

TOWN OF LUNENBURG
COUNCIL ORGANIZATIONAL MEETING AGENDA
Tuesday, October 28, 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>

Please note that all Council meetings are livestreamed through Zoom and meeting recordings are archived 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. APPROVAL OF AGENDA

3.1 Council Organizational Meeting Agenda

Recommendation: That Council approve the agenda for the 2025 Council Organizational meeting as presented.

4. NEW BUSINESS

4.1 Regular Council Meeting Schedule

Recommendation: That Council approve the dates and times for the Town of Lunenburg Regular Council and Committee of the Whole meetings for 2025/2026 as presented in Attachment A.

4.2 Deputy Mayor Appointment

Recommendation: That Council appoint _____ as Deputy Mayor until Council's next Organizational Meeting in 2026.

4.3 Appointments to Committees

Recommendation: That Council approve its 2025/26 committee appointments as presented in Attachment A.

5. ADJOURNMENT

Subject: Regular and Committee of the Whole Meeting Schedule
From: Kayla Byrne, Municipal Clerk
Date: Oct. 28, 2025



Recommendation

That Council approve the dates and times for the Town of Lunenburg Regular Council and Committee of the Whole meetings for 2025/2026 as presented in Attachment A.

Alternatives

- Adjust the schedule by selecting alternative dates and times.
- Add or remove meetings from the presented schedule.

Background

Council currently holds its Committee of the Whole meetings on the first Tuesday of each month and regular Council meetings on the second and fourth Tuesdays, all beginning at 6 p.m. in Council Chambers.

Traditionally, Council meets only once per month in July and August. Staff are seeking direction on whether Council wishes to continue this practice and possibly suspend Committee of the Whole meetings during those months. Once the schedule is set, meetings can be added or cancelled with sufficient notice.

Staff also recommend removing one meeting date in December and one in January to accommodate the holiday season.

Relevant Legislation

[Council Procedural Policy](#)

Financial

There is no impact on the approved Town budgets to implement the proposed schedule for Council meetings.

Communications

The Council meeting calendar on the Town's website will be updated to reflect the set meeting schedule. All Council meetings will be livestreamed, recorded and shared via the Town's YouTube channel.

Attachments

Attachment A – Proposed 2025/26 Council Schedule

**Town of Lunenburg Council and Committee of the Whole Schedule
(November 1, 2025 – November 1, 2026)**

All meetings will be held in Town of Lunenburg Council Chambers at 6 p.m.

Date	Day	Meeting	Comments
2025-11-03	Monday	Committee of the Whole	Moved for NSFM
2025-11-12	Wednesday	Council	Moved for Remembrance Day
2025-11-25	Tuesday	Council	
2025-12-02	Tuesday	Committee of the Whole	
2025-12-09	Tuesday	Council	
2025-12-23	Tuesday	Council	Does Council want to hold a meeting on this date?
2026-01-06	Tuesday	Committee of the Whole	Cancel this meeting due to holidays, and report timelines would be during the holiday closure
2026-01-13	Tuesday	Council	
2026-01-27	Tuesday	Council	
2026-02-03	Tuesday	Committee of the Whole	
2026-02-10	Tuesday	Council	
2026-02-24	Tuesday	Council	

2026-03-03	Tuesday	Committee of the Whole	
2026-03-10	Tuesday	Council	
2026-03-24	Tuesday	Council	
2026-04-07	Tuesday	Committee of the Whole	
2026-04-14	Tuesday	Council	
2026-04-28	Tuesday	Council	
2026-05-05	Tuesday	Committee of the Whole	
2026-05-12	Tuesday	Council	
2026-05-26	Tuesday	Council	
2026-06-02	Tuesday	Committee of the Whole	
2026-06-09	Tuesday	Council	
2026-06-23	Tuesday	Council	
2026-07-07	Tuesday	Committee of the Whole	Does Council want COTW during July?
2026-07-14	Tuesday	Council	Typically, Council meets once a month during the summer – is there a preference?
2026-07-28	Tuesday	Council	Typically, Council meets once a month during the summer – is there a preference?

2026-08-04	Tuesday	Committee of the Whole	Does Council want COTW during August?
2026-08-11	Tuesday	Council	Typically, Council meets once a month during the summer – is there a preference?
2026-08-25	Tuesday	Council	Typically, Council meets once a month during the summer – is there a preference?
2026-09-01	Tuesday	Committee of the Whole	
2026-09-08	Tuesday	Council	
2026-09-22	Tuesday	Council	
2026-10-06	Tuesday	Committee of the Whole	
2026-10-13	Tuesday	Council	
2026-10-27	Tuesday	Council	

Subject: Deputy Mayor Appointment
From: Kayla Byrne, Municipal Clerk
Date: Oct. 28, 2025



Recommendation

That Council appoint _____ as Deputy Mayor until Council's next Organizational Meeting in 2026.

Alternatives

- Consider a rotating DM schedule, where every member takes turns as the DM.
- Alter the term of office of the Deputy Mayor.

Background

Per Council's Procedural Policy, the roles of the Deputy Mayor are as follows:

- Chairing in the Mayor's Absence: The Deputy Mayor leads Council meetings if the Mayor isn't available.
- Committee of the Whole: May chair the Committee of the Whole if appointed by Council; otherwise, the Mayor chairs.
- Agenda Finalization: Works with the Mayor to finalize the agenda at least six days before the meeting.
- Agenda Responsibility in Absence: If the Mayor is unavailable, the Deputy Mayor finalizes the agenda alone if the Mayor is unavailable.

Last year, Council elected Councillor Bailey to serve as the DM until the 2025 Organizational Meeting.

There are two common approaches to Deputy Mayor appointments in Canadian municipalities:

1. *Electing a Deputy Mayor:* Council conducts an internal election to select one Council member to serve as Deputy Mayor for a specified term, typically one year.
2. *Rotating Deputy Mayor:* Council adopts a rotating schedule in which each Council member serves as Deputy Mayor for a defined period (usually two or three months), allowing each member an opportunity to fulfill the role over the course of a year.

Discussion

Option 1 - Electing a Deputy Mayor: If Council selects this option, an election may be held during the October 28, 2025 meeting. The Mayor will request nominations from Council

members. Once a nomination is accepted, the nominated candidates will participate in a secret ballot election at the meeting. If only one name is put forward for nomination, then no election will be held, and Council can proceed with the appointment.

Alternative Option - Rotating Deputy Mayor Schedule: If Council chooses this option, it will need to assign each councillor to specific months.

Relevant Legislation

Municipal Government Act – S. 16

[Council Procedural Policy](#)

Financial

The current annual remuneration for the Deputy Mayor and Councillors is as follows:

- Deputy Mayor: \$28,312
- Councillors: \$17,564

If Council chooses to adopt a rotating schedule for the Deputy Mayor position, this remuneration structure would be affected. In this scenario, the Deputy Mayor's compensation would likely be divided evenly among the six Councillors to account for their shared responsibilities.

Subject: Council Committee Appointments

From: Kayla Byrne, Municipal Clerk

Date: Oct.28, 2025



Recommendation

That Council approve its 2025/26 committee appointments as presented in Attachment A.

Alternatives

- Alter Council's committee list by adding committees or removing committees not required by legislation.
- Refer this item to the Committee of the Whole for further discussion.

Background

Ahead of this Organizational Meeting, Council was asked to review its appointments and submit any changes to the Mayor. Changes from last year's appointments are highlighted in yellow in Attachment A.

Relevant Legislation

Municipal Government Act – S. 24

Financial

Council members do not receive additional payment for attending committee meetings.

Communications

Council committee appointments will be available on the Town's website.

Attachments

Attachment A – 2025/26 Council Committee Appointments

Council appointments to Committees and Organizations

2025 – 2026



Internal Town Committees or Working Groups

Committee Name	Appointed Councillors
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Heritage Advisory Committee	Babineau & Strachan
Planning Advisory Committee	Bailey, Dauphinee & Babineau
Protective Services Committee	Myra, Greek, Dauphinee & Bailey
Cultural Tourism Working Group This group has completed its work and will be dissolved.	Strachan & Bailey
Source Water Protection Advisory Committee	Fullerton & Strachan

Inter-Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	Fullerton	Dauphinee
Region 6 Solid Waste Management Committee	Greek	Fullerton
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	Myra & Bailey	Fullerton
South Shore Regional Public Library Board	Strachan	Babineau
Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee	Babineau	N/A

Partner Committees

Organization Name	Appointed Councillor(s)
Trustees of Lunenburg Common Lands	Greek & Bailey
Lunenburg County Seniors Safety Advisory Partnership	Dauphinee

External Committees

Organization Name	Appointed Councillor(s)
Cultural Implementation Group	Strachan
Lunenburg Fishermen's Memorial Society	Bailey
Harbour View Haven	Strachan & Myra
Lunenburg Waterfront Association	Myra

Town of Lunenburg

Council appointments to Committees and Organizations

2025 – 2026



South Shore Housing Action Coalition Committee	Fullerton
Lunenburg Academy Foundation Board	Strachan