Sale of Services	69,512	96,700	72%	27,188
Sale of Service Arena/Community Centre	108,967	249,700	44% 3.	140,733
Other Revenue/Own Sources	224,487	311,200	72%	86,713
Unconditional Transfers/Other Gov'ts	313,039	50,100	625% 4.	(262,939)
Conditional Transfers/Fed or Prov Gov'ts	700	1,700	41%	1,000
Conditional Transfers/Other Local Gov'ts	87,437	174,900	50%	87,463
	<u>\$6,886,807</u>	<u>\$7,113,300</u>	<u>97%</u>	<u>\$226,493</u>
<u>Expenditures</u>				
General Government Services	\$333,854	\$508,850	66% 5.	\$174,996
Protective Services	1,064,588	1,598,200	67%	533,612
Transportation Services	501,347	959,000	52%	457,653
Environmental Health Services	818,204	1,358,600	60%	540,396
Public Health Services - Cemetery	37,630	40,700	92% 6.	3,070
Environmental Development	276,716	451,200	61%	174,484
Recreation & Cultural Services	191,660	284,300	67%	92,640
Arena/Community Centre	281,965	504,000	56%	222,035
Fiscal Services	1,123,799	1,408,450	80%	284,651
	<u>\$4,629,763</u>	<u>\$7,113,300</u>	<u>65%</u>	<u>\$2,483,537</u>
<b>TOWN SURPLUS (DEFICIT) **</b>	<u><b>\$2,257,044</b></u>	<u><b>\$ -</b></u>		

**\*\*Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 97% and 65% of expenditures have occurred as of November 30, 2020.**

**Legend:**

- Both the interim and final property and sewer tax bills have been issued. Both sewer and Deed Transfer Tax revenue higher than anticipated, both will be offset by additional transfer to reserves at year-end.
- Usually received from Province in December or January.
- Arena revenues are seasonal, opened Oct.26. Based on first month of operation revenue anticipated to be \$30,000 less than budgeted for fiscal 2020/21.
- Includes the \$287,930 Covid Safe Restart funding.
- Section 71 Tax Exemptions paid for the year.
- Cemetery operational expenditures are seasonal.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 67% %</u>	<u>Balance</u>
Revenue	\$825,824	\$1,646,500	50.2% 1.	\$820,676
Expenditures	\$878,597	\$1,646,500	53.4%	\$767,903
<b>WATER SURPLUS (DEFICIT)</b>	<u><b>(\$52,773)</b></u>	<u><b>\$ -</b></u>		

**Legend:**

- Two quarterly billings issued. Next billing will be on December 31, 2020.

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 67% %</u>	<u>Balance</u>
Revenue	\$4,012,690	\$6,840,500	58.7% 1.	\$2,827,810
Expenditures	\$3,974,764	\$6,840,500	58.1%	\$2,865,736
<b>ELECTRIC SURPLUS (DEFICIT)</b>	<u><b>\$37,926</b></u>	<u><b>\$ -</b></u>		

**Legend:**

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION**  
**November 30, 2020**

**DEED TRANSFER TAX REPORT**

	Budget	This Month		Year to Date		Variance
		(#)	Amount	(#)	Amount	to Budget
Revenue this year	<u>\$100,000</u>	(12)	<u>\$24,179</u>	(70)	<u>\$185,978</u>	<u>(\$85,978)</u>
2019/20 Reserve Fund Balance	<u>\$498,573</u>					

**TAX AND SEWER CHARGES REPORT**

**OUTSTANDING PROPERTY & SEWER TAXES**

	Balance 31-Mar-20	2020/21 Tax Billings	Collected To Date	Balance
2019/20 Taxes & Sewer and Prior	299,850	-	180,853	118,997
2020/21 Tax & Sewer billings	<u>(133,360)</u>	<u>5,878,656</u>	<u>5,369,715</u>	<u>375,582</u>
	166,490	5,878,656	5,550,568	494,579
Interest				<u>38,576</u>
Total Outstanding	9.07%			<u><u>533,154</u></u>

*Prepayments for 2021/22 Tax & Sewer \$57,931*

**PARKING METER REVENUE AND FINES**

	Budget 2020/21	Actual to 30-Nov-20	Variance to Budget	% of Budget
Parking Meter Revenue	\$50,000	\$36,072	\$13,928	72.14%
Parking Meter Fines	2,500	538	1,962	21.51%
Court Fines	3,500	1,184	2,316	33.82%
Total	<u>\$56,000</u>	<u>\$37,793</u>	<u>\$18,207</u>	<u>67.49%</u>

**SNOW AND ICE CONTROL**

**Public Works Labour & Salt Purchases**

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30-Nov-20
April to October	2,091	1,132	724	1,858	3,085		<b>0</b>
November				1,050	27		<b>237</b>
December	409	6,793	3,418	3,789	4,212		
January	13,062	6,613	6,215	4,359	9,224		
February	12,005	17,514	7,410	15,631	8,854		
March	4,132	11,383	7,430	15,217	1,736		
Labour Cost	<u>31,699</u>	<u>43,435</u>	<u>25,197</u>	<u>41,904</u>	<u>27,138</u>	53,950	<b>237</b>
Salt Purchases	60,173	81,815	59,886	101,187	71,083	83,000	<b>0</b>
Contractors/Rentals/ Electric (Salt Shed)	<u>1,707</u>	<u>223</u>	<u>204</u>	<u>233</u>	<u>230</u>	500	<b>176</b>
	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>98,451</u>	137,450	<b>413</b>
% Budget Used							<b>0.30%</b>
<b>BUDGET VARIANCE UNDER (OVER)</b>							<b>\$137,037</b>

<b>Grants 2020/21</b>		
<b>Status update: November 30, 2020</b>		
Account #01-2-19-5100	2020/21 Approved Grants	2020/21 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	\$5,000	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg County Lifestyle Centre	\$1,000	Requesting municipal sponsorship towards hosting the 2020 Canadian Tire Para Hockey Cup Championships from December 5 to December 12, 2020.
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. <b>In-kind</b> garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 10 Sundays, starting on July 5th and ending on September 13th.
Lunenburg Folk Harbour Society-Sponsorship	\$1,000	While the Lunenburg Folk Harbour Festival has been cancelled for August 2020, many of the Society's fixed costs of operation still remain, with significant loss in their traditional revenue. Revenue streams of ticket sales, sponsorships from local businesses, and rental opportunities have completely dried up, and yet they still have all of their operating and administrative costs to cover. Because of this, the Society is asking the Town of Lunenburg to consider supporting the Society during this time of need.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg and District Swimming Pool	\$1,500	Support to operate and maintain their outdoor swimming pool. Even with Covid-19 restrictions they plan to provide jobs doing maintenance, renovation and repair of the pool and its facility.
Nova Scotia Sea School	\$1,000	The Sea School is seeking funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Safe Communities Lunenburg County	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
<b>Approvals June 3, 2020</b>	<b>\$ 18,115</b>	
<b>Approvals since June 3, 2020</b>		
LCLC-Donation for PVEC Grad Event	\$ 500	
Lunenburg Doc Fest	\$ 1,000	
Arena Rental for Food Bank	\$ 151	
<b>Updated 2020-21 Grant total</b>	<b>\$ 19,766</b>	
Total 2020-21 Budget	\$ 20,000	
<b>Budget for additional grant requests if required</b>	<b>\$ 234</b>	

**HERITAGE ADVISORY COMMITTEE MEETING MINUTES**

**MONDAY, DECEMBER 14, 2020 AT 5:15 P.M.**

**Via Audio/Video Conference**

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**PRESENT:** Councillor Stephen Ernst, Chair  
Councillor Jenni Birtles  
Nathalie Irving  
David John Lobb  
Oliver Osmond  
Mayor Matt Risser (ex-officio)

**ALSO PRESENT:** Arthur MacDonald, Heritage Manager  
Heather McCallum, Assistant Municipal Clerk

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1. Call to order

The Chair called the meeting to order at 5:15 p.m.

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

The Chair spoke of Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

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

4. September 21<sup>st</sup>, 2020 Heritage Advisory Committee meeting minutes - motion to approve.

**Motion: moved and seconded to approve the September 21, 2020 meeting minutes. Motion carried.**

5. Public Hearings and Presentations

Nil.

6. New Business

a. Introduction of new Council members to the Committee

Councillor Ernst thanked Councillor Mosher for his service as the previous Chair of the HAC, and introduced Councillor Jenni Birtles as the new Council member of the committee.

The HAC citizen vacancy has been advertised with a deadline of January 6, 2021.

b. Status of the Heritage Conservation District Plan and By-law Review

The Chair and the Mayor announced that the work of completing the Heritage Conservation District Plan and Bylaw has been assumed by UPLAND Consulting, in order to ensure the documents are aligned with both the Comprehensive Community Plan (approved by Council on November 17, 2020) and the forthcoming planning documents: the Municipal Planning Strategy, Land Use and Subdivision Bylaws.

The HAC will be kept informed of progress. A joint meeting with the HAC, Planning Advisory Committee, and Project Lunenburg Steering Team will be scheduled so that everyone is fully informed on the timeline and process.

7. Next meeting date - *Tentatively set for January 18, 2021 at 5:15 p.m.*

8. Adjournment

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

The meeting was adjourned at 5:26 p.m.

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Heather McCallum, Assistant Municipal Clerk



# Black Cultural Centre for Nova Scotia

10 Cherry Brook Road,  
Cherry Brook, Nova Scotia  
B2Z 1A8  
contact@bccns.com

Tel: (902) 434-6223  
Fax: (902) 434-2306  
Toll Free: 1-800-465-0767  
www.bccns.com

*Operated by the Black Cultural Society of Nova Scotia*

December 4, 2020

Dear Community Partners,

As February is African Heritage Month and is fast approaching we wanted to reach out regarding our provincial plans to mark this occasion. As the world manages with the COVID-19 pandemic, we realize that African Heritage Month 2021 will be different from those in the past, however, we want to ensure that it remains an important celebration of people of African Descent. This year we are proposing several virtual events including the development of a Provincial Virtual Launch and Proclamation. The African Heritage Month Information Network (AHMIN) is a partnership between the Black Cultural Centre/ Society, African Nova Scotian Affairs, African Nova Scotian Music Association, African Nova Scotian North-Central Network, African Heritage Month Southwest Network, Black Educators Association, Black History Month Association, Cumberland African Nova Scotian Association, Valley African Nova Scotian Development Association, and Guysborough, Antigonish Strait African Regional Network.

Each year, we mark the start of February with a provincial proclamation and produce an educational poster that is distributed and displayed in community gathering centers, schools, churches, government offices, and businesses.

We have identified you as having participated in marking African Heritage Month in your region/town in the past. We hope that this year you will continue to do so within your region, however, we are also requesting your participation in a province-wide virtual launch and recognition of African Heritage Month 2021. In these times of heightened awareness of race-based issues, having a unified provincial launch will make a bold statement.

We are producing a provincial video launch that will be live-streamed on January 26<sup>th</sup>, 2021 in which representatives from the Government of Nova Scotia will recognize and proclaim February as African Heritage Month. We would like your participation in this via a video recording that we can help produce in December virtually. The proposed script we are asking everyone to record is noted below. Please note that this does not negate you from doing additional events or forms of recognition in your region/town. Enclosed in this package you will also find attached funding resources made available by the Office of African Nova Scotian Affairs to assist you in your local regional recognition.

The 2021 African Heritage Month provincial theme, ***Black History Matters: Listen, Learn, Share and Act***, recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society. It further calls on us to listen, learn, share and act to make society a better place. The theme also aligns with the United Nations' International Decade for People of African Descent (DPAD) 2015-2024. The goal of DPAD is to strengthen global cooperation in support of people of African descent, increase awareness, and the passage towards a presence in all aspects of society.

Nova Scotia has over 50 historic African Nova Scotian communities with a long, deep, and complex history dating back over 200 years. African Heritage Month provides us with another opportunity to celebrate our culture, legacy, achievements, and contributions of our people – past and present.

## Proposed Script

*WHEREAS February is recognized internationally as African Heritage Month -a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world and here in: (insert your region/city/town here) in the Province of Nova Scotia, We (Joint words: Celebrate, Honour, Pay Tribute, etc.) to a time of greater understanding.*

*WHEREAS we are in the 7th year of the International Decade for People of African Descent*

*WHEREAS this year's theme: "Black History Matters: Listen, Learn, Share and Act", recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society.*

*THEREFORE, be it resolved that I, (insert name and title), do hereby proclaim the month of February to be African Heritage Month. I encourage residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.*

*{5-second pause}*

*(State your full name, title, and region)*

### Tips for Recording:

- We can help, your segment can be recorded by us via video conferencing
- We can provide steps on how to record and send your files from a mobile device, cellular, or tablet
- Ensure you are in a well-lit area with no background noise.

Please feel free to reach out to schedule or submit your recording before January 6<sup>th</sup>. All recordings can be uploaded to the following shared folder: <https://bit.ly/3n7S5jK> or by using the service [www.wetransfer.com](http://www.wetransfer.com) and sending files to [contact@bccns.com](mailto:contact@bccns.com)

Looking forward to your participation.

Regards,



Russell Grosse, Executive Director – Black Cultural Centre for Nova Scotia  
Organizational Lead – African Heritage Month Information Network

# **African Heritage Month Information Network**

## **Nova Scotia – Canada**

FOR IMMEDIATE RELEASE – December 4, 2020

### **CELEBRATE AFRICAN HERITAGE MONTH 2021 - Virtually** *Sharing the History and Culture of African Nova Scotians*

This year's African Heritage Month provincial theme, ***Black History Matters: Listen, Learn, Share and Act***, recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society. It further calls on us to listen, learn, share and act to make society a better place. The theme also aligns with the United Nations' International Decade for People of African Descent (DPAD) 2015-2024. The goal of DPAD is to strengthen global cooperation in support of people of African descent, increase awareness, and the passage towards a presence in all aspects of society.

Nova Scotia has over 50 historic African Nova Scotian communities with a long, deep, and complex history dating back over 200 years. African Heritage Month provides us with another opportunity to celebrate our culture, legacy, achievements, and contributions of our people – past and present.

#### **From the beginning**

The commencement of African Heritage Month is traced back to 1926. Harvard-educated Black historian, Carter G. Woodson, founded Negro History Week to recognize the achievements made by African Americans.

Woodson purposefully chose February because of the birthdays of Frederick Douglas and Abraham Lincoln who were both key figures in the emancipation of enslaved Blacks. In the 1950s Negro History Week was celebrated in Canada, and in 1976 it was expanded to Black History Month.

#### **Black History Month in Canada**

For over the past decades, contributions of African-Canadians have been acknowledged informally, however, Nova Scotia has set a path for Canada's recognition of African Heritage Month. Our province has been a leader in the promotion and recognition of our African heritage to our country. Some efforts of Nova Scotia include:

- 1985 – The “official” opening night of Black History Month at the North Branch Library
- 1987 – First meeting of the Black History Month Association
- 1988 – First Black History Month in Nova Scotia
- 1994 - Black History Month Association was officially incorporated in Nova Scotia
- 1996 – Black History Month renamed to African Heritage Month in Nova Scotia

We believe some of these efforts have influenced our country to take action on a national level:

- 1995 – The House of Commons officially recognized February as Black History Month following a motion introduced by the Honourable Jean Augustine, the first Black Canadian woman elected to Parliament.
- 2008 – The Senate officially declared February as Black History Month by Nova Scotia Senator Donald Oliver, Q.C., the first Black man appointed to the Senate. His motion was the final parliamentary procedure needed for Canada's permanent recognition of Black History Month.

## About the African Heritage Month Information Network

The African Heritage Month Information Network (AHMIN) is a partnership between the Black Cultural Centre/Society, African Nova Scotian Affairs, African Nova Scotian Music Association, African Nova Scotian North-Central Network, African Heritage Month Southwest Network, Black Educators Association, Black History Month Association, Cumberland African Nova Scotian Association, Valley African Nova Scotian Development Association, and Guysborough, Antigonish Strait African Regional Network.

Each year, we produce an educational poster that is distributed and displayed in community gathering centers, schools, churches, government offices, and businesses. Those interested in ordering a copy, please visit [www.bccns.com/ahmposter](http://www.bccns.com/ahmposter).

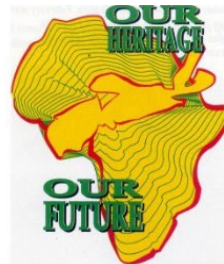
The AHMIN also facilitates African Heritage Month events and municipal proclamations across the province. A full listing is available at <http://www.ansa.novascotia.ca/african-heritage-month>.

### For more information about African History Month, please contact:

Black Cultural Centre for Nova Scotia

Phone: (902) 434-6223

Email: [contact@bccns.com](mailto:contact@bccns.com)



## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: BEA RENTON, CAO**

**DATE: JANUARY 5, 2021**

**RE: DRAFT COUNCIL AND COMMITTEE NOTICES OF MOTION WRITING GUIDE**

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### **1. FACTS**

The Mayor requested that staff prepare a writing guide similar to that for staff reports for Council's reference in preparing various requests including: decisions; reports and recommendations; and information. Accordingly, the *Council and Committee Notices of Motion Writing Guide* (Guide) has been prepared with sample templates for Council's review and possible adoption.

As the name indicates, it is also intended to be utilized by Committee members for use at Committee meetings with some overview training.

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

The Guide's purpose "is to facilitate Council and Committee meeting preparations and decision making. By providing these notices of motion in advance of meetings for possible agenda consideration, Council and Committee members can review the documents beforehand...Standard notice of motions in a pre-set form are provided in this Guide to simplify and standardize drafting" by Council and Committee members.

An explanation of the various forms of notice of motion is provided including:

Request for Decision – this form sets out the facts, issues, options, Strategic Plan relevance and other factors similar to a staff report but prepared by a Council member for Council or Committee meeting consideration.

Request for Report and Recommendation – used when a Council or Committee member wants to request a staff report and recommendation regarding an agenda item at an upcoming meeting.

Request for Information Report – used to seek the approval of Council to direct staff to prepare an information report.

There are a variety of possible options available to Council in considering this report including: approve the Guide for future use by Council and possibly Committees; direct staff to make specific amendments to the Guide for further consideration by Council; defer consideration of the Guide at this time; or not approve the Guide.

### **3. FINANCIAL IMPACT**

There is no immediate, direct cost to adopting the Guide which has been prepared in-house. It is intended to make meetings and decision making more efficient in their preparation and operation by providing advance notices of motion.

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

The Guide does not address any specific Comprehensive Community Plan – Strategic Direction Goal Actions aside from the general Strategic Direction of “Governance”. The Plan defines governance as “[t]he process by which public decisions are made, the use of public and private resources to implement them, and the evaluation of outcomes.”

Consideration should be given to the deadline for submitting these notices of motion for inclusion in a Council or Committee meeting agenda. If this is to align with the proposed Staff Report Writing Guide, then they should be received by the Mayor, Deputy Mayor or Committee Chair and CAO two Wednesdays before the meeting to be included in the draft agenda for the Mayor, Deputy Mayor or Committee Chair’s approval. This will help to establish a reasonable governance standard.

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

It is recommended that if Council wants to adopt the Guide the draft motion below be approved.

Draft Motion:

*Motion: moved and seconded the adoption of the Lunenburg Town Council Notices of Motion for Council and Committee Meetings Writing Guide (Schedule “\_”).*

Attachment – Council and Committee Notices of Motion Writing Guide



**COUNCIL AND COMMITTEE  
MEETINGS NOTICES OF MOTION  
WRITING GUIDE**

DRAFT: January 2021

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## **1. INTRODUCTION**

This Guide has been prepared to assist Council in drafting three principal notices of motion for consideration at Council and/or Committee meetings including:

- Request for Decision;
- Request for Report and Recommendation; and
- Request for Information Report.

The purpose of which is to facilitate Council and Committee meeting preparations and decision making. By providing these notices of motion in advance of meetings for possible agenda consideration, Council and Committee members can review the documents beforehand, frame any questions they may have about them to pose at the meeting and generally be more prepared to deal with these requests at the meeting. While there is provision in these precedent notices of motion to make requests for their addition to the meeting agenda from the floor, it is preferable that they be submitted in advance to the Mayor, Deputy Mayor or Committee Chair and CAO to be added to the meeting agenda in advance for fuller consideration.

Standard notice of motions in a pre-set format are provided in this Guide to simplify and standardize drafting. This helps ensure a complete and consistent content for ease of review by Council and Committee members before meetings or during the meeting if requested from the floor during a meeting.

## **2. TYPES OF NOTICES OF MOTION AND FORMAT**

Good governance and decision making can be enhanced by preparing these Notices of Motion in advance of meetings for incorporation in the meeting agenda and prior review by Council and Committee members.

As noted above, there are three key notice of motion formats discussed in this Guide. The first of which is a Notice of Motion - Request for Decision. It is most similar to a staff report setting out the facts, issues and options, strategic plan relevance, financial impact if known, recommendation and a draft motion if possible. The purpose of this form of notice of motion is for a Council or Committee member to put forward an agenda item for consideration with the rationale for same utilizing these points of analysis. Ideally, the Council or Committee member would prepare the notice of motion - Request for Decision at least ten days prior to the relevant meeting for the Mayor or Committee Chair's approval to be added to the appropriate meeting agenda. If approved and time permits, it would then be noted on the relevant agenda and the notice of motion - Request for Decision document added to the agenda package prior to circulation.

Alternatively, although not as effective, the notice of motion - Request for Decision can be submitted by the Council or Committee member for addition to the meeting agenda during the actual meeting with two-thirds majority approval. The same drafting format would be followed as set out above and in the attached template. In both instances, a recommendation and draft motion should be included for the body to decide if action is to be taken.

Next is the Notice of Motion - Request for Report and Recommendation when a Council or Committee member requests a staff report and recommendation on a particular subject matter. The format of which is abbreviated compared to a Request for Decision. In this instance, the Council or Committee member sets out the subject matter they are seeking the body to consider with a brief overview and explanation of the context and relevancy. A recommendation and draft motion should also be provided to focus on the desired action and objective for the body to determine. If Council or the Committee adopt the recommended notice of motion or some variation thereof, a staff report will be prepared for an upcoming meeting. In which case, the draft motion should therefore be of sufficient clarity for staff to prepare a subsequent Council or Committee report.

The third notice of motion addressed in this report is a Notice of Motion – Request for Information Report. The purpose of which is to seek the approval of Council to direct staff to prepare an information report only. No in depth analysis is required, it is solely for the purpose of providing information to Council not readily available at a meeting.

Templates of these notices of motion are attached for your reference. They should be followed to ensure the contents cover the essential information for Council or a Committee to facilitate decision making and later for staff to take any agreed to follow-up action. There should be consistent headings and sub-headings as set out in the attached templates. The document should also utilize an established word processing format (Word), font size and style (typically Arial, 12 point font) for accessibility and readability. Ideally, notices of motion regardless of what type should not exceed two pages in length, plus attachments to maintain focus and clarity in drafting.

### **3. KEY TIMELINES**

Notices of motion must be received by the Mayor and Deputy Mayor (or Committee Chair) and CAO two Wednesdays before the scheduled meeting. They will consider whether the document is complete and can be added to the upcoming Council or Committee meeting agenda, referred elsewhere, etc. The Council or Committee member will be notified of same so they can prepare accordingly. Council and Committee meeting agendas/packages are circulated the Wednesday before the meeting to ensure members have adequate time in which to read their meeting materials in preparation for the meeting.

If a notice of motion is not submitted ten days in advance of the meeting, or if for valid reasons a longer period is required for the preparation of the agenda, as determined by the Mayor or Committee Chair, and this deadline cannot be met, the Council or Committee member may make the request from the floor of the Council or Committee meeting to add the notice of motion to the meeting agenda. The body will decide if it accepts this late addition by motion with a two-thirds majority.

### **4. WRITING TIPS**

- Ensure the fundamental purpose and objective of the notice of motion is clear. All readers should be able to easily determine why it has been written and what it is trying to achieve.

- Avoid technical jargon and clichés.
- Use acronyms and initials only if defined at their first use in the notice of motion.
- Use plain and gender neutral language.
- Arrange your thoughts and information in a logical order.
- Share all projected costs and impacts.
- Cite applicable Town Policy and legislation noting if updates are required and the reasons why.
- If there are meaningful alternatives, identify them and compare them objectively to your recommended solution.
- Provide a clear and complete analysis avoiding unnecessary detail.
- Anticipate Council and Committee questions. If the question is significant and the answer is not obvious, consider rewriting relevant sections.

## **5. NOTICE OF MOTION FORMAT TEMPLATES**

Please see attached standard notice of motion formats:

- a) Request for Decision;
- b) Request for Report and Recommendation; and
- c) Request for Information Report.

They are also available on SharePoint under Municipal Documents.

If you wish to utilize another notice of motion format please contact the Mayor to discuss options.

Attachments (3) – notice of motion templates

**NOTICE OF MOTION  
(REQUEST FOR DECISION)**

\_\_\_\_\_ **INCLUDED ON DRAFT AGENDA**

(Submitted to Clerk's Office two  
Wednesdays prior to the meeting)

\_\_\_\_\_ **REQUEST FROM THE FLOOR**

(Submitted to Clerk's Office less than two  
Wednesdays prior to the meeting and  
requiring a two-thirds majority to be  
tabled)

**DATE OF COUNCIL/COMMITTEE MEETING:**

**SUBJECT:**

**FACTS:**

**ISSUES AND OPTIONS ANALYSIS:**

**STRATEGIC PLAN RELEVANCE:**

**FINANCIAL IMPACT:**

**RECOMMENDATION AND DRAFT MOTION:**

Moved and seconded that \_\_\_\_\_.

Councillor \_\_\_\_\_

**NOTICE OF MOTION  
(REQUEST FOR REPORT AND RECOMMENDATION)**

\_\_\_\_\_ INCLUDED ON DRAFT AGENDA

(Submitted to Clerk's Office two  
Wednesdays prior to the meeting)

\_\_\_\_\_ REQUEST FROM THE FLOOR

(Submitted to Clerk's Office less than two  
Wednesdays prior to the meeting and  
requiring a two-thirds majority to be  
tabled)

**DATE OF COUNCIL/COMMITTEE MEETING:**

**SUBJECT:**

**OVERVIEW:**

**CONTEXT:**

**RECOMMENDATION AND DRAFT MOTION:**

Moved and seconded that staff prepare a report and recommendation with respect to  
\_\_\_\_\_.

Councillor \_\_\_\_\_

**NOTICE OF MOTION**  
**(REQUEST FOR INFORMATION REPORT)**

\_\_\_\_\_ **INCLUDED ON DRAFT AGENDA**

(Submitted to Clerk's Office by two Wednesdays prior to the meeting)

\_\_\_\_\_ **REQUEST FROM THE FLOOR**

(Submitted to Clerk's Office less than two Wednesdays prior to the meeting and requiring a two-thirds majority to be tabled)

**DATE OF COUNCIL/COMMITTEE MEETING:**

**SUBJECT:**

**OVERVIEW:**

**CONTEXT:**

**RECOMMENDATION AND DRAFT MOTION:**

Moved and seconded that staff prepare an information report with respect to

\_\_\_\_\_.

Councillor \_\_\_\_\_.

## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: BEA RENTON, CAO**

**DATE: JANUARY 5, 2021**

**RE: REVISED GUIDE FOR WRITING STAFF REPORTS FOR COUNCIL AND COMMITTEE MEETINGS**

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### **1. FACTS**

On December 19, 2019 the former Town Council approved the attached *Guide for Writing Staff Reports for Council and Committee Meetings* (Guide). Council had requested that the Guide be prepared to formally standardize the format of staff reports written for Council and Committee meetings. There had previously been some differences in opinion amongst Council members as to the format which the Guide addressed reaffirming templates for same and deadlines for preparing and circulating reports for meetings. The Guide has also proven helpful as a reference document for the orientation of new staff.

The Mayor recently asked staff to make draft amendments to the Guide for Council consideration establishing earlier distribution deadlines for Council and Committee meeting agendas and related agenda packages including staff reports. The objective being that meeting agenda/packages would be distributed on the Wednesday (versus Friday currently) the week before a Council or Committee meeting. Further, a revised agenda format would be prepared, now referred to as an annotated agenda, complete with the draft motion(s) extracted from each circulated staff report appearing in the agenda for ease of reference. This requires that a staff report be completed to insert the draft motion in the annotated agenda. The Mayor also requested that the Guide require that the draft annotated agendas be received by him and the Deputy Mayor (or Committee Chair in the case of Committee meetings) on Mondays, a full week or more before a Council (or Committee) meeting. They would review, revise as required and approve the agenda for circulation on the Wednesday before a Council (or Committee) meeting.

The Mayor further requested that a memo template for a Manager to write a report contrary to that which a CAO writes pursuant to section 32(3) of the Municipal Government Act be added to the amended Guide. While this option has always been available, the template provides a standard for Managers to follow. Section 32(3) provides:

*Reporting and accountability requirements*

*32 (3) Where a director of a department of the municipality disagrees with a recommendation of the chief administrative officer, the objections may be provided to the chief administrative officer who shall present them to the council.*

In addition, the Mayor asked that staff reports be prepared for all “substantive agenda items.” It would be helpful to clarify what is meant by this so staff can work to meet this objective. For example, is a staff report needed for a flag raising request or proclamation request if non-controversial and/or there is an established Council Policy dealing with the issue? Time constraints and workloads will increase, if a report is required in all such instances, which may not always be possible to meet, particularly if an agenda item is received just before a deadline and there is insufficient time to prepare a staff report. This would be compounded if the time period to prepare an agenda/package is shortened. Staff want to meet Council and Committee expectations if clear and reasonable standards are established. Council’s consideration of what is meant by substantive matters with examples given will help achieve this and can then be reflected in the Guide.

The Mayor also asked that the late staff reports and agenda item requests from staff be addressed in the Guide. This has been included in the draft revisions to provide that urgent agenda items not meeting the above deadlines, may be considered by the Mayor, Deputy Mayor and/or Chair and CAO for addition to the agenda which the meeting body may decide against and refer to the next meeting.

These proposed revisions are covered in the highlighted draft amendments in the attached Guide update for Council’s consideration. There are some operational concerns about the feasibility of implementing all of these amendments though, which are outlined below with possible alternatives to address the collective perspectives of Council, Committees and staff. Since Council has not yet set its 2021 meeting schedule it is an opportune time for this discussion.

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

The revisions have been prepared as requested and are highlighted in the attached draft Guide update. It is understood that the Mayor and Council find the preparation of an annotated agenda and earlier agenda package circulation date of Wednesday preferable to assist with meeting preparations. Staff fully support this objective. Some adjustments are suggested though to make it possible for staff to make this shortened time frame more consistently achievable.

The proposed revised agenda and report deadlines and the frequency of Council meetings are greater than many other NS municipalities. In the proposed scenario, for a substantive agenda item to be included in a draft annotated agenda for the Mayor, Deputy Mayor or Chair’s review two Mondays before a meeting, the CAO must receive the staff report by two Wednesdays before a meeting for it to be reviewed and the draft motions inserted in the annotated agenda. For complex financial, legal, insurance, etc.

issues raised in staff reports, the CAO, Finance Director, etc. must receive the report by Monday, in effect two weeks before the meeting for review, addition of financial, risk management, etc. information. This is so the draft motion contained in the completed staff report can be included in the draft annotated agenda for approval by the Mayor, Deputy Mayor or Chair. Before the draft motion was not inserted in the agenda and the report receipt deadline was the Wednesday (Monday if complex) for circulation by Friday the week before a meeting. The proposed changes have presented considerable time constraints if two sets of consecutive Council and in camera meetings are held each month as has recently occurred. The first Council meetings of the month may not even be held yet before the next set of Council agendas and staff reports are being prepared for next Council meetings on the fourth. If the outcome of the first meeting of the month influences the next meeting preparations such as continuation of an agenda item, additional staff report requirement, etc. it is not possible to predict these outcomes and complete the upcoming agenda packages.

A possible solution is to expand the interval between Council meetings and not hold back to back Council/in camera meetings or frequent special Council meetings as per past practice. The meeting frequency of the Town of Lunenburg is at the higher end of municipalities in the Province and could be more efficiently coordinated if other arrangements are considered. If not, it may not always be possible to meet the proposed new staff report and agenda package circulation deadlines. In 2020, there were approximately 33 Council, 16 Council in camera and 33 Committee meetings. For staff to prepare for these number of meetings earlier, coupled with back to back meetings and the possible requirement to write staff reports in advance for all substantive agenda items, some adjustments need to be considered. This was done with Committee meeting scheduling several years ago which were held less frequently, but on a pre-set basis with the approval of an annual meeting calendar providing sufficient time between meetings for staff to implement action from previous meetings, develop new initiatives, prepare reports and other tasks in preparation for more productive Committee meetings.

To be successful for all concerned, a more attainable meeting schedule would be one public Council meeting per month on the second Tuesday of every month. This could be referred to as the primary meeting of Council with the bulk of Council business being done at that meeting. No other meetings would be scheduled on the same day before or after this public Council meeting. A second Council meeting on the fourth Tuesday of every month would continue to be regularly scheduled, focused on serving as a segue to in camera meeting agenda items as required. If there are any immediately time sensitive matters they may be considered at the meeting, but otherwise agenda items will be scheduled for the next primary meeting of Council on the second Tuesday of the next month. Two full, consecutive meeting agendas for the public and in camera portions of the meeting, should be avoided so as to allow sufficient time for consideration and reporting of in camera business. Should there be insufficient agenda items for the in camera portion of the meeting and no urgent public agenda items, the meeting could be cancelled in advance.

A third Council meeting scheduling option was suggested which would see the second Tuesday of every month be dedicated to a discussion session by Council, then a Council in camera meeting on the third Tuesday of every month and a public Council

meeting on the fourth Tuesday of every month. This still results in three public Council meetings and one in camera meeting, for a total of four weekly Council meetings and agenda/packages being prepared at the same time, three of which will have to be distributed the day after a previous Council meeting. This significantly impacts the time staff will have between meetings to adequately prepare agendas/packages and reports for the next Council meeting. The proposed Council meeting frequency is increased with the recent addition of Council Project Lunenburg workshops, special budget meetings and Council orientation sessions, plus a regular slate of Committee meetings. These additional sessions place an increasingly challenging workload on all concerned which should be carefully considered and are not recommended at this time.

### **3. FINANCIAL IMPACT**

There is no immediate out of pocket expense with the requested Guide changes. There are though indirect costs to establishing agenda and report deadlines staff cannot consistently or reasonably be expected to meet. Creating a foundation for meeting success and productive outcomes is premised on establishing realistic objectives in advance.

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

The requested amendments to the Staff Report Writing Guide do not address any specific Comprehensive Community Plan – Strategic Direction Goal Actions aside from the general Strategic Direction of “Governance”. The Plan defines governance as “[t]he process by which public decisions are made, the use of public and private resources to implement them, and the evaluation of outcomes.” If meeting scheduling issues outlined in this report can be addressed, the amendment to the Guides can be more reasonably implemented to assist Council and Committee members to receive the newly developed annotated agenda format and compiled agenda packages sooner allowing additional time in which to prepare for meetings. (Completed staff reports will continue to be posted to SharePoint once received and not held for the agenda package to be compiled with all staff reports in a single PDF document.) This important balance will help to achieve the Strategic Direction of “Governance”.

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

It is recommended that if Council wants to approve the proposals for staff reports for all substantive agenda items, preparation and earlier release of an annotated agenda/package, clarity be provided for the former and consideration of future Council meeting scheduling as set out in the following draft motion be considered.

*Motion: moved and seconded that Council approve the amendments to the Guide for Writing Staff Reports for Council and Committee Meetings (Schedule “\_\_”) subject to:*

- *clarification of what is meant by substantive agenda items requiring staff reports in advance of a meeting; and*
- *confirmation of a revised Council meeting schedule to support meeting preparation efficiency as follows:*

- *the second Tuesday of every month will be the primary public meeting of Council with no consecutive Council in camera or Committee meeting on the same day; and*
- *a second Council meeting on the fourth Tuesday of every month will also continue to be regularly scheduled intended to serve as a segue to any in camera Council business for the month as required. If there are any time sensitive public agenda Council matters arising before this meeting, they may be included on the meeting agenda by direction of the Mayor on the advice of the CAO, but otherwise will be referred to the next primary meeting of Council on the second Tuesday of the following month.*

Attachment – draft revised Guide for Writing Staff Reports for Council and Committee Meetings



GUIDE FOR WRITING  
STAFF REPORTS  
FOR COUNCIL AND  
COMMITTEE MEETINGS

December 2019

Draft Revisions: January 2021

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## 1. INTRODUCTION

This guide has been prepared to assist staff in the preparation of Council and Committee meeting reports. Staff reports provide Council and Committees with essential background information, analysis, recommendations and draft motions as applicable to aid in informed and balanced decision making.

The purpose/desired outcome of the guide is to:

- Provide a standardized format for staff reports facilitating the preparation of consistently readable and relevant content in response to Council and Committee requests and as otherwise required.
- Provide Council and Committees with well researched and timely information to support effective decision-making.
- Ensure Council and Committees are presented with a range of available options for consideration and their potential impact through coherent analysis.
- Serve as a training and orientation tool when first learning to write staff reports.

## 2. STAFF REPORT WRITING GUIDING PRINCIPLES

- Good governance and decision making can be enhanced by well researched and written staff reports containing key facts, analysis and options about municipal business.
- Staff reports should follow a consistent format, font size and style as described in this guide for accessibility and readability by the Council, Committees and public.
- A consistent review and approval process is taken to ensure accurate and well-considered information and analysis with input from relevant co-workers and advisors, e.g., Town Solicitor, Town Auditor, Municipal Advisors from the Department of Municipal Affairs and Housing, etc.
- Staff reports should contain recommendations and draft motions for Council and Committee consideration to assist in decision making. When applicable, e.g., planning and heritage applications, optional recommendations and draft motions for Council and Committee reference should be included.
- The author(s) of every report will assume responsibility for its contents, presentation at a Council and/or Committee meeting and potential implementation based on the decision of Council and/or a Committee.
- Reports should be considered a key communication tool that provides Council, Committees and the public with all the necessary information related to a topic under consideration.

## 3. KEY TIMELINES

- Staff Council and Committee reports required for inclusion with a scheduled Council or Committee agenda package will be submitted to the Chief Administrative Officer (CAO) no later than **10:00 a.m. on the two Wednesdays prior to the scheduled meeting. This is necessary as draft meeting agendas will be reviewed with the Mayor and Deputy Mayor or**

**Committee Chair two Mondays before a meeting for approval to circulate the final approved agenda by 12:00 p.m. the Wednesday before the meeting.**

- If financial, legal, insurance or other input is needed for the preparation of a staff report, it will be submitted to the CAO no later than **10:00 a.m. on the two Mondays (or the day before if this falls on Friday if Monday is a statutory holiday) at least one week** before the scheduled meeting.
- The CAO or designate and other senior management and advisors as determined by the CAO, e.g., Finance Director, Town Solicitor, Town Auditor, Town insurer, etc. may review the draft staff reports for accuracy and completeness before the report is finalized. Comments will be shared with the staff report author(s) for response and to complete the report as relevant prior to being approved by the CAO for circulation to a Council or Committee meeting. If there are outstanding report deficiencies, the CAO may write a supplemental report to Council or the Committee addressing same to ensure a full report is received.
- The CAO will make a determination if any staff report in full or in part needs to be dealt with at an in camera meeting of Council or a Committee based on the provisions of the Municipal Government Act and in consultation with the Mayor or Committee Chair as relevant.
- Completed staff reports will be signed by the CAO or designate as acknowledging same prior to being circulated to the relevant Council or Committee meeting by Corporate Services staff utilizing email, SharePoint, Town website and other methods as applicable.
- In camera confidential staff reports will only be posted to the SharePoint Council in camera site.
- Corporate Services staff will ensure the report author(s) receive(s) a copy of their circulated staff report.
- The report author(s) is expected to be **in attendance and present an overview of their report at the relevant meeting** and answer questions of Council or a Committee regarding it. They may be asked to also prepare a supplemental report and attend the next meeting at which it will be considered to similarly present and answer any questions about it to facilitate decision making.
- Draft Council and Committee meeting agendas and agenda document packages will be compiled and circulated by the CAO and other Corporate Services staff by **12:00 p.m. noon the Friday Wednesday before the Council or Committee meeting**. This allows Council and Committee members sufficient time in which to read staff reports, ask questions of the report author in advance of the meeting if needed and otherwise prepare for the meeting.
- Reports that do not meet the above deadlines are considered late and will be referred to the next regular Council or Committee agenda as relevant. It is recognized, however, that urgent matters may arise with little notice before a Council or Committee meeting requiring that body's attention. In such circumstances, the report writer may ask the CAO if the matter needs to be brought to the attention of the Mayor or Committee Chair for possible late addition to a meeting agenda after

the above noted deadlines. If it is decided by the CAO and Mayor or Committee Chair that it is necessary to add the late staff report to the Council or Committee meeting agenda, the body itself may decide at the meeting not to accept the late agenda addition and refer the item to their next regular meeting.

#### **4. TYPES OF STAFF REPORTS**

There are ~~two~~ **three** main types of staff reports: information; action; and **Director Objections to CAO Recommendation Report**.

##### **a) Information Reports**

The sole purpose of information reports is to inform Council of some fact or event with no particular decision or action required of Council. These reports do not contain any specific recommendations. Instead, the "Recommendation" section (see: below) of the staff report would state: "This report is provided for Council information only." or similar wording.

##### **b) Action Reports**

Action reports are typically used to introduce municipal matters that staff is not already empowered to implement through existing practices, policies, bylaws and other legislation, programs, projects, budgets, etc. for which Council and/or Committee approval is required. Examples include planning and heritage amendment applications, large tender awards, property sales, leases and purchases, policy making, approval of bylaws and budgets, elimination of a municipal service, etc. This generally involves a change in the established rules or pattern of doing things, or introduces a new initiative for which Council approval is required. Council or a Committee may ask for a staff report to be prepared about a range of municipal issues of interest to the body for which additional information and analysis would be helpful.

##### **c) Director Objections to CAO Recommendation Report**

Section 32 (3) of the Municipal Government Act provides that "[w]here a director of a department of the municipality disagrees with a recommendation of the chief administrative officer, the objections may be provided to the chief administrative officer who shall present them to the council." A template is provided for this report format in part 7 of this Guide for reference.

#### **5. STAFF REPORT FORMAT**

All reports to Council will follow a similar format (see: template attached). That is, there will be consistent headings and sub-headings. Reports should utilize an established **word processing format (Word), font size and style (typically Arial, 12 point font)** for accessibility and readability and efficient document production. Ideally, they should **not exceed two pages in length, plus attachments**.

The accepted staff Council and Committee report format, in terms of headings and sub-headings, is as follows.

a) Title Section

- Date of report
- Date / type of meeting (e.g., Council, Committee, regular or in-camera)
- Circulation details (e.g., Council, Committee, staff, etc.)
- From (name of report writer/s)
- To (Council and/or Committee name)
- Subject (brief description of the report content)

b) Facts

- This section of a staff report is to be used to describe the past actions by Council or a Committee and other relevant historical information necessary for the body to understand the basis and background of the report and why the matter is coming before them for consideration. The staff writer should identify the origin of the report, including specific Council and Committee motions or other direction and relevant history of the issue.
- If there has been a series of events leading to this point, a brief chronology should be provided. This section should also identify any outstanding issues, if there is a provision of law, rule, policy, previous Council or Committee directive that is applicable.
- Any correspondence which has been received or referred for a report should be noted in this section and will include relevant dates and briefly describe any instructions received from the referral. A copy of the correspondence can be attached to the report as an Attachment (see: below section g.).

c) Issues and Options Analysis

- This section will form the majority of the staff report. It will provide the rationale for the concluding recommendation and draft motion (see: below section f.).
- There might be a number of sub-headings in the discussion section which will assist the reader to more easily identify specific areas of subject importance. If there is nothing relevant under a specific heading, then it will not be necessary to include it in the discussion of the report. Some of the possible sub-headings include:
  - Accessibility Implications
  - Applicable Policies and other Legislation
  - Community Engagement
  - Cost and Resource Allocations

- Council and Committee Work Program for Staff Impact
- Environmental Impact
- Interdepartmental Implications
- Intergovernmental Implications
- Legal Implications
- Risk Management Issues
- Technology Requirements
- Recommendations Analysis – alternative recommendations should be assessed indicating the pros and cons for Council or Committee consideration. If there are reasonable alternatives, especially with respect to complex and sensitive issues, these options should be made clear and available to Council and Committees.

d) Financial Impact

This section of the staff report will be prepared in consultation with and the final approval of the Finance Director or their designate. This will ensure in the case of an action report that the budgetary implications of any recommendations are within the Town's financial means. If the recommendation is for a proposed future course of action in the next fiscal year(s) this will be noted and the means by which to achieve it.

For consistency all costs should be noted as the pre-HST amount in your reports, e.g., *"...the tender price is \$10,000, plus applicable HST."* (N.B. - the Town's annual budgeted amounts include the non-recoverable HST costs.)

e) Strategic Plan Relevance

Staff reports will note the applicable Town Strategic **Comprehensive Community Plan Strategic Direction** reference(s) addressed in the report and if none, indicate this. In most instances action reports should seek to address and achieve the Strategic Directions identified in the overall Strategic Comprehensive Community Plan to ensure community priority relevance.

f) Recommendation and Draft Motion

This section highlights the preferred recommendation. Other options appear in section c) above – Issues and Options Analysis.

- All actions and decisions required of Council must be explicitly identified in the **recommendation(s)**.
- The wording of the recommendation should include strong action words such as:
  - It is recommended that Council approve....
  - It is recommended that Council direct staff to....
- Recommendations should clearly set out a specific action and person(s) responsible for carrying out same.

- Recommendations with more than one action item should be separately stated for clarity.
- **Draft motions** should be included in this section for Council or Committee consideration reflecting the recommended action noted above. The wording of a draft motion would appear as follows:
  - Motion: moved and seconded that (describe the recommended action and direction of Council, etc.)...

The draft motion will be included in the Council or Committee annotated agenda prior to circulation.

#### g) **Attachments**

- Reports may have appendices to supply supplementary background information. These will be included with Council and Committee reports as attachments. All information of direct and substantive relevance to the report recommendations should be contained in the body of the report, not in the attachments unless it exceeds one-half page in length.
- All attachments are to be referred to in the body of the report, e.g., Attachment “A”, Attachment “B”, etc. in sequence.
- A summary of attachments should also appear at the end of the staff report with a brief description for ease of reference, e.g., Attachment “A” – Site Plan, Schedule “B” – Photographs, etc.
- See: section 6 below for additional attachment tips.

#### h) **Chief Administrative Officer Acknowledgement**

When the CAO or designate and other relevant persons, e.g., Finance Director, Town Solicitor, Town insurer, etc. have reviewed and approved the report for inclusion on the appropriate agenda, the CAO will sign at the end the report. The report will then be circulated to Council or a Committee by 12:00 p.m. noon the Friday **Wednesday** before the meeting.

### 6. **REPORT WRITING TIPS**

- Be specific and concise. Try to keep your report to no more than two pages in length plus attachments.
- Make sure the fundamental purpose or objective of the report is clear. All readers should be able to easily determine why the report has been written and what it is trying to achieve.
- Avoid technical jargon and clichés.

- Use bullets, charts and other format tools to break up and summarize large amounts of text.
- A process map can be a helpful attachment to summarize complex procedural steps for planning, heritage and other approval and review processes.
- Use acronyms and initials only if defined at their first use in the report.
- Use plain and gender neutral language.
- Arrange your thoughts and information in a logical order.
- Maintain objectivity analyzing the issue(s) in the best interest of the community. Disclose all relevant information, whether it fits your recommendations or not.
- Edit out all unnecessary modifiers. Make sure all adjectives and adverbs contribute to meaning and understanding.
- Disclose all costs and impacts, including those which are indirect and incidental. Always total costs, and note the net HST.
- Cite applicable policy and other legislation noting if updates are required and the reasons why. If there are meaningful alternatives, identify them and compare them objectively to your recommended solution.
- Provide a complete and understandable analysis avoiding unnecessary detail.
- Anticipate Council and Committee questions. If the question is significant and the answer is not obvious in your report, rewrite it.
- Recommendations must be based on staff's best objective judgement, even if this conflicts with the expected position of Council - unless Council has already made a decision on the subject. In the latter situation, any staff concerns or cautions should still be noted and explained.
- Whenever a particular site is referred to, a general location map should be included.
- Always carefully proofread for spelling, punctuation, grammar, numbers and dates before submitting a report. Remember, the author of the report is responsible for its content, quality and accuracy.

## **7. REPORT FORMAT TEMPLATES**

Attached are **three** formats for standard reports for reference by staff in preparing Council and Committee reports: Information Report; Action Report; and **Director Objections to CAO Recommendation Report**. These templates are also available on Shared Drive **S: TOL Forms, Report Precedent for Council and Committee Meetings**.

If you wish to utilize another report format please contact the CAO or designate to discuss options.

Encls. **(3)** – staff report templates

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Document No:  
Meeting:  
Circulate  
File:

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**MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**RE: \_\_\_\_\_ - INFORMATION REPORT**

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This report is provided for Council/Committee information only. No decision is required.

Attachments -

Acknowledged only by:

Bea Renton  
CAO

## **MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**RE:**

---

**1. FACTS**

**2. ISSUES AND OPTIONS ANALYSIS**

(Possible sub-headings follow.)

- Accessibility Implications
- Applicable Policies
- Community Engagement
- Cost and Resource Allocations
- Council and Committee Work Program for Staff Impact
- Environmental Impact
- Interdepartmental Implications
- Intergovernmental Implications
- Legal Implications
- Legislation
- Risk Management Issues
- Technology Requirements
- Recommendations Analysis – alternative recommendations should be assessed indicating the pros and cons for Council or Committee consideration and assistance. If there are reasonable alternatives, especially with respect to complex and sensitive issues, these options should be made clear and available to Council.

**3. FINANCIAL IMPACT**

4. **STRATEGIC PLAN RELEVANCE**

5. **RECOMMENDATION AND DRAFT MOTION**

Attachments -

Acknowledged only by:

Bea Renton  
CAO

**MEMORANDUM**

**(SECTION 32(3) OF THE MUNICIPAL GOVERNMENT ACT)**

TO:

FROM:

DATE:

RE:

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1. **NATURE OF DISAGREEMENT:**

2. **JUSTIFICATION FOR DISAGREEMENT:**

3. **ALTERNATIVE PROPOSAL:**

3.1 **FACTS:**

3.2 **ISSUES AND OPTIONS ANALYSIS:**

3.3 **STRATEGIC PLAN RELEVANCE:**

3.4 **FINANCIAL IMPACT:**

3.5 **RECOMMENDATION AND DRAFT MOTION:**

Attachments -

Acknowledged only by:

Bea Renton  
CAO



# *Lunenburg & District Fire Department*

*25 Medway St., P.O. Box 1478, Lunenburg, N.S. B0J 2C0*

Fire or Emergency 911 Business or Information (902) 634-8343 Fax (902) 634-4145

November 24, 2020

Bea Reaton  
Chief Administrative officer  
Town of Lunenburg  
Lunenburg, N.S.

Dear Bea:

Since there was money remaining from the \$25 000 grant that we recently received to install heat pumps in the auditorium and clubroom we have been given permission to install a heat pump in the communications room with the remaining money. Given that the offices are on the same heating zone as the communications room and once the communications room has the heat pump installed the heating of the offices will be greatly affected. It was decided by our management committee that we install an additional heat pump in the offices to offset this issue. The cost will be \$5 000 so the department would like to request that the \$5 000 come out of our joint account we have with the Town.

We hope this meets with council's' approval. If, however, you have any additional questions, please don't hesitate to contact Chief Romkey.

Sincerely,

Robin Jackson, Secretary  
Lunenburg Fire Department