

## Municipality of the District of Lunenburg

### Minutes of a Meeting of Municipal Council

Held at Conquerall Bank Fire Department, 2228 Conquerall Road, Conquerall Bank, N.S.

Tuesday, October 14, 2025 – 6:00 p.m.

#### Attendance

Mayor Elspeth McLean-Wile

Deputy Mayor Chasidy Veinotte, District 10

Councillor Morgen Reinhardt, District 1

Councillor Martin Bell, District 2

Councillor Wendy Oickle, District 3

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 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 6:00 p.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

Councillor Smith announced that the Union Square Hall celebrated its 140<sup>th</sup> anniversary on September 28, 2025 and congratulated the association on the event.

Mayor McLean-Wile congratulated the Seaside A Capella Chorus for winning a gold medal at the Irish Association of Barbershop Singers contest in Killarney, Ireland.

#### 3. Public Input

Catherine Barrett, Garden Lots, attended public input to get clarification on how the accelerated efforts to meet the emissions targets by 2030, as noted in the Climate Change Action Plan progress report, would affect the current budget. Mayor McLean-Wile explained the budget is prepared annually in November. Any changes would be reflected in the 2026-2027 budget.

Andrew Himmelman, Newcombville, attended public input to receive clarification on the tender award process, more specifically, why small projects require the proponents to be bonded. Mr. MacEwan explained that the Municipality's tendering and purchasing policy refers to the Nova Scotia Construction Standards document which has bonded requirements for construction projects. He advised that a workshop was being planned for local businesses to provide information on the issues they consider hinderances to contracting with the Municipality.

4. Approval of Agenda

Moved by Councillor Bell, seconded by Councillor Hubley that the Agenda be approved as circulated. Carried unanimously.

5. Approval of Minutes – September 23, 2025

The Minutes of the September 23, 2025 Council meeting were approved as circulated.

6. Business Arising from Minutes - Nil

7. Awarding of Tenders/RFPs

7.1 Award of RFP #2025-05-401 Municipal Activity Recreation Complex (MARC) and Wiles Lake Park Community Plans and Conceptual Designs

Trudy Payne, Director of Recreation, Parks & Tourism, reviewed the report, "MARC and Wiles Lake Park Community Plan and Conceptual Design RFP # 2025-05-401" (circulated with the agenda), providing details on the proposals received and the recommendation to award the RFP to Glenn Group Landscape Architects and Project Managers. Ms. Payne noted that the date of the capital budget shown in the report should state 2025/2026.

2025-178 Moved by Councillor Oickle, seconded by Councillor Reinhardt that Municipal Council award RFP 2025-05-401 Municipal Activity Recreation Complex (MARC) and Wiles Lake Park Community Plans and Conceptual Designs to Glenn Group Landscape Architects and Project Managers in the amount of \$105,380 plus HST.

Ms. Payne explained that the successful proponent scored higher as their submission was the most detailed on their deliverables, and their extensive experience with accessible playgrounds.

Discussions followed on the following matters:

- Timeframe and location of public consultation
- Items covered in tenders, i.e., travel costs
- Accessibility and environmental lens

The Motion on the floor was voted on and carried. Opposed: Deputy Mayor Veinotte

7.2 Award of Tender #2025-05-001 Miller Point Peace Park Trail Construction

Maria Butts, Project Manager, reviewed the report, "Award of Tender 2025-05-001 – Miller Point Peace Park Trail" (circulated with the agenda), providing details on the proposals received and the recommendation to award the tender to W. Gerhardt Property Improvement.

2025-179 Moved by Councillor Bell, seconded by Councillor Moore that Municipal Council award Tender 2025-05-001 Miller Point Peace Park Trail Construction to W. Gerhardt Property Improvement in the amount of \$368,534.55 excluding HST. Carried unanimously.

8. Presentations/Scheduled Times - Nil
9. Consideration of Correspondence - Nil
10. Recommendations from Committees & Boards
- 10.1. Finance Committee
- 10.1.1 Amendments to Policy 012 Tax Exemption/Reduction

A recommendation from the Finance Committee, including a report titled "Proposed Amendments to Policy 012 Tax Exemption/Reduction" detailing the proposed amendments to the Policy was circulated with the agenda.

Elana Wentzell, Director of Finance, gave an overview of the proposed amendments to the policy.

2025-180 Moved by Councillor Hubley, seconded by Councillor Burns that Municipal Council accept the recommendation of the Finance Committee and approve the proposed amendments to Policy 012 Tax Exemption/Reduction, as presented.

It was explained that the process to apply for a tax reduction or exemption based on Section 3 Building Destroyed of the Policy is to first provide proof of destruction which is provided by the fire department.

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

10.1.2 Tax Billing Options – Postal Strike

A recommendation from the Finance Committee, including a report titled "Postal Strike and Interest Charged on Final Tax Bills" detailing the request to reduce the interest rate charged on overdue property tax bills was circulated with the agenda.

Elana Wentzell, Director of Finance, explained that the tax bills would be mailed as Canada Post had begun delivery services. Due to the expected slow delivery, it was suggested that the deadline for tax payments be extended to November 30, 2025.

2025-181 Moved by Councillor Brooks, seconded by Councillor Oickle that Municipal Council accept the recommendation of the Finance Committee and approve the temporary reduction of the interest rate charged on overdue property taxes to 0%, until November 30, at which time the 10% interest, as per Policy 009, would resume on overdue amounts. Carried unanimously.

#### 10.1.3 Designated Community Fund Request – Friend of Cherry Hill Old Cemetery

A recommendation from the Finance Committee, including a report titled “Designated Community Fund Project Friends of Cherry Hill Old Community Cemetery” providing details on the funds donated to the project was circulated with the agenda.

2025-182 Moved by Councillor Reinhardt, seconded by Councillor Bell that Municipal Council accept the recommendation of the Finance Committee and grant the Friends of Cherry Hill Old Community Cemetery \$95.00 as per Policy 048 Designated Community Project Fund. Carried unanimously.

#### 10.2 Mayors, Wardens, Deputy Mayors & Deputy Wardens Committee

##### 10.2.1 Amendments to Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) Terms of Reference

A report from the Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) detailing proposed amendment to the Committee’s Terms of Reference to allow the chair to be selected from the entirety of the membership was circulated with the agenda.

Alex Dumaresq, Deputy CAO, reviewed the report.

2025-183 Moved by Councillor Moore, seconded by Councillor Smith that Municipal Council accept the recommendation of the Anti-Racism & Anti-Discrimination Advisory Committee and approve the proposed amendments to the Terms of Reference to permit the Chair to be selected from any member of the Committee.

It was noted that committee members were waiting on the adoption of the amendments to the Terms of Reference before moving forward with committee matters.

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

##### 10.2.2 Appointment to Anti-Racism & Anti-Discrimination Advisory Committee

A report from the Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC) and the Lunenburg County Accessibility Advisory Committee (LCAAC) providing details on the appointments to the ARADAC was circulated with the agenda.

2025-184 Moved by Councillor Hubley, seconded by Councillor Smith that Municipal Council accept the recommendation of the Anti-Racism & Anti-Discrimination Advisory Committee

and appoint Kelly Goudie to the Anti-Racism and Anti-Discrimination Advisory Committee for a one-year term ending March 31, 2026. Motion Carried. Opposed: Councillor Brooks

#### 10.2.3 Appointment to Lunenburg County Accessibility Advisory Committee (LCAAC)

A report from the Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC) and the Lunenburg County Accessibility Advisory Committee (LCAAC) providing details on the appointments to the LCAAC was circulated with the agenda.

2025-185 Moved by Deputy Mayor Veinotte, seconded by Councillor Reinhardt that Municipal Council accept the recommendation of the Lunenburg County Accessible Advisory Committee and re-appoint Teresa Alexander-Arab, and newly appoint Linda Mills and Natasha Strickland to the Lunenburg County Accessibility Advisory Committee for three-year terms each ending September 30, 2028. Opposed: Councillor Brooks. Motion Carried.

### 11. Staff Reports

#### 11.1 Planning & Development

##### 11.1.1 Local Climate Change Action Plan – Annual Progress Report & Evaluation

Abhi Jain, Climate Change & Sustainability Manager, gave a presentation on “2024-25 Progress and Evaluation: LCCAP2030” (circulated with the agenda), providing details on progress and highlights of the Plan and the recommended changes. The 2024-2025 Annual Progress Report was also circulated with the agenda.

Mr. Jain’s presentation highlighted the following:

- Corporate Plan progress & Highlights
- Community Plan Progress & Highlights on Mitigation & Adaptation
- Evaluation of corporate plan – status & likelihood
- Evaluation of corporate plan – What it takes 2025-2030
- Evaluation of community plan
- Evaluation of Community Plan – Status & likelihood
- Evaluation of Community Plan – what it takes 2025-2030
- Recommended changes – Corporate
- Recommended changes – Community
- Recommended changes – Overall
- Summary of where we stand and what changed on proposed updates only

It was suggested that Council discuss what efforts would make the most impact on greenhouse gas emissions and where best to invest resources during strategic planning.

It was clarified that the Community Climate Capacity Program was managed by the Clean Foundation and funded by the province. It provides staff resources to work on initiatives such as land conservation policy research, and grant applications. Mr. Jain noted that the Clean

Foundation hired specialists based on the Municipality's joint application with the Town of Mahone Bay.

It was requested that staff provide information on the value of electric vehicles, comparison of the Municipality's contribution to carbon emissions to other units and to consider other grant programs and energy poverty in future workplans.

#### 11.1.2 Development Agreement Application re Proposed Cluster Development, Wileville

Anna Giblin, Planner I, reviewed the report, "Development Agreement for a proposed Cluster Development at 475 Upper Branch Road, Wileville (PID 60303724 and PID 60303781)" (circulated with the agenda), providing details on the application and the process for approving a development agreement application.

Ms. Giblin gave a presentation, "Development Agreement Application: 475 Upper Branch Rd. (Cluster Development), (attached to Minutes) and provided details on the proposed development in Wileville.

2025-186 Moved by Councillor Oickle, seconded by Councillor Hubley that Municipal Council refer the Development Agreement application for the proposed cluster development located at 475 Upper Branch Road (PID 60303724 and 60303781) to the Planning Advisory Committee for discussion and recommendation to Council; and further, that staff hold a Public Information Session prior to the Planning Advisory Committee meeting. Carried unanimously.

#### 11.2 Administration

##### 11.2.1 Award of Comfort Centre Grant – West Side United Church

Alex Dumaresq, Deputy CAO, reviewed the report, "Comfort Centre Grant Awards" (circulated with the agenda), providing details on the grant program and the application received from the West Side United Church.

Mr. Dumaresq gave a presentation, "Comfort Centres and 72-hour Preparedness" (attached to Minutes), providing details on:

- Regional cooperation
- 72-hour preparedness
- Comfort Centres
- Registered comfort centres
- Generator Grant

2025-187 Moved by Councillor Bell, seconded by Councillor Burns that Municipal Council award a Comfort Centre grant to the West Side United Church, Pentz, in the amount of \$8000.

It was clarified that the Comfort Centre grant was specifically to cover back up power.

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

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

### 12.1 MJSB Update

Councillor Oickle and Councillor Burns provided an update on the following matters of the Municipal Joint Services Board:

- Business plan First Quarter 2025-2026
- Personnel policy Storm Days
- Signing authority
- Fire smart brush program
- Equipment and site security
- Financial update

### 12.2 Region 6 Update

Councillor Moore provided an update on the following matters of the Region 6:

- Financial Audit
- Extended Producer Responsibility (EPR)

### 12.3 Financial Relief/Support for Laundry Costs

Councillor Oickle reported that residents affected by the current drought were forced to spend money for laundering which was causing further financial hardship. She requested that staff investigate ways to provide financial relief to those affected, such as a possible partnership with laundry facilities as is done with local stores with the water coupon program.

It was explained that investigating a program like this would use extensive staff time and would impact existing initiatives currently in the works. It was also explained that such a program would be an expensive endeavour and there was no monies available in the existing budget.

### 12.4 Lunenburg County Senior Safety Committee Report

The update from the Lunenburg County Senior Safety Committee was referred to the Policy and Strategy meeting of October 21, 2025.

### 12.5 South Shore Library Board Report

The updated from the South Shore Library Board was referred to the Policy and Strategy meeting of October 21, 2025.

### 12.6 Deputy Mayor's Update

The Deputy Mayor's update was referred to the Policy and Strategy meeting of October 21, 2025.

12.7 Mayor's Update

Mayor McLean-Wile's update was referred to the Policy and Strategy meeting of October 21, 2025.

13. Added Items – Nil

14. In Camera – Nil

15. Adjournment

There being no further business, the meeting adjourned at 8:30 p.m.

Development Agreement Application:  
475 Upper Branch Rd. (Cluster  
Development)

Planning & Development Services

October 14, 2025



# Proposed Development

**Staff received a development application on September 19, 2025**

**Location:** 475 Upper Branch Rd. Wileville, NS (PIDs: 60303724 and 60303781)

**Project:** Cluster development with up to 96 residential units and a 5,000 m<sup>2</sup> light industrial/commercial facility

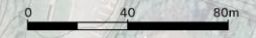
**Zoning:** Currently unzoned, but must follow the cluster development regulations (First reading: Jan 28, 2025)

**Approval Process:** Must go through a development agreement process

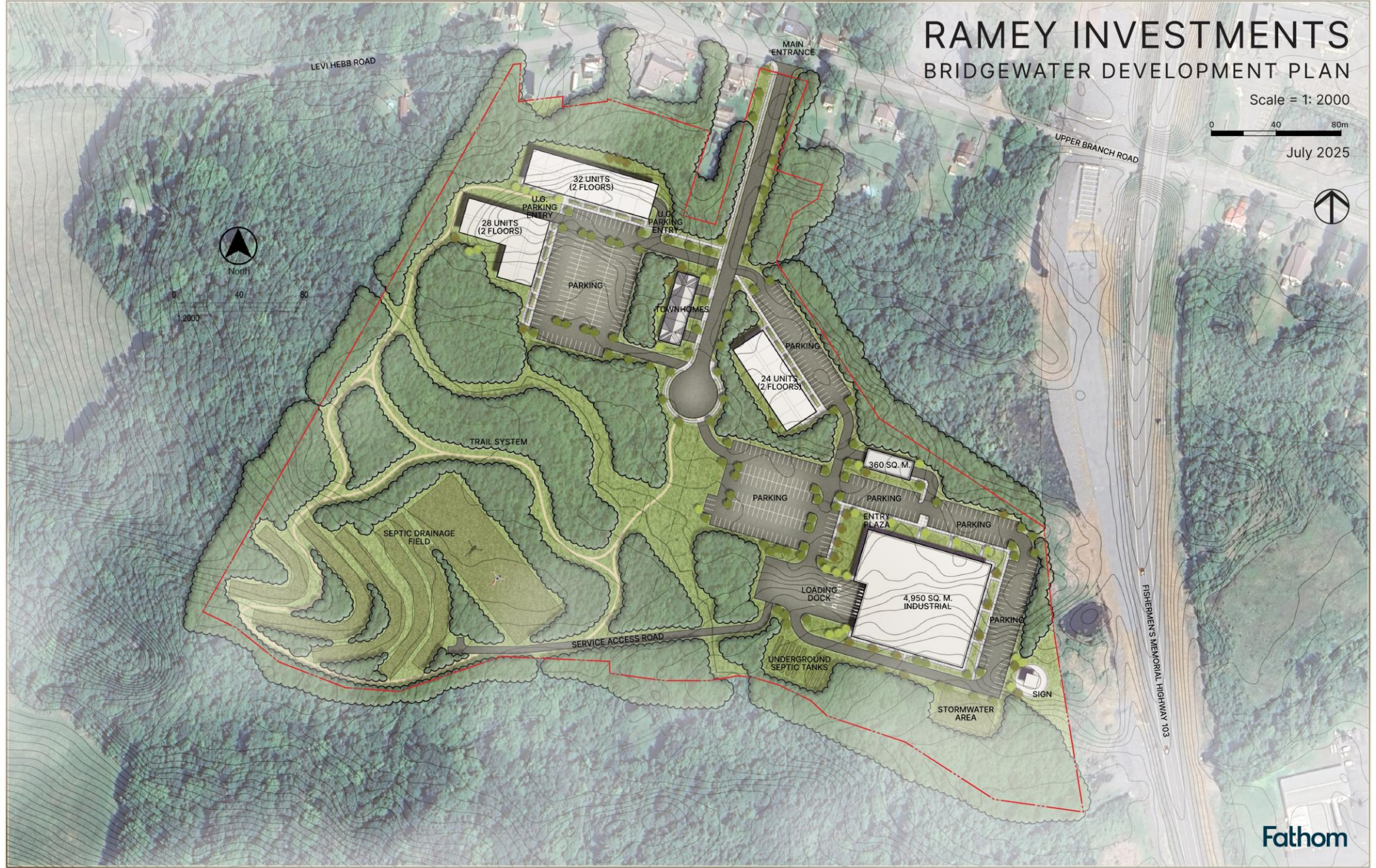


# RAMEY INVESTMENTS BRIDGEWATER DEVELOPMENT PLAN

Scale = 1: 2000



July 2025



# Development Agreement Process

- 1. Municipality receives development application**
- 2. Staff Review**
  - Staff review of application, circulates to external agencies and internal departments, etc.
- 3. Public Information Session**
- 4. Staff report and provide feedback from Information Session to Planning Advisory Committee (PAC)**
- 5. Planning Advisory Committee review**
  - PAC makes recommendation to Council
- 5. Council provides direction to proceed**
  - Council reviews PAC recommendation and may declare intent to enter into a DA
- 6. Public Hearing**
- 7. Council Decision: approves or refuses**
- 8. 14-day appeal period - If no appeals, application is approved**



# Motion

**That Municipal Council directs staff to prepare a report for Planning Advisory Committee discussion and recommendation for the proposed development located at 475 Upper Branch Road (PID 60303724 and 60303781). Further, that staff hold a Public Information Session before the Planning Advisory Committee meeting.**



Thank You

Any Questions?





# Comfort Centres and 72-hour Preparedness

Presentation to Council

October 2025



# Regional Emergency Management

- Regional cooperation
- All-hazards planning for disasters & emergencies
- <https://www.lunenburgremo.ca/>



# 72-hour Preparedness

- <https://www.lunenburgremo.ca/plan.html>
- REMO will do outreach and education presentations to community groups on how to prepare for emergencies



# Comfort Centres

- Comfort Centres support and extend residents' ability to shelter in place
  - a place to go to get warm/cool; may serve light refreshments;
  - charge electronic devices & receive updates;
  - community gathering point;
  - washroom facilities.

Comfort Centres do not provide overnight accommodations.





# Comfort Centre Generator Grant

- Annual grant available:
  - \$14,000 in the 2025/26 budget
  - Annual deadline of March 1
  - Simple application process
- Staff recommend approving Westside United Church application



# Proposed Motion

- Move that Council award a Comfort Centre grant to the West Side United Church in Pentz in the amount of \$8,000.

