

Municipality of the District of Lunenburg Minutes of a Meeting of the Finance Committee

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS
Tuesday, November 4, 2025 – 9:00 a.m.

Attendance

Councillor Wendy Oickle, District 3, Chair
Councillor Edgar Burns, District 7, Vice Chair
Mayor Elspeth McLean-Wile
Councillor Morgen Reinhardt, District 1
Councillor Martin Bell, District 2
Councillor Pam Hubley, District 4
Councillor Cathy Moore, District 5
Councillor Alison Smith, District 6
Councillor Ben Brooks, District 9
Deputy Mayor Chasidy Veinotte, District 10

Regrets

Councillor Kacy DeLong, District 8

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Elana Wentzell, Director of Finance
April Whynot-Lohnes, Municipal Clerk
Joanne Powers, Executive Assistant

1. Call to Order

Councillor Oickle called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

2. Nominations and Election by Ballot for Chair and Vice Chair

April Whynot-Lohnes, Municipal Clerk, called for nominations, by ballot, for the position of Chair. Those nominated were: Councillors Reinhardt, Smith, Brooks, Burns, and Oickle. Councillors Oickle, Smith, Brooks, and Burns declined their nominations. Councillor Reinhardt was elected Chair.

Councillor Reinhardt took the chair and called for nominations, by ballot, for the position of Vice Chair. Those nominated were Councillors Burns, Brooks, and Moore. Councillors Moore and Brooks declined their nominations. Councillor Burns was elected Vice Chair.

Moved by Mayor McLean-Wile, seconded by Councillor Smith that the ballots be destroyed. Carried unanimously.

3. Announcements/Acknowledgements/Recognition

Mayor McLean-Wile acknowledged the Lunenburg County Sport Heritage Society Hall of Fame where six individuals were recently inducted: David Penny, Lisa Ross, Ted Veinot, David Walker, Gerald Mossman and Sonny Heisler.

Councillor Smith acknowledged the 10th Annual Lunenburg Lit Festival which is hosted by the South Shore Public Libraries. She recognized a writer from her district, Jan Fancy-Hall, who would be speaking on a panel about writing from their local community.

4. Public Input - Nil

5. Changes/Approval of Agenda

Moved by Councillor Moore, seconded by Councillor Oickle that the November 4, 2025, Finance Committee Agenda be approved as circulated. Carried unanimously.

6. Approval of Minutes – October 7, 2025

The Minutes of October 7, 2025, Finance Committee meeting were approved as circulated.

7. Business Arising from Minutes - Nil

8. Presentations/Scheduled Times - Nil

9. Referrals from Committees/Council - Nil

10. Staff Reports

10.1 Finance Department

10.1.1 Operating Variance Report 2nd Quarter (to September 30, 2025)

Elana Wentzell, Director of Finance, reviewed the report titled, “Operating Variance Report 2nd Quarter (to September 30, 2025)”, (included in the agenda package).

Staff projected an operating surplus of \$701,300 which represented a \$580,700 (1.24%) budget variance. The revenue variance showed \$630,300 in additional revenue expected to be received compared to budget. Deed transfer tax, grants and interest on deposits accounted for most of the variance. The expenditure variance showed \$78,900 less in forecasted costs than budgeted.

10.1.2 Capital Status & CCBF Investment Report 2nd Quarter (to September 30, 2025)

Elana Wentzell, Director of Finance, reviewed the report titled, “Capital Status & CCBF Investment Report 2nd Quarter (to September 30, 2025)”, (included in the agenda package).

Ms. Wentzell indicated that the report has been colour coded to indicate progress: green = project is on time; yellow = project is delayed; and red = project will not proceed. Of the \$18.37M approved budget, project costs in the amount of \$1,529,826 have been paid at the end of the first quarter with a forecast of \$12.8 to be completed by year end.

10.1.3 Housekeeping Amendments to Policy 003 Council Members' Remuneration, Benefits & Expenses and Policy 102 Audit Committee

Ms. Wentzell, reviewed the report titled, "Housekeeping Amendments to Policy 003 Council Members' Remuneration, Benefits & Expenses and Policy 102 Audit Committee", (included in the agenda package). The proposed amendment provides clarification on eligible expenses and the proposed amendment to Policy 102 would allow for the Chair and Vice-Chair of the Finance and Audit Committees be the same.

Moved by Councillor Hubley, seconded by Mayor MacLean-Wile that the Finance Committee recommends to Municipal Council that Council adopt amendments to Policy 102, Audit Committee as presented and hereby gives seven days' notice of Council's intention to adopt on November 25, 2025. Carried unanimously.

Moved by Councillor Moore, seconded by Councillor Hubley that the Finance Committee recommends to Municipal Council that Council adopt amendments to Policy 003, Council Members' Remuneration, Benefits and Expenses as presented and hereby gives seven days' notice of Council's intention to adopt on November 25, 2025. Carried unanimously.

10.1.4 2026-27 Draft Budget Schedule

Ms. Wentzell, reviewed the "draft 2026-27 budget schedule", (included in the agenda package). She explained that each budget meeting would start with a staff presentation, followed by public input and then Council debate. Some evening meetings were scheduled in order to give the public more options to attend. The proposed schedule would ensure the budget be passed by March 31, 2026, in advance of the April 1st start of the new fiscal year.

10.2 Administration Department

10.2.1 Review of Committee and Board Terms

April Whynot-Lohnes, Municipal Clerk, reviewed the report titled, "Review of Committee and Board Terms", (included in the agenda package). She explained that each November, the Nominating Committee presents recommendations to Council regarding appointments to committees and boards where member terms have expired. This year, staff are proposing revisions to several term lengths and appointment structures.

It was recommended that the Bridgewater Source Water Protection Committee and the CAO Evaluation Committee terms be extended to four years. For all other committees with one year terms, including the Nominating Committee, be extended to two year terms.

Committee members discussed the reasoning behind choosing two, three or four year terms and how it would affect continuity and carryover of experience. Consensus for the CAO Evaluation Committee was a four year term.

11. Consideration of Correspondence - Nil

12. Mayor's/Deputy Mayor's/Councillors' Matters

12.1 To Build & Install a Public Winterized Water Distribution System

Councillor Bell discussed the fact that Nova Scotia was experiencing severe to exceptional drought conditions, particularly in the western and southern parts of the province due to a prolonged lack of significant rainfall. If a significant amount of rain does not fall before the ground freezes, many property owners could find themselves with undue hardship throughout the winter months.

Councillor Bell noted that the current water distribution method available at the Municipal Services Building will not be operable in subzero weather. He requested that staff look into an adequate distribution method possibly consisting of putting a structure in place. It was reported that staff are working on a solution and it will be brought back to Council in November.

13. Added Items - Nil

14. In Camera – Nil

15. Adjournment

There being no further business, the meeting adjourned at 10:01 a.m.