

**TOWN OF LUNENBURG COUNCIL MEETING**

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

**LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST**

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

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

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1. Call to Order

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

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

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

3. Agenda

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

4. January 12, 2021 Council meeting minutes

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

5. Public Hearings, Presentations and Questions

6. Correspondence, Petitions and Proclamations consideration

7. Business arising from the Minutes/Unfinished Business

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

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

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

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

b. Town Crier Appointment

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

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

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

The Mayor spoke of these upcoming external appointment opportunities.

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

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

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

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

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

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

d. Solar Project Opportunities

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

Motion: moved and seconded to:

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

Motion carried.

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

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

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

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

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

These minutes were received for information only.

9. New Business

- Lunenburg Academy Foundation Heritage Classroom Renovations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 10. Meet in camera

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

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

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

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

Motion: moved and seconded that:

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

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

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

Motion carried.

#### 12. Adjournment

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

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Bea Renton, CAO

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Meeting: Council – January 26, 2021

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**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 25<sup>th</sup> 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:

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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"> <li>1. Councillor Melissa Duggan, Chair</li> <li>2. Deputy Mayor Peter Mosher</li> </ol>
<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"> <li>3. Alden Darville, Eurocentres Atlantic Canada</li> <li>4. Jerin Kottakkal, Harbour View Haven</li> </ol>
<i>Two representatives from African Nova Scotian Community;</i>	<ol style="list-style-type: none"> <li>5. Rebecca Fisk, Artist/Art Teacher</li> <li>6. Sandra Vernon, Dept. of Community Services</li> </ol>
<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"> <li>7. Stephen Labrador</li> <li>8. TBD, Acadia First Nation Appointee</li> </ol>
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>	<b>Ex-officio:</b> <ul style="list-style-type: none"> <li>• Chavasse Bain, African NS Affairs</li> <li>• Piotr Luczak, Burke, Macdonald &amp; Luczak Barristers &amp; Solicitors</li> <li>• Megan Meldrum, Graduate Student, Queen’s University</li> <li>• Yvonne Mosely, Filmmaker</li> <li>• Mayor Matt Risser</li> </ul>
	<b>Advisors:</b> <ul style="list-style-type: none"> <li>• Cynthia Dorrington, Black Loyalist Heritage Centre</li> <li>• Tammy Hamlin, Town of Truro</li> <li>• Jessika Hepburn, BIPOC South Shore</li> <li>• Mohammad Mousa, Social, Human Sciences &amp; Youth, CC UNESCO (Ottawa)</li> <li>• Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs</li> </ul>
<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>	<b>Staff:</b> <ul style="list-style-type: none"> <li>• Arthur MacDonald, Heritage Manager</li> <li>• Heather McCallum, Assistant Municipal Clerk (Recording Secretary)</li> </ul>

*\*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: _____
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
<u>Email, call work number during business hours, otherwise call home number.</u>	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
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](mailto: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**

<b>Applicant Name:</b> <u>Megan Meldrum</u>	
<b>Mailing Address:</b> <u>[REDACTED], Lunenburg NS PO Box 643</u>	
<b>Street/Civic Address:</b> <u>[REDACTED]</u>	
<b>Work Phone:</b> <u>[REDACTED]</u>	<b>E-mail:</b> <u>[REDACTED]</u>
<b>Home Phone:</b> <u>[REDACTED]</u>	<b>Fax:</b> <u>[REDACTED]</u>
<b>What is the best way to contact you if we have questions about your application or require further information?</b>	
<u>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>	
<b>Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:</b>	
Anti-Racism Special Committee ✓	
<b>For more information about these Committees and Boards, please contact the Town Hall at 634-4410, ext. 228</b>	

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

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](mailto:brenton@explorelunenburg.ca)

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*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](mailto:brenton@explorelunenburg.ca)

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*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](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**

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

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

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](mailto:brenton@explorelunenburg.ca)

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*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:** ██████████ Mahone Bay NS B0J 2E0

**Street/Civic Address:** ██████████

**Work Phone:** ██████████

**E-mail:** ██████████

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

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**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

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

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

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  
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Lunenburg, NS B0J 2C0  
Phone: 902-634-4410 Fax: 902-634-4416  
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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: 902-691-1111

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Document No:  
Meeting: January 26, 2021  
Circulate To: COUNCIL  
File: COUNCIL

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## MEMORANDUM

**TO: COUNCIL**

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: JANUARY 20, 2020**

**RE: TOWN CRIER APPLICATIONS**

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### **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:
  - 18<sup>th</sup> 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

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**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.

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**Describe your public speaking experience.**

**As listed above, I have no problem with public speaking, or speaking in front of the camera. I've played many different roles on stage, and have done various commercials, television specials, and feature films. Most recently, I also started a YouTube channel, titled The Dancing Baker Canada.**

<p><b>Please return by December 10, 2020 to:</b></p> <p>Bea Renton, CAO Town of Lunenburg 119 Cumberland Street</p> <p>PO Box 129 Lunenburg, NS B0J 2C0 Phone: 902-634-4410 Fax: 902-634-4416 email: <a href="mailto:brenton@explorelunenburg.ca">brenton@explorelunenburg.ca</a></p>	<p><i>For Office Use Only:</i> <i>Date Received:</i> <i>Circulated to:</i> <i>Date Considered by Council: Applicant Notified:</i></p>
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## 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**

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**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><b>Please return by December 10, 2020 to:</b> 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: <a href="mailto:brenton@explorelunenburg.ca">brenton@explorelunenburg.ca</a></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](mailto:brenton@explorelunenburg.ca)

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## Ann Covey

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**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

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## MEMORANDUM

**TO: LUNENBURG TOWN COUNCIL**

**FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT**

**DATE: JANUARY 18, 2021**

**RE: SOLAR MEMO**

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### **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 11<sup>th</sup> 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.

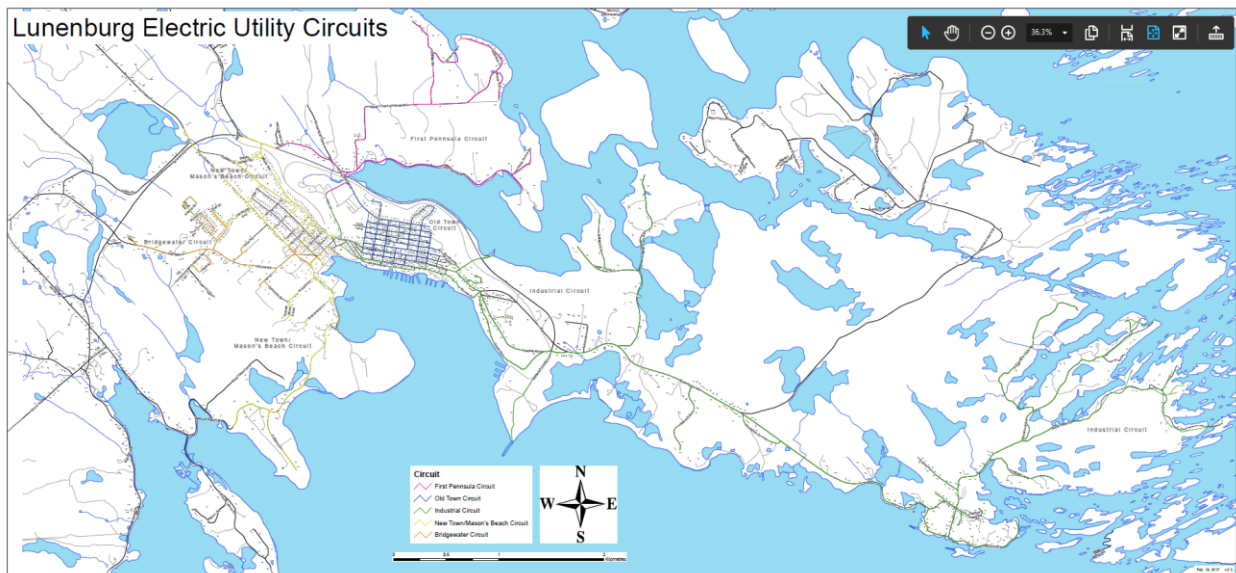
Attachments – Town of Lunenburg Utility map, Satellite image of the Water Treatment Plant

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](mailto:pbracken@explorelunenburg.ca), 902-523-4979

**Submitted by:**

Natural Forces Solar

Attn: Chris Turner (Project Development Manager), [cturner@naturalforces.ca](mailto: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 3<sup>rd</sup> 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 3<sup>rd</sup> 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
<b>Total</b>	<b>\$14,000.00</b>

### 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
<b>Total</b>	<b>100</b>	<b>\$12,000.00</b>	

### 6.3. Invoicing Details

1. All 3<sup>rd</sup> 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 (3<sup>rd</sup> 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.
- Draft Council and Committee meeting agendas and agenda document packages will be compiled and circulated by the CAO and other Corporate Services staff by **12:00 p.m. noon the Friday Wednesday before the Council or Committee meeting**. This allows Council and Committee members sufficient time in which to read staff reports, ask questions of the report author in advance of the meeting if needed and otherwise prepare for the meeting.
- Reports that do not meet the above deadlines are considered late and will be referred to the next regular Council or Committee agenda as relevant. It is recognized, however, that urgent matters may arise with little notice before a Council or Committee meeting requiring that body's attention. In such circumstances, the report writer may ask the CAO if the matter needs to be brought to the attention of the Mayor or Committee Chair for possible late addition to a meeting agenda after

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

#### 4. TYPES OF STAFF REPORTS

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

##### a) Information Reports

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

##### b) Action Reports

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

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

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

#### 5. STAFF REPORT FORMAT

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

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

a) Title Section

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

b) Facts

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

c) Issues and Options Analysis

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

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

d) Financial Impact

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

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

e) Strategic Plan Relevance

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

f) Recommendation and Draft Motion

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

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

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

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

#### g) **Attachments**

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

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

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

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

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

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

## **7. REPORT FORMAT TEMPLATES**

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

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

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

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Document No:  
Meeting:  
Circulate  
File:

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**MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

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

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

Attachments -

Acknowledged only by:

Bea Renton  
CAO

## **MEMORANDUM**

**TO:**

**FROM:**

**DATE:**

**RE:**

---

**1. FACTS**

**2. ISSUES AND OPTIONS ANALYSIS**

(Possible sub-headings follow.)

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

**3. FINANCIAL IMPACT**

4. **STRATEGIC PLAN RELEVANCE**

5. **RECOMMENDATION AND DRAFT MOTION**

Attachments -

Acknowledged only by:

Bea Renton  
CAO

**MEMORANDUM**

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

TO:

FROM:

DATE:

RE:

---

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

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

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

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## 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

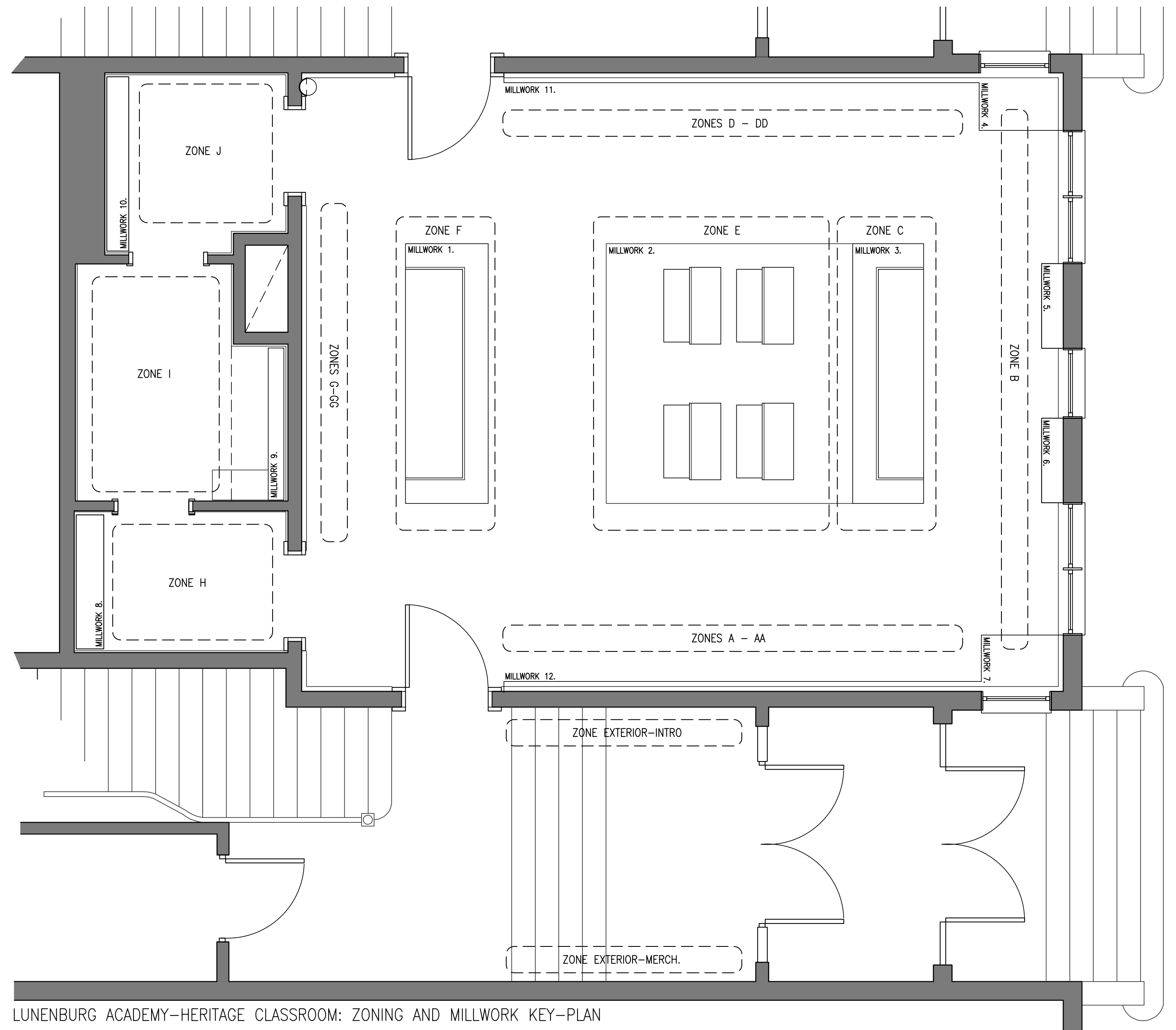
# 01 Key-plan

- 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

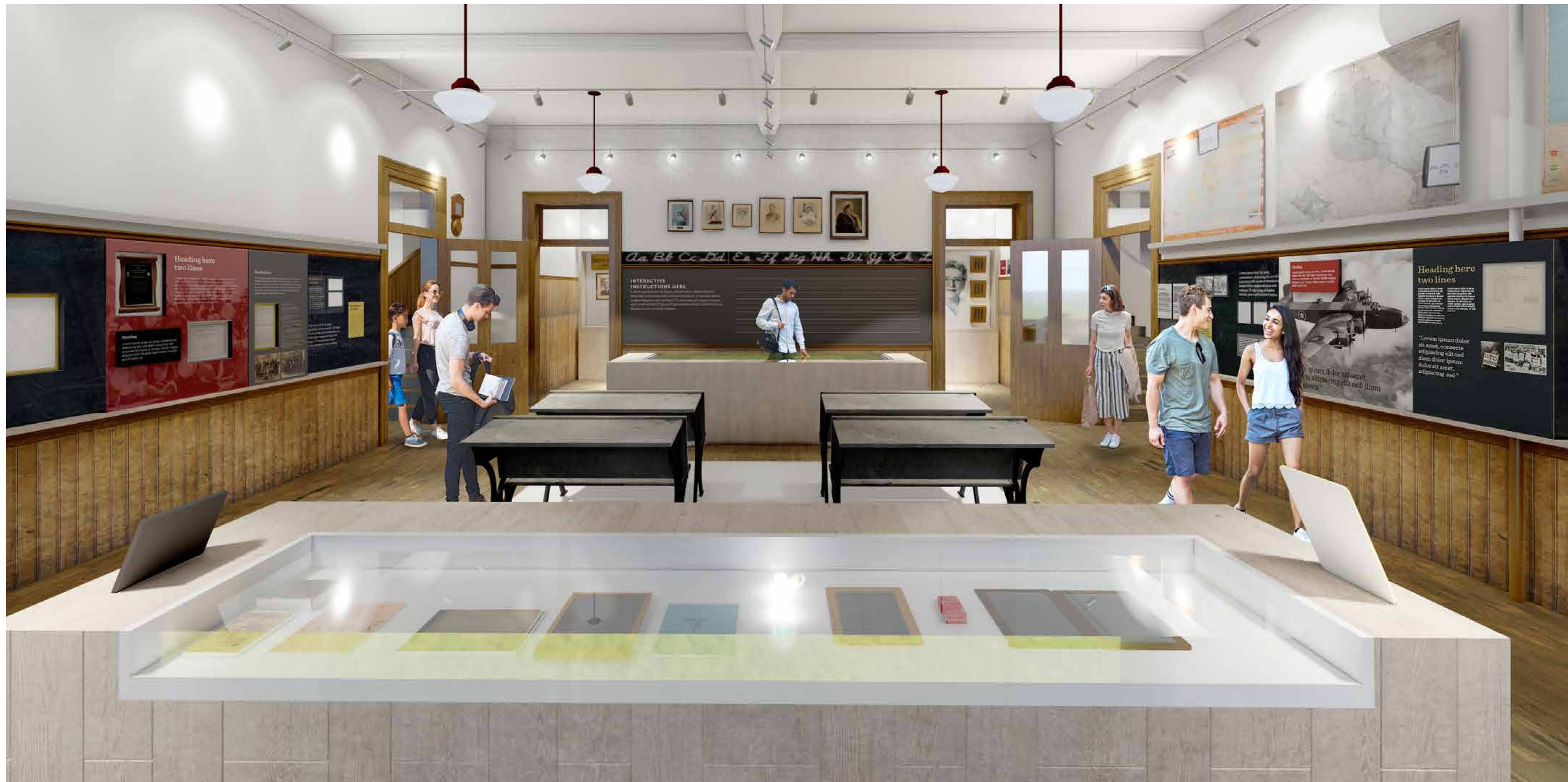


# 3 Design alternative



## 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.

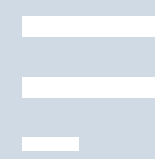


## Design alternative 1—interior view

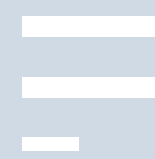
This alternative shows a rendering of a design without the vertical elements. This is the interior view of the same alternative shown on the page before.



# 4 Zones & millwork displays



# Zone A-AA: Millwork 12



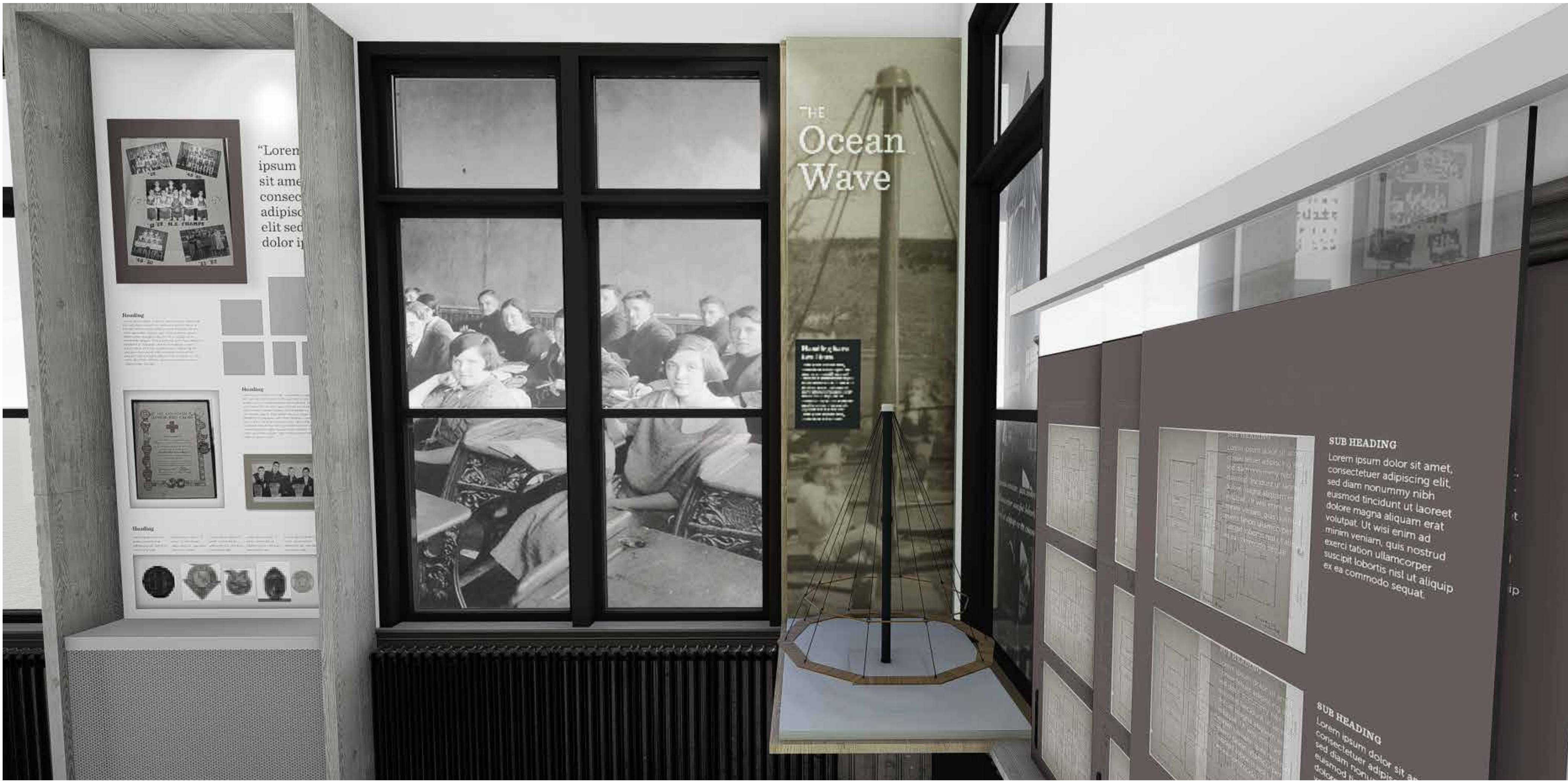
Zone B: Millwork 4



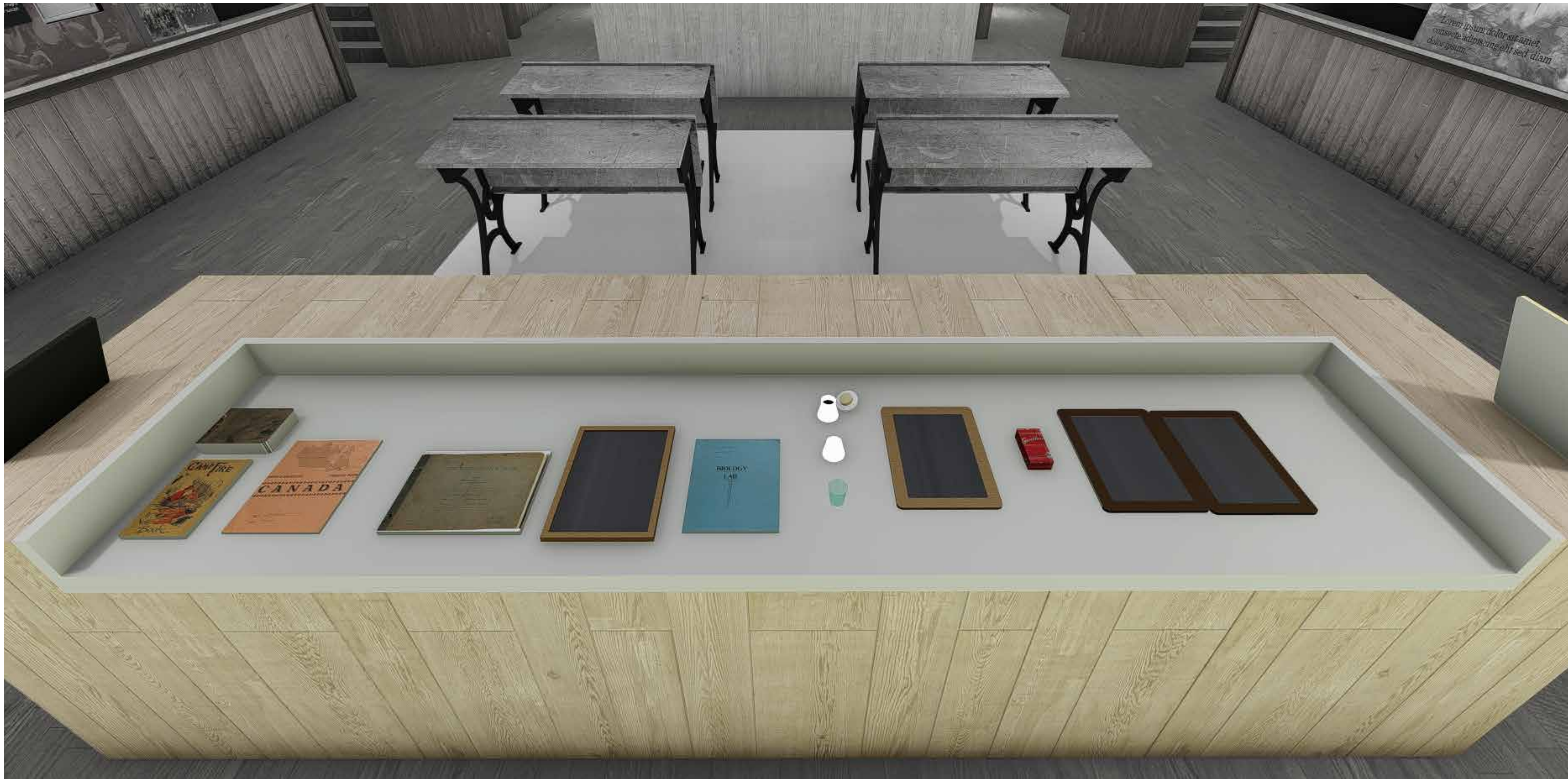
Zone B: Millwork 5



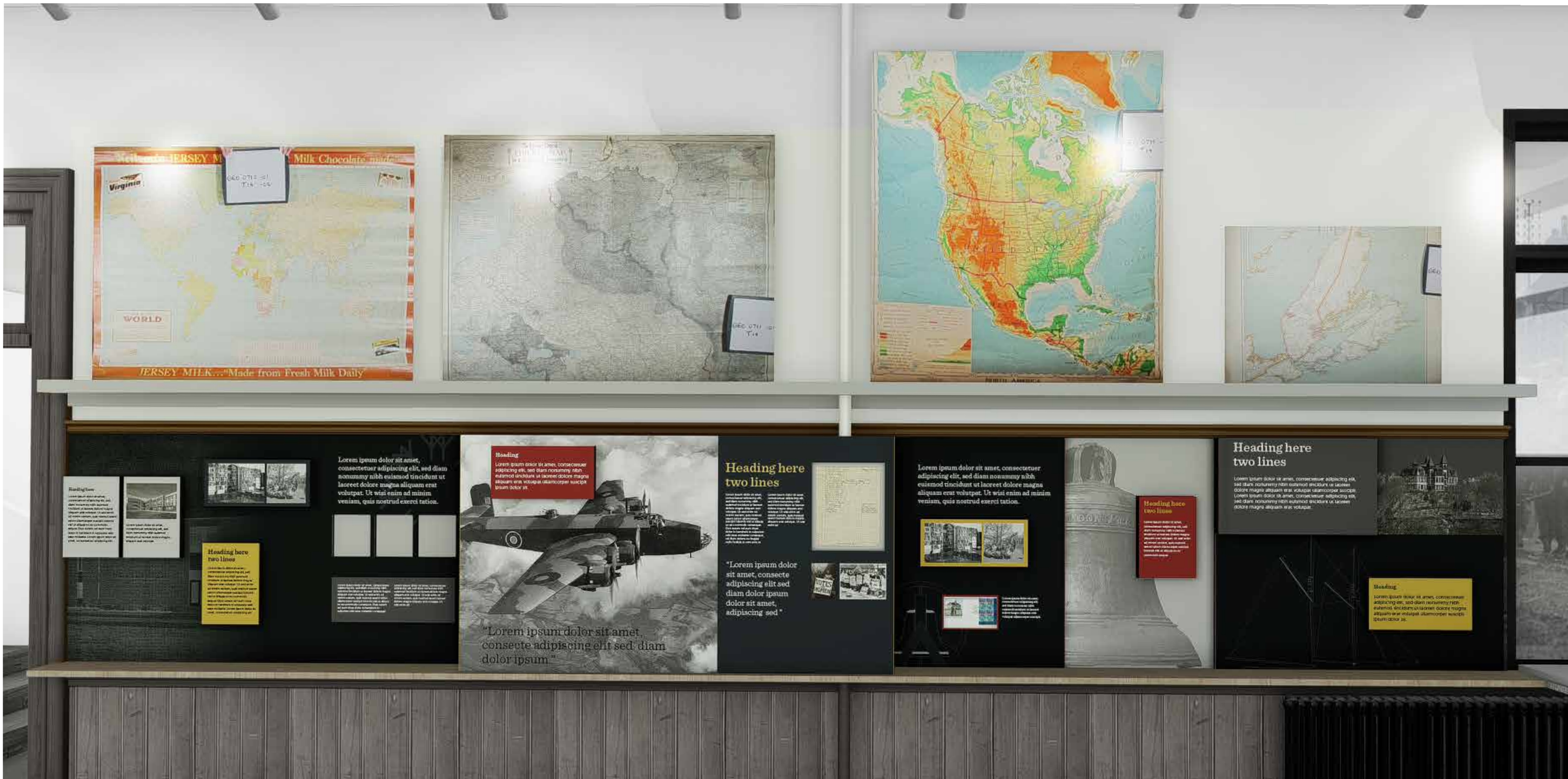
Zone B: Millwork 6



Zone B: Millwork 7



Zone C: Millwork 3

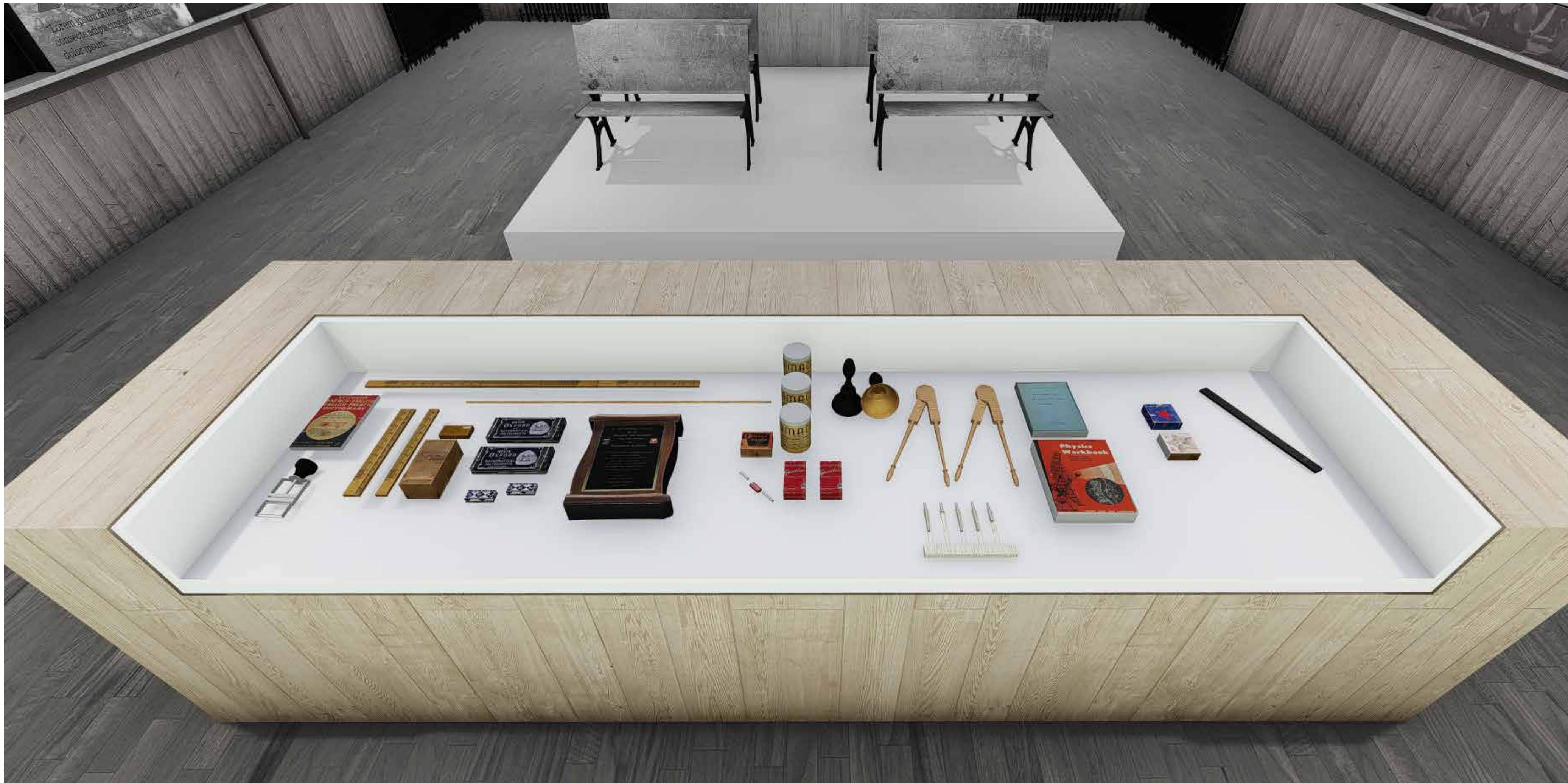


# Zones D-DD: Millwork 11

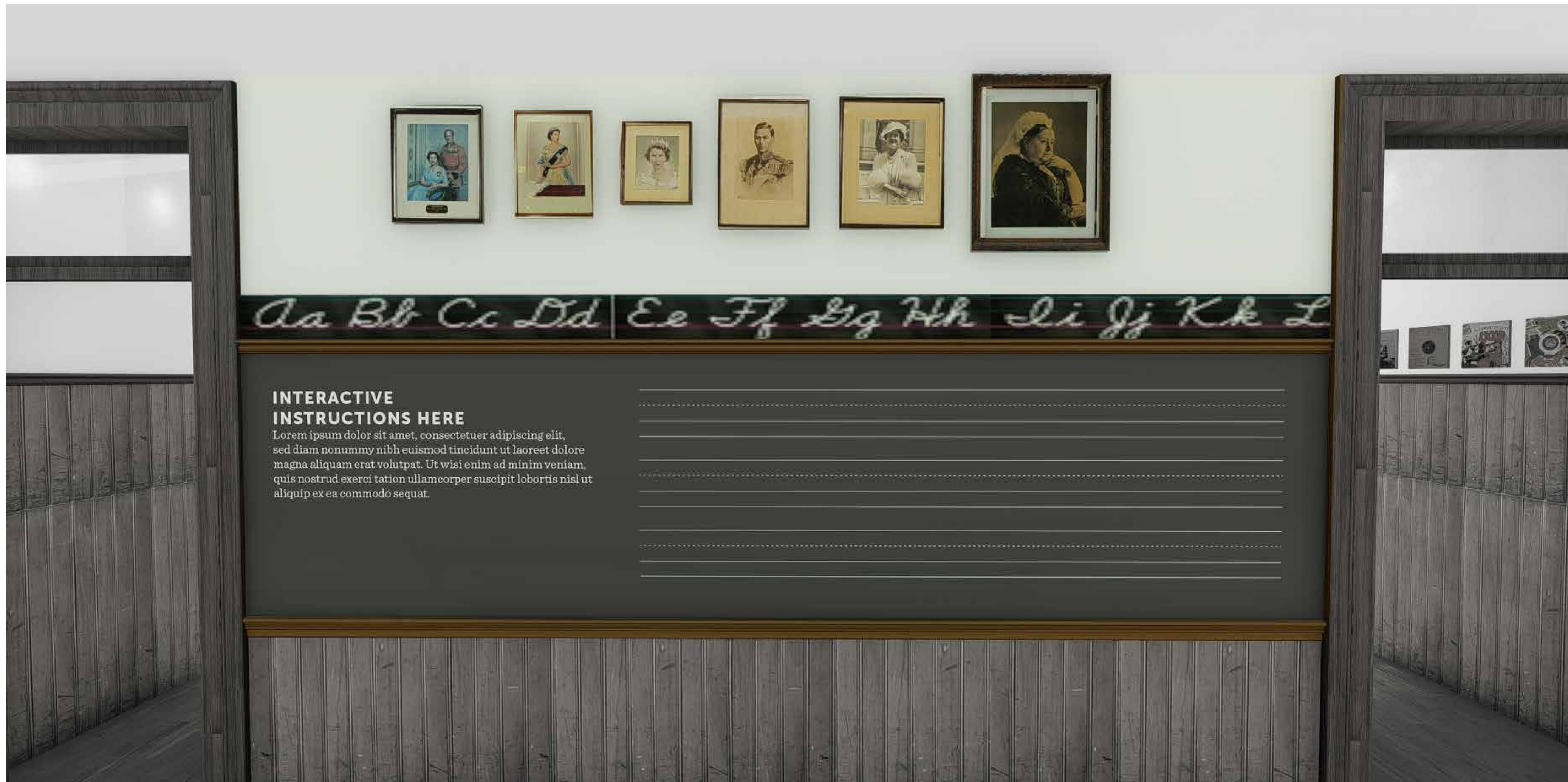




Zone E: Millwork 2



## Zone F: Millwork 1



**INTERACTIVE  
INSTRUCTIONS HERE**

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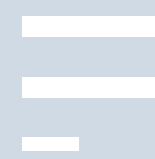
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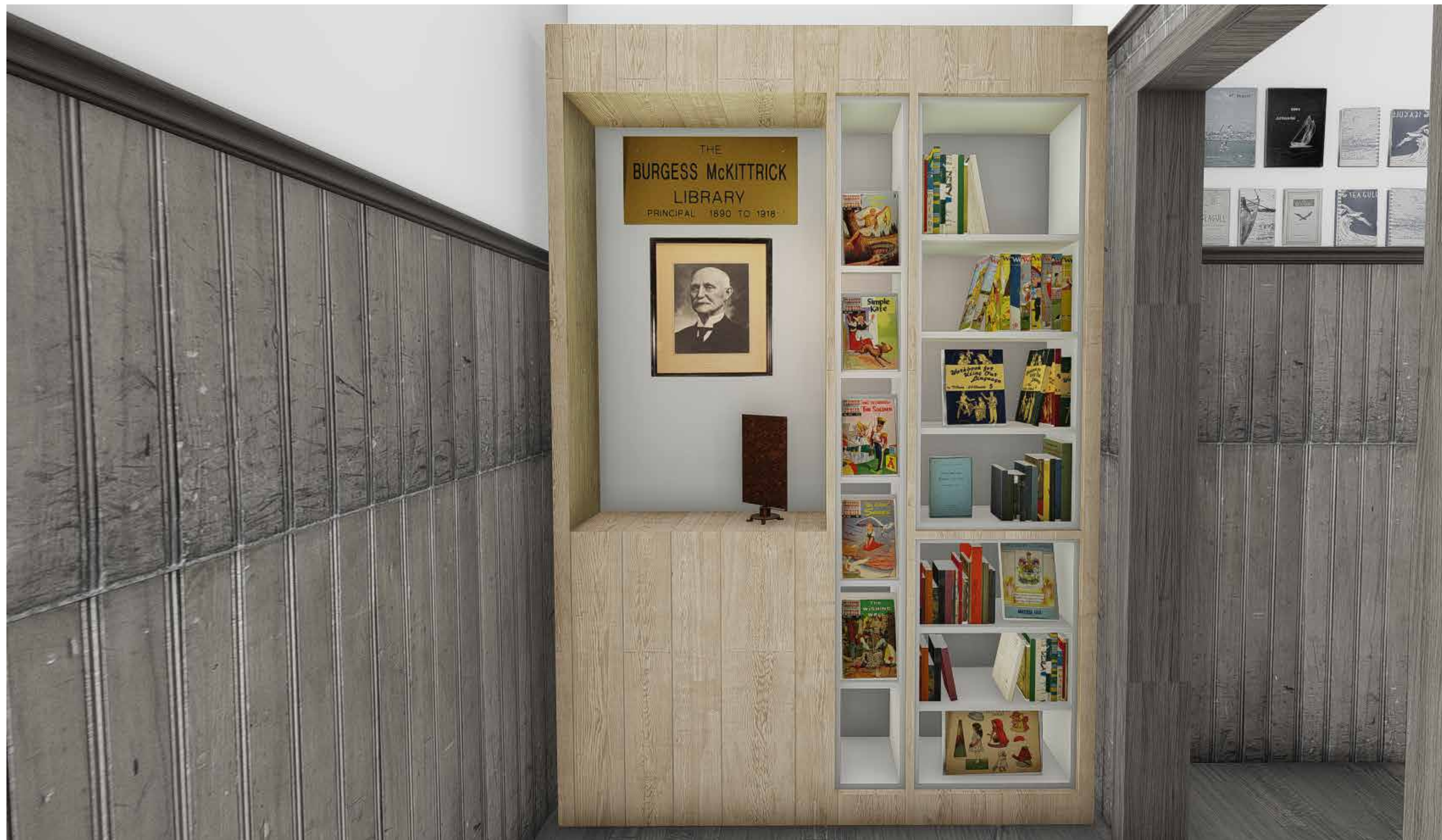
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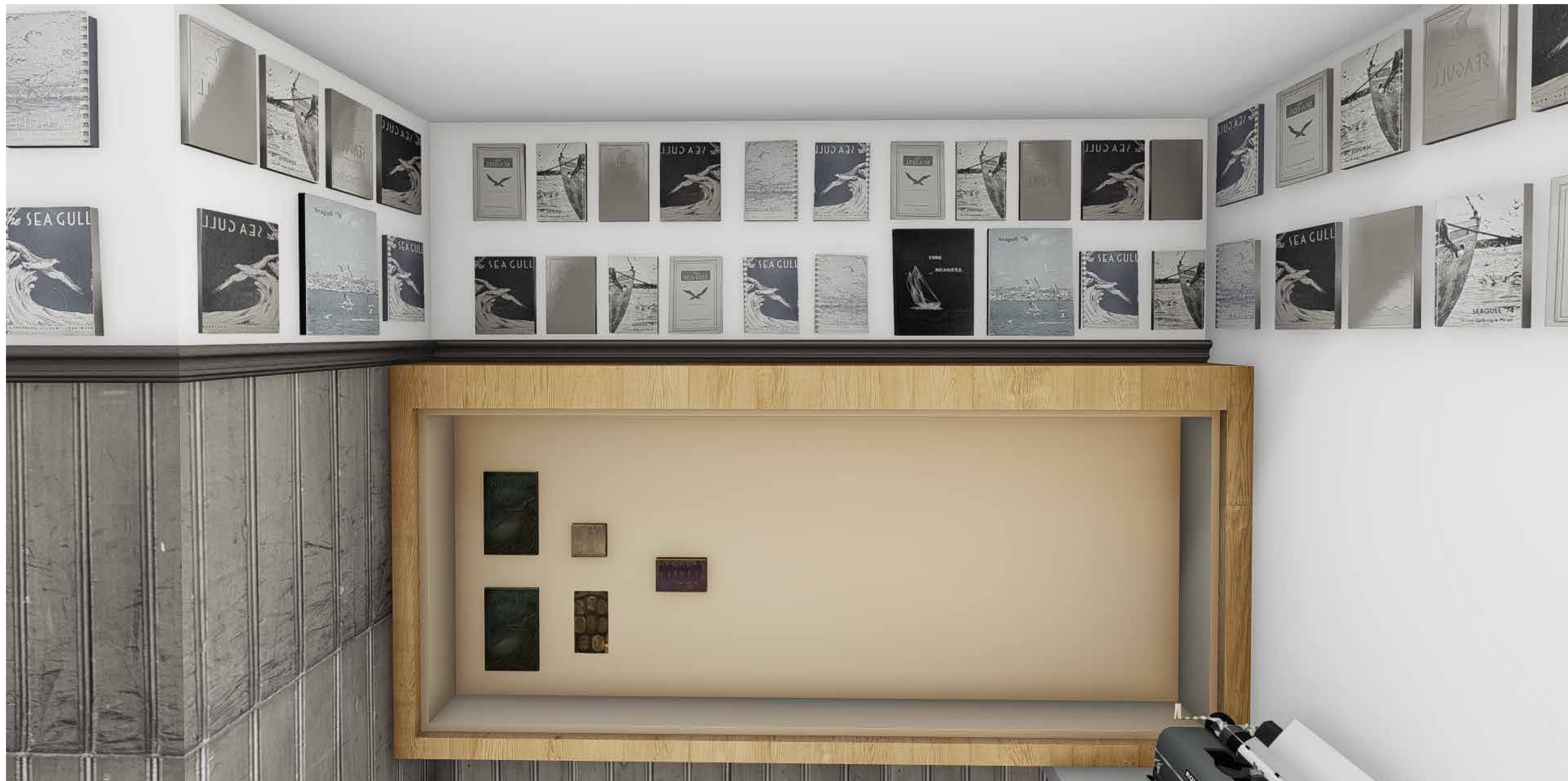
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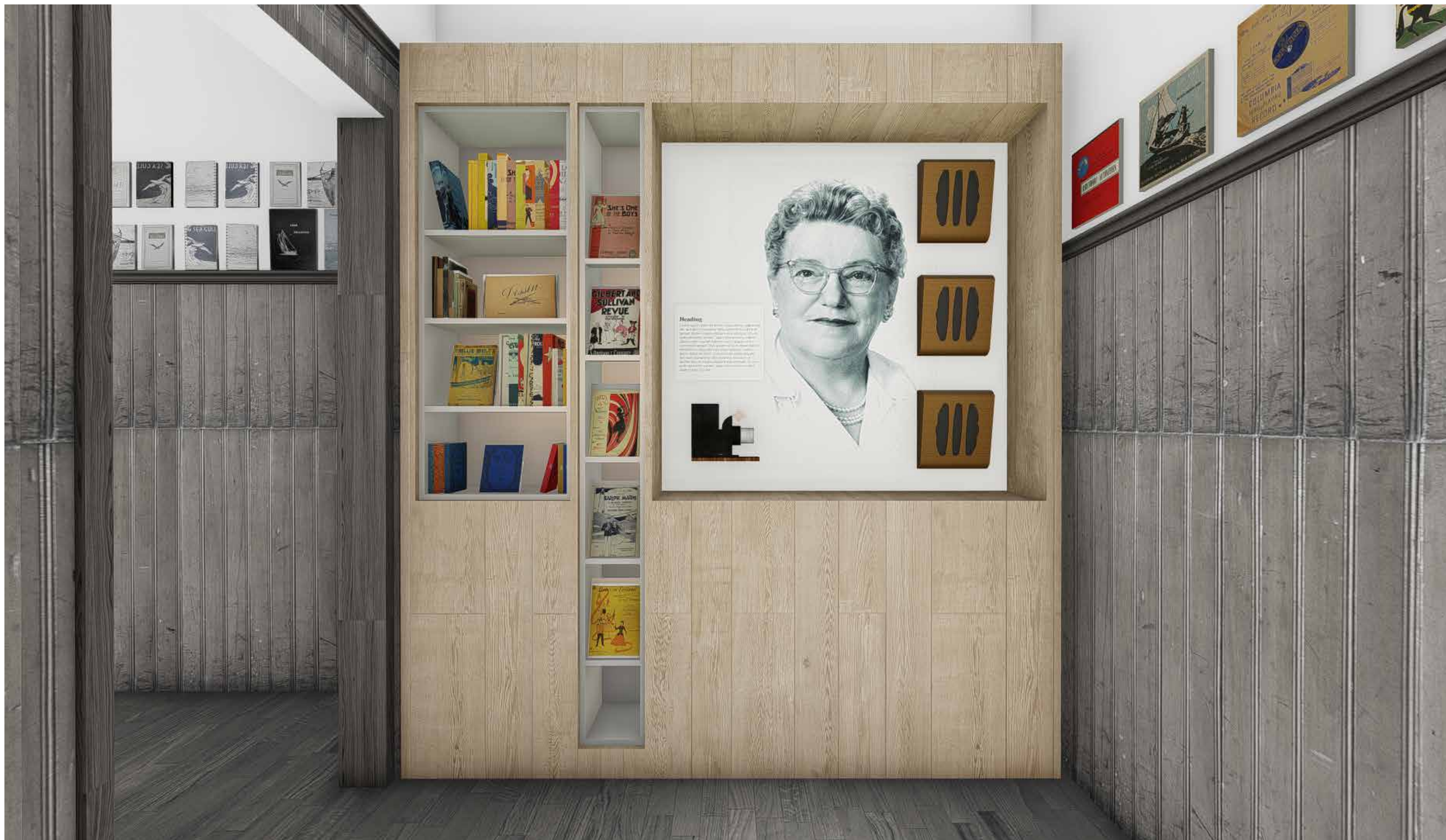
Zones G-GG



Zone H: Millwork 8



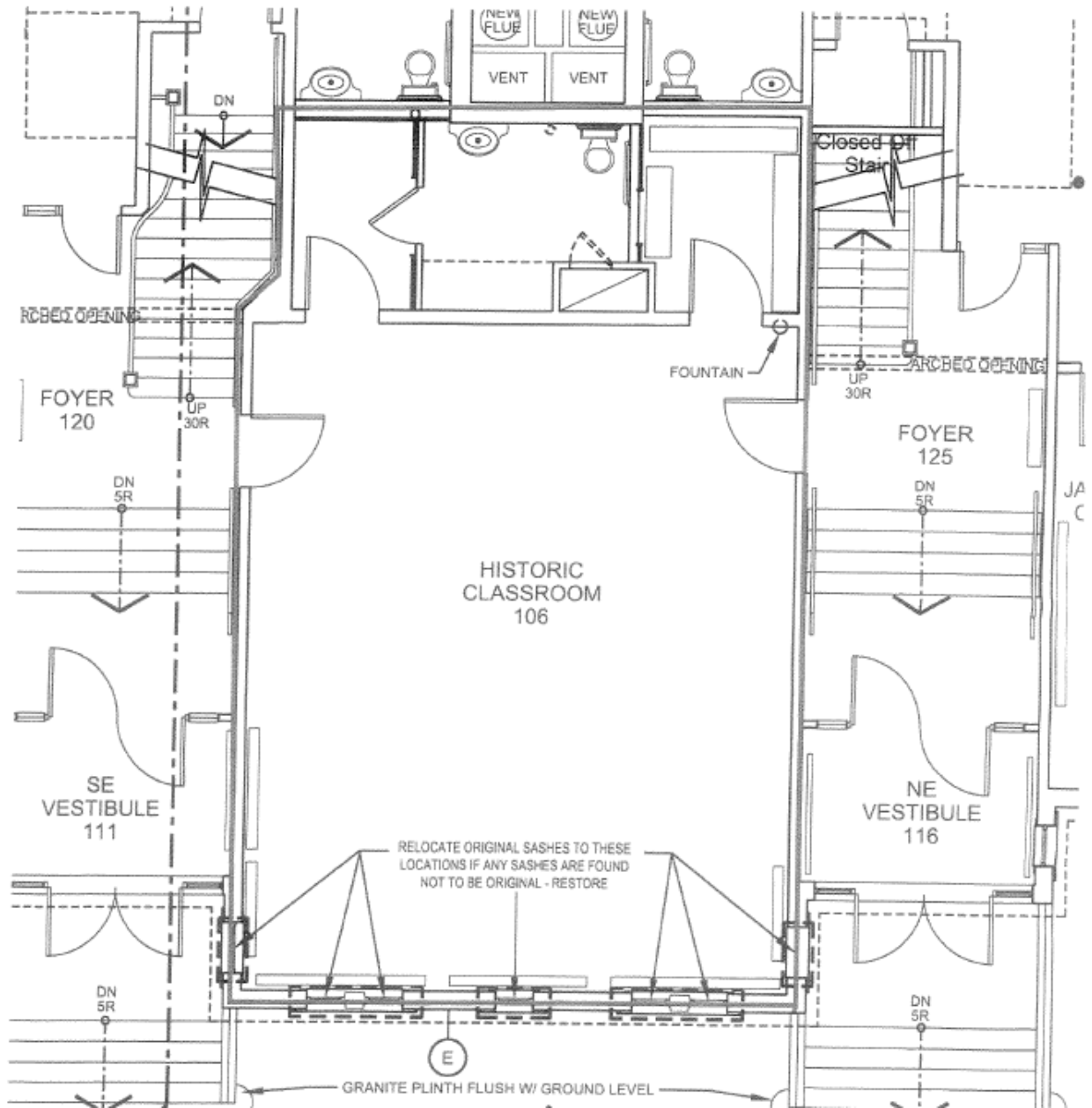
Zone I: Millwork 9



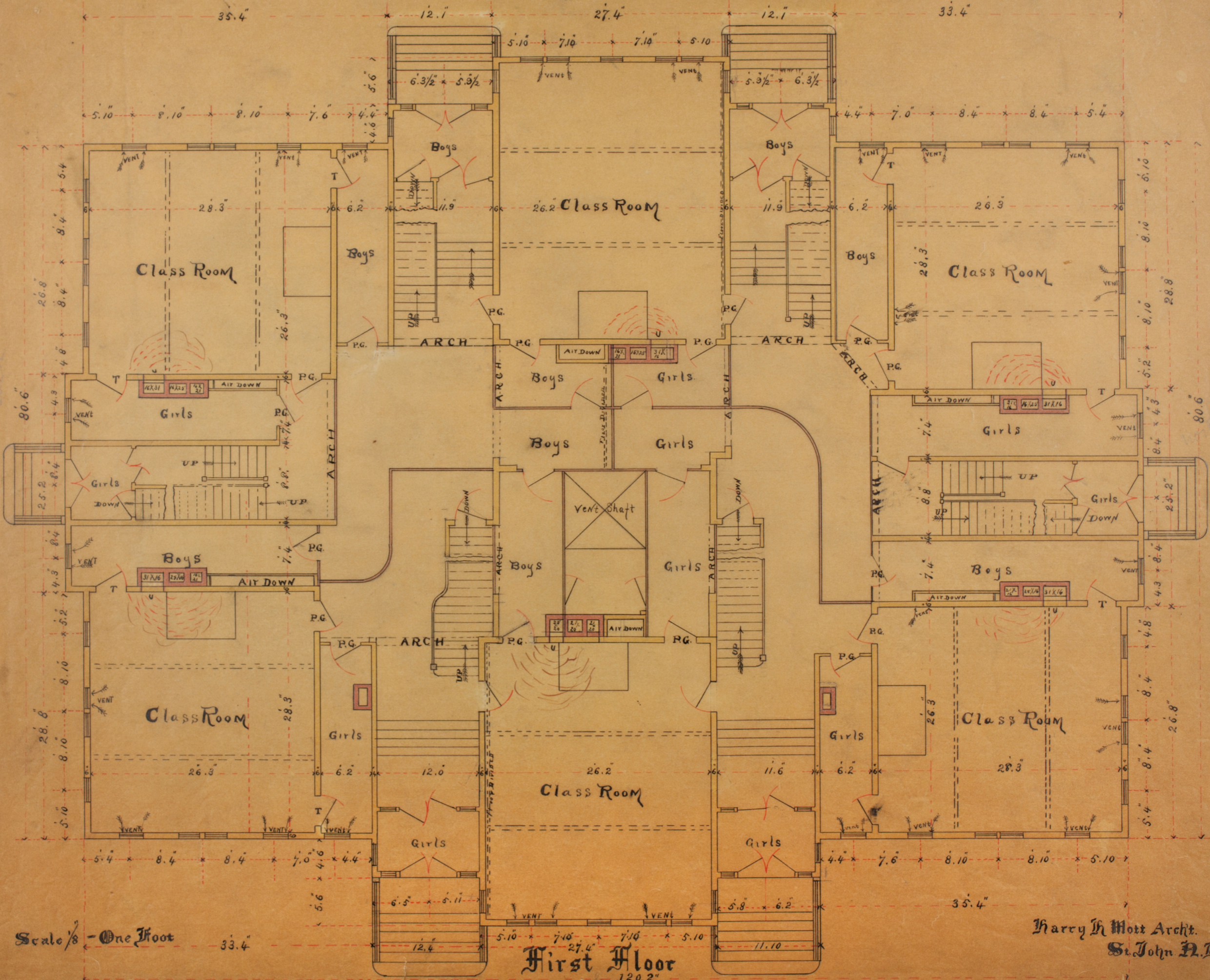
Zone J: Millwork 10

ATTACHMENT B

EXISTING CLASSROOM FLOOR PLAN



# ATTACHMENT C - HISTORIC FLOOR PLAN - FIRST FLOOR



Scale 1/8" = One Foot

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

your gateway to  
Canada's past



www.ARCHIVESCANADA.ca

voire accès à l'histoire du  
Canada





# *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](mailto:MDuggan@explorelunenburg.ca)>  
**Cc:** Bea Renton <[brenton@explorelunenburg.ca](mailto: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](mailto: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



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: [info@coastalaction.org](mailto:info@coastalaction.org) Web: [www.coastalaction.org](http://www.coastalaction.org)

---

January 25, 2021

Dear Bea,

I'm writing to you with confirmation of Coastal Action's full support for the Lunenburg Community Garden (LCG) Coordinator position, as proposed in the LCG's application to TD Friends of the Environment Foundation application.

The LCG Coordinator will be employed by Coastal Action and the role is a 4-month full-time position beginning late April or early May 2021 and ending August 2021 (final date to be negotiated). Salary for this position is \$15.00/hour + 4% vacation pay for 35 hours per week. Coastal Action will be responsible for adding the LCG Coordinator to our employee payroll and covering off all insurances.

The position will be funded by the LCG, Coastal Action, and the Canada Summer Jobs wage subsidy program. Any funds received by the Town of Lunenburg through TD Friends of the Environment Foundation for the LCG Coordinator position would be transferred to Coastal Action to administer to the employee and project.

We look forward to working together with the Town of Lunenburg and LCG on this exciting new collaboration.

Please feel free to contact me at [brooke@coastalaction.org](mailto:brooke@coastalaction.org) or 902-634-9977 to discuss further.

Sincerely,

Brooke Nodding  
Executive Director  
Coastal Action  
[brooke@coastalaction.org](mailto:brooke@coastalaction.org)





Select from list:				
1 Surrey				
2 Northern B.C				
3 Vancouver Island				
4 Vancouver				
5 BC South interior				
6 Fraser Valley				
7 Burnaby/Tri Cities				
8 Calgary and Alberta South				
10 Central Alberta				
11 Alberta North/NWT				
12 Saskatchewan				
13 Manitoba				
14 London				
15 Georgian Trails				
16 Kitchener/Waterloo & Cambridge				
17 Windsor				
18 Grand River				
19 Greater Brantford				
20 Chatham/Bluewater				
21 National Capital Region				
22 Northern Shield				
23 Simcoe and Muskoka				
24 Seaway & Peterborough Area				
26 Greater Hamilton				
27 Niagara				
28 Central York				
29 Oakville/Burlington				
30 Mississauga				
31 Brampton				
32 Northeastern GTA				
33 Durham				
34 Toronto				
35 Quebec				
36 New Brunswick/PEI				
37 Nova Scotia				
38 Newfoundland				

<b>SELECT FROM LIST:</b>				
<b>Eligible for TD FEF Funding</b>				
Educational resources				
HR-related costs (up to 50% of request)				
Other programming costs				
Plant material				
Program supplies				
Promotional materials				
Small equipment				
<b>Ineligible Expenses:</b>				
Accommodations				
Administration				
Capital costs/Major equipment				
Meals				
Mileage				
Project operating costs				

# TD Friends of the Environment Foundation

## Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to [return to the Welcome page](#).

## Contact Information

**\* Contact Type** Primary Contact

**\* Preferred First Name** Lisa

**\* Preferred Last name** Dagley

**\* Title** Finance Director - Town of Lunenburg

**\* Telephone** 902-634-4410 (ext. 229)

### Other Telephone

**\* Email Address** ldagley@explorelunenburg.ca

## Alternate Contact

**\* Alternate Contact First Name** Clare

**\* Alternate Contact Last Name** Kellock

**\* Alternate Contact Email Address** emilyclarekellock@gmail.com

**\* Alternate Contact Phone Number** 9026792080

## Organization Profile Information

### Official Name

**\* Legal Name** Town of Lunenburg

**AKA Name**

**\* Organization Type** Municipality

**\* Organization Country** Canada

**\* Organization Address** 119 Cumberland Street, P.O. Box 129

**\* Organization City** Lunenburg

**\* Organization Province** Nova Scotia

**\* Organization Zip/Postal Code** B0J2C0

**Website Address** <https://www.explorelunenburg.ca/>

**\* Main Telephone** 902-634-4410

**Social Media Accounts** Facebook

@TownofLunenburgNS

@garden.lunenburg

Instagram

@townoflunenburgns

Twitter

@TownofLunenburgNS

**\* Organization Mission** The Town of Lunenburg (TOL), Lunenburg Community Garden (LCG), and Lunenburg Community Network (LCN) have worked in partnership since 2013 in the development and ongoing coordination of the LCG. The LCG Steering Committee is responsible for coordinating the overall management of the community garden. TOL provides the land and water access on site at the community garden and the LCN provides the LCG with insurance, maintain the lease with TOL and manage the LCG finances.

Town of Lunenburg Mission: To enhance the quality of life while strengthening our unique historic community through

responsible and responsive government. Please note that this project is awaiting town council approval on January 26, 2021.

**Lunenburg Community Garden Mission:** The Lunenburg Community Garden (LCG) is a volunteer-run organization of individuals who wish to establish a common place for learning, sharing and growing food. Our aim is to make the garden an accessible and empowering place for all members of our community regardless of their age, ability, or experience. We aspire to provide the education and confidence necessary to grow and preserve food through healthy and sustainable practices. The Town of Lunenburg has a long history of gardening and it is our goal to reinforce this proud tradition while also providing a space where neighbours can gather, share knowledge and connect with their community.

**Lunenburg Community Network Mission:** The Lunenburg Community Network (LCN) develops and supports collaborative initiatives across sectors that contribute to community sustainability.

## Request Details

**\* Banking Confirmation** I understand

### Organization Details

**\* Primary Communities** TOL serves the community of Lunenburg, Nova Scotia and the LCG is located on the South West corner of the Lunenburg Academy National Historic Site grounds. While the LCG is located in Lunenburg, community garden plots are not strictly limited to the residents of Lunenburg. Gardeners from surrounding communities on the South Shore are welcome to sign-up to use a community garden plot. According to Stats Canada's 2016 Census TOL has a population of 2,263 and the average age is 51.9. The majority of the population live in single-detached houses, followed by apartments in buildings with less than 5 storeys. The official language is English.

**\* Other Groups?** Yes

**Describe Other Groups** The LCG (delivery partner) leads the project, and will be coordinating the project delivery along with LCN (delivery partner) and Coastal Action (delivery partner & in-kind supporter). Along with other community members, the South Shore Public Libraries (participant) also maintains a garden plot to teach local youth about gardening. TOL (in-kind supporter) provides land and water use for the project. Please note that this project is pending town council approval on January 26, 2021.

### Project Details

**\* City or town closest to where your project will take place** Lunenburg

**\* TD Chapter** CA: Nova Scotia

**\* Region** Canada: Atlantic

**Local Neighborhood/Community** Lunenburg

**\* Project Title** Lunenburg Community Garden - Community Workshop Series & Pollinator Garden

**\* Project Description** 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. The Lunenburg branch of the South Shore Public Libraries has been maintaining a bed as a part of a

learn-how-to-garden program for local children. Some gardeners grow and donate food to the local food bank and one of the steering committee members volunteers to help gardeners with mobility issues. LCG was founded in 2013 by a group of volunteers that broke ground in the spring of 2014, and has remained volunteer-run ever since. There are 20, 4' x 10' raised bed plots that have been rented out by community members every year. Among the 20 raised beds are 3 accessible plots that are taller in height and closer to the road for gardeners with limited mobility. Each of our 20 plots is maintained by individuals or community groups and they choose how to use their harvest, whether it be for personal use, family or friends, or as a donation to the local food bank. We also have an herb garden for communal planting and harvesting.

To expand on what LCG can offer as a volunteer-run organization they 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.

Through this increased engagement the LCG will be fostering community members' connection to and understanding of the surrounding environment, and the plants and ecosystems within it, ultimately empowering them to lessen their footprint on the natural world. Learning effective methods of growing organic food promotes food security and decreases dependency on a precarious global food system that can often lead to increased CO2 emissions. We also know that community gardeners tend to start buying more of their groceries at the local Lunenburg Farmers Market, a direct result of understanding the quality of locally grown food.

Please note that this project is awaiting town council approval, which will be decided at their first meeting of the year on January 26, 2021.

**\* Primary Focus** Community Gardens/Local Food

**Landowner** Town of Lunenburg

**\* Describe Activities** Project activities include organizing the gardener sign-up in the spring, overseeing the website and social media accounts, identifying and addressing repairs and maintenance needs, and planning the spring work party (to prepare the garden plots for the growing season) and the fall work party (to prepare the garden plots for winter).

In addition to the above responsibilities, the Community Garden Coordinator will plan and lead three community engagement programs. The first program is a monthly gardening workshop series program for gardeners and community members with topics such as natural pest management techniques, growing in small spaces, and companion planting. The second is a monthly drop-in style 'Weedy Wednesdays' session for community garden members, where members can come and garden together, share ideas, and ask questions. The Community Garden Coordinator will help foster peer mentorship among the gardeners, and conduct informal evaluations at the Weedy Wednesday sessions. The third program is a native, pollinator-friendly planting project to increase education and engagement with the LCG gardeners and general community members while also increasing pollinator habitat. The LCG will engage the community in the workshop series, community garden events, and pollinator planting through our Facebook page, website, email list, and community partners such as the South Shore Public Libraries and Coastal Action.

**\* Project Location/Setting** The LCG is located on the south west corner of the Lunenburg Academy National Historic Site grounds. It is the only remaining 19th century academy building surviving in Nova Scotia. Now under the guidance of the Lunenburg Academy Foundation the building is home to a variety of organizations. The location was based on the following criteria: at least six hours of direct sunlight per day during the growing season; access to water; accessible for persons with mobility challenges; proximity to the heart of

Lunenburg to promote walking or biking to the garden location; visibility for safety and public enjoyment; existing wind breaks to protect plants; accessible parking and road access; room for growth and expansion; proximity to play structures for children; surrounding green space available for walking and benches for resting.

**\* Anticipated Outcomes - Quantitative**

- 1 Community Garden Coordinator hired
- 35 community member gardeners
- 7 Steering Committee Members engaged
- 10 volunteers engaged
- 2 garden work parties hosted
- 4 community workshops hosted
- 4 Weedy Wednesdays hosted
- 20 community members (non-garden members) participated in community workshops
- 28 native, pollinator-friendly plants planted

**\* Anticipated Outcomes - Qualitative**

- Community members increase their understanding of small-scale gardening techniques
- Community members increase their appreciation of the values of the natural world

**\* Evaluating Outcomes**

The Community Garden Coordinator will conduct a formal evaluation with community garden members at the end of the season, and with the participants in the monthly workshop series to capture feedback. The formal evaluation will be in survey-format, and the results will be presented to the Steering Committee for review at the end of the season. The Community Garden Coordinator will also conduct informal evaluation during the monthly 'Weedy Wednesday' sessions with gardeners to identify any issues or feedback.

**\* TD Recognition**

Social Media  
Logo placement/recognition - website

Verbal recognition at event or presentation

## Describe Recognition Opportunities

\* **Subsequent Phase?** No

\* **Planting Material Funds** Yes

**Species List** We have consulted with the Pollinator Partnership Canada guide for our area to choose native plant species that will provide nourishment and shelter for pollinators in our garden. The following were chosen to supplement our current pollinators and provide at least one blooming plant from April to October.

4- Achillea millefolium var. occidentalis - Western Yarrow

4- Anaphalis margaritacea - Pearly Everlasting

4- Rudbeckia hirta - Black-eyed Susan

4- Symphyotrichum novibelgii - New York aster

4- Trientalis borealis - Starflower

4- Erigeron strigosus - rough fleabane

4- Symphyotrichum lateriflorum - calico aster

\* **Currency Code** CAD

\* **Total Budget Amount** 19000.00

\* **Total Requested Amount** 4000.00

\* **Project Start Date** 2021-04-26

\* **Project End Date** 2021-11-05

\* **Total Number of Project Volunteers** 17

**Describe Volunteer Opportunities** We have 7 volunteer members on our Steering Committee, and anticipate 10 other community members will volunteer

at work parties, workshops, and Weedy Wednesday events throughout the season.

**\* TD Ready Commitment Area** Vibrant Planet - Green Space

- \* Project Budget File**
- [Lunenburg Community Garden\\_fef\\_budget\\_template\\_2020.xlsx \(107.2 K\)](#), uploaded by Kara Highfield on 2021-01-15

**Additional Budget Information**

**Additional Files**

**Alternative Plans**

## Attestation

**\* Anti-Discrimination Attestation** I confirm

**\* Contact Confirmation** I confirm

**\* Agreement to Publish** I agree

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**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 28<sup>th</sup> 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.

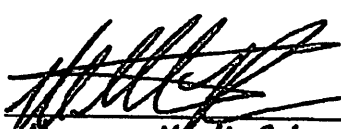
13. This Agreement is subject to the following terms and conditions:


- 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.

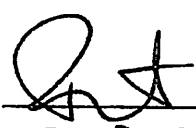
- i. Subject to the Purchaser reviewing, within 15 days of the acceptance of this offer, the Burdens on the Lands being purchased and being satisfied therewith. If the Purchaser is not so satisfied, it may elect to terminate the agreement and have the deposit returned.
  - j. Subject to the Purchaser 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 24<sup>th</sup> 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

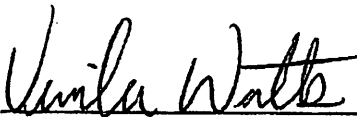
  
 Purchaser  
Mayor Matt Risse

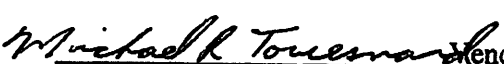
  
 Witness Heather McCallum  
 Ass't Municipal Clerk.

  
 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