

---

## MEMORANDUM

**DATE:** April 12, 2005  
**TO:** His Honour the Warden and Councilors of the Municipality of the District of Lunenburg  
**FROM:** PR Committee  
**RE:** 1. Funeral Protocol *-(MDL-28)*  
2. Municipal Family Picnic

1. The PR Committee recommends that council appoint a **lead staff person** as contact and communicator for funeral information. This person would be the first person called by either a staff member or council member to give official notification of a death of a municipal staff or council member or a relative of a municipal staff or council member.

**Role of lead staff person:**

- a. After receiving a report (all particulars), consult with senior managers on office arrangements.
- b. Notify all staff and Council of the event through email or phone call. This message should contain information on visitation and funeral arrangements and what, if any, office arrangements will be made.
- b. Staff and Council will be asked to reply on their intention of attending funeral as soon as possible.
- c. Notify funeral home of number of staff and council attending funeral so an area may be reserved.

*MDL-28  
Council  
approved  
Apr. 12/05*

2. The **2005 Municipal Family Picnic** will follow closely the format of last year's celebration. The date is August 13 and activities will run from 1:00 – 6:00 p.m. The community groups that supplied food last year will be invited back, the activities and events will be similar to last year.

The Committee is suggesting that the entertainment take the form of a talent show with groups and individuals supplying entertainment throughout the afternoon.

With the event being held on a Saturday, bussing will take place from Dayspring Fire Hall with other sites pending.

The overall layout may be changed slightly to create a more intimate setting which is not so spread out.

Other activities will include dipping ice cream, hikes, activities in the woods and possibly a campfire. We are also considering a youth event for the early evening.

The Committee would appreciate any input Councillors would like to give to make the event a success.

---