



AGENDA

Town of Lunenburg Council Meeting

Tuesday, January 26, 2021 at 6:00 p.m.

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

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 to approve the agenda.

4. January 12, 2021 Council meeting minutes – draft motion.

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

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
7. Business arising from the Minutes/Unfinished Business
 - a. Anti-Racism Special Committee proposed Membership and Draft Terms of Reference – staff report and draft motion

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

- b. Town Crier Appointment – staff report and draft motion

Motion: moved and seconded approval of the application of Stephen Findlay as Lunenburg Town Crier, with an annual honourarium of \$1000 and a \$20 + HST annual membership fee to the Nova Scotia Guild of Town Criers. An amount of up to \$1725 plus HST is approved for necessary wardrobe and props for the role (Schedule “B”).

- c. External Committee/Board Appointments 2021 to Lunenburg County Regional Emergency Management Committee (x1 alternate), Heckman's Island Common Lands (x 2), Western Regional Housing Authority (x1 nomination to the Province for appointment) and South Shore Regional Library Board (x 1) – discussion
- d. Solar Project Opportunities – staff report and draft motions

Motion: moved and seconded to include \$16,800 in the 2021/2022 draft budget for a Green Energy feasibility study on the land behind the Waste Water Treatment Plant as per the staff report (Schedule "C").

Motion: moved and seconded to include \$5,000 in the 2021/2022 draft budget for a >100KW net metering analyses solar project at the Water treatment plant (Schedule "C").

Motion: moved and seconded to direct staff to plan and provide a budget number in the 2022/2023 fiscal year budget for a Town wide building deep energy retrofit study (Schedule "C").

Motion: moved and seconded to direct staff to apply for funding through FCM for a green energy feasibility study, >100KW net metering analysis, and a facilities deep energy retrofit study (Schedule "C").

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

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

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

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

9. New Business

- a. Lunenburg Academy Foundation Heritage Classroom Renovations – staff report and draft motion

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

- b. Proposed amendment to the Committee Policy to establish a Committee of the Whole – Mayor Risser and draft motion

Motion: moved and seconded that staff draft an amendment to the Committees of

Council Policy to provide for the establishment of a Committee of the Whole for Council consideration and potential adoption by giving notice of motion. It is intended that the Committee of the Whole will meet regularly once per month on the first Tuesday of each month.

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

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

- d. Request of Lunenburg Community Garden for the Town to apply for a TD Bank grant for a gardening project – letter (N.B. – this is a late agenda item for which a staff report could not be prepared. Nor has a copy of the funding application been provided. The Town has a License Agreement for the community garden with the Lunenburg Community Network which was at the time an incorporated charity. If the Town makes the application it will be responsible for administering and assuming liability for the project and determining if the Town insurer’s will provide coverage).

10. Meet in camera

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

- a. Contract negotiations with the Lunenburg Academy Foundation pursuant to section 22 (2) (e) Municipal Government Act; and
- b. Heckman’s Island Common Land ownership pursuant to section 22 (2) (a) Municipal Government Act.

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

Motion: moved and seconded that:

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

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

- a) The Town approves the offer and resulting Agreement of Purchase and Sale attached as Schedule MTI hereto, and agrees to purchase the properties on the terms thereof (provided that an HST certificate will be given by the Vendor in relation to the properties), and

- b) The Mayor and CAO are authorized to execute such documentation as is necessary or, in their opinion advisable, for the completion of the transaction and to affix the municipal seal thereto, and
- c) The Town will not be obtaining a survey of the properties at this time.

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 estimates June 2021 Council report
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Preliminary report will be prepared by Town Engineer for April 2021 Council meeting
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer will have preliminary report for May 2021 Council meeting
Project Lunenburg Comprehensive Community Plan	All Departments	November 17, 2020	First quarterly progress report for March 2021 circulation	March 2021

TOWN OF LUNENBURG COUNCIL MEETING

TUESDAY, JANUARY 12, 2021 AT 6:00 P.M.

LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST

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

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Hall Superintendent
Bea Renton, Chief Administrative Officer

1. Call to Order

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

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

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

3. Agenda

Motion: moved and seconded 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

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

These items of correspondence were received for information only.

a. Canada – Nova Scotia Offshore Petroleum Board letter of introduction

- b. Property Valuation Services Corporation Assessment Roll 2021 update information
- 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

Motion: moved and seconded approval of the application of Gerry Rolfsen as a citizen representative to the Planning Advisory Committee in 2021. Motion carried.

Motion: moved and seconded approval of the application of Virginia Stephen as the citizen representation to the Heritage Advisory Committee in 2021. Motion carried.

External vacancies for the following Boards: Common Lands; Lunenburg Harbour Health Advisory Group; Western Regional Housing Authority; and South Shore Regional Library Board, will be considered at the January 26 Council meeting.

- ii. Proposed revised Sale, Reproduction and Use of the Town's Flag and Logo Policy allowing staff to approve future reproduction and other requests

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

- iii. Budget 2020/21 Variance Report to November 30, 2020

This report (Schedule "B") was received for information.

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

- a. Heritage Advisory Committee December 14, 2020 meeting minutes

The minutes were received for information only.

9. New Business

a. Corporate Services

- i. February 2021 African Heritage Month Proclamation request

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

- ii. Council and Committee Meetings Notices of Motion Writing Guide

The Mayor and CAO provided an overview of the report (Schedule ("D")).

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

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

The CAO summarized the report (Schedule "E") noting that meeting scheduling and substantive issues for Council and Committee report writing require Council direction. It was agreed to refer further consideration of the report to the January 26 for the Mayor and Deputy Mayor and CAO to come forward with further options as outlined in the report.

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

Councillor Birtles declared an interest in the matter because of her association with the potential supplier of the heat pump and did not participate in the consideration of this matter.

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"). Motion carried.

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.

Motion carried.

6:23 p.m. – 6:37 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 7:37 p.m. The following Council in camera meeting recommendation was reported and voted on by Council.

Motion: moved and seconded approval of a late COVID-19 Pandemic Property Tax Financing Program application for AAN01252003. Motion carried.

12. Adjournment

The meeting was adjourned at 7:38 p.m. by the Mayor.

Bea Renton, CAO

Circulated: _____

Document No: ____

Meeting: Council – January 26, 2021

Circulate To: Council, BR

File:

MEMORANDUM

TO: TOWN COUNCIL

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

DATE: JANUARY 14, 2021

**RE: ANTI-RACISM SPECIAL COMMITTEE – TERMS OF REFERENCE AND
MEMBERSHIP**

1. FACTS

At the Council Meeting of August 25, 2020, Council passed the following motion:

Motion: moved and seconded 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 [“Anti-Racism Special Committee”]. 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 and seconded 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.

2. ISSUES AND OPTIONS

After the municipal election of October 17, 2020, two members of Council were appointed to the committee at the November 12, 2020 Council Meeting: Councillor Melissa Duggan, Chair, and Deputy Mayor Peter Mosher.

With support from the Council members, staff issued invitations to join the Special Committee. Those proposed full members and ex-officio members and advisors are attached.

A Draft Terms of Reference was also completed, largely mirroring the contents of the report approved by Council on August 25, 2020. This is also attached.

3. FINANCIAL IMPACT

As outlined in the August 25th report, the Special Committee will need financial resources apart from staff hours. Committee member honorariums (\$225/year) for individual volunteers will be required, with a cost of \$1,350. Print advertising or other expenses of approximately \$300 may be required.

Such costs were not envisioned during the 2020-21 Town Budget preparations, and there are no suggestions for offset savings included in this report. Costs should be included in the 2021-22 Draft Town Budget.

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

It is noted that potential Municipal Action Plan recommendations (e.g., potential development of new interpretive plaques) would have additional costs to be determined. This would be something to keep in mind for the 2022-23 Draft Town Budget.

4. COMPREHENSIVE COMMUNITY PLAN RELEVANCE

This project is in keeping with the following CCP Action items in the 5-Year Plan:

Governance

- Reform municipal committees to build a culture of inclusion.

Culture and Recreation

- Foster inclusivity in programming and leadership.
- Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.
- Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approved the Draft Terms of Reference and Proposed Membership attached to this memo.

Draft Motion:

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

Attachments – A. Anti-Racism Special Committee Draft Terms of Reference
B. Anti-Racism Special Committee Proposed Membership, with
Committee Volunteer Applications (redacted).

Acknowledged by:

Bea Renton
Town Manager/Clerk

TOWN OF LUNENBURG
ANTI-RACISM SPECIAL COMMITTEE
DRAFT TERMS OF REFERENCE

January 13, 2021

Purpose/Objective

The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.

The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

Responsibilities of the Special Committee

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) 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 (Black/Indigenous/People of Colour) 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 Committees, 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 government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

Membership of the Special Committee

The Special Committee will be established by the Town issuing invitations to appropriate stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg where possible, and the wider community where necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.

The Special Committee shall be comprised of eight (8) voting Special Committee members including:

- a) Two Town Councillors (one of which shall Chair) – *Councillor Melissa Duggan, Chair, and Councillor Peter Mosher,*
- b) 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);
- c) Two representatives from the African Nova Scotian community (who may or may not live within the Town); and
- d) Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations (who may or may not live within the Town).

Other Special Committee non-voting participants:

- The Special Committee may invite external non-voting participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
- Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services) – *Assistant Municipal Clerk and Heritage Manager.*

Meeting Proceedings

1. The rules of procedure for the Special Committee shall be governed by the Town's "Council and Committee Meetings and Proceedings Policy".
2. All Minutes of the Special Committee will be open to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act.
3. The Special Committee will report progress updates to the Town Council at intervals determined by the Special Committee and Council.

4. Meeting dates and frequency to be determined by the Special Committee upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom. When the easing of the pandemic allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
5. A quorum of the Special Committee shall consist of five voting members.
6. Citizen members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.
7. The mandate of the Anti-Racism Special Committee will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption. It is anticipated that the work of the Special Committee will take approximately a year, depending on availability of the members.

Project Lunenburg Comprehensive Community Plan

It is noted that the formation of this Special Committee is in keeping with the following five year Action priorities in the Town's Comprehensive Community Plan:

Governance

- *Reform municipal committees to build a culture of inclusion.*

Culture and Recreation

- *Foster inclusivity in programming and leadership.*
- *Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.*
- *Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.*

Anti-Racism Special Committee – Proposed Membership

January 13, 2021

Composition of the Special Committee [as approved by Council on August 25, 2020]	
Eight committee members:	Invited representatives:
<i>Two municipal Councillors (one of which shall Chair); [appointed on November 12, 2020]</i>	<ol style="list-style-type: none"> 1. Councillor Melissa Duggan, Chair 2. Deputy Mayor Peter Mosher
<i>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;</i>	<ol style="list-style-type: none"> 3. Alden Darville, Eurocentres Atlantic Canada 4. Jerin Kottakkal, Harbour View Haven
<i>Two representatives from African Nova Scotian Community;</i>	<ol style="list-style-type: none"> 5. Rebecca Fisk, Artist/Art Teacher 6. Sandra Vernon, Dept. of Community Services
<i>Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations)</i>	<ol style="list-style-type: none"> 7. Stephen Labrador 8. TBD, Acadia First Nation Appointee
Other participants:	
<i>The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.</i>	Ex-officio: <ul style="list-style-type: none"> • Chavasse Bain, African NS Affairs • Piotr Luczak, Burke, Macdonald & Luczak Barristers & Solicitors • Megan Meldrum, Graduate Student, Queen’s University • Yvonne Mosely, Filmmaker • Mayor Matt Risser
	Advisors: <ul style="list-style-type: none"> • Cynthia Dorrington, Black Loyalist Heritage Centre • Tammy Hamlin, Town of Truro • Jessika Hepburn, BIPOC South Shore • Mohammad Mousa, Social, Human Sciences & Youth, CC UNESCO (Ottawa) • Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs
<i>Town Staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services – most likely the authors of this report)</i>	Staff: <ul style="list-style-type: none"> • Arthur MacDonald, Heritage Manager • Heather McCallum, Assistant Municipal Clerk (Recording Secretary)

**The Special Committee may choose to adjust the membership parameters of the group as part of their work.*

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:

- Anti-Racism Special Committee

Applicant Name: <u>PIOTR LUCZAK</u>	
Mailing Address: <u>[REDACTED] LUNENBURG NS B0J 2C0</u>	
Street/Civic Address: <u>[REDACTED] LUNENBURG</u>	
Work Phone: <u>[REDACTED]</u>	E-mail: <u>[REDACTED]</u>
Home Phone: <u>[REDACTED]</u>	Fax: _____
What is the best way to contact you if we have questions about your application or require further information?	
<u>Email, call work number during business hours, otherwise call home number.</u>	
Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:	
Anti-Racism Special 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.

lawyer for 15 years

Studied Aboriginal law in law school

Worked as a lawyer on First Nations reserve

Volunteers with the North Preston Land Titles Initiative.

Experience with land titles in Town of Lunenburg.

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

Yes, night time preferred if I work 9-6 pm Mon - Friday.

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

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 opening:

- **Anti-Racism Special Committee**

Applicant Name: <u>Megan Meldrum</u>	
Mailing Address: <u>[REDACTED], Lunenburg NS PO Box 643</u>	
Street/Civic Address: <u>[REDACTED]</u>	
Work Phone: <u>[REDACTED]</u>	E-mail: <u>[REDACTED]</u>
Home Phone: <u>[REDACTED]</u>	Fax: <u>[REDACTED]</u>
What is the best way to contact you if we have questions about your application or require further information?	
<u>I check my email hourly on week days and I am available over the phone,</u>	
<u>my cell number is provided above.</u>	
<u> </u>	
<u> </u>	
<u> </u>	
Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:	
Anti-Racism Special 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.

I am a second year Masters student at the School of Urban and Regional Planning at Queen's University. I obtained my bachelor of arts honours in Global Development Studies and Health Studies, with a certificate in Sexual and Gender Diversity also from Queen's University. My undergraduate studies and extra-curriculars focused largely on Indigenous issues and public health inequities. My current graduate research interests are in healthy community planning, housing access, and planning for equity at the municipal level. I am currently working in a team to conduct an environmental scan of all member municipalities of UNESCO's Coalition for Inclusive Municipalities to better understand how municipal planners are currently conducting equity, diversity, and inclusion (EDI) work, and how municipal staff can effectively plan for equity. I have personally interviewed 6 municipal staff who oversee the implementation of EDI-related plans and policy across Canada (municipal-level strategic action plans). I hope to pursue a career in social planning after graduation. Outside of my studies, I work part-time (virtually) as a land use planning assistant supporting a rezoning application in Ontario, and I am a part of multiple volunteer groups. I am currently President of my Graduate Association of Planning Students where I represent my cohort on my programs' Graduate Committee, Departmental Committee, and our Indigenous Advisory Committee. I am also a board member of Kingston's Social Planning Committee where I largely support the Committee's online presence. I am well versed in municipal politics, the planning process, the role of advisory groups, and the importance of public consultation. This summer I worked as a planning assistant for the Township of Rideau Lakes, ON where I was responsible for the circulation of planning applications, preparing packages for planning meetings, and facilitating virtual Open Houses. Between each summer of my undergraduate studies, I worked for the City of Kingston's Cultural Services department facilitating programming for families and youth.

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

As student and part time employee my work is concentrated during the daytime, with evening frees. I have one virtual board meeting in the evening once a month.

When I know meeting times a few weeks in advance, I am able to accommodate my all commitments.

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

For Office Use Only:

Date Received: _____

Circulated to: _____

Date Considered by Council: _____

Applicant Notified: _____

Describe your relevant employment and/or volunteer experience.

See bio previously submitted

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

I am flexible

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

For Office Use Only:

Date Received: _____

Circulated to: _____

Date Considered by Council: _____

Applicant Notified: _____

Yvonne Mosley has been passionate about film as a medium to tell stories since the 70s, and this has brought her to locations across Canada and around the world, to give voice to people and places not often heard. Yvonne worked for the Canadian Broadcasting Corporation for several years as producer, writer and researcher in both radio and television, working on a variety of programs such as the Jerry Lewis Telethon through to Star Trek Specials, Gzowski and Company along with producing several Multicultural Conferences to open up avenues of communication to the larger multi-ethnic community. She also spent time in the private sector, writing and producing television and special events including the inauguration of one of Canada's Governor General, and corporate videos such as Alcan's award-winning "Strategic Orientation - SECAL". Over the last two plus decades, Yvonne has produced television documentaries including "The Man Who Loves Trees"(CTV); "Le monde de par chez nous" (SRC); "Coming Home to Prince Edward Island" (CBC Atlantic); and "World Heritage by the Sea" (CBC). Her passion and interest for working with Indigenous communities began in the 70s in

Northern British Columbia and this has continued in Nova Scotia. Yvonne worked for Cape Breton University's Institute of Integrative Science and Health and produced "Two Eyed Seeing," a video documenting a method of bringing harmony to the western and Aboriginal way of viewing science. [https://youtu.be/ CY-iGduw5c](https://youtu.be/CY-iGduw5c) She has worked with all the Aboriginal communities on Unama'ki (Cape Breton). Since 2005, her deep relationship with Membertou First Nation has included producing special events and documentaries to showcase science, culture and traditions, as well as conceptualizing and producing "The Dreams of the Children of Membertou", a seven year project completed in 2012. As part of the media delegation for the Aboriginal Spiritual Journey held in France and Belgium by Veterans Affairs Canada, she was introduced to the Mi'kmaw Native Friendship Centre in 2005. Since then, Yvonne has produced many short films and special events to showcase stories of youth, Veterans and Elders, including "Listen!" along with special televised live events like "Unsung Heroes-Heros méconus," https://youtu.be/3W6S_dZ4WAw now in its sixth year, spearheaded by the Mi'kmaw Native Friendship

Centre. She is a strong ally of the Friendship Centre, and committed to supporting their important work to inform more Canadians about the lives and experiences of Indigenous peoples. This is witnessed in “This Is What I Wish You Knew” a project that gives voice both in clay and on video to 50 Urban Aboriginals living in Halifax, Nova Scotia. The cross Canada “Dreamcatcher Project” done with the Confederation Center of the Arts in Charlottetown speaks to a multicultural Canada.

<https://youtu.be/tR2aH5Qliv0>

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:

- **Anti-Racism Special Committee**

Applicant Name: <u>Jerin Johny kottakkal</u>
Mailing Address: <u>[REDACTED]</u>
Street/Civic Address: <u>[REDACTED] Lunenburg, NS, B0J 2C0</u>
Work Phone: <u>[REDACTED]</u> E-mail: <u>[REDACTED]</u> Home Phone: <u>[REDACTED]</u>
Fax: _____
What is the best way to contact you if we have questions about your application or require further information?
Email

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

I am a Registered Nurse currently working at Harbourview Haven nursing Home.

I have participated in Medical Camps and Immunization in India .These are my volunteer experience.

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

I would be available for all meetings if i am not working at HVH.Usually i work 7 shifts in two weeks.

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

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 opening:

- **Anti-Racism Special Committee**

Applicant Name: Rebecca Fisk

Mailing Address: [REDACTED] Mahone Bay NS B0J 2E0

Street/Civic Address: [REDACTED]

Work Phone: [REDACTED]

E-mail: [REDACTED]

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

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

Anti-Racism Special Committee

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

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:

- Anti-Racism Special Committee

Applicant Name: Sandra Vernon
Mailing Address: [REDACTED], Lunenburg
Street/Civic Address: _____
Work Phone: [REDACTED] E-mail: [REDACTED]
Home Phone: _____ Fax: _____
What is the best way to contact you if we have questions about your application or require further information?
Email
Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:
Anti-Racism Special 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.

Youth Services Coordinator @ Second Story Women's Centre; Facilitate youth groups; Train Highschool students in Healthy Relationships and anti-discrimination; member of AFNS community; previously served as AFNS rep on SSRSB (before boards were dissolved); worked as AFNS Student Support Worker

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

Daytime meetings may be trickier, but I am available for all other mtgs and times

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

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 opening:

- **Anti-Racism Special Committee**

Applicant Name: Stephen Labrador

Mailing Address: Lunenburg N.S

Street/Civic Address: [REDACTED]

Work Phone: [REDACTED]

E-mail: [REDACTED]

Home Phone: [REDACTED]

Fax: _____

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

home phone

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

Anti-Racism Special 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.

currently with Riverport Lions

I worked with the Navy League for Sea Cadets

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

Available anytime

Please return to:
Sea Renton, CAO
Town of Lunenburg
119 Cumberland Street
PO Box 129
Lunenburg, NS B0J 2C0
Phone: 902-624-1111

For Office Use Only:

Date Received: _____

Circulated to: _____

MEMORANDUM

TO: COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: JANUARY 20, 2020

RE: TOWN CRIER APPLICATIONS

1. FACTS

The former Town Crier, John McGee, retired from the role following the recent Municipal election. John contributed a great deal of personality and flair to Town events over his tenure and will be missed. We thank him for his service.

An advertisement seeking a new Town Crier was posted in November with a December 10, 2020 deadline.

“The Town Crier is a ceremonial role for making public announcements at Town special events. A strong voice is essential. Ability to write announcements is considered an asset.”

Note: Announcement content would be vetted by Town Staff prior to performance.

The Town Crier appears at 10+ events per year, and is a popular character as something of a Town mascot and tourist draw. During the Covid-19 pandemic the Town Crier continued to appear by video at Town events like Lunenburg’s Birthday, Canada Day, etc.

2. ISSUES AND OPTIONS

Four very strong applications were received (although one could only commit to occasional appearances); see Attachment A.

3. FINANCIAL IMPACT

- a) An annual honourarium would be appropriate for the role, which includes live performance and scriptwriting. Based on feedback from other municipalities, \$1000/year is recommended and should be an annual budget item.

- b) Membership in the Nova Scotia Guild of Town Criers is \$20/year, which should also be in the annual budget.
- c) There would be one-time costs to acquire the wardrobe and props needed for the role. These are projected as:
 - 18th Century Wardrobe \$1200-\$1500 (build)
 - Scroll \$50-75 (build)
 - Hand bell \$100-150 (purchase)

This \$1350-\$1725 would need to be accommodated in the 2021-22 Budget as a Tourism/Economic Development expense.

4. COMPREHENSIVE COMMUNITY PLAN RELEVANCE

This project is in keeping with:

Strategic Directions/Goals

- 12.1 Community Structure: A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.
- 12.5 Economic Development: A town where year-round, well-paying employment is available to all residents. (Example: Tourism)
- 12.6 Heritage: A town which continues to evolve as a living heritage site and recognizes a holistic view of its diverse history.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that given the theatrical requirements of the role, staff recommend Stephen Findlay. Mr. Findlay has 30 years of experience as a professional actor, and is also an experienced writer.

Draft Motion:

Motion: moved and seconded approval of the application of Stephen Findlay as Lunenburg Town Crier, with an annual honourarium of \$1000 and a \$20 + HST annual membership fee to the Nova Scotia Guild of Town Criers. An amount of up to \$1725 plus HST is approved for necessary wardrobe and props for the role.

Attachment – A. Town Crier Applications (redacted).

Acknowledged only by:

Bea Renton
CAO



TOWN OF LUNENBURG VOLUNTEER APPLICATION FORM The Town of Lunenburg is seeking volunteers to serve as **Town Crier** at various public events throughout the year.

Applicant Name: Stephen Findlay

Mailing Address: [REDACTED]

Street/Civic Address: [REDACTED]

Work Phone: _____

E-mail: [REDACTED]

Home Phone: [REDACTED]

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

Email would probably be best

Describe your relevant employment, writing and/or volunteer experience.

I have worked in theatre, as well as tv and film, for well over thirty years now. I am very comfortable in front of a crowd and do have a big voice. Although I have only lived here for a little over two years, I love being involved with community events and gatherings. I also love writing and have two blogs. One is titled Confessions of The Oldest Male Chorus Dancer in Toronto. The other is titled A Fish Out of Water, A Dancer Out of Tights, which chronicles my first year in Lunenburg. (I must get back to contributing to that blog.) As far as volunteering, most of that has been in show format, either as a producer or performer.

Stephen Findlay

He began his career with the Alberta Ballet then later with Ballet North where he spent four seasons as a soloist..

Selected theatre credits include; Avram in Fiddler on the Roof, the Priest in Mama Mia, Lank in Crazy For You, all for the Capitol Theatre Port Hope., Mr. Braithwaite in Billy Elliot for the Royal Manitoba Theatre Centre. Mary Poppins, for the Citadel, Theatre Calgary, and Capitol Theatre. Jeff Moss in Bells Are Ringing, for The Confidential Musical Theatre Project, Mirvish Production's The Sound of Music where he also acted as Resident Dance Captain. Oliver for Drayton Entertainment, Joseph and the Amazing Technicolor Dreamcoat, three seasons with the Charlottetown Festival where he played in Anne of Green Gables, Guys and Dolls and Puttin on the Ritz, Peter Pan and Robin hood the Pantomimes at the Elgin Theatre, Forty Second Street and Crazy For You at Huron County Playhouse, SwingStep an original Canadian Musical and numerous others.

Movie and Television credits include; Queer As Folk, The Gemini Awards, Stormy Weather, SuperStar, Once Upon A Mattress, HairSpray, Mulroney The Opera, as well as numerous television commercials. He has had the good fortune to work with great artists such as Donny Osmond, Shania Twain, Ernie Coombs, (Mr. Dressup), Rex Harrington, Traci Ullman, Louise Pitre, Carol Burnett, Mathew Morrisson, Denis O'Hare, Tony nominated choreographer Arlene Phillips and Tony Award winning choreographer Kathleen Marshall.

Past choreography credits include; the new CBC series Fuedal, to be premiered in 2021. Guys and Dolls, Fiddler on the Roof and Shout the Mod Musical, for the Capitol Theatre Port Hope , Once Upon A Mattress, West Side Story, and Gypsy, all for Sheridan College, and the Mary Kay Awards. For C.A.T.S. Mainstage, director/choreographer for Fiddler on the Roof, and numerous revues for the Harold Green Jewish Theatre.

Also a sought after teacher and adjudicator, he has adjudicated competitions across the country for over twenty five years and he has taught and guest taught for various centres through out Canada including Dance Fuzion, The Edmonton School of Ballet, The Alberta Ballet School, The Young Canadians, The Charlottetown Festival Young Company, Harbour Dance, George Brown College, Sheridan College, Metro Movement and Dubo Force, (Monterrey Mexico and Mexico City).

He is a Level E graduate from The Second City, and was also a member of the casting team for Mirvish Production's The Wizard of Oz.

Find him, and subscribe to him on YouTube and Instagram, @ The Dancing Baker Canada



TOWN OF LUNENBURG VOLUNTEER APPLICATION FORM

The Town of Lunenburg is seeking volunteers to serve as **Town Crier** at various public events throughout the year.

Applicant Name: Bryn Pottie

Mailing Address: _____

Street/Civic Address: _____

Work Phone: _____ **E-mail:** _____

Home Phone: _____ **Fax:** n/a

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

Email

Describe your relevant employment, writing and/or volunteer experience.

Volunteer experience: St John's Anglican Church Handbell Choir

Relevant employment: Lunenburg Times salesman. (As a child I dressed up as an old timey newsboy and sold novelty papers to tourists on Montague Street)

Writing experience: Writer – Cloudy With A Chance Of Meatballs, Season 1 episode 48, Season 2 episodes 8 and 11.

Staff Writer – Pawzy.co – Dog website

Describe your public speaking experience.

Performer: Just For Laughs, Toronto Fringe Festival, Toronto Sketch Fest, SHADE Fest, Montreal Lady Fest, Austin Sketch Fest, Boston's Women In Comedy Festival, Black & Funny Comedy Fest, JFL 42, Off JFL/Zoofest.

<p>Please return by December 10, 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</p>	<p><i>For Office Use Only:</i></p> <p><i>Date Received:</i> _____</p> <p><i>Circulated to:</i> _____</p> <p><i>Date Considered by Council:</i> _____</p> <p><i>Applicant Notified:</i> _____</p>
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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: Colin M. Chaput

Mailing Address: [REDACTED]

Street/Civic Address: [REDACTED]

Work Phone: [REDACTED]

E-mail: [REDACTED]

Home Phone: [REDACTED]

Fax: [REDACTED]

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

My cell phone - [REDACTED]
(also emails above)

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

Town Crier - Position

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.

I have been a high school History and English teacher for over 20 years. In my job I have done a number of Public Speaking engagements; assemblies, workshops, Ceremonies. I have also been an MC at a number of weddings.

I have recently joined the South Shore Players and am currently a Cast member of "Play On" (Spring 2021)

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

Weekends +

- Nighttime only, since I have job Mon to Fri

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

For Office Use Only:

Date Received: _____

Circulated to: _____

Date Considered by Council: _____

Applicant Notified: _____

Ann Covey

From: Edmund Brownless [REDACTED]
Sent: December-10-20 10:36 AM
To: Bea Renton
Subject: Town Crier of Lunenburg

Dear Bea,

I have always been very interested, as was my father, in rôles like the Town Crier of Lunenburg!

As I don't live the whole year round in Lunenburg I unfortunately won't be able to apply for this position. That might change somewhere in the future. As I will be retiring from my present position in Frankfurt on the 31st March 2021, I expect for the next years that I'll split my time between Germany and Lunenburg - perhaps 6 months here in Frankfurt and 6 months in Lunenburg.

I would just like to inform you that if you ever need a Town Crier for an event when I happen to be in Lunenburg then please do ask me! As a professional singer I have a very powerfull speaking voice. I often make speaches here for large audiences without a microphone and am louder than most people with one! I can also make speaches in English, French and German.

I hope you are keeping well at this difficult time.

Best wishes,
Edmund

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 report on measures the five (5) municipal units have taken and intend to take to identify, remove and prevent barriers;
 - 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

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

MEMORANDUM

TO: LUNENBURG TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: JANUARY 18, 2021

RE: SOLAR MEMO

1. FACTS

Town Council has asked to have a memo brought forth around renewal energy projects that could be possible for the Town to undertake.

On December 11th 2020 the federal government released its commitment to strengthen its Climate plan.

“The proposed plan, supported by an initial \$15 billion in investments, will make life more affordable for Canadians, make communities more livable, and, at every turn, focus on creating jobs, growing the middle class, and supporting workers in a stronger and cleaner economy.” (PM News Release)

The federal government announced they will be spending 15 billion dollars to achieve a “Net Zero” emissions across Canada by 2050.

This implies that through trickledown economics, the Town of Lunenburg will be able to receive some of this funding to work towards the goal reducing our Carbon footprint.

Excerpts from the Climate Plan:

“The proposed Canadian Net-Zero Emissions Accountability Act, introduced in Parliament on November 19, 2020, will formalize Canada’s target to achieve net-zero emissions by the year 2050, and establish a series of interim emissions reduction targets at 5-year milestones toward that goal. It will also require a series of plans and reports to support accountability and transparency and help ensure Canada hits all of its milestones on the way its goal to achieve a prosperous net-zero economy by the year the 2050.”

MUNICIPAL AND COMMUNITY BUILDINGS The opportunity to reduce energy use and save taxpayer dollars in municipal and community buildings is substantial.

- According to the Federation of Canadian Municipalities, community centres, sports facilities and cultural spaces represent 28% of greenhouse gas emissions in municipally owned facilities, and there are thousands of these aging facilities across Canada.

In Budget 2019, the Government allocated \$950 million to the Federation of Canadian Municipalities' Green Municipal Fund (GMF) to support energy efficiency in affordable, social, and market housing units as well as large community buildings. Two of the three funding streams were launched in 2020, with the third expected to be launched in spring 2021. Over the last two decades, GMF has provided \$15.1 million in grants and \$55.7 million in loans for projects related to energy efficiency and renewable energy in existing buildings.

Municipal and community buildings play an important role in strengthening the fabric of Canadian communities, and this plan will:

- Invest \$1.5 billion over three years for green and inclusive community buildings through retrofits, repairs, upgrades and new builds, which would support good jobs and local economic growth, contribute to climate objectives and serve disadvantaged populations. For example, projects could include: the installation of energy efficient windows in public libraries; the construction of an Indigenous cultural centre built to green specifications; and, other such projects that would reduce energy waste, improve ventilation and contribute to inclusive community spaces.
- Require that at least 10% of this \$1.5 billion in funding be allocated to projects serving First Nations, Inuit and Métis communities, including Indigenous populations in urban centres. These investments will address critical infrastructure needs, while also reducing greenhouse gas emissions and cutting the costs associated with their ongoing operations and maintenance.
- Support local communities in maximizing the benefits of these projects during their construction, including by supporting local work opportunities, skills training and fair wages to qualified local residents and groups who are traditionally underrepresented in the skilled trades sector, such as apprentices, Indigenous workers and women.

A HEALTHY ENVIRONMENT AND A HEALTHY ECONOMY REDUCING ENERGY USE IN COMMUNITY BUILDINGS The Saanich Gordon Head Recreational Centre in Saanich, British Columbia received \$125,490 in federal grants and \$836,630 in federal loans to upgrade an inefficient and outdated boiler system, which reduced the building's greenhouse gas emissions by approximately 400 tonnes and has resulted in operational savings of \$31,000 per year.

LONG-TERM INFRASTRUCTURE PLANNING

The final reports of two federal advisory bodies, the Expert Panel on Sustainable Finance and the Advisory Council on Economic Growth, emphasized the importance of evidence-based, long-term infrastructure planning that will chart Canada's path towards exceeding its 2030 target and achieving a net-zero emissions future. Whether Canadians are upgrading trade corridors, broadband networks, energy systems, public buildings or transportation options, building for a green recovery requires thoughtful approaches to infrastructure planning, coordination, construction and delivery. The

Government of Canada will:

- Conduct Canada’s first-ever national infrastructure assessment, starting in 2021, to help identify needs and priorities in the built environment, and undertake long-term planning towards a net-zero emissions future. Linking investments with policy outcomes, as well as seeking expert advice from provinces, territories, municipalities, Indigenous groups, and the private sector, will help guide public infrastructure spending in a way that promotes jobs and growth, fosters inclusivity and social equality, and reduces greenhouse gas emissions.

Canada’s transportation systems are critical to Canadians’ livelihoods and quality of life, whether it is commuting to work, getting their kids to school, or shipping resources and goods. Today, the transportation sector accounts for 25% of Canada’s greenhouse gas emissions. Building a stronger, cleaner transportation system as Canada recovers from the pandemic is an investment that will pay off — delivering economic and environmental benefits for decades to come.

Increasingly, societies around the world are using more electricity to power vehicles, homes and businesses. For Canada, this economic and societal shift builds on an existing strength. Canada is a world leader in zero-carbon power, generating approximately 82% of its electricity from non-emitting sources, such as water, wind, solar and nuclear. That’s a competitive advantage in a world moving to clean energy, and the Government of Canada intends to build on that foundation. To that end, this plan invests in reducing emissions from the power Canada still generates from fossil fuels and connecting more places to non-emitting sources of power.

The CCP has recommended the following:

2.10a,b | **Study and planning for a sustainable energy district.**

The former municipal waste site along Starr Street represents significantly underutilized land within the town boundary. The area is also home to the Town’s wastewater treatment facility, critical power infrastructure and continues to operate as a compost collection area for Lunenburg residents. With remediation being cost prohibitive and soils not structurally sound, the area could potentially host a solar farm for renewable energy generation by either the Town’s utility or through private sector investment. Further study is required to assess the viability of the site, and the potential for municipal energy generation at other locations within or beyond the municipal boundary.

2. ISSUES AND OPTIONS ANALYSIS

- Power Generation and Storage
 - The Town of Lunenburg runs its own electric utility, which extends outside of the Town limits (see attached map). The Town purchases all power for resale from Nova Scotia Power (NSP) on a monthly basis throughout the year, this power is then supplied to our end users on a consumption basis. The Town does not currently have any capacity to

store power if it were created through a renewable source, this plays a role in the sizing of a new green energy source.

- Generation of Power outside of the Town of Lunenburg's Electric utility is limited to >100KW by Nova Scotia Power unless we are consuming the power as it is generated.
- Feasibility Study
 - Having a feasibility study completed is the first step to planning a Capital Green Energy project.
 - Typical site specific studies cost around \$10,000 and will provide a road map for the project, detailing the finances, specifics of power generation uses and storage, power grid sizing, power contracts, typical annual consumption, minimum/maximum loads, and expected payback.

There are a number of small scale Green Energy project that the Town could also undertake immediately without too much further study being completed.

- Possible energy projects:
 - Building study to identify possible energy retrofits of Town owned building.
 - >100KW Net Metering Program with Nova Scotia Power
 - If your renewable generating unit produces more energy than you use at any one time, the un-used electricity will flow onto the local grid for others to use. If you generate more electricity than you can use, these surplus kilowatt-hours (kWh) will be "banked" and applied to your next bill to offset any electricity drawn from the grid.
 - Your renewable energy generator can be sized to meet, but not exceed your expected yearly electricity consumption up to a nameplate capacity of 100 kW
 - The Town's Water treatment plant is located outside the Town's Electric utility and is within Nova Scotia Power's grid. There is a large field 0.7 acres on the top of the hill outside the Plant that would lend itself perfectly to hosting a large area of solar panels. The power generated could be feed directly back into NSP'S grid to help offset the electricity consumption of the Water treatment plant. The Town could take advantage of the under 100KW net metering program for this building. Adding solar panels at ground level that could be protected by a fence and would allow easy installation and access for maintenance. This type of project is estimated to be under \$300,000 with a 25-30 year life expectancy. One could see a yearly gains of around \$15,000 - \$20,000, paying for itself in around 15 years, less with provincial / federal funding.
- Roof solar projects
 - The Town has a number of community buildings that could benefit from roof top solar the Community Centre, Fire Hall and Waste water treatment plant to name a few. It is not recommended to put

solar panels on roofs unless the roof has an expected 25-30 years life expectancy.

3. **FINANCIAL IMPACT**

The below is a list of current funding opportunities to undertake studies in the renewable energy sector.

Green Municipal Fund through FCM (Federation of Canadian Municipalities)

- Study: Signature initiative
 - Our signature initiative funding helps Canadian cities and communities of all sizes study bold environmental projects that reduce GHG emissions and protect the air, water or land.
 - Grant: Up to 50% of eligible costs to a maximum of \$175,000
 - Deadline March 2021
 - <https://fcm.ca/en/funding/gmf/study-signature-initiative>
- Study: Brownfield site redevelopment
 - A district energy system constructed on a brownfield
 - Grant: Up to 50% of eligible costs to a maximum of \$175,000
 - <https://fcm.ca/en/funding/gmf/study-brownfield-site-redevelopment>
 - Applications are accepted year round, though this offer will close when all the funding has been allocated.
- Study: Renewable energy production on a brownfield
 - Installing on-site renewable energy generation on a brownfield site (e.g., solar panels, wind turbines)
 - Grant: Up to 50% of eligible costs to a maximum of \$175,000
 - Deadline: Applications are accepted year round, though this offer will close when all the funding has been allocated.
 - <https://fcm.ca/en/funding/gmf/study-renewable-energy-production-brownfield>
- Study: Retrofit of municipal facilities
 - We fund feasibility studies of retrofits that improve energy efficiency by at least 30% in municipal facilities.
 - Applications are accepted year round, though this offer will close when all the funding has been allocated.
 - Grant: Up to 50% of eligible costs to a maximum of \$175,000
 - <https://fcm.ca/en/funding/gmf/study-retrofit-municipal-facilities>

4. **STRATEGIC PLAN RELEVANCE**

- There are 10 Strategic Directions:
 - Community Structure: Direction regarding how the town will be structured and how land will be used.
 - Housing: Direction to support different types of housing development, tenant structures, and affordability.
 - Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.
 - Mobility: Direction for multi-modal transportation and demand management.

- Economic Development: Direction to support economic development.
- Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.
- Urban Design: Direction to enhance residents' and visitors' experience of the built environment.
- Environment + Sustainability: Direction to foster environmental stewardship and adapt to climate change.
- Culture and Recreation: Direction to support community life and assets in Lunenburg, including cultural identity, heritage interpretation, and the arts sector, as well as parks, open spaces, sports, and other activities.
- Governance: Direction to enhance internal and external relations through policies, procedures and resources.

5. **RECOMMENDATION AND DRAFT MOTION**

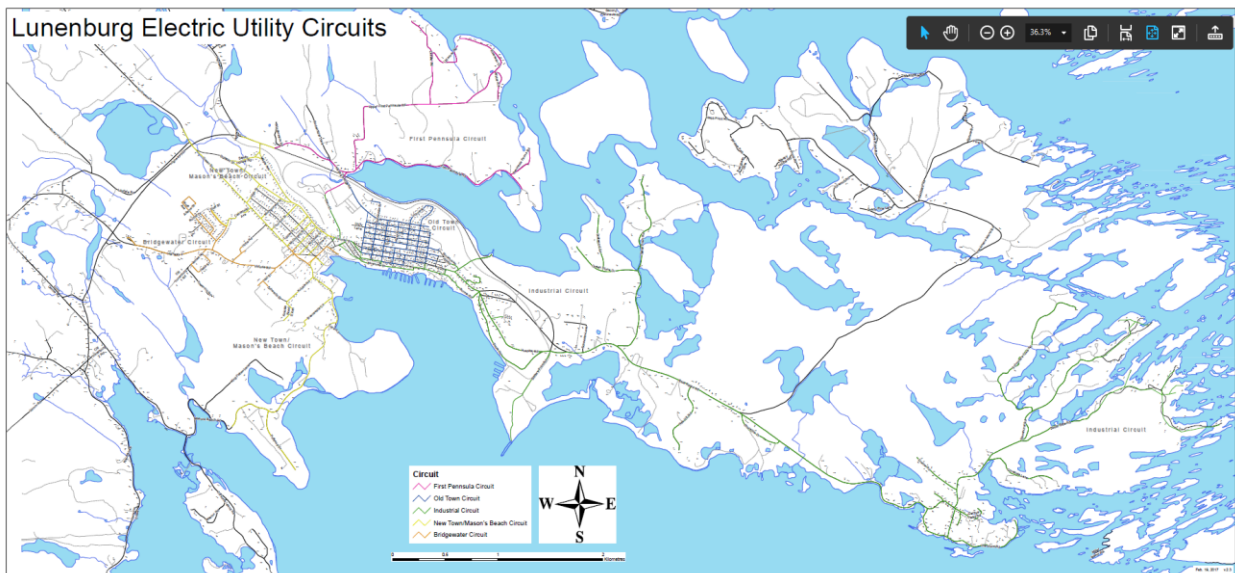
1. It is recommended to budget \$10,000 in the 2021/2022 fiscal year for a Green energy feasibility study around the land behind the Waste Water Treatment plant as outlined by the Compressive Community Plan.
2. It is recommended to budget \$3,000 in the 2021/2021 fiscal year and undertake a >100KW net metering analyses at the WTP and plan a project that will be shovel ready when government funding becomes available.
3. It is recommended to budget for a study that will look at Town owned buildings for potential deep energy retrofits. Council should consider long term plans for each building before the study is undertaken.
4. It is recommended to seek funding through the FCM for all projects.

Attachments – Town of Lunenburg Utility map, Satellite image of the Water Treatment Plant

Acknowledged only by:

Bea Renton, CAO

Water Treatment Plant Property:



TOWN OF LUNENBURG SOLAR ENERGY PROJECT

DEVELOPMENT SERVICES PROPOSAL

PREPARED FOR:



Submitted to:

Town of Lunenburg

Attn: Paul Bracken (Facilities Superintendent), pbracken@explorelunenburg.ca, 902-523-4979

Submitted by:

Natural Forces Solar

Attn: Chris Turner (Project Development Manager), cturner@naturalforces.ca, 902-809-8620

STATEMENT OF CONFIDENTIALITY

The contents of this proposal are extremely valuable and could cause irreparable harm to Natural Forces Solar if revealed directly or indirectly to its competitors. Accordingly, all pages of this proposal have been submitted in confidence. The confidential information presented herein contains trade secrets, privileged, financial, and proprietary information. Such information will be used only for evaluation purposes by the Town of Lunenburg and its representatives. However, if a contract is awarded to Natural Forces Solar as a result of, or in connection with, the submission of this proposal, the Town of Lunenburg will have the right to use or disclose information contained herein as provided in the resulting contract.

REVISION HISTORY

Revision	Date	Description	Prepared by	Approved by
0	Jan 13, 2021	Issued for Review	Chris Turner	Roby Douglas

January 13, 2021

Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, NS B0J 2C0
Via email.

Attention: Paul Bracken

Subject: Development Services Proposal for the Town of Lunenburg

Dear Mr. Bracken,

Natural Forces Solar is pleased to provide you with this proposal for development services to perform a preliminary feasibility study for a ground mounted solar PV project at the former solid waste disposal site near Lunenburg, Nova Scotia.

This proposal outlines our approach and budgetary estimate for helping the Town of Lunenburg to develop a solar farm at this site. We have included a detailed scope of work which can be further refined based on further discussion between the Town of Lunenburg and Natural Forces Solar.

If you have any questions, please contact me directly.

Warm regards,

Chris Turner
Project Development Manager

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1. Executive Summary

The Town of Lunenburg is interested in developing a small-scale solar energy project at the former solid waste disposal site near the wastewater treatment facility. Natural Forces Solar Inc (“NFSI”) is pleased to submit this proposal for conducting a preliminary feasibility study for this proposed project.

The feasibility of a large-scale solar energy system is primarily affected by:

1. The physical size and topography of the site
2. The capacity of existing transmission & distribution infrastructure and cost to interconnect the project
3. The geotechnical conditions below the surface of the site
4. The solar resource (ie: annual irradiance)

As the Lunenburg project site is a former solid waste disposal site, there are additional factors to consider, including:

1. The operations & maintenance requirements of the landfill
2. The environmental restrictions associated with redevelopment of the landfill

To quantify the impacts of these various factors, our development study will consist of:

1. Determination of project constraints (electrical, physical, & regulatory)
2. Determination of key cost drivers (geotechnical, topographic, & interconnection)
3. Determination of Solar and Climate data to understand potential electricity output
4. Production of a preliminary Financial Model for the proposed project

Depending on the results of this preliminary feasibility study, Natural Forces Solar can propose additional project development works. This Phase 2 Feasibility Study would include on-site geotechnical studies, a distribution system impact study, and production of a preliminary system design, a project execution plan, and a refined financial model.

2. Corporate Overview

Natural Forces Solar is a privately-owned engineering, procurement & construction firm specializing in Solar Photovoltaic Systems based in Halifax, Nova Scotia. We are a wholly owned subsidiary of Natural Forces, an independent power producer that develops renewable energy projects across Canada. Natural Forces' head office is located in Halifax, Nova Scotia and we have regional offices in Quispamsis, New Brunswick and Dublin, Ireland.

Natural Forces Solar began developing solar energy projects in Atlantic Canada in January 2018. We have previously provided a full Turnkey Service Provision for both Net Metering & Solar Electricity for Community Buildings ("SECB") ground mount & rooftop solar projects across Nova Scotia. We are currently providing this same service provision to eleven (11) SECB projects that will be commissioned in 2020, with an additional seventeen (17) SECB & Commercial Net Metering projects located across Nova Scotia & New Brunswick scheduled for commissioning in 2021. NFSI is also providing system design, procurement & construction management to two small utility Solar + Battery Energy Storage projects located in Prince Edward Island & coastal Labrador this year as well as one large utility Solar project in Saskatchewan. Our projects have involved partnerships with First Nations, Not for Profits, Private Corporations, Universities, and Municipalities.

The Natural Forces Group of Companies was established in 2001. Collectively, Natural Forces has over 180 MW of wind energy projects in operation in Nova Scotia and New Brunswick and has a number of multi-MW wind & solar projects at various phases of completion in British Columbia, Alberta, Saskatchewan, New Brunswick, and Newfoundland and Labrador. The Natural Forces group of companies has financed a total of \$136M worth of renewable energy projects in New Brunswick and Nova Scotia.

Our vision is to develop, construct, and operate clean renewable energy projects across Canada, in partnership with and on behalf of local Indigenous communities, utilities, Not for Profit organizations, educational institutions, and municipalities. This vision enables our team to promote and implement projects that deliver real ownership of energy assets & value to local stakeholders over the entire term of a Project. We believe local participation creates local economic benefits and community pride, improving the likelihood of developing and operating successful renewable energy projects.

Natural Forces Solar would be happy to provide more detailed information regarding our previous projects and references are also available upon request.

3. Our Approach

Natural Forces Solar understands that successful project development requires consistently striking the right balance between incurring costs and de-risking various aspects of the project. We propose the following approach for successfully achieving this objective:

3.1. Preliminary Feasibility Analysis

The primary purpose of this feasibility analysis is to determine if there are significant constraints on the interconnection and foundation design for the project and to quantify the impacts of these constraints to provide enough information to allow the Town of Lunenburg to make a decision to move the project into the next phase of development or to start looking for a different site.

3.1.1. Technical Studies:

- a. Engagement of a qualified 3rd party geotechnical engineer to conduct preliminary desktop mapping and data review for the site
- b. Completion of a preliminary solar resource model & preliminary system design for the purpose of progressing project development
- c. Review of interconnection options to the Town of Lunenburg electricity grid
- d. Engagement with NS Dep't of Lands & Forestry and/or Dep't of Environment to determine any environmental restrictions for the site
- e. Engagement with Transport Canada to determine if any glare studies are required

3.1.2. Commercial Studies:

- a. Identification of various system design options (ie: racking type, inverter type, plant architecture, GCR, DC:AC ratio, etc.)
- b. Estimation of equipment supply, labor, and interconnection costs

3.1.3. Key Deliverable: Feasibility Report

- a. Prepare preliminary feasibility report outlining findings from the studies completed

4. Scope of Work

4.1. Geotechnical Study

Natural Forces Solar will complete a desktop geotechnical study. This study will be used primarily to determine the foundation options for the racking (ie: driven piles, helical piles, ballast blocks, etc.) as well as provide an indication on conditions to expect for the construction of equipment pads and roads.

This study will be completed based on topographic data provided by the Town of Lunenburg as well as other publicly available data sources. This study will be used to determine what the primary geotechnical risks are (if any) and develop the scope of work for potential future on-site investigations. This study will include:

- a. Review of existing site data & data from nearby sites (topographic, geological and hydrological)
- b. One (1) site visit to ground-truth data
- c. Constraints definition

4.2. Interconnection Feasibility Study

Natural Forces Solar will complete an interconnection feasibility study to determine the options for connecting the solar farm to the Lunenburg municipal grid. These studies will be used to determine system sizing constraints, interconnection options and to provide an estimate of interconnection costs.

A preliminary system design will be completed based on the maximum system size that the proposed site can accommodate. The expected energy output of this system design will be compared with the overall energy consumption of the municipal grid to understand the maximum size of solar system that can be connected. Further analysis will determine preliminary options for interconnecting to the grid, and order-of-magnitude cost estimate.

These studies will require the cooperation of the Town of Lunenburg to access historical electricity consumption data and to provide an overview of the municipal grid operation, maps of grid assets, existing interconnection processes, and any constraints on generation from the Town's agreement with Nova Scotia Power.

4.3. Site Design & Financial Model

Natural Forces Solar will complete a preliminary solar farm design and will assess commercially available solar components that may be used for the Project such as solar modules, inverters, racking, transformers, switchgear, meters, and balance of system components.

NFSI may present a variety of solar farm size & design options to the Town of Lunenburg and incorporate your feedback to guide the preliminary design. We recommend basing the preliminary design on the largest system size that you are considering in order to provide flexibility for expansion in the future. This design will be used to support the preliminary feasibility report.

5. Schedule

NFSI expects to submit the Preliminary Feasibility Report within 10 weeks of the notice to proceed. The project schedule that we have prepared has allowed for potential COVID-19 related restrictions on all parties involved (ie: Town of Lunenburg, NFSI, NSPI, and 3rd party contractors). Based on our previous solar and wind project development experience both in Nova Scotia and in other provinces, we believe this schedule is achievable, but will be heavily dependant on the timeliness of information provided by the Town of Lunenburg

6. Budgetary Price

Natural Forces Solaris pleased to offer our services as described in this proposal for the cost of **\$14,000.00 CAD** excl. taxes.

6.1. Cost Breakdown per Item

Geotech Consultant	\$2,000.00
NFSI Internal Costs	\$12,000.00
Total	\$14,000.00

6.2. Natural Forces Solar Internal Resource Requirements

	Hours	Cost	Hourly Rate
Junior Design Engineer	40	\$4,000.00	\$100.00
Project Development Coordinator	50	\$5,000.00	\$100.00
Project Development Manager	20	\$3,000.00	\$150.00
Total	100	\$12,000.00	

6.3. Invoicing Details

1. All 3rd party Costs are cost estimates based on Proposals received from Consultants that are based on this scope of work, and these Consultants generally use Time & Materials services agreements. Natural Forces Solar will invoice the actual costs with a 0% mark-up to the Town of Lunenburg. NFSI will notify the Town of Lunenburg should any of the Direct (3rd party) Costs exceed the values in the table above and will not proceed with purchasing those Goods and/or Services without written approval from the Town of Lunenburg for the increase in Costs.
2. All Internal Costs are based on the current scope of services. Should any changes be made to the scope, NFSI will notify the Town of Lunenburg and will not proceed with performing these additional Services without written approval from the Town of Lunenburg.
3. All Project Costs will be invoiced monthly based on percentage of work packages completed.
4. Natural Forces Solar does not utilize timesheets for tracking human resources allocated to each of our projects. We provide a firm price for the overall service provided based on the deliverables required and the agreed upon scope of work.



GUIDE FOR WRITING STAFF REPORTS FOR COUNCIL AND COMMITTEE MEETINGS

Draft Revisions: December 2019

Draft Revisions: January 2021
with additional revisions shown in
red font & blue highlight following
January 12, 2021 Council meeting

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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.
- **Staff reports are generally required for all substantive Council and Committee agenda items except: public presentations; correspondence; proclamation requests; public questions; matters for which a report was previously prepared unless a preceding supplementary report was requested by Council or the Committee; there is already a Town Policy or Bylaw for Council or Committee reference; Committee minutes, recommendations, reports and notices of motion; third party requests for Council action for which no prior Council direction has been given; Council notices of**

motion; late agenda items or those added from the floor; in camera meeting matters noted on a Council public agenda; and such other matters as the Mayor and Deputy Mayor or Committee Chair in consultation with the CAO or designate determine on review of the draft agenda such as time sensitive or complex issues requiring Council direction first or other matters as they determine. (N.B. – added for Council consideration following January 12 Council meeting and subsequent Mayor, Deputy Mayor and CAO discussions to clarify as per earlier staff report.)

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

Document No:
Meeting:
Circulate
File:

MEMORANDUM

TO:

FROM:

DATE:

RE: _____ - INFORMATION REPORT

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:

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

MEMORANDUM

TO: TOWN COUNCIL

FROM: BEA RENTON, CAO

DATE: JANUARY 5, 2021

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

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.
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- 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.

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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

Document No:
Meeting:
Circulate
File:

MEMORANDUM

TO:

FROM:

DATE:

RE: _____ - INFORMATION REPORT

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:

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



MEETING NOTES

PROJECT LUNENBURG

Steering Team Special Meeting

Wednesday, December 9, 2020 at 3:00 p.m.

Via Zoom Meeting

PRESENT:	Voting members of the Steering Team: Councillor Susan Sanford, Chair Councillor Peter Mosher Peter Goforth, Qualified Expert Bill Rice, Citizen Representative Gerry Rolfsen, Qualified Expert Norma Schiefer, Development Officer, Municipality of the District of Lunenburg
	Non-voting, ex-officio members: Mayor Matt Risser Terry Drisdelle, Senior Planner, Develop Nova Scotia Arthur MacDonald, Heritage Manager Dawn Sutherland, Planning/Development Manager (PDM)
ALSO PRESENT:	Steffen Käubler, UPLAND Planning and Design Studio Heather McCallum, Assistant Municipal Clerk Bea Renton, CAO
ABSENT:	Councillor Stephen Ernst Cheryl Lamerson, Citizen Representative

The Chair, Councillor Sanford, called the meeting to order at 3:00 p.m.

1. Agenda

Motion: moved and seconded that the agenda be approved, as presented. Motion carried.

2. Review of notes from previous meeting – November 4, 2020

The PDM noted that Bea Renton is missing from the attendance list for both sets of minutes.

Motion: moved and seconded that the meeting notes of November 4, 2020 be approved, with revision as noted. Motion carried.

3. Unfinished Business

- a. Update on Heritage Conservation District Plan and By-law recommendation.

The Planning/Development Manager informed the Steering Team that Town Council approved their recommendation that UPLAND's contract be expanded to include the Heritage Conservation Plan and By-law at their November 24, 2020 Council Meeting.

UPLAND has provided a revised proposal in draft form to prepare a change order to their contract. Ms. Sutherland and the Heritage Manager have to review the proposal and provide to the Business/Purchasing Coordinator, which will be completed early in the New Year, assuming there are no changes. Mr. Käubler noted that he has a team assembled to begin the work in January.

- b. Revised terms of reference for the Steering Team –*information (attachment)*

The PDM informed the Steering Team that Council also approved a revised Terms of Reference on November 24 to include the Heritage Conservation District Plan and Bylaw to the list of planning documents under their supervision (Schedule "A").

4. New Business

- a. Review of Progress Report

Mr. Käubler presented the November 30, 2020 Progress Report, including the project Gantt chart depicting the schedule for the planning document process. The chart projects document adoption in July 2021.

The PDM explained that the documents will be set up differently than is traditional. For the Land Use By-law, for example, the organization will come from the perspective of the user, so will be organized by use rather than having uses and zone standards in different sections. It will be more user-friendly and graphic. Mr. Käubler explained that the other documents, like the Heritage Conservation District Plan and By-law, will be organized in the same way, with a decision flowchart at the beginning of the document.

In response to a question, the PDM confirmed that there is no expectation of concern over the different layout with the Province as they are most concerned with policy.

A minor correction was noted to be made in the Progress Report: the CCP was approved by council on November 17, 2020 not the 10th. A corrected version will be included with the minutes (Schedule "B").

5. Correspondence

Nil.

6. In camera portion – motion to recess to meet in camera to consider contract negotiations/matters (Section 22 *Municipal Government Act*), if needed.

Nil.

7. Resumption of Council meeting in public session – motion to consider any in camera meeting recommendations (Section 22 *Municipal Government Act*)

Nil.

8. Next Meeting Dates

Steering Team meeting: *Wednesday, January 13, 2021 at 3:00 p.m. (Zoom)*

9. Adjournment

The Mayor informed the Steering Team that the PDM and Assistant Municipal Clerk were working on “stump speech” tools about the CCP for use in talking to stakeholders. There is a presentation deck presenting the CCP at a high level and a short prospectus document. *These will be shown to the Steering Team when completed.*

Motion: Moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting was adjourned at 3:19 p.m.

Heather McCallum
Assistant Municipal Clerk

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.

5.5 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.

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.

PROGRESS REPORT

30
November
2020

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: November 1 - November 30, 2020

1. Targets Achieved in Period

- N/A

2. Outputs of Project

- N/A

3. Project Related Issues

- Council approved the Final Comprehensive Community Plan on November 17, 2020.
- UPLAND provided an updated project schedule for phases 4 and 5 of the project (enclosed) and received direction to proceed with the drafting of the planning documents.
- The draft planning documents will be submitted in the second half of January 2021.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

- 4.1. Draft Planning Documents

Project: Lunenburg
PROJECT DUE: Jun 19, 2020

TASKS		SCHEDULE																																																				
#	TASKS	START	FINISH	2020 Oct 12	2020 Oct 19	2020 Oct 26	2020 Nov 02	2020 Nov 09	2020 Nov 16	2020 Nov 23	2020 Dec 01	2020 Dec 08	2020 Dec 15	2020 Dec 22	2020 Dec 29	2021 Jan 05	2021 Jan 12	2021 Jan 19	2021 Jan 26	2021 Feb 02	2021 Feb 09	2021 Feb 16	2021 Feb 23	2021 Feb 29	2021 Mar 07	2021 Mar 14	2021 Mar 21	2021 Mar 28	2021 Apr 04	2021 Apr 11	2021 Apr 18	2021 Apr 25	2021 May 02	2021 May 09	2021 May 16	2021 Jun 02	2021 Jun 09	2021 Jun 16	2021 Jul 03	2021 Jul 10	2021 Jul 17	2021 Jul 24	2021 Jul 31	2021 Aug 07	2021 Aug 14	2021 Aug 21	2021 Aug 28	2021 Sep 04	2021 Sep 11	2021 Sep 18	2021 Sep 25	2021 Oct 02	2021 Oct 09	2021 Oct 16
9	4.0 Planning Documents	Nov 16, 2020	Jul 30, 2021	Planning Documents																																																		
10	4.1 Draft Planning Documents	Nov 16, 2020	Jan 29, 2021	Planning Documents																																																		
11	Draft Subdivision By-Law	Nov 30, 2020	Jan 15, 2021	Draft Subdivision By-Law																																																		
12	Draft LUB	Nov 16, 2020	Jan 15, 2021	Draft LUB																																																		
13	Draft MPS	Dec 14, 2020	Jan 29, 2021	Draft MPS																																																		
14	GIS Mapping	Nov 23, 2020	Jan 29, 2021	GIS Mapping																																																		
15	CAD Drawings	Jan 04, 2021	Jan 15, 2021	CAD Drawings																																																		
16	4.2 Staff Review and Edits	Feb 08, 2021	Mar 19, 2021	4.2 Staff Review and Edits																																																		
17	Draft Submission	Feb 08, 2021		Draft Submission																																																		
18	Draft Review with Staff	Feb 19, 2021		Draft Review with Staff																																																		
19	Draft Revisions	Feb 22, 2021	Mar 19, 2021	Draft Revisions																																																		
20	4.3 PAC and Public Review and Edits	Mar 19, 2021	Jun 18, 2021	4.3 PAC and Public Review and Edits																																																		
21	Draft Online Release	Mar 19, 2021		Draft Online Release																																																		
22	PAC Meetings (up to 4)	Mar 22, 2021	Apr 16, 2021	PAC Meetings (up to 4)																																																		
23	Public Open House	Apr 12, 2021	Apr 16, 2021	Public Open House																																																		
24	Public Feedback Summary to PAC	May 21, 2021		Public Feedback Summary to PAC																																																		
25	Final Draft Preparation and Submission	May 24, 2021	Jun 18, 2021	Final Draft Preparation and Submis...																																																		
26	4.4 Council Adoption	Jun 28, 2021	Jul 30, 2021	4.4 Council Adoption																																																		
27	Attend First Reading	Jun 28, 2021	Jul 02, 2021	Attend First Reading																																																		
28	Attend Public Hearing	Jul 19, 2021	Jul 23, 2021	Attend Public Hearing																																																		
29	Attend Second Reading	Jul 19, 2021	Jul 23, 2021	Attend Second Reading																																																		



Project: Lunenburg

PROJECT DUE: Jun 19, 2020



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Zoom to Fit

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Week

Month

Year

Last Task

Critical Path

Cascade

Print

TASKS			SCHEDULE																																												
#	TASKS	START	FINISH	2020 October			2020 November				2020 December				2021 January				2021 February			2021 March			2021 April			2021 May			2021 June			2021 July			2021 August										
				12	19	26	09	16	23	30	07	14	21	28	04	11	18	25	01	08	15	22	01	08	15	22	29	05	12	19	26	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16
9	4.0 Planning Documents	Nov 16, 2020	Jul 30, 2021	Planning Documents																																											
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28	Attend Public Hearing	Jul 19, 2021	Jul 23, 2021	Attend Public Hearing																																											
29	Attend Second Reading	Jul 19, 2021	Jul 23, 2021	Attend Second Reading																																											
30	Package Document for Submission to Provi...	Jul 26, 2021	Jul 30, 2021	Package Document for Submission t...																																											



MEETING NOTES

PROJECT LUNENBURG

Steering Team Special Meeting

Wednesday, January 13, 2021 at 3:00 p.m.

Via Zoom Meeting

PRESENT:

Voting members of the Steering Team:

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

Non-voting, ex-officio members:

Mayor Matt Risser
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Arthur MacDonald, Heritage Manager
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg
Dawn Sutherland, Planning/Development Manager (PDM)

ALSO PRESENT: Steffen Käubler, UPLAND Planning and Design Studio
Heather McCallum, Assistant Municipal Clerk

ABSENT: Cheryl Lamerson, Citizen Representative

The Chair, Councillor Sanford, called the meeting to order at 3:06 p.m.

1. Agenda

Motion: moved and seconded that the agenda be approved, as presented. Motion carried.

2. Review of notes from previous meeting – December 9, 2020

Noted that Norma Schiefer's attendance is listed under members, although she is ex-officio.

Motion: moved and seconded that the meeting notes of December 9, 2020 be approved, with revision as noted. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

Mr. Käubler reviewed the December 1-31, 2020 Progress Report with accompanying Gantt Chart Phase 4 (**Schedule "A"**). He noted that as a result of the Christmas holidays and vacations in December, the Upland team are roughly a month behind the schedule.

In response to a question about what is meant by "sticking points", Mr. Käubler and the PDM explained that it refers to clauses in the LUB where the wording may be read as counter to the intention of the clause or there were general difficulties experienced with a provision. These were part of the content review.

In response to a question, the Heritage Manager explained that the Heritage Property By-law (**Schedule "B"**) contains the terms of reference for the Heritage Advisory Committee. The regulation of buildings outside the Heritage Conservation District is pursuant to the Nova Scotia Heritage Act. **The content and need for the by-law will be discussed further.**

b. Steering Team - Joint meeting with PAC & HAC to review roles and responsibilities in planning documents approval process (land use and heritage)

A joint meeting has been scheduled for February 10, 2021 at 3:00 p.m. via Zoom webinar to align the three committees on the process.

5. Correspondence

Nil.

6. In camera portion - motion to recess to meet in camera to consider contract negotiations/matters (section 22 *Municipal Government Act*), if needed

Nil.

7. Resumption of Council meeting in public session - motion to consider any in camera meeting recommendations (section 22 *Municipal Government Act*)

8. Next Meeting Dates - February 10, 2021 3:00 p.m. Zoom meeting

Motion: Moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting was adjourned at 3:20 p.m.

Heather McCallum
Assistant Municipal Clerk

PROGRESS REPORT

31
December
2020

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: December 1 - December 31, 2020

1. Targets Achieved in Period

- N/A

2. Outputs of Project

- UPLAND's senior planner met with Manager of Planning and Development to discuss planning document formats.
- UPLAND's senior planner met with Manager of Planning and Development and Heritage Manager to discuss content and sticking points in current documents.
- Internal drafting of LUB and MPS.
- Drafting of Change Order for preparing the Heritage Conservation District Plan and By-law.

3. Project Related Issues

- Some issues to resolve for Heritage Plan Change Order include the requested inclusion of an updated Heritage Property By-Law; the number of HAC meetings and adjustments to the sequence of tasks
- The drafting of LUB and MPS documents is currently one month behind schedule. UPLAND plans to submit the draft planning documents by the end of February.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

- 4.1. Draft Planning Documents
- Heritage Conservation District Plan and By-law Change Order



Project: Lunenburg

PROJECT DUE: Jun 19, 2020



Search for a task...

Collapse All

Expand All

Zoom to Fit

Default View

Week

Month

Year

Last Task

Critical Path

Cascade

Print

TASKS			SCHEDULE																																												
#	TASKS	START	FINISH	2020 October			2020 November				2020 December				2021 January				2021 February			2021 March			2021 April			2021 May			2021 June			2021 July			2021 August										
				12	19	26	09	16	23	30	07	14	21	28	04	11	18	25	01	08	15	22	01	08	15	22	29	05	12	19	26	03	10	17	24	31	07	14	21	28	05	12	19	26	02	09	16
9	4.0 Planning Documents	Nov 16, 2020	Jul 30, 2021	Planning Documents																																											
10	4.1 Draft Planning Documents	Nov 16, 2020	Jan 29, 2021	Planning Documents																																											
11	Draft Subdivision By-Law	Nov 30, 2020	Jan 15, 2021	Draft Subdivision By-Law																																											
12	Draft LUB	Nov 16, 2020	Jan 15, 2021	Draft LUB																																											
13	Draft MPS	Dec 14, 2020	Jan 29, 2021	Draft MPS																																											
14	GIS Mapping	Nov 23, 2020	Jan 29, 2021	GIS Mapping																																											
15	CAD Drawings	Jan 04, 2021	Jan 15, 2021	CAD Drawings																																											
16	4.2 Staff Review and Edits	Feb 08, 2021	Mar 19, 2021	4.2 Staff Review and Edits																																											
17	Draft Submission	Feb 08, 2021		Draft Submission																																											
18	Draft Review with Staff	Feb 19, 2021		Draft Review with Staff																																											
19	Draft Revisions	Feb 22, 2021	Mar 19, 2021	Draft Revisions																																											
20	4.3 PAC and Public Review and Edits	Mar 19, 2021	Jun 18, 2021	4.3 PAC and Public Review and Edits																																											
21	Draft Online Release	Mar 19, 2021		Draft Online Release																																											
22	PAC Meetings (up to 4)	Mar 22, 2021	Apr 16, 2021	PAC Meetings (up to 4)																																											
23	Public Open House	Apr 12, 2021	Apr 16, 2021	Public Open House																																											
24	Public Feedback Summary to PAC	May 21, 2021		Public Feedback Summary to PAC																																											
25	Final Draft Preparation and Submission	May 24, 2021	Jun 18, 2021	Final Draft Preparation and Submission																																											
26	4.4 Council Adoption	Jun 28, 2021	Jul 30, 2021	4.4 Council Adoption																																											
27	Attend First Reading	Jun 28, 2021	Jul 02, 2021	Attend First Reading																																											
28	Attend Public Hearing	Jul 19, 2021	Jul 23, 2021	Attend Public Hearing																																											
29	Attend Second Reading	Jul 19, 2021	Jul 23, 2021	Attend Second Reading																																											
30	Package Document for Submission to Provi...	Jul 26, 2021	Jul 30, 2021	Package Document for Submission t...																																											

TOWN OF LUNENBURG

BY-LAW NO. 43

HERITAGE PROPERTY BY-LAW

1.1 This by-law shall be known and may be cited as the "Heritage Property By-law".

2.1 In this by-law, "Town Registry of Heritage Property" means a Municipal Registry of Heritage Property within the meaning of the Heritage Property Act, S.N.S. 1980, Chapter 8, having all the powers and duties prescribed by the Act or incidental thereto.

2.2 In this by-law, "Heritage Advisory Committee" means a Heritage Advisory Committee within the meaning of the Heritage Property Act, having all the powers and duties prescribed by the Act or incidental thereto.

2.3 In this by-law, "Town Heritage Property" means a Municipal Heritage Property within the meaning of the Heritage Property Act.

3.1 There shall be a Town Registry of Heritage Property wherein all prescribed documents relating to the registration of heritage property pursuant to the provisions of the Heritage Property Act or this by-law shall be filed.

3.2 The maintenance of the Town Registry of Heritage Property shall be the responsibility of the Clerk.

4.1 There shall be a Heritage Advisory Committee which may advise the Town respecting:

- (a) the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
- (b) an application for permission to alter substantially or demolish a Town Heritage Property;

- (c) building or other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
- (d) any other matters conducive to the effect of carrying out the intent and purpose of the Heritage Property Act.

4.2 The Heritage Advisory Committee shall be composed of six members, all of whom shall be residents of the Town, appointed by Council annually for a term of one year. 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 concern for the preservation of buildings of historic significance; and two members of the Committee shall be appointed at large.

4.3 The Council Procedure By-law, as amended from time to time, shall apply mutatis mutandis to the Heritage Advisory Committee.

4.4 The Heritage Advisory Committee may recommend to Council that a building, streetscape or area may be registered as a Town Heritage Property in the Town Registry of Heritage Property and the prescribed notice of such recommendations shall be served and filed by the Clerk in accordance with the Act; and, in addition to the requirements of the Act, a copy of the notice shall be filed in the Town Registry of Heritage Property.

4.5 Notice of a recommendation by the Town Heritage Advisory Committee that a building, streetscape or area be registered as a Town Heritage Property shall be in Form A.

5.1 Council may register a building, streetscape or area as a Town Heritage Property in accordance with the provisions of the Act and the registration shall be in Form B.

5.2 Notice of such registration shall be sent to each registered owner of the Municipal Heritage Property. One copy of the registration shall be deposited in the Registry of Deeds and one copy of the registration shall be filed in the Town Registry of Heritage Property.

6.1 Council may from time to time set out or amend the terms of reference within which the Heritage Advisory Committee shall

operate. The Council may set out and amend such guidelines as it sees fit for the designation of property as Heritage Property and the Heritage Advisory Committee shall make recommendations in accordance therewith.

FORM A

NOTICE OF RECOMMENDATION TO REGISTER

AS A TOWN HERITAGE PROPERTY

TO:

You are hereby notified that:

1. The land and building located at
(address location, legal description or other
identification of property)

has been recommended to be registered in the Town Registry of
Heritage Property for the Town of Lunenburg

2. The reasons for this proposed designation are:

(approximate date of erection; type of architecture, typical of an
era; part of a streetscape with description of streetscape
location; local historical significance; national historical
significance.)

3. Section 13(4) of the Heritage Property Act
prohibits any substantial alteration to the appearance of a
property described herein for a period of one hundred twenty (120)
days from the date and service of this notice, unless the Town
Council sooner refuses to register the property.

4. The effect of recommendation and registration
in the Town Heritage Registry described in paragraph 1 is that no
demolition or substantial alteration in exterior appearance may be
taken from the date of registration unless an application, in
writing, for permission is submitted to the Town and the
application is granted with or without conditions. Where such
application is not approved the owner may make the alterations
described in his application or carry out the proposed demolition
at any time after one year but not more than two years from the
date of the application.

5. You are hereby notified that the Council will sit to hear any objections regarding the recommendation of the property described in this notice on the _____ day of 19____ at (time), at (place). (This date must be 21 days after service.) Information and particulars concerning the reasons for recommendation are available from the office of the Clerk for the Town of Lunenburg weekdays from 8:30 a.m. to 4:30 p.m.

DATED this _____ day of _____ 19____

Town Clerk

FORM B

(To be filed in the Registry of Deeds
for the district in which the property
is located in the Town Registry of
Heritage Property)

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO:

You are hereby notified that:

1. The land and building located at:

(address, local, legal description or other
identification of property)

has been registered in the Town Registry of Heritage Property by
resolution adopted at a meeting of Council the day of
19

2. The effect of registration in the Town Registry of
Heritage Property is that no demolition or substantial alteration
in the exterior appearance may be undertaken from the date of
registration unless an application, in writing, for permission is
submitted to the Town and the application is granted with or
without conditions. Where an application is not approved, the
owner may make the alteration described in his application or carry
out the proposed demolition at any time after one year but not more
than two years from the date of the application.

DATED this day of 19

Town Clerk

PROTECTIVE SERVICES COMMITTEE MEETING MINUTES

THURSDAY, JANUARY 14, 2021 AT 4:00 P.M.

**LUNENBURG TOWN COUNCIL CHAMBER AND ZOOM/YOUTUBE LIVE
BROADCAST**

PRESENT: Deputy Mayor Peter Mosher, Chair
Councillor Melissa Duggan
Councillor Ed Halverson
Councillor Susan Sanford
David Afford, Fire Districts 1 and 2 Commission Board Member
David Baugil, Fire Districts 1 and 2 Commission Board Member
Brian Keizer, Fire Districts 1 and 2 Commission Board Chair

ALSO PRESENT: Lisa Dagley, Finance Director
Cory Hodder, Assistant Deputy Fire Chief and Truck Committee Member
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO
Mayor Risser, ex officio
Dave Robb, Deputy LDFD Fire Chief and Truck Committee member
Darren Romkey, LDFD Fire Chief and Truck Committee member

1. Call to Order – Chair/Deputy Mayor

The Deputy Mayor welcomed everyone and introductions were made.

Mr. Keizer spoke of the history of the Committee formed in 1960 to provide fire protection services to their area. They have the authority to levy a fire protection rate from property owners to pay for this service.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Chair/Deputy Mayor

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

3. Agenda

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

4. Protective Services Committee September 17, 2020 meeting minutes

Motion: moved and seconded to approve the September 17, 2020 meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

a. Replacement Schedule for Fire Trucks (Rescue Unit)

- Pre-approval
- Fleet Renewal
- Funding with District

The Committee discussed the financing of fire trucks. The volunteer Firefighters are no longer able to actively fundraise because of training and outside work demands however they do oversee rentals at the Fire Hall, manage the revenue from an estate bequest, raise bar revenue at the Fire Hall, facilitate Fire Department Auxiliary fundraising from meals and other activities, receive charitable donations and grants. They have purchased some equipment on a 100% basis and other larger items on a percentage basis with these revenue sources they have generated.

Bulk purchasing and other options were discussed to reduce equipment costs. Equipment is purchased on a cycle every several years to provide time in which to prepare for the financing of same. Custom cabs for vehicles are preferred by the Department because it ensures the needs of the Department can be met without costly modifications. Tender calls are done for truck replacement as per the Town Purchasing Policy.

The Fire Department is seeking approval to proceed with the ordering of a replacement for the 2002 #4 Heavy Rescue truck as set out in their earlier report (Schedule "A"). They have outgrown the truck after twenty years and need this upgrade for 100-120 calls per year plus training runs.

The Finance Director spoke of the Town's Fire Truck Reserve, established in March 2019, which is designed to plan for such purchases but the reserve is currently insufficient to finance 100% of this truck purchase. A Capital borrowing would be required as has been done in the past for other truck purchases. She will prepare an updated reserve report for the Committee's consideration.

The Commission will not agree to pre-approve a purchase two years down the road. Their reserve cannot cover this expenditure.

It was agreed to defer this discussion to the March 4 or 11 (TBA) Committee 2021/22 draft budget meeting.

6. New Business

a. Fire Chief's Monthly Reports September – November 2020 and 2020 Annual Report – Fire Chief information reports overview

The Fire Chief's Monthly and Annual Reports were provided for information (Schedule "B").

The Fire Chief will add the number of monthly calls and location of same to future reports.

- b. Budget 2020/21 Protective Services Budget Variance to November 30, 2020 – staff information report

The FD reviewed her report (Schedule "C"). The Department is operating at below budget year to date amounts.

- c. Draft 2021/22 Protective Services Operating and Capital Budgets – special meeting to review on Thursday, March 4 or 11 at 4:00 p.m.

The next meeting will be on March 11 for the preliminary budget discussion.

7. Next Meeting Dates – Thursdays on March 11, April 8, July 8 and October 14 at 4:00 p.m.

It was agreed to add to the March 11 and future agendas a discussion amongst the Town and District about potential in camera items.

8. Adjournment

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

The meeting adjourned at 5:27 p.m.

Bea Renton, CAO



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax –634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for September 2020

Training

- Sept 9th- monthly truck checks followed by members working on completing their skills log books
- Sept 13th -Pump Operator practice
- Sept 23rd-Monthly practice-Ladder Ops, hose lays, SCBA, Vehicle Extrication
- Sept 29th- Medical First Responder training

Misc

Sept 9th-Honorary Fire Fighter Graham Bailly passed away.

Sept 12-Members enjoyed a fun day of golf followed by a steak BBQ at the station. 40+ active, honorary and auxiliary members played golf, with an additional 20+ guests attending the BBQ

Sept 13-Our Color Party participated in the Annual Seamen's Service on the waterfront.

Sept 14-Myself, DC Robb and Rob Jackson gave Municipality of the District of Chester fire departments and District councillors a demo of our drone that they are looking at buying

Sept 16-Executive met to go over the quotes for the Heat Pumps for the station. The company has been picked but waiting on approval from town staff who is requesting additional information.

Sept 17-I met with Paul Bracken for input in the towns Safety plan

Sept 17- Myself and DC Robb attended the Protective Services meeting

Sept 20th- I didn't see the need to put a storm stand by crew on for Hurricane Teddy. We had no calls during the storm.

There is no pre planning to do from the fire department for such storms. We are trained and ready and will deal with any situation that may arise.

Sept 21st-Truck committee meeting

Our larger trucks have a regen system in the exhaust that requires the engines to be a certain temperature to kick in and burn out residual exhaust. If not the exhaust builds up and can cause problems. This happened to our #1 Ladder truck.

I have asked the Superintendent to set up a schedule to take the trucks out on the 103 and give them a run at least once a month to allow this to happen.

After reviewing quotes returned from 3 companies,, we awarded South Shore HVAC to install our heat pumps in the auditorium and Club Room.

We received the money from the FCC and are awaiting approval from town council to use those funds to pay for it.

They expect to do the work near the end of the month pending approval.
I will inform Facilities Manager Paul Bracken of the date when I get it.



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax –634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for October 2020

Training

- Oct 14-Monthly Truck Checks and General meeting.
- Oct 18-Pump operator training
- Oct 28-General monthly practice consisting of live fire, SCBA and chimney fires

Misc

October 4th to 12th was Fire Prevention week

-This years activities were reduced due to Covid.

Oct 4th-Church service was canceled but we still held our Memorial Monument service to honor those past members who have left us.

This year we added 4 names;

Aubrey Zinck Jr

Reggie Steen

George Feener

Graham Bailly

Oct 7th- The Mutual parade was reduced to trucks only. This year Liverpool Fire Department hosted it and we sent our #4 Heavy Rescue

October 6th-The Junior Fire Fighter program started up for the year.

October 14th- The department accepted Adam Gillis as a probationary member.

Darrell Thompson and Gerry Demont had decided to resign.

This puts us at 48 out of a maximum 50 members.

Oct 19-Work began by SSHVAC installing heat pumps in the auditorium and club room

Oct 21-Heat Pump installations complete

Oct 26-Truck Committee traveled to Yarmouth and Woods Harbour Fire Departments to look at their Heavy Rescue trucks.

Oct 30- Members assisted with traffic control for the drive thru flu shot clinic at FMH

Oct 31-Halloween. Approx 12-15 members were on standby at the station. No calls reported

We also had 2 trucks and members giving out treats on Centennial Ave.



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax –634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for November 2020

Training

-Nov 15-monthly pump operator training

-Nov 18th-monthly truck checks

-1 member attended a 60 hour Medical First Responder course

-Nov 25-monthly general practice consisting of chimney fires, live fires, vehicle extrication and Rescue truck operations

-Nov 30-Medical first responder practice

Misc

Nov 7- Members assisted with the drive in Flu Shot clinic

Nov 10th-#1 ladder had its annual ladder testing completed

Nov 10-Myself and 2 members attended the New Council swearing in ceremony



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Annual Fire Chief Report for 2020 December 9, 2020

This ends my eighth year as Chief of the Lunenburg and District Fire Department.

This has certainly been a challenging year, with Covid 19 putting major restrictions not only to the public, but the fire service as well.

All practices, meetings, and any other operations other than responding to emergencies were restricted from mid March until the end of June, where things gradually started to open up.

Social distancing, equipment and truck sanitizing and hand sanitizing had become part of our routine, and although eased up a bit, is still.

The Honorary, Auxiliary and Junior programs were also put on hold as well as our annual banquet being cancelled, and Fire Prevention weeks had limited events.

We responded to 117 calls this year with 53 in the Town (45%), 48 in the District (41%), and 16 mutual aid calls (16%).

A majority of the calls were panel/sprinkler alarms, with 38 in town and 8 in the district.

17 MVCs, (14 in the District, 3 in Town),

9 involving a structure, (3 in town, 6 in the district),

6 chimney (3 town 3 District),

5 Grass/woods (all district),

18 miscellaneous (10 District 8 Town) including illegal burns, power lines, flooded basements and more.

And 3 water related calls.

Due to Covid, EHS stopped our response to medical calls, except for difficult extrications and MVCs.

We did manage to do 6 Medical calls, 1 in town and 5 in the district.

2 lift assists, 2 general sick persons, 1 choking and 1 medical alarm activation.

There are departments who have been given the go ahead to respond to cardiac arrests, with extra PPE and training supplied, but we have not been approved to do so yet.

Our MFRs continued to do MFR training throughout the year so we are ready as soon as we get word to begin responding to medical calls again.

Even with the restrictions and added stress of Covid, I am proud to say our responses and operations was not affected, and I thank every one of you for that.

The year started out with the annual New Years Levee, hosted by the Town of Lunenburg, District 1 and 2 Fire Commission, and the fire department.

This year we hosted approx. 100 people.

Training again has been very well attended, with numbers in the high 30s to low 40s for our truck checks, and general monthly practices.

We continue to do the basics with SCBA, ladder, vehicle extrication etc which seems to keep everyone coming back and getting lots of hands on training.

Outside training has all but stopped, but we still have 3 members taking their Level 1 fire fighting.

After a year of government red tape, training and GOG implementing, our Drone, bought from memorial donations from the late Kendall Black, was put into service and was called upon a couple times now.

A few member took it to show fire departments and council of the Chester and District Municipality who were impressed and made the decision that night to go forward and getting one for their area.

Looking at ways to reduce our operating budget is always a challenge. I have met with the facilities manager a few times and we agreed that installing heat pumps for various rooms should cut back our fuel consumption considerable.

They were most likely going to be added to the Capital budget within the next year or 2, at a cost of +/- \$25 000.

We were fortunate to apply for a grant from the FCC in hopes to get a few thousand to help out, and in June we found out we were awarded the maximum \$25 000.

After a few delays, the heat pumps were installed in the auditorium, club room, and communications room at no cost to the tax payer.

We are in the process of installing one in the offices as soon as council approves us using money from the joint account.

After almost 3 years of planning, our new Pierce/Maximetal Engine was delivered in mid July. Several members, Council, District commissioners and even the Captain of the Bluenose II were on hand as it arrived, and I don't think anyone was disappointed.

This Engine replaced the 1998 Freightliner Engine, and 2000 GMC Tanker, allowing us to reduce our fleet by 1, saving on a replacement Tanker and maintenance.

We are very fortunate to have the support of Town Council and the District Fire Commission to fully fund this and other projects, allowing us to focus on training, rather than fund raising.

#5 Tanker went to Neils Harbour, while #2 Engine went to River Herbert which should give those smaller departments many more good tears of service.

In late January we hosted the Nova Scotia Provincial Fire Fighter Curling and was a great success.

Thanks to the committee and all those who helped out.

We had 2 golf tournaments this year, including the first Annual Jeff Lilly Memorial, which was held at the end of Fire Prevention week.

It was a great turn out for both events, allowing members to have some fun.

The Chowder Cup, a friendly hockey game between the Lunenburg and District Fire Department and RCMP, was held just prior to the Covid shut down. This event has been going on for over 40 years.

Other events the department were a part of included parking cars for the Parkveiw graduation in Bridgewater, assisted in traffic control for a drive in Flu shot clinic, trained members of the Bluenose II in various fire fighting and medical operations, and various showing of support after the tragic April mass shooting.

The department Color Party has again been visible to several public events such as the Fishermens service, Seamans Service and Remembrance day.

New members Fred Collicut, Susan Stone, Gerry Demont, Adam Dziarnowski and Adam Gillis all joined for their probationary year.

We lost Honorary Fire Fighters Reggie Steen, George Feener and Graham Bailly and their names were placed on the monument during the service Fire Prevention week.

The Junior Fire department did start up again in October, and although their numbers are small, they are committed and show great interest.

We currently have 12 members in our active membership who went through this program.

Our auxiliary wasn't as busy doing catering events, but they were there and ready if we needed them for meals at major fires. We did however, in June, place in service our heavy duty washing machine, which was purchased for us by the Auxiliary.

I want to thank you all again for your tremendous attendance not only during normal times, but during the very stressful Covid lock down period. The people of Lunenburg and Districts only know a part of what we do.

I ask all of you to pass along my thanks to your families, for the sacrifices they make throughout the year, their support is just as important as is appreciated.

Thanks to all those employers out there who allow the members to respond to calls during work hours, it is greatly appreciated.

Please pass along to your employers my thanks.

Again I know there were several other things that went on this year that are too many to mention, and I intentionally left out mentioning names knowing that I would forget someone. I think most of you in here know who does what, but I know I am aware of what everyone does for the department.

I think all my previous Chiefs I have served under at one point during their terms, has made the comment "I'm only as good of a Chief as my members", and this statement really comes to light when you are Chief.

In closing, I wish all of you a safe and uneventful 2021.

Thank you.

Darren Romkey

Fire Chief,
Lunenburg and District Fire Department

Circulated: _____

Document No:
Meeting: Protective Services January
14, 2021
Circulate To: Protective Services
Committee
File: Budget 2020/21

MEMORANDUM

TO: PROTECTIVE SERVICES COMMITTEE

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: JANUARY 5, 2021

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

Please find enclosed the variance report to **November 30, 2020**. The period ending November 30th represents 67% (8 months) of the fiscal year. The Fire Protection expenditures are at 58%.

Index to Reports

Capital Budget Status Report	Page 1
Operating Budget Status Report	Page 2

Acknowledged only by:

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
Fire Department	Turnout Gear Washer <i>Comment:</i> Complete.	\$5,400	\$5,345	\$55	GM
Fire Department	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
Fire Department	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
Fire Department	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,583	\$217	GM
Fire Department	Heat Pump Fire Hall <i>Comment:</i> The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund.	\$25,000	\$19,397	\$5,603	GM

TOWN OF LUNENBURG						
Fiscal Year Period April 01,2020 To November 30,2020						
FIRE PROTECTION						
Account	AcctName	Fiscal YTD	Annual Budget	Variance	% Used	
ADMINISTRATION						
01-2-24-1100	FIRE PREVENTION & ADVERTISING	660.13	1,700.00	1,039.87	38.83	
01-2-24-1200	HONORARIUMS/MEETING PAY	2,316.54	4,600.00	2,283.46	50.36	
01-2-24-1300	LIABILITY INSURANCE	7,652.32	9,600.00	1,947.68	79.71	Paid for year
01-2-24-1350	LEGAL SERVICES	352.56	800.00	447.44	44.07	
01-2-24-1510	ASSOCIATION DUES - CHIEF & DEPARTMENT	0.00	800.00	800.00	0.00	
01-2-24-1520	CONVENTIONS - CHIEF	0.00	0.00	0.00	0.00	
01-2-24-1620	EMPLOYMENT BENEFITS	2,319.16	5,000.00	2,680.84	46.38	
01-2-24-1650	MEDICAL PLAN	763.51	1,100.00	336.49	69.41	
01-2-24-1700	OFFICE SUPPLIES	1,087.88	1,500.00	412.12	72.53	Bulk printing of donations receipts \$400
Totals For:	ADMINISTRATION	15,152.10	25,100.00	9,947.90	60.37	
FIRE FIGHTING FORCE						
01-2-24-1400	WORKERS COMP. - SUPER. & SUBSTITUTES	0.00	1,500.00	1,500.00	0.00	
01-2-24-1420	WORKERS COMP. - FIREFIGHTERS	3,360.00	7,600.00	4,240.00	44.21	
01-2-24-2010	SALARY - SUPERINTENDENT & SUBS	32,751.16	50,500.00	17,748.84	64.85	
01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	346.20	600.00	253.80	57.70	
01-2-24-2020	FIRE DEPARTMENT STORM STAND-BY	0.00	2,100.00	2,100.00	0.00	
01-2-24-2030	HONORARIUMS - FIREFIGHTERS	50,438.15	50,400.00	(38.15)	100.08	Paid for the year
Totals For:	FIRE FIGHTING FORCE	86,895.51	112,700.00	25,804.49	77.10	
WATER SUPPLY AND HYDRANTS						
01-2-24-5100	FIRE PROTECTION RATES	170,421.50	340,800.00	170,378.50	50.01	Two of the four billings
Totals For:	WATER SUPPLY AND HYDRANTS	170,421.50	340,800.00	170,378.50	50.01	
TRAINING						
01-2-24-6020	TRAINING	8,183.48	15,000.00	6,816.52	54.56	Includes Level 1 training for 3 members.
Totals For:	TRAINING	8,183.48	15,000.00	6,816.52	54.56	
FIRE STATIONS & BUILDINGS						
01-2-24-3010	TELEPHONE LINE RENTAL - ALARM	835.36	1,900.00	1,064.64	43.97	
01-2-24-7010	ANSWERING SERVICE	6,437.59	8,700.00	2,262.41	74.00	Small cost increases, budget will need to be increased in 20-21
01-2-24-7020	TELEPHONE	3,944.01	5,000.00	1,055.99	78.88	Small cost increases, budget will need to be increased in 20-21
01-2-24-7025	DATA INFORMATION SYSTEMS	899.10	3,900.00	3,000.90	23.05	
01-2-24-7030	FUEL	2,472.01	17,100.00	14,627.99	14.46	
01-2-24-7040	INSURANCE - BUILDING	5,617.68	7,900.00	2,282.32	71.11	Paid for the year
01-2-24-7050	ELECTRICITY	8,380.35	15,000.00	6,619.65	55.87	
01-2-24-7060	WATER	1,123.40	2,300.00	1,176.60	48.84	
01-2-24-7065	SEWER	9,911.37	8,700.00	(1,211.37)	113.92	Paid for the year
01-2-24-7070	JANITOR'S SUPPLIES	1,569.65	2,000.00	430.35	78.48	The one time purchase of a disinfection fogging machine for the station at \$788.89 was not budgeted.

TOWN OF LUNENBURG						
Fiscal Year Period April 01,2020 To November 30,2020						
FIRE PROTECTION						
Account	AcctName	Fiscal YTD	Annual Budget	Variance	% Used	
01-2-24-7080	REPAIRS TO BUILDING	6,145.21	10,000.00	3,854.79	61.45	
Totals For:	FIRE STATIONS & BUILDINGS	47,335.73	82,500.00	35,164.27	57.38	
FIRE FIGHTING EQUIPMENT						
01-2-24-7090	INTEREST ON CAPITAL LOAN	8,780.90	8,800.00	19.10	99.78	Paid for year
01-2-24-8010	VEHICLE/EQUIP. MAINT. CONTRACT	8,399.24	13,600.00	5,200.76	61.76	
01-2-24-8020	GAS AND SUPPLIES	3,639.45	6,700.00	3,060.55	54.32	
01-2-24-8030	REPAIRS #1 '83 PUMPER	0.00	0.00	0.00	0.00	
01-2-24-8031	REPAIRS 2015 LADDER ('94 sold Jun/16)	5,118.47	5,000.00	(118.47)	102.37	Cost to repair outriggers and diesel exhaust filtration system to keep Ladder 1 operational accounts for 85% of expenditure from account.
01-2-24-8032	REPAIRS #2 '98 PUMPER/TANKER	1,708.08	4,000.00	2,291.92	42.70	
01-2-24-8033	REPAIRS #3 '10 PUMPER	5,152.27	3,500.00	(1,652.27)	147.21	This account contains expenses for the change over of the communication equipment and configuration of Engine 3 to the Mutual Aid truck; replacement of an unserviceable siren and control; unit and replacement of 12VDC batteries. There will be additional costs to this budget coming up due to replacing 2 front steering tires in late November.
01-2-24-8034	REPAIRS #4 '02 HEAVY RESCUE	1,196.21	1,500.00	303.79	79.75	
01-2-24-8035	REPAIRS #5 '00 TANKER	367.99	500.00	132.01	73.60	Annual pump test, vehicle has now been sold
01-2-24-8036	REPAIRS #6 '02 TANKER	1,174.28	4,000.00	2,825.72	29.36	
01-2-24-8037	REPAIRS #7 '99 UTILITY	495.04	2,000.00	1,504.96	24.75	
01-2-24-8038	REPAIRS #8 BOAT & TRAILER	741.47	2,000.00	1,258.53	37.07	
01-2-24-8039	REPAIRS #9 '99 & '05 TRAILER	0.00	0.00	0.00	0.00	
01-2-24-8040	INSURANCE ON TRUCKS/EQUIPMENT	13,635.00	9,400.00	(4,235.00)	145.05	Paid for year
01-2-24-8050	HOSE, CLOTHING, EQUIPMENT	12,320.06	16,700.00	4,379.94	73.77	The new truck has meant the purchase of additional equipment and with the addition of new members uniforms had to be purchased. The department does not anticipate making any new equipment purchases, but if equipment is lost or damaged it will require replacement.
01-2-24-8051	PPE-Turn Out Gear	0.00	12,000.00	12,000.00	0.00	
01-2-24-8060	GENERAL EQUIPMENT REPAIR	3,233.53	7,000.00	3,766.47	46.19	
01-2-24-8080	REPAIRS RECHARGING EQUIPMENT	2,155.77	5,000.00	2,844.23	43.12	
01-2-24-8090	RADIO AND PAGING REPAIRS	679.94	1,000.00	320.06	67.99	Replacement of an officer's radio & accessories that was stolen. The department will also be getting LMR communications to reprogram and update radios and pages at a cost of approximately \$5000 There will be additional repairs to pagers and reprogramming of all mobile and portable radios..
01-2-24-9040	MEDICAL EXPENSES	435.00	1,500.00	1,065.00	29.00	

TOWN OF LUNENBURG						
Fiscal Year Period April 01,2020 To November 30,2020						
FIRE PROTECTION						
Account	AcctName	Fiscal YTD	Annual Budget	Variance	% Used	
01-2-24-9045	FIREFIGHTER RECOGNITION DINNER	0.00	2,500.00	2,500.00	0.00	The annual banquet was cancelled for this year. There will be presenting the service awards at the Christmas meeting and will be having a meal provided. The cost will be approximately \$1,000.
01-2-24-9050	RENTAL - BLUE STORAGE BUILDING	600.00	600.00	0.00	100.00	
Totals For:	FIRE FIGHTING EQUIPMENT	69,832.70	107,300.00	37,467.30	65.08	
FIRE PROTECTION		397,821.02	683,400.00	285,578.98	58.21	

Circulated: _____

Document No
Meeting: Council – January 26, 2021
Circulate To: Council, BR
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: JANUARY 12, 2021

RE: LUNENBURG ACADEMY FOUNDATION – HERITAGE CLASSROOM

1. FACTS

A. Background

The Lunenburg Academy Foundation is finalizing their plans with regards to the development of their Heritage Classroom in Room 106 of the Lunenburg Academy. According to their Lease Agreement any installations, alterations, additions or partitions requires the Landlord's prior written consent, which shall be at the Landlord's sole and absolute discretion and may be arbitrarily withheld. Therefore, the LA Foundation is seeking Council's consent with regards to the development of the Heritage Classroom.

B. Proposal

The Heritage Classroom proposal is attached in **Attachment A**. The proposal includes the removal of an existing washroom as shown on the existing floorplan, **Attachment B** and the conversion of this space into an interpretive room as shown as Zone 1 on Attachment A. This also includes bring back a door opening which was covered over when the washroom was developed by the School Board. This area has undergone several alternations as it was originally the location of the Boys and Girls cloak room as shown in **Attachment C**.

The interpretative displays will be manufactured off-site and installed on site. This will minimize any effects on the interior tapestry of the classroom and can be easily removed if required.

The exterior windows will be covered with a transparent clear, but possibly tinted UV filter to protect the artifacts from sun light. Otherwise there will be no alterations to the exterior of the building.

2. ISSUES AND OPTIONS

The Province has acknowledged that the proposed interior alterations to the Lunenburg Academy are outside the scope of the property's provincial heritage registration and would not be considered a substantial alteration under the Heritage Property Act.

As the development is wholly enclosed within the building and there are no exterior alterations it has been determined that the development is also a non-substantial alterations pursuant to the building's municipal heritage registration and therefore no Heritage Permit pursuant to the Heritage Property Act or Certificate of Appropriateness pursuant to the Heritage Conservation District By-law are required.

Funding has been secure and no additional funding requirements from the Town are anticipated.

3. FINANCIAL IMPACT

There are no additional financial costs directly attributed to the Town from the proposed development.

4. STRATEGIC PLAN RELEVANCE

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

Strategic Direction #6:

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

And Guiding Principle #5:

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

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approves a motion providing their consent for the Lunenburg Academy Foundation with regards to their plans to develop a heritage classroom in Room 106 of the Lunenburg Academy in-keeping with Attachment A.

Motion:

Moved by___ Seconded by_____ that Council provides their consent to the Lunenburg Academy Foundation with regards to their plans to develop a heritage classroom in Room 106 of the Lunenburg Academy in-keeping with Attachment A and authorize the Mayor and Town Clerk to sign the development permit and building permit applications on the Town's behalf.

ATTACHMENTS:

- A.** Heritage Classroom Proposal
- B.** Existing Classroom Floor Plan
- C.** Historic Floor Plan – First Floor

Acknowledged by:

Bea Renton
CAO



ATTACHMENT A

Lunenburg Academy Heritage Classroom

Artifact displays catalogue

27 November 2020



Table of contents

- 1 Overview
- 2 Key-plan
- 3 Zones & millwork displays
- 4 Artifact catalogue:



1 Overview



Purpose

This document provides renderings for each expected piece of millwork, to give a sense of what is intended in the design.



Each piece of millwork remains to be designed, in the next phase. While physical artifacts have been selected for the exhibit, each artifact's placement within cases has not yet been determined.

Digital images—those appearing in sample interpretive panels—have not yet been selected, and should be ignored.



2 Key-plan

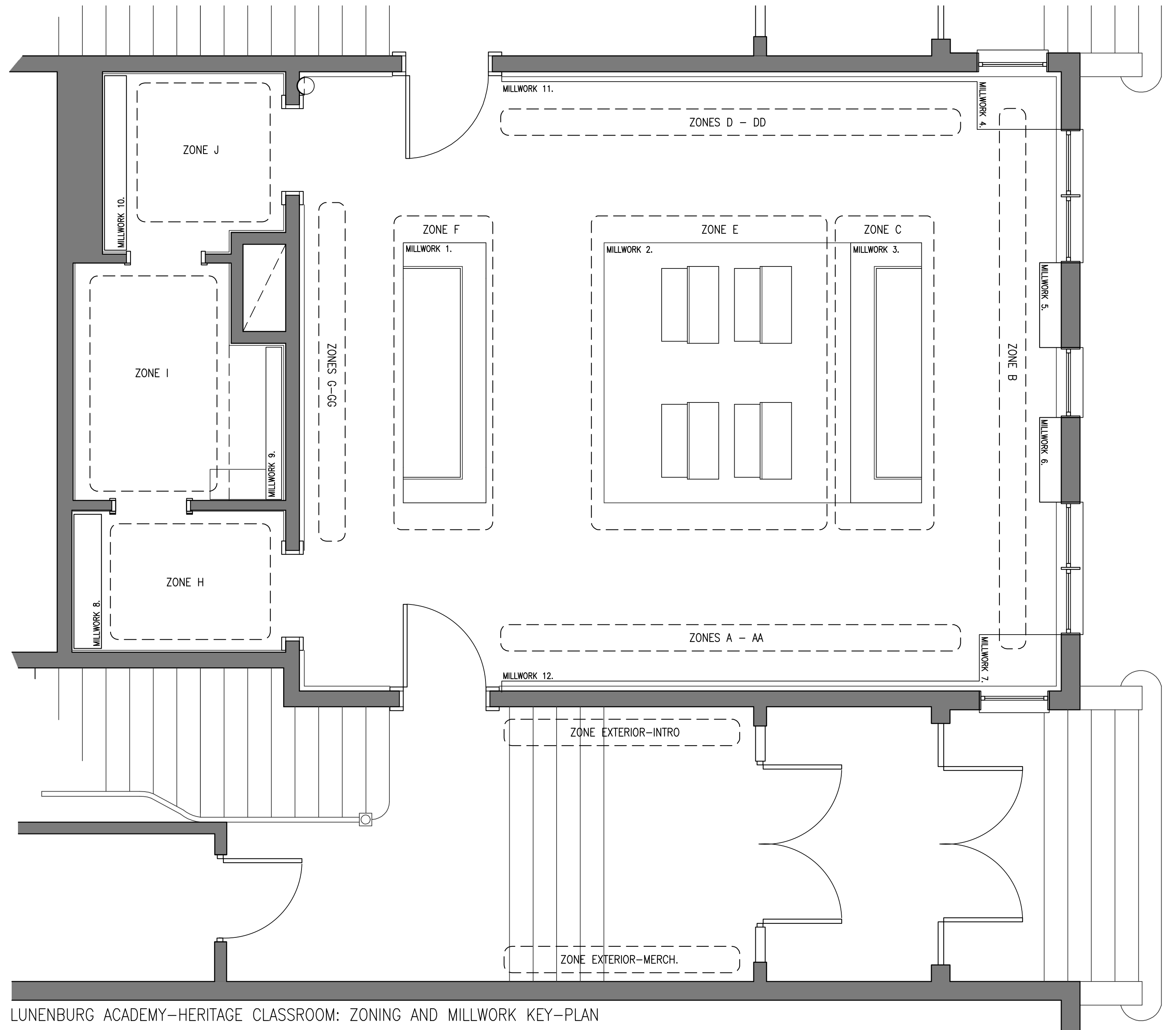
01 Key-plan

- Zones

The zones outline the specific arrangement and location of artifacts based on their respective history and relevance to the exhibits story.

- Millwork

The corresponding millwork outlined within each zone is designed to best house the respective artifacts within each zone.



LUNENBURG ACADEMY-HERITAGE CLASSROOM: ZONING AND MILLWORK KEY-PLAN

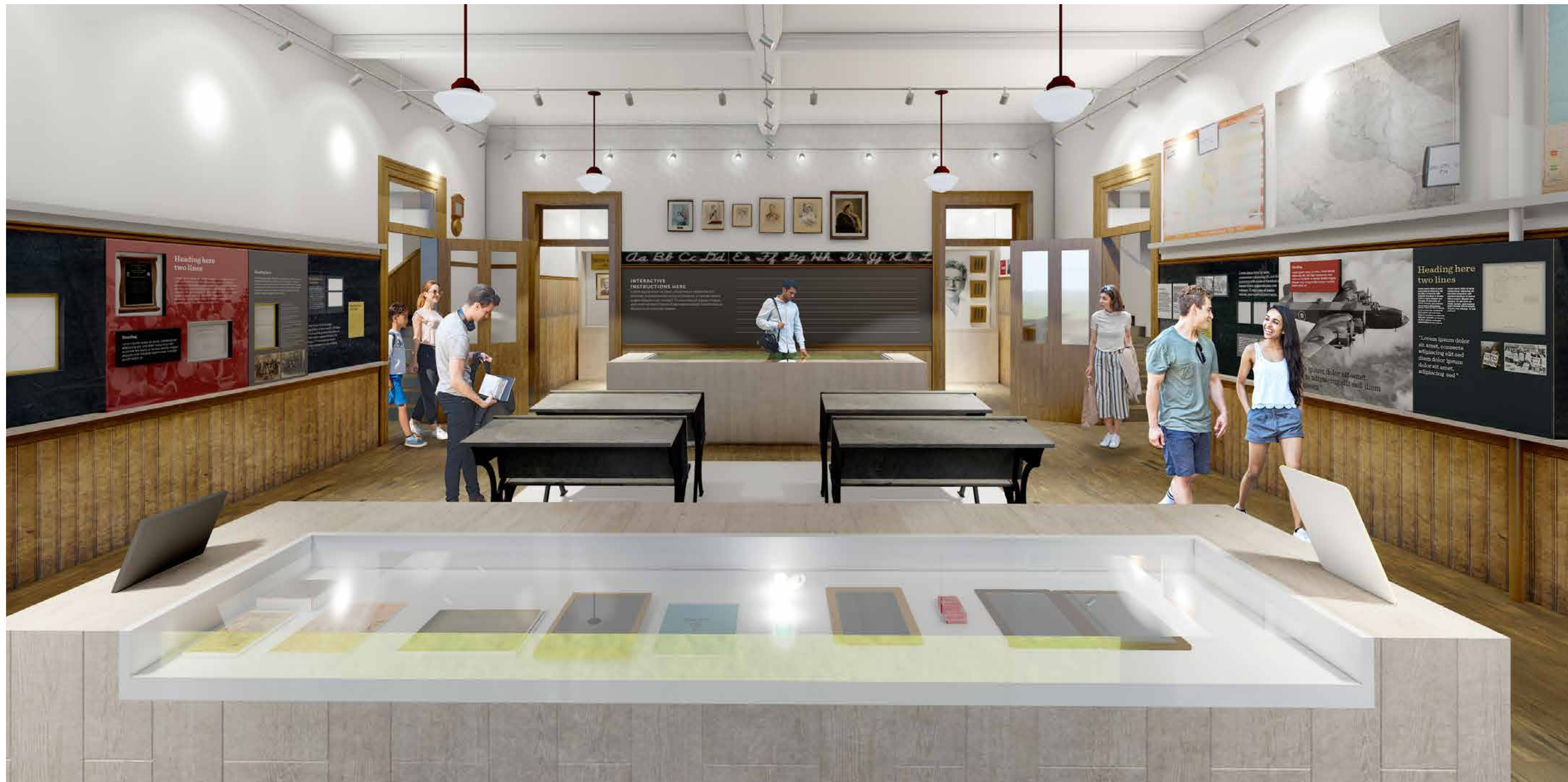


3 Design alternative



Design alternative 1—exterior view

We're showing an alternative entry view without the verticals attached to the "teacher's desk" inside. This option includes a welcome sign outside the room, which would can be part of the design WITH OR WITHOUT the verticals.

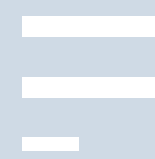


Design alternative 1—interior view

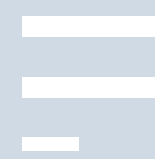
This alternative shows a rendering of a design without the vertical elements. This is the interior view of the same alternative shown on the page before.



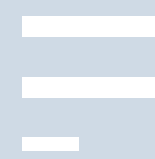
4 Zones & millwork displays



Zone A-AA: Millwork 12



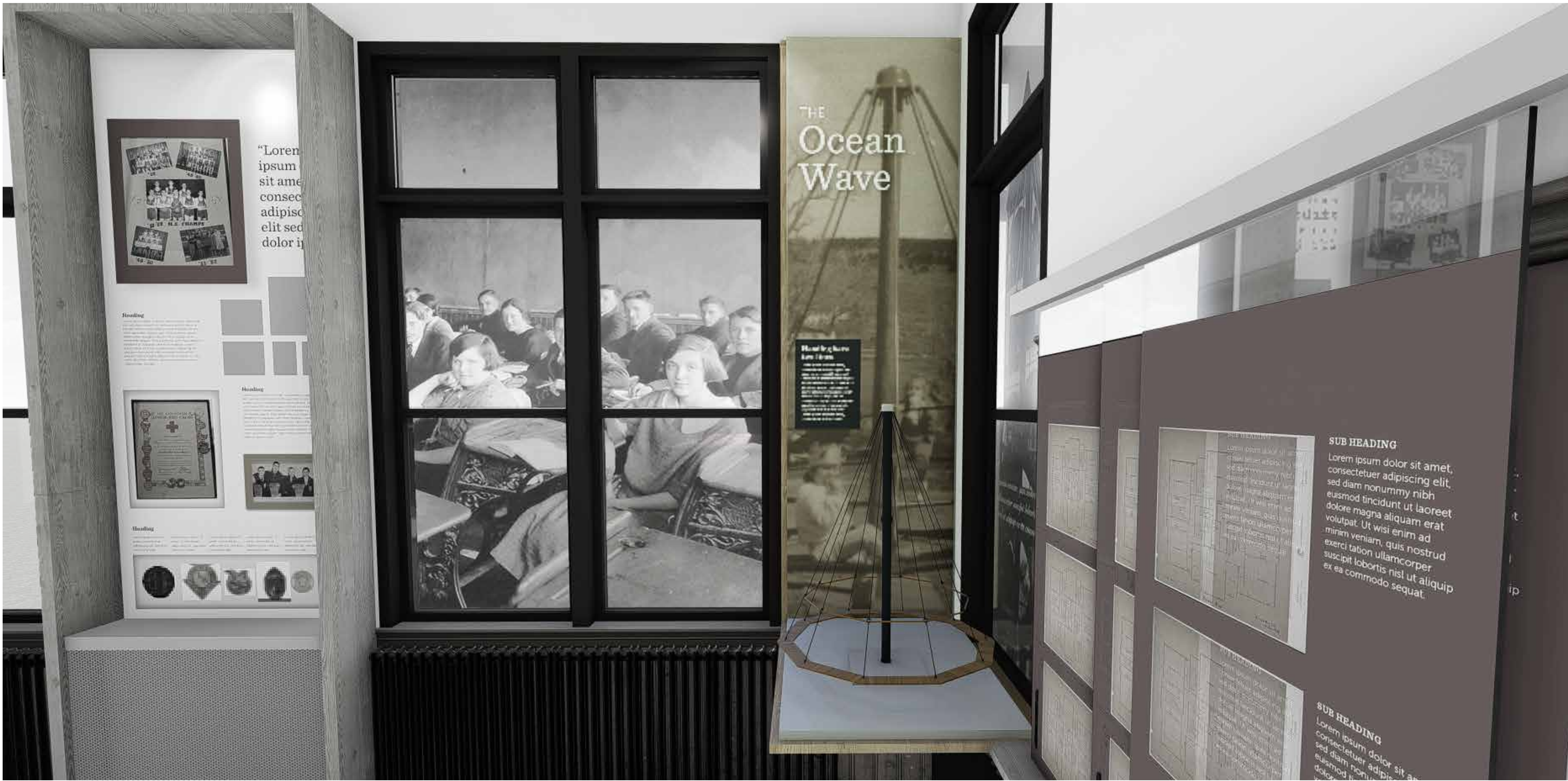
Zone B: Millwork 4



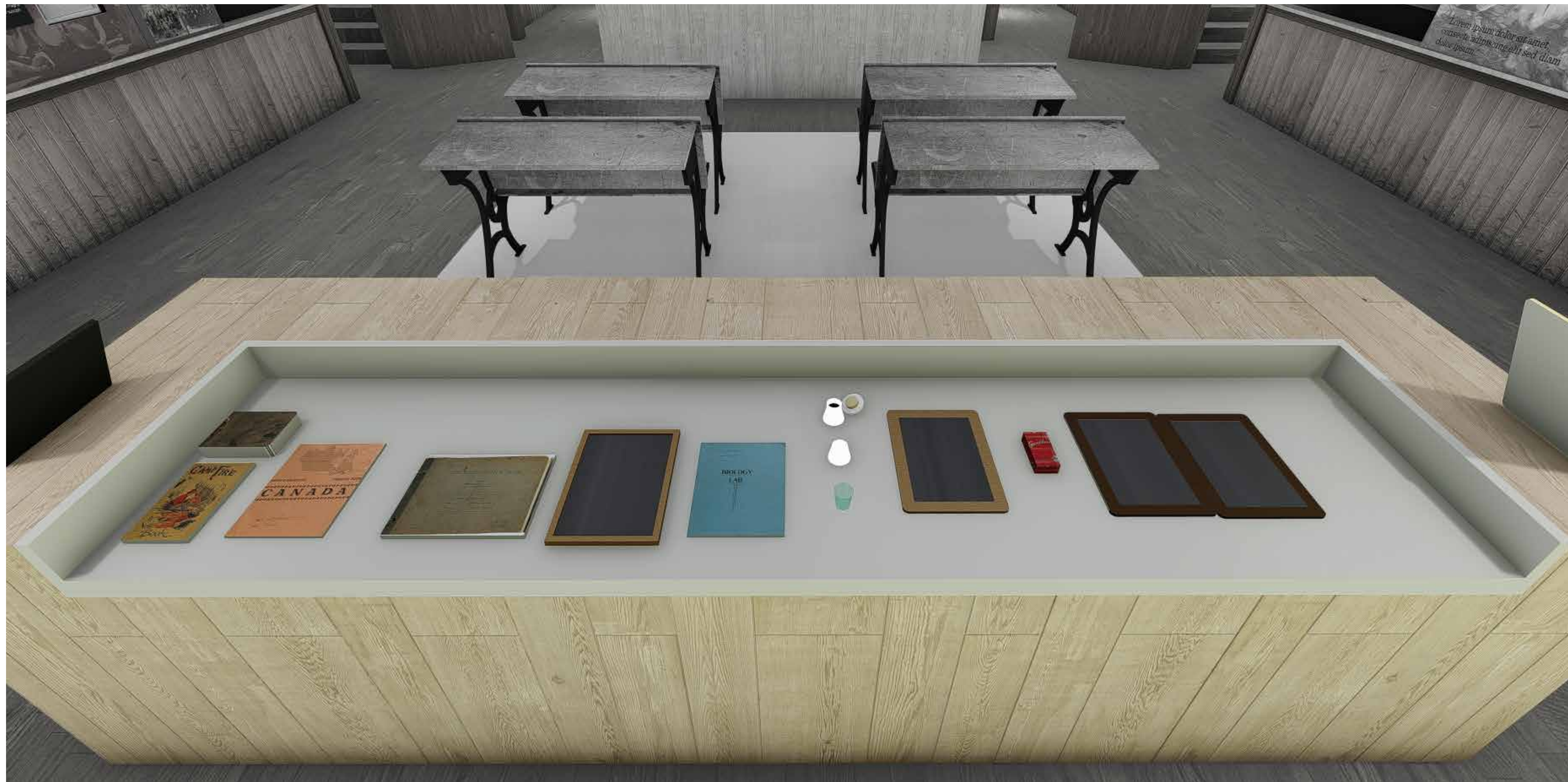
Zone B: Millwork 5



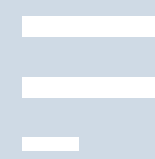
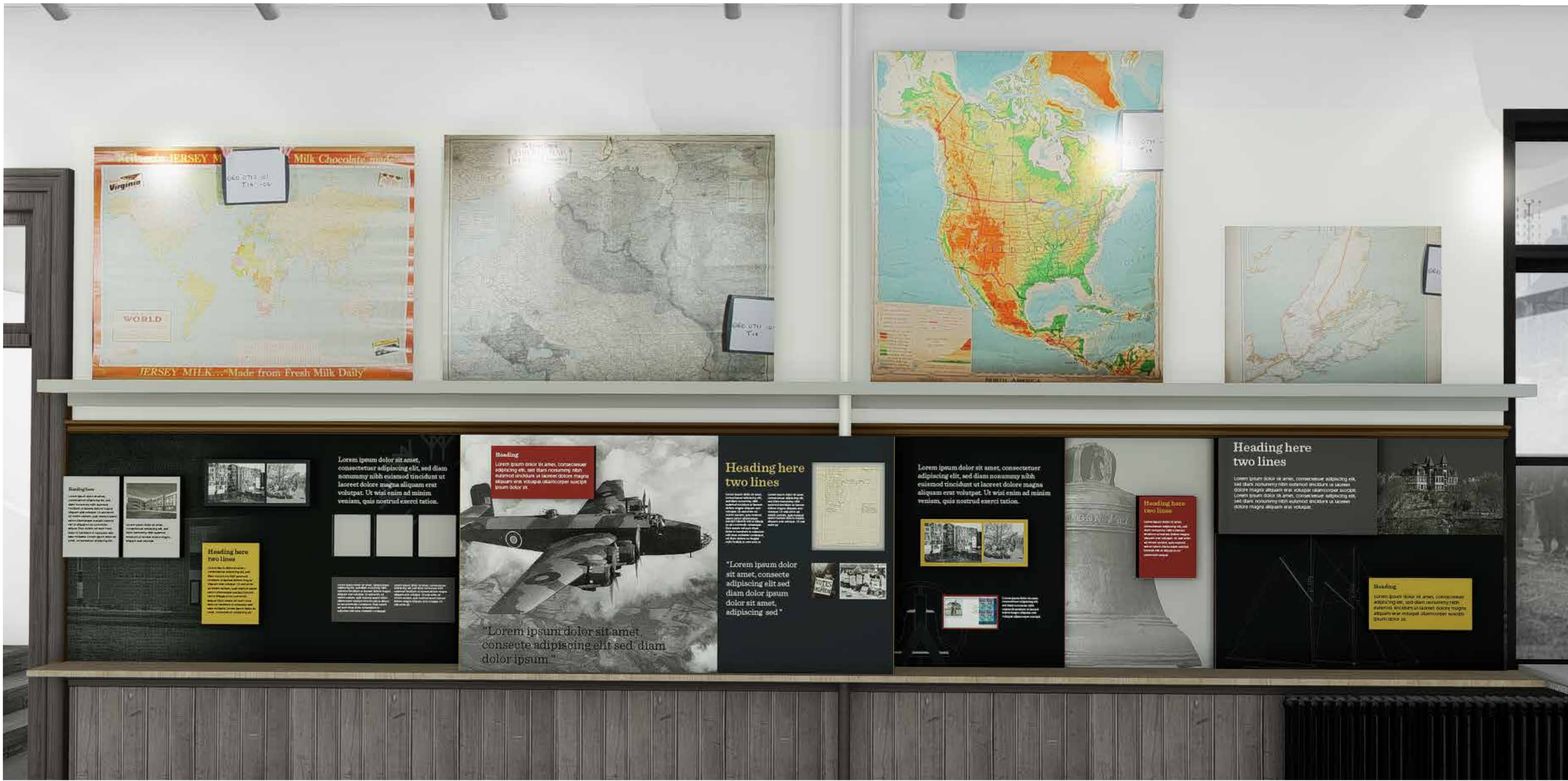
Zone B: Millwork 6



Zone B: Millwork 7



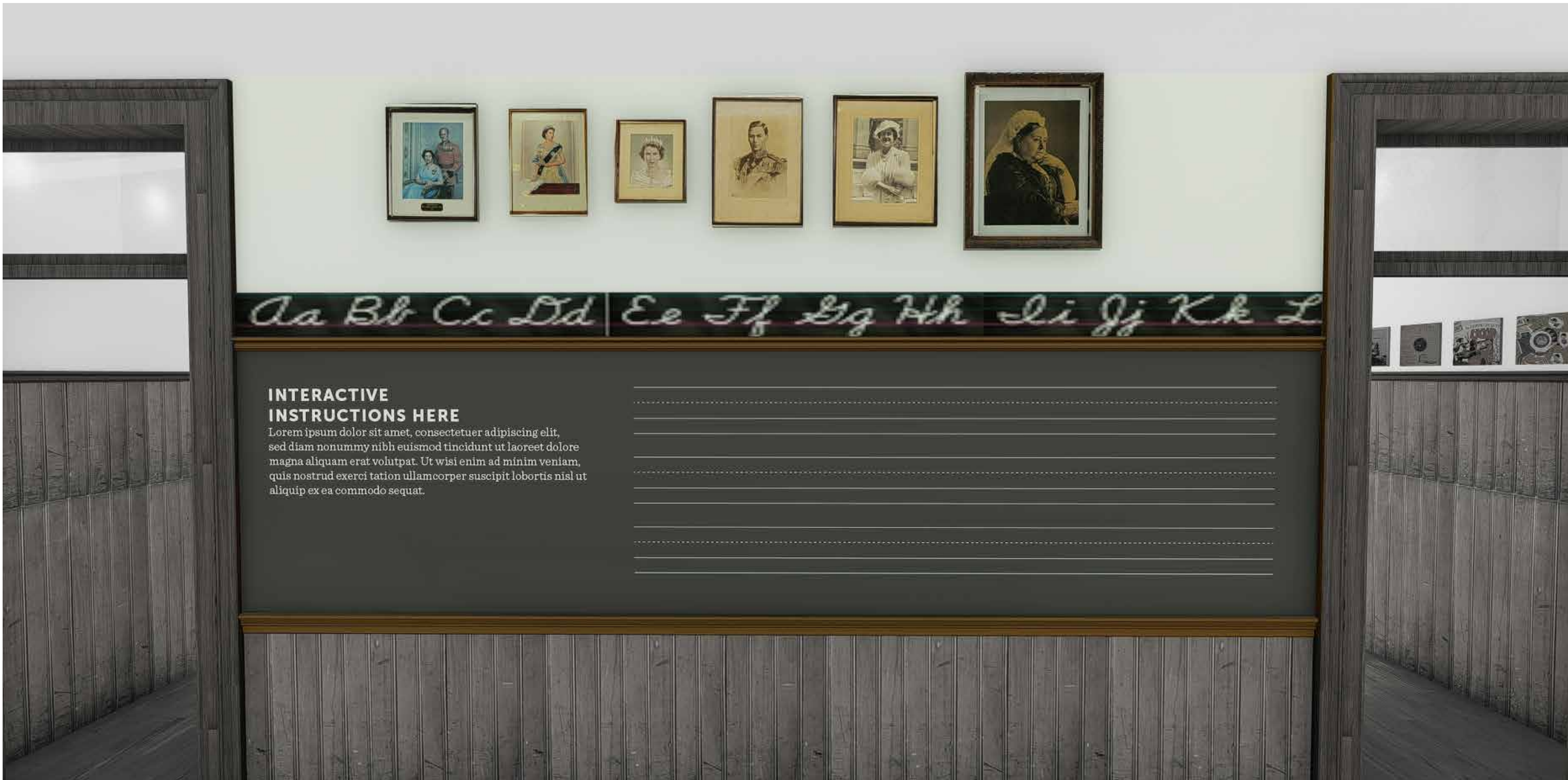
Zone C: Millwork 3



Zones D-DD: Millwork 11



Zone E: Millwork 2

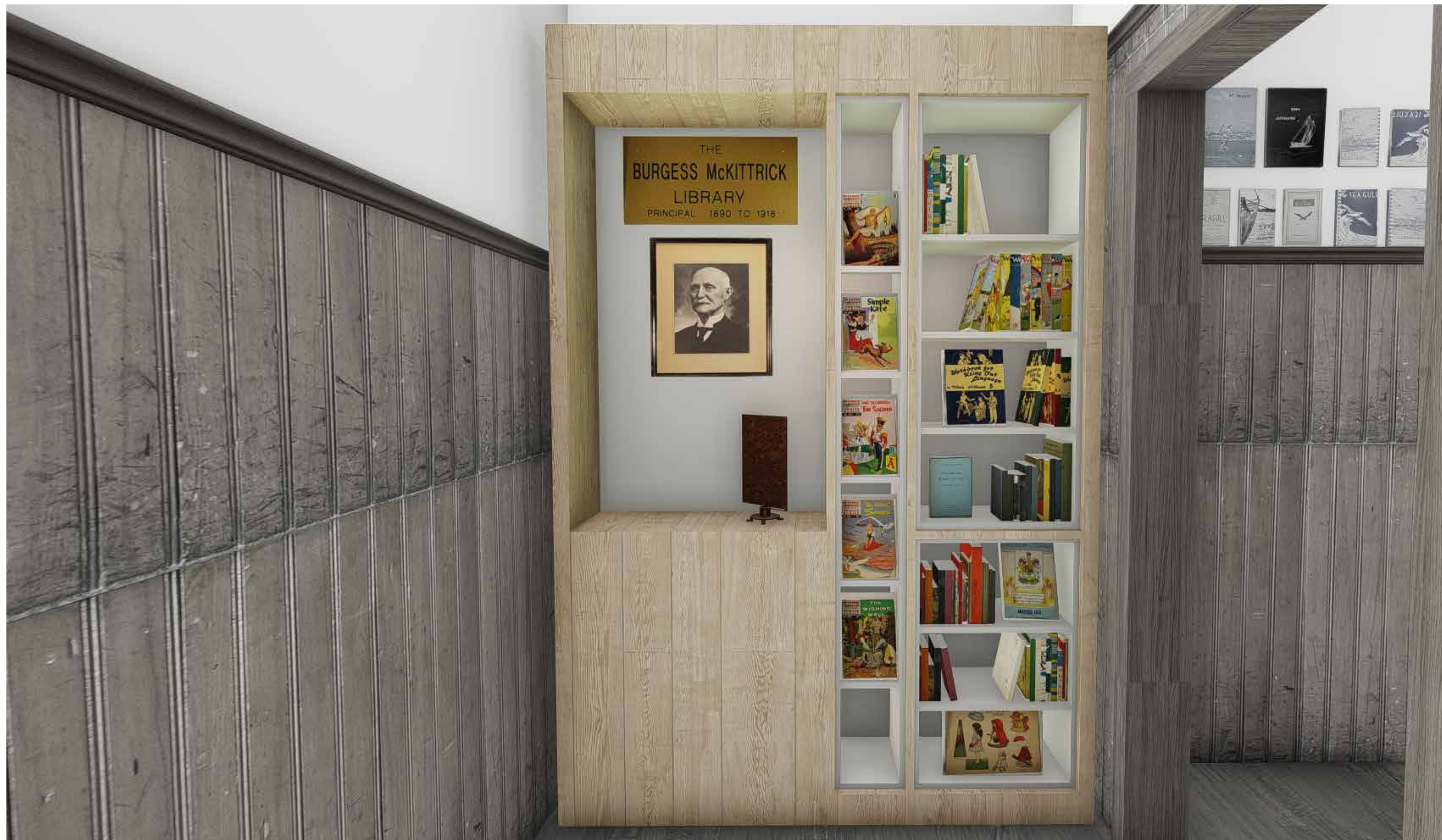


**INTERACTIVE
INSTRUCTIONS HERE**

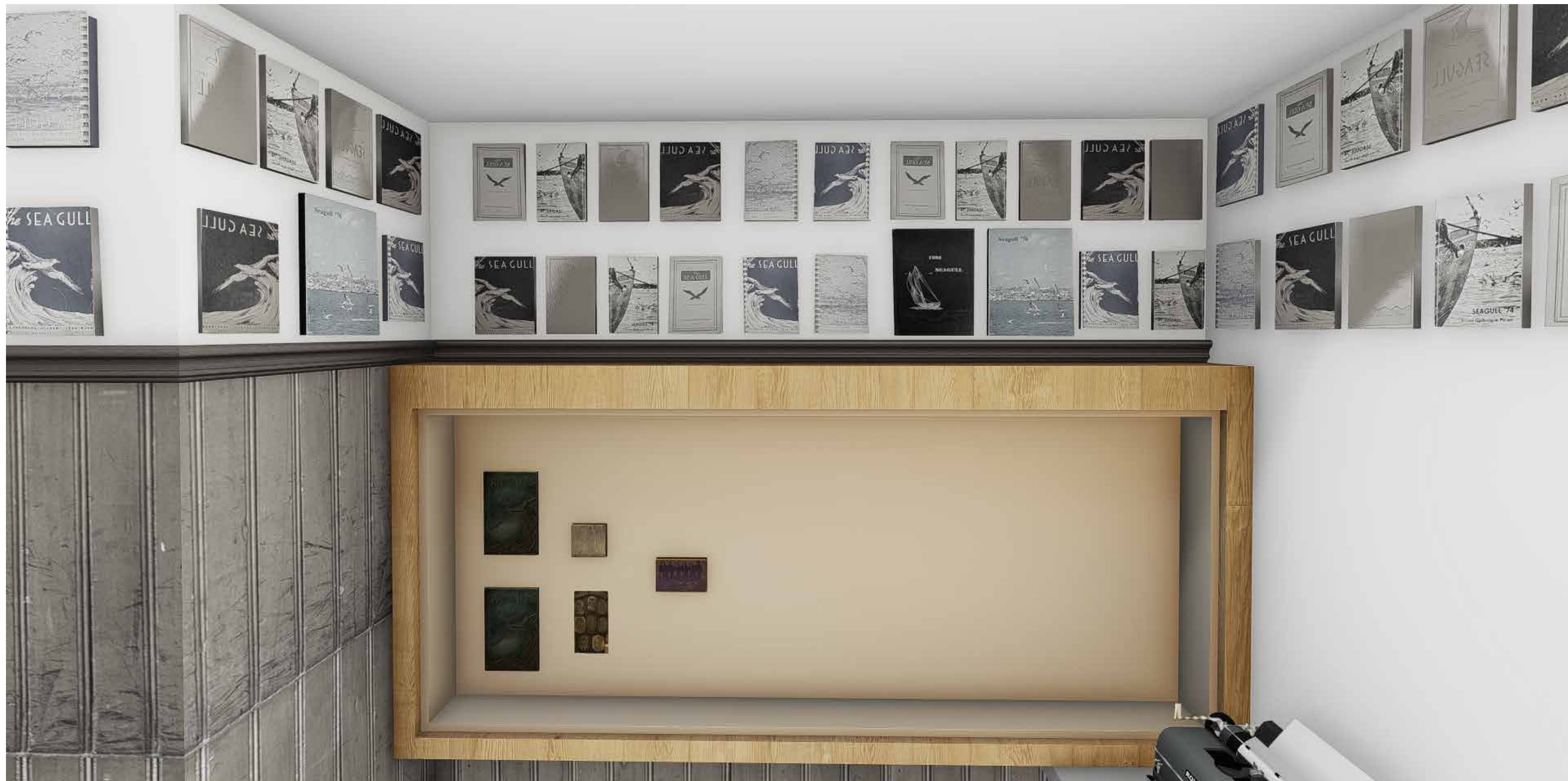
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo sequat.



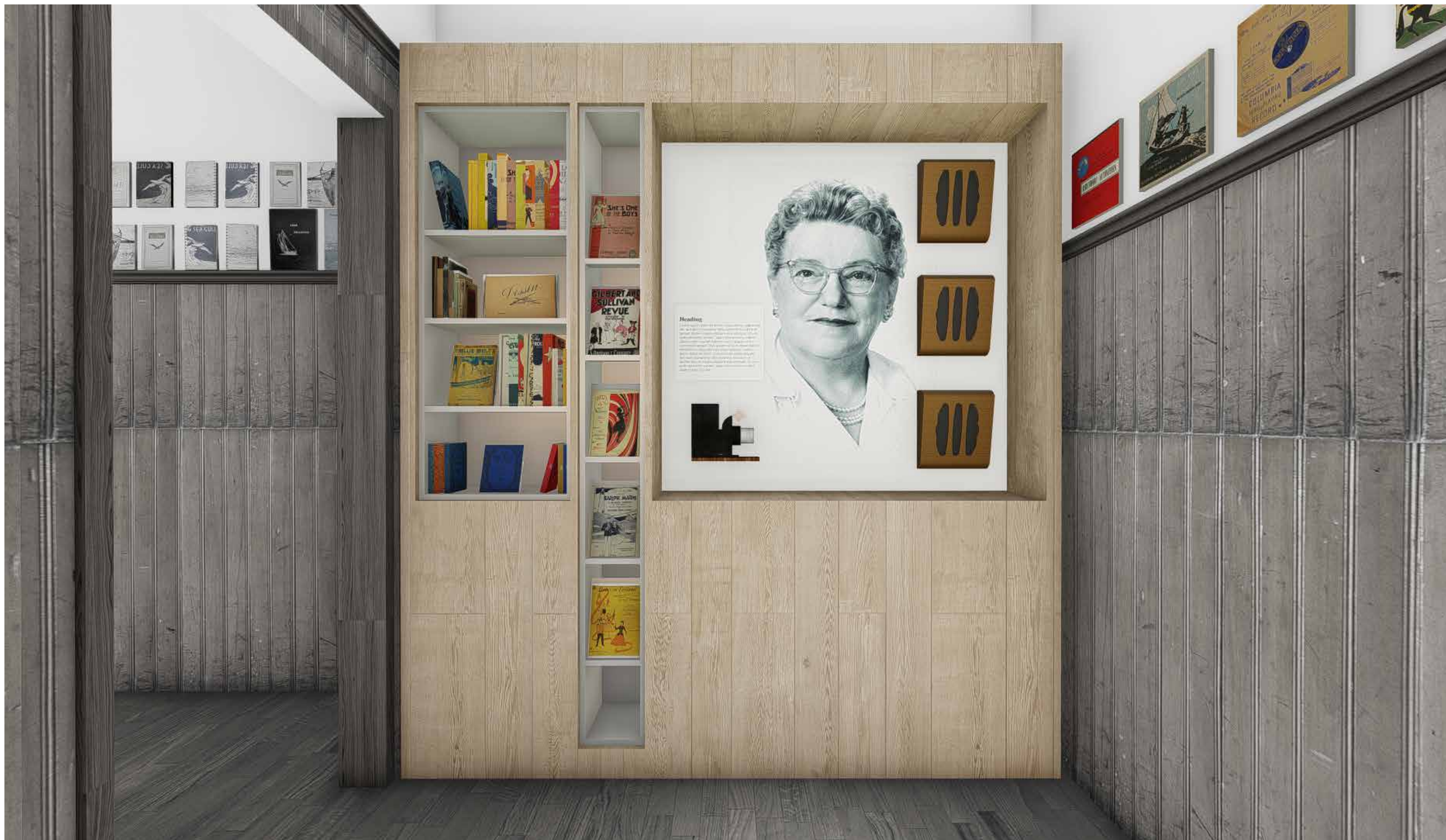
Zones G-GG



Zone H: Millwork 8



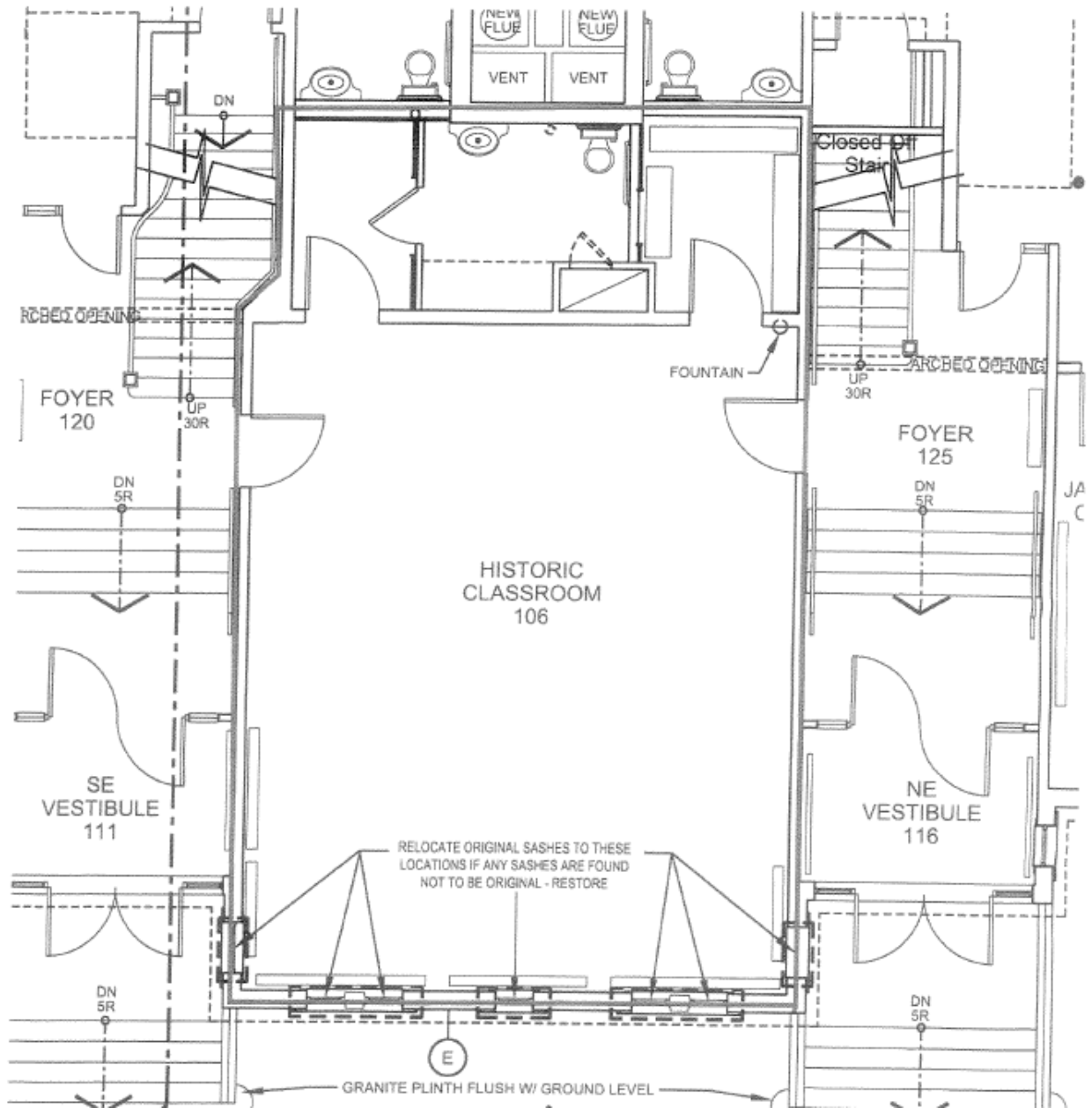
Zone I: Millwork 9



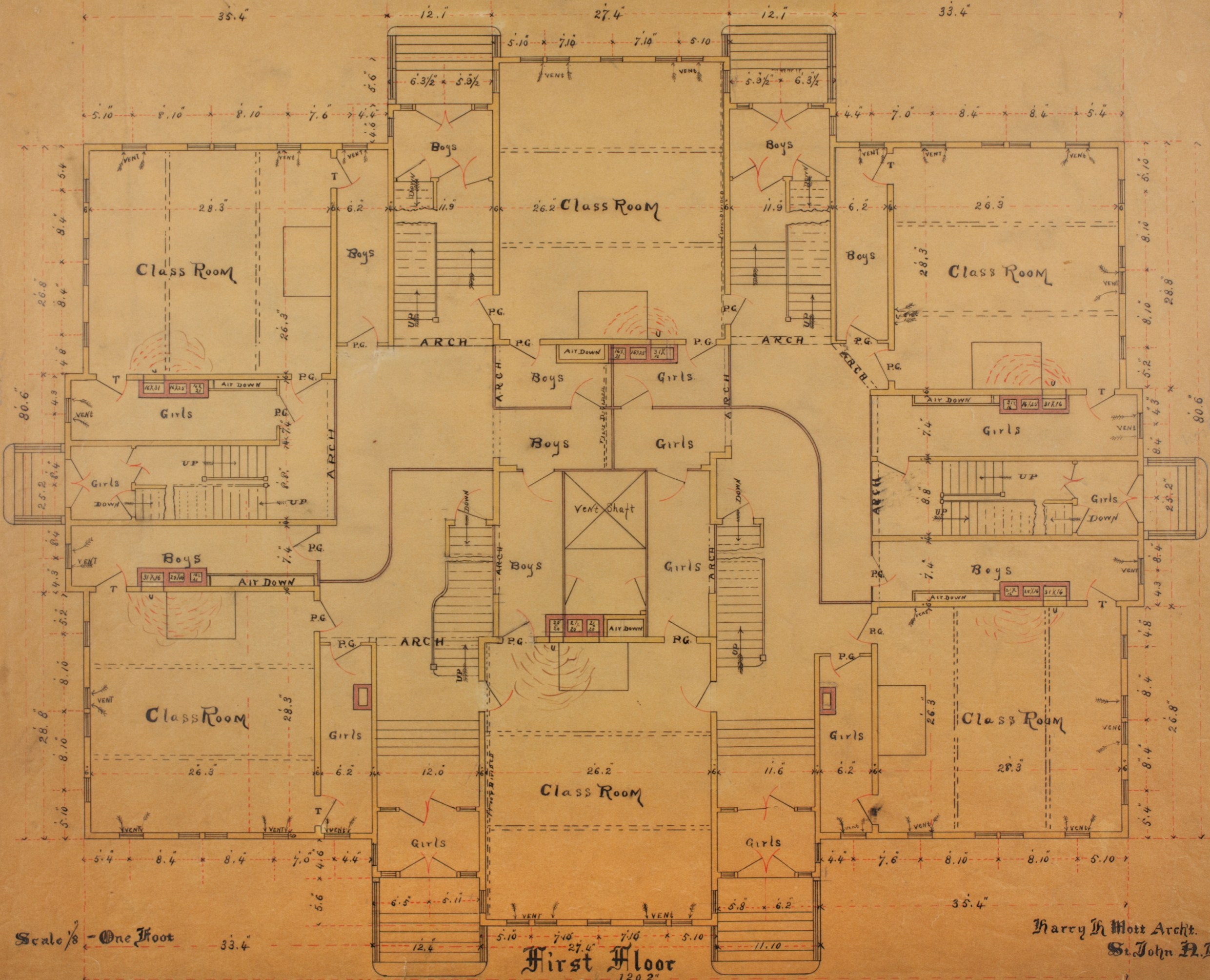
Zone J: Millwork 10

ATTACHMENT B

EXISTING CLASSROOM FLOOR PLAN



ATTACHMENT C - HISTORIC FLOOR PLAN - FIRST FLOOR



Scale 1/8" = One Foot

First Floor
120.2'

Harry H. Mott Archt.
St. John N.B.

your gateway to
Canada's past



www.ARCHIVESCANADA.ca

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Canada



#98 TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL

PURPOSE

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

PROCEDURE

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

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

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

Audit Committee

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

General Government Committee

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

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.

Planning Advisory Committee

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 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

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.

Recreation Committee

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.

Special Committees

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

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

External Boards and Committees with Town Appointments

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


- Schedule "A" attached

Clerk's Annotation For Official Policy Book

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

Date of passage of Policy amendments: September 22, 2020

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

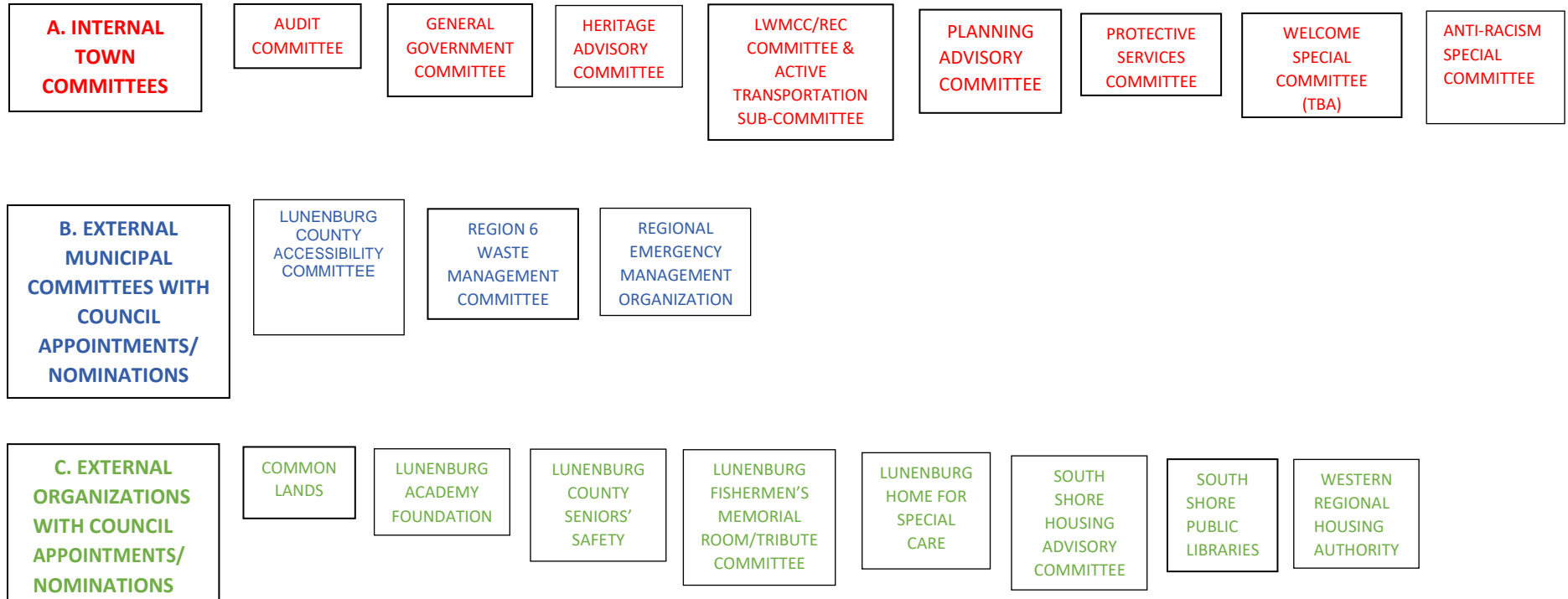


Municipal Clerk



Date

TOWN OF LUNENBURG – COMMITTEE STRUCTURE



Note:

- A. Report directly to Town Council.
- B. External Committees with one or more Council representatives. Major items may require Council approval, e.g., budgets.
- C. External Organizations with one or more Council representatives. Generally no formal reporting function to Council.

Special Committees of Council are also established from time to time for specific purposes.

Revised: September 2020



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

January 14, 2021

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

Dear Bea:

The Lunenburg & District Fire Department has found it necessary to purchase new air lift bags to replace our existing ones that are no longer usable due to their safety expiry dates. To help pay for this necessary equipment we would like to request \$15 000 from the 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

Kelly Jardine

Importance: High

From: Lunenburg Garden [<mailto:garden.lunenburg@gmail.com>]

Sent: January 19, 2021 2:06 PM

To: Melissa Duggan. <MDuggan@explorelunenburg.ca>

Cc: Bea Renton <brenton@explorelunenburg.ca>

Subject: Request for Council Meeting Agenda - Jan 26, 2021

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

Hi Melissa,

Thank you again for taking some time to meet with us last week! During our meeting on January 14, 2021, we discussed the Lunenburg Community Garden's application to the TD Friends of the Environment Fund and our request for the Town of Lunenburg to be the primary contact due to the grant eligibility requirements. As per your suggestion, we have written a brief letter outlining our request for Lisa Dagley to represent the Town of Lunenburg as the primary contact on the application. Please see the attachment for a copy of the letter.

We'd like to ask permission to have our request added to the agenda for approval at the next Council Meeting taking place on January 26, 2021.

Please let us know if you require any further information,

Thank you for your consideration,
Clare

Secretary
Lunenburg Community Garden Steering Committee



January 19, 2021

Dear Lunenburg Town Council,

I am writing on behalf of the Lunenburg Community Garden (LCG) because we would like to submit an application to the TD Friends of the Environment Fund (TD FEF) in partnership with the Town of Lunenburg. The grant specifies it can only be submitted by an indigenous group, registered charity, municipality, or school. We are a non-profit but do not have charitable status and thus we are requesting the Town of Lunenburg to submit the application on the LCG's behalf. This request would entail including Lisa Dagley as the primary contact on the grant, and, if successful, accepting and transferring the funds to the LCG. The application to TD FEF is a request for \$4000 that will contribute towards the cost of hiring a Community Garden Coordinator, purchasing native plants and soil for the pollinator garden, as well as purchasing tools for ongoing garden maintenance.

The LCG is a community project that strives to create an inclusive and sustainable green space where all members of our community are welcome to gather, share and celebrate the simple act of growing and eating healthy food. We have a wide range of participants, including but not limited to: young families growing and learning together; young people living in apartments and growing healthy food they might not otherwise be able to afford; seniors, some who have recently downsized and no longer have space for gardening; and people of all ages who are new to gardening and want to learn in a supportive environment.

To expand on what LCG can offer as a volunteer-run organization we are partnering with Coastal Action, a local environmental not-for-profit, to create a full-time Community Garden Coordinator position for May-August of 2021. With direction from the LCG and Coastal Action, the Community Garden Coordinator will maintain the existing LCG activities, as well as creating a monthly gardening workshop series and pollinator planting project.

This increased community engagement will enhance LCG's capacity to provide opportunities for community members to connect with and understand the surrounding natural environment, grow organic food, build self-sufficiency skills, and learn about local food security.

Please feel free to contact me, Kara Highfield at 902-789-6768 or garden.lunenburg@gmail.com for more information.

Thank you for your consideration,

Kara Highfield

A handwritten signature in black ink that reads "Kara Highfield". The signature is written in a cursive style with a horizontal line underneath the name.

Chair
Lunenburg Community Garden Steering Committee



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

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

December 24, 2020

Bea Renton
CAO
Town of Lunenburg

Via Email

Dear Bea:

Re: Purchase of Property from Touesnard

Enclosed herewith is a draft Resolution concerning the Touesnard purchase where the transaction is approved in public session.

Please confirm that this is satisfactory.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js
CC Lisa Dagley

Z:\PAB - WIP\1 - OPEN\4 - Town Files\Town - Purchase of Property from Touesnard\Letters\Letter to
Bea December 24, 2020.docx

Motion: Moved by _____ and seconded by _____ that:

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

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

- a) The Town approves the offer and resulting Agreement of Purchase and Sale attached as Schedule MT1 hereto, and agrees to purchase the properties on the terms thereof (provided that an HST certificate will be given by the Vendor in relation to the properties), and
- b) The Mayor and Manager/Clerk are authorized to execute such documentation as is necessary or, in their opinion advisable, for the completion of the transaction and to affix the municipal seal thereto, and
- c) The Town will not be obtaining a survey of the properties at this time.

Schedule MT1

1

PURCHASE & SALE AGREEMENT

The Town of Lunenburg, a municipal body corporate, hereinafter called the "Purchaser", having inspected the following described property, hereby offer to purchase from Michael Touesnard hereinafter called the "Vendor" the property known as: PID 60715562 (approximately 25.43 acres) PID 60407020 (approximately 5 acres), PID 60407038 (approximately 42.4 acres), and PID 60407046 (approximately 72.2 acres) all at Rhodes Corner, herein collectively referred to as the "property", in the County of Lunenburg, Province of Nova Scotia at the purchase price of Two Hundred and Forty Thousand in Canadian dollars (\$240,000.00 Canadian) on the following terms:

1. a. Purchaser submits this offer with \$1000.00 cash or cheque payable to the Vendor's Solicitors in trust as a deposit to be held in trust, pending completion of this Agreement and to be credited on account of the purchase money on closing, or to be refunded to the Purchaser if the transaction fails to close for any reason other than default of the Purchaser..
- b. The Vendor and Purchaser agree that the following will be done with respect to any leased items on the property (including, but not limited to, furnaces, hot water heaters, oil or propane tanks, etc.): no leased items
- c. The Vendor has determined that the property is partially subject to HST over and above the purchase price. The Vendor will obtain an opinion from a qualified HST Tax practitioner prior to November 27, 2020, that the transaction is partially subject to HST, he will then notify the Purchaser forthwith and provide a copy of the practitioners opinion, and the Purchaser shall then have three business days to review and advise the Vendor in writing whether it is prepared to purchase the property subject to HST, and in such event if it is not prepared to purchase subject to HST, the transaction shall be null and void and the deposit shall be returned without interest.

The Vendor will provide to the Purchaser a certificate in a form satisfactory to the Purchaser that save for that Portion of the property which is subject to HST (as determined by the HST tax practitioner) the conveyance contemplated by this agreement is exempt from HST.

2. This Agreement shall be completed on or before the 28th day of January, 2021, hereinafter called the closing date.
3. The Vendor confirms that the property has been migrated to the Land Registration System under the Land Registration Act. The Vendor shall provide the Purchaser's solicitor with the applicable PIDs for the property after the acceptance of this offer and after receipt whereof the Purchaser is allowed 10 business days to investigate the title to the property, which the Purchaser shall do at the Purchaser's expense. If within that time frame, any valid objection to title is made in writing to the Vendor, which the Vendor is unable or unwilling to remove, and which the Purchaser will not waive, this agreement shall be null and void and without liability by the Vendor for the expenses incurred or damages sustained by the Purchaser.

4. The conveyance (of the property which is the subject of this Agreement) shall be by Warranty Deed, drawn at the expense of the Vendor, to be delivered on payment of the purchase price on the closing date. The said property is to be conveyed free from other encumbrances, except as to any easements, registered restrictions or covenants that affect the property and do not materially affect the enjoyment of the property and except as specifically set out in paragraph 1 of this Agreement.
5. All lands, buildings, fixtures and all other property being purchased hereby, shall be and remain at the risk of the Vendor. Pending completion of the sale, the Vendor will hold all insurance policies and the proceeds thereof in trust for the parties as their interests may appear and in event of damage to the said premises, the Purchaser may either have the proceeds of the insurance and complete the purchase, or may cancel the Agreement and have all moneys theretofore paid returned without interest. Purchaser shall not be called on to make this election until Vendor's insurers have confirmed payment on insurance.
6. Interest, rentals, taxes, rates, fuel on the premises and assessments are to be adjusted to the date of closing. The cost of municipal improvements (including, but without limiting the generality of the phrase "municipal improvements", betterment charges and capital charges for utility or municipal services) completed as of the date of this Agreement, are to be paid by the Vendor on or before the closing date, unless otherwise stated.
7. Any tender of documents to be delivered or money payable hereunder may be made upon the Vendor or the Purchaser or any party acting for it/them and money to be legal tender, which shall include solicitor's trust cheque, drawn on a Canadian Bank.
8. The Purchaser shall have the right to inspect the premises during day-light hours, once prior to the closing of the within transaction, upon providing the Vendor twenty-four (24) hours prior notice of intention to inspect.
9. It is understood and agreed that if the Purchaser does not complete this Agreement in accordance with the terms thereof, he will forfeit the above deposit in addition to any other claim which the Vendor may have against the Purchaser for his failure to so complete.
10. Time shall in all respects be of the essence in the Agreement. In the event of a written agreement of extension, time shall continue to be of the essence. All warranties and representations contained in this Agreement shall survive the closing unless otherwise stated herein.
11. This Agreement shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrator, successors and assigns and shall be read with all changes of gender or number required of the context. This agreement may be signed in a series of counterparts, which when executed by all of the parties hereto will constitute a binding agreement. Signatures reproduced by fax shall be treated as originals.
12. There are no representations, warranties, collateral agreements or conditions pertaining to this agreement or to the property other than as expressly set out herein in writing.


13. This Agreement is subject to the following terms and conditions:

- a. Balance in cash or by solicitor's trust cheque on closing.
- b. Vendor to provide copy of any existing survey plan or location certificate within 5 business days of acceptance of offer.
- c. Vendor will provide a Property Condition Disclosure Statement (PCDS) within 5 business days of acceptance of offer. Terms of PCDS to be satisfactory to purchaser, and purchaser shall have 14 days after receipt of PCDS to advise vendor in writing if unsatisfactory, in which case Purchaser shall be entitled to withdraw from agreement and receive back deposit. Vendor warrants PCDS to be complete and accurate as of the date of acceptance of offer and further agrees to advise Purchaser in writing of any changes that occur to property prior to closing date. Once received, the PCDS forms part of this Agreement.
- d. Subject to purchaser at its expense having property inspected by an inspector of its choice and purchaser being satisfied with results of inspection. This shall be deemed satisfactory and this clause satisfied unless purchaser notifies vendor or their solicitor to the contrary in writing on or before January 8, 2021. If notice to the contrary is so received, the purchaser may elect to terminate this agreement and have the deposit returned, without interest.
- e. Subject to the purchaser obtaining a survey (if it so wishes) of the subject lands from a qualified land surveyor. The purchaser shall have 5 business days from receipt of the survey to confirm the survey is satisfactory to them. This shall be deemed arranged unless the vendor is notified to the contrary in writing on or before January 8, 2021. If notice to the contrary is received, either party shall be at liberty to terminate this contract and the deposit returned to purchaser without interest or penalty.
- f. Subject to the discharge and release of any Woodlot Management Plan (and any Management and Marketing Agreement) affecting the property, prior to closing.


If all Woodlot Management Plans and Management and Marketing Agreements are not discharged and released, the Purchaser may elect to terminate this agreement and have the deposit returned without interest.
- g. The Vendor warrants and represents to the Purchaser, which warranty shall survive closing, that to the best of the vendor's knowledge and belief, after due inquiry, there has been no spill, discharge, leak, emission, injection, escape, dumping or release of any kind made onto the property or into the environment surrounding the property of any toxic or hazardous substance as defined in the Environment Act of Nova Scotia or any other applicable law or regulation.
- h. Subject to approval by Lunenburg Town Council in public session prior to closing. If not so approved, the Purchaser may elect to terminate this agreement and have the deposit returned, without interest.

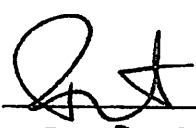
- i. Subject to the Purchaser reviewing, within 15 days of the acceptance of this offer, the Burdens on the Lands being purchased and being satisfied therewith. If the Purchaser is not so satisfied, it may elect to terminate the agreement and have the deposit returned.
 - j. Subject to the Purchaser obtaining any approval required by the Utility and Review Board before closing. If any required approval is not obtained, then the Purchaser may elect to terminate the Agreement and have the deposit returned.
14. The Vendor and the Purchaser agree to be bound by offers and counter-offers and related documentation that may be transmitted electronically and that reproductions of the signatures therein, including electronic signatures, shall be treated as originals.
 15. This offer shall be open for acceptance until 1700 hours on the 24th day of November, 2020.
 16. The previous offer by the Town of Lunenburg dated October 9, 2020 is hereby revoked.

DATED at Lunenburg, in the Province of Nova Scotia this 12 day of November, 2020.


 Witness Heather McCallum
 Ass't Municipal Clerk

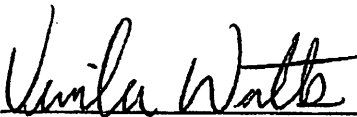

 Purchaser
Mayor Matt Risse

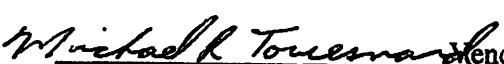

 Witness Heather McCallum
 Ass't Municipal Clerk.


 Purchaser
Ben Ranta, CA Clerk

15. I hereby accept the above offer and agree to sell on the terms set forth.

DATED at Centine in the Province of Nova Scotia this 16 day of November, 2020.


 Witness


 Vendor

Witness

Vendor