

AGENDA

Lunenburg War Memorial Community Centre/ Recreation Committee Meeting

Wednesday, February 12, 2020 at 5:15 p.m.

Lunenburg Town Hall, 2nd Floor, 120 Cumberland Street

1. Agenda – *motion to approve.*
2. December 11, 2019 Meeting Minutes – *motion to approve.*
3. Public Presentations
4. Unfinished Business
 - a. Call for volunteers to serve as Recreation Committee citizen representative 2020 - *update;*
 - b. Ice Resurfacers Capital 2020/21 Purchase Fundraising Working Group – Councillors Bachman and Croft and Ms. Dauphinee - *update;*
 - c. Draft 2020/21 Recreation Budget status – *update;* and
 - d. Back Harbour Trail report – *for information.*
5. New Business
 - a. Active Transportation Sub-Committee – February 5, 2020 minutes – *update* (TBC);
 - b. Recreation Director's Departmental activity update – *staff report;*
 - c. Recreation Committee Meeting scheduling – *discussion on moving to quarterly;* and
 - d. Provincial Volunteer Recognition Awards nominees – *review and selection.*
6. Next Meeting Dates
 - *LWMCC Committee – Wednesdays: March 11 (budget review), April 8, June 10, August 12, October 14, and December 9, 2020 at 5:15 p.m.*
 - *Active Transportation Sub-Committee – Wednesdays: May 20, August 26, and November 25, 2020 at 12:00 p.m.*
7. Adjournment – *motion to adjourn.*

→Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	Department	Meeting Assigned	Status
Staff report on the crosswalk flag program, including maintenance, funding and responsibility (see also AT Minutes of Nov. 27, 2019 for further content requests).	Recreation Director	October 9, 2019	Report is being researched and prepared.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE COMMITTEE MEETING

DECEMBER 11, 2019 – RECOMMENDATIONS

1. It is recommended that Town Council investigate the installation of “Share the Road” signage for cycling safety as noted in the AT Strategic Plan (Schedule “A”).
2. It is recommended that Town Council send a letter of support for “The Great Trail Loop” (Schedule “B”).
3. It is recommended that Town Council pre-approve a propane ice resurfacer purchase in fiscal 2020/21 estimated at \$125,000 plus HST to be funded through a fundraising campaign and the ice resurfacer reserve fund (Schedule “E”).

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE MEETING MINUTES

WEDNESDAY, DECEMBER 11, 2019 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

PRESENT: Councillor Ronnie Bachman, Chair
Councillor Danny Croft
Councillor Matt Risser
Councillor Errol Knickle, Municipality of the District of Lunenburg
Debbie Dauphinee
Kimberly Hanlon
Allan Richards

ALSO PRESENT: Mayor Rachel Bailey (ex-officio)
Kelly Cunningham, Recreation Director
Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Joseph Carnevale

The Chair called the meeting to order at 5:17 p.m.

1. Agenda

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

2. October 9, 2019 Meeting Minutes

Motion: moved and seconded to approve the October 9, 2019 meeting minutes. Motion carried.

3. Public Presentations

Nil.

4. Unfinished Business

Nil.

5. New Business

a. Confirmation of 2020 Committee membership

The Chair confirmed that all Committee members have agreed to reserve in 2020 with the exception of Mr. Richards who was thanked for his years of volunteerism on the

Committee. Council has directed that this citizen position on the Committee be advertised for applications to be selected in early 2020.

Ms. Dauphinee agreed to be the LWMCC Committee representative serving on the Active Transportation Sub-Committee, replacing Mr. Richards.

b. Active Transportation Sub-Committee

The Sub-Committee wishes to proceed with cycling safety signage located on the main entries into Lunenburg: Victoria Road, Green Street, Dufferin Street, and Maple Street.

Motion: moved and seconded to recommend to Lunenburg Town Council to investigate installation of “Share the Road” signage for cycling safety as noted in the AT Strategic Plan (Schedule “A”). Motion carried.

The RD advised that there is still a \$1,000 line item for trail signage in the 2019/20 Recreation budget which may be able to be used for this, or for additional signage on the Back Harbour Trail pending Mr. Richards’ assessment.

The RD reported on a letter received from the Nova Scotia Trails Federation inviting the Back Harbour Trail to be part of a larger brand, the “Great Trail Loop” (Schedule “B”), and potentially have access to funding.

Motion: moved and seconded to recommend to Lunenburg Town Council to send a letter of support for “The Great Trail Loop” (Schedule “B”). Motion carried.

The RD will draft a letter of response for Council’s review at the January 14, 2020 Council meeting when this recommendation will be considered.

c. Recreation Director’s Departmental activity update

The RD reviewed her report (Schedule “C”). In response to a question from the Committee, the RD confirmed the humidifier unit above the canteen has a routine maintenance schedule. She will follow up with recreation staff regarding the air filters.

d. Winter Recreation Guide 2020

The Winter Recreation Guide was circulated for information (Schedule “D”).

In response to a question from the Committee, the RD explained that PRO Kids programs are per municipality. An applicant applies to the municipality in which they reside. Program administrators will refer to the correct municipality if they receive an application in error.

e. Ice Resurfacers Capital 2020/21 Purchase

The RD reviewed her report (Schedule "E"). She noted that the lead time from purchase to delivery is at least five to six months, and can be longer.

Councillor Knickle noted that the Municipality of the District of Lunenburg (MODL) Council had earlier agreed to provide a grant for the replacement of the ice resurfacers of \$40,000, over and above the annual Recreation operating grant. The Councillor asked to be copied on the two grant request letters to MODL.

The Committee discussed the pros and cons of electric vs. propane ice resurfacers.

Motion: moved to defer a decision until possible green grants for an electric ice resurfacers are investigated. Failed motion in the absence of a seconder.

Motion: moved and seconded to recommend to the Lunenburg Town Council to pre-approve a propane ice resurfacers purchase in fiscal 2020/21 estimated at \$125,000 plus HST to be funded through a fundraising campaign and the ice resurfacers reserve fund (Schedule "E"). Motion carried.

The Committee discussed possible fundraising opportunities and agreed to form a working group for fundraising. The RD will coordinate a meeting between staff and the interested Committee members - Councillors Bachman and Croft, and Ms. Dauphinee to determine how to move forward.

6. Next Meeting Dates

- LWMCC Committee – Wednesdays, February 12, March 11 (budget review), April 8, June 10, August 12, October 14, and December 9, 2020 at 5:15 p.m.

Councillor Bachman noted that the March 11, 2020 Committee meeting is to review the Recreation Capital and Operating Budgets. He asked that Committee members come prepared for some discussion on this topic at their next meeting of February 12, 2020.

- Active Transportation Sub-Committee – Wednesdays, February 5, May 27, August 26, and November 25, 2020 at 12:00 p.m.

7. Adjournment

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

The meeting was adjourned at 6:11 p.m.

Heather McCallum, Assistant Municipal Clerk

Back Harbour Trail / Operational Plan

January 7, 2020

Written by: Allan Richards

Staff comments: Kelly Cunningham, Recreation Director

To: Recreation Committee Members,

As per my commitment to the committee here are my observations and suggestions to implement an operational plan for the Back Harbour Trail.

To my knowledge there has been no proactive operational maintenance plan for the Back Harbour Trail since at least 2011. A \$3,000 budget was approved for 2019/20 (see page 51 of approved budget document) to pay for a contractor to execute a major trim of overgrowth on the trail, but to date, to my knowledge, it has not occurred.

Staff comment: A request for quotation (RFQ) was tendered in December 2019. A successful contractor was awarded and the work will be completed prior to March 31, 2020.

In that time there have been several instances where the Recreation Department and/or public works staff have responded to reactively fix specific issues generally related to storm damage - downed tree removals, selective ditching to redirect major water runoff and minor repairs to the trail bed. Many of these fixes have been directly related to no maintenance plan which in turn created the conditions for these problems to occur.

Proactive maintenance plan = timely maintenance, less long term expenses and user satisfaction

Reactive response = temporary fixes, increased expenses and negative user experience

Maintenance Overview – what has been done

- Public works resurfaced the "Maple Street" access portion of the trail in (2014?) as per the Active Transport plan for short term projects and replaced a very outdated trail map sign at the Dufferin Street entrance (2015?).
- In 2019 Public Works installed four new trail signs utilizing universal symbols for displaying trail "rules" to users.
Staff Comment: The four trail signs were purchased and installed by the Recreation Department.
- Public Works repaired the trail surface in several areas due to excessive storm water runoff, some clearing of the nearby ditches that caused the problem and installed a new "pathway" to the trail at the end of Creighton Street. Included in storm related damage were numerous trees and large bushes that had to be removed from the trail pathway.

- Scheduled spring and summer maintenance is generally limited to a Recreation staff member mowing the grass on the ever decreasing grass "fringe" of the trail shoulder several times during the growing season.

Maintenance Recommendations

The major issue for the trail is the absence of a proactive operational maintenance plan for this extremely important community "active living" asset.

It can be characterized by the need for three key maintenance objectives to be completed first, and then maintained on a scheduled basis. In order of priority:

1. **Cut back all vegetation to the outside edge of the old rail bed.** This will end the overgrowth onto the trail path and remove growth in the drainage ditches causing blockage and trail surface damage from water runoff. If large, healthy, mature trees are located in this "shoulder" zone then trim as required and leave in place. Ideally all vegetation is chipped as part of the cutback and distributed in the adjacent woods. This cleanup will also reduce the ideal Lyme tick habitat currently created by a lack of ongoing and effective vegetation management.

On a separate note the operational plan should also identify where knot weed has appeared on the trail and what could / should be done to reduce or at least avoid more hot spots appearing after the cut back.

[Staff comment: To be completed prior to March 31, 2020.](#)

2. **Identify areas along the entire trail where the drainage ditch is not functional and repair.** Remove excess vegetation on outside edge of ditch where required. This also includes the area adjacent to the old town dump where public works backfilling has altered the natural drainage basin and created a minor lake below two major drain culverts. I believe we can all agree the frequency and amount of rain falling in our area has increased dramatically over the past five years and drainage systems throughout the town require maintenance and upgrades to respond to this climate fact.

[Staff comment: Public Works to respond to "minor lake" in Spring/Summer/Fall 2020.](#)

3. Once the first two are completed, **repair the trail surface where uneven and rocky and resurface with crusher dust for a firm, consistent, safe trail bed.** If possible, as part of any trail surface repairs consideration should be given to ensuring the width of the trail meets Bicycle NS standards.

[Staff comment: Included in the 2020/21 draft budget is to re-gravel half of the Back Harbour Trail \(second half to be completed in 2021/22\).](#)

4. Maintenance plan specifics starting at Dufferin Street trail entrance and ending at Sawpit Entrance [refer to photos attached]:

Staff comment: For staff to fully review and investigate the items in this section would require Council direction.

Photos - # 1, 2, 3, 4

- Trail prior to entrance, across from the CN station - cleanup old brush dumped by adjacent homeowners and rake up all dead leaves and ensure drain ditch and culvert is not blocked.
- Request to these adjacent property owners - no more dumping of old brush / cuttings on the adjacent trail bank.
- Entrance - remove the entire thorn bush on left hand side of entrance as it's always growing onto the entrance path.
- Remove all excess signage and re-install the "symbol" signage on post adjacent to main entrance where it is visible to trail users.
- Remove black plastic garbage tub in parking lot and replace with grey pole unit on existing wooden post at the entrance. Staff comment: The Town is currently developing a Waste Reduction Strategy, which will prioritize on multi-stream waste containers.
- Aesthetic consideration - Consider relocating gasoline storage tank to PW land or, if not possible, hide the tank with cover over the chain link fence.

Photos - # 5, 6, 7, 8, 9, 10

- "Back" parking lot - remove overgrowth at entrance to open up visibility to this lot. Remove selected birch trees as part of this cleanup as most are ready to fall into the lot.
- Parking lot trail access - this entrance allows easy trail access from the Dog Park via "Murphy's Way" path. Signage should be installed with trail rules. If "universal" signs not available simply utilize existing signage removed from main entrances. Minimum required - "Dogs on leash" and "pick up after dog" signs. Confirm the entrance width will deny access to all terrain vehicles.

Photos - # 11, 12, 13, 14, 15, 16

- Trail has numerous examples of overgrowth into and onto the trail area, blocked drainage ditches and uneven trail surface due to runoff. In particular, the "lake" created by PW is on this section of the trail.

Photos - # 17, 17a, 18, 19

- To fix the major drainage issue adjacent to old town dump PW will need to re-open the natural drainage path blocked due to back filling. Also, the need to remove a new path allowing public access to the dump from the trail, which the backfilling created.

Photos - # 20, 21

- Photos show where the adjacent home owner has cleaned up the trail shoulder and the drainage ditch. This is what the entire trail border area

should ideally look like after cutback and ditching are completed. (Perhaps this homeowner should be thanked for his unheralded civic effort!)

Photo - # 22

- Maple Street trail extension "intersection" - reinstall the "Rum Runners" directional trail signage at the junction (PW has in storage).

Photos - # 23 to 39

- Maple Street stairs - investigate if a "switchback" path could be installed vs. current stairs. If not, then the stairs should be assessed for functionality - especially the placement of tire "rail" to allow wider tires and ease of use {to close to railing and pedal gets caught}.
- The path immediately at the top of the steps needs to have drainage problem fixed and then properly resurfaced.
- Trail rule signage should be installed at the top of the stairs. Ideally symbol - if not available then both dog signs. Additional signage near the Maple Ave. entrance will improve awareness.

Photo - # 40

- "Academy" look-off rest stop area - assess furniture to confirm in good repair and remove overgrowth from view plane so Academy can actually be seen. (Note - Knotweed hotspot.)

Photos - # 41, 42

- Starr Street entrance - remove all signs except symbol sign. Remove blue box and install grey garbage unit on existing post. Confirm that ATV's cannot get past entrance onto the trail.

Photo - # 43

- Kissing Bridge Road entrance - remove all signage except symbol signage. Relocate symbol signage to post adjacent to entrance for best visibility. Consider additional large boulders to ensure no off road vehicle access - placed to right of entrance post.

Photos - # 45 to 52

- Kinley Drive / Cornwallis Street Access - this was installed in late spring 2019 probably to easily dispose of ground from emergency ditching project next to this entrance. There is a capital works budget caption for this location to create a switchback entrance due to steep slope of bank which is apparent with current setup. A decision should be made if this current setup acceptable or a switchback required.
- The other issue to be resolved is the knotweed overgrowth that basically completely covers the new path and hides the access entrance. Again, signage should be installed - both dog signs at a minimum.
- The caption on the 2019/20 recreation capital budget for this access point (page 94 and 96). The budget of 18,000 originally included 6,000 for a switch

back and 12,000 for side walk extension down Creighton to trail access. The description for this caption is frankly "incorrect" as its purpose is not a "safe access" to the other side of town. It's simply a convenient new trail access point for old town residents. There is no reason to extend a sidewalk on this extremely low traffic very wide street. It is suggested the project and budget be removed unless a switchback access is preferred over current sloped path. If switchback is preferred then Recreation Department / PW should confirm an updated installation time line and appropriate budget for this activity.

Photo - # 57

- There are several "scenic" rest stops with furniture on this section of the trail and all should be assessed for condition and the view planes should be cut back {and maintained} so a view is actually available.

Photo - # 54

- Oxner Drive walk-on trail access point - install trail signage on existing post adjacent to water treatment pump house. Dog signs at a minimum.

Photos - # 44, 53, 55, 56, 58

- There are numerous examples on this section of drainage issues, vegetation overgrowth, and uneven, rocky trail surface.

Photos - # 59, 60, 61, 62

- Sawpit Road entrance - remove all signs (except symbol sign) and the blue box - install grey garbage unit on existing post and confirm both access points are able to restrict off road vehicles. Note the tubs previously at this, and Kissing Bridge Road location, have been removed as they were used as a dumping ground for residential garbage.
- Note once the grey garbage units have been installed at Sawpit Road and Starr Street entrances the company responsible for garbage pickup has to be informed so they revisit these locations as part of their regular coverage.

5. Winter maintenance

While there are no required winter maintenance activities on the trail there is a need to ensure public works snow plows do not block the four key trail entrances - Dufferin / Starr / Kissing Bridge / Sawpit. This will ensure trail users can easily access the trail without having to climb over large snow banks left by the plow. This can be completed after all streets and sidewalks are clear.

Operational Plan - Suggested Implementation

- Identify any safety / liability issues for immediate resolution - i.e. uneven trail surface that might cause falls, or trees in danger of collapse onto the trail.

- It is suggested that after any major weather event, that the recreation department conduct an immediate inspection of the entire trail to identify any related damage, especially safety (read liability) issues.
- Complete a timing and budget assessment for each of the three key objectives - vegetation cutback, ditching, and trail surface. Consider private contractor or public works or combination of both.
- Interested parties to inform or seek participation from - trail users so they know the plan and possible trail closure due to work activity, adjacent homeowners with shared border to respect no dumping and if desired, to help with ongoing maintenance on their "section", Coastal Action for advice on drainage plan and knotweed growth, and public health regarding how best to inform trail users about ticks and ideally a symbol to add to the posted trail rules.
- Based on budget availability create a short and long term plan for execution with performance expectations and completion dates.
- It is also critical to confirm who is ultimately responsible for the trail asset - the recreation department or public works. "Shared" responsibility really translates to no responsibility. Since it is classified as a recreation asset the recreation department should be the sole owner of the plan and implementation. PW could / should be a service provider to the recreation department depending on their financial and manpower availability. If PW cannot deliver the required services then work should be directed where appropriate to outside suppliers. Once the three key maintenance objectives are completed Recreation staff should be able to maintain the basic seasonal mowing schedule.

It was noted in the Project Lunenburg "Recreation and Community Spaces" discussion paper that the Back Harbour Trail was assessed by the project consultant and given a score rating of 36/45 points for an overall average of 4 out of 5 on the 9 areas of assessment, for an overall score of 80%.

I disagree with this value and note two specific areas where the score was over rated based on the facts noted above. Namely "construction and maintenance" and "drainage". My overall assessment would score 25/45 points for an overall average of 2.8 out of 5 on the 9 areas assessed, for an overall score of 55.5%.



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MEMORANDUM

TO: LWMCC

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: FEBRUARY 7, 2020

RE: RECREATION DIRECTOR'S REPORT

ARENA

- At the January 28, 2020 Council meeting, the following motions were passed:
 - Motion: moved by Councillor Mosher, seconded by Councillor Croft that Council approve the formation of a Fundraising Committee to raise funds of up to \$70,000 for an ice resurfacers purchase. Motion carried.
 - Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee pre-approval of a replacement propane ice resurfacers in fiscal 2020/21 estimated at \$125,000. Motion carried.
- The Ice Resurfacers fundraising group initially met on January 21, 2020 and are planning another meeting in the near future.
- On January 24, 2020, the ice resurfacers stopped working. Our local Propane Technician indicated it was from a buildup of fuel in the engine. A converter kit was ordered to address this issue. The Arena was closed on January 25, 2020 due to these mechanical issues.
- Staff have been working on the draft operational and capital 2020/21 budget.

COMMUNITY CENTRE

- The Washroom Renovations Request for Proposals was awarded. The work will be completed by March 31, 2020.
- New mats have been purchased and placed in the lobby and in front of the weight room and office.

PARKS, TRAILS, PLAYGROUNDS, FIELDS

- A letter of support was provided to the NS Trails Federation to be a part of the Great Trail –Western Loop.
- An external group of individuals are hosting a “Rock for the Park” event on February 8 from 7:30pm-12am at the Lunenburg Legion. All profits will be put towards a new half pipe ramp at the Lunenburg skate park.
- The following motion was approved at Council on January 14, 2020:
 - Motion: moved by Councillor Mosher, seconded by Councillor McGee to proceed with Option 1 in the staff report (Schedule “H”) with a revision to

the location selection – issue a request for proposals for the procurement of a splash pad with the Lunenburg War Memorial Community Centre grounds as the location for construction in 2020/21 pending funding from the Lunenburg Community Development Group. Motion carried.

- Staff have been working on the splash pad Request for Proposals and submitted a provincial grant application on behalf of the group.
- The Active Transportation Sub-Committee has completed a draft updated AT Strategic Plan. The Sub-Committee will review the first draft, prior to it being recommended for approval by Council.
- The trail overgrowth cutback Request for Quotes was approved and the work will be completed prior to March 31, 2020.

PROGRAMS

- The Recreation Department partnered with Coastal Action to put on a program titled “Ocean Friendly Nova Scotia: Reducing single-use plastics at restaurants and cafés”. The program was set for February 6; however, due to the weather, it was cancelled and rescheduled for February 27 at 6pm at the Lunenburg and District Fire Hall.
- The Fitness Class and Senior Fitness Class are very successful again this session with high numbers and an increase in participants.
- The Town’s Recreation Department will be assisting again this year with the Lunenburg County United Way “Bikes for Kids” program, beginning in May. This program supplies bikes to families who need a bike but cannot afford to purchase one.

SPECIAL EVENTS

- The Civic Volunteer Reception is scheduled for Monday, April 20, 2019 beginning at 7:00 p.m. at the Lunenburg and District Fire Hall.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

**TOWN OF LUNENBURG PROCEDURAL POLICY #94
PROVINCIAL VOLUNTEER RECOGNITION AND
REPRESENTATIVE VOLUNTEER SELECTION PROCESS**

PURPOSE

1. Enactment of the Policy is intended to demonstrate gratitude and appreciation for the people who help others and contribute to an improved quality of life for all, by giving freely of their time and talent as volunteers. This Policy sets out the roles and responsibilities for the Town of Lunenburg (Town) Staff and Town Council (Council) for soliciting nominations of volunteers to be specially recognized and for hosting a reception in honour of volunteers. This Policy also lays out the process for selection of the Town's Representative Volunteer at the Provincial Awards ceremony. This policy will set the process for nomination and the criteria to be used for the selection of the Town's representative.

PROCEDURE

2. The following procedure will be used for the selection process:

- a. January:

- i. Staff will post an advertisement to request volunteer nominees.

Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. A deadline will be set corresponding with the provincial nomination deadline.

- ii. A person making the nomination must fill out the attached Town of Lunenburg Volunteer Recognition Nomination Form. The Form may be updated by Town staff as required from time to time. All those nominated will be recognized at a civic reception held in April.
- iii. The Province of Nova Scotia annually provides a Representative Volunteer Award for each municipal unit. Note: A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

In addition, the Province offers one Youth Volunteer Award and one Family Volunteer Award each year, selected by an appointed committee from all nominations received. Nominations of worthy Lunenburg candidates for these awards are also encouraged. This process is dictated by the Province and not covered in this policy.

- b. February:

- i. The Recreation Committee will choose a Representative Volunteer from the submitted nominees at the first Committee meeting of the

month. (Note: Province's deadline to submit a nomination is typically third or fourth week of February.)

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- a. Years of service = 15%
- b. Number and diversity of organizations served = 10%
- c. Leadership & Commitment demonstrated = 25%
- e. Ability to inspire, motivate, achieve results, create change = 25%
- f. Exceptional qualities noted? = 25%

The list of Representative Volunteers from previous years will be shared with Committee members to help in making the selection. The names of all those nominated each year will be recorded and also be made available for reference in this process.

- ii. Recreation Director will notify the chosen recipient and collect additional information (if required).
- iii. Recreation Director to submit Town's nominee to the province.
- iv. Recreation Director to order tickets to the Provincial Volunteer Awards Ceremony for the Mayor and Recreation Director.
- v. Recreation Director to organize a civic reception to demonstrate appreciation of all volunteers and to formally recognize all those nominated.

c. April:

- i. Mayor, Recreation Director and Town Volunteer Representative(s) to attend the Provincial Volunteer Awards Ceremony in Halifax.
- ii. Town to host a civic reception for the Town of Lunenburg during (or close to) National Volunteer Week. All organizations are invited to send representatives to this function.

Staff to have the Town Volunteer Award plaque engraved with the Provincial Volunteer Award Winner's name(s).

Encl. (1) Volunteer Nomination Form

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): February 26, 2019

Date of Passage of Current Policy: August 27, 2019

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

Municipal Clerk

Date



Nomination Deadline:
Contact the Recreation
Department

TOWN OF LUNENBURG

Volunteer Recognition Nomination Form

Each year the Town of Lunenburg, the Mayor and Council recognize the extraordinary contributions of volunteers who give of their time and skills to provide services and programs in our community.

The Town invites and encourages nominations of volunteers to be recognized at our annual Civic Volunteer Appreciation Reception.

In addition a Representative Volunteer is selected annually to be recognized at the Provincial Volunteer Awards ceremony. The Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

Important Information:

- Choosing a Representative Volunteer from all the worthy and valued potential candidates is a challenge. To help us with this process please ensure that all areas of the nomination form are completed. Nominations that are unclear, inaccurate, late or do not comply with the below criteria will impact your volunteer nominee's score.
- The Town's Representative Volunteer must be a resident or residents of the Town of Lunenburg. (*Please note:* Residents who live outside of the Town are eligible for provincial recognition through their own municipality.)
- While we understand some nominators like to surprise a volunteer with this recognition of their service, we highly recommend connecting with the volunteer prior to submitting this form to get a full picture of their volunteer experience.
- From those nominated, a representative volunteer will be selected and recognized at the Provincial Volunteer Awards ceremony to be held in Halifax in early April.
- The Town will hold a Volunteer Appreciation Reception in April to demonstrate gratitude for all volunteers and where all those nominated will be specially recognized.

Nominees will be scored for the Provincial Volunteer Awards using the following criteria:

- 15% – Years of service
- 10% – Number and diversity of organizations served
- 25% – Contributions: Leadership & Commitment
- 25% – Impact on Community/Organization (Ability to inspire, motivate, achieve results, create change, improve community, change lives, etc.)
- 25% – What makes this volunteer exceptional?

Nominator's Information

Nominator's Name: _____
Address: _____
Nominator's Phone: (h) _____ (work or cell) _____
Email Address: _____

Volunteer Nominee's Information

Volunteer's Name: _____
Address: _____
Volunteer Nominee's
Phone: (h) _____ (work or cell) _____
Email Address: _____

Nomination forms can be mailed, faxed, dropped off or emailed to:

Kelly Cunningham, Recreation Director
Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, NS, B0J 2C0

P: 902-634-4006
F: 902-634-4416
E: kcunningham@explorelunenburg.ca

On behalf of the Town of Lunenburg, we would like to thank you in advance for taking the time to nominate a deserving volunteer from your community.

The personal information collected on this form will only be used for purposes relating to the Volunteer Award's nomination, selection and announcement process or as otherwise consented to herein. If you have any questions about the collection and use of this information, please contact the Recreation Director as above.

Volunteer’s Role & Organization Information

Example:

Organization: ABC Community Soccer Program

Purpose of Organization: To help and facility a soccer program in our community for youth and children.

Role(s): Coach of the U12 summer soccer team

of Years Volunteering With Organization: 10 years

Organization:

Purpose of Organization:

Nominee’s Role(s):

of Years Volunteering with Organization:

Do you know of any other volunteer roles your nominee holds currently or has held previously? Please provide as much information below as possible:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

Organization:

Purpose of Organization:

Role(s):

of Years Volunteering with Organization:

1. Volunteer's Contributions

A. *Why are you nominating this person?*

B. *Are there other characteristics of this volunteer that makes them exceptional?*

2. Brief Summary to be read at the Ceremony: Provide 1-2 sentences that outline the nominee's volunteer involvement, which can be read during the ceremony and used in the event program.

Example: *Elizabeth has been a cornerstone at events for ABC Support Society. She keeps the onsite registration running smoothly, oversees volunteers and takes care of everyone. She has contributed well over 200 hours volunteering at this organization as well as with XYZ Children's Centre and her Church. Her selfless hours of dedication make the jobs of others easier. She is an individual who honours the true essence of volunteerism.*