



AGENDA

Town of Lunenburg Special Council Meeting

Thursday, November 12, 2020 at 12:00 p.m. – 2:00 p.m. approx.

Town Hall/ Zoom YouTube Live Broadcast

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

Motion: moved by _____, seconded by _____ to approve the agenda.

4. November 10, 2020 Approval of Minutes – motion to approve.

Motion: moved by _____, seconded by _____ to approve the November 10, 2020 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
7. Business Arising from the Minutes/Unfinished Business
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion
9. New Business
 - a. Deputy Mayor 2020/21 appointment – call for nominations and election by Council ballots

Motion: moved by _____, seconded by _____ to appoint Councillor _____ as the Town of Lunenburg Deputy Mayor to serve until the second regular meeting of Council in November 2021.

- b. 2020/21 Council Committee appointments – motion to approve.

Motion: moved by _____, seconded by _____ that the Council member 2020/21 Committee appointment list (Schedule “___”) as presented by Mayor Risser be approved/denied.

c. Transgender Day of Remembrance Flag Raising and Proclamation Requests – motion to approve.

Motion: moved by _____, seconded by _____ to approve/deny the request to fly the Transgender flag on November 20, 2020.

Motion: moved by _____, seconded by _____ to approve/deny the proclamation of November 20, 2020 as Transgender Day of Remembrance in the Town of Lunenburg (Schedule “ ”).

10. Meet in camera - motion to recess to meet in camera pursuant to section 22, Municipal Government Act.

a. Consideration of the purchase of lands in the Lunenburg watershed pursuant to section 22 (2) (a), Municipal Government Act.

Motion: moved by _____, seconded by _____ to meet in camera to consider the potential purchase of lands in the Lunenburg watershed pursuant to section 22 (2) (a), the Municipal Government Act, section 22.

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

Motion: moved by _____, seconded by _____ to _____.

12. Adjournment – Mayor Risser.

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Blockhouse Hill development additional staff report	Corporate Services	August 25, 2020	Additional planning and development options report being prepared
Anti-racism Special Committee membership and draft terms of reference	Corporate Services	August 25, 2020	Additional report regarding draft terms of reference and membership nomination update being prepared
Cultural Action Plan	Corporate Services	September 8, 2020	Staff report will be prepared about what the expectations of Town are and suggested resources
Solar Project Budget 2021/22 report	Public Works	October 13, 2020	Public Works is preparing a report for Council
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Public Works is preparing a report for Council

Town of Lunenburg

Role & Responsibilities of the Deputy Mayor

The Deputy Mayor shall:

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

Approved by Council Motion December 9, 2014

2019 AND 2020 TOWN OF LUNENBURG COUNCIL APPOINTMENTS

ANTI-RACISM SPECIAL COMMITTEE

2020/21 Proposal

Town Councillor, Chair _____
Town Councillor _____

Councillor Melissa Duggan, Chair
Councillor Peter Mosher

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

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

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

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

Representative from African Nova Scotian community _____
Representative from African Nova Scotian community _____

Representative from African Nova Scotian community _____
Representative from African Nova Scotian community _____

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

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

Representative from the Indigenous community _____
Representative from the Indigenous community _____

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

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

At the August 25, 2020 Council meeting it was agreed that the mandate of the Special Committee, for which a more specific Terms of Reference will be prepared for Council approval, is to:

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

4. Per the "Council and Committee Meetings and Proceedings" Policy, the mandate of the Special Committee would expire when it has completed its work on the Municipal Action Plan for Ending Racism and Discrimination, made its report, and Council has made a final decision about the report.
5. The Special Committee may investigate the feasibility of establishing a regional committee as part of its deliberations.
6. The Special Committee may make recommended amendments to revise the Terms of Reference to Town Council for approval throughout the course of their term and others matters as required.

AUDIT COMMITTEE

Mayor Rachel Bailey, Chair
 Deputy Mayor John McGee
 Councillor Ronnie Bachman
 Councillor Danny Croft
 Councillor Peter Mosher
 Councillor Matt Risser

Jamie Green, Citizen Representative

2020/21 Proposal

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

(Note: the new Committees of Council Policy will be reflected in updates to the below noted Committee authority descriptions.)

PURPOSE

1. This Policy sets out the roles and responsibilities of the Town of Lunenburg (Town) Audit Committee (Committee) to assist the Town Council (Council) in fulfilling its oversight responsibilities relating to finance and audit matters as set out in section 44 of the Municipal Government Act (MGA).

Audit committee

- 44**
1. The council shall annually appoint an audit committee.
 2. The responsibilities of the audit committee include
 - (a) detailed review of the financial statements of the municipality with the auditor;
 - (b) an evaluation of internal control systems and any management letter with the auditor;
 - (c) a review of the conduct and adequacy of the audit;
 - (d) such matters arising out of the audit as may appear to the audit committee to require investigation;
 - (e) such other matters as may be determined by the council to be the duties of an audit committee;
 - (f) any other matters as may be determined by the council.
 3. An audit committee shall meet at least twice in each fiscal year.
 4. Subject to subsection (5), an audit committee must include a minimum of one person who is not a member of council or an employee of the municipality.
 5. Where an audit committee does not include the person referred to in subsection (4),
 - (a) the audit committee shall continue to meet and perform its duties and may exercise its powers; and
 - (b) the municipality shall advertise to recruit a person who is not a member of council or an employee of the municipality at least once every six months until the requirement is met.

PROCEDURE

1. The Committee shall be comprised of all members of Council and a minimum of one citizen at large appointment who is not a member of Council or staff. Citizen appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
2. Council shall advertise for citizen Committee applications before December 31. The citizen Committee member(s) shall be annually appointed by Council no later than January 31. Citizen Committee appointments shall be for a minimum of one – two year terms as determined by Council motion.
3. The Chief Administrative Officer (CAO), Treasurer and Accountant shall be non-voting members of the Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
4. The Committee Chair shall be a member of Council annually appointed by Council no later than January 31 of each year. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.
5. The Committee shall meet at least twice per year as called by the Chair in consultation with voting and non-voting Committee members to receive and review the completed Town audit with the Town auditor and carry out its additional MGA duties.
6. The Committee may also meet with the Town's external auditors as it deems appropriate to consider any matter that the Committee members, Council or auditors determine should be brought to the attention of Council.
7. Committee meetings shall be held in public unless the Committee needs to meet in camera in accordance with the Municipal Government Act.

COMPREHENSIVE COMMUNITY PLAN STEERING TEAM

Councillor Matt Risser, Chair
Councillor John McGee
Councillor Peter Mosher
Peter Goforth, Qualified Expert
Gerry Rolfsen, Qualified Expert
Cheryl Lamerson, Citizen Representative
Bill Rice, Citizen Representative

2020/21 Proposal

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

CCPST was established by motions of Council on October 23, 2018 as per the Terms of Reference below.

Terms of Reference ("ToR") for the Comprehensive Community Plan Project Steering Team ("Steering Team")

1.0 DEFINITIONS

In these ToR,

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

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

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

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

2.0 TITLE

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

3.0 PURPOSE

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

4.0 RESPONSIBILITIES

4.1 The responsibilities of the Steering Team will be to:

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

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

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

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

5.0 MEMBERSHIP

5.1 Voting members of the Steering Team shall include:

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

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

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

5.3 There shall be a maximum of eight (8) voting members.

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

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

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

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

6.0 CHAIRPERSON

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

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

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

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

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

7.0 MEETINGS

7.1 Meetings shall be held once a month.

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

7.3 Quorum shall consist of fifty percent (50%) of the members plus one (1).

7.4 Record of meetings will be recorded in the form of notes by the Town of Lunenburg staff. At each meeting, the previous notes will be reviewed by members.

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

8.0 AMENDMENTS

The Terms of Reference may be amended by Council.

9.0 CONFLICT OF INTEREST

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

10.0 TERM

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

DEPUTY MAYOR

Deputy Mayor John McGee

2020/21 Proposal
Councillor _____

Appointed November 12, 2019 for a one year term approximately to the next Council election.

(December 9, 2014 roles and responsibilities guidelines adopted by Council. January 22, 2013 - all future Deputy Mayors shall be **annually** elected by Council and shall no longer be limited to a one-year term.)

GENERAL GOVERNMENT COMMITTEE

Deputy Mayor John McGee, Chair
Mayor Rachel Bailey
Councillor Ronnie Bachman
Councillor Danny Croft
Councillor Peter Mosher
Councillor Matt Risser

2020/21 Proposal
Mayor Matt Risser
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Peter Mosher
Councillor Susan Sanford

Bylaw #6., Committees and Board Bylaw, section 2.1.1 provides for a General Government Services Committee and describes its duties:
General Committee

- 11.1 The General Government Services Committee shall have the following services and matters under its charge and supervision and shall report to Council thereon:
 - 11.1.1 general legislative services, including meetings of Council and matters affecting the Mayor and councillors;
 - 11.1.2 general administrative services, including officers, administrative staff and legal services;
 - 11.1.3 financial management, including accounting, audits, budget control, purchasing, debt and sinking fund administration, pension fund administration and other financial management matters;
 - 11.1.4 assessment, including liaison with provincial officials and assessment appeals;
 - 11.1.5 taxation, including tax billing and collection, tax rebates and concessions, and matters concerning properties acquired for taxes;
 - 11.1.6 common services, including multi-purpose building; and
 - 11.1.7 general government services, including elections, plebiscites and public meetings; conventions and delegates; general accident and damage claims and public liability insurance; intergovernmental relations; and grants to organizations and individuals.

October 14, 2014 - Council appointed all Councillors to this Committee.

HERITAGE ADVISORY COMMITTEE

Councillor Peter Mosher, Chair
Councillor Ronnie Bachman
Oliver Osmond, Lunenburg Heritage Society Representative

Nathalie Irving, Lunenburg Heritage Society Representative

Stephen Ernst, Citizen Representative
David John Lobb, Citizen Representative

2020/21 Proposal

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

Heritage Property Bylaw #43., section 4.2:

- 4.2 The Heritage Advisory Committee shall be composed of six members, all of whom shall be residents of the Town, appointed by Council annually for a term of one year. Two members of the Committee shall be members of Council; two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active concern for the preservation of buildings of historic significance; and two members of the Committee shall be appointed at large.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE/RECREATION COMMITTEE

Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Councillor Matt Risser
Councillor Errol Knickle, Municipality of the District of Lunenburg
Debbie Dauphinee, Citizen Representative
Kimberly Hanlon, Citizen Representative
Kristi Tibbo, Citizen Representative

2020/21 Proposal

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

(Terms of Reference Approved by Town Council November 28, 2017. Amendment February 12, 2020)

Purpose

To act in an advisory capacity to Council and staff on matters affecting the development and maintenance of recreational facilities, programs, and services within the Town of Lunenburg.

Objectives

- To represent the community at large in regards to recreation challenges and opportunities;
- To create a healthy, active community to improve the quality of life for residents and visitors;
- To provide input on the development of policies and plans related to the Committee's purpose.

Membership

The Recreation Committee should consist of the following:

- A member of the Lunenburg Town Council who shall act as the Chair;
- Three additional members of Council;
- Three community representatives;
- One local member of Council from MODL;
- Support Staff: The Town Recreation Director (non-voting).

Term

- Community representative's terms shall be **three years** with eligibility to reoffer.
- Council member terms will be established by Council.

Decision Making

- The Recreation Committee makes recommendations to Council by motion from minutes through the Chair or designate.
- The Committee will strive to make decisions through consensus. If consensus is not possible, decisions will be made using a majority vote (50% + 1) of those present.
- Committee quorum is 5 members.

Meeting Frequency

The Recreation Committee will meet quarterly on the 2nd Wednesday of the month at 5:15 p.m. in Council Chambers unless otherwise requested by the Chair.

Review Period

The Terms of Reference will be reviewed periodically and after a Municipal Election.

ACTIVE TRANSPORTATION (LWMCC) SUB-COMMITTEE

Councillor Ronnie Bachman, Chair

2020/21 Proposal

Councillor Jenni Birtles, Chair

Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative
_____, representative from the LWMCCC – until December 2019

**Sam Battaglia and Kaitlyn Harris, Bluenose Coastal Action Foundation representative
_____, representative from the LWMCCC – until December 2019**

Anna Haanstra (or alternate TBA), Regional Physical Activity Consultant, Dept. of Health and Wellness
Anna Haanstra (or alternate TBA), Regional Physical Activity Consultant, Dept. of Health and Wellness

Louise Hopper, Health Promotor, Public Health Services, NS Health Authority
Louise Hopper, Health Promotor, Public Health Services, NS Health Authority

Debby Smith, Department of Communities, Culture and Heritage, Provincial South Shore Regional Physical Activity Consultant representative
_____, Department of Communities, Culture and Heritage, Provincial South Shore Regional Physical Activity Consultant representative

Scott McInnis, Bluenose Academy School Advisory Council representative
Scott McInnis, Bluenose Academy School Advisory Council representative

Stefan Sopher, Citizen appointment
_____, Citizen appointment
_____, Citizen appointment

**Stefan Sopher, Citizen appointment
_____, Citizen appointment
_____, Citizen appointment**

ATSC was established by Council motion October 25, 2011:

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

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

ACTIVE TRANSPORTATION SUB-COMMITTEE TERMS OF REFERENCE

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

The mandate of the ATSC is as follows:

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

ATSC structure

The ATSC should consist of the following:

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

ATSC Meetings

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

PLANNING ADVISORY COMMITTEE

Deputy Mayor John McGee, Chair
Councillor Danny Croft
Councillor Matt Risser
Jack Strowbridge, Citizen appointment
Peter Goforth, Citizen appointment
Derek Kinsmen, Citizen appointment
_____, Citizen appointment

2020/21 Proposal

Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Ed Halverson
Jack Strowbridge, Citizen appointment
Peter Goforth, Citizen appointment
Derek Kinsmen, Citizen appointment
_____, Citizen appointment

Procedural Policy #19., Composition and Duties of Planning Advisory Committee, sections:

1. PAC shall consist of at least two members from the public and may include other members of Council and the public as determined by Council.
2. Members of Council shall be appointed to the PAC for a one-year term. Other members shall be appointed for a two-year term.

PROTECTIVE SERVICES COMMITTEE

Councillor Danny Croft, Chair
Deputy Mayor John McGee
Councillor Peter Mosher

Brian Keizer, Districts 1 & 2 Fire Commission

David Afford, Districts 1 & 2 Fire Commission

David Baugil, Districts 1 & 2 Fire Commission

2020/21 Proposal

Councillor Peter Mosher, Chair
Councillor Ed Halverson
Councillor Susan Sanford
Councillor Melissa Duggan
Brian Keizer, Districts 1 & 2 Fire Commission
David Afford, Districts 1 & 2 Fire Commission
David Baugil, Districts 1 & 2 Fire Commission

1. The Town's Committee and Boards Bylaw #6 describes the role of the Protective Services Committee in part as: section 12.1"...shall have the following services and matters under its charge and supervision and shall report to Council thereon: ...12.1.5 fire protection responsibilities of the Town including the fire fighting force; buildings and equipment; fire alarm systems; fire investigations and prevention; water supply and hydrants; and training of firefighting personnel..."

2. The Town and Districts 1 & 2 Fire Commission agreement provides as follows:

Section 6.

(a) The Town has a Protective Services Committee comprised of 4 members (including the chairperson) who are Councillors of the Town of Lunenburg. This Committee addresses, inter alia, Fire Protection Service issues.

(b) For the purposes of Fire Protection Service matters only, the Commission may appoint 3 persons to be additional voting members of the committee, (so for those matters only, the total membership of the committee shall be 7).

(c) Each member of the committee, including the Chairperson, shall have one vote and there shall be no proxy voting or alternate voting representatives.

(d) Each member of the Committee shall be appointed annually to coincide with the annual appointment of Town committee members by the Town of Lunenburg and shall serve until their successors are appointed. The Chairperson of the Committee shall be a member of the Council of the Town of Lunenburg.

NEWCOMERS WELCOME GROUP

Jane Theman
Letisha McFall
Christina Pottie
Lori Nickerson

2020/21 Proposal

Jane Theman
Letisha McFall
Christina Pottie
Lori Nickerson

WASTE REDUCTION STRATEGY WORKING GROUP

Mayor Rachel Bailey (Lunenburg Town Council appointment)

2020/21 Proposal

Mayor Matt Risser

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

1.0 DEFINITIONS

"Town" means the Town of Lunenburg.

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

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

2.0 PURPOSE

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

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Working Group include:

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

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

3.3 The Working Group may seek outside expertise as necessary.

4.0 MEMBERSHIP

4.1 The members of the Working Group shall consist of

- Town elected official(s): chaired by a member of Council;
- Staff assigned by the CAO: Assistant Municipal Clerk and Public Works Superintendent;
- An invited representative from stakeholder organizations: Region 6 Solid Waste Management, Divert NS, the Lunenburg Board of Trade, Coastal Action and Plastic Free Lunenburg.

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

5.0 MEETINGS

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

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

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

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

6.0 FINAL REPORT

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

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

Kelly Jardine

From: Cynthia Sweeney <connect@simplygoodform.com>
Date: November 6, 2020 at 11:41:09 AM AST
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Re: Town of Lunenburg - Transgender flag raising request

Updated with PRIDE Lunenburg logo and the poster at bottom would be updated with the location/time and correct info.

Thanks! (you can ignore my vm).

Cynthia Sweeney

Pronouns: She/Her/Hers

CEO/Consultant



the consultancy for
beyond binary thinking

Ph: 902-292-6331

Email: connect@simplygoodform.com

FB & Twitter: @SimplyGoodForm

www.simplygoodform.com

Simply Good Form facilitates diversity and inclusion workshops, webinars and presentations for businesses and organizations wishing to explore diversity, empower allies and combat transphobia, xenophobia and homophobia. #inclusionmatters

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On Fri, Nov 6, 2020 at 11:33 AM Cynthia Sweeney <connect@simplygoodform.com> wrote:

Hello - here is a draft proclamation. It needs to be updated with correct names/location of flag raising etc., however in interest of time I wanted to show you.

This is a copy of what has been read the past few years in Halifax.

Kindly,

Cynthia Sweeney

Pronouns: She/Her/Hers

CEO/Consultant



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From: Cynthia Sweeney [mailto:connect@simplygoodform.com]
Sent: November-05-20 7:48 PM
To: Bea Renton <brenton@explorelunenburg.ca>; Kelly Cunningham <KCunningham@explorelunenburg.ca>
Subject: flag raising request

Hi Bea and thank you Kelly,

Please find the attached application request for a flag raising on Nov. 20, 2020.

Kindly, Cynthia

Cynthia Sweeney

Pronouns: She/Her/Hers

CEO/Consultant

Ph: 902-292-6331

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#80 TOWN OF LUNENBURG PROCEDURAL POLICY:

COMMEMORATIVE FLAG RAISING REQUESTS

I. PURPOSE

This policy is designed to establish a consistent protocol for the flying of flags on Town of Lunenburg ("Town") flag poles on Town property.

II. POLICY

1. The Town will fly the official Canadian, Nova Scotian and Town of Lunenburg flags in this sequence on its flag poles as space permits.
2. Other official government flags may be flown as deemed appropriate by the Lunenburg Town Council ("Council") or CAO, such as in the case of a visiting dignitary.
3. (a) Council may approve special requests made by organizations to fly a flag in recognition of a special event or cause.

(b) All requests to fly a special purpose flag must be received in writing (application form attached) and state: the significance of the flag; the requested duration to fly the flag; contact person information; and other relevant information as required.

(c) Council approved special purpose flags may be displayed at the UNESCO World Heritage Site flag pole opposite Cumberland Street.

(d) Council may withhold approval to fly a special purpose flag if the flag and/or its representative organization: propagates hate; advertises a for-profit corporate entity; and/or is in poor condition and detracts from the appearance of Town property.

(e) All approved requests will be considered on a first come, first serve basis.

(f) All necessary ropes and attachments to hang a special purpose flag must be provided by the requesting organization.

(g) Town staff will raise and lower the flag in accordance with the terms of the permission granted and return the flag to the organization after.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): October 10, 2017

Date of Passage of Current Policy: October 24, 2017

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

Municipal Clerk November 1, 2017
Date

**TOWN OF LUNENBURG APPLICATION:
COMMEMORATIVE FLAG RAISING REQUEST**

Please review Town of Lunenburg Procedural Policy #80 Commemorative Flag Raising Requests for complete details.

1.	Flag description (attach image please):	Transgender Flag - Lunenburg PRIDE can supply this
2.	Relevance of flag to the Town of Lunenburg: Trans Awareness week is the week leading up to Transgender Day of Remembrance on Nov. 20, 2020. It is an international day of memorializing those within the trans community worldwide who have lost their lives in the past year. The trans community, and within this community trans women of colour, are the most marginalized community in the world. Recognizing this community and remembering brings visibility and awareness and with hope, breaks down stigma facing many trans children, youth and adults living, schooling and working along south shore communities and across Nova Scotia.	
3.	Requested date for flying flag:	Friday, Nov. 20, 2020
4.	Contact Information	Cynthia Sweeney, Lunenburg PRIDE and Pflag Canada
	a. Name:	Cynthia Sweeney
	b. Address:	14 Lakeview Rd., Hemford, NS
	c. E-mail address:	connect@simplygoodform.com or halifaxns@pflagcanada.ca
	d. Telephone number:	902-292-6331
5.	Date request completed:	Thurs. Nov. 5, 2020

Please note: applications will be considered on a first-come, first-served basis. Requests will be considered by Council at regular, open meetings of Council. Please submit your application four weeks in advance of the requested dates for flying of flag as Council submission deadlines will be observed in all cases. You will be advised by staff of Council's decision regarding your request.



Proclamation

Transgender Day

November 20th, 2020

Whereas; The Transgender Day of Remembrance known as TDOR is recognized annually on November 20th through vigil and solidarity, this November 20th, 2020 in Chester, Nova Scotia we are raising the Transgender Flag to honour those who are no longer with us and;

Further be it resolved the Transgender Day of Remembrance was set aside to memorialize those who were killed due to anti-transgender hatred or prejudice. The event is held in November to honour Rita Hester, whose murder on November 28th, 1998 sparked the "Remembering Our Dead" web project and a San Francisco candlelight vigil in 1999.

Rita Hester's murder — like most anti-transgender murder cases — has yet to be solved.

Day of Remembrance publicly mourns and honours the lives of all Trans people who might otherwise be forgotten. Through vigil, we express love and respect for our people in the face of national indifference and hatred.

Day of Remembrance reminds cisgender people that we are their sons, daughters, parents, friends and lovers.

Day of Remembrance gives our allies a chance to step forward with us and stand in vigil, memorializing those of us who've died by anti-transgender violence.

With greater awareness and education, we continue moving towards greater acceptance and inclusion for all trans and gender diverse individuals in our communities.

THEREFORE, BE IT RESOLVED THAT, I Warden Allen Webber, on behalf of Chester Regional Council, do hereby proclaim November 20th, 2020 as Transgender Day of Remembrance in the Chester Regional Municipality.

Dated at Chester, Nova Scotia
this 20th day of November, 2020

Allen Webber
Warden, Chester, Nova Scotia



TRANS DAY OF REMEMBRANCE

November 20



Where: The Grand Parade (the public parade square) in front of City Hall, 1841 Argyle St. The ceremonial flag pole is to the right of the cenotaph when facing City Hall.



pflagcanada.
HALIFAX