

AGENDA

Town of Lunenburg Council Meeting

Tuesday, April 26, 2022 at 6:00 p.m.

Council Chamber, 120 Townsend Street/Zoom Webinar

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: moved and seconded approval of the agenda.

4. April 12, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the April 12, 2022 Council meeting minutes.

5. Public Hearings, Presentations and Questions
 - a. Recognition and Certificate Presentations for the 2022 Civic Volunteer Appreciation – Mayor Risser
 - b. Lunenburg Community Garden presentation – Kara Highfield
 - c. Bicycle NS Blue Route Hub Trial Project to Create a Montague Street Contraflow Bike Lane from Linden Avenue to Duke Street **and** Pedestrian Mall – Month change from June 2022 to October 2022 – Meghan Doucette
6. Correspondence, Petitions and Proclamations Consideration
 - a. Nature Canada proclamation request for World Oceans Day on June 8, 2022

Motion: moved and seconded that:

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, the ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, the ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, it is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, it is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, in celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

THEREFORE, be it resolved that the Town of Lunenburg recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

b. Lunenburg Board of Trade Request for Grant Support Letters

Motion: moved and seconded that Council provide the Lunenburg Board of Trade with a letter of support towards their grant application to ACOA's Rediscover Main Streets Initiative.

Motion: moved and seconded that Council provide the Lunenburg Board of Trade with a letter of support towards their grant application to Develop Nova Scotia's Community Led Placemaking Initiative.

7. Business Arising from the Minutes/Unfinished Business

- a. Bicycle NS Blue Route Hub Trial Project to Create a Montague Street Contraflow Bike Lane from Linden Avenue to Duke Street **and** Pedestrian Mall – Month change from June 2022 to October 2022

Motion: moved and seconded to amend the August 10, 2021 motion for a trial contraflow bike lane and pedestrian mall on Montague Street from Linden Avenue to Duke Street to occur in the month of October 2022 instead of June 2022.

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

- a. Committee of the Whole Meeting Minutes April 19, 2022 – Mayor Risser 3 x

recommendation(s)

- 2022/23 Water Utility budget

Motion: moved and seconded that Town Council approve the Water Utility's 2022-23 Operating Budget in the amount of \$1,585,200 and Capital Budget in the amount of \$865,000.

- 2022/23 Electric Utility budget

Motion: moved and seconded that Town Council approve the Electric Utility's 2022-23 Operating Budget in the amount of \$6,932,000 and Capital Budget in the amount of \$1,033,000.

- 2022/23 Community Grants

Motion: moved and seconded that Town Council approve the 2022-23 Community Grants in the amount of \$14,921 and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves; to recommend to Council that starting in fiscal 2023-24 the Lunenburg Country Seniors' Safety Partnership Society's annual support will be made a budget line item in Other Protective Services; and to recommend to Council that starting in fiscal 2023-24 the Town of Lunenburg Grad Bursary be made a budget line item under Other Legislative Expenses.

9. New Business

- a. Inventory of Historic Buildings – staff report and draft motion

Motion: moved and seconded to give permission to the Lunenburg Heritage Society to reprint "Lunenburg – An Inventory of Historic Buildings" according to the terms of the Letter of Understanding for a period of 20 years.

- b. Report on Development Statistics – staff report for information

- c. Lunenburg County Accessibility Advisory Committee Appointments – staff report and draft motion

Motion: moved and seconded that Lunenburg Town Council supports the Lunenburg County Accessibility Nominating Committee in appointing Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with a term expiring September 1, 2022.

- d. Town of Lunenburg Procedural Policy #98: Revised Committees of Council Policy – Councillor Sanford

Motion: moved and seconded to approve the amended Procedural Policy #98 *Committees of Council* as presented to include committee volunteer selection criteria.

10. Meet in camera

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

- Contract negotiations
- Lease of municipal property

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

12. Adjournment – Mayor Risser

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Town Engineer will prepare a report for draft Budget 2021/22 consideration	TBD

Please note – The agenda is subject to change.

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, APRIL 12, 2022 AT 6:00 P.M.

COUNCIL CHAMBER

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: Ann Covey, Recording Secretary
Lisa Dagley, Finance Director
Lisa Kendall, Municipal Engineer/Project Manager
Arthur MacDonald, Heritage Manager
Kevin Malloy, Interim Chief Administrative Officer
Heather McCallum, Assistant Municipal Clerk
Kathleen Rafuse, Accountant

1. Call to Order

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

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

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

3. Agenda

Motion: moved and seconded approval of the agenda. Motion carried.

4. March 22, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the March 22, 2022 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

a. Mobile Canteen

Amy Funk, Shore Lunch Food Truck, reviewed her presentation (Schedule A).

b. South Shore Genealogical Society

Pam Veinotte, South Shore Genealogical Society, reviewed the Hillcrest Cemetery Interpretive Signage Project presentation (Schedule B).

6. Correspondence, Petitions and Proclamations Consideration

The following correspondence is for information.

a. African Heritage Month Proclamation Fund

b. Celebrate Canada Funding Application

c. Letter from Minister of Canadian Heritage

7. Business Arising from the Minutes/Unfinished Business (Nil)

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

a. REMO Advisory Committee January 17, 2022 Meeting Minutes – for information

b. Committee of the Whole Meeting Minutes March 15, 2022

Motion: moved and seconded to approve the 2022/2023 Operating Budget for the Town of Lunenburg in the amount of \$8,697,500 (Schedule C) with the following Tax and Sewer Rates:

- Residential Tax Rate of \$1.376/\$100 of assessment
- Commercial Tax Rate of \$3.358/\$100 of assessment
- Seasonal tourist Tax Rate of \$2.519/\$100 of assessment
- Residential Sewer of \$642.98 per dwelling unit
- Non-residential Sewer of \$0.6144/\$100 of assessment
- Church Sewer of \$377.64 per quarter

Motion carried.

c. Project Lunenburg Steering Team Meeting Notes March 23, 2022

d. Protective Services Committee Meeting Minutes March 24, 2022

6:26 p.m. - Councillor Birtles declared a conflict and withdrew from the meeting to sit in the gallery.

Motion: moved and seconded that Council approve the Draft 2022/23 Protective Services Operating and Capital Budgets with proposed 50/50 funding sharing with Districts 1 & 2 Fire Commission for the replacement Rescue (02) truck and the ventilation system. Motion carried.

Motion: moved and seconded that Lunenburg Town Council and the District 1&2 Fire Commission approve that the Protective Services Committee oversee a review of the existing Service Agreement. Motion carried.

6:28 p.m. - Councillor Birtles returned to the meeting.

e. Town of Lunenburg Procedural Policy #98: Revised Committees of Council Policy

Councillor Sanford gave notice of motion that at the April 26, 2022 Council Meeting, Procedural Policy #98 *Committees of Council* be amended as presented to include volunteer selection criteria (Schedule D).

9. New Business

a. Comprehensive Community Plan (CCP) Q4 2021/22 Quarterly Report

The Assistant Municipal Clerk reviewed the report (Schedule E).

The Mayor thanked staff for their hard work and progress with CCP initiatives.

The CAO requested to defer the next CCP Quarterly Report until new processes have been established.

b. South Shore Players Signage Request

Motion: moved and seconded that Council approves the South Shore Players request to install signage within the Victoria Road right-of-way, in front of the Independent located at 143 Victoria Road, as shown in Attachment B (Schedule F) for the 2022, 2023, 2024, 2025 and 2026 calendar years for a four-week period during the months of April and May, as well as for a four-week period during the months of November and December, at the absolute discretion of Council in case the right-of-way area is required for any public purpose. Motion carried.

c. Town of Lunenburg Procedural Policy #96: Revised Council and Committee Meetings and Proceedings

Motion: moved and seconded that Procedural Policy #96 *Council and Committee Meetings and Proceedings* be amended as drafted (Schedule G), in accordance with section 19A of the Municipal Government Act. Motion carried.

d. Town of Lunenburg Procedural Policy #65: Revised Public Participation Program

Motion: moved and seconded that Council repeals the existing Public Participation Program (Policy 65) and approves the revised Planning Public Participation Program (Policy) as drafted (Schedule H). Motion carried.

e. Town of Lunenburg Bylaw #65: Proposed New Street Encroachment Bylaw

Motion: moved and seconded that Bylaw #65 *A Bylaw Respecting Street Encroachment for Building Access* be repealed and replaced by the new *Street Encroachment Bylaw* as drafted (Schedule I) with first reading hereby being given and advertised for a Public Hearing prior to holding second/final reading. Motion carried.

f. Lunenburg Arms - Application to Build King's Hotel

Motion: moved and seconded that Council approve first reading and proceed to a Public Hearing to consider the approval of a Certificate of Appropriateness for the King's Hotel located at the corner of Duke Street and Pelham Street on lands known as PID 60061199 and PID 60061181 provided the design is as shown in Attachment B (Schedule J). Motion carried.

g. Water Utility Rate Study and Universal Water Metering

Gerry Isenor, G. E. Isenor Consulting Limited, and Blaine Rooney, Blaine S. Rooney Consulting Limited reviewed the Water Rate Study and Universal Water Metering presentations respectively (Schedule K).

Motion: moved and seconded that the Town of Lunenburg apply to The Nova Scotia Utility and Review Board for changes in its rates for Water and Water Service, Fire Protection to The Town of Lunenburg and Lunenburg County and changes to its Rules and Regulations for customers served by The Lunenburg Water Utility, as set out in The Water Rate Study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited. Motion carried.

Motion: moved and seconded that the Lunenburg Water Utility undertake a Universal Water Metering program with the roll out to begin in fiscal 23-24. Motion carried.

h. 2021/22 Capital and Operating Variance Report to February 28, 2022

The Finance Director reviewed the report for information (Schedule L).

i. Loader Tender Awarded

The Acting Town Engineer reviewed the report (Schedule M).

Motion: moved and seconded that the Used Wheel Loader RFP be awarded to Wilson Equipment Limited for the price of \$219,000 plus HST. Motion carried.

j. Mobile Canteen

Motion: moved and seconded to direct staff to prepare a report concerning the mobile vending items raised in Shore Lunch Food Truck's presentation (Schedule A). Motion carried.

k. South Shore Genealogical Association

7:34 p.m. – Councillor Ernst declared an interest and withdrew from the meeting to sit in the gallery.

Motion: moved and seconded to prepare a letter of support for the South Shore Genealogical Association’s Hillcrest Cemetery Interpretive Signage Project (Schedule B) to accompany the grant application and approve in-kind Public Works staff support to the project of up to \$2,000 for installation of the sign. Motion carried.

7:35 p.m. – Councillor Ernst returned to the meeting.

10. Meet in camera

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

- Contract negotiations
- Acquisition of municipal property
- Potential sale of municipal property
- Personnel matters

Motion carried.

Council recessed to meet in camera at 7:35 p.m.

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

The public portion of the Council meeting resumed at 8:35 p.m. The following Council in camera meeting recommendations were considered by Council:

a. Location Agreement: “Washington Black”

Motion: moved and seconded that Council approve the Location Agreement for Disney production “Washington Black” as amended (Schedule N). Motion carried.

b. Town Acquisition from Her Majesty near Pumping Station

Motion: moved and seconded that:

- a) The Town shall enter into the Purchase and Sale Agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Transport attached as Schedule HMQ hereto and the Mayor and CAO / Manager/ Clerk are authorized to execute the Agreement and such other documentation reasonably necessary for the completion of the transaction (and to extend the closing date, if advisable), and to affix the municipal seal thereto (provided that the CAO alone is authorized to sign the Deed Transfer Tax Affidavit) (Schedule O). Motion carried.

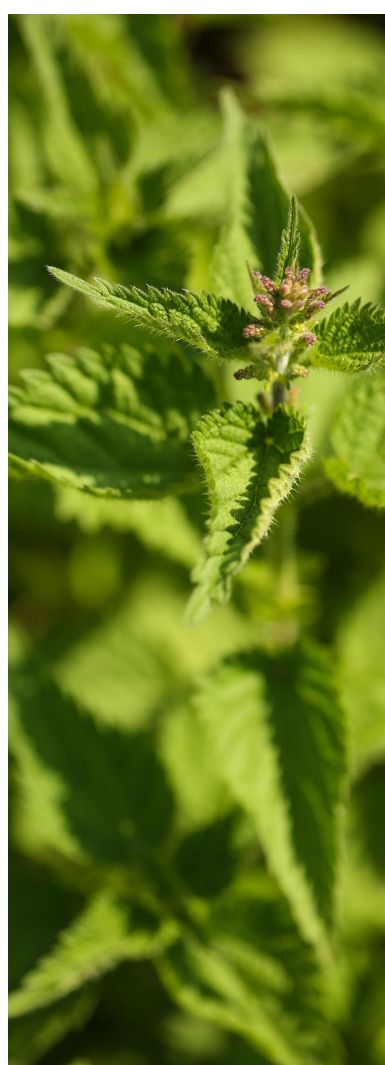
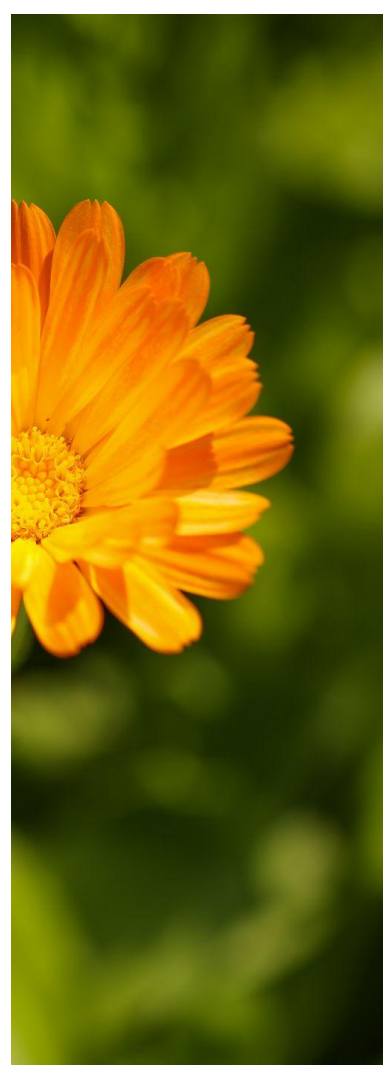
10. Adjournment

The meeting was adjourned at 8:35 p.m. by the Mayor.

Ann Covey, Recording Secretary
for Kevin Malloy, Interim CAO



LUNENBURG
**COMMUNITY
GARDEN**



Our Vision

The Lunenburg Community Garden (LCG) is a community project that seeks to create an inclusive and sustainable green space in the heart of Lunenburg, where all members of our community are welcome to gather, share and celebrate the simple act of growing and eating healthy food.

Our 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.





Our Values

Health and Wellness

Sustainable practices

Cooperation and inclusion

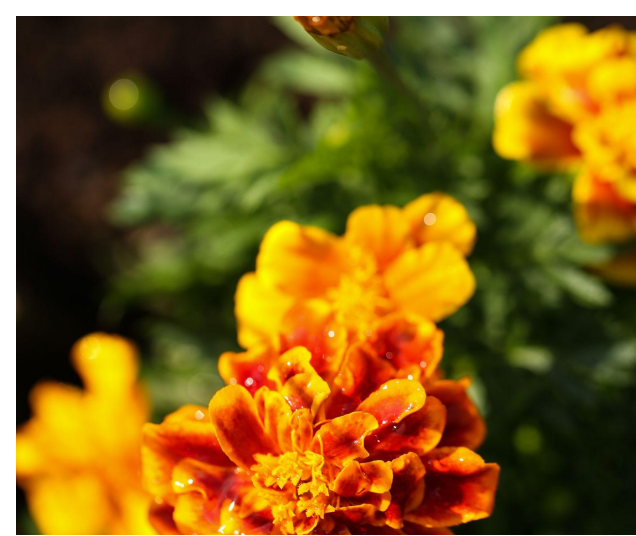
Education and empowerment

History and Culture





Started in 2013
First growing season 2014
20 Individual plots
8+ Community beds





Workshops



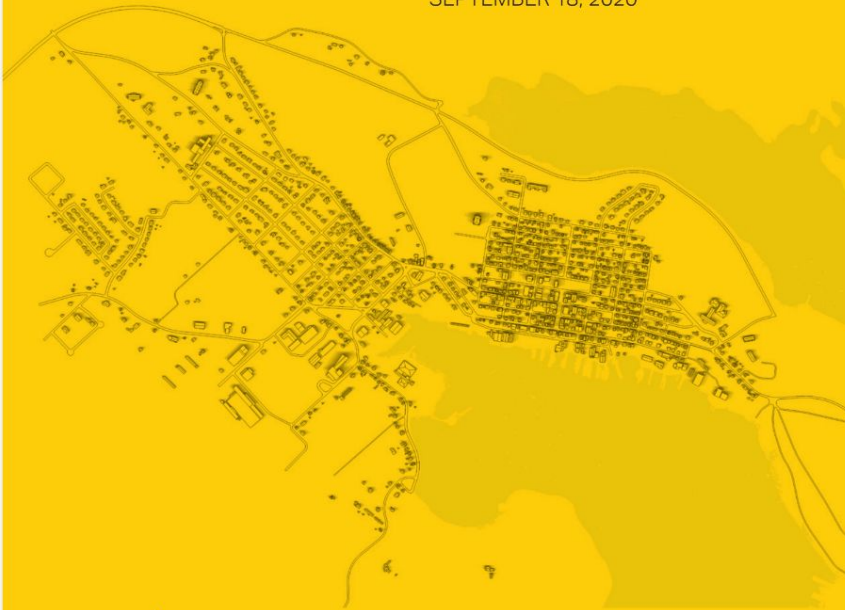


Lunenburg Pop-Up Project



COMPREHENSIVE COMMUNITY PLAN

SEPTEMBER 18, 2020



PROJECT
LUNENBURG

Navigating the
Future, Together.

October 31, 2019

Bikeway Concept Designs

Cross-Town Connector and
North-South Link

*Phase 3 of the Blue Route Hubs Bikeway
Project in the Town of Lunenburg*

Prepared by:



TIMELINE

2019

- Blue Route Hubs: Bikeway Study

2020

- Lunenburg Comprehensive Community Plan

July 2021

- Council approved committee for Pop-Up Project

August 2021

- Council approved pop-up bike lane for June 2022

February 2022

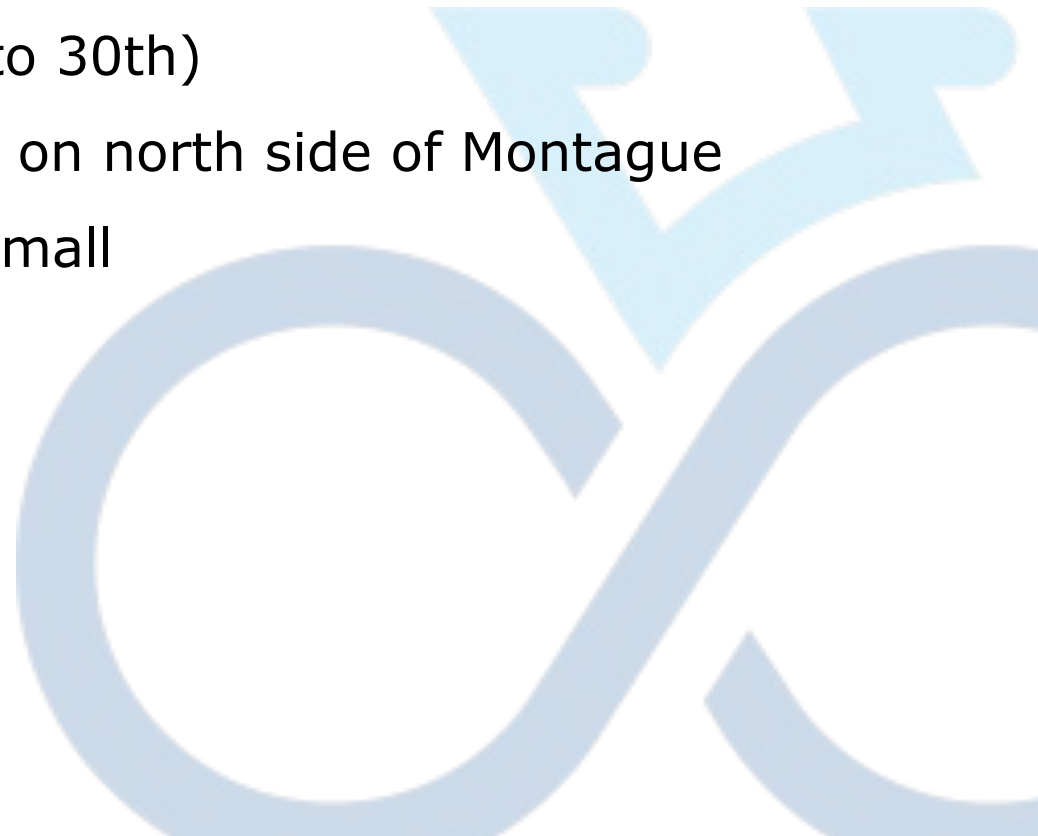
- Board of Trade presented concerns to council

April 2022

- New pop-up design based on feedback

POP-UP PROJECT IN OCTOBER

- 1 month (October 1st to 30th)
- Bi-directional bike lane on north side of Montague Street with pedestrian mall







TORONTO | News

'There is nothing left to sell': Canada faces bike shortage amid COVID-19 pandemic



Pat Foran Consumer Alert Videojournalist, CTV News Toronto
@PatForanCTVNews | Contact

Published Tuesday, August 11, 2020 6:38PM EDT
Last Updated: 11/11/2020 11:11 AM EDT

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Bikes in big demand, short supply during pandemic



With Asian manufacturers all but shut down, bike shops in Ottawa are feeling the squeeze

by [Cotnam](#) · CBC News · Posted: Jun 06, 2020 4:00 AM ET | Last Updated: June 6

HEALTH

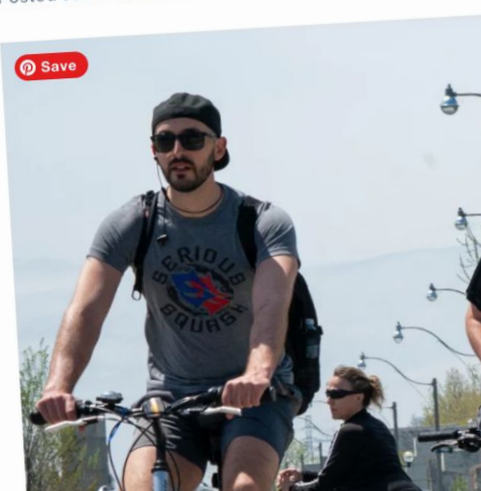
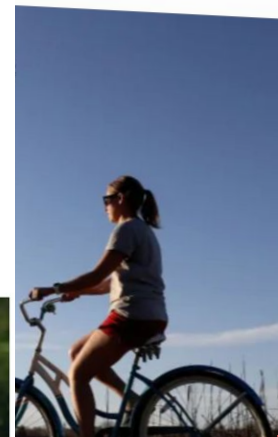
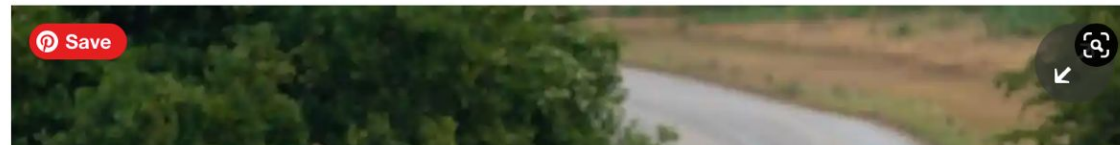
Ontario bike shops, urban planners say coronavirus pandemic could shift the culture of cycling

By [Salmaan Farooqui](#) · The Canadian Press
Posted June 15, 2020 9:27 am

Women behind huge increase in running and cycling in 2020

- Fitness app Strava releases global figures for the year
- 108% rise in median activities of women aged 18 to 29 in UK

Save



BUDGET

Item	Amount	Source	Description
BNS Staff	\$7,000	Funding through BNS	Project wages for 2 staff, planning, travel, set-up and project evaluation
Lunenburg Staff	\$4,000	Town of Lunenburg	Project related wages for public works staff (set-up and takedown)
Materials	\$5,000	Funding through BNS	Paint, functional and decorative materials for bike lane & pedestrian mall

Thank You



BLUE ROUTE



Lunenburg Board of Trade

PO Box 1300
11 Blockhouse Hill Rd.
Lunenburg, NS
B0J 2C0

(902) 634 3170
office@lunenburgns.com

To: Lunenburg Town Council
From: The Lunenburg Board of Trade
Date: March 29th, 2022

RE: Change to Pop Up Bike Lane June 2022

The Lunenburg Board of Trade wishes to express its support of the proposed changes to Bicycle Nova Scotia's Pop-Up Bike Lane, currently scheduled for June of 2022.

After meetings with the Lunenburg Board of Trade, Bicycle Nova Scotia has agreed to alter the initial plan to help try and lessen the potential impacts to businesses in Lunenburg.

Those changes include moving the dates of the project from the month of June 2022 to the month of October 2022. It would also have the bidirectional bike lane be located on the north side of Montague St instead of the South side.

We hope that Town Council will see the need to approve these changes.

Sincerely,

The Lunenburg Board of Trade

His/Her Worship Mayor,

I'm writing to you on behalf of Nature Canada's ocean protection team with an opportunity to help create positive change for your community, and the natural world we all rely on.

Canada has the longest coastline in the world. With it comes the duty to be leaders in protecting and restoring the ocean. As part of the Global Deal for Nature in the Paris Accords, our government **has promised to protect 30 percent of oceans by 2030** through establishing Marine Protected Areas. In 2015 only one percent of Canadian oceans were protected. But as of 2020, due advocacy by Canadians like you, nearly 14 percent of the world's oceans are now safeguarded for generations to come.

Municipalities can be powerful change agents in the goal to protect 30 percent of the world's oceans by 2030. We have seen this leadership in action in combating climate change, when cities and towns across the world stepped up to reduce their greenhouse gas emissions and pressured federal governments to do the same. Whether on the coast or far inland, municipalities rely on ocean ecosystems for seafood production, climate regulation, and the preservation of unique and beautiful animals and ecosystems.

Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation.

Reaching our ocean protection goal will help us win the fight against global warming. Municipalities are on the front lines of climate change and feel effects firsthand, from extreme heat to extreme precipitation. The oceans play a pivotal role counteracting climate change as the largest carbon sink, providing more than half our oxygen while storing fifty times more carbon than the atmosphere. Oceans also regulate weather, helping to balance the uneven distribution of solar radiation.

Here's why we need you: Your voice as a municipality can influence national governments and have a direct effect on the quality of life for your residents. It's as easy as having the council pass the attached resolution. By taking this simple step, you will be helping our policy team show government officials that Canadians support National Marine Protected Areas and encourage them to implement effective policies.

It would mean a great deal to us if you could sign on to help secure a future for our generation and the generations to come.

In solidarity with you and with our natural world,

Paul Gregory
Senior Oceans Campaigner

Nature Canada is one of the oldest national nature conservation charities in Canada. For 80 years, we've helped protect over 110 million acres of parks and wildlife areas in Canada and countless species. Today, Nature Canada represents a network of over 130,000 members and supporters, guided by more than 1,200 nature organizations.

**A RESOLUTION IN SUPPORT OF MUNICIPALITY X RECOGNIZING AND CELEBRATING
WORLD OCEANS DAY 2022 AND THE ADVANCEMENT OF OCEAN CONSERVATION IN
CANADA**

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, Countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, The ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, The ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, It is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, It is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, In celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

Therefore be it resolved that the MUNICIPALITY OF X recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.



Lunenburg Board of Trade

PO Box 1300
11 Blockhouse Hill Rd.
Lunenburg, NS
B0J 2C0

(902) 634 3170
office@lunenburgns.com

To: Lunenburg Town Council
From: The Lunenburg Board of Trade
Date: April 14th, 2022

RE: Request for Support Letters

The Lunenburg Board of Trade is seeking two letters of support from the Town of Lunenburg for two separate grant applications that we will be completing for submission by the end of April 2022.

Grant #1: ACOA's Rediscover Main Streets Initiative:

The Rediscover Main Streets (RMS) initiative will provide a \$10 million investment over one year (2022-2023) across Atlantic Canada to reanimate neighbourhoods, local downtowns, and community main streets. Among eligible projects are those that amplify and/or reanimate existing events and activities to support local businesses; and entice Atlantic Canadians to explore their provinces on a local and regional level.

The Lunenburg Board of Trade will be applying for this grant in order to secure funding to scale up some currently planned events (Canada Day and Light Up Lunenburg) as well as to help resurrect a previously held event (Oktoberfest).

Grant #2: Develop NS Community Led Placemaking Initiative:

Develop Nova Scotia's Community Led Placemaking initiative provides communities an opportunity "To undertake lighter, quicker, cheaper tactical placemaking projects that create places for people to gather and connect socially, create opportunities for inclusive community involvement and invite increased visitation to the community core". These projects can include things like infrastructure, art, seating and amenities. It is a \$50,000 grant to be spent between April and October of 2022.

The Lunenburg Board of Trade would like to apply for this grant in order to install a small "pocket park" that incorporates some outdoor fitness and gaming equipment. As this grant has a short turnaround time for applications, for the time being the LBoT is only looking for a support letter. Should it be successful, we would like to then work with the Town of Lunenburg to determine the best way to move forward with this idea, determining what equipment to purchase as well as the ideal location.

We appreciate the Town of Lunenburg's consideration on these matters.

Sincerely,
The Lunenburg Board of Trade

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE

APRIL 19, 2022 MEETING RECOMMENDATIONS

1. Recommended that Town Council approve the Water Utility's 2022-23 Operating Budget in the amount of \$1,585,200 and Capital Budget in the amount of \$865,000. Motion carried.
2. Recommended that Town Council approve the Electric Utility's 2022-23 Operating Budget in the amount of \$6,932,000 and Capital Budget in the amount of \$1,033,000. Motion carried. The Deputy Mayor voted in the negative.
3. Recommended that Town Council approve the 2022-23 Community Grants in the amount of \$14,921 as outlined in Schedule "C", and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves; to recommend to Council that starting in fiscal 2023-24 the Lunenburg Country Seniors' Safety Partnership Society's annual support will be made a budget line item in Other Protective Services; and to recommend to Council that starting in fiscal 2023-24 the Town of Lunenburg Grad Bursary be made a budget line item under Other Legislative Expenses. Motion carried.

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 19, 2022 AT 6:00 P.M.

119 CUMBERLAND STREET, LUNENBURG

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

ALSO PRESENT: Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Lisa Kendall, Municipal Engineer/Project Manager
(Acting Town Engineer)
Kevin Malloy, Interim CAO
Heather McCallum, Assistant Municipal Clerk
Kathleen Rafuse, Accountant

ABSENT: Councillor Melissa Duggan

1. Call to Order

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

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

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

3. Agenda Approval

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

4. March 15, 2022 Committee of the Whole Meeting Minutes Approval

Motion: moved and seconded to approve the March 15, 2022 Committee of the Whole meeting minutes. Motion carried.

5. Public Presentations
6. Business Arising from the Minutes/Unfinished Business
7. New Business
 - a. Review of Draft 2022/23 Utility budgets

➤ Water Utility

The Finance Director provided an overview of the budget document (Schedule "A").

In response to a question, the FD confirmed that the fire truck reserve contribution will be revisited for 2023/24.

Motion: moved and seconded to recommend to Council the approval of the Water Utility's 2022-23 Operating Budget in the amount of \$1,585,200 and Capital Budget in the amount of \$865,000. Motion carried.

➤ Electric Utility

The Finance Director provided an overview of the budget document (Schedule "B"). She noted that it is a balanced budget but there will be no dividends to the Town or reserves transfers.

In response to questions, the Interim CAO commented that plans for Electric Vehicle Charging Stations will come before Council in a staff report. He also confirmed that the charging stations would be intended as fee-for-service for cost recovery.

The Deputy Mayor expressed concern that the Electric Utility does not make a profit, with no reserve transfers to contribute to maintenance he questioned the sustainability of the utility. The FD noted that a rate study is being undertaken to help examine these questions.

Motion: moved and seconded to recommend to Council the approval of the Electric Utility's 2022-23 Operating Budget in the amount of \$6,932,000 and Capital Budget in the amount of \$1,033,000. Motion carried. The Deputy Mayor voted in the negative.

b. Review of Community Grants

The Recreation Director presented her staff report with the recommended allocation of funds for 2022-23 Community Grants (Schedule "C").

In response to a question, the FD confirmed that only organizations that meet the criteria in the Community Grants Program Policy #74 can be considered. She also

confirmed that the applications received were fewer than usual, which may be an outcome of the COVID-19 pandemic recovery.

Motion: moved and seconded to recommend to Council to approve the 2022-23 Community Grants in the amount of \$14,921 as outlined in Schedule "C", and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves; to recommend to Council that starting in fiscal 2023-24 the Lunenburg Country Seniors' Safety Partnership Society's annual support will be made a budget line item in Other Protective Services; and to recommend to Council that starting in fiscal 2023-24 the Town of Lunenburg Grad Bursary be made a budget line item under Other Legislative Expenses. Motion carried.

8. Next Meeting Date

The next Committee of the Whole meeting date is TBD at 6:00 p.m.

9. Adjournment

The meeting was adjourned at 6:28 p.m. by the Mayor.

Heather McCallum
Assistant Municipal Clerk

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: APRIL 13, 2022

RE: LUNENBURG HERITAGE SOCIETY RE “AN INVENTORY OF HISTORIC BUILDINGS”

1. FACTS

A book called “Lunenburg: An Inventory of Historic Buildings” was published by the Town of Lunenburg in 1984, compiled by Bill Plaskett when he was employed by the Town as Heritage Manager. The original edition contained no copyright statement and was long out of print.

In 2018 the Lunenburg Heritage Society requested and was granted permission to allow them to reprint the book from the Town. As a courtesy they also asked Bill Plaskett, the then-Heritage Manager who assembled the book for the Town, which he freely granted. The Society used the book as both an educational resource and a fundraiser for the Society, who pay for the reprinting and keep the proceeds of sale. The permission was granted for two years at that time. The Town retains the copyright on the work.

The Lunenburg Heritage Society is once again requesting permission to reprint the book. A Letter of Understanding between the Society and the Town based on the previous agreement is attached ([Attachment “A”](#)).

2. ISSUES AND OPTIONS ANALYSIS

The draft Letter of Understanding requests permission for another two years. Staff recommend that permission be granted and extended for 20 years.

Staff consider the publication to be an activity that is beneficial to the municipality, in that it supports knowledge of Lunenburg’s record of built heritage alive in the community. To extend permission to 20 years also avoids the requirement for repeat requests to Council.

3. **FINANCIAL IMPACT**

There is no financial impact to the Town for this request, other than legal fees to process the agreement.

4. **STRATEGIC PLAN RELEVANCE**

Guiding Principle

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

Strategic Direction

- ***Heritage:*** To protect and enhance existing heritage assets and to support a wider cultural narrative.

5. **RECOMMENDATION AND DRAFT MOTION**

Draft Motion(s):

Motion: moved and seconded to give permission to the Lunenburg Heritage Society to reprint “Lunenburg – An Inventory of Historic Buildings” according to the terms of the Letter of Understanding for a period of 20 years.

Attachments - 1

Acknowledged only by:

Kevin Malloy
Interim CAO

Letter of Understanding

BETWEEN:

TOWN OF LUNENBURG, a Municipal Body Corporate
(herein referred to as the "Town")

And

Lunenburg Heritage Society, A Society incorporated under the Societies Act of
Nova Scotia
(herein referred to as the "LHS")

WHEREAS:

1. In 1984 a publication entitled LUNENBURG – An Inventory of Historic Buildings with Photographs and Historical and Architectural Notes ("Inventory") was compiled by William Plaskett for the Lunenburg County District Planning Commission on behalf of the Town of Lunenburg Heritage Advisory Committee.
2. The Town has received a request from LHS to reprint the book as an educational tool as well as a fundraiser activity for the Society.

NOW THEREFORE WITNESSETH

- A. The Town of Lunenburg grants permission to LHS to reprint the Inventory on the terms contained herein.
- B. Although it does not warrant to LHS that it has copyright in the work, it is not releasing any copyright or other interest it may have in the work and retains any rights it has thereto, subject to the limited rights granted herein.
- C. The permission to reprint shall exist for a period of 20 years from the date hereof, whereupon all rights to reprint the Inventory shall cease.
- D. The Society will pay the cost of re-printing and shall be entitled to all proceeds of sale for the re-printing authorized herein.
- E. The Society will provide (at no cost) 25 copies of the Inventory to the Town to give to visitors, keep on file, or for such other purposes as the Town deems appropriate.
- F. The material in the inventory shall not be altered or modified without the expressed further written consent of the Town.

Dated at Lunenburg, Nova Scotia this _____ day of _____, 2022.

WITNESS

TOWN OF LUNENBURG

(municipal seal)

The Lunenburg Heritage Society acknowledges the foregoing and accepts the permission to reprint the inventory on the terms stated herein.

Dated at Lunenburg, Nova Scotia this _____ day of _____, 2022.

WITNESS

THE LUNENBURG HERITAGE SOCIETY

We are authorized to bind the Society.

(corporate seal)

MEMORANDUM

TO: TOWN COUNCIL

FROM: TREVOR HUME, PLANNING TECHNICIAN

DATE: APRIL 14, 2022

RE: BUILDING PERMIT REPORTING - INFORMATION REPORT

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

1. FACTS

At the request of the Mayor, regular reporting on processed development permits and building permits will be prepared on a quarterly basis.

Note that building permits are commonly issued for:

- New construction.
- Renovations involving a change to structure or building interior or exterior/footprint changes.
- Changes in building use.

It is common that there would be more development permits than building permits due to developments such as signage and accessory buildings less than 215 ft² (20 m²) in area as these do not require building permits.

2. ANALYSIS

The Town's municipal software has been used to provide an overview summary of development and building permits for the first quarter of 2022. At the time of drafting this report, the Town has issued sixteen building permits with an estimated construction value of just over \$1 million dollars for the period of January 1st, 2022 to April 1st, 2022.

2022 Permit Reporting
First Quarter (January 1st to April 1st, 2022)

Total Permits Issued (Development and Building Permits)	Building Permits
22	16

3. FINANCIAL IMPACT

None.

4. STRATEGIC PLAN RELEVANCE

Reporting of the number of development permits and building permits issued within the Town of Lunenburg using “snapshot” of building activity is in keeping with the Town’s Comprehensive Community Plan, in particular:

Economic Development: Direction to support economic development.

Governance: Direction to enhance internal and external relations through policies, procedures, and resources.

Moving forward, it will be possible to provide details on how statistics compare over time. As with all raw statistics, the information provided is not intended to draw conclusions or lead to a recommendation, but to provide a “snapshot” of current permit activity.

5. RECOMENDATION

None. This report is strictly to provide information to council on development permits and building permits activity.

Acknowledged only by:

Kevin Malloy
Interim CAO

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: APRIL 14, 2022

RE: APPOINTMENTS TO THE LUNENBURG COUNTY ACCESSIBILITY ADVISORY COMMITTEE

1. FACTS

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has three vacancies for community members. A “call for committee volunteers” advertisement was issued in October 2021 (**Schedule “A”**) and five applications were received from community members by the November 9, 2021 deadline.

2. ISSUES AND OPTIONS ANALYSIS

The LCAAC Terms of Reference indicate that new terms will be three years in length, however, as one of the vacant positions is due to a resignation, the replacement member will serve a term expiring September 1, 2022 to complete the existing term.

The LCAAC Nominating Committee is comprised of the Mayors and Warden of the five Lunenburg County municipalities. At least one half of the members (community and council representatives) of the LCAAC must be persons with disabilities or representatives from organizations representing people with disabilities.

The Nominating Committee has reviewed the applications and made the following recommendation:

- To appoint Sheila Landry and Bruce Walsh to the LCAAC for a term of three years
- To appoint Peggy McCalla to the LCAAC for a term expiring September 1, 2022

A letter was sent to all municipal units by Dan McDougall, CAO of the Municipality of Chester, requesting that all municipal councils approve the appointments (**Schedule “B”**).

3. FINANCIAL IMPACT

There is no financial impact from this committee appointment.

4. STRATEGIC PLAN RELEVANCE

Guiding Principles

- **Inclusion:** We work to ensure a sense of belonging, acceptance and value for all in our community.
- **Collaborative Relationships:** We facilitate strong social connections and citizen engagement, locally and beyond.

Strategic Directions

- **Governance:** Deepen work with local and regional partners in the provision of shared services.

5. RECOMMENDATION AND DRAFT MOTION

Draft Motion: moved and seconded that Lunenburg Town Council supports the Lunenburg County Accessibility Nominating Committee in appointing Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with a term expiring September 1, 2022.

Attachments - 2

Acknowledged only by:

Kevin Malloy
Interim CAO



Volunteer Opportunity: Lunenburg County Accessibility Advisory Committee

Are you looking for a volunteer opportunity to make a difference in your community? Why not consider serving as a member of the Lunenburg County Accessibility Advisory Committee? We are seeking three members for three-year terms from residents within Lunenburg County – the Towns of Bridgewater, Lunenburg, and Mahone Bay as well as the Municipality of the District of Chester and the Municipality of the District of Lunenburg.

The Lunenburg County Accessibility Advisory Committee provides advice to the Municipal Councils in Lunenburg County on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipalities to become barrier-free communities that comply with Nova Scotia's Accessibility Act (2017).

At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

Disability includes a physical, mental, intellectual, learning, or sensory impairment—including an episodic disability—that, in interaction with a barrier, hinders an individual's full and effective participation in society.

Applications are available at www.accessiblelunenburgcounty.ca. The deadline for applications is Tuesday, November 9, 2021 at 4:00 p.m. Your completed application may be submitted by mail, in person, by email, or an alternate format to the following person.

Address: Municipality of the District of Chester, ATTN: Pamela Myra, Municipal Clerk, 151 King St., Box 369, Chester, NS B0J 1J0
 E-mail: pmyra@chester.ca Phone: 902-275-4109
 Subject line: Lunenburg County Accessibility Advisory Committee Volunteer

For more information about the Lunenburg County Accessibility Advisory Committee, refer to the Terms of Reference posted on the website. You can also contact Ellen Johnson, Accessibility Coordinator at (902) 277-0456 or ejohnson@chester.ca for more information regarding the committee.



Office of the CAO
The Municipality of Chester
151 King St, PO Box 369
Chester, NS B0J 1J0

Phone: (902) 275-4111
Fax: (902) 275-4771
www.chester.ca

[f](#) /ChesterMunicipality
[t](#) @chestermun

March 28, 2022

Municipal Councils of:
Town of Mahone Bay
Town of Bridgewater
Town of Lunenburg
Municipality of the District of Chester
Municipality of the District of Lunenburg

RE: Appointment of Lunenburg County Accessibility Advisory Committee
Community Members

Dear Members of Council,

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has three vacancies for community members. Five applications were received from community members by the November 9th, 2021, deadline. The LCAAC Terms of Reference indicate that new terms will be three years in length. However, as one of the vacant positions is due to a resignation, the replacement member will serve a term expiring September 1st, 2022, completing the existing term.

The Lunenburg County Accessibility Nominating Committee comprised of the Mayors and Wardens of the five Lunenburg County municipalities (or their designates) has reviewed the applications and makes the following recommendation to the five Municipal Councils in Lunenburg County:

To appoint Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with term expiring September 1, 2022.

Sincerely,

Dan McDougall
Chief Administrative Officer

MEMORANDUM

TO: TOWN COUNCIL

FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK

DATE: MARCH 21, 2022

RE: COMMITTEES OF COUNCIL POLICY #98: DRAFT AMENDMENT

1. FACTS

Procedural Policy #98 “Committees of Council” does not include a methodology and criteria for selecting public appointees, beyond advertising and accepting volunteer applications.

2. ISSUES AND OPTIONS ANALYSIS

Appointment of nominees to Committees of Council are a Council responsibility, therefore the selection of a nominee from applicants should also be a Council responsibility. The staff recommendation is that the Chair and other Council members of the Committee under discussion review the applications and make their selection for recommendation to Council.

A new article 6 has been added to specify eligibility and criteria. Anything related to either of these topics in other articles has been removed and added to this item.

A recommendation that discussion of nominees take place in camera has been added to article 7 to protect their privacy.

Also included in the Policy is (a) a revised application form aligned to selection criteria, and (b) an evaluation form with a similar format to that used for Volunteer Recognition nominations.

3. FINANCIAL IMPACT

There is no financial impact from this policy amendment.

4. **STRATEGIC PLAN RELEVANCE**

Guiding Principles

- ***Collaborative Relationships:*** We facilitate strong social connections and citizen engagement, locally and beyond.

Strategic Directions

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

5. **RECOMMENDATION AND DRAFT MOTION**

Draft Motion: moved and seconded that Procedural Policy #98 “Committees of Council” be amended as presented to include volunteer selection criteria.

Attachments - 3

Acknowledged only by:

Kevin Malloy
Interim CAO

#98 TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL – DRAFT AMENDMENT

PURPOSE

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

PROCEDURE

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council and within three months following each municipal general election or election anniversary. Council may also replace at any time Committee members who resign or who, in Council’s opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee’s affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards (Schedule “A” chart updated from time to time by motion of Council) as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an ex officio member of any Town Committee to which the Mayor is not already appointed and may fully participate, but may only vote at these meetings if it is necessary to achieve a quorum.
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion. Citizens interested in serving on Town Committees will complete the Town’s application form. ~~Qualified Town resident applicants, and non-resident applicants if there are insufficient Town resident applicant numbers, will be selected for Committee(s) appointment at a public Council meeting by Council ballot.~~
6. ~~Qualified applicants for Committees of Council will be reviewed and the nominee(s) selected for recommendation to Council by the Councillors who serve on that Committee, according to the following criteria.~~
 - a. Eligibility
 - i. ~~The nominee must a resident of the Town of Lunenburg (exceptions may be made by Council if there are insufficient Town resident applicant numbers);~~

- ii. The nominee must be over 18 years of age (exceptions may be made by Council for a Committee specifically seeking youth representatives); and
 - iii. The nominee may not be currently serving on another Town Committee or Board, unless there is a specific requirement under the Committee's Terms of Reference or by Council approval.
- b. Specific criteria:
 - i. The nominee must have demonstrated skills, interests, or special expertise that are relevant to the Committee;
 - ii. The nominee may represent a specified stakeholder or interest group in the community if applicable to the Committee;
 - iii. Members of Committees should reflect the diversity and service users/stakeholders of the community; and
 - iv. Prior experience with committees, boards or governance is an asset.
- 7. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. **If Council wishes to discuss the nominees, it shall do so in camera.** These appointments may be reviewed within a term as determined by Council as set out herein.
- 8. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.
- 9. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
- 10. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
- 11. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.

12. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
13. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
 - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
 - b. external services reasonably necessary and budgeted;
 - c. Town staff advice and support; and
 - d. other resources reasonably necessary and budgeted.
14. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
15. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
16. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.
17. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.
18. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.
19. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
20. Council hereby confirms the following standing Committees and their respective responsibilities as described.

Audit Committee

21. The responsibilities of the Audit Committee are to:
 - a. conduct a detailed review of the Town financial statements with the Town Auditor;

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

Committee of the Whole

27. The responsibilities of the Committee of the Whole are to:
- a. discuss, consider, advise and make recommendations to Council for approval concerning the affairs of the Town in advance of Council making decisions or taking actions on such matters, except where the Mayor and CAO have determined that consideration by Committee of the Whole is unnecessary or inadvisable including the following matters which will normally be dealt with by Council without first being considered by the Committee of the Whole for its recommendations:
 - i. first and second readings of a Bylaw enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing by Council;
 - b. review and revise draft Town Bylaws and Policies and amendments thereto making recommendations to Council regarding same;

- c. review and revise draft strategic and annual corporate plans and make recommendations to Council regarding same;
 - d. review and revise the Town draft budget for the next fiscal year and make recommendations to Council regarding same;
 - e. receive reports and related presentations of a complex nature requiring strategic, budget, and/or policy consideration for recommendation to Council;
 - f. discuss, consider, advise and make recommendations on any other matters which may be referred to it by Council;
 - g. take such steps not inconsistent with this Policy that this Committee deems necessary to carry out its mandate; and
 - h. meet in camera where appropriate to fulfill its responsibilities in accordance with the Municipal Government Act.
28. The Chair of the Committee of the Whole is the Mayor and in their absence the Deputy Mayor.
29. The Committee of the Whole consists of all Council members and membership on the Committee automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.
30. Items may be added to the Committee of the Whole agenda by Council members making prior requests to the Mayor and CAO who will review the requests and determine if it should be included in the next Committee of the Whole meeting agenda or referred elsewhere.
31. In addition to scheduled Committee of the Whole meetings, a Council member may move that Council recess and move into Committee of the Whole for informal consideration of any item on the Council agenda and rise and report back to Council. Such motion shall be determined by a majority vote of Council members present and voting.

Heritage Advisory Committee

32. The responsibilities of the Heritage Advisory Committee are to:
- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
 - b. advise Town Council respecting:
 - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
 - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.

33. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

Planning Advisory Committee

34. The responsibilities of the Planning Advisory Committee are to:
- a. carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
 - b. advise Council respecting the preparation and amendment of planning documents and general planning matters; and
 - c. conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.
35. The Planning Advisory Committee is comprised of at least four residents appointed for two year terms and three Council members as determined by Council.

Protective Services Committee

36. The Protective Services Committee responsibilities are to advise Council regarding:
- a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
 - b. Fire Protection Services budget matters.
37. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission ("Commission") only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

Special Committees

38. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.

- 39. The general provisions of this Policy shall also apply to Special Committees.
- 40. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
- 41. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

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

- Schedule “A” attached

<p><u>Clerk’s Annotation For Official Policy Book</u> Date of notice to Council members of intent to consider Policy amendments: April 12, 2022 Date of passage of Policy amendments: I certify that this Policy amendment was adopted by Council as indicated above</p>	
<p>_____</p> <p>Municipal Clerk</p>	<p>_____</p> <p>Date</p>

Town of Lunenburg – Committee Structure

A. Internal Town Committees

- Anti-Racism Special Committee
- Audit Committee
- Committee of the Whole
- Heritage Advisory Committee
- Planning Advisory Committee
- Protective Services Committee

B. External Municipal Committees with Council Appointments/Nominations

- Lunenburg County Joint Accessibility Committee
- Region 6 Solid Waste Management Committee
- Lunenburg County Regional Emergency Management Organization

C. External Organizations with Council Appointments/Nominations

- Common Lands
- Cultural Plan Implementation Group
- Lunenburg Academy Foundation
- Lunenburg County Seniors' Safety Advisory Partnership
- Lunenburg Fishermen's Memorial Society
- Lunenburg Home for Special Care/Harbour View Haven
- Lunenburg Waterfront Association
- South Shore Housing Action Coalition
- South Shore Regional Library Board
- Western Regional Housing Authority

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



TOWN OF LUNENBURG COMMITTEE APPLICATION FORM

The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. Thank you for your interest.

- *Applicants must be a resident of the Town of Lunenburg; over 18 years of age; and should not be serving on another Town Committee or Board. Some exceptions apply.*
- *Lunenburg encourages applications from Indigenous persons, African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, persons of all ages 18+, and persons of the LGBTQ+ community.*

Applicant Name: _____

Mailing Address: _____

Street/Civic Address: _____

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

Home Phone: _____ **Cell Phone:** _____

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

Are you requesting a residency, age or service exception (see first bullet above)? Please explain.

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

COMMITTEE VOLUNTEER NOMINATIONS – SELECTION PROCESS

Name of Committee: _____

Name of Applicant: _____

Scoring Weight	Criteria	% Awarded
5%	TOL resident	
5%	Meeting availability	
20%	Professional and/or volunteer experience relevant to committee responsibilities	
20%	Other perspective considered valuable to the committee	
20%	Contribution to equity, diversity and inclusion	
20%	Prior experience with committees/boards of organizations and/or with governance	

TOTAL SCORE: _____ / 100%

Accessibility or other accommodation requirements:

Any additional comments:

Excerpt: Procedural Policy #98 Committees of Council

6. *Public appointments to Committees will be selected for recommendation to Council by the Councillors who serve on that Committee, according to the following criteria.*
 - a. *General criteria:*
 - i. *The nominee must a resident of the Town of Lunenburg (exceptions may be made by Council);*
 - ii. *The nominee must be over 18 years of age (exceptions may be made by Council for a Committee specifically seeking youth representatives); and*
 - iii. *The nominee may not be currently serving on another Town Committee or Board, unless there is a specific requirement under the Committee's Terms of Reference.*
 - b. *Specific criteria:*
 - i. *The nominee must have demonstrated skills and interests, or special expertise, that are relevant to the Committee;*
 - ii. *The nominee may represent a specified stakeholder or interest group in the community if applicable to the Committee;*
 - iii. *Members of Committees should reflect the diversity and service users/stakeholders of the community; and*
 - iv. *Prior experience with committees, boards or governance is an asset.*