

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Monday, September 22, 2025 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/88956545878>

Meeting recordings are also available on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 September 22, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the September 22, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 September 9, 2025 Meeting Minutes

Recommendation: That Council approve the September 9, 2025 meeting minutes as presented.

6. PRESENTATIONS

6.1 Council Recognition: Deanna Naugler Gear, Seaside Flowers

6.2 Development Proposal: Rezoning of PIDs 60703881 & 60703899 (Brook Street) – Jennifer Corson, Solterre Inc. – *Presentation documents to be provided at meeting*

6.2.1 Staff Report: LUB Amendment – PAC Referral: Rezoning of PIDs 60703881 & 60703899 (Brook St)

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes

- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter

8. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

8.1 Proposed Snow Removal Policy Updates – Terry Conrad

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Policy Amendments: Snow Removal Policy

Recommendation: That Council direct Staff to make proposed updates to the Snow Removal Policy to clarify that the Town will not provide snow removal services on any private roadway or driveway, and to formally discontinue the practice of servicing Buenavista Court and Knickle Road Extension; and that this motion serve as notice of Council's intent to amend the Snow Removal Policy at a future meeting.

11.2 Tender Award: Town Hall Roof Replacement

Recommendation: That Council award the Town Hall Roof Replacement Tender to Acadia Roofing & Contracting Limited in the amount of \$228,367 plus HST, and approve a revised project budget of \$310,000 to be funded entirely from Deed Transfer Taxes.

11.3 Decision: Street Services Extension Policy & Sustainable Infrastructure Fund

Recommendation 1: That Council approve the amended Street Services Extension Policy as presented.

Recommendation 2: That Council establish the Sustainable Infrastructure Fund with an initial allocation of \$200 000, using funds received by the Town from CMHC's Housing Accelerator Fund agreement.

11.4 Notice: Affordable Housing Tax Relief Policy

Recommendation: That Council give notice of its intent to approve the Affordable Housing Tax Relief Policy as presented.

11.5 Request for Support: Lunenburg Daycare Centre

Recommendation: That Council approve the waiver of all building and development permit fees for the Lunenburg Daycare Centre's (LDCC) expansion project.

11.6 Town Operating and Capital Year-End Report: Fiscal 2024/25

Recommendation 1: That Council approve the capital financing for fiscal 2024/25 in the amount of \$2,101,218.88, as outlined in Schedule 2.

Recommendation 2: That Council approve that \$280,214 from the operating fund be allocated to the General Capital Reserve Fund for future projects and that the \$50,000 for the water dividend be transferred to the capital reserve for fire equipment.

11.7 Water Utility Operating and Capital Year-End Report: Fiscal 2024/25

Recommendation: That Council approve the transfer of \$103,000 to the Water Utility's Land Reserve for the fiscal year ended March 31, 2025.

11.8 Electric Utility Operating & Capital Year-End Report: Fiscal 2024/25

Recommendation 1: That Council approve, for the fiscal year ended March 31, 2025, the funding for the \$786,869 of capital expenditures for the Electric Utility be funded from customer contributions of \$54,365, \$1,414 from surplus equipment reserve and \$249,318 from depreciation funds, the balance of the funding will be a capital borrowing of \$481,772, per Schedule 4.

Recommendation 2: That Council approve a Temporary Borrowing Resolution of \$481,772 for the financing of the Electric Utility Distribution Upgrades (24/25) & Voltage Regulator for the Fall 2025 Debenture Issue application, per Schedule 1.

Recommendation 3: That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$481,772 per Schedule 2.

11.9 Memorandum of Understanding Maritime Municipal Electrical Utility Alliance

Recommendation: That Council authorize the Town of Lunenburg to become a signatory to the 2023 Memorandum of Understanding for the Maritime Municipal Energy Utility Alliance (MMEUA), thereby joining the existing agreement.

11.10 Proposed Strong Mayor Powers in Nova Scotia

Recommendation: That Council direct the CAO to send a letter to the Nova Scotia Federation of Municipalities, requesting that the Federation take a position on Strong Mayor Powers and advocate on behalf of municipalities; and to the Province of Nova Scotia, expressing the Town of Lunenburg's opposition to the potential implementation of Strong Mayor Powers.

11.11 Resident Appointments to Advisory Committees

Recommendation 1: That Council reappoint Philip Mitchell to the Heritage Advisory Committee as a resident representative starting on Oct.1, 2025, for a two-year term.

Recommendation 2: That Council reappoint Daniel Steele to the Audit Committee as a resident representative starting on Oct.1, 2025, for a two-year term.

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Tuesday, October 7, 2025

14. MOTION ACTION LIST

Recommendation: That Council accept the prioritized Motion Action List.

15. CLOSED SESSION

16. ADJOURNMENT

**COUNCIL MEETING
TOWN OF LUNENBURG**

September 9, 2025 | 6 pm
Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Renea Babineau, Gale Fullerton, Debbie Dauphinee and Alison Strachan
Also present	Paul Nopper, CAO Kayla Byrne, Legislative and Policy Advisor Marc Kiely, Director of Community Development Tyson Joyce, Director of Public Works Laura LeGresley, Heritage Officer
Call to Order	The Chair called the meeting to order at 6:00 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Additions/Deletions to Agenda	Moved and seconded that Council add the following items to the September 9, 2025 Regular Council Meeting agenda: <ul style="list-style-type: none">• 11.6 Rescheduling the September 23, 2025 Regular Council Meeting to September 22, 2025• 11.7 Letter of Support Request from Lunenburg Doc Fest Motion carried unanimously
Approval of Agenda	Moved and seconded that Council approve the agenda for the September 9, 2025 meeting as amended. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the August 19, 2025 meeting minutes as presented. Motion carried unanimously
Presentations	Glen Fillmore, Chair of the Maritime Municipal Electric Utility Alliance (MMEUA), provided an overview of the alliance. The presentation outlined the Alliance's shared priorities: improving operational efficiency and reliability, accelerating clean energy adoption, advancing grid modernization, driving innovation, and enhancing customer engagement.
Public Input and Questions	No members of the public participated in this session. However, during this time, Mayor Myra took the opportunity to share that the Town of

Lunenburg, as a platinum sponsor of the Fishermen's Memorial event, received a commemorative plaque in recognition of its support.

Portable Water and Wastewater Quality Test Results

Council received for information the Potable Water Quality Test Results for January to March 2025, noting that all testing met Provincial and Federal standards.

Council also received for information the Wastewater Quality Test Results for January to March 2025, noting that testing met requirements overall.

Pelham Street Reconstruction

Moved and seconded that Council increase the total budget for the Pelham Street Reconstruction Phase 1 Project to \$531,000 (including net HST) with funding from the Canada Community-Building Fund (CCBF).

Motion carried unanimously

Moved and seconded that Council award the Pelham Street Reconstruction Phase 1 Tender to Atlantic Snow and Ice Management for the amount of \$406,360.77+ HST.

Motion carried unanimously

HCD By-Law Exemption Request: Central United Church Roof Repairs and Spire Removal

Moved and seconded that Council approve an exemption from the Heritage Conservation District Bylaw to permit removal of the deteriorated cupola at the south end of the gable roof at Central United Church (136 Cumberland Street), with the conditions that the cupola be rebuilt when funding becomes available, and detailed documentation of the existing cupola be completed upon its removal.

Motion carried unanimously

Moved and seconded that Council direct staff to request and receive updates from Central United Church as the work progresses.

Motion carried unanimously

Moved and seconded that Council provide letter(s) of support for Central United Church's grant applications when submitted, with no financial commitment implied.

Motion carried unanimously

Appointment to Planning Advisory Committee

Moved and seconded that Council appoint Michelle Marchand to the Planning Advisory Committee as a resident representative starting immediately for a two-year term.

Motion carried unanimously

Lease Extension Agreement, Town of Lunenburg and

Moved and seconded that Council approve the Lease Extension Agreement between the Town of Lunenburg and Calee and Andrew

Calee and Andrew Blanchard Blanchard from 2024 – 2034 (10 years) as presented.
Motion carried unanimously

Rescheduling Meeting Moved and seconded that Council waive notice of motion to consider rescheduling the September 23, 2025 Regular Council Meeting.
Motion carried unanimously

Moved and seconded that Council reschedule the Regular Council Meeting from Tuesday, September 23, 2025, to Monday, September 22, 2025 at 6 p.m.
Motion carried unanimously

Letter of Support Request Moved and seconded that Council waive notice of motion to consider a Letter of Support request from Lunenburg Doc Fest.
Motion carried unanimously

Moved and seconded that Council authorize the Mayor to provide a letter of support on behalf of Council for Lunenburg Doc Fest’s grant application for the Recommissioned Project.
Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports Councillor Strachan reported on the upcoming Heritage House Tour, noting ticket details and venues included, and attended the Lunenburg Fishers Memorial Service.

Councillor Dauphinee raised concerns about speeding within town limits; reminded residents of the Terry Fox Run; and expressed condolences on the passing of Captain Fred Bennett.

Deputy Mayor Bailey reported on a meeting regarding the Regional Emergency Management Organization (REMO), where progress was made toward a new draft agreement among participating municipalities; highlighted attendance at the Onam celebration; and brought greetings at the Lunenburg High School 50th Reunion.

Councillor Fullerton provided an update from the Lunenburg County Accessibility Advisory Committee, which elected a new chair and vice-chair, and will be recruiting for new community member applications.

Mayor Myra highlighted numerous community events attended by various Council members.

Items for Consideration at COTW The next Committee of the Whole meeting is scheduled for Tuesday, October 7, 2025.

- Motion Action List It was noted that the updated Motion Action List will be included in the next regular Council agenda package.
- Closed Session Moved and seconded that Council move into closed session at 7:01 p.m. to discuss agenda items 15.1 Contract Negotiations and 15.2 Personnel Matter.
- Prior to any closed session discussions, Council held a brief recess.
- Revert to open session Council reverted to open session at 9:27 p.m.
- Adjournment There being no further business, the Council meeting adjourned at 9:28 p.m.

Minutes were read and approved.

Subject: LUB Amendment – PAC Referral: Rezoning of PIDs 60703881 & 60703899 (Brook St)

From: Marc Kiely, Director of Community Development

Date: Sept. 22, 2025



Staff Recommendation

That Council refer the latest application from Solterre Inc. to the Planning Advisory Committee to provide a recommendation to Council on the proposed rezoning of PIDs 60703881 and 60703899.

Procedural Summary

If Council chooses to seek a recommendation from PAC, Staff will bring this file to the regularly scheduled PAC meeting in October. Separately, Staff would hold a Public Participation Meeting and report back to Council with the recommendation from PAC and report on public input prior to first reading of the proposed amendment.

Applicant Request Synopsis and Key Evaluation Consideration Overview

- **Summary of Request:**

Solterre Inc. has proposed a use-rezoning for parcels PID 60703881 and PID 60703881 from Mixed Use Commercial to General Commercial and proposed a form zone rezoning for parcel PID 60703881 from Old Town/New Town 1 to Marine Form. These rezonings would ensure zoning requirements are met to facilitate a proposed 'stepped' 3 and 6 storey design, multi-unit residential building from the applicant

- The current application is the revision of a previous application that intends to respond to concerns raised by the Public about the proposed development, particularly related to parking provisions and scale/height.
- Staff have reviewed previous plans and materials provided by the applicant regarding servicing, parking & access, traffic, and electrical demand. Given that the scope of the proposed development has changed, Staff will need to reassess the design from a technical servicing standpoint but note that the project revision is scaled down from the original submission, and staff can reasonably expect that the previous staff analysis is appropriate for this stage of development planning.
- The project site is comprised of two parcels that will require consolidation prior to construction
- As noted, there are two components of the requested change: a 'use-zone rezoning' and a 'form-zone rezoning':

- The parcel adjacent to Falkland Street (PID 60703881) requires a form zone change from Old Town New Town 1 form zone to Marine to match the second parcel and allow for the setback and lot coverage needs of the project.
- Both parcels are requesting a use zone change from Mixed Use Commercial (CM) to General Commercial (CG) which would remove the requirement to provide ground floor commercial space under Section 6.4.8 of the Land Use By-law.
- CG allows for a similar breadth and type of uses as CM, including larger scale residential uses, but removes the need for a commercial use in a residential building.
- CG would still allow for future commercial use.

MPS Policy Compliance

- The Use zone rezoning is consistent with MPS Policy 6-10
- The Form Zone rezoning is consistent with MPS Policy 6-13 (see Attachment A).

Infrastructure Considerations

- **Note:** *Staff will need to further evaluate the latest project iteration with infrastructure considerations; the below is based on previous design considerations.*
- **Parking/Traffic:** The Town does not currently mandate minimum parking space requirements; however, Staff note the level of onsite parking provision for the development will likely put increased pressure on the surrounding public street areas if significant street parking is required to meet the development's requirements. Staff note the stated rationale in the planning documents for not mandating onsite parking requirements as: 'residential developers have a strong incentive to provide adequate parking to meet the needs of their target market.'
 - See evaluation criteria 6-19 (c) (ix) on traffic and parking congestion, that is: *Council shall not amend the Land Use By-law or enter into a development agreement unless Council is satisfied the proposal does not allow: the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;*
- Staff note that the applicant has submitted its own Theoretical Servicing Review commensurate with the level of detail that would be required at this stage, and further detailed study will be required as the project proceeds. Generally speaking:
 - the Water Utility's system is expected to have sufficient capacity within the current water distribution system for domestic use based on the submitted review, however, hydrant flow testing and fire flow analysis will need to be performed by the Developer during the detailed design phase to confirm available fire flow and any required contingencies that may be required.

- The Town’s sewer system is expected to be sufficient for the wastewater projections detailed in the Theoretical Servicing Review, with some considerations for modified connection points in consultation with the Town Engineer
- In reviewing the Transportation Impact Statement and associated documents submitted by the Developer, again, Staff acknowledge that there will be an increased level of detail forthcoming as the project proceeds to the detailed design phase but note the following for consideration as the developer moves into that phase:
 - the low volume street cross section depicted may not be appropriate due to its lesser widths and with the expected usage and type of vehicle using the roadway to access the working waterfront, additional consideration to this is advised as the project proceeds
 - the available street right of way width of Brook Street fronting the development does not conform to current Town standards, consideration of this is advised in further design work
 - Staff advise for further consideration given to the proposed secondary exit to Falkland Street and ensuring compliance with the Town’s Specifications and Driveway Access Policy or approval by TOL Public Works
 - Staff advise careful consideration in design to placement of sidewalks on public vs. private property (ownership and maintenance concerns)

Background

Figure 1 – Site Location



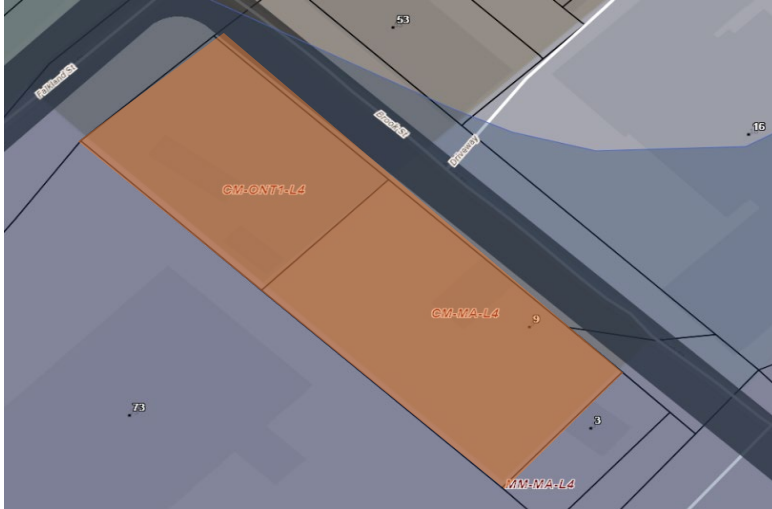


Figure 2 – Site Parcels

Proposed Mapping Change and Enabling Policy

The proposed mapping change to the Use Zone Map and Form Zone Map of the LUB can be found in Attachment C.

- The proposal is a rezoning only, requiring no text changes to the LUB. The first change is a mapping change to the Form Zone Map Zone Map in the LUB affecting PID 60696663 to change from Old Town/New Town 1 to Marine Form.
- The second change is to the Use Zone map of both parcels from CM to CG.
- MPS Policy 6-10 (Attachment B) anticipates requests like this one. This policy identifies three avenues to rezone properties notwithstanding Policy 4-2. Council has recognized that no planning document is perfect and nor can it anticipate every possibility or special case.
- MPS Policy 6-11 enables Council to consider an amendment to the Use Zoning Map, Schedule C, of the Land Use By-law (LUB) if the proposed amendment is consistent with this MPS and meets the general evaluation criteria for amending the LUB, as set out in Policy 6-19. Policy 6-10, 6-11 and 6-19 are reviewed in Attachment C.

Relevant Legislation

The *Municipal Government Act* (MGA) outlines the required process for amendments to the Land Use By-law.

Financial

There are no direct financial impacts to the Town because of the proposed amendment since advertising costs are borne by the applicant.

Attachments

- A. Policy 4-2 & 6-13
- B. Evaluation of Policy 6-10, 6-11 and 6-19
- C. Amendments to the LUB – Use Zone Map and Form Zone Map
- D. Review of Provincial Interest Statements and Lunenburg Accessibility Plan

Attachment A

MPS Policy 4-2

- **Policy 4-2:** Council shall establish, on the Future Land Use Map, a series of Land Use Designations to guide the evolution of Use Zone placement over time. The Designations and the Use Zones permitted for consideration in each Designation are as follows:
 - (a) The Residential Land Use Designation permits:
 - i. Lower Density Residential Use (RL) Zone
 - ii. Medium Density Residential Use (RM) Zone
 - iii. Higher Density Residential Use (RH) Zone
 - iv. Rural Use (RUR) Zone
 - v. Institutional Use (INS) Zone
 - vi. Parks and Recreation Use (PR) Zone
 - (b) The Main Street Land Use Designation permits:
 - i. Commercial Mixed Use (CM) Zone
 - ii. Institutional Use (INS) Zone
 - iii. Parks and Recreation Use (PR) Zone
 - (c) Downtown Commercial Land Use Designation permits:
 - i. General Commercial Use (CG) Zone
 - ii. Institutional Use (INS) Zone
 - iii. Parks and Recreation Use (PR) Zone
 - (d) Waterfront Designation permits:
 - i. Waterfront Use (W) Zone
 - ii. Marine Industrial Use (MM) Zone
 - iii. Parks and Recreation Use (PR) Zone
 - (e) Industrial Designation permits:
 - i. Industrial Use (M) Zone
 - ii. Institutional Use (INS) Zone
 - iii. Parks and Recreation Use (PR) Zone

- (f) Parks and Institutional Designation permits:
 - i. Institutional Use (INS) Zone
 - ii. Parks and Recreation Use (PR) Zone

6.3.5 Amending the Form Zone Map of the Land Use By-law

The initial placement of the Form Zones on the Form Zoning Map was conducted with much thought and as a reflection of the desired community structure identified in the Comprehensive Community Plan. Any wholesale changes to this structure should only be considered through a review of the Comprehensive Community Plan and, by extension, this Municipal Planning Strategy. However, it may be reasonable at times to consider minor adjustments to the Form Zoning Map as the community evolves or if a significant change in use dictates the need for a different—but compatible—form for buildings and the site.

- **Policy 6-13:** Council may consider amendments to the Form Zoning Map of the Land Use By-law. Council shall not adopt such amendments unless Council is satisfied:
 - (a) the proposal is consistent with the description of the Form Zones in Policy 5-1;
 - (b) there is a clear need for the amendment to accommodate a proposed use for the land that is both acceptable for the location and that could not be accommodated within the confines of the existing Form Zone;
 - (c) the proposed Form Zone enables a form for the site that is compatible with (though not necessarily identical to) the surrounding form; and
 - (d) the proposal meets the general evaluation criteria for amending the Land Use By-law, set out in Policy 6-19.

Staff Evaluation: The proposed Form Zone Change will be enabled by this Plan in keeping with Policies 4-2 and 6-13.

Attachment B
Evaluation of MPS Policy: 6-10, 6-11 and 6-19

6.3.3 Amending the Text and Use Zoning Map of the Land Use By-law

Council recognizes it cannot foresee all possible types of development that might be acceptable in the Town in general, or on a specific piece of land. As such, there will be times when the Land Use By-law needs to be amended to accommodate a new development trend or specific development proposal.

Council also recognizes that it is possible to inadvertently make mapping errors in preparing the maps that accompanying this Plan and the Land Use By-law. Such errors may be in conflict with the policies in this Plan. Where such errors are discovered, Council may consider correcting them through amendments to the Use Zoning Map of the Land Use By-law.

Policy 6-10: Council shall consider amendments to the Use Zoning Map of the Land Use By-law when the proposed map amendment is not specifically prohibited within this Plan and at least one of the following three conditions is true:

- (a) the proposed Use Zone is enabled by this Plan for use within the same Future Land Use Map designation;
- (b) a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use By-law preparation process, resulting in a property being zoned inconsistent with stated policies in this Plan; or
- (c) notwithstanding the Use Zones permitted within a Future Land Use designation, the land to be rezoned is under 1,000 square metres in area and is abutting a Future Land Use Map designation that permits the proposed Use Zone. For clarity, land that abuts a right-of-way, such as a street, is considered to be abutting the designation on the other side of the right-of-way.

Evaluation: The proposed Use Zone Change will be enabled by this Plan in keeping with Policy 6-10.

Policy 6-11: Council shall not amend the Use Zoning Map of the Land Use By-law unless Council is satisfied that:

- (a) the proposal is consistent with the description of the Use Zone in Policy 4-1 and any specific policies, if any, directing where it is appropriate to place the proposed Use Zone; and

- (b) the proposed Use Zone and the uses it permits meet the general criteria for amending the Land Use By-law, set out in Policy 6-19.

Evaluation: The proposed rezoning meets the general criteria for amending the Land Use By-law, set out in Policy 6-19 as reviewed below:

6.5.1 Amending the Land Use By-law & Entering into Development Agreements

Amendments to the Land Use By-law and the entering into of development agreements are processes that require careful thought. As such, Council has established a set of general criteria to consider when evaluating all Land Use By-law amendments and development agreement proposals.

Policy 6-19: Council shall not amend the Land Use By-law or enter into a development agreement unless Council is satisfied the proposal:

- (a) is consistent with the intent of this Municipal Planning Strategy;
The proposed rezoning is considered to be consistent with the intent of the MPS pursuant to Policy 6-10.
- (b) does not knowingly conflict with any Town or Provincial programs, by-laws, or regulations in effect in the municipality;
Staff do not anticipate any conflict.
- (c) is not premature or inappropriate due to:
 - i. the ability of the Town to absorb public costs related to the proposal;
No public costs are anticipated with the proposed amendments.
 - ii. impacts on existing drinking water supplies, both private and public;
Not expected.
 - iii. the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;
Not expected.
 - iv. the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;
With a development of this scale, staff note need to mitigate any potential parking and traffic concerns.
 - v. the adequacy of fire protection services and equipment;
From the level of detail known at this stage, the proposal is not considered to be premature or inappropriate, although further analysis of fire flow water capacity will be required.

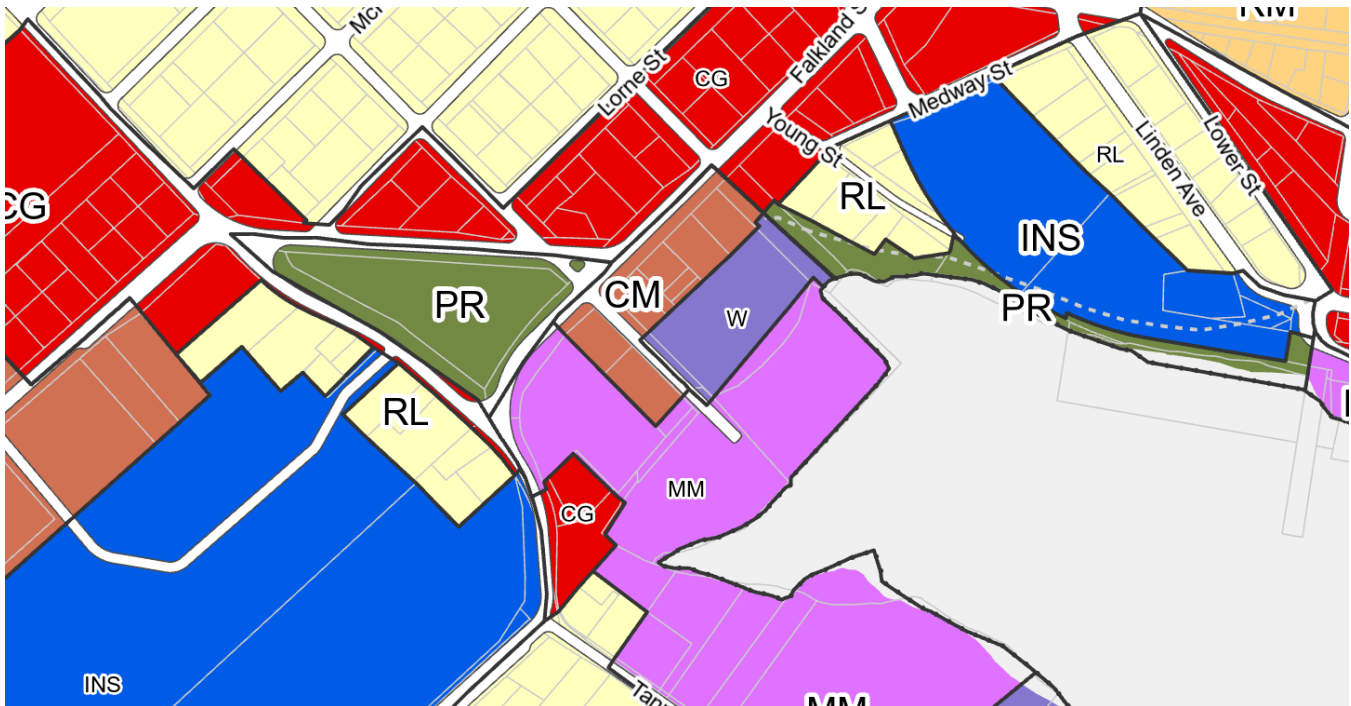
- vi. the adequacy and proximity of schools and other community facilities;
Not expected.
- vii. impacts on UNESCO World Heritage Site statements of outstanding value (SOUV);
Staff have done a screening exercise to map any expected impacts to the WHS and its Statement of OUV, and staff are satisfied that the development would be expected to have minimal and no direct negative impacts to the WHS.
- viii. the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;
Staff do not feel the proposed redesignation and rezoning will cause any new, or worsening of any known, pollution problems. Further, this property has been cleared for contamination by the Province.
- ix. site-specific climate change risks;
The proposed rezoning will not cause or increase any known site-specific climate change risks.
- x. the potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;
The rezoning will not cause any known flooding or drainage issues. The site is located inside of the Flood Risk Area shown on the Flood Risk Area Map, Schedule E, of the Land Use By-law. All development will be required to be in compliance with the LUB provisions regarding the Flood Risk area, particularly the requirement to place possible pollutants and sensitive infrastructure above 3.2m CGVD2013.
- xi. impacts on known habitat for species at risk;
The proposed rezoning will not have any impact on known habitat for species at risk.
- xii. impacts on the navigability and environment of Lunenburg Harbour;
The proposed rezoning will not have any impact on navigation or have any impact on Lunenburg's Harbour.
- xiii. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to rights-of-way; and
Staff do not feel the proposal is premature or inappropriate due to the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to rights-of-way.
- xiv. land use conflicts that could place limits on existing operational procedures at existing businesses.
Not expected. Related to potential conflicts with the adjacent Marine Industrial zone, this is an existing transitional mixed residential/commercial/marine neighbourhood where those uses are currently in place.

Attachment C

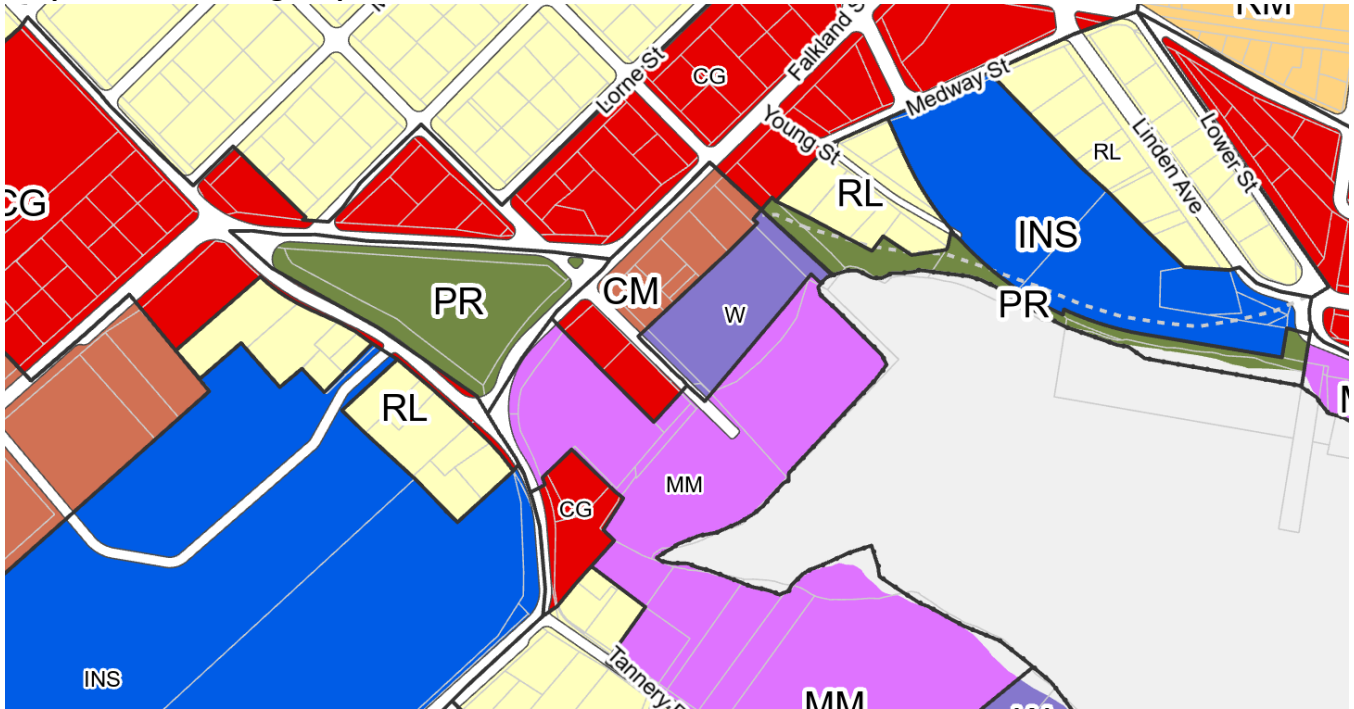
Amendments to Land Use By-law – Use Zone Map, Schedule “C”

Property:	Application:
PID 60703881 & 60703899 – Brook Street	Rezone from Commercial Mixed (CM) Use Zone to General Commercial (GC) Use Zone. Rezone PID 60703881 to Marine Form Zone from Old Town/New Town 1 Form Zone to match PID 60703899

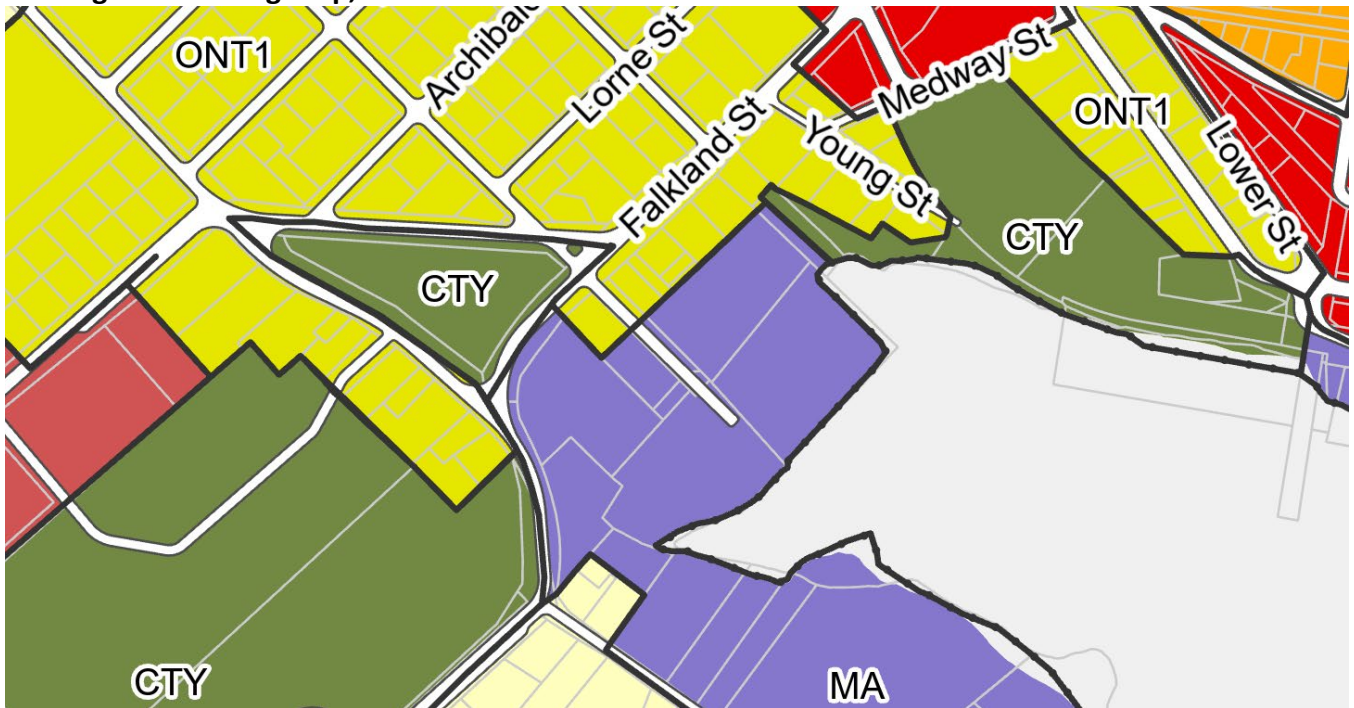
Existing Use Zoning Map, Schedule “C”:



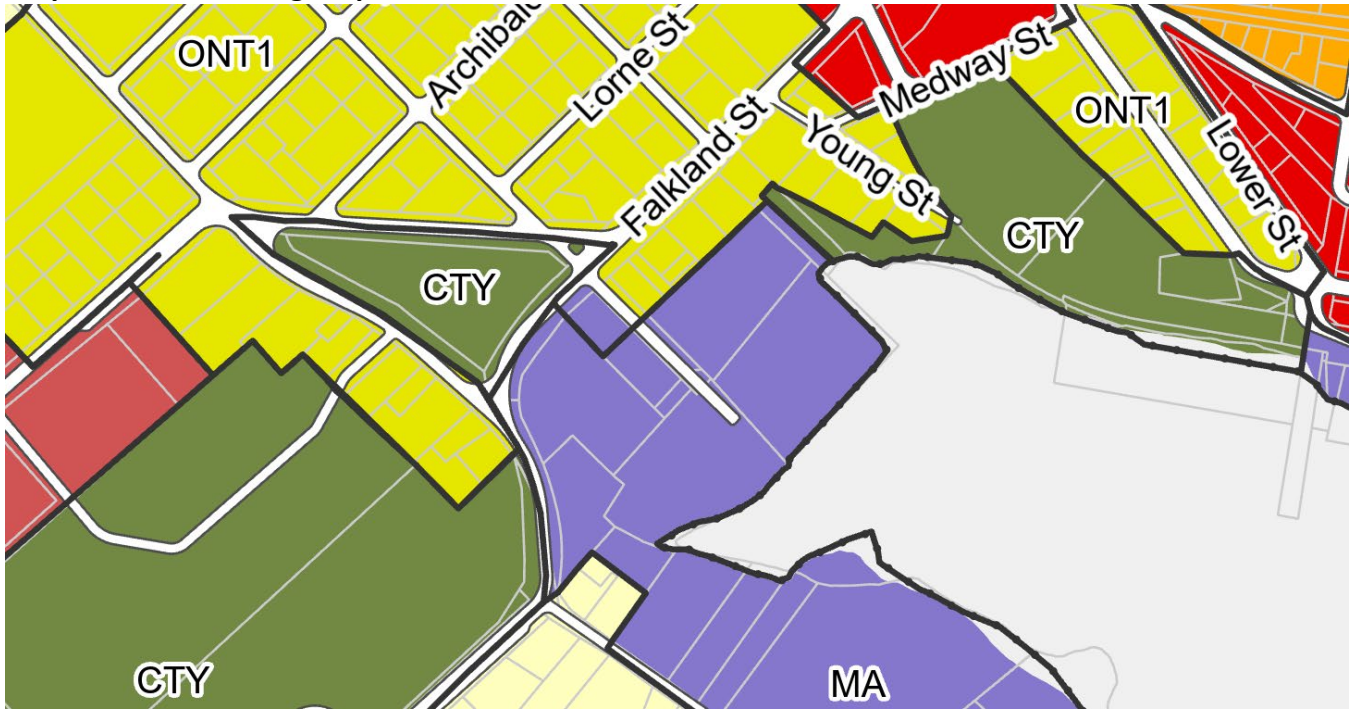
Proposed Use Zoning Map, Schedule "C":



Existing Form Zoning Map, Schedule "D":



Proposed Form Zoning Map, Schedule "D":



Attachment D

Review of Provincial Interest Statements and Lunenburg County Accessibility Plan

Provincial Interest Statements	
<p>Statement 1: Drinking Water</p> <p>Goal: To protect the quality of drinking water within municipal water supply watersheds.</p>	<p>The proposed rezoning of the subject lands will not affect Provincial Interest Statement 1. The quality of Dares Lake Watershed will not be affected by the proposed rezoning.</p>
<p>Statement 2: Flood Risk Areas</p> <p>GOAL: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.</p>	<p>The proposed rezoning will not have a direct impact on the Flood Risk Areas as identified on the Flood Risk Area Map, Schedule E, of the Land Use By-law and will not affect Provincial Interest Statement 2. The lands are located inside of the Flood Risk Area as identified on the Flood Risk Area Map, but appropriate mitigation measures are being proposed, in keeping with the MPS/LUB.</p>
<p>Statement 3: Agricultural Land</p> <p>GOAL: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.</p>	<p>The proposed rezoning of the subject lands will not affect Provincial Interest Statement 3.</p>
<p>Statement 4: Infrastructure</p> <p>GOAL: To make efficient use of municipal water supply and municipal wastewater disposal systems.</p>	<p>The proposed rezoning will not affect Provincial Interest Statement 4. The proposed amendment is in keeping with Statement 4 with regards to water supply and wastewater disposal.</p>
<p>Statement 5: Housing</p> <p>GOAL: To provide housing opportunities to meet the needs of all Nova Scotians.</p>	<p>The purpose of the rezoning request is to permit the creation of approximately 65 dwelling units. As such, the proposed amendment is in keeping with Statement 5.</p>

Review amendment through an accessible lens

Review amendment with a focus on equity, diversity, and inclusion.	This amendment is a rezoning of the use of land and will not negatively impact issues pertaining to equity, diversity, and inclusion.

September 12, 2025

Mayor Myra, Town of Lunenburg,,

Dear Jamie,

Following the recent Committee of the Whole meeting I feel there are some points that need correction / clarification regarding plowing of Knickle Road Extension:

- 1 - Although we purchased 141 Knickle Rd March 1987, the residences at 141 and 143 were actually built 1972-1973 and the road has been plowed by the Town of Lunenburg since then. The 100 plus year old farm house at 150 may have been previously plowed but there is no-one alive that I can contact to verify whether yes or no.
2. - The road is not plowed, salted and sanded at the same time. Each service is at an additional cost of \$ 293.37 plus GST..
3. - We do not request plowing on a “call back” basis. The service is provided when the Town’s normal plowing has been completed. Earlier this year, at one point, we waited five days to have our road plowed. (Council approval April 16, 2016)
4. - The road is graded yearly, usually mid Summer. Although the request for grading was made almost two months ago, the dry weather has kept the task from being completed.
5. We complete yearly cutback of trees and shrubs. This was again completed this past week.
- 6 - The Town use to plow Hirtle Rd. The service was discontinued as a result of their plowing bills not being paid. (Council approval May 1 2009.)
- 7 - The unnamed Town St across from the Bowling Alley going from Victoria Rd to Green St is not in very good shape and it gets plowed.

According to the Town’s (CCP) Comprehensive Community Plan, Knickle Rd Extension is being considered for medium density residential expansion. I’m not sure how that would work but, I thought it is worth mentioning. The new government housing project property also attaches to Knickle Rd Extension. (#3 below)



Subject: Policy Amendments: Snow Removal Policy

From: Tyson Joyce, Town Engineer

Date: September 12, 2025



Recommendation

That Council direct Staff to make proposed updates to the Snow Removal Policy to clarify that the Town will not provide snow removal services on any private roadway or driveway, and to formally discontinue the practice of servicing Buenavista Court and Knickle Road Extension; that this motion serve as notice of Council's intent to amend the Snow Removal Policy at a future meeting.

Alternatives

- Revise the Town's Snow Removal Policy to include an agreement system where the existing residents of Buenavista Court and Knickle Road Extension may collectively opt in to Town snow removal for the private roadways only for a fee that covers the full cost based on time & materials + 10% for any costs associated with equipment maintenance or other wear and tear, with the option for residents calling in removed and Public Works perform salting, sanding, snow removal along with routine performance of these tasks. No other private roadways shall be considered for salting, sanding or snow removal. Private driveways would not be included in Public Works scope for snow removal, consistent with the Town's Snow Removal Policy.
- Make further amendments to the Town's Snow Removal Policy to remove existing ambiguity within the document.

Background

Staff presented a Report at the September 2 Committee of the Whole Meeting (COTW) recommending revisions to the Town's Snow Removal Policy and salting, sanding and snow removal practices on Buena Vista Court and Knickle Road Extension.

Within the Report, Staff identified several existing practices that were inconsistent with the Snow Removal Policy and best practices for Municipal governments in providing services to private roadways. In addition, the recommendation included in the COTW meeting was intended to protect the safety and wellbeing of Public Works personnel and our key heavy equipment from damage, as well as mitigate liability for the Town relating to potential damage to private property.

Based on the discussion on September 2, Staff have revised the Report and are bringing it to Council to provide clarity to the property owners at Buena Vista Court and Knickle Road Extension and Public Works as to how to proceed with salting, sanding and snow removal for the upcoming Winter and into the future.

Discussion

Both Buenavista Court and Knickle Road Extension, and related driveways that the Town currently sands/salts/plows, contain very steep hills. This requires the loader with chained tyres to plow and typically the trackless to sand/salt with its studded tires. There have been several instances where the Town's equipment has slid off of the roadways and into the ditch when salting/sanding/plowing, requiring assistance from other Town equipment. Where the Town only has one loader and one trackless machine, if they were seriously damaged it would significantly compromise Public Works salting and/or snow removal operations, particularly for sidewalks (trackless) and steep sections of roadway in Old Town (loader).

For greater context, with permission from Rosalie Osmond and Terry Conrad (on behalf of the respective Property Owners) photographs are attached to show the existing grades, surfaces and widths of the private roadways. Buena Vista Court is quite tight at certain points (approximately 10 feet wide for an 8 foot wide and 11 foot high loader to operate within) and contains steep sections that combined with the road conditions make it extremely difficult to work on. Knickle Road is steeper again, and at times the gravel surface combined with ice and slush can also make this extremely difficult to perform winter road maintenance tasks. The photo of Knickle Road Extension is prior to their seasonal grading that the property owners have assured will occur prior to winter conditions.

Staff are still recommending that the Town discontinue offering salting, sanding, and/or plowing for the private roadways and the related driveways. For clarity, Staff are recommending that our Snow Removal Policy be updated to add the following sentence to Section 1. Policy Statement: *The Town of Lunenburg does not take responsibility for removing snow from any private roadway or private driveway.* If this is accepted by Council, the property owners shall need to engage a private Contractor or find some other means to cover the services previously provided by Public Works.

If Public Works is to continue to perform the salting/sanding/snow removal at Buena Vista Court and Knickle Road Extension, we request that the existing process be updated based on the following:

- Remove the call out aspect of the service and these locations be maintained in line with the salting/sanding/snow removal processes in place for the rest of Town. This would allow us to monitor and maintain the condition of the private roadways to mitigate the risk of ice and slush build up for personnel and equipment. This may increase the frequency and hence the cost to the property owners, but Staff believe this is necessary to better control these risks.
- Discontinue the current practice of any private driveways on private roads being included in Public Works scope due to the damage to private property it creates.
- No other (either existing or future) private roadways should be considered to be added to Public Works scope to perform salting, sanding or snow removal.

Strategic Plan Relevance

Snow Removal Operations form part of the Servicing and Facilities Strategic Objectives of the Town's Comprehensive Community Plan; improving current policies and procedures to ensure consistency and

adaptability.

Financial

The Financial aspects covered in this section are mainly relevant if Council chooses to continue with the snow removal services for Buena Vista Court and Knickle Road Extension. As discussed at the September 2 COTW Meeting, the current rate for callout is \$303.00, which depending on several factors (time, day, etc.), can sometimes not be enough to cover the direct costs incurred by the Town.

Based on the property owners opting in for Town snow removal for their private roadway, Staff are proposing that this rate be revised to be a fee that covers the full cost based on time & materials + 10% for any costs associated with equipment maintenance or other wear and tear.

In removing the callout aspect to the snow removal, it is expected to mitigate the risk of a special call-in fee for Public Works Staff, but also it is likely to increase the frequency of work being performed and a subsequent charge being applied. This should increase the level of service to the Property Owners, provide safer conditions for Public Works Staff and equipment but also potentially increase the overall cost through the winter months for the Residents.

Recognizing this is likely to be of concern to the Property Owners on Buena Vista Court and Knickle Road Extension, Staff encourage them to see if any local Contractors have the necessary equipment and a quotation for the same scope Public Works provides as a comparison.

In terms of revenue for the Town, the rate last Winter was \$293.25 per callout. Buena Vista required seven visits, Knickle Road Extension requested two visits, for nine in total and a combined revenue of \$2,640.15 for the previous winter period.

Attachments

Photographs of Buena Vista Court and Knickle Road Extension as reference.



Buena Vista Court - approach heading westerly up the first crest



Buena Vista Court - crest of first hill looking westerly



Buena Vista Court - towards the top of second crest looking easterly



Knickle Road Ext. around bend at bottom of slope looking westerly



Knickle Road Ext. part way up hill looking westerly

A gravel road leads up a hillside towards a residential area. The road is composed of dark grey gravel and curves to the right. On the right side of the road, a silver sedan is parked on a paved surface. A white utility pole with a blue street sign and a red flag is visible. The background shows a hillside with various trees, some with autumn foliage, and a cluster of houses under a blue sky with scattered clouds. Power lines run across the top right of the image.

Knickle Road Ext. at top of slope looking easterly

Subject: Town Hall Roof Replacement - Tender Award
From: Lisa Kendall, Municipal Engineer
Date: September 10, 2025



Recommendation

That Council award the Town Hall Roof Replacement Tender to Acadia Roofing & Contracting Limited in the amount of \$228,367 plus HST, and approve a revised project budget of \$310,000 to be funded entirely from Deed Transfer Taxes.

Alternatives

- That Council not award the Town Hall Roof Replacement Tender and defer this Project to a later time.

Background

The Town Hall Roof Replacement Project is the first phase to improve the condition of the Town Hall exterior, starting with repairs to the roof.

The scope of construction includes the following:

- Removal and replacement of the modified bitumen roofing, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of asphalt shingles, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of sheet metal roofing at dormers, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of deteriorated sheathing.

Discussion

The Tender for the construction associated with the Town Hall Roof Replacement Project closed on September 9, 2025, and has validity for 60 days.

All tender awards over \$100,000 must be approved by Council.

Tender Results

Company	Tender Price (excluding HST)	Weeks to Complete the Work After Written Notification of Award
Archon Roofing Ltd	\$ 59,579.85 *	10
Acadia Roofing & Contracting Ltd	\$ 228,367	5
Vevo Group – Evolution Roofing Ltd	\$ 232,235	<i>“to be completed before</i>

		<i>June 12, 2026"</i>
Metro Roofing Ltd	\$ 482,700	35
Brault Roofing Maritimes Inc	\$ 750,876 *	Did not fill out.

Please Note: The Town received five submissions, however two of the submissions were non-compliant and are shown with an asterisk in the table above.

Currently, there are missing and damaged shingles, organic growth, failing membranes, severely deteriorated cap sheets and open seams on the roof of Town Hall. Thus, there is water entering the roof of Town Hall in several locations as the roof system is no longer providing protection from water ingress. Water ingress is visually noticeable at the interior, as there is staining, crumbling plaster and drywall, and potential mold and/or mildew observed due to ongoing water intrusion. The goal of this project is to replace the roof system and stop all water ingress through the roof into the building.

The amount approved in the 2025/26 Capital Budget for Town Hall Roof Replacement is \$700,000, including Net HST. The Consultant, Fishburn Sheridan Atlantic and Staff reviewed the Tender submissions. Both the Consultant and Staff recommend awarding the Tender to the lowest compliant bidder, Acadia Roofing. Acadia Roofing also has the shortest duration of completion.

Strategic Plan Relevance

Capital Construction Projects are part of the Servicing and Facilities Strategic Direction of the Town's Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Financial

The amount approved in the 2025/26 Capital Budget for Town Hall Roof Replacement is \$700,000, including Net HST, with funding a combination of \$200,000 from Deed Transfer Taxes and \$500,000 in capital borrowing.

Incorporating the results of the Construction Tendering, the Revised Budget Estimate for the Project is as follows:

Item	Cost Including Net HST
Engineering (Tender development, Construction Inspection/Support)	\$ 22,000
Tender for Civil Work	\$ 240,000
Contingency (20%)	\$ 48,000
Revised Budget	\$ 310,000

The combined cost of the Consultant, Tender recommended for this work and contingency is well inside the budgeted amount. With the revised budget of \$310,000, capital borrowing can be avoided, and the entire project can be funded from Deed Transfer Taxes.

Subject: Sustainable Infrastructure Fund Grant Program-
Revision of Street Services Extension Policy

From: Marc Kiely, Director of Community Development

Date: September 22, 2025



Recommendation

That Council approve the amended Street Services Extension Policy as presented.

That Council establish the Sustainable Infrastructure Fund with an initial allocation of \$200 000, using funds received by the Town from CMHC's Housing Accelerator Fund agreement.

Background

The Town of Lunenburg, as part of its Housing Accelerator Funding (HAF) agreement with CMHC, has committed to establishing a grant program related to cost-sharing new infrastructure projects involving service extensions in housing growth areas, otherwise called the Sustainable Infrastructure Grant Program.

This grant program is one of two commitments made that require an allocation of funding with the intent to disburse funds; the other is the establishment of an Affordable Housing Grant Program that will be brought before Council soon.

There is an existing Street Services Extension policy in effect that allows for the consideration of cost-sharing. The proposed policy revises the current version to effectively align with the proposed cost-sharing program as part of the HAF agreement.

Staff have incorporated Council's feedback from the September 2, 2025 Committee of the Whole meeting, where the draft amended policy was presented. In accordance with the Municipal Government Act, this presentation is deemed to have provided formal notice to Council of the proposed policy. Once the policy is approved, the updated framework will be incorporated into applicable cost-sharing application forms and other operational guidance materials.

Discussion

Street services include storm, sewer, and water services and other street infrastructure, such as curbs, gutters, and sidewalks.

Note the intent of this proposed program is to establish a cost-sharing program that benefits the portion of costs typically borne by the developer under the Street Services Extension Policy.

The current [Street Services Extension Policy](#) was crafted in 2022 to bolster housing growth areas, and includes various criteria for consideration of additional cost-sharing for street services extension by Council on a case-by-case basis, limited to 50% of costs and a maximum of \$300,000. However, there was no establishment of the fund, and to date, there have been no

approved cost-sharing agreements made under the current policy. Requests for consideration given to additional cost-sharing under the existing policy were paused until the proposed grant program was established.

In the proposed updated policy, additional criteria for consideration by Council have been added by staff related to housing affordability and accessibility of residential units to align with current priorities.

Based on input from Committee of the Whole, Staff have included in the draft policy the following provisions:

- *Case-by-case evaluation*: Given the infrequent nature of requests made to date and the expected larger scale of project that would necessitate most requests for Street Services Extension, and in turn, what the Town could then reasonably expect as requests for cost-sharing, staff are proposing to continue accepting and assessing requests necessitating Council approval on a case-by-case basis.
- *Fund Allocation and Capped funding limits* - For budget planning purposes and in the interest of establishing realistic expectations for prospective applicants, staff seek an initial allocation of funds of \$200 000, which would also be the individual application request limit, or 50% (whichever is lower).
 - Staff have also included clarifying language in the policy that application requests relate specifically to the portion of costs required to be covered by the developer under the policy procedures.
- *Ruling out single-unit developments* - Staff have included language to rule out single-unit dwellings for cost-sharing qualification under this program with the purpose of screening out applications that are unlikely to have clear public benefit.
- *Measuring program uptake over time vs. other opportunities of investment* - Staff note that, to date, the Town has received one half of the conditionally approved funding (\$579 471.50 received to date) from CMHC for HAF which, in part, could be used to establish this fund, however, as part of the agreement the Town must spend all HAF funding by January 2028. Therefore, staff have included language requiring the evaluation of the program and uptake annually or as requested by Council, with the purpose of giving an opportunity to determine if unspent funds should be reallocated to other potential investments or opportunities that arise that could support housing.

Administration and Compliance

Staff have included language in the draft policy and procedures that includes the following requirements:

- Application process: Developers must apply through a formal agreement with the Town.

- Town approvals: Applicants must have at minimum, a development permit in place before entering into an agreement with the Town.
- Stacking with other incentives: Projects may combine related funding with other housing incentives or funding programs (municipal, provincial or federal).
- Review: The policy will be reviewed after one year, or as directed by Council, to assess its effectiveness, uptake by developers, and financial impact on the Town.
- Operational procedures: Detailed steps for administering the program will be set out in administrative procedures, approved by the CAO. The policy sets the high-level rules; procedures will operationalize them.

Financial

Initial funding would come from the Town's Housing Accelerator Funding. As the HAF is a time-limited funding source, Council would need to consider whether to allocate future resources if the program is to continue beyond the Fund's availability.

Communications

The program will be publicized once enacted by Council.

Relevant Legislation

Nova Scotia Municipal Government Act

Attachments

- Attachment A: Revised Street Services Extension Policy and Procedures
- Attachment B: Criteria for Cost-Sharing and measuring public benefit

Policy Title: DRAFT Street Services Extension Policy

Date adopted by Council: TBD



1. POLICY STATEMENT

The Town of Lunenburg is committed to servicing developments in an equitable, cost-effective and responsible manner. To support development and the development of housing growth areas, the Town of Lunenburg encourages cost-sharing opportunities when Council has identified a clear benefit for public investment.

By implementing appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices, and projects financed with municipal funds will maximize community benefit.

2. PURPOSE

This policy and its accompanying administrative procedures provide guidance to Town staff, the public and developers regarding processes for installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs, gutters and sidewalks, to existing and new developments within the Town of Lunenburg and requests for cost-sharing by the Town of project components that are typically borne by the developer.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions and requests for additional municipal funding towards street service extensions.

4. DEFINITIONS

The definitions in this policy are the same as those defined in the Town's Land Use By-law, the Town's Subdivision By-law, and the Town's Specifications for Subdivision.

5. Eligibility for Cost-Sharing of Street Service Extensions

Applications may be submitted for cost-sharing by property owners or developers

requiring extensions of municipal storm, sewer, or water services, or associated street infrastructure such as curbs, gutters, and sidewalks.

Eligible projects include:

- New subdivisions on new public streets where service extensions are required.
- New subdivisions on existing public streets where municipal services are not yet in place.
- Existing lots on street reserves (not yet declared as public streets) where services must be installed to Town standards.
- Existing lots with no street frontage that can only be serviced through a utility easement, at the discretion of the Town Engineer.
- Existing lots on public streets with inadequate services requiring extensions of mains.

These scenarios are described in further detail in Appendix A (Street Services Extension Procedures.)

All eligible cost-sharing applications will then be evaluated against the criteria in Appendix B.

6. AUTHORITY, LEGISLATION, AND REGULATIONS

The extension of water mains and water laterals will be undertaken according to the Lunenburg Water Utility Schedule of Rules and Regulations, known as the Town's Water Regulations. Where there is a conflict between this policy and the Town's Water Regulations, the provisions of the Town's Water Regulations will prevail.

7. RESPONSIBILITIES

7.1 Council

Council may:

- Approve cost-sharing for development projects as defined in this policy.
- Declare a Town road reserve as a public open street

7.2 Town Engineer

The Town Engineer will:

- Approve all work related to the extension of municipal services as defined in

this policy.

- Ensure all extension of services, as defined in this policy, adhere to this policy.

7.3 The CAO or their delegate

The CAO or delegate will:

- Designate roles for staff to help administer this policy and accompanying administrative procedures.
- Approve cost-sharing for development projects as defined under this policy and within delegated authority.

8. COST SHARING PROVISIONS

8.1 Cost sharing requests will be limited to 50%, or maximum of \$200 000, whichever is lower, of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions and apply to the portion of costs normally borne by the developer.

8.2 Cost sharing applications related to new residential development shall be limited to developments of more than single-unit dwellings.

8.3 To be eligible for funding, developers must have a formal agreement in place with the Town and apply through the Town's Sustainable Infrastructure Fund program.

8.4 Developers must have at minimum, a development permit in place before entering into an agreement with the Town.

8.5 Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

8.6 All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

8.3 Monitoring and Reporting

The CAO or their delegate will provide an annual report to Council on the Sustainable Infrastructure Fund program. The report will include:

- the number of applications received,
- the number of applications approved and denied,
- the total funds allocated and disbursed, and
- the remaining balance of program funds.

Council may request additional updates as required.

9. Review and Amendment of Policy and Related Appendices

This policy and related appendices will be reviewed annually by Council, or earlier on Council request. Amendments to any appendix may be made by motion of Council, with staff authorized to propose amendments as needed to reflect changing circumstances or operational requirements. All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or the CAO within their delegated authority, guided by the criteria and processes outlined in the appendices.

**Appendix A
Street Service Extension Procedures**

Last reviewed:



1. Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets

- a. The extension of storm mains, sewer mains and water mains will lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension will be borne by the subdivider (applicant).
- b. Each lot on a Plan of Subdivision on a proposed public street will be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral will be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.
- c. The proposed public street and services will be constructed in accordance with the Town's Subdivision By-law and Subdivision Specifications.
- d. The boundaries of the proposed street will be surveyed and upon completion, and in compliance with the Town's Subdivision By-law and Subdivision Specifications, will be transferred over to the Town and the Town will declare said lands as a public open street and name the public street. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry will be borne by the applicant.

2. Extension of Services for lots created by Subdivision on Existing Public Open Streets

- a. Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 2a, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 2a and 2b, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

3. Extension of Services for lots on existing street reserves that are not Public Open Streets

**Appendix A
Street Service Extension Procedures**

Last reviewed:



- a. Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, will be borne by the applicant. These costs include bringing the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.
- b. Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

4. Extension of Services for existing lots with no Public Open Street frontage

- a. Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 ft.) easement vested to the owner of said lands being serviced. This will only be considered at the absolute discretion of the Town Engineer if there are no practical alternatives presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street will be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement will be borne by the owner of the lot being serviced.

5. Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services

- a. Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 9.5.1 the extension of the storm main, sewer main or water main will be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said

**Appendix A
Street Service Extension Procedures**

Last reviewed:



services are deemed required by the Town Engineer.

- c. Where an extension is undertaken pursuant to Section 9.5.1 and 9.5.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

6. Extension of Services will be Mains

Notwithstanding anything contained in this policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town will not be in the form of sewer or water laterals. Such extensions will be undertaken to the specifications of storm, sewer and water mains.

7. Lateral Attachments to Mains within an Easement

Notwithstanding anything contained in this policy, the extension of storm mains, sewer mains, and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternatives presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternatives presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.

8. Cost Sharing for Clear Public Benefit and application to the Town's Sustainable Infrastructure Fund

Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services, under the Town's Sustainable Infrastructure Fund. To be eligible for funding under this program Developers must apply through a formal agreement with the Town and must have at minimum, a development permit in place before entering into an agreement with the Town. Projects may combine approved funding with other housing incentives or funding programs (municipal, provincial or federal).

Appendix B
Criteria for Clear Benefit for Public Investment



To ensure Street Service Extension projects supported with municipal funds maximize community benefit, Council will consider applications for public investment using the goals and metrics listed below. Note that the evaluation of each application is on a case-by-case basis, and not all evaluation criteria necessarily apply.

Goals	Evaluation Criteria Consideration
<p>Immediate Impact: Initial Applicant Commitments and Suitability</p>	<p>1. Experience: Does the applicant have the experience to successfully implement this project efficiently?</p> <p>2. Supply Commitment: The number of residential, affordable, and accessible units the developer commits to and the timeframe in which it is committed.</p> <p>3. Community Consultation: Level of public support based on community feedback sessions, surveys, or engagement events conducted by the applicant, if applicable.</p>
<p>Long-Term Impact: Future Growth Potential</p>	<p>4. Service Expansion Capacity: Potential of the service extension to accommodate or improve land for future developments.</p> <p>5. Multi-Property Benefit: Number of additional properties/developments served by the extension.</p> <p>6. Property Tax Revenue Impact: Does the extension or services positively impact the Town’s property tax revenues? To what degree?</p>
<p>Ensure and Improve Public Safety</p>	<p>7. Fire Protection Enhancement: Impact on fire protection flows.</p> <p>8. Emergency Preparedness: Number of evacuation routes or preparedness improvements created.</p>



<p>Community Health and Wellbeing</p>	<p>9. Public Amenities: Types and quantity of public amenities (e.g., parks, sidewalks, active transportation routes).</p> <p>10. Educational or Community Service Enhancement: Types and quantity of public services/programs.</p>
<p>Sustainability</p>	<p>11. Environmental Impact Mitigation: The degree to which service extension minimizes impact on sensitive areas like wetlands and natural habitat for animals and/or vegetation</p> <p>12. Climate Resilience: The degree to which service extension minimizes adverse climate change effects (e.g., flooding)</p>
<p>Support Overall System Improvements</p>	<p>13 Water Pressure Improvement: the increase or decrease in water pressure flow efficiency in the area and surrounding area</p> <p>14 Future Infrastructure Cost Reduction: Estimated increase or reduction in future infrastructure and maintenance costs</p> <p>15 Wastewater Management: Estimated increase or reduction in wastewater treatment costs or strain or relief on the Town’s distribution systems</p> <p>16 Maintenance Cost Reduction: Projected increase or reduction in the Town’s infrastructure maintenance costs</p>

Subject: Affordable Housing Tax Relief Policy
From: Kayla Byrne, Legislative & Policy Advisor
Date: Sept. 2, 2025 – *COTW Discussion*
Sept. 22, 2025 – *Notice*
Oct. 14, 2025 – *Decision*



Recommendation

That Council give notice of its intent to approve the Affordable Housing Tax Relief Policy as presented.

Alternatives

- Make amendments to the policy

Background

In 2024, the Town was awarded \$1.1 million through the federal Housing Accelerator Fund (HAF). This funding is released in installments as long as the Town demonstrates progress on the six commitments included in its application. One of these commitments is “Accelerating Affordable Housing Growth through Tax Forgiveness.” To advance this commitment, staff are recommending the adoption of an Affordable Housing Tax Relief Policy.

Who is this policy for? This policy is specifically intended for private developers creating new housing or converting existing buildings into housing units. The relief provided through this policy is designed to incentivize developers to include a portion of “affordable” units within their projects. While smaller developments may still qualify, the policy is primarily geared toward medium to larger-scale projects, where the incremental tax credit is large enough to be a meaningful factor in a developer’s decision-making.

Staff note that uptake of this program may be limited, as most local projects are smaller in scale and the credit may not be a deciding factor for developers. Even so, establishing this policy still provides a clear framework the Town can apply if larger projects move ahead and allows us to fulfill our commitment and receive HAF funding.

Sept. 2, 2025 COTW discussion:

At the September 2 Committee of the Whole meeting, Council reviewed options for this policy and provided input on the preferred approach. Council indicated support for a policy based on an Incremental Assessment Credit (Model A in the COTW report).

Under this model, the base property assessment before construction or renovation is used as the baseline. Once the new units are built, the more current Property Valuation Services Corporation (PVSC) assessment is used to calculate the increase in property value related to the

new development. The Town applies a tax credit only to the portion of the incremental municipal tax that corresponds to the affordable housing units.

Council indicated a preference that any credit be applied on a step-down schedule over a 10-year period, with affordable units required to remain affordable for the same 10-year commitment.

The policy presented reflects this direction provided at the COTW meeting.

Discussion

The policy uses an incremental assessment model, meaning the Town continues to collect taxes on the property's original assessed value and on any new market-rate units. Only the share of new tax revenue linked to the affordable units is eligible for a credit.

The credit is provided on a step-down schedule over 10 years. This approach ensures support is front-loaded to help projects become established, while gradually reducing the Town's financial contribution:

- Years 1–2: 90% credit
- Years 3–4: 75% credit
- Years 5–6: 60% credit
- Years 7–8: 45% credit
- Years 9–10: 30% credit

After Year 10, no credit applies.

Example of how the credit works:

- Base Assessment (before development): \$500,000
- Reassessed Value (after development): \$2,000,000
- Incremental Assessment (new value from development): \$1,500,000

If the new development has 30 units total, with 6 designated as affordable (20%), then:

- 20% of the incremental assessment (\$1,500,000) = \$300,000
- This \$300,000 is the portion tied to the affordable units.

The Town applies the step-down credit to the municipal taxes on that portion only:

Years	Credit Applied	Result
1–2	90%	Developer pays 10% of taxes on \$300,000; Town credits 90%
3–4	75%	Developer pays 25% of taxes on \$300,000; Town credits 75%
5–6	60%	Developer pays 40% of taxes on \$300,000; Town credits 60%
7–8	45%	Developer pays 55% of taxes on \$300,000; Town credits 45%
9–10	30%	Developer pays 70% of taxes on \$300,000; Town credits 30%

To qualify, projects must meet several requirements, including:

- At least three affordable units or 20% of the total units in the development, whichever is greater;
- Units must remain affordable for the full 10-year affordability period;
- Compliance with Nova Scotia Building Code standards; and
- A binding Tax Adjustment Agreement with the Town, registered on title, which sets out the number of affordable units, the affordability period, reporting requirements, and enforcement provisions.

The policy also includes safeguards to protect the Town's interests. Developers must be in good standing with no outstanding taxes or orders, submit annual compliance reports, and notify the Town of extended vacancies. The Town reserves the right to audit and to suspend or revoke the credit if requirements are not met.

Financial

This program does not require a dedicated budget line or new funding allocation, as the credit is applied only against new tax growth. The Town will continue to collect the full tax on the property's base assessment and on all market-rate units. The financial impact comes in the form of foregone revenue; the Town is giving up a portion of the new tax revenue it would otherwise collect on the affordable units during the 10-year credit period. After Year 10, the Town receives the full property tax, including on all affordable units.

Communications

All Housing Accelerator Fund-related policies and programs will be promoted through the Town's website, social media, and other appropriate channels. Staff may also pursue targeted engagement with developers to ensure awareness of the program.

Relevant Legislation

Section 57(4) of the Municipal Government Act (MGA) enables municipalities to provide direct financial assistance to private, for-profit developers and businesses to support the creation of affordable housing.

Attachments

- Draft Policy
- Affordable definition – [Provincial Household Income Limits \(HILs\)](#)
- Affordable definition – [Provincial Area Market Rent](#)

Affordable Housing Tax Relief Policy

Date adopted by Council: TBD



1. POLICY STATEMENT

The Town of Lunenburg is committed to supporting the creation of affordable housing by using municipal property tax incentives.

2. PURPOSE

The purpose of this policy is to encourage the development of affordable housing in the Town of Lunenburg by offering time-limited property tax relief to eligible projects. The policy aims to alleviate financial barriers for developers and housing providers, while ensuring that designated units remain affordable for residents over a specified period.

3. SCOPE

This policy applies to private developers and housing providers undertaking new construction, conversions, or substantial renovations that create self-contained dwelling units within the Town of Lunenburg. Property tax relief under this policy only applies to the share of municipal taxes connected to the affordable units. The rest of the property remains fully taxable.

4. DEFINITIONS

“Affordable Housing Dwelling Unit” means a rental unit that meets one of the following conditions:

1. **Income-Based Affordability:** The monthly rent is priced at or below 30% of the gross annual income of the median renter household, based on the best available data in the following order of priority:
 - A local or regional housing needs assessment accepted by Council (preferred source);
 - Provincial Household Income Limits (HILs);
 - Statistics Canada income data.
2. **Average Market Rent (AMR):** The monthly rent is at least 20% below the Average Market Rent for the project location, based on the best available data as outlined above.

“Affordability Period” means the ten (10) year period during which designated Affordable Housing Dwelling Units must remain affordable under this policy.

“Base Property Assessment” means the assessed value of the property, as determined by the Property Valuation Services Corporation (PVSC), before any new development, conversion, or renovation is completed.

“Dwelling Unit” means one or more habitable rooms designed or intended for use by an individual or household as an independent living space, with its own kitchen and bathroom facilities and a private entrance from outside the building or from a common hallway or stairway.

“Incremental Assessment” means the difference between the property’s assessed value prior to development and its reassessed value after the development or conversion is completed, as determined by the Property Valuation Services Corporation (PVSC).

“Market-Rate Unit” means a dwelling unit within a development that is not designated as an Affordable Housing Dwelling Unit under this policy.

“Occupancy Permit” means a permit issued by the authority having jurisdiction under the Nova Scotia Building Code, confirming that a building or portion of a building is suitable and safe for residential occupancy.

“Property Owner” means the person, corporation, or other legal entity shown on the assessment roll as the owner of the property, or a duly authorized representative of that owner.

“Tax Adjustment Agreement” means a written agreement between the property owner and the Town that sets out the terms and conditions of participation in the Affordable Housing Tax Relief Program.

5. ELIGIBILITY

Projects must meet all of the following criteria to qualify for this program:

- **Applicant:** The applicant must be a private developer or housing provider. This program is not intended for individual homeowners creating small secondary suites or basement suites.
- **Type of development:** Eligible projects must involve either new construction or the conversion of an existing residential or non-residential structure into housing. Projects must be located on a single site (one coordinated development) or within a single building.
- **Housing units:** The project must create self-contained dwelling units, with a portion designated as affordable under this policy.
- **Affordability commitment:** Affordable units must remain affordable for the full Affordability Period, as defined in this policy.

- Standards: The development must meet or exceed Nova Scotia Building Code minimum standards for energy efficiency and accessibility.

6. MINIMUM NUMBER OF AFFORDABLE UNITS

To qualify for this program, a development must provide at least three Affordable Housing Dwelling Units, or 20% of the total units in the project, whichever number is higher, as defined in this policy.

7. INCENTIVE MODEL AND STRUCTURE OF THE CREDIT

For eligible developments, the base property assessment and all subsequent reassessments are determined by the Property Valuation Services Corporation (PVSC). The Town will rely on these assessments to calculate the incremental increase in assessed value – the difference between the original property assessment and the updated assessment after the development or renovation is completed. Only the portion of the incremental assessment attributable to affordable housing units will be used to calculate the credit; the Town will continue to collect the full amount of taxes on the property's original assessed value and on all new taxes generated by Market-Rate Units.

The credit will be provided on a 10-year step-down schedule, as follows:

- Years 1–2: 90% credit
- Years 3–4: 75% credit
- Years 5–6: 60% credit
- Years 7–8: 45% credit
- Years 9–10: 30% credit

No credit will apply beyond Year 10.

Affordable units receiving this credit must remain affordable for the full 10-year period.

The Town may withhold any tax credit while a property assessment appeal is in progress, pending final determination by the Property Valuation Services Corporation (PVSC). If the assessed value of a property is reduced after a tax credit has been issued, future year tax credit entitlements may be adjusted accordingly. Any overpayment of tax credits resulting from such reductions will be considered a debt owing to the Town.

8. CONDITIONS FOR CREDIT

The tax credit will begin in the taxation year following:

- the issuance of an Occupancy Permit for the affordable units, and
- the first reassessment of the property by the Property Valuation Services Corporation (PVSC) that reflects the completed development.

At the time the credit is issued, the applicant must be in good standing with the Town, with no outstanding taxes, fees, or orders.

9. AGREEMENT AND COMPLIANCE

Participation in this program requires the applicant to enter into a Tax Adjustment Agreement with the Town as a condition of receiving the tax credit.

Applications must include a valid development permit, a description of the project including the number and type of units, and any documentation the Town requires to verify eligibility. The Town may also require supporting materials such as site plans, ownership information, and an affordability plan demonstrating how designated units will remain affordable for the full Affordability Period.

The agreement must set out, at minimum:

- the number and location of affordable housing units within the development;
- the affordability period, which will be 10 years to match the duration of the tax credit;
- the tax credit schedule;
- the process for annual reporting; and
- the obligation to notify the Town if an affordable unit remains vacant for more than 90 consecutive days or ceases to meet eligibility requirements.

As a condition of receiving the tax credit, the agreement will be registered on the property title to ensure that the affordability requirements remain binding for the full term, even if the property is sold.

A valid development permit must be in place before the Town and the applicant may execute a Tax Adjustment Agreement. The property owner must also provide proof of an Occupancy Permit for the affordable units before the tax credit can be issued.

The property owner must submit an annual report verifying that all affordable units continue to meet the requirements of this policy. At minimum, each annual report must include:

- a rent roll listing all affordable units and the rents charged; and
- a signed statement from the property owner confirming compliance with the affordability definitions in this policy.

The Town may, at its discretion, request additional documentation to verify compliance, such as copies of current leases or proof of tenant eligibility.

The Town reserves the right to audit participating projects at any time during the affordability period to confirm compliance.

Affordable units may be vacant from time to time due to normal tenant turnover, maintenance, or other reasonable circumstances. If an affordable unit remains vacant for more than 90 consecutive days, the property owner must notify the Town and demonstrate good-faith efforts to re-rent the unit at or below the permitted rent to an eligible tenant. The Town may prorate, suspend, or revoke the tax credit for any period in which an affordable unit is not maintained in accordance with this policy.

In the event of a breach of agreement, including failure to maintain the required affordability, the property will become fully taxable in that year and in all subsequent years. The tax credit will also cease if the affordable units are demolished or removed, unless replaced by equivalent or greater affordable housing within the same development.

10. STACKING WITH OTHER INCENTIVES

Nothing in this policy prevents a project from combining the municipal tax credit with other housing incentives or funding programs. Applicants are responsible for confirming their eligibility under any provincial or federal program they wish to access, in addition to this program.

11. POLICY REVIEW OR REPEAL

This policy will be reviewed every three years after adoption to assess its effectiveness, uptake by developers, and financial impact on the Town. If the policy is amended or repealed, any Tax Adjustment Agreement entered into before the date of amendment or repeal will remain valid and in effect until the agreement term is completed.

12. LEGISLATIVE AUTHORITY

This policy is adopted under the authority of Section 57(4) of the Municipal Government Act.

Subject: Request for Support: Lunenburg Daycare Centre
From: Marc Kiely, Director of Community Development
Date: Sept. 22, 2025



Recommendation

That Council approve the waiver of all building and development permit fees for the Lunenburg Daycare Centre's (LDCC) expansion project.

Alternatives

- Deny request for permitting fee waiver but consider other options for in-kind support

Background

Town of Lunenburg staff received a letter of request for support from the LDCC on September 9th (Att. A). The LDCC will look to begin construction on the project by the end of the month and will be submitting Building and Development permits soon. The Centre is looking for the consideration of the waiver of permitting fees, and any other options for in-kind support.

Discussion

The project's expected budget is approximately \$6.5 million. Depending on the final permit application costing details, the expected building permit fees would be approximately \$13,500. The Town of Lunenburg had previously been working with the LDCC and had approved the provision of a town-owned building site, recognizing the community value. The project at the approved site did not proceed, however, the waiver of permit fees could provide another mechanism for assistance.

Financial

The waiver of fees would proportionally limit revenues, as noted above.

Attachments

Att. A – LDCC Letter

Att. B – Community Needs Report (LDCC)

From: Executive Director <ldccoffice2@gmail.com>
Sent: September 9, 2025 9:11 AM
To: Marc Kiely; MacKenzie Fraser; Jody Clark; Andrew & Shauna Miller
Attachments: ToL.docx

CAUTION: THIS IS AN EXTERNAL MAIL



To: Town of Lunenburg Staff,

As some of you may already be aware, the Lunenburg Day Care is preparing for a much-needed expansion. After more than a year and a half of work alongside the Province of Nova Scotia, our architect, and the Town of Lunenburg, we are excited to share that we are now approaching the start of construction.

This project will create approximately 80 new licensed childcare spaces, which is critical given our current waitlist of nearly 300 families. We have secured \$4.5 million in funding from the province and will be launching a community fundraising campaign to help reach the estimated total project cost of \$6.5 million.

We are proud to be working with RHAD Architects on design and with Risser's Design-Build as our general contractor. Sub-trades are already scheduled for the end of September, and the project will proceed in phases:

Phase 1: Construction of an addition at the rear of our existing facility.

Phase 2: Renovation of the existing structure

With this timeline, we anticipate beginning excavation at the end of September. As we approach this important milestone, we would like to make TOL aware that our building permit applications will soon be submitted. Due to the structure of our funding agreements and the tight timelines involved, we respectfully request that our permits be treated as urgent when received.

As a registered non-profit, charitable organization, we would also be grateful if the Town of Lunenburg could consider any in-kind support at this time—such as the waiver of applicable fees—to help us make every dollar go further in support of children and families in our community.

Attached you will find a Community Needs Report (December 2024) that outlines the demand and urgency for expanded childcare in our region. Should Council or staff wish to arrange a tour of our facility or a meeting with representatives of the Lunenburg Day Care, we would be pleased to host you.

We deeply appreciate your ongoing support and partnership in ensuring that families in Lunenburg County have access to the childcare they so urgently need.

Sincerely,

Nicole Stevens
Director of Lunenburg Day Care Centre

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LUNENBURG DAY CARE CENTRE

PREPARED BY LDCC STAFF
AND BOARD MEMBERS
NOVEMBER 2024

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ABOUT THE LUNENBURG DAY CARE CENTRE

The Lunenburg Daycare Centre has been a cornerstone of our community since February 12, 1973. For over 50 years, we have been dedicated to nurturing and educating the youngest members of our community, operating at our current location since 1991. We are a non-profit, government-subsidized facility licensed to care for 113 children, providing a safe, happy, and stimulating environment for all.

At Lunenburg Daycare Centre, we believe that children learn best through play and exploration. Our curriculum is designed to foster growth across all areas of development, including social, emotional, cognitive, and physical. With a daily schedule that includes Circle Time, arts and crafts, sensory and science activities, music, and imaginative play, we ensure each child has the opportunity to thrive.

Our professionally trained teachers are committed to providing quality education in a stimulating environment, encouraging children to make positive choices and express their thoughts and ideas freely. Outdoor play is a staple of our program, with each classroom enjoying time outside both in the morning and afternoon.





113

licensed childcare spaces

25

trained staff

50+

years of operation

232

children on current waitlist

5,000+

children over entire operation

NON-PROFIT

registered charity, government
subsidized



NEED FOR A NEW FACILITY

Our current facility, while cherished by the community, is increasingly inadequate for our needs and no longer meets the standards required for a safe and supportive childcare environment. While it remains operational due to grandfathered regulatory permissions, the building itself poses several challenges that impact the quality of care we can provide. Many areas, including classroom spaces, are located in the basement, which limits natural light and restricts fresh airflow. Outdated heating, electrical, and plumbing systems not only increase maintenance costs but also fall short of energy-efficiency standards. A new facility would allow us to create a brighter, healthier, and safer environment, with purpose-built spaces that support children's growth and development in compliance with today's regulations.

With a current capacity limited to just 113 children and an overwhelming waitlist of 232 families hoping for placement, the urgency for expansion is unmistakable. Our existing space restricts our ability to meet the community's growing needs, leaving many families without access to the reliable, high-quality childcare they require. The new facility will be designed to accommodate a larger number of children, allowing us to significantly reduce the waitlist and provide more families with essential early childhood education and care. This expansion is not just about increasing numbers; it's about delivering a nurturing, enriching environment where children can thrive. By investing in a new, purpose-built space, we're building a stronger, more resilient community where every child has the opportunity to grow, learn, and flourish. The new facility is not just a want, but a necessity for our community.

COMMUNITY NEED

The waitlist for child-care spaces at the Lunenburg Day Care Centre has been steadily increasing, with current estimates indicating nearly 232 children awaiting placement. This upward trend in demand reflects the persistent shortage of child-care options in Lunenburg and underscores the urgent need for additional capacity.

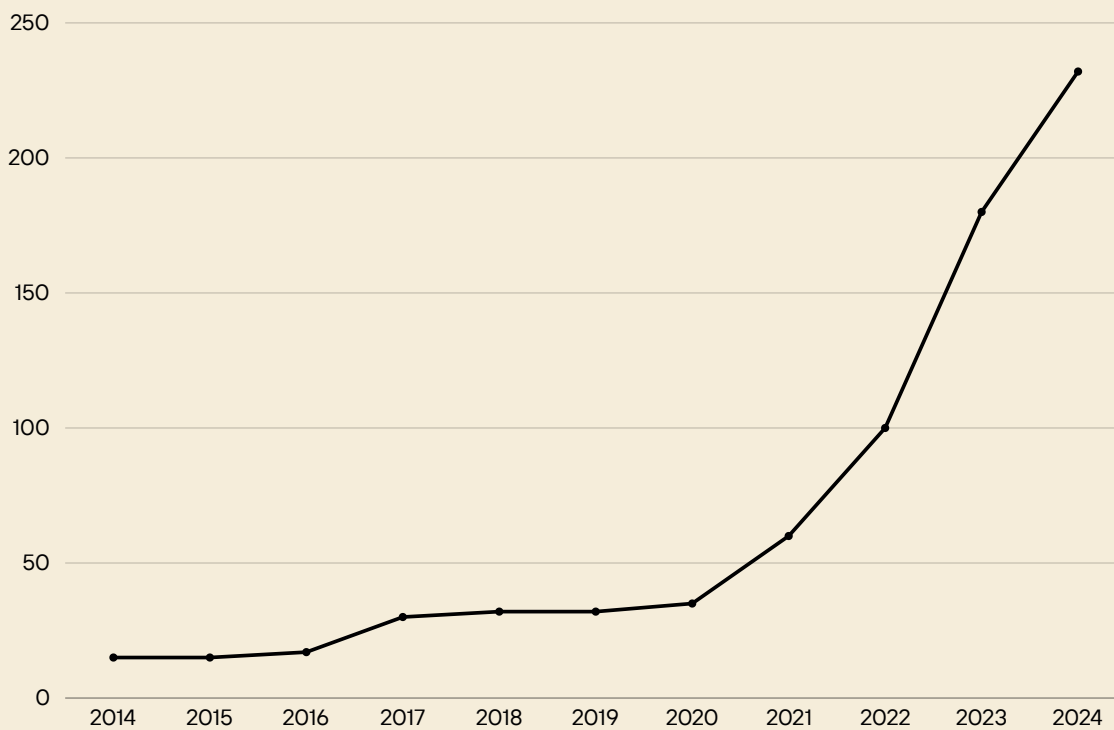
The scarcity of child-care spaces and lengthy waitlists have significant implications for family well-being, including increased stress and anxiety for parents juggling work and caregiving responsibilities. Access to reliable, high-quality childcare is essential for supporting parental employment, promoting economic stability, and fostering children's healthy development. Lunenburg serves as a regional hub for employment opportunities, attracting workers from surrounding areas, including Mahone Bay.



Parents commuting to Lunenburg for employment face additional challenges in securing reliable childcare near their workplace, as existing facilities may be at capacity or located outside commuting routes. The scarcity of child-care options is not limited to Lunenburg but extends to neighboring communities such as Mahone Bay, increasing the demand on centres such as ours.

Changing demographics and a steadily increasing population in Lunenburg have contributed to long waitlists for childcare services. As more families move to the area and the community experiences growth, the demand for high-quality childcare continues to exceed available spaces. This demographic shift, combined with the town's appeal to young families, has created a childcare shortage that impacts family well-being, limits parents' workforce participation, and stresses the need for expanded facilities to meet the evolving needs of the community.

We gathered feedback from families currently using our services and those on our waiting list. This feedback highlighted the need for more spaces, and inclusive programs. Parents also emphasized the importance of having child-care facilities close to home and work and facilities. The community has expressed overwhelming support for expanding child-care services in Lunenburg to meet the needs of families. Stakeholders, including local businesses, community organizations, and municipal authorities, recognize the importance of investing in child-care infrastructure to support economic growth and community well-being.



Lunenburg Day Care Waitlist
Source: LDCC

OUR GOAL

Build a New Facility

Our dedicated staff and board members are working tirelessly to bring the vision of a new child-care facility to life. Their efforts include securing essential funding, collaborating closely with the Town of Lunenburg to identify viable building locations, and beginning initial design work. This collaboration is crucial for ensuring that the new facility meets the needs of our community and aligns with the town's development goals. Each member of our team is committed to creating a welcoming, functional, and sustainable space that will serve families for generations to come. Through their hard work and partnership with the town, we are building strong foundations for this important project.

The anticipated impact of our child-care expansion is significant, addressing multiple critical needs within the community. First and foremost, this project will help alleviate the pressing shortage of child-care spaces in Lunenburg and surrounding areas by creating an additional 96 new spaces, totaling 209 licensed childcare spaces within Lunenburg and an estimated 15 new jobs. Fostering this collaborative partnership with the Town of Lunenburg is essential to making our dream of a new child-care facility a reality. This ambitious estimated \$8 million project will bring much-needed resources to our community. This expanded facility will help meet the critical demand for child care, supporting families in Lunenburg and the surrounding area, fostering a sustainable local economy, and help Lunenburg attract and retain skilled workers. Investing in child-care infrastructure strengthens community resilience by reducing family stress, alleviating financial burdens, and fostering social cohesion and connectedness.

Our facility will serve as a community hub, creating stronger relationships between families, and educators. By working together with the Town of Lunenburg, we can fulfill this shared goal, delivering lasting benefits for children, families, and the entire community.



PARENT LETTER



I am a parent of a child who attended daycare & who now attends the aftercare program. I had my daughter on the waitlist for many months & still didn't get a spot in daycare until my daughter was about 22 months old. If I wasn't able to get a spot for my daughter in daycare I wouldn't have been able to go back to work after maternity leave. Without a spot in aftercare, I wouldn't be able to work full time. I know families who have wanted to move to Lunenburg but didn't because they weren't going to be able to get their child into daycare, families who couldn't get their child into daycare, and struggled to work with a baby at home with them, and a single mother who had to move away because she couldn't get her child into daycare. Generally when childcare isn't accessible it is women who sacrifice their professional lives to cover childcare gaps. Many families can't afford not to have two parents work full time and many families don't have two parents so access to daycare is essential for gender equality, a healthy economy, and to support a good quality of life for Lunenburg's children. Ready access to daycare is essential for the sustainability & growth of Lunenburg & the surrounding communities.

Ideally, a new daycare would be within walking distance of the school, as many parents have children and both daycare and school.

The location the town chose to rezone from industrial to institutional for Harborview Haven, being one block from the school, would have been an ideal spot for a daycare. Given the acreage of this property, perhaps there is still room for a daycare facility. Having a daycare facility on this property next to the long-term care facility would be complementary, as studies suggests it is beneficial for children and seniors to have relationships, and convenient parallel locations can encourage visiting.

Many of the families who attend the Lunenburg daycare come from surrounding communities, and commute, which isn't ideal for families or for the environment. The problem may not be that there are not enough spots in the daycare for Lunenburg, as much as there are not enough daycares in the surrounding area. So, along with supporting building a new daycare with more spots in Lunenburg, I would advocate for their being a daycare built in Mahone Bay, along with other underserved areas, such as Blockhouse.

Jillian Demmons

PARENT LETTER



The Lunenburg daycare and their staff are absolutely phenomenal in all aspects of providing a safe, inclusive and educational environment for children to prosper, involvement in the community and strong communication- which to me, are all very important aspects when considering someone to spend time with my children. The staff at this centre go above and beyond to make each and every day special for all children, all while educating them, feeding them healthy and full meals and providing them the utmost care. I feel 110% confident with where my child is during the day and the happy and smiling faces that surround them. The growth my child has shown since attending daycare, shows how beneficial it is. It is also extremely affordable and I feel grateful every day that my children have spots to attend this daycare- and hope that with talk of a future expansion, that more families will have the opportunity to see what a difference this centre makes! Thank you to all of the incredible staff for making the Lunenburg Daycare Centre what it is- we are lucky to have it (and all of you) in our little community.

Alexandra Greek

PARENT LETTER



The Lunenburg Daycare has been a vital part of my daughter's life since she was 6 months old. As a parent, having access to the daycare in the town I live and work in has allowed us to function better as a family unit such as less travel time means more family time spent together before and after work. A fully functional daycare also gives me the peace of mind that it is available everyday regardless of who calls in sick and how bad the weather is that a home daycare cannot. My daughter benefits socially through developing life skills from learning to play with others to getting exposed to different cultures and what the community has to offer through our daycare taking the children to these activities and inviting local organizations to the daycare.

As someone who has managed a business in the town, I can verify that an accessible, reliable daycare is needed, especially in a community with an aging workforce and many businesses already struggling to recruit and maintain employees. Younger, long term workers are going to move to a town that has the services they require to raise a family. Without access to affordable, reliable childcare, this town and its business community will be missing out on opportunities to recruit those who want to work in all sectors of employment in the area.

Lindsay Miller

PARENT LETTER



My sons have both been in the Lunenburg Daycare since they were each 12 months old. They are now 8 & 9. Lunenburg daycare was the only daycare with the hours that would allow me to get to work on time & took 12 month olds. Over the almost 9 years that they have provided our childcare, the staff has become like family to us. They have gone above and beyond so many times, including helping us navigate a new autism diagnosis with our 2 year old. Their support and love over these 9 years has been immeasurable to our family and I can't imagine not having had them during these important young years of our boy's lives.

Kelly Jackson

PARENT LETTER



The Importance of Community and Quality Childcare

Community is not only about the residents that make up a town, but also the businesses and services that support them. Lunenburg Daycare has provided much more than just a service—it has offered a sense of family for my four children since July of 2014. Access to quality daycare allows both parents and the broader community to thrive.

As a parent of a child with special needs, I know first-hand how difficult it can be to find appropriate, inclusive childcare. Lunenburg Daycare has gone above and beyond to ensure my children feel safe, valued, and included. The daycare offers more than just care; it fosters social, emotional, and cognitive development in a supportive environment.

Children who attend daycare are exposed to a variety of social situations, helping them develop better social skills and better preparing them for school. Quality daycare systems give children the foundational skills they need to succeed later in life, including greater likelihoods of pursuing post-secondary education or attending college.

Beyond the cognitive and developmental benefits, daycare also has a practical impact. Without access to daycare, my family would struggle financially. In today's world, living on a single income is simply not feasible, and the daycare plays a crucial role in supporting our family's ability to survive and thrive.

I am deeply grateful for the care and support Lunenburg Daycare provides, not just for my family, but for the entire community.

Dacia Rankin

Subject: Operating and Capital Year-End Report: Fiscal 2024/25

Prepared by: Lisa Dagley, Director of Finance
Kathleen Rafuse, Deputy Director of Finance

Date: September 22, 2025



Recommendations

That Council approve the capital financing for fiscal 2024/25 in the amount of \$2,101,218.88, as outlined in Schedule 2.

That Council approve that \$280,214 from the operating fund be allocated to the General Capital Reserve Fund for future projects and that the \$50,000 for the water dividend be transferred to the capital reserve for fire equipment.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Town's year-end and our auditors have completed their audit field work. The Town's draft financial statements have been completed and an Audit Committee meeting is scheduled for September 29, 2025.

Discussion

For the fiscal year ended March 31, 2025 the Town ended the year with a surplus of \$331,617 after budget reserve transfers. As a result, staff are recommending an additional reserve transfer to the General Capital Reserve in the amount of \$330,214.

After the additional reserve transfer and capital funding the Town will have a modest surplus of \$1,403 for the year. (Schedule 1)

There were \$2,101,218 of capital projects completed in fiscal 2024/25. The funding for those projects is outlined in Schedule 2. Grants and other non-municipal sources of funding totals \$643,747 or 30.6%. The 2024/25 Capital Budget included \$575,000 in capital borrowing however only the 2002 Salt Truck Replacement in the amount of \$210,734 requires a capital borrowing. The TBR and Debenture for the Salt Truck was approved by Council on March 25th of this year. Council is asked to approve the final proposed funding as there are changes to the budgeted funding which have been incorporated into the draft financial statements.

Highlighted below are the recommended changes to the 2024/25 Capital Budget financing which have been incorporated in Schedule 2:

- i. Townsend Street Retaining Wall in the amount of \$180,213.50 that was originally budgeted as a long-term borrowing be financed as a withdrawal from the General Capital Reserve. (part of the year-end capital reserve transfer)
- ii. Green Street Sidewalk Renewal in the amount of \$419,396.65 that was originally budgeted for \$400,000 be funded Provincial grant in the amount of \$192,630.80 and Capital Reserve of \$226,765.85.
- iii. Lift Station Communication Upgrades in the amount of \$46,928.70; Raw Sludge pump upgrades for the Fornier Press for \$28,079.37 and the Replacement Pumps for the Lift Station at \$48,638.57 were budgeted to be financed from Gas Tax it is recommended that these be funded from the Sewer Reserves.
- iv. Waste Water Treatment Plant Blower Room HVAC Improvements in the amount of \$14,690.77 were budgeted to be financed from Deed Transfer Tax it is recommended that these be funded from the Sewer Reserve.
- v. GIS Underground Infrastructure Master Plan originally budgeted to be financed as a withdrawal from Deed Transfer Tax Reserve it is recommended that it be financed from the Housing Accelerator Fund in the amount of \$31,418.77.
- vi. Montague Street Retaining Wall in the amount of \$229,214.57 original funding was \$100,000 from Long Term Borrowing and \$120,000 from Surplus Asset Capital Reserve be financed from the Capital Reserve. (part of the year-end capital reserve transfer)

The year-end balances for both the Operating and Capital Reserves are included as schedules to this report. (Schedules 3 & 4)

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 – Operating Reserve Statement of Financial Activities

Schedule 4 – Capital Reserve Statement of Financial Activities

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TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

SCHEDULE 1

	PAGE	2025		Variance
		Budget	Actual	
REVENUE				
Taxes		\$ 9,046,000	\$ 8,902,057	\$ 143,943
Grants in lieu of taxes		351,000	350,991	\$ 9
Sales of services		584,200	584,322	\$ (122)
Other revenue from own sources		450,600	748,142	\$ (297,542)
Unconditional transfers from other governments		69,100	81,297	\$ (12,197)
Conditional transfers from Federal and Provincial governments and agencies		138,800	68,900	\$ 69,900
Conditional transfers from other local governments		235,300	218,627	\$ 16,673
Other transfers		147,000	55,301	\$ 91,699
		11,022,000	11,009,637	12,363
EXPENDITURE				
General government services		1,082,800	1,090,279	\$ (7,479)
Protective services		2,056,900	2,018,345	\$ 38,555
Transportation services		1,504,100	1,699,769	\$ (195,669)
Environmental health services		1,609,400	1,620,469	\$ (11,069)
Public Health services		25,000	(6,580)	\$ 31,580
Environmental development services		991,400	764,786	\$ 226,614
Recreational and cultural services		1,021,200	808,495	\$ 212,705
Fiscal services		2,731,200	3,012,671	\$ (281,471)
		11,022,000	11,008,234	13,766
EXCESS OF REVENUE OVER EXPENDITURE				
BEFORE DEPRECIATION		-	1,403	(1,403)
		-		
EXCESS OF REVENUE OVER EXPENDITURE				
		-	1,403	
Accumulated Surplus, Beginning of Year			5,300	
Transfer of Surplus to Operating Reserve			(5,300)	
SURPLUS, END OF YEAR				
			\$ 1,403	\$ -

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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

	2025
<hr/>	
1. Taxes	
Assessable property	
Residential	\$ 4,670,625
Commercial	1,980,769
Resource	11,893
	<hr/>
	6,663,287
	<hr/>
Business property	
Based on Revenue (Aliant)	17,807
	<hr/>
	17,807
	<hr/>
Other	
Sewer annual charge	1,841,891
Deed Transfer tax	379,072
	<hr/>
	2,220,963
	<hr/>
	\$ 8,902,057
	<hr/>
2. Grants in lieu of taxes	
Provincial government (DNR)	\$ 286,774
Property of supported institutions (TIR)	756
Sewer	58,442
Fire Protection (Museum)	5,019
	<hr/>
	\$ 350,991
	<hr/>
3. Sales of services	
Parking meters	\$ 152,300
Transportation services	60,947
Miscellaneous	42,291
	<hr/>
	255,538
	<hr/>
Recreational services	
Admissions	36,125
Rentals and concessions	210,430
Rentals - School Board	36,409
Grants	45,000
Sundry	820
	<hr/>
	328,784
	<hr/>
	\$ 584,322
	<hr/>

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

	2025
<hr/>	
4. Other revenues from own sources	
Licenses and permits	\$ 23,357
Fines	17,310
Rentals	366,096
Interest on investments	130,701
Interest on taxes	103,395
Insurance Settlements	104,004
Miscellaneous including donations	3,279
	<hr/>
	\$ 748,142
<hr/>	
5. Unconditional transfers from other governments	
HST Offset Grant	\$ 31,171
Foundation Grant	50,000
Farm Acreage	126
	<hr/>
	\$ 81,297
<hr/>	
6. Conditional transfers from Federal and Provincial Government and Agencies	
Federal government	
Canada Day Grant	\$3,840
Mentorship Program Funding	-
ACOA-Economic Impact Study/Cultural Tourism Plan	64,060
Provincial governments and agencies	
Communities, Culture, Tourism and Heritage	-
NS Recreation Facilities of Nova Scotia	-
Emergency Measures Organization	1,000
	<hr/>
	\$ 68,900
<hr/>	
7. Conditional transfers from other local governments	
Municipal Fire District 1 and 2 Commission	
Fire protection reimbursements	\$ 218,627
SSRSB Election Costs	-
	<hr/>
	218,627
<hr/>	
8. OTHER TRANSFERS	
Prior Years Surplus	\$ 5,301
Transfer from Operating , Water & Capital Reserves	50,000
	<hr/>
	\$ 55,301
<hr/>	

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

2025	
9. General government services	
Legislative	
Mayor	
Stipend	\$ 34,320
Allocation to Utilities	\$ (16,956)
Councillors	17,364
Stipend	105,871
Allocation to Utilities	(52,265)
	53,606
Travel	4,132
Other legislative services	32,770
	(7,500)
Allocation to Utilities	25,270
	100,372
General administrative	
Salaries and benefits	481,897
Office buildings	102,109
Legal and other professional services	129,363
Financial management	53,616
Interest on Capital Loan	-
Tax rebates or exemptions (low income)	36,500
Tax exemptions (Section 71 MGA)	43,422
Transfer to Assessment Services	49,934
Valuation allowance uncollectible taxes and miscellaneous receivables	-
Other general administrative services	16,347
	913,188
Other general government	
Election costs	24,334
Insurance	10,462
Grants to organizations and individuals	36,146
Other general services	5,777
	76,719
	\$ 1,090,279
10. Protective services	
Police Protection	
RCMP	\$ 1,072,728
By-Law Enforcement	
Contracted Services	74,097
Legal	38
Supplies and expense	5,916
Transfer to Correction Service	-
	80,051

(continues)

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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

	2025
10. Protective services (cont'd)	
Fire protection	
Fire fighting force	135,021
Water supply and hydrants	328,900
Training	20,507
Fire stations and buildings	98,720
Fire fighting equipment	146,701
Other	27,857
	<hr/> 757,706
Emergency Measures Organization	24,824
Other	
Other Protective Services	80,805
Stray Animals	-
Lunenburg County Senior's Safety	2,231
	<hr/> 83,036
	<hr/> \$ 2,018,345
11. Transportation services	
Common services	
Administrative	\$ 285,647
Accessibility	-
General equipment	194,322
Small tools and equipment	4,899
Workshop, yards and other buildings	24,407
Workers' compensation	15,079
	<hr/> 524,354
Roads and streets	
Labour	502,114
Supplies	50,075
Street cleaning	-
Snow and ice control	137,773
Street and sidewalk maintenance	239,123
Interest on loans	25,501
Street lighting	132,136
Traffic services	13,255
Parking Meters	75,438
	<hr/> 1,175,415
	<hr/> \$ 1,699,769

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Schedule 1

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

	2025
12. Environmental health services	
Transfer to Capital Reserve for Solid Waste	
Landfill Closure/post closure costs	\$ -
Solid Waste Landfill costs	157,741
	157,741
Sewage collection and disposal	
Labour, benefits and supplies	161,688
Sewer lift stations	178,567
Sewage treatment plant	821,199
Interest on sewer loans	25,960
	1,187,414
Garbage and waste collection and disposal	
Collection contract and other	275,314
Interest on waste disposal loans	-
	275,314
	\$ 1,620,469
13 Public Health Services	
Public Health	
Cemetery	\$ (6,580)
Housing	
Deficit of Regional Housing Authority	-
	\$ (6,580)
14. Environmental development services	
Environmental planning and zoning	
Salaries and benefits	\$ 294,804
Blockhouse Hill Planning	\$ 8,319
Advertising and other	5,750
Development Costs-Upper King/Blockhouse Development	-
Civic Square Design	83,247
	392,120
Community development	
Old Fire Hall	41,726
CNR station	25,717
Lunenburg Academy	190,340
Annex - 17 Tannery Road	-
Economic Development/Tourism - General	97,539
Communications	-
Visitors service centre	17,344
	372,666
	\$ 764,786

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TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

Schedule 1

	2025
12. Environmental health services	
Transfer to Capital Reserve for Solid Waste	
Landfill Closure/post closure costs	\$ -
Solid Waste Landfill costs	157,741
	157,741
Sewage collection and disposal	
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Sewage treatment plant	821,199
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	1,187,414
Garbage and waste collection and disposal	
Collection contract and other	275,314
Interest on waste disposal loans	-
	275,314
	\$ 1,620,469
13 Public Health Services	
Public Health	
Cemetery	\$ (6,580)
Housing	
Deficit of Regional Housing Authority	-
	\$ (6,580)
14. Environmental development services	
Environmental planning and zoning	
Salaries and benefits	\$ 294,804
Blockhouse Hill Planning	\$ 8,319
Advertising and other	5,750
Development Costs-Upper King/Blockhouse Development	-
Civic Square Design	83,247
	392,120
Community development	
Old Fire Hall	41,726
CNR station	25,717
Lunenburg Academy	190,340
Annex - 17 Tannery Road	-
Economic Development/Tourism - General	97,539
Communications	-
Visitors service centre	17,344
	372,666
	\$ 764,786

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL STATEMENTS
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2025

2025	
15. Recreational and cultural services and education	
Recreational facilities	
Recreation	
Salaries, wages and benefits	\$ 376,224
Administration	8,360
Maintenance - fields and grounds	3,868
Maintenance - community centre	65,022
Maintenance - arena	156,061
Small tools	
Program costs	10,658
Bandstand Restoration Engineering	18,255
Parks and playgrounds	64,065
Interest on capital loans	5,521
	708,034
Cultural buildings and facilities	
Library - Local branch	49,635
Transfer to Regional Library	18,600
Heritage projects	23,041
Capt. Angus J. Walters House Museum	-
Other services and public celebrations	9,185
	100,461
	\$ 808,495
16. Fiscal services	
Principal instalments	
Interest on temporary borrowing	\$ -
Debenture principal	319,416
	319,416
Transfer to own reserves, funds and agencies	
Reserve fund - operating reserve	684,576
Reserve fund - operating reserve safe restart	
Reserve fund - capital reserve	863,929
General capital funds	-
	1,548,505
Education	
Appropriation to Regional School Board	1,144,750
	\$ 3,012,671

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	Budget	Actual	Deed Transfer	Donations	Capital Reserve	Provincial Grants	Borrowing	Equipment Reserve	General Operating Reserve	Sewer Reserve	HAF Fund	District 1 & 2 Fire	
TOWN GENERAL COVID-19-PANDEMIC TREE PLANTING-RESILIENT ROOTS	40,000	22,916.85	11,458.43			11458.42							22,916.85
<i>Budgeted Funding: Deed Transfer Tax \$20,000, Prov. Grant \$20,000</i>													0.00
RETAINING WALL (TOWNSEND ST) - TOWN HALL	150,000	180,213.50			180,213.50								180,213.50
<i>Budgeted Funding: Debt Financing</i>													0.00
EDI - FLAG POLE	10,000	7,286.46							7,286.46				7,286.46
<i>Budgeted Funding: General Operating Reserves</i>													0.00
FD - BREATHING PACK WASHER- Carry Forward	60,000	59,010.01							29,505.01			29,505.00	59,010.01
<i>Budgeted Funding: 50% Dist 1 & 2; 50% General Operating Reserve</i>													0.00
FD - ROOF RESEAL & REPAINTED	90,000	98,578.43	98,578.43										98,578.43
<i>Budgeted Funding: Deed Transfer Tax</i>													0.00
CC-SKATE PARK- Carry Forward	34,989	17,763.77			17,763.77								17,763.77
<i>Carry Forward Funding - Donation</i>													0.00
GREEN STREET SIDEWALK RENEWAL	400,000	419,396.65			226,765.85	192,630.80							419,396.65
<i>Budgeted Funding: Grants \$200,000, Capital Reserve \$200,000.</i>													0.00
SIDEWALK: TANNERY RD-KNICKLE TO 97	571,000	484,608.52	83,833.29			400,775.23							484,608.52
<i>Budgeted Funding: Deed Transfer Tax \$196,000, Provincial Grant \$375,000</i>													0.00
TANNERY RD CULVERT ASSESSMENT- Carry Forward	105,000	47,684.77	47,684.77										47,684.77
<i>Budgeted Funding Deed Transfer Tax \$105,000</i>													0.00
LIFT STATION COMMUNICATION UPGRADES- Carry Forward	50,000	46,928.70								46,928.70			46,928.70
<i>Budgeted Funding Gas Tax \$50,000</i>													0.00
WWTP-RAW SLUDGE PUMP FOR FORNIER PRESS- Carry Forward	35,000	28,079.37								28,079.37			28,079.37
<i>Budgeted Funding Gas Tax \$35,000</i>													0.00
SANITARY SYSTEM PUMP REPLACE AT LIFT STATIONS	120,000	48,635.57								48,635.57			48,635.57
<i>Budgeted Funding Gas Tax \$120,000</i>													0.00
WWTP BLOWER ROOM HVAC IMPROVEMENTS- Carry Forward	67,000	14,690.77								14,690.77			14,690.77
<i>Budgeted Funding Deed Transfer Tax \$67,000</i>													0.00
GIS UNDERGROUND INFRASTRUCTURE MASTER PLAN- Carry Forward	29,879	31,418.77									31,418.77		31,418.77
<i>Budgeted Funding Deed Transfer Tax \$29,879</i>													0.00
PLOW FOR O2 REPLACEMENT TRUCK	55,000	48,764.13						48,764.13					48,764.13
<i>Revised Budget Funding Equipment Reserve \$55,000</i>													0.00
REPLACEMENT FOR CHEV O2 SALT TRUCK	250,000	210,734.51					210,734.51						210,734.51
<i>Budgeted Funding Long Term Borrowing \$250,000</i>													0.00
PUBLIC WORKS TOOLS	20,000	13,378.97						13,378.97					13,378.97
<i>Budgeted Funding Equipment Reserve \$20,000</i>													0.00
SIDE REN-MONTAGUE STREET-RETAINING WALL	220,000	229,214.57			229,214.57								229,214.57
<i>Budgeted Funding-\$100,000 Borrowing; \$120,000 Special Capital Reserve</i>													0.00
NEW SIDEWALK-MONTAGUE ST CIVIC 161 TO 169	30,000	14,929.00	7,464.49	7,464.51									14,929.00
<i>Budgeted Funding \$30,000 -50% Customer Contribution, 50% Deed Transfer Tax</i>													0.00
EQUIPMENT-3/4 TON TRUCK REPLACEMENT	75,000	76,985.56							76,985.56				76,985.56
<i>Budgeted Funding \$75,000 -General Operating Reserve</i>													0.00
	2,412,868	2,101,218.88	249,019.41	7,464.51	653,957.69	604,864.45	210,734.51	62,143.10	113,777.03	138,334.41	31,418.77	29,505.00	2,101,218.88

**HAF is Housing Accelerator Funding

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**TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
STATEMENT OF OPERATING RESERVE FUNDS
YEAR ENDED MARCH 31, 2025**

Schedule 3

	Streets, Sewers & Others	Recreation	Safe Restart	LAFF	Housing Accelerator Fund	Pro Kids	Operating Surplus Reserve	Region 6 Diversion Spec. Projects	2025	2024
Balance, beginning	\$ 1,890,587	\$ 62,021	\$ 37,348	\$ 101,649	\$ 291,956	\$ 30,784	\$ 195,270	\$ 2,591	\$ 2,612,206	\$ 1,473,080
Donations	-	-	-	3,575	-	2,085	-	-	5,660	99,363
Interest	56,599	1,500	807	2,273	12,568	-	4,333	56	78,136	74,668
Contributions, other	-	7,400	-	-	289,736	-	-	-	297,136	295,075
Transfer from Town General	728,277	-	-	-	-	1,000	5,301	-	734,578	902,704
Transfer (to) Town General	(252,111)	-	-	-	(31,419)	(4,440)	-	-	(287,970)	(232,684)
Transfer, other	-	-	-	(94,820)	-	-	-	-	(94,820)	-
	532,765	8,900	807	(88,972)	270,885	(1,355)	9,634	56	732,720	1,139,126
Balance, ending	\$ 2,423,352	\$ 70,921	\$ 38,155	\$ 12,677	\$ 562,841	\$ 29,429	\$ 204,904	\$ 2,647	\$ 3,344,926	\$ 2,612,206

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TOWN OF LUNENBURG
 SUPPLEMENTARY FINANCIAL INFORMATION
 STATEMENT OF CAPITAL RESERVE FUND
 YEAR ENDED MARCH 31, 2025

Schedule 4

	Solid Waste Site Closure	Other Equipment	Fire Equipment	Federal/Prov CCBF Funds	Provincial Capital Funds	Deed Transfer Tax	2025 Total	2024 Total
Balance, beginning	\$ -	\$1,244,029	\$130,638	\$ 411,659	\$ 615,950	\$ 1,134,577	\$ 3,536,853	\$ 2,343,210
Donations	-	-	-	-	-	-	-	106,343
Interest	-	39,852	4,176	13,916	19,534	39,905	117,383	99,916
Sale of Lands and Equipment	-	-	-	-	-	-	-	428,314
Deed transfer tax						252,715	252,715	442,201
Conditional transfers from Provincial government				226,838	3,432,193		3,659,030	411,352
Transfer from Town General		561,214	50,000				611,214	478,500
Transfer to Town Capital		(716,101)			(593,406)	(249,019)	(1,558,526)	(772,072)
Transfer, other		-	-	-	-	-	-	(910)
	-	(115,036)	54,176	240,754	2,858,321	43,600	3,081,815	1,193,644
BALANCE, ENDING	\$ -	\$1,128,994	\$184,814	\$ 652,413	\$ 3,474,271	\$ 1,178,177	\$ 6,618,668	\$3,536,853

Subject: Water Utility Operating and Capital Year-End Report: Fiscal 2024/25

Prepared by: Lisa Dagley, Director of Finance
Jacob McGuigan, Accountant

Date: September 22, 2025



Recommendation

That Council approve the transfer of \$103,000 to the Water Utility's Land Reserve for the fiscal year ended March 31, 2025.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Water Utility's year-end and our auditors have completed their audit field work. The Water Utility's draft financial statements have been completed and an Audit Committee meeting is scheduled for September 29, 2025.

Discussion

For the fiscal year ended March 31, 2025 the Water Utility, after budgeted reserve transfers of \$31,000 (\$26,000 Membrane and \$5,000 Land) ended the year with a surplus of \$98,787 and as a result staff are recommending an additional reserve transfer.

The Land Reserve transfer was originally budgeted for \$5,000 and staff are recommending the amount be increased to \$103,000 for 2024/25. After the \$103,000 transfer in 2024/25 the balance of the Land Reserve will be \$300,925.

After the additional reserve transfers the Water Utility will have a modest surplus of \$787 for the year. (Schedule 1)

The Water Utility completed \$282,461 of capital expenditures (Schedule 2). The capital expenditures have been funded from Depreciation Reserves, as previously approved by Council.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 – Draft Capital Reserve Statement of Financial Activities

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
WATER UTILITY OPERATING FUND
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED MARCH 31, 2025

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Schedule 1

	2025		Variance	2024
	Budget	Actual		Actual
Operating Revenue				
Metered sales	\$ 636,500	\$ 635,612	\$888	\$ 574,066
Flat rate sales	754,600	771,412	(16,812)	740,025
Public fire protection	328,900	328,900	-	328,900
Sprinkler service	7,400	7,400	-	7,400
Other	12,700	14,133	(1,433)	18,539
Total Operating Revenue	1,740,100	1,757,457	(17,357)	1,668,930
Operating Expenditure				
Source of supply	33,500	25,253	8,247	38,561
Pumping	56,000	50,690	5,310	51,221
Water treatment	431,200	402,423	28,777	381,813
Transmission and distribution	233,100	200,508	32,592	191,362
Administrative and general	518,700	524,595	(5,895)	452,186
Depreciation	308,300	316,728	(8,428)	285,642
Taxes	43,500	43,479	21	43,479
Total Operating Expenditure	1,624,300	1,563,676	60,624	1,444,264
Net Operating Revenue	115,800	193,781	(77,981)	224,666
Non-operating Revenue				
Interest earned	10,000	25,182	(15,182)	24,009
Grants from Province of Nova Scotia	8,500	14,004	(5,504)	8,168
Miscellaneous	500	-	500	-
	19,000	39,186	(20,186)	32,177
Non-operating expenditure				
Interest charges - short term	-	-	-	-
Debt charges				
Principal	40,750	40,750	-	40,750
Interest and discount	13,050	12,430	620	14,003
Transfer to capital fund	-	-	-	100,000
Transfers to Reserve				
Reserve for land purchases	5,000	103,000	(98,000)	26,500
Reserve for Membrane Replacement	26,000	26,000	-	25,000
	84,800	182,180	(97,380)	206,253
Net Non Operating Revenue (Expenditure)	(65,800)	(142,994)	77,194	(174,076)
Excess of revenue over expenditure	\$ 50,000	50,787	(\$787)	50,590
Surplus, beginning of year		254,887	(\$254,887)	254,297
Transfer to Town General	(50,000)	(50,000)	(\$50,000)	(50,000)
Surplus, end of year	\$ -	\$ 255,674	(\$255,674)	\$ 254,887

	Budget	Expenditure	Funding			
			Depreciation Reserve	Capital Reserve	Insurance Proceeds	Total 24-25
Half Ton Truck	\$ 33,194.00	\$ 33,194.00	\$ 18,194.00	\$ -	\$ 15,000.00	\$ 33,194.00
Harbourview/Morash Loop	\$ 365,000.00	\$ 242,840.91	\$ 242,840.91	\$ -	\$ -	\$ 242,840.91
Replacement Hydrants	\$ 20,000.00	\$ 6,426.30	\$ 6,426.30	\$ -	\$ -	\$ 6,426.30
	<u>\$ 418,194.00</u>	<u>\$ 282,461.21</u>	<u>\$ 267,461.21</u>	<u>\$ -</u>	<u>\$ 15,000.00</u>	<u>\$ 282,461.21</u>

DRAFT Schedule 3

**WATER UTILITY CAPITAL RESERVE
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED MARCH 31, 2025**

	General and equipment	Land	Depreciation Funds	2025 Total	2024 Total
Balance, beginning	\$ 632,364	\$ 188,469	\$ 1,431,039	\$ 2,251,872	\$ 2,600,972
Other Contributions	15,001	-		15,001	52,900
Interest	31,728	9,456	71,800	112,984	153,253
Transfer from operations	26,000	103,000	316,728	445,728	437,142
Transfer to capital	(242,841)	-	(39,620)	(282,461)	(992,395)
	(170,113)	112,456	348,908	291,251	(349,100)
Balance, ending	\$ 462,251	\$ 300,925	\$ 1,779,947	\$ 2,543,123	\$ 2,251,872

Subject: Electric Utility Operating & Capital Year-end, fiscal 2024/25



Prepared by:

Lisa Dagley, Director of Finance

Kathleen Rafuse, Deputy Director of Finance

Date: September 22, 2025

Recommendation

That Council approve, for the fiscal year ended March 31, 2025, the funding for the \$786,869 of capital expenditures for the Electric Utility be funded from customer contributions of \$54,365, \$1,414 from surplus equipment reserve and \$249,318 from depreciation funds, the balance of the funding will be a capital borrowing of \$481,772, per Schedule 4.

That Council approve a Temporary Borrowing Resolution of \$481,772 for the financing of the Electric Utility Distribution Upgrades (24/25) & Voltage Regulator for the Fall 2025 Debenture Issue application, per Schedule 1.

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$481,772 per Schedule 2.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Electric Utility's year-end and our auditors have completed their audit field work. The Electric Utility's draft financial statements have been completed and an Audit Committee meeting is scheduled for September 29, 2025.

Discussion

For the fiscal year ended March 31, 2025 the Electric Utility ended the year with a deficit of \$148,109. The deficit was budgeted at \$511,400 and while revenue was slightly under budget there were also operational savings. Those savings are the result of a combination of items such as some vacant positions and the timing of some tree trimming, transformer maintenance, and capital asset depreciation. (Schedule 3)

The capital expenditures completed cost \$786,869 this past fiscal year (Schedule 4). These will be funded from customer contributions of \$54,365, \$1,414 from surplus equipment reserve and \$249,318 from depreciation funds, the balance of the funding will be a capital borrowing of \$481,772.

The Electric Utility's reserve after the capital funding for fiscal 2024/25 is \$60,856. (Schedule 5) With the heavy infrastructure investment outline in the Utility's five-year capital plan there will be significant reinvestment into the depreciation fund in the reserve.

With the capital funding approval It is also time for the Town to secure a debenture for this electric capital work and a Temporary Borrowing Resolution needs to be approved as part of the process (Schedule 1).

To participate in the 2025 Fall Debenture Issue a Council Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate (Schedule 2) is required. The Municipal Finance of the Finance and Treasury Board have set the pre-approval interest cap at 7.0%.

Staff are recommending a 10-year loan term.

The objective of the Municipal Finance Division is to provide capital funding to municipalities at the lowest possible cost.

Financial

As outlined above.

Strategic Plan Relevance

Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.

Attachments

Schedule 1 - Temporary Borrowing Resolution

Schedule 2 - Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

Schedule3 – Draft Statement of Financial Activities

Schedule 4 – Capital Funding

Schedule 5 – Draft Capital Reserve Statement of Financial Activities

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ _____ Purpose: _____

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the _____ has determined to borrow for the purposes of _____;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____ borrow a sum or sums not exceeding _____ Dollars (\$ _____) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding _____ Dollars (\$ _____) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____

held on the ____ day of _____, 2025.

GIVEN under the hands of the Clerk and under the seal of the _____

this ____ day of _____, 2025.

Clerk

Name of Unit: Town of Lunenburg

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND **WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND **WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND **WHEREAS** the resolution of council to borrow for was approved by the municipal council on September 22, 2025.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg

(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 481,772 , for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg

(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the 22nd day of September 2025

GIVEN under the hands of the Mayor/Warden and the Clerk of the

Town of Lunenburg

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

TOWN OF LUNENBURG
 SUPPLEMENTARY FINANCIAL INFORMATION
 ELECTRIC UTILITY
 STATEMENT OF OPERATIONS
 YEAR ENDED MARCH 31, 2025

DRAFT

	2025		Variance
	Budget	Actual	
Operating Revenue			
Residential, commercial and Industrial electric energy sales	7,257,100	7,161,559	95,541
Street lighting - town and others	159,100	146,064	13,036
Customers' late charges	35,000	61,013	(26,013)
Miscellaneous	28,000	29,431	(1,431)
	7,479,200	7,398,067	81,133
Operating Expenditure			
Power purchased	6,143,600	6,128,880	14,720
Substations	58,600	46,856	11,744
Transmission and distribution	595,100	404,177	190,923
Administration and general	806,000	698,232	107,768
Depreciation	323,000	209,834	113,166
	7,926,300	7,487,979	438,321
Net Operating Revenue	(447,100)	(89,912)	(357,188)
Non-operating Revenue			
Interest earned	12,000	20,113	(8,113)
Miscellaneous	27,500	25,069	2,431
Expired Deposits & Other Settlements	-	-	-
	39,500	45,182	(5,682)
Non-operating Expenditure			
Interest on long-term debt	3,800	3,378	422
Principal repayments	100,000	100,000	-
Transfer to capital reserve	-	-	-
	103,800	103,378	422
Net Non-Operating Revenue (Expenditure)	(64,300)	(58,196)	(6,104)
Excess of revenue over expenditures	(511,400)	(148,108)	(363,292)
Surplus, beginning of year		287,604	
Surplus, end of year		\$ 139,496	

Town Of Lunenburg
 Electric Utility
 Capital Funding 2024/25

	Budget	Expenditure	Funding				Total 24-25
			Depreciation	Surplus Equipment	Customer Contributions	Capital Borrowing	
Overheads	\$ 220,000	\$ 238,306	\$ 191,156		\$ 47,150		
Poles & Fixtures	\$ 95,000	\$ 102,905				\$ 102,905	
Street Lighting	\$ 10,000	\$ 7,215			\$ 7,215		
Transformers	\$ 140,000	\$ 146,683				\$ 146,683	
New Services	\$ 55,000	\$ 59,576	\$ 58,162	\$ 1,414			
Voltage Regulator	\$ 250,000	\$ 232,184				\$ 232,184	
	<u>\$ 770,000</u>	<u>\$ 786,869</u>	<u>\$ 249,318</u>	<u>\$ 1,414</u>	<u>\$ 54,365</u>	<u>\$ 481,772</u>	<u>\$ 786,869</u>

ELECTRIC UTILITY
STATEMENT OF CAPITAL RESERVE
YEAR ENDED MARCH 31, 2025

DRAFT

	Depreciation			2025	2024
	Funds	Equipment	Substation	Total	Total
Balance, beginning	\$ 90,351	\$ 1,413	\$ -	\$ 91,764	\$ 207,928
Interest	9,989		-	9,989	24,010
Contributions, other	-		-	-	1,391
Transfer (from)/ to Capital Fund	(249,318)	(1,413)	-	(250,731)	(379,978)
Transfer from operations	209,834	-	-	209,834	238,413
	(29,495)	(1,413)	-	(30,908)	(116,164)
Balance, ending	\$ 60,856	\$ -	\$ -	\$ 60,856	\$ 91,764

Subject: Memorandum of Understanding Maritime Municipal Electrical Utility Alliance

From: Paul Nopper, Chief Administrative Officer

Date: September 15, 2025



Recommendation

That Council authorize the Town of Lunenburg to become a signatory to the 2023 Memorandum of Understanding for the Maritime Municipal Energy Utility Alliance (MMEUA), thereby joining the existing agreement.

Alternatives

Not sign the Memorandum of Understanding for the Maritime Municipal Energy Alliance.

Background

The Maritime Municipal Electrical Utility Alliance brings together eight municipally owned electrical utilities across the Maritimes to drive the transition to a cleaner, smarter, and more resilient energy future. The organization works together to create an innovative, collaborative, and goal-oriented support for electrical utilities to strengthen opportunities for operational excellence, advancement in renewable energy initiatives, and enhance customer-focused solutions. Goals include:

- Expanding the use of clean energy.
- Modernizing and strengthening the energy grid.
- Building strong connections with customers and communities.
- Improving efficiency and sustainability in operations

There is no cost to participate in the Alliance, and the Town can withdraw at any time. Guiding principles include:

- a) The Parties will engage in good faith discussions and collaborative efforts through the Alliance and in so doing the Parties:
 - i. recognize that the future holds dramatic changes and opportunities for our sector and that many of these are time-limited in nature;
 - ii. commit to climate change action;
 - iii. agree that it is critically important that the Alliance be a leader in the electrical utility and in the municipally owned renewable energy sector;
 - iv. explore revenue and collaboration opportunities; and,
 - v. initiate and reinforce joint undertakings involving the Parties' joint examination of costs, revenue or third-party funding, in which the Parties shall require a definitive agreement.

- b) The Parties understand and agree on the importance of owning the relationship with customers within their respective franchise territories in relation to energy products and services.
- c) The Parties agree that their respective franchise distribution territories will be respected; however, this will not mean that opportunities for collaboration or partnership with mutual benefit will be excluded from consideration based only on territory.

Discussion

With the Town in a position to discuss and decide the next steps in the electrical utility and processes for negotiation of the next service agreement, it would be a positive step for the Town to participate in this organization. The potential for sharing resources, information, and strengthening our position as a public utility has the potential to open doors to ideas and trends we may not have been aware of. As a collaborative coalition of energy utility municipalities and organizations, it makes sense to partner and participate. Provided for Council is a copy of the Memorandum of Understanding.

Strategic Plan Relevance

Council has identified that the Electrical Utility is the number 1 priority of this Council. To open opportunities for other ideas, pathways, and avenues to work from as it relates to our Electrical Utility, it only makes sense to join an organization at no cost to the Town if we join or leave. The costs with the Alliance are associated with the funding opportunities we choose to partner with or not.

2.2.3 Sustainable Infrastructure

Lunenburg is fortunate to have a range of infrastructure that supports development and quality of life in the community. These assets include sewer, water, roads, sidewalks, and even a municipal electric utility. Infrastructure is, however, also a liability that must be maintained and replaced as it ages. This is a significant cost burden to the Town. Existing infrastructure should be used to its fullest to make the most of this investment, and new infrastructure should be carefully considered to balance its sustainability against the potential benefits it can bring.

Financial

There is no cost to join the Alliance, and there is no cost to leave the Alliance. The costs associated are hosting meetings, attending meetings, and any grant funding or partnership opportunities that arise that the Council deems appropriate for improvement and sustainability of the Utility.

Attachments

- Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MOU**”) made as of October 19, 2023 (the “**Effective Date**”) AMONGST

THE POWER COMMISSION OF THE CITY OF SAINT JOHN
operating under the name of **SAINT JOHN ENERGY**;

- and -

THE CITY OF EDMUNDSTON, a municipality under the laws of
New Brunswick;

- and -

THE VILLAGE OF PERTH ANDOVER, a municipality under the
laws of New Brunswick;

- and -

THE TOWN OF ANTIGONISH, a municipality under the laws of
Nova Scotia;

- and -

THE TOWN OF MAHONE BAY, a municipality under the laws of
Nova Scotia;

- and -

THE TOWN OF BERWICK, a municipality under the laws of Nova
Scotia;

- and -

THE CITY OF SUMMERSIDE, a municipality under the laws of
Prince Edward Island;

- and -

Riverport Electric Light Commission, a utility in the Province of
Nova Scotia;

- and –

Alternative Resource Energy Authority, a municipally owned
organization in the Province of Nova Scotia,

(each, a “Party” and referred to collectively as the “Parties”).

WHEREAS the Parties wish to form an Alliance to be referred to as the Maritime Municipal Utility Alliance (the “Alliance”) the purposes of which are to explore opportunities for collaboration, cooperation and collaboration on emerging issues and opportunities as elaborated in this MOU;

AND WHEREAS the Parties wish to establish a collaborative relationship to drive efficiency, effectiveness, reliability, growth, sustainability and public awareness of the Alliance;

AND WHEREAS this MOU is intended to form the basis of ongoing engagement between the Parties in furtherance of the Alliance’s goals;

THE PARTIES enter this MOU on the following terms:

1. **LEGAL STATUS OF MOU.** Except for s.7 and s.8, which the Parties agree is binding and enforceable, this MOU is intended by the Parties to be, and is, non-binding, and not legally binding or enforceable obligations between the Parties will be created until definitive agreements relating to the subject matter of the Alliance’s deliberations are executed and delivered by the Parties.
2. **Good Faith Negotiations.** The Parties shall negotiate in good faith and use their commercially reasonable efforts to bring about definitive agreements with respect to the potential areas of collaboration set out in s. 6 at the earliest practicable time. Any definitive agreement amongst the Parties shall be subject to each Party’s due diligence, business planning, financing requirements and any other matter in each Party’s sole discretion. Each Party agrees to provide access to information and to such individuals as may be necessary in order to carry out negotiations and due diligence.
3. **TERM.** This MOU will commence on the Effective Date and will remain in effect for 3 years.
4. **TERMINATION.** Any Party may end its participation immediately by issuance of written notice of termination to each of the other Parties. A notice of termination only terminates the MOU for the Party issuing the notice.
5. **GUIDING PRINCIPLES.**
 - a) The Parties will engage in good faith discussions and collaborative efforts through the Alliance and in so doing the Parties:
 - i. recognize that the future holds dramatic changes and opportunities for our sector and that many of these are time limited in nature;
 - ii. commit to climate change action ;
 - iii. agree that it is critically important that the Alliance be a leader in the electrical utility and in the municipally owned renewable energy sector ;
 - iv. explore revenue and collaboration opportunities; and,
 - v. initiate and reinforce joint undertakings involving the Parties’ joint examination of costs, revenue or third-party funding, in which the Parties shall require a definitive agreement.
 - b) The Parties understand and agree on the importance of owning the relationship with customers within their respective franchise territories in relation to energy products and services.

- c) The Parties agree that their respective franchise distribution territories will be respected; however, this will not mean that opportunities for collaboration or partnership with mutual benefit will be excluded from consideration based only on territory.

6. AREAS OF POTENTIAL COOPERATION. The Parties may:

- a) collaborate and share strategies, product and service opportunities, and roadmaps, with an intent to leverage learning, minimize resource requirements, reduce time to market and identify opportunities to align on future products and services;
- b) share industry best practices to optimize service delivery and operations;
- c) collaborate on research, development and implementation of innovative products and services to enhance utility performance;
- d) explore the development and promotion of renewable energy sources and sustainable practices;
- e) collaborate on the development of solutions and services that improve the overall customer experience and utility performance;
- f) share insights and strategies for long-term planning and growth;
- g) collaborate on policy recommendations and legislative reforms that advance the energy sector's goals;
- h) collaborate and develop strategies to address the challenges posed by climate change and promote sustainable energy solutions;
- i) share administrative practices to enhance operational efficiency;
- j) collaborate on procurement processes to optimize cost-effectiveness and quality;
- k) collaborate and coordinate efforts to effectively communicate initiatives and benefits to stakeholders;
- l) collaborate and share technical expertise to improve infrastructure, maintenance, and reliability;
- m) collaborate on strategies for promoting electrification of transportation, heating, and other sectors;
- n) collaborate and share information technology solutions, best practices and data management strategies for improved efficiency; or,
- o) collaborate on strategies to ensure stable and secure energy supply.

7. CONFIDENTIALITY AND PUBLICITY

- a) In this MOU "**Confidential Information**" means any information, including the existence and terms of this MOU, relating to or received as a result of the deliberations and interactions of the Alliance, in all verbal, digital and material forms and however stored or expressed, regardless of whether it has been marked as, or communicated as being, confidential.
- b) Each Party (the "**Recipient**") will hold and maintain the other Party's (the "**Disclosing Party**") Confidential Information in the strictest confidence for the sole and exclusive benefit of the Disclosing Party. The Recipient will protect the Confidential Information from any unauthorized access, misuse, misappropriation, copying or disclosure, except as specifically authorized by the Disclosing Party in writing. The Recipient will carefully restrict access to Confidential Information to its officers, employees and advisors on a 'need to know' basis and as approved by the Disclosing Party.
- c) Notwithstanding any other provision in this MOU, the Parties acknowledge and agree that where each of the Parties is a public utility, each Party is subject to their respective right to information legislation as may be amended from time to time.

- d) All public announcements and media releases with respect to any aspect of this MOU, including this MOU itself, require the unanimous written consent of all of the parties to this MOU.

8. AMENDMENTS

Any amendments to this MOU must be made in writing and agreed upon by both Parties.

[signature page follows]

THE PARTIES acknowledge and agree this MOU as of the Effective Date.

THE POWER COMMISSION of the CITY OF SAINT JOHN carrying on business under the name and style of SAINT JOHN ENERGY

By: _____
Name: Ryan Mitchell
Title: President & CEO

THE CITY OF EDMUNDSTON, a municipality under the laws of New Brunswick

By: _____
Name:
Title:

THE VILLAGE OF PERTH ANDOVER, a municipality under the laws of New Brunswick

By: _____
Name:
Title:

THE TOWN OF ANTIGONISH , a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE TOWN OF MAHONE BAY, a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE TOWN OF BERWICK IN NOVA SCOTIA, a municipality under the laws of Nova Scotia

By: _____
Name:
Title:

THE CITY OF SUMMERSIDE, a municipality under the laws of
Prince Edward Island

By: _____
Name:
Title:

Riverport Electric Light Commission

By: _____
Name:
Title:

Alternative Resource Energy Authority

By: _____
Name:
Title:



Subject: Proposed Strong Mayor Powers in Nova Scotia

Prepared by: Paul Nopper, Chief Administrative Officer

Date: September 12, 2025

Recommendation

That Council direct the CAO to send a letter to the Nova Scotia Federation of Municipalities, requesting that the Federation take a position on Strong Mayor Powers and advocate on behalf of municipalities; and to the Province of Nova Scotia, expressing the Town of Lunenburg's opposition to the potential implementation of Strong Mayor Powers.

Alternatives

That Council direct the CAO to draft letters of neutral stance to the Nova Scotia Federation of Municipalities, asking them to take a neutral position on the issue, advocating on its behalf, and to the provincial government, expressing its neutrality to the potential implementation of Strong Mayor Powers.

That Council direct the CAO to draft letters of support to the Nova Scotia Federation of Municipalities, asking them to take a position on the issue, advocating on its behalf, and to the provincial government, expressing its support to the potential implementation of Strong Mayor Powers.

Background

At the upcoming Nova Scotia Federation of Municipalities Conference, there will be 16 By-Law amendments that will be brought forward for consideration.

The Association of Municipal Administrators of Nova Scotia is addressing a major concern regarding new legislation being brought forward by the Province of Nova Scotia, specifically the Strong Mayor Legislation. Currently, only one province has enacted this legislation, Ontario. Ontario has focused on three main elements of this legislation: Administrative, Provincial Priorities, and Municipal Budgets. AMANS is taking a position on Administrative and Budgeting Powers. As advocates for excellence in local government, management, and leadership, and consideration of the implementation of Strong Mayor Powers in Nova Scotia, AMANS has several items of offering and concern.

Please see the attached Briefing Note: Strong Mayor Legislation, Association of Municipal Administrators of Nova Scotia.

Discussion

The attached position paper from AMANS outlines the consequences of the administrative and budget elements of SMP well. It does not dive into the political imbalance that comes with SMP

in Ontario. Although we do not know specifically what the Nova Scotia legislation might say, here is what you should know about Strong Mayor Powers in general:

There has been no evidence that SMP are needed in Nova Scotia, there has been no reason provided as to “why” this is being contemplated.

Most SMP legislation removes the management of the CAO (and other senior officials such as Directors and Managers) from the Council to the Mayor alone. The Mayor can hire, fire and rearrange the senior levels of the organization without Council knowledge or approval.

The politicization of the CAO and senior management roles will set Nova Scotia municipalities back decades. Local government needs functional foundations that execute the will of the whole of Council.

Running the day-to-day operations of a municipality is a difficult role, one that must balance the needs of the community, the execution of Council’s strategic plan and keeping the public safe from harm.

The CAO’s role as a neutral, professional administrator is vital for effective governance, transparency, and accountability. Maintaining the integrity of the CAO’s position is essential to uphold public trust and ethical standards.

The attached position paper dives deeper into this issue from an intended and unintended consequence perspective.

The Ontario SMP gives the Mayor the power to make and set municipal budgets. The Municipal Budget is a complex tool that takes into consideration complex capital and operational planning, debt policies and formulas, long term reserve planning and tax burdens for local citizens, businesses and developers. Taking this fundamental role away from Council as a whole undermines the role of Councillors and the open and transparent public process of setting a municipal budget.

Under the Ontario SMP, the mayor has control over committee structure and committee leadership appointments.

In Ontario, for designated ‘Provincial priorities’ (as the mayor interprets them locally), the mayor can veto council measures - subject to a 2/3rd override by council. More remarkably, the mayor can force through a legislative proposal related to provincial priorities, provided it enjoys the minimum support of 1/3rd of council.

Concerns are highlighted under Administrative Powers, Budget Powers, and Delegation of Authority. Overall, adopting “Strong Mayor” legislation in Nova Scotia or elsewhere threatens to undermine the foundational democratic principles that ensure accountable, transparent, and effective municipal governance. It risks politicizing local government, weakening the role of the municipal senior management and members of Council, and reducing public confidence in municipal institutions, all of which are crucial for a healthy democracy.

Attachments

Strong Mayor Legislation, Association of Municipal Administrators of Nova Scotia.

Briefing Note: Strong Mayor Legislation Association of Municipal Administrators of Nova Scotia

July 2025

Overview:

The Mayor as a leader among equals and having a single vote at council, remains as the form of local government in place across Canada, with the only exception now being in Ontario. Although Strong Mayor Powers (SMP) in Ontario focus on three main elements (Administrative, Provincial Priorities, Municipal Budgets), the Association of Municipal Administrators (AMANS) takes a position on only Administrative and Budgeting powers. Provincial Priority powers, as legislated in Ontario, deal with the power balance of Council and Committees, which is a political matter.

Based on Ontario's Housing Supply Tracker¹, there is no evidence that SMP in Ontario is helping to build housing. Of the 46 municipalities who have had SMPs, only 37% were at a rate of pace of 80% or more to achieve their 10-year housing targets and 24% were on track or exceeded (80 per cent or more starts) in 2024.²

As advocates of excellence in local government, management and leadership, in consideration of the implementation of SMP in Nova Scotia, AMANS offers the following:

Administrative Powers

- The politicization of the CAO and senior management roles will set Nova Scotia municipalities back decades. The independence of municipal administrators, such as the CAO, is vital for non-partisan, expert-driven decision-making. Removing or weakening this independence risks politicizing municipal administration.
- Local government needs functional foundations, administrations with consistent and stable leadership, proper succession planning and proactive long-term planning of infrastructure and building communities.
- The CAO and leadership team manage these complex organizations with multimillion-dollar budgets, infrastructure systems, regulatory frameworks, legal compliance, economic development, and public safety.
- Running the day-to-day operations of a municipality is a difficult role, one that must balance the needs of the community, the execution of Council's strategic plans and keeping the public safe from harm. Disruption in this balance, created through execution of Administrative SMP, will be detrimental to Nova Scotians.
- Council as a whole body should maintain the ability to hire, and fire, the CAO. The CAO should remain the only employee of Council.
 - When a Council decision is made, which under the Ontario SMP could be through a veto used by the Mayor, Council provides instructions to the CAO, their

¹ Alana Del Grego, AMP, OCT, Dipl.M.A. "Strong Mayor Powers" Municipal Monitor, Q2 2025, pp. 15-19. Reference to <https://www.ontario.ca/page/tracking-housing-supply-progress>

² Alana Del Grego, AMP, OCT, Dipl.M.A.. "Strong Mayor Powers" Municipal Monitor, Q2 2025, pp. 15-19.

one employee. Council expects that he or she will carry out its instructions as the CAO's job is to ensure that the public service carries out the will of Council. The CAO is the accountability link between council and the public service.

- The CAO must remain accountable to Council and not be beholden to a Strong Mayor.
 - Administrative SMP will result in a significant cultural shift in how municipalities operate – resulting from structural changes, staffing changes, loss of institutional knowledge and leadership.
 - If a Mayor's actions trigger politically embarrassing severance packages or human rights challenges, administrative SMP could result in significant legal and financial costs for Municipalities as well as reputational harm.
 - Council will have no say into or control over these expenses or the impact these decisions have on qualified individuals applying for jobs with the Municipality.
 - The public sector needs strong management professionals. Municipal culture will erode, as it is in Ontario, to where people will not step forward to take the volatile roles of CAO or that of a senior leader.
- The CAO's role as a neutral, professional administrator is vital for effective governance, transparency, and accountability. Maintaining the integrity of the CAO's position is essential to uphold public trust and ethical standards.

Budget Powers

- The Municipal Budget is a complex tool that takes into consideration complex capital and operational planning, debt policies and formulas, long term reserve planning and tax burdens for local citizens, businesses and developers.
- Any legislation that shifts the powers and responsibilities for the preparation and presentation of the municipal budget to one person, a Strong Mayor, is not taking into consideration the legal or financial framework under which Municipal budgets are prepared.
- In the current system, a mayor who runs on a mandate to keep the tax rates flat must work with their Council to adjust the level of service delivery to keep rates flat. Unless the CAO is given this as a mandate of Council, the budget is prepared based on business planning, Council policy and service level standards. The Council then has a choice to cut projects or services based on their priorities. A strong mayor would make those cuts before the budget gets to Council, potentially altering capital planning, service level standards, long-term planning, etc.
- Often, the professional advice of a CAO, Director of Finance or Municipal Engineer is overridden by a Council, voting in favour of one direction over another. This is part of the public process and record. The ability to give this objective advice without fear or favour maintains the professional integrity of staff preparing recommendations to Council. Advice that consistently contradicts the will of Council becomes a performance issue between Council and the CAO.
- 'Strong mayor' powers risk compromising administrative neutrality. In areas like budgeting and land-use planning advice, recommendations to council that are filtered

through or developed by the mayor's office make it more difficult to rely upon the information that council receives and for council to perform its oversight and policymaking functions.³

In Ontario, of the 46 municipalities granted strong mayor powers, about 76% of mayors directed staff to prepare the budget. For 13%, the Mayor or Mayor's Office prepared the budget, 4% directed their Budget Committee to prepare the budget, and the remainder are unclear. Where staff or the Budget Committee prepared the draft budget, about 17% of mayors outlined content, policy or outcome specifics as to how staff should develop the budget. 2% (or one municipality) experienced the mayor using the budget veto.⁴

Delegation of Authority

Although the powers in Ontario can be delegated to the CAO or Council, or both, this delegation is only good for so long as the Mayor maintains it. The delegation of powers rests solely with the Mayor and can be withdrawn. The delegation does not transfer to the next Mayor.

The Ontario Legislation

AMANS understands that Nova Scotia is not considering a cut and paste of the Ontario model, it is the only Canadian model that currently exists and it is not, by most accounts, meeting the objectives of the *Strong Mayors, Building Homes Act, 2022*.

Key Changes Introduced by the Legislation:

The 'strong mayor' legislation enacted in Ontario can be summarized as follows⁵:

- The mayor's ability to initiate or stop municipal activity has been formally enhanced by giving the mayor control over committee structure and committee leadership appointments, as well as more control over the 'municipal purse';
- The ultimate responsibility for preparing and presenting the city's annual operating and capital budgets and for proposing annual tax rates has been transferred from the city manager and treasurer to the mayor. The ability of the council to change the mayor's budget proposals has also been cut back, as it now requires a 2/3rd vote to approve any amendment;
- Although the CAO position may be maintained, the staff organization now effectively reports to the mayor, rather than to the council through the CAO. The mayor has direct hire/fire/direct authority over the city manager and a range of senior officials (chief

³ The Role and Significance of the Chief Administrative Officer Position in Canadian Municipal Government: A CAMA "White Paper" on Ontario's Strong Mayor Legislation and the Pivotal Role of the CAO in Providing Good Governance, p.14

⁴ Strong Mayor Authorities Scan: How Mayors are Using their Powers; October 2024, AMCTO

⁵ The Role and Significance of the Chief Administrative Officer Position in Canadian Municipal Government: A CAMA "White Paper" on Ontario's Strong Mayor Legislation and the Pivotal Role of the CAO in Providing Good Governance, p.8

planner, city engineer, heads of human resources, IT, parks and recreation, etc.), although with some key exceptions (clerk, treasurer, chief building official, police chief, fire chief, municipal integrity commissioner or ombudsman, etc.). (For a large municipality such as Toronto, the mayor's personnel authority descends well into the professional civil service.)

- Most controversially, for designated 'provincial priorities' (as the mayor interprets them locally), the mayor can veto council measures - subject to a 2/3rd override by council. More remarkably, the mayor can force through a legislative proposal related to provincial priorities, provided it enjoys the minimum support of 1/3rd of council.

Summary

In summary, adopting "Strong Mayor" legislation in Nova Scotia or elsewhere threatens to undermine the foundational democratic principles that ensure accountable, transparent, and effective municipal governance. It risks politicizing local government, weakening the role of the municipal senior management and members of Council, and reducing public confidence in municipal institutions, all of which are crucial for healthy democracy.

Subject: Citizen Appointments to Council Advisory Committees
From: Kayla Byrne, Municipal Clerk
Date: Sept. 22, 2025



Recommendations

Heritage Advisory Committee: That Council reappoint Philip Mitchell to the Heritage Advisory Committee as a resident representative starting on Oct.1, 2025, for a two-year term.

Audit Committee: That Council reappoint Daniel Steele to the Audit Committee as a resident representative starting on Oct.1, 2025, for a two-year term.

Alternatives

- Not re-appoint the members and seek additional applicants
- Suggest alternative term allocations to stagger member appointments for continuity.

Background

According to [Council's Committee Policy](#), resident appointments to committees are typically for two years unless otherwise stated in the committee's terms of reference. Members who wish to continue serving are eligible for reappointment to a second term under the policy.

Discussion

Both Philip Mitchell and Daniel Steele were appointed to Council committees in 2023 for two-year terms. Both have said they would like to be reappointed for a second term.

Financial

Committee and external Board citizen members may receive an annual honorarium as set out in Town Policy and/or budget.

Attachments

N/A

Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Sept. 2025 – Dec. 2025)

PRIORITY B = Action within 6 months (Sept. 2025 – March 2026)

PRIORITY C = Longer-term (Beyond March 2026)

MOTION ACTION LIST					
TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
PRIORITY A					
Marketing Levy By-law	2024	Draft a Marketing Levy By-law.	Municipal Clerk	PRIORITY A (in progress) By-law in place by April 2026	Initial notice sent to operators on Sept. 10 Brief survey expected end of September/ Oct.
Short Term Housing Report	April 1, 2025	Bring back a report on what amendments might look like to the MPS and LUB, including options to: <ul style="list-style-type: none"> • Restrict short-term rentals to primary residences; • Restrict short-term rentals to commercial-use zones; • Evaluate the merits of a short-term rental business licensing by-law. 	Community Development	PRIORITY A Work in tandem with Marketing Levy	
Sustainable Infrastructure Fund	April 23, 2024	Revise the Street Extension Policy and create a Sustainable Infrastructure Fund in 2024/25.	Community Development	PRIORITY A	Council reviewed

		That Council defer reviewing cost-sharing requests made under the Street Extension Policy until after the Sustainable Infrastructure Fund is created.		(in progress) September 2025	the draft at Sept. 2, 2025 COTW <i>Remove from list after Sept. 22</i>
Affordable Housing Policy	Feb. 25, 2025	Draft an Affordable Housing Tax Forgiveness Policy.	Municipal Clerk Community Development	PRIORITY A (in progress) October 2025	Council provided input on draft at Sept. 2, 2025 COTW
MPS Amendments: DAs on Town Land	Original motion: July 16, 2024 Updated motion: Jan. 7, 2025 COTW	Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill. Jan. 7, 2025 COTW motion: Refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.	Community Development	PRIORITY A	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone & on-site parking	2024 /2025	Form Zone: Prepare a report with recommendations for revising the Land-Use By-law's Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone Parking: Original (Feb. 27, 2024) : That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards. Expanded Jan. 28, 2025: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in	Community Development	PRIORITY A	As a part of comprehensive MPS/ LUB Review

		front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.			
LUB Amendment: Zoning change Salt Meadows Subdivision	Feb. 11, 2025	That staff begin the planning process to consider amending the Land Use By-law to change the zoning of the Salt Meadow subdivision from Medium Density to Low Density, consistent with the intent and configuration of the original property development plan.	Community Development	PRIORITY A (in progress) Nov. 2025	PPM Scheduled for Sept. 24, 2025
Housing Market Study	Jan. 14, 2025	Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.	Community Development	PRIORITY A (in progress)	
Livestreaming of meetings	Aug. 19, 2025	Prepare a report for reviewing the Town's current practices for livestreaming Council and committee meetings, identifies which types of meetings should be livestreamed, and includes a scan of livestreaming practices in other Nova Scotia municipalities.	Municipal Clerk	PRIORITY A October 2025 COTW Discussion	
Reducing Speed Limits	April 15, 2025	Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective. Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.	Public Works	PRIORITY A (in progress)	As of July 2025, inquiries have been made to the Provincial Traffic Authority and are waiting for a response
PRIORITY B					

Community Grants Policy Amendment	Aug. 19, 2025	Review and propose any possible edits to the policy. Sept. 2, 2025: Council indicated a desire to have a Grants Committee.	Communications & Events Coordinator Municipal Clerk	PRIORITY B Early in 2026; align with the budget cycle)	
Paid Parking Infrastructure	May 28, 2024	Prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.	Public Works Finance	PRIORITY B Early in 2026; align with the budget cycle)	
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Municipal Clerk Community Development	PRIORITY B	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026.	Public Works	PRIORITY B Early in 2026; align with the budget cycle)	
Buffer Zone & Rescinding a Motion	April 15, 2025	Review and report back on the UNESCO World Heritage context for development in the Old Town buffer zone, including the 1994 nomination documents and recommendations from Zzap Architecture related to Upper King Street. Following receipt of the report, Council will reconsider its November 28, 2023 motion declaring the Upper King Street lands as surplus.	Community Development	PRIORITY B	
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	PRIORITY B	

Review Hack & Trolley By-law	Aug. 19, 2025	Review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities	Municipal Clerk By-law Enforcement	PRIORITY B (Spring 2026)	
Wastewater Treatment and Harbour Water Quality	Aug. 19, 2025	Prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including: <ul style="list-style-type: none"> • An overview of whether and how untreated or partially treated sewage may enter the Front or Back Harbour; • A plain-language summary of the current treatment system upgrades and their anticipated impact on effluent quality; and Contextual information to support public understanding of the Town's wastewater practices.	Public Works	PRIORITY B	
Lunenburg Academy Roof	Aug. 19, 2025	Defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget and proceeding with the tender process as soon as possible.	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	
Traffic and Parking Budget Considerations	March 4, 2025 COTW	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: <ul style="list-style-type: none"> • Reconfiguration of the Community Centre parking lot • Accessible parking considerations • Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i> • Consistent signage improvements 	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting
PRIORITY C					

NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	PRIORITY C Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	PRIORITY C	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	PRIORITY C	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of Lunenburg.	Municipal Clerk	PRIORITY C Prior to next election cycle	