

Municipality of the District of Lunenburg

Minutes of a Meeting of Municipal Council

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.

Tuesday, June 24, 2025

Attendance

Mayor Elspeth McLean-Wile

Deputy Mayor Chasidy Veinotte, District 10

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 Edgar Burns, District 7

Councillor Ben Brooks, District 9

Regrets

Councillor Wendy Oickle, District 3

Councillor Kacy DeLong, District 8

Staff

Tom MacEwan, Chief Administrative Officer

Alex Dumaresq, Deputy CAO

April Whynot-Lohnes, Municipal Clerk

Tina Robichaud-Bond, Executive Assistant

1. Call to Order

Mayor McLean-Wile 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. Announcements/Acknowledgements/Recognition - Nil

3. Public Input - Nil

4. Approval of Agenda

Moved by Councillor Brooks, seconded by Councillor Burns that the Agenda be approved as circulated. Carried unanimously.

5. Approval of Minutes – June 10, 2025 Public Hearing re Development Agreement June 10, 2025 Public Hearing re Osprey Village Planning

The Minutes of both Public Hearings of June 10, 2025 were approved as circulated.

6. Business Arising from Minutes - Nil

7. Awarding of Tenders/RFPs

7.1 Award of RFP 2025-01-402 Sawpit Wharf Park – Design, Construction and Contract Administration Services

Maria Butts, Project Manager, reviewed the report, “Award of RFP 2025-01-402 Sawpit Wharf Park – Design, Construction and Contract Administration Services”, providing details on the project and the recommendation of the award of the RFP, was circulated with the agenda.

2025-136 Moved by Deputy Mayor Veinotte, seconded by Councillor Bell that Municipal Council award RFP 2025-01-402 Sawpit Wharf Park – Design, Construction and Contract Administration Services to EXP Services Inc. in the amount of \$489,642, excluding HST. Carried Unanimously.

7.2 Award of RFQ 2024-01-307 Municipal App

Sarah Kucharski, Manager, Communications & Public Engagement, reviewed the report, “Award of 2024-01-307 RFQ Municipal App”, providing details on the project and the recommendation of the award of the RFQ, was circulated with the agenda.

Ms. Kucharski noted that there were few service providers creating municipal apps.

Staff was directed to provide information regarding the Alertable app as a possible municipal app due to its ability to push out notifications to landlines. It was suggested that although the Alertable app was primarily an emergency response app, it may have add on packages that would provide the type of services required for the municipal app.

It was noted that the Alertable service provider did not respond to the RFQ.

7.3 Award of RFQ 2024-01-306 Mobile AV Services

Sarah Kucharski, Manager, Communications & Public Engagement, reviewed the report, “Award of RFQ 2024-01-306 Mobile AV Services”, providing details on the project and recommendation of the award of the RFQ, was circulated with the agenda.

2025-137 Moved by Councillor Brooks, seconded by Councillor Reinhardt that Municipal Council award RFQ 2024-01-306 Mobile AV Services to Advanced Systems in the amount of \$5,506.20, including net HST, for audio and visual equipment and streaming services for each mobile Council in Community meeting within the District of Lunenburg. Carried unanimously.

8. Presentations/Scheduled Times - Nil

9. Consideration of Correspondence - Nil

10. Recommendations from Committees & Boards

10.1. Policy & Strategy Committee

10.1.1 Uranium Exploration in LaHave Watershed

A recommendation from the Policy & Strategy Committee, including a report titled, "Discussion on Uranium Exploration in the LaHave Watershed", providing details on the Province's decision to lift the ban on uranium exploration and the effects to the local area, was circulated with the agenda.

2025-138 Moved by Councillor Smith, seconded by Councillor Bell that Municipal Council accept the recommendation of the Policy & Strategy Committee and write a letter to the Premier of Nova Scotia and the Minister of Natural Resources requesting the Province reinstate the moratorium and undertake robust public engagement on whether to proceed with uranium exploration after publicly sharing a risk assessment and cost benefit analysis. Carried unanimously.

10.1.2 Food Hub Feasibility Study

A recommendation from the Policy & Strategy Committee, including a report titled, "Final Report of the Food Hub Feasibility Study", providing details on the feasibility of a food hub in the local area, was circulated with the agenda.

2025-139 Moved by Councillor Burns, seconded by Deputy Mayor Veinotte that Municipal Council accept the recommendation of the Policy & Strategy Committee and not pursue the opportunity of a Food Hub in the District of Lunenburg.

Mayor McLean-Wile noted that the research and documentation leading to this decision was available to the public. Anyone interested could contact the Economic Development Department.

The Motion on the floor was voted on and carried unanimously.

10.1.3 Amendments to Policy 043 Community Grants Program & Sponsorship Request

A recommendation from the Policy & Strategy Committee, including a report titled, "Proposed Amendments to Policy 043 Community Grants Program/Sponsorship Request", providing details on the amendments to the Policy, was circulated with the agenda.

2025-140 Moved by Councillor Reinhardt, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Policy & Strategy Committee and approve the proposed amendments to Policy 043 Community Grants Program/Sponsorship Request, as presented. Carried unanimously.

10.2 Dangerous & Unsightly Committee

10.2.1 Unsightly Premise Cleanup – 447 Llewellyn Road, Middlewood

Councillor Brooks declared a conflict of interest and removed himself from the table.

A recommendation from the Dangerous & Unsightly Committee, including a report titled, “Unsightly Premise – Dale Bollivar, Property – 447 Llewellyn Rd, Middlewood NS, PID 60302270 AAN 0257396 LU-US2024-005”, was circulated with the agenda.

Jeff Merrill, Director of Planning & Development Services, reviewed the report, and summarized the dangerous and unsightly process.

2025-141 Moved by Councillor Bell, seconded by Councillor Burns that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and approve the lowest bid from Fine Cuts Landscaping for the clean up of the property located at 447 Llewellyn Road, Middlewood, PID 60302270, in the amount of \$6,060 plus HST, for a total of \$6908.40.

Mr. Merrill explained that there was a typo in the address on recommendation letter from the Dangerous & Unsightly Committee and confirmed that the address was 447 Llewellyn Road, not “446”.

The Motion on the floor was voted on and carried unanimously.

10.2.2 Unsightly Premise Cleanup – 59 Big Lots Road, Big Lots

A recommendation from the Dangerous & Unsightly Committee, including a report titled, “59 Big Lots Rd, Big Lots – Paul & Donna Hawco, Property – Paul & Donna Hawco, PID 60221512 AAN 05263239 LU-US2024-026”, was circulated with the agenda.

Amanada Estabrooks, Building Official, reviewed the report.

2025-142 Moved by Deputy Mayor Veinotte, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and approve the lowest bid from Fine Cuts Landscaping for the clean up of the property located at 59 Big Lots Road, Big Lots, PID 60221512, in the amount of \$1,579.82 plus HST, for a total of \$1,801.

It was clarified that Policy 007 does not require actual contact with the property owner. The posting of the Order at the property and the letters sent by both registered mail and regular mail was considered appropriate legal notice and unreturned letters were deemed to have been delivered to owners.

The Motion on the floor was voted on and carried unanimously.

10.2.3 Dangerous Premise Demolition – 586 Woodstock Road, Clearland

A recommendation from the Dangerous & Unsightly Committee, including a report titled, “Dangerous Premise – Richard Crook, Property – 586 Woodstock Road, Clearland, NS, PID 60226925 AAN 00999369 LU-US2024-002”, was circulated with the agenda.

Kyle Whynot, Building Official, reviewed the report.

2025-143 Moved by Councillor Moore, seconded by Councillor Bell that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and approve the lowest bid from Fine Cuts Landscaping for the demolition and clean up of the property located at 586 Woodstock Road, Clearland, PID 60226925, in the amount of \$15,064.91 plus HST, for a total of \$17,174. Carried unanimously.

Councillor Brooks returned to the table.

10.2.4 Review of Policy 007 Dangerous & Unsightly Property

A recommendation from the Dangerous & Unsightly Committee was circulated with the agenda.

Mayor McLean-Wile explained that the steps taken in response to an unsightly and/or dangerous complaint was a lengthy process, and that the Dangerous & Unsightly Committee requested that staff look at ways to streamline the process.

2025-144 Moved by Councillor Moore, seconded by Councillor Hubley that Municipal Council accept the recommendation of the Dangerous & Unsightly Committee and review the Dangerous and Unsightly process to identify ways to improve efficiency. The goal is to streamline operations by granting staff greater authority to act on files without requiring referral to the Committee or Council. The review should focus on reducing resolution timelines and ensuring staff can take timely action.

It was noted that the dollar threshold was too low and that Staff should be given more authority to remedy properties.

It was confirmed that the identity of the complainant was confidential and was not released to property owners, even through FOIPOP applications. The only scenario where the complainant’s name would not be restricted was within the legal process where the Municipality would be obligated to provide a copy of the file to the Court.

The Motion on the floor was voted on and carried unanimously.

11. Staff Reports

11.1 Engineering Department

11.1.1 Washroom Options - Parks & Open Spaces

A report from Maria Butts, Project Manager, titled “Washrooms Options – Parks & Open Spaces” providing details on the proposed amendments to the Parks & Open Space Standards and Guidelines to meet the minimum standards for washrooms, was circulated with the agenda. Ms. Butts advised that the report made recommendation to amend the Open Space Standards & Guidelines and asked that Council not consider it as she had inadvertently reviewed and made her recommendation based on a dated version of that document.

Ms. Butts gave a presentation on “Washroom Options, Parks & Open Spaces” (attached to Minutes), and

- highlighted existing washroom amenity requirements in the Parks and Open Space Standards and Guidelines;
- reviewed the current state of each park;
- explored options for accessible vault washroom designs;
 - Option 1 – Double accessible toilet with onsite construction
 - Option 2 – Double vault toilet with prefabricated building
 - Option 3 – Single vault toilet with prefabricated building
 - Option for a seasonal porta potty rental
- recommended options for regional parks and destination parks.

Ms. Butts explained that accessible upgrades to the Indian Falls Park were approved with the capital projects budget and recommended installing double vault toilets with prefabricated building (Option 2) at the Park.

2025-145 Moved by Councillor Smith, seconded by Councillor Bell that Municipal Council authorize staff to proceed with the Indian Falls Accessible Vault Toilet Capital Project, as listed in the approved 2025-2026 Capital Budget, for a double waterless vault toilet with a prefabricated building. Carried unanimously.

Council recessed at 10:40 a.m. and resumed at 10:52 a.m.

11.1.2 Conquerall Bank Wastewater Collection System – Inflow & Infiltration Project Update

Larry Feener, Senior Municipal Engineer, reviewed the report, “Conquerall Bank Wastewater Collection System – Inflow and Infiltration Project Update”, (circulated with the agenda) providing an update on the project, including issues that arose during the repair to the inflow and infiltration system,.

11.2 Finance Department

11.2.1 2024-2025 Proposed Capital Funding & 4th Quarter Capital Variance

Elana Wentzell, Director of Finance, reviewed the report, "2024-25 Proposed Capital Funding & 4th Quarter Capital Variance", (circulated with the agenda) providing details on the completed capital projects compared to the approved budget,.

2025-146 Moved by Councillor Hubley, seconded by Councillor Burns that Municipal Council approve the funding of the 2024-2025 completed capital projects and CCBF investment as presented on the 5 Year Capital Investment and Canada Community Building Fund Plan. Carried unanimously.

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

12.1 LCLC Update

Councillor Hubley provided an update on the following matters of the Lunenburg County Multi-purpose Lifestyle Community Centre:

- strategic planning session planned
- April/May financial statements reviewed
- exploration of EV chargers to be installed by NS Power
- purchase of new ice resurfacer approved
- galleria tables & chairs ordered
- UV unit for play pool ordered
- attendance at Circus shows
- attendance and membership numbers
- recruitment for operator positions and summer roles
- upcoming events

It was clarified that the new EV chargers would be installed and maintained by NS Power with no cost to the LCLC.

12.3 Deputy Mayor's Update

Deputy Mayor Veinotte advised that she attended various municipal planning strategy meetings; agenda briefings; and all other meetings as assigned.

12.4 Mayor's Update

Mayor McLean-Wile's update is attached to the Minutes.

13. Added Items – Nil

14. In Camera

At 11:13 a.m., it was moved by Councillor Smith, seconded by Councillor Hubley that Municipal Council go In Camera to discuss 14.1 Contract Negotiations under Section 22(2)(e) of the MGA. Carried.

Municipal Council In Camera in session.

At 11:45 a.m., it was moved by Councillor Hubley, seconded by Deputy Mayor Veinotte that Municipal Council come out of In Camera and return to open session. Carried.

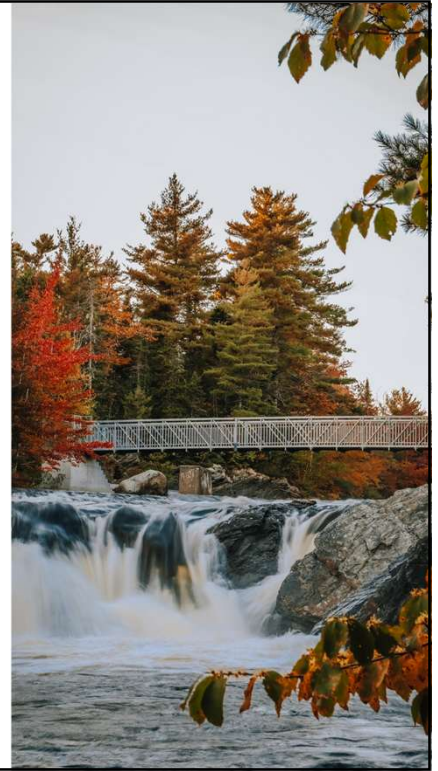
Municipal Council in session.

15. Adjournment

There being no further business, the meeting adjourned at 11:46 a.m.

Washroom Options Parks & Open Spaces

June 24, 2025



Agenda

- Parks & Open Space Standards & Guidelines –Washroom Requirements
- Existing Conditions by Park Category
- Porta Potty Use and CSA Standards
- Pros and Cons by Washroom Type
- Washroom Options and Estimated Costs
- Recommendations



MINIMUM STANDARD - WASHROOMS

Regional Park	Destination Park	Neighbourhood Park	Parkette	Conservation Land	Sport Park
Year-Round Washroom or Outhouse	Seasonal Washroom, Outhouse or Porta-Potty	Seasonal Outhouse or Porta-Potty	N/A	N/A	Washroom, Outhouse or Porta-Potty

Definitions:

Washroom: inclusive enclosed washroom providing a barrier-free toilet and sink and turning space to accommodate a wheeled mobility device

Outhouse: vault privy defined as a self-contained waterless toilet

Porta-Potty: portable or mobile waterless toilet



EXISTING CONDITIONS

PARK	OUTHOUSE	PORTA POTTY
Regional Parks (3)		
MARC*		✓
River Ridge Common*		✓
Wiles Lake Park		✓
Destination Parks (8)		
Church Lake		✓
Hirtle's Beach	✓	
Indian Falls		✓
Indian Path Common		✓
Miller Point Peace Park*	✓	✓
Mushamush Beach Park	✓	
Pinegrove Park	✓	
Sawpit Wharf		✓
Neighbourhood Parks (5)		
LaHave Sunset Park		✓
Molega Lake Park	✓	
Petite Riviere Community Park**		✓
Rose Bay Marine Park**		
United Communities Marine Park**		✓
Sport Park (2)		
MARC Ballfields		✓
Centre Soccer Fields**		✓



CSA STANDARDS AND SEASONAL PORTA POTTY USE

Confirmation of acceptable use request from CSA committee responsible for the CSA/ASC B 651:23 Standard.

Units are currently acceptable for use under section 8.8.3 Temporary Outdoor Toilets.



PROS/CONS BY WASHROOM TYPE

Criteria	Porta Potties	Outhouses (Vault Toilets)	Flush Washrooms
Installation Cost	Low (rental fees, no construction)	Medium to High (construction + excavation)	High (infrastructure, plumbing, construction)
Operational Cost	Low (rental + servicing fees)	Moderate (pumping + cleaning)	High (utilities, janitorial, maintenance)
Mobility	High (easy to move)	None (fixed structure)	None (permanent structure)
Setup Time	Fast (contract preparation considerations)	Medium (weeks for planning & build)	Long (planning, permits, construction)
Maintenance	Contracted servicing	Requires scheduled pumping & cleaning	Continuous (requires staff or contract cleaning)
Vandalism Resistance	Low (easily tipped or damaged)	Medium (sturdier, but still vulnerable)	High (secure building with locks & lighting)
Odor Control	Moderate with proper service frequency	Moderate with proper ventilation	High with proper cleaning
User Experience	Low (often perceived as unpleasant)	Medium (basic but acceptable when clean)	High (comfortable, clean, reliable)
Aesthetic Impact	Low (not visually appealing)	Medium (can be designed to blend in)	High (designed to match park facilities)
Accessibility	Least accessible, possible exclusion of users	Can be designed to meet standards	Can fully meet accessibility and universal design
Environmental Impact	Low	Low	Moderate (water, sewer, electricity)
Best Use Case	Temporary needs, seasonal parks, limited space, low volume	Remote, high use, accessible trails/features, year round	High-traffic parks with build infrastructure or community hubs



SEASONAL PORTA POTTY RENTALS



RECOMMENDATIONS

REGIONAL PARKS

- As developed, add accessible Outhouse option or Washroom

DESTINATION PARKS -

- As existing Outhouses reach end of life, replace with an accessible option
- As parks are developed to add accessibility features, replace Porta Potty use with permanent accessible Outhouse
- Continue with seasonal Porta Potty use where appropriate



RECOMMENDATIONS CONTINUED

Request for Decision – Indian Falls Vault Toilet Capital Project



QUESTIONS ?



Mayor's Report

June 24, 2025

Last night saw the conclusion of our first round of meeting on Municipal Planning. I was able to attend all the meetings and I want to thank all of you for your participation, support and involvement in hosting and responding to residents. Thank you to our planning staff and our Manager of Communications and Engagement Sarah for their work in adapting the format of the meetings, leading the discussion and engaging in conversations with our residents. This is just the first important step in creating Draft #2 of our Municipal Planning Strategy. There is much work ahead but this was a very important restart on the work.

There are clear differences in the concerns and issues we heard about from the northern part of the District through to Tancook Island and I look forward to having the "What We Heard" Report that will detail the findings at each meeting. I feel very grounded in my understanding of the issues having talked with so many people and those conversations supported the initial concerns I had about Draft #1. I look forward to our continued work on this initiative and I remain convinced that our collective effort with such strong public engagement and input will provide us with a much better municipal planning strategy.

I participated in a Regional Emergency Management Organization Governance Committee meeting. There are primarily three issues of concern:

1. Voting structure – with the addition of Lunenburg to the organization to the agreement the voting structure was not changed to reflect a larger number of members.
2. Accountability – there are issues when members do not fully participate in activities and the staff costs associated with filling the positions during an emergency need to be accounted and attributed to the members who did not fully staff their responsibilities
3. Budget approval process

These will be discussed in subsequent meetings.

I attended a community meeting in Kingsburg on the FIRESMART program. This was organized by the Kingsburg Residents Association and lead by the Riverport and District Fire Department. There was a good attendance and useful information provided by the fire department on their work to plan for fire events in the area and their work on managing emergency vehicles on private roads in the event of fire or other emergency event.

I attended a webinar on deer control offered by the Nova Scotia Federation of Municipalities and lead by the Department of Natural Resources and Renewables. Deer control efforts are in place in both Truro and Yarmouth and the issues associated with deer populations are a serious issue in many municipalities including ours particularly in certain areas. It was interesting to

learn that the province is developing a program for municipalities to use in controlling deer and it would appear the province is not willing to manage the issue and is providing guidelines and requirements for municipalities to follow if they want to carry out a deer control initiative.

Some councillors and I joined the Mayor and councillors of the Town of Bridgewater for two events to chat with residents – the weekly Riverbank music night on Tuesday and one morning at the South Shore Mall. These were good opportunities to work together with the Town on being present to discuss issues with our residents.

We hosted the regular meeting of the Mayors and Deputy Mayors where we had a productive discussion around regional economic development, advocacy on cell phone coverage and the roll out of marketing levies in the County.

In closing I want to recognize that this is graduation week for many students in our District, I will attend ceremonies at Parkview Education Centre and Ecole de la Rive-Sid this week. Cathy Moore will represent the Council at New Germany graduation. Congratulations to the graduates and their families, stay safe and enjoy the celebrations.