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Municipal Council Meeting Agenda

Tuesday, December 9, 2025 – 6:00 p.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

1. Call to Order
- 1.1 Mi'kma'ki Territorial Acknowledgement
2. Announcements, Acknowledgements, Recognition
3. Public Input (15 Minutes)
4. Changes/Approval of Agenda (as circulated)
5. Approval of Minutes – Council November 25, 2025
6. Business Arising from Minutes
7. Awarding of Tenders/RFPs - Nil
8. Presentations/Scheduled Times - Nil
9. Consideration of Correspondence - Nil
10. Recommendations from Committees & Boards
- 10.1 Finance Committee 1
- 10.1.1 PRO Kids Reserve Budget Request..... 2-4
- 10.1.2 Repeal of By-law 017 Police Clearance Certificate Application Fees 5-13
- 10.1.3 Letter of Support – Lunenburg County Seniors Safety Society 14
- 10.2 REMO Advisory Committee
- 10.2.1 Approval of Amendments to Inter-Municipal Emergency Service Agreement 15-27
- 10.3 Nominating Committee
- 10.3.1 Appointment of Member-at-Large to Planning Advisory Committee..... 28
- 10.4 Fire & Emergency Services Committee
- 10.4.1 2026/2027 Annual Fire Department Grants..... 29
- 10.4.2 Proposed Code of Conduct for Senior Fire Services Officers..... 30-33

- 11. Staff Reports
 - 11.1 Administration
 - 11.1.1 Revised Strategic Priorities and Council Workplan 2026/2027 34-43
 - 11.1.2 Public Input re Strategic Priorities and Council Workplan
 - 11.1.3 Approval of Amendments to Policy 058 Fees..... 44-48
 - 11.1.4 Second Reading – By-law 047 Potable Water Supply Upgrade Program 49-58
 - 11.2 Finance
 - 11.2.1 Uncollectible Accounts for Write Off Consideration 59-61
- 12. Mayor’s/Deputy Mayor’s/Councillors’ Matters
 - 12.1 LCLC Update
 - 12.2 Letter of Support for Big Tancook Island Speed Limits (Veinotte) 62-77
- 13. Added Items
- 14. In Camera
 - 14.1 Personnel Matter under Section 22(2)(c) of the MGA
 - 14.2 Contract Negotiations under Section 22(2)(e) of the MGA
- 15. Adjournment



Council
Item #10.1
December 9, 2025
Authorization: T. MacEwan

Memorandum

To: Mayor Elspeth McLean-Wile, and Councillors

From: Chairperson & Members of the Finance Committee

Date: December 2, 2025

Re: Recommendations of the Finance Committee

The Finance Committee, in session on Tuesday, December 2, 2025, made the following recommendation(s) to Council:

1. That Municipal Council approve up to \$21,418.99 in additional funds for the PRO Kids program for the 2025-2026 fiscal year, and further, that these funds come out of the PRO Kids Reserves.
2. That Municipal Council repeal By-law 017, Fees Charged for Police Clearance Certificate Applications and conduct first reading at the December 9, 2025, Council meeting.
3. That Municipal council write a letter of support for the Lunenburg County Seniors Safety Society in their request for additional funding from the Province.

Respectfully submitted,

Chairperson and Members
Finance Committee

/laa

Council
Item #10.1.1
December 9, 2025
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Finance Committee

Item #: 9.2.2

Date: December 2, 2025

Authorization: Elana Wentzell

Report to: Finance Committee
Submitted by: Tissy Bolivar, Program Coordinator
Date: December 2, 2025
Re: PRO Kids Reserve Budget Request

Recommendation

That the Finance Committee recommends to Municipal Council that Municipal Council approves up to \$21,418.99 in additional funds for the PRO Kids program for the 2025-2026 fiscal year, and further, that these funds come out of the PRO Kids Reserves.

Executive summary

[a short overview of the key elements of your report; only used for long reports]

Background

To date in the 2025-2026 fiscal year, staff have processed over 350 applications, representing nearly 200 individual applications, for a total approved amount of \$83,559.26. In addition to Council's contribution to the program, we have raised just over \$23,000 in grants and donations to support the program.

Applications are still being received; however, our current budget is depleted. To process additional applications, more funds are required. The PRO Kids reserve has \$21,418.99 in funds, which represents an accumulation of funds over various budget years when all the budgeted funds were not required. For example, if in one fiscal year we had a budget of \$50,000 and had applications in that year that only required \$40,000, the \$10,000 remaining budget was allocated to the PRO Kids reserves. 2023 was the first year we needed to use funds in this reserve to accommodate applicants' requests.

Discussion

PRO Kids is a program that provides financial assistance to children and youth from the Municipality of Lunenburg who, due to lack of funds, are not able to participate in sport, recreation, and cultural activities. This program strives to remove financial barriers to ensure every child and youth has an opportunity to participate.

We continue to see significant increases in the cost of registration fees for programs, as well as an increase in applications year after year. As such, staff are actively seeking additional revenue sources to sustain the program long-term.

In the meantime, the ability to access the funds in the PRO Kids reserve would allow staff the flexibility to support additional applications this fiscal year.

Strategic Focus

PRO Kids supports families and improves quality of life by making it easier for everyone to join activities that support health, happiness, and connection. When cost isn't a barrier, people can stay active, meet others, try new things, and feel more involved in their community. This leads to better well-being and a stronger sense of belonging for everyone.

Budget/Financial Implications

To continue processing more applications, more budget is required. A budget up to \$21,418.99 would allow staff to cover any additional applications until the fiscal year-end, without having to request additional funds later in the fiscal. Any unspent funds would remain in the PRO Kids reserve for future use.

The PRO Kids Reserves currently has \$21,418.99.

Climate Change/sustainability

N/A

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

PRO Kids directly supports EDIA (Equity, Diversity, Inclusion, and Accessibility) by reducing barriers that prevent people from fully participating in recreation programs. When cost is removed or reduced, more individuals, regardless of income, background, abilities, or life circumstances, can access meaningful recreation opportunities. This creates a more inclusive environment where diverse community members feel welcomed, represented, and supported. Financial assistance can help level the playing field, ensuring that participation is based on

interest and need rather than financial capacity, which strengthens equity and promotes fair access for everyone.

Strategic Communications

N/A

Work plan

Administration of the PRO Kids program is within the current work plan of the Recreation, Parks, and Tourism staff.

Alternatives

Council could decide not to allow staff to access reserve funds to support the PRO Kids program.

Conclusion

Staff recommend that the Finance Committee recommends to Municipal Council to approve up to \$21,418.99 in additional funds for the PRO Kids program from the PRO Kids Reserve. This would allow staff to fund additional applications received until the fiscal year-end.

Report Preparation	
Department	Recreation, Parks, and Tourism
Report Prepared by	Tissy Bolivar, Program Coordinator
Report Approved by	
Date Reviewed by C.A.O.	



Memorandum

To: Mayor McLean-Wile and Councillors

From: Susan Berry, Supervisor, Corporate Services

Date: December 9, 2025

Re: Repeal Bylaw 017A Fees Charged for Police Clearance Certificate Application Fees

The Finance Committee, in session on Tuesday, December 2, 2025, recommended to Municipal Council conduct first reading of Repeal Bylaw 017A Fees Charged for Police Clearance Certificate Applications.

The Committee made the recommendation to Council to assist residents by streamlining the process to obtain a criminal record check by removing the step of obtaining a receipt prior to attending the RCMP detachment that serves their community. This will help remove a barrier to obtaining employment and address equity implications caused by both the fee and the additional travel. This is inline with the other neighbouring municipalities that are served by the RCMP for policing and will help create consistency across the county.

If Council agrees the following motion is required:

Conduct first reading of Repeal Bylaw 017A Police Clearance Certificate Application Fees

Municipality of the District of Lunenburg

Amending By-law Details	
Name	Repeal of Fees Charged for Police Clearance Certificate Application
Number	017A
Legislative Authority	Municipal Government Act
Effective Date	

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority of the Municipal Government Act, that By-law 017, Fees Charged for Police Clearance Certificate Application adopted on December 21, 2005 and amended November 18, 2008 is hereby repealed.

By-law Adoption	
Effective date of Original by-law	December 21, 2005
Date of first reading	December 9, 2025
Date of advertisement of notice of intention (website)	December 9, 2025
Date of second reading	
Date of advertisement of passage of by-law Effective date.	
Date of mailing a certified copy of by-law to Minister	
I certify that this By-law Respecting the Repeal of By-law 017 Fees Charged for Police Clearance Certificate Application was repealed by Municipal Council and published as indicated above.	
Signature of Municipal Clerk	Date

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
A By-law Respecting
Fees Charged for Police Clearance Certificate Applications

Approved December 21, 2005

Amended November 18, 2008

Be It Enacted by the Council of the Municipality of the District of Lunenburg as follows:

1.0 Short Title

This By-law shall be known as A By-law Respecting Fees Charged for Police Clearance Certificate Applications and may be cited as “Police Clearance Certificate Application Fees By-law”.

2.0 Interpretation

2.1 “Act” means the *Municipal Government Act*, S.N.S., Chapter 18 of the Acts of 1998.
[amended Nov. 18, 2008]

2.2 “Certificate Application Fee” means a charge imposed pursuant to Section 172(2)(e)(i) of the *Municipal Government Act* in an amount to be determined pursuant to this By-law.
[amended Nov. 18, 2008]

2.3 “Municipality” means the Municipality of the District of Lunenburg.

2.4 “R.C.M.P.” means the Royal Canadian Mounted Police.

2.5 “Student” means one who attends a school.

2.6 "Volunteer" means an individual performing services for a non-profit organization who does not receive in respect of those services

i. compensation, other than reasonable reimbursement or allowance for expenses actually incurred, or

ii. money or any other thing of value in lieu of compensation in excess of five hundred dollars per year,

and may include a director, officer, trustee or employee of the organization. pursuant to Section 2 of the Volunteer Protection Act, S.N.S, Chapter 14 of the Acts of 2002.
[amended Nov. 18, 2008]

3.0 Application Fee for the Police Clearance Certificate Application Fee

The amount of the Police Clearance Certificate Application Fee levied pursuant to this By-law shall be determined in accordance with the provisions of this By-law and Schedule “A” of this By-law.

4.0 Application Process

4.1 Applications for Police Clearance Certificates for non-volunteers shall be first presented to the Municipal Office at 210 Aberdeen Road, Bridgewater, NS. The appropriate application fee shall be paid in full before the application is forwarded to the R.C.M.P. For further clarity, the appropriate fee must be paid in full to the Municipality before any review is undertaken by the R.C.M.P. **[amended Nov. 18, 2008]**

4.1A Application for Police Clearance Certificates for volunteers and students shall be presented directly to the R.C.M.P., and no application fee is required to be paid to the Municipality before a review is undertaken. **[amended Nov. 18, 2008]**

4.2 The Certificate Application Fees shall be collected by the Municipality.

4.3 The Applicant will be responsible to deliver the application form and payment receipt issued by the Municipality if required to the appropriate office of the R.C.M.P. **[amended Nov. 18, 2008]**

5.0 Issuance of Police Clearance Certificates

5.1 Upon receipt of the application and payment receipt issued by the Municipality, the R.C.M.P. will initiate research. Where determined to be appropriate, the R.C.M.P. will issue a Clearance Certificate. The Municipality of the District of Lunenburg does not issue Clearance Certificates. **[amended Nov. 18, 2008]**

5.2 No refunds will be issued.

Schedule "A"

Police Clearance Certificate Application Fees

The following fee schedule applies to all applications for Police Clearance Certificates to be issued by the R.C.M.P. responsible for policing the Municipality of the District of Lunenburg.

The Certificate Application Fee for all applications except for students and volunteers shall be \$25.00 per application. Volunteers and students are exempt from application fees. **[amended Nov. 18, 2008]**

For greater clarity:

Volunteers	No cost
Students	No cost
All Others	\$25.00

[amended Nov. 18, 2008]

Municipal Clerks Annotation for Official By-law Book

Date of First Reading:	October 9, 2008
Date of Advertisement – Notice of Intention:	October 21, 2008 and October 24, 2008
Date of Second Reading:	November 12, 2008
Date of Advertisement of Passage of By-law*:	November 18, 2008

I certify that the amendments to this the "***Fees Charged for Police Clearance Certificate Applications By-law***" was adopted by Council and published as indicated above.

April Whynot Johns
Municipal Clerk

Nov 18, 2008
Date

***Effective Date of the By-law unless otherwise specified in the By-law**



The Municipality of the District of Lunenburg

Request for Decision

Finance Committee

Item #: 9.3.1

Date: December 2, 2025

Authorization: Elana Wentzell

Report to: Finance Committee

Submitted by: Susan Berry, Supervisor Corporate Services & Communications

Date: December 2, 2025

Re: Bylaw 017 – Police Clearance Certificate Application Fees Bylaw

Recommendation

Should Council wish to remove the fee for all criminal records checks staff recommends the repeal of Bylaw 017 Fees Charged for Police Clearance Certificate Applications to remove the fee for Police Clearance Certificates.

Background

The Municipality of the District of Lunenburg (MODL) currently has Bylaw 017 Police Clearance Certificate Application Fees. This Bylaw outlines the fee charged by MODL for the RCMP to process a police clearance certificate, commonly known as a criminal record check, for residents of MODL. The Bylaw does not require fees for any volunteer for a non-profit organization or for students. For all other purposes the fee is \$25. This fee has remained unchanged since 2008.

The current process is a resident who is not a student, or a volunteer for a non-profit organization, comes in person to the Municipal Services building to pay the \$25 and obtain a receipt. This receipt is presented to the RCMP detachment that serves the community where the resident resides.

The burden of having to go to two different locations and pay a fee for a criminal record check has been raised by Council which has directed staff to examine the feasibility of removing the fee for criminal record checks for employment.

In Lunenburg County both the District of Lunenburg and the Town of Bridgewater charge for criminal record checks for residents who are not students and volunteers. The Town of Mahone Bay, the Town of Lunenburg, and the Municipality of Chester do not charge any fees.

	District of Lunenburg	Municipality of Chester	Town of Bridgewater	Town of Mahone Bay	Town of Lunenburg
Fee – employment	\$25.00	Free	\$30.00	Free	Free
Fee – volunteer/students	Free	Free	Free	Free	Free

The Municipality of Chester, Town of Mahone Bay and Town of Lunenburg all use the RCMP for policing services. The Town of Bridgewater employs its own municipal police force.

Further, across the province there is a variety of fees charged by municipalities, although most consistently do not charge a fee for students or volunteers.

Municipality	Criminal Record Check Fee for Employment	Criminal Record Check Fee for Students/Volunteer
Municipality of the County of Antigonish	\$25.00 (free if employment is with the police or federal government)	free
Municipality of East Hants	free	free
Municipality of Colchester	free	free
West Hants Regional Municipality	\$33.90 + tax via Globeia	free
Municipality of the County of Kings	free	free
Municipality of the District of Yarmouth	\$33.90 + tax via Globeia	free
Town of Annapolis	\$38.95	\$8.95 fee for online application, free in person
Town of Kentville	free	free
Town of Pictou	free	free
Municipality of Barrington	free	free

Discussion

Criminal record checks have become a standard part of the employment process and as such, the revenue generated has been increasing over the past few fiscal years. This revenue, although small in comparison to the overall budget, is still revenue that should be taken into consideration during the evaluation of the fee for the criminal record check.

Several considerations arise when evaluating the current process and exploring alternative options. The requirement for applicants to physically visit the Municipal Services Building and pay the \$25 fee can pose challenges, particularly for individuals seeking employment who may face financial constraints. The \$25 fee can pose a prohibitive barrier to an essential step in securing employment. This disproportionately impacts equity-seeking groups who may already face financial hardship. This burden includes the fee and transportation to the Municipal Services Building. For those entering the workforce, the \$25 fee can be a significant financial hurdle.

The revenue generated also represents staff time. In 2024/25 MODL collected \$15,925 in fees, which represents a minimum of 637 interactions at the front counter of the Municipal Services Building. This is time that staff could shift to increased responsiveness for other resident interactions and inquiries.

Strategic Focus

The removal of the fee associated with criminal record checks would have a small impact quality of life by improving affordability for residents and simplifying the process of getting a required records check.

Budget/Financial Implications

Below is a table outlining the revenue associated with the criminal record check fees for the past five fiscal years.

Fiscal Year	Revenue
2024/25	\$15 925.00
2023/24	\$18 070.00
2022/23	\$14 825.00
2021/22	\$11 225.00
2020/21	\$9 800.00

Climate Change/sustainability

Removing the additional step of coming to the Municipal Services building will slightly reduce the amount of driving required of individuals needing a record check.

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

Challenges identified through the IDEA lens are highlighted above in the discussion.

Strategic Communications

There are no communications issues under the current recommendation.

Work plan

Slight increase in staff availability to respond to other inquiries, due to the elimination of roughly 650 counter visits.

Alternatives

- Direct staff to investigate online provider of criminal record checks
- Leave the bylaw as is

Conclusion

There are benefits to repealing the bylaw and removing the fee associated with criminal record checks, and would provide minor improvements to resident's quality of life and greenhouse gas emissions. Eliminating the fee would represent a loss of revenue in the range of 10,000 to 15,000.

Report Preparation	
Department	
Report Prepared by	
Report Approved by	
Date Reviewed by C.A.O.	

Request for Agenda Items under Mayor's/Deputy Mayor's/Councillors' Matters

To	Chief Administrative Officer
From	Councillor Alison Smith
Date	November 21, 2025

1. Agenda Item

Councillor Matters: Letter of Support for Seniors Safety Program

2. On what agenda do you want the item placed? Committee/Date

Finance Committee December 5, 2025

3. Do you have written material to circulate with the agenda? Yes ☐ No ☒

If so, please attach it to this form. If no, please explain below.

The Lunenburg County Seniors Safety Society will be sending a letter to the province to request an increase in funding. The LCSSS is requesting that MoDL contribute a letter of support.

4. What is its relevance to Council/Committee?

The Seniors Safety Program is an important service in our county. More residents could be supported with an increase in funding.

5. What outcome(s) are you seeking?

A letter of support.

Alison Smith
Councillor's signature

Approved Yes ☐ No ☐

If no, reason for denial.

--

Mayor or Chair of Committee

Date

Council
Item #10.2.1
December 9, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

November 27, 2025

Mayor Elspeth McLean-Wile & Council

10 Allée Champlain Drive

Cookville, NS B4V 9E4

Dear Mayor McLean-Wile:

RE: REMO Inter-Municipal Services Agreement (IMSA) Review

At the November 18, 2025, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“REMO Advisory Committee direct staff to submit final draft of the IMSA to individual Councils for approval and submit for legal review.”

Please forward this document outlining the proposed changes your Council for review and approval. Once approved, please forward a copy of Council's motion approving the changes to Rebecca Baccardax, Community Readiness Coordinator to rebecca.baccardax@lunenburgREMO.ca.

Sincerely,

A handwritten signature in blue ink, appearing to be "Tom MacEwan".

Tom MacEwan
Chief Administrative Officer

cc: Rebecca Baccardax, REMO

Amend the Inter-Municipal Emergency Services Agreement entered into on January 18, 2017, as follows:

******Note:** the following are text amendments to show changes in the Agreement. Legal Counsel will put in proper form. ****

Structure and Municipal Resources

Amend

8.1 The REMO shall consist of:

- a) a Regional Emergency Management Advisory Committee.
- b) a Regional Emergency Management Planning Committee.
- c) Regional Emergency Management Coordinator and other staff ,as may be required and as approved by the parties, to assist the Regional Emergency Management Organization,
- d) A Chief Administrative Officer or delegate with decision making authority from each municipal unit party to this agreement
- e) Assistant Emergency Management Coordinator, one from each municipal unit party to this agreement;
- f) An additional minimum of four staff from each municipal unit party to this agreement who are adequately trained in the Incident Command System and able to assist REMO during an activation of the Emergency Coordination Centre by assuming an ICS role in the ECC. (See appendix A for ICS structure /roles)

Add

8.2 To ensure REMO is adequately resourced for Emergency preparedness and the coordination of response and recovery of an emergency, each party to this Agreement shall provide the resources as required in Clause 8.1. Where a party fails to provide the resources specified in clause 8.1, resulting the inability of REMO to effectively prepare and respond to an emergency and ensure recovery, the matter shall be referred to the Regional Emergency Management Advisory Committee for consideration and application of sanction.

Add

8.3 The Chief Administrative Officers shall advise the Advisory Committee of a municipal units failure to meet the requirements of Clause 8.1 and 8.2.

In consideration a sanction pursuant to Clause 8.2, the Advisory Committee shall have regard for:

- a. the degree to which a party has failed to meet its obligation
- b. the intentions of the party to meet its obligation and the associated time frame to do so

Sanctions that the Advisory Committee may consider include:

- A written request from the parties impacted to the offending party, requesting that the municipal unit provide the required resources so as to ensure a regional approach to emergency management; or
- A monetary sanction sufficient to compensate the parties for having to provide sufficient resources in planning or response, as set out in Appendix B .

Amend

11. All parties agree that the staff of the Regional Emergency Management Coordinator Organization as approved by the parties shall be an employee of the Municipality of the District of Lunenburg and shall serve as the a staff member of REMO

Amend

20. 1 The parties shall share the cost of operations of the REMO based on an annual budget funded by the municipal units as follows:

Municipal Unit Contribution= Base Rate (20% of Budget) + Municipal Units percentage of Total Uniform Assessment of the Partner Units (80% of Budget)

Base Rate = 20 % of Total REMO Budget

% of Uniform Assessment = $\frac{\text{Total Uniform Assessment of the Municipal Units}}{\text{Municipal Unit UA}}$

Amend

20.2 The Advisory Committee, after consultation with each municipal unit party to the Agreement, shall recommend an Operating and Capital Budget by March 15 th of the fiscal year prior to the fiscal year of the recommended budget. The approval of the Operating and

Capital Budget will be subject to the approval of a minimum of **three (3)** municipal units containing at least **40%** of the total Uniform Assessment of the municipal units.

Renumber 20(c) and (d) as 20.3 and 20.4

Appendix A- Incident Command Structure

Appendix B- Monetary Sanctions

The following monetary sanctions shall be used by the REMAC when considering Sanctions for failure of a partner municipal unit in providing resources, as provided for in Clause 8.3 of this Agreement. :

1.0 **Failure to appoint staff to REMO as required in Clause 8.1**, being a CAO (or designate), AEC and four municipal staff , without justification satisfactory to the REMAC, shall result in a monetary sanction equal to:

A. \$520 per person per month that a unit has less than the minimum allocated, with the sanction to be applied commencing the month of the written notice from REMAC to the offending municipal unit.

Funds received by the REMAC as a result of these sanctions shall be placed in a REMO contingency account.

2.0 **Failure to ensure appointed staff attend REMO training and or exercises**, without justification satisfactory to the REMAC, and upon having received a previous notice from the REMAC of the non-attendance:

A) \$520 per instance of non-attendance (per person and per event)

Funds received by REMAC as a result of these sanctions shall be placed in the REMO contingency account.

3.0 **Failure to have staff attend the ECC during an activation**, without justification acceptable to REMAC:

A) \$520 per staff per shift missed;

Funds received by REMAC as a result of these sanctions shall be allocated to the unit or units that had to fill the gap. If not applicable, the funds received shall be placed in the REMO contingency account.

4.0 Sanction rates are based on a day rate per staff. This rate shall be adjusted annually by CPI as calculated in the Host Municipal Units Personnel Policy.

AN INTER-MUNICIPAL EMERGENCY SERVICES AGREEMENT

THIS AGREEMENT is made in seven copies this 18th day of January 2017.

AMONG:

The **MUNICIPALITY OF THE District of Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **MUNICIPALITY OF THE District of Chester**, a municipal body corporate pursuant to the *Municipal Government Act*;

- and -

The **TOWN OF Bridgewater**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **TOWN OF Mahone Bay**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **TOWN OF Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*.

WHEREAS 4 of the 5 the parties hereto previously entered into an inter-municipal emergency services agreement, effective on August 1, 2005;

AND WHEREAS 4 of the 5 parties previously entered into a new inter-municipal emergency services agreement effective on April 1, 2011;

AND WHEREAS all parties now wish to enter a new inter-municipal emergency services agreement to be effective March 21, 2016.

NOW THEREFORE witness in consider of the mutual promises and covenants contained herein the parties hereto agree as follows:

General

1. The Purpose of this inter-municipal services agreement, hereafter called (Agreement) is

to provide for a coordinated response to an emergency occurring within Lunenburg County, including the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg referred to in this Agreement as the (region).

2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III – 60 (1) of the *Municipal Government Act* and section 10 (2) (c) of the *Emergency Management Act*.
4. The planning for and coordination of emergency service delivery during a real or imminent emergency as defined by the *Emergency Management Act*, shall be provided by the Regional Emergency Measures Organization, referred to in this Agreement as the (REMO).

Host Municipality

5. The Municipality of the District of Lunenburg is hereafter called the Host Municipality, and as such, will provide a communications room and the Regional Emergency Operations Centers (REOC). The District of Chester shall also provide an EOC site for the REMO.
6. The Host Municipality will be responsible for all administrative functions including financial, record keeping, minute taking and reporting on behalf of REMO during non-emergency situations.
7. The Host Municipality will include the Regional Emergency Management Coordinator, assets and activities on their Municipality's liability insurance policy.

Structure

8. The REMO shall consist of a Regional Emergency Management Advisory Committee, a Regional Emergency Management Planning Committee and the Regional Emergency Management Coordinator and Assistant Emergency Management Coordinators from each unit.

Regional Advisory Committee

9. The Regional Emergency Management Advisory Committee shall be responsible for the direction and management of emergency preparedness activities within the region and to advise the appointing Councils pursuant to section 10 (1) (d) of the *Emergency Managements Act*.
 - a. Each party to this agreement shall appoint to the Regional Emergency Management Advisory Committee two (2) members of its Council, one of

whom shall be the Mayor or Warden. Each party shall further appoint an alternate to act in the place of a member if absent.

- b. Members of the Regional Emergency Management Advisory Committee are appointed for the same term of office as the Council that appoints them and hold office until their successors are named. (subject to a. above)
- c. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
- d. The Regional Emergency Management Advisory Committee shall annually name one of its members to be chair and one to be vice-chair, to act in the absence of incapacity of the chair.
- e. The chair or other person presiding shall vote on every question before the Regional Emergency Management Advisory Committee.
- g. Quorum for the Regional Advisory Committee shall be 50% plus one.
- h. The Chief Administrative Officers/Managers and the Assistant Emergency Coordinators for each Municipal unit as well as the Regional Emergency Management Coordinator shall be non-voting members of the Regional Advisory Committee

Regional Planning Committee

- 10. The Regional Emergency Management Planning Committee shall be responsible for recommending policy and procedures to the Regional Emergency Management Advisory Committee for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
 - a. Each party to this agreement shall appoint the respective Assistant Emergency Management Coordinator, staff members, and where it is appropriate volunteer agency representatives, to the Regional Emergency Management Planning Committee.
 - b. The Regional Emergency Management Coordinator (REMC) shall chair the Regional Emergency Management Planning Committee.

Regional Emergency Management Coordinator

- 11. All parties agree that the Regional Emergency Management Coordinator shall be an employee of the Municipality of the District of Lunenburg and shall serve as the staff member of REMO. The Regional Emergency Management Coordinator (REMC) shall be appointed by the Advisory Committee to act as the REMC.
 - a. Should the position of the Regional Emergency Management Coordinator become

vacant, it will be the responsibility of the CAO of the Municipality of the District of Lunenburg to fill the vacancy in accordance with the hiring policies of the Municipality of the District of Lunenburg. The selection committee shall consist of the CAO's of the participating municipalities.

Assistant Emergency Management Coordinators

12. The parties agree that each Municipality shall appoint a staff member as an Assistant Emergency Management Coordinator to act as a liaison with the REMC.

Emergency Operations

13. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time. When the capacity of REMO is exceeded, or is likely to be exceeded, REMO will activate support from other agencies in accordance with formal or informal arrangements.
14. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized coordination facility.
15. The host Municipality is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to REMO by this Agreement.
16. The host Municipality may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service of facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement.
17. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they contributed at the time of purchase except for assets contributed solely by a particular municipality and those assets shall remain the property of that municipality.
18. The REMO shall establish its own Concept of Operations to guide the Regional Emergency Operations Center.
19. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment, and undertake to provide personnel and equipment as deemed appropriate by the Regional Emergency Management Advisory Committee and recommended by the Regional Emergency Management Planning Committee.
 - a. Any cost eligible for DFA funding and associated with the deployment of resources of a responding municipality during a present of imminent emergency will be borne by the requesting municipality.

- b. Other extraordinary costs incurred in the provision or assistance of a municipality shall be borne by the requesting Municipality. Extraordinary costs are defined as including, but not limited to, costs that are above and beyond the usual day to day expenses, including payment of overtime, payment of travel expenses (meals, accommodations and mileage), repairs to equipment damaged while rendering aid and any other items which would be mutually agreed to by the parties to this Agreement.
20. The parties shall share the cost of operations of the REMO based on an annual budget divided proportionally based upon current uniform assessment.
- a. The Advisory Committee shall recommend to the parties of this Agreement an Operating and Capital Budget by February 1 of the fiscal year prior to the fiscal year of the recommended budget. The approval of the Operating and Capital Budget will be subject to the approval of a minimum of two municipal units containing at least 51% of the uniform assessment.
 - b. Actual dollar contribution of the Municipalities shall be based on the annual budget of the REMO.
 - c. The host municipality will invoice the other contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution. Billing after year end to be adjusted to reflect actuals.
 - d. In the event the REMO requires additional money for capital or operating purposes, any such increase shall be approved by the parties in accordance with clause 20(a).
21. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
22. This Agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the *Emergency Management Act*.

Termination of Agreement

23. This Agreement has effect commencing March 21, 2016, and replaces the former Agreement which was effected on April 1, 2011.
24. This Agreement has effect from year to year until terminated by the agreement of all parties.
25. This Agreement continues in force until notice of termination is given by the Council of any party to the Councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specified in the notice of termination.
26. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance,

penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.

27. Upon dissolution of the REMO by unanimous consent of the parties, the assets of the REMO are vested in the parties and the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed by the parties at that time. The Host Municipality shall reimburse the other units based on an appraised value of the assets multiplied by their percent contribution at the time of purchase. This excludes the assets of the alternative EOC which the Municipality of the District of Chester shall reimburse the other units based upon the appraisal of the assets multiplied by their percent contribution at the time of purchase.

Indemnification

28. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.

Dispute Resolution

29. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.
30. The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the agreement.
31. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written (see 15).

DATED this 21st day of March, 2016 A.D.

SIGNED, SEALED AND DELIVERED

in the presence of:

Per: Joanne Powers
Witness

Per: [Signature]
Witness

Per: [Signature]
Witness

Per: [Signature]
Witness

Per: [Signature]
Witness

Kelly Jardine
Witness: Kelly Jardine

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Council
Item #10.3.1
December 9, 2025
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Report To: Mayor & Council
Submitted By: Councillor Oickle, Chair, Nominating Committee
Date: December 9, 2025
Re: Member at Large Appointment - Planning Advisory Committee

The Nominating Committee met on December 2, 2025, to review the re-appointment of Keith Drysdale, who has re-offered to sit as a member at large on the Planning Advisory Committee for a further two-year term.

The following motion is recommended by the committee:

“That the Nominating Committee recommends that Municipal Council re-appoint Mr. Keith Drysdale to serve as a member-at-large on the Planning Advisory Committee with the term ending in November 2027”.

Respectfully submitted,

Councillor Oickle, Chair
Nominating Committee



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor Elspeth McLean-Wile and Council
Submitted by: Chris Kennedy, Fire Services Coordinator
Date: December 9, 2025
Re: FES Grant Increase Request

At the November 18, 2025 regular meeting, the Fire & Emergency Services Committee the following recommendation was made to Municipal Council.

The recommendation to Council follows:

“That Municipal Council approve a 2% increase of \$4,335 to the 2026/2027 annual grants totalling \$205,759.”

In previous years, the Committee has requested that Council approve a 2% increase of the grant amounts. Should the Committee wish to request the same for the 2026-2027 fiscal year, the following is a breakdown of the previous year's grant amounts with the proposed 2% increase for 2026-2027. The total proposed grant amount is \$205,759.00.

	2025/2026	2% Increase	2026/2027 Proposed
Matching Grant	\$46,816	\$ 936	\$ 47,752
Municipal Grant	\$70,781	\$1416	\$ 72,197
Training Grant	\$12,038	\$ 241	\$ 12,279
Insurance Grant	\$59,751	\$1195	\$ 60,946
Personnel Insurance Grant	\$12,038	\$ 241	\$ 12,279
Tri-District Fire Rescue Merger Grant	\$15,296	\$ 306	\$ 15,602

Report Preparation	
Department	Administration
Report Prepared by	Chris Kennedy, Fire Services Coordinator
Report Approved by	
Date Reviewed by C.A.O.	



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor Elspeth McLean-Wile & Municipal Councillors
Submitted by: Chris Kennedy, Fire Services Coordinator
Date: December 9, 2025
Re: Request for Decision on a Code of Conduct for Chief Fire Officers

The Fire & Emergency Services Committee (FESC) at their regular meeting on November 18, 2025 made the following recommendation to Municipal Council.

Recommendation

“That Municipal Council approve the approach for establishing a Code of Conduct for senior fire services officers, and further that Municipal Council direct Staff to prepare amendments to Policy 036 Fire & Emergency Service to include a chief officer code of conduct and complaint process.”

Executive summary

N/A

Background

A code of conduct for chief officers of fire departments was discussed at the joint workshop of the Lunenburg Fire & Emergency Services (LRFES), and the FESC in July of 2025. Following this workshop staff prepared a report outlining the discussion and seeking direction from the committee on key points of a code of conduct and its implementation. The FESC reviewed the report and provided direction on the chief elements of a code and means for dealing with such breach. On September 4, 2025 the committee directed staff to present the draft proposal at a Lunenburg Regional Fire Services meeting to solicit feedback from the fire service more broadly.

The presentation was made at the October meeting of the LRFES and the members present at the meeting agreed that MODL should move forward with the code conduct for chief officers.

The remainder of this report outlines the elements of the proposed code and its implementation. It is important to note that throughout the discussions it was stressed that the code was being developed to add a level of accountability for senior offices and was not intended to replace existing policies and resolution systems in place within departments for member conduct. The new code is intended to address significant breaches which have the potential to impact the fire service in the county more broadly; where possible, the internal process for addressing disputes, conduct and inter-personal issue is all that is required.

Behaviours covered in the Code

- Participating in fire department training, meetings or response while under the influence of drugs or alcohol.
- Harassment/discrimination.
- Fraud, theft & other criminal behaviours.
- Professionalism at fire scene.
- Conflicts of interest.
- Social media use that impacts the reputation of the department.
- Failure to report a violation of the code of conduct by a fellow senior official.

Investigation of complaints

It was discussed to have a confidential reporting system in place and have a third-party investigator available to determine if an investigation is warranted or not. Complaints can be filed by a member of the fire department, member of the public or by the Municipality. The filing of a complaint would trigger a 2-step process by an independent investigator. First, a review to determine if the complaint falls within the code of conduct and if sufficient information/cause to investigate. If determined yes, notification would be provided to the department, the Municipality and the investigator would proceed with an investigation. It was agreed that the third-party investigator approach is the most appropriate.

Remedial action

If determined by the investigator that a breach had occurred, the report would go to an advisory board made up of these members currently serving on the FESC. It was recommended that the board be made up serving members of the FESC being appointed at AGM of the FESC. The report should be presented in camera, to preserve privacy of individuals involved in the complaint., to the extent possible under the confines of the Municipal government Act.

Members of the committee cannot be a member of the fire department(s) involved, a family member or personally connected individuals involved in the complaint within the confines of the Municipal Government Act.

The advisory panel makes a recommendation to council (Also in camera) on what remedial action needs to take place. Input from the FESC and LRFES agreed with the following actions which could be applied.

- Training
- Apology
- Suspension from the executive of the fire department
- Removal from the executive of the department
- Removal from fire department depending on outcome and severity

Application and Enforcement

The decision of Council would be communicated in writing to the individual and to the department. Confirmation of adherence to the remedial action would be communicated Fire Service Coordinator. If remedial actions were not implemented, Staff recommend the graduated compliance approach outlined in Policy 036 Fire & Emergency Services, as for compliance with pump testing requirements

Discussion

NA

Strategic Focus

NA

Budget/Financial Implications

Once implemented, future municipal budgets would require funding for investigations, which could range from several hundreds to several thousand dollars, depending on the complexity of the instigation is not anticipated there will be a high volume of complaints to be investigated.

Climate Change/sustainability

NA

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

The code will help address serious instances where leadership has not met a minimum standard, which will help make a more inclusive fire service, using an impartial third-party review helps limit implicit bias and is therefore a more equitable approach.

Strategic Communications

The Fire Service is critical to quality of life, not only providing a valuable protective service but by serving as a valuable community network connecting our residents.

Work plan

NA

Alternatives

NA

Conclusion

Recent events in the province have underscored the need for increased accountability especially those in senior officer positions in the fire service. The concepts outlined here in provide a means for serious concerns to be addressed.

Report Preparation	
Department	Administration
Report Prepared by	Chris Kennedy
Report Approved by	
Date Reviewed by C.A.O.	



Municipality of the District of Lunenburg

Request for Decision

Report To: Council
Submitted By: Alex Dumaresq, Deputy CAO
Date: December 9, 2025
Re: Draft Revised Strategic Priorities for 2026/27

Proposed Motions

Move that Council adopt the strategic priorities as presented.

Executive summary

In preparation for the 2026-27 budget deliberations, Council can revise its established strategic priorities to guide the municipality's work. Informed by the previous year's work establishing key areas for the term, staff have prepared this draft report updating the priorities for Council's consideration. If adopted, these priorities would form the template for the budget work of the municipality and act as a decision-making guide through the year.

Background

The primary responsibility of a Council is to provide good government for their communities; the Municipal Government Act provides very broad authorities for Council to govern in a way that responds to the present and future issues facing the municipality. Given the wide range of possible authorities and initiatives Council could undertake, it is imperative that Councils adopt high level strategic documents guiding their decision-making and give clear direction to staff.

Existing Vision

Before embarking on the comprehensive land-use planning project (MODL 2040), Municipal Council undertook a visioning exercise and subsequently adopted the following statements:

Vision

The breathtaking, natural beauty of the Municipality of the District of Lunenburg is home to thriving communities with unique cultural identities. Growth centres support our diversified economies, driven by our residents' passion for the place they call home.

With our strong economy, we can live, work and raise families here. We are a destination for visitors, attracted to our vibrant parks, beaches, and hiking trails. As leaders in sustainability, we passionately protect our natural environment.

Mission

We are:

- Responsible financial managers
- Strategic planners
- Sustainable community builders
- Collaborative engagers
- Values

Values

- Thriving Communities: We encourage meaningful connections.
- Act with Integrity: We are accountable and strive to provide exceptional leadership within our municipality.
- Respect and Kindness: We value the uniqueness and diversity of our communities, welcoming everyone with respect and kindness.
- Equity and Inclusion: We take action to change and grow to be a truly diverse, equitable, and inclusive municipality.
- Ready for Action!: We are innovators, economic leaders, and collaborative partners.

Within these high-level strategic statements, Council also regularly reviews and adopts strategic priorities, establishing project areas for the short and medium term which they have determined will have the best impact for achieving the vision for the municipality.

Following the 2024 municipal elections, Council undertook a strategic visioning exercise which included Council workshops, public engagement and supporting staff reports. Coming out of that process Council established five priority areas and a list of prioritized projects issues and initiatives to address during the first years of the term.

Council's Strategic Vision

Preparing draft priority areas for 2026

In December of 2025, Council met with a facilitator to review the develop key themes and high-level priorities with Council, while reflecting on the first year of progress at the Council table. Based on this discussion, staff recommend some revision and increased precision in the statements. A revised draft is included here.

Regional Economic Development

- Support initiatives that focus on regional economic development
- Advocate for a strong economic environment, including reliable cell service

Infrastructure Upgrades, Expansion, and Management

- Collaborate regionally to expand infrastructure that supports growth
- Strategic investment in recreational assets

Quality of Life

- Adopt a community development model to uplift grassroots work that address loneliness, affordability, and social inclusion

Communication and Engagement

- Build a strong community fabric through increased public communication and engagement

Climate Change Action

- Work to reduce municipal greenhouse gas emissions
- Support community efforts to adapt to a changing climate and improve efficiency and affordability

The key changes include streamlining and focusing the language to address the central concept of each area, and revising the statements relating to climate change ensuring that affordability and energy efficiency is clearly emphasized. The quality of life statement was also revised to incorporate a community development approach to achieving greater social inclusion.

Discussion

The concept of community development is a longstanding philosophy that citizen participation generates positive change in their own communities. For the purposes of the District of Lunenburg, community development can be understood as the municipality supporting groups of people in growing their skills and resources so they can make changes within their communities.

Adopting a community development model has huge potential for catalyzing growth and services in community, for community, and by community. The change in mindset will guide

how Council assesses municipal role in new initiatives and issues and it will inform how departments and staff collaborate and respond to community needs. A successful community development model for municipal government requires strong volunteer organizations; it will necessarily drive Council to take bold action to sustain and invigorate a healthy volunteer sector.

Some benefits connected with adopting a community development approach is that there is increased potential for citizen direction of government. Community development creates more opportunities for people will see themselves reflected in, and connected to, their municipal government. It will also create more opportunity for more social inclusion and to foster a stronger community fabric. In addition, if successful, strong community involvement can lead to Council being more effective in serving the most pressing needs of our communities.

There are some points of caution for consideration.

- Equity is a concern; Some communities have existing structures and fabric or may have income or education advantages that will make it easier for them to access municipal resources. The Municipality must be mindful of ensuring equitable access to municipal support.
- The Municipality has core services and responsibilities to take care of basic resident needs which should not be abandoned to community to fulfill.
- The volunteer sector is overburdened, aging and transforming, MODL must find ways to build and enhance, not overburden existing volunteer groups.
- Finally, regardless of the approach taken, Council must retain responsibility having a vision for the future and anticipating and responding to future issues.

Shifting to a community development model could present significant effort and change for the Municipality. Some key steps in pursuing this change include:

- Iterative options research with Council supported by staff;
- Create key definitions and measurement;
- Identify organizational impacts on the Municipality;
- Develop a plan to support and enhance the volunteer sector in the face of demographic changes;
- Identify municipal actions and budgets;
- Adopt change management principles for Council and staff; and
- Communication of vision and approach to staff and communities.

Budget Implications

The intention of the strategic priorities is to drive the creation and approval of the 2026-27 budget.

Alternatives

Council retains authority to retain the existing areas and statements as stated or embark on a more extensive long-range strategic planning process. If a more detailed long-range planning process is undertaken, some form of direction to staff is required to inform the preparation of draft budget plans.

Conclusion

Establishing strategic priorities is an important governance exercise. Council has identified five areas of focus, namely regional economic development, infrastructure, quality of life, climate change, and public engagement. The priorities adopted by Council will provide helpful evaluative criteria as Council works through policy and governance questions. These priorities will also be critical in guiding staff in preparing budget materials for the 2026-27 fiscal year.

Report Preparation	
Department	Administration Department
Report Prepared by	Alex Dumaresq
Report Approved by	
Date Reviewed by C.A.O.	

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
1	Transit Service	•Work with partners on creating fixed route transit in the District •Seek funding for pilot •Secure Vehicle(s) required •Launch service in 2026	CAO	Planning	2026 Q4
2	Housing Strategy	• Prepare a draft housing strategy for Council consideration • complete public engagement on content of draft •(Note - implementation work for staff and council required after adoption)	Admin	Planning, Ec. Dev	2025 Q4
3	Community Hub in Osprey Village	• Development & management of community space on ground floor of Welltide building	Ec Dev	CAO, Comms, Rec	2026 Q2
4	Establish Formal Regional Economic Development Platforms	•Pursue immediate opportunities for joint work •complete joint study on structure of platform • Regional discussion on results of report	Ec Dev	CAO	2026 Q2
5	Comprehensive Land-Use Planning	•As Mandated by the Province, Draft a comprehensive Municipal Planning Strategy and Land-use Bylaw for the entire Municipality. •Conduct rigorous public engagement •Council adoption of MPS/LUB • Submit to minister for final review	Planning	CAO, Admin, Comms	2026 Q1
6	Community Development	•Options report to Council on how to embed community development into municipal decision-making and operations	CAO	Admin/ Rec/ Ec Dev.	2026 Q1
7	Cell Service Advocacy	•Continue with advocacy plan (Meeting w/ BNS & Minister required) •Support & amplify NSFAM advocacy on the issue.	CAO	Ec Dev, Comms	2025 Q4

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
8	Volunteer Sector Support	Expand on success of the Volunteer summit and community grants; investigate approaches to foster a sustainable and growing volunteer sector	Rec	Admin	2027 Q1
9	Criteria for evaluating Recreation investments	Staff report providing options for Council on developing criteria for assessing proposed investments in Recreation assets.	Rec	Eng	2025 Q4
10	Mobile VIC Evaluation	Evaluative report to Council on the mobile VIC service	Rec		2025 Q4
11	Fire Service Training Strategy	Collaborative development and implementation of a strategy to increase training for the volunteer fire service	Admin		2025 Q4
12	Dangerous and Unsightly Policy Review	- RFD for Council on D&U policies & their impact; options for reducing hardship for lower income/health complications; - options for improving efficiency of the process	Planning		2026 Q3
13	Analysis of Small Wastewater Systems	Staff report exploring cost comparison, environmental outcomes, benefits and issues with small centralized systems vs. onsite wastewater treatment	Eng	Finance	2026 Q1
14	Fire Governance Issue re: Incident in Cumberland County	Collaborative discussion with Fire service on appropriate system of accountability for Dept. officers, members, Drivers	Admin	CAO	2026 Q1
15	Updated AT Plan for Council Consideration	- Report to Council summarizing the drafted (not adopted) AT plan - Options for proceeding with implementation	Rec		2025 Q4
16	Open Space Strategy Evaluation	History and evaluation of the Open Space Strategy	Rec	CAO	2026 Q2

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
17	Municipal App development	•Procure app developer •Manage development & integration with website •Train staff on use •Promo plan for launch & use	Comms	Rec	COMPLETE
18	Public Art policy	•Staff report to council on elements of a public art policy • Council deliberation and approval of a policy governing public art	Rec	Admin	2026 Q3
19	Reduce Wildfire Risk	•Explore options for increasing adoption of Fire Smart program in our communities	Admin	CAO, REMO	2026 Q4
20	E-Permitting for Building Services	•Purchase, install and launch an online platform for applying and issuing building permits	Planning	Admin, Finance	2025 Q4
21	Tax Portal	•Purchase, install and launch online portal to access tax account information	Finance	Admin	2026 Q1
22	Review Criminal Record Check Fees	•Report to Council on criminal record check fees	Admin	Finance	2025 Q4
23	Fire Service Governance - Oakland/Clearland	•Evaluate options to provide appropriate fire tax governance mechanism in place for Clearland	Admin		2027 Q1
24	Grants Review	Will include •discussion about community development focus, • Pre-development housing grant, Cemeteries grant, IDEA grant/GBV-specific support, and Community Sustainability grants	Rec	Admin, Planning, Ec Dev	2026 Q3
25	Senior Safety expansion	• Lead regional discussion on expanding the service	Admin		2026 Q1

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
26	Dry Hydrants	•Collaborative discussion with the Fire service on location and gaps in network of dry hydrants •Explore options to expand network	Admin	Planning	2026 Q3
27	Investigate a partnership on a Regional Industrial Park	•Included in TOR of the JRGM Committee	CAO	Ec Dev	N/A
28	Local Immigration Partnership	•Collaborate with South Shore Multicultural Association & municipalities to support the attraction integration and retention of newcomers into the labour market and broader community	Ec Dev		N/A
29	Lunenburg Common Lands	• options report on how to address land management/trustees governance model	Admin	CAO/rec/planning	Future Years
30	Discussion re: Regional Fire Training Facility	•Introduction of concept to Councils •begin regional discussions on components & feasibility	Admin		2026 Q4
31	Extension of Central Services Surrounding Mahone Bay	•Work with the town on identifying growth areas •Extension of underground services to permit high density residential development	CAO	Ec Dev, Eng./planning	N/A
32	Evaluation of the CES Lease	•consider selling or remove from priority list, lease runs until 2029 •Report to Council on the history, current lease terms, issues and benefits of relationship with Reserves	Ec Dev	CAO Finance Eng	Future Years
33	Marketing Levy Decision	•Evaluation and adoption or dismissal of levy on room stays to fund tourism initiatives	Rec	Admin, Finance	Future years
34	Arts and Culture Policy/strategy	•Report outlining benefits of and effort required for the development of an Arts and Culture policy; Council decision on whether to pursue	Rec	Admin, Planning, Ec Dev	Future Years

Rank	Initiative	Scope	Lead Dept	Support depts	Target Quarter
35	Floodplain Mapping	•Address data gaps and mapping of floodplains • Meet provincial requirements around floodplain protections	Planning		Future Years
36	Dog Bylaw	•Complete an evaluation and update of the Dog bylaw	Admin		Future years
37	Personnel Policy Review	•Complete an evaluation and update of the Personnel Policy •Remove procedural items; • Harmonize with changes to provincial legislation & MJSB partners	HR	Admin	2026 Q3



The Municipality of the District of Lunenburg Report

Report To: Municipal Council
Submitted By: April Whynot-Lohnes, Municipal Clerk
Date: December 9, 2025
Re: Proposed Amendments to Policy 058 Fees

Municipal Council, in session on November 25, 2025, reviewed the proposed amendments to Policy 058 Fees and gave notice of its consideration for approval at the December 9, 2025 Council meeting.

The proposed amendment is to add the Potable Well Financing Lending Fee.

Section 48(1) of the Municipal Government Act states, "Before a policy is passed, amended or repealed, the Council shall give at least seven days' notice to all council members." Therefore, in accordance with Section 48(1), the amended Policy 058 Fees will be presented for Council's approval at the December 9, 2025, Council session. The November 25, 2025 Council meeting was considered as Council's notice.

If Council approves of the proposed Policy amendment, the following motion would be necessary.

"that Municipal Council approve the proposed amendments to MODL Policy 058 Fees as presented".

Report Preparation	
Department	Administration
Report Prepared by	April Whynot-Lohnes, Municipal Clerk
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Fees Policy
Number	058
Legislative Authority	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
Effective Date	December 9, 2025

Title

- 1 This Policy is titled the Fees Policy.

Administration

- 2 This Policy must be referenced in related By-laws concerning the service identified.

Purpose

- 3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

Fees

- 4
 - (1) The fees for Planning and Development Services are as set out in Table 1.
 - (2) The fees for Recreation Services are as set out in Table 2.
 - (3) The fees for Administration and Finance Services are as set out in Table 3.
 - (4) The fees for Engineering Services are as set out in Table 4.

Exempted Organizations

- 5 Active non-profit organizations registered under the Societies Act are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

Table 1 Planning and Development Services Fees

Services	Fees
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square feet
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 + \$26.00
Variance	\$79.00
Zoning Certificate	\$53.00
*Building Permit Fee – all types of construction	\$0.72 / \$1000 construction value + \$30 administration fee
*Building Permit Renewal Fee	\$30.00 administration fee
*Demolition Permit	\$22.00
*Temporary Structures	\$30.00 administration fee
*Temporary Change of Use	\$30.00 administration fee
*Non -Profit Organizations	\$30.00 administration fee
*Additional Fee that applies to all construction commenced without a Building Permit	\$55.00

*effective date – January 1, 2026

Table 2 Recreation Services Fees

Services	Fees
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST (if paid by May 1)
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day + HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST

A “charitable cause” refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

Table 3 Administration and Finance Services Fees

Services	Fees
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	\$250.00
Clean Energy Financing Administration Fee	\$250.00
Credit Card Processing Fee	2%
*Potable Well Financing Lending Fee	2%

Table 4 Engineering Services Fees

Services	Fees
Electric Vehicle Charging Station	\$1.50 per hour
Sewer Permit	\$120.00

Policy Adoption

Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend	November 25, 2025
Date of Council Approval	
I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019
V4	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020

V5	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
V6	Remove MARC housings, and fax/photocopying fees from tables	February 8, 2022
	Effective date of V6	April 1, 2022
V7	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
V8	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees to Table 3.	July 25, 2023
V9	Add new ballfield fees to Table 2 and defined "charitable cause"; amend EV charging station fee to \$1.50.	March 26, 2024
	Annual Review by Council - Re-adopted	February 25, 2025
V10	Add credit card fee processing fee, effective immediately. Add Building related fees with an effective date of January 1, 2026 and new credit card processing fee	July 22, 2025
V11	Add potable well financing lending rate to Table 3	December 9, 2025



The Municipality of the District of Lunenburg

Report to Council

Report to: Mayor and Council
Submitted by: April Whynot-Lohnes, Municipal Clerk
Date: December 9, 2025
Re: Second Reading – By-law 047A Amendments to the Potable Water Supply Upgrade Lending Program

Recommendation

“That Municipal Council conducts Second Reading and approve By-law 047A a By-law amending the Potable Water Supply Upgrade Lending Program, as presented.”

Executive summary

On November 25, 2025, Council conducted First Reading of the proposed amendments to By-law 047, Potable Water Supply Upgrade Lending Program and gave notice of its intention to adopt on December 9, 2025.

Notice was given through social media and the municipal website that Municipal Council would be conducting Second Reading to adopt the proposed amendments December 9, 2025. If adopted, the amendments would establish a 5-year repayment term for newly executed agreements, including a hardship clause and definition and remove stacking provisions with Clean Energy Financing and align with By-law 031.

The attached By-law 047A Amendments to the Potable Water Upgrade Lending Program outlines the amendments and if Council wishes to adopt the amendments and conduct Second Reading the attached motion is required.

Report Preparation	
Department	Administration
Report Prepared by	April Whynot-Lohnes
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Amending By-law Details	
Name	Amendments to Potable Water Supply Upgrade Lending Program
Number	047A
Legislative Authority	Municipal Government Act, s. 81A(1)(c)
Effective Date	

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority of the Municipal Government Act, as follows:

1. This By-law is titled 'Amendments to Potable Water Supply Upgrade Lending program'.
2. s 3(c) delete the definition "Clean Energy Upgrade means the same as defined in MODL By-law 031 Clean Energy Financing." and renumber definitions forward.
3. s. 3(k) add new definition "Hardship Criteria means the income thresholds for eligibility under MODL Policy 049 Property Tax Rebate, as approved or amended by Council from time to time as part of the annual budget deliberations. For the purposes of this By-law, a Qualifying Property Owner who meets those income thresholds in the year of application will be considered to meet the Hardship Criteria for this Program."
4. s.3(l) add new definition "Hardship Extension means a repayment term of ten (10) years for a Water Supply Upgrade Loan, approved in accordance with section 4(g)(i)."
5. Amend s. 4b (ii) by adding after the word "have" in the first sentence "any other municipal financing that is active on the property" and delete the phrase "a loan with the municipality for any other program" in the same sentence.
6. Delete s.4(g) and replace with new section 4(g) "For Financing Agreements entered into on or after December 9, 2025, the Qualifying Property Owner will make equal payments of the principal over a standard repayment term of five (5) years to repay the outstanding Water Supply Upgrade Loan, on which interest will be payable as set out in the Financing Agreement.

(i) For Financing Agreements entered into on or after December 9, 2025, where the Qualifying Property Owner meets the Hardship Criteria, the Director of Finance may approve a Hardship Extension so that the repayment term is extended to a repayment term of ten (10) years, with equal payments of principal over that term. In determining eligibility, the Director of Finance may require the Qualifying Property Owner to provide the same type of income documentation as required under MODL

Amendments to Potable Water Supply Upgrade Lending Program

By-law 047A

Page 2 of 2

Policy 049 Property Tax Rebate, or such other reasonable documentation as the Director of Finance may request.

(ii) Financing Agreements entered into before December 9, 2025, remain subject to the repayment term set out in the applicable Financing Agreement that was in effect at the time that agreement was signed.”

7. Delete s. 5(a), (b) and (c) and renumber sections 6 and 7 accordingly
8. Delete former s. 7(b) now 6(b) and replace with the following, “Interest is payable on the amount of the Water Supply Upgrade Loan deemed outstanding at the rate set out in Policy 058 Fees, as amended from time to time.”

By-law Adoption	
Date of first reading of amending by-law	November 25, 2025
Date of advertisement of notice of intent to consider	Nov. 25, 2025, Dec. 03, 2025
Date of second reading of amending by-law	December 09, 2025
Date of advertisement of passage of amending by-law Effective date of the by-law.	[Date Notice appears in paper.]
Date of mailing a certified copy of amending by-law to Minister	[Date of letter]
I certify that this “Amending By-law 047A Potable Water Supply Upgrade Lending program” was adopted by Municipal Council and published as indicated above.	
Signature of Municipal Clerk	Date

Municipality of the District of Lunenburg

By-law Details	
Name	Potable Water Supply Upgrade Lending Program
Number	047
Legislative Authority	Municipal Government Act, Section 81A(1)(c)
Effective Date	July 19, 2023

Title

- 1 This By-law is titled the Potable Water Supply Upgrade Lending Program By-law.

General

- 2
 - (1) Sections 81A(1)(c) of the Municipal Government Act permits the Municipality of the District of Lunenburg to provide financing to eligible property owners for improving the supply of potable water to properties within the Municipality.
 - (2) Council recognizes that southwest Nova Scotia has a high rate of shallow wells and that the impacts of human-caused climate change have resulted in longer and more pronounced dry periods, which has a greater impact on homes with shallow wells.
 - (3) To help address this issue, council hereby enacts the Potable Water Supply Upgrade Lending Program By-law, to facilitate the upgrade of potable water supply systems in residences in the Municipality.

Definitions

- 3
 - (1) In this By-law,
 - (a) CAO means the Chief Administrative Officer for the Municipality, or their designate.
 - (b) Contractor means an insured person or corporation licensed by the Department of Environment and retained by the Qualifying Property Owner to complete the Water Supply Upgrade.
 - (c) Director of Finance means the Director of Finance & Treasurer for the Municipality, or their designate.
 - (d) Financing Agreement means a written, signed agreement between the owner of a Qualifying Property and the Municipality for financing of a Water Supply Upgrade.

- (e) Maximum Eligible Amount means the maximum amount that the Municipality will lend to a Qualifying Property Owner for a Water Supply Upgrade which is set at the lesser of \$20,000 or 15% of the total assessed value of the Qualifying Property.
- (f) Municipality means the Municipality of the District of Lunenburg, and includes its employees, agents, or designated third party contractor.
- (g) Qualifying Property means an existing, owner-occupied single unit or two-unit residential property, or a building owned by not-for-profit organization, located within the Municipality that meets the eligibility criteria for participation in the Water Supply Upgrade Lending Program. Multi-unit residential buildings with more than two units, new construction, and business/industrial premises are not eligible for this Program.
- (h) Qualifying Property Owner means the individual, individuals, or entity in possession of the title for the Qualifying Property. The Qualifying Property Owner may also be the person responsible for paying taxes in relation to the Qualifying Property.
- (i) Water Supply Upgrade means the installation and/or construction of equipment or systems to improve the supply of potable water to the property including: the digging of a new well, installation of rainwater collection and/or storage systems and equipment (e.g. cisterns); installation of a well pump, water line, and/or electrical connection to support the function of a water system; or other systems and equipment designed to improve the supply, use, and conservation of potable water.
- (j) Water Supply Upgrade Loan means the local improvement charge levied on the Qualifying Property pursuant to section 81A of the Municipal Government Act.
- (k) Hardship Criteria means the local improvement charge levied on the Qualifying Property pursuant to section 81A of the Municipal Government Act.
- (l) Hardship Extension means a repayment term of ten (10) years for a Water Supply Upgrade Loan, approved in accordance with section 4(7)(a).

Administration

- 4 (1) A Property Owner may apply to the Municipality for financing of a Water Supply Upgrade to a Qualifying Property within the Municipality.
- (2) Lending will be subject to the approval and agreement in writing of the Director of Finance on behalf of the Municipality, which will be subject to the execution of a Financing Agreement and the following conditions:

- (a) The Qualifying Property Owner is not in default of any municipal taxes, rates or charges;
 - (b) The property currently does not have any other municipal financing that is active on the property (e.g. Clean Energy Financing, LaHave program septic system);
 - (c) the proposed Water Supply Upgrade must follow applicable provincial and/or federal regulations;
 - (d) the proposed Contractor must have a valid Department of Environment license to carry out a Water Supply Upgrade as applicable;
 - (e) compliance with other conditions as shown in the Financing Agreement; and
 - (f) a signed statement by the Qualifying Property Owner outlining the Qualifying Property's potable water issues, that the Water Supply Upgrade is necessary.
- (3) The Water Supply Upgrade Loan may consist of:
- (a) The cost of the Water Supply Upgrade and all associated labour costs, permit fees, and applicable taxes;
 - (b) interest charges, including any additional interest arising due to any default of payment; and
 - (c) an administrative fee as set by council to cover costs of administering the program.
- (4) The Water Supply Upgrade Loan is provided for the benefit of the Qualifying Property Owner in the form of the Municipality paying all eligible Contractor invoices for the completed work up to the Maximum Eligible Amount. The Qualifying Property Owner will sign the Contractor's invoices and submit them to the Municipality for payment. As the Municipality pays the Water Supply Upgrade invoices, the resulting loan amount advanced to date is a lien against the Qualifying Property.
- (5) Interest will begin accruing on any approved Water Supply Upgrade invoice paid by the Municipality thirty (30) days from the date that the Municipality paid that invoice.
- (6) The Water Supply Upgrade Loan will become payable on the completion of the contract for the installation of the Water Supply Upgrade in accordance with the Financing Agreement and on the Director of Finance's receipt of the dated and signed Certificate of Completion.

(7) For Financing Agreements entered into on or after December 9, 2025, the Qualifying Property Owner will make equal payments of the principal over a standard repayment term of five (5) years to repay the outstanding Water Supply Upgrade Loan, on which interest will be payable as set out in the Financing Agreement.

(a) For Financing Agreements entered into on or after December 9, 2025, where the Qualifying Property Owner meets the Hardship Criteria, the Director of Finance may approve a Hardship Extension so that the repayment term is extended to a repayment term of ten (10) years, with equal payments of principal over that term. In determining eligibility, the Director of Finance may require the Qualifying Property Owner to provide the same type of income documentation as required under MODL Policy 049 Property Tax Rebate, or such other reasonable documentation as the Director of Finance may request.

(b) Financing Agreements entered into before December 9, 2025 remain subject to the repayment terms set out in the applicable Financing Agreement that was in effect at the time that the agreement was signed.

(8) The Municipality will not be responsible for ongoing maintenance and operating costs of the Water Supply Upgrade. The Water Supply Upgrade is owned and maintained by the Qualifying Property.

(9) The Director of Finance will maintain a separate account of all monies due for the Water Supply Upgrade Loan, identifying the following for the Qualifying Property:

- (a) The names of the property owners, assessment account number, PID, and civic addresses;
- (b) the original amount of the Water Supply Upgrade Loan advanced;
- (c) the scheduled amounts paid to the Municipality to repay the Water Supply Upgrade Loan, with principal and interest paid clearly distinguished; and
- (d) an annual statement of account on the anniversary date of the Water Supply Upgrade Loan, showing the principal balance owing at the end of the previous year, total amount paid during the year, amount of interest included in the payments, and balance of the principal owing at the end of the year.

Lien

- 5 (1) The Water Supply Upgrade Loan advanced in the form of the Municipality paying the Contractor's invoices when submitted for payment will become a lien levied on the Qualifying Property in accordance with the Municipal Government Act.

(2) The Water Supply Upgrade Loan advanced pursuant to this By-law constitutes a first lien on the property and has the same effect as rates and taxes under the Assessment Act.

(3) The lien provided for in this By-law will remain in effect until the total Water Supply Upgrade Loan, including any accrued interest and administrative charges, has been paid in full.

(4) In the event of default, the Water Supply Upgrade Loan will be collected in the same way as overdue taxes in accordance with the Municipal Government Act.

Interest

6 (1) Interest will begin accruing on any portion of the Water Supply Upgrade Loan thirty (30) days from the date that the Municipality pays the Contractor invoice for that portion.

(2) Interest is payable on the amount of the Water Supply Upgrade Loan deemed outstanding at the rate set out in Policy 058 Fees, as amended from time to time.

By-law Adoption	
Effective date of original by-law	July 19, 2023
Date of first reading	November 25, 2025
Date of advertisement of notice of intent to consider	Nov 25 & Dec 3, 2025
Date of second reading	December 9, 2025
Date of advertisement of passage of by-law Effective date of the by-law unless otherwise specified in the text of this by-law.	
Date of mailing a certified copy of by-law to Minister	
I certify that By-law 047 Potable Water Supply Upgrade Lending Program was adopted by Municipal Council and published as indicated above.	
Signature of Municipal Clerk	Date

By-law 047 Water Supply Upgrade Lending Program

Page 6 of 6

Version	Amendment Description	Approval Date
Original	Potable Water Supply Upgrade Lending Program	July 19, 2023
V2	Establish a 5-year repayment term for new agreements, including hardship clause, effective Jan 1, 2026; remove stacking provision with Clean Energy Financing and align with by-law 031; housekeeping amendments.	Dec 9, 2025



The Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Elana Wentzell, CPA, CMA
Date: December 9, 2025
Re: Uncollectible Accounts for Write off Consideration

Recommendation

Move that Municipal Council write off accounts totaling \$13,102.56.

Executive summary

The Municipal Government Act (Section 38) allows Municipal Council to write off amounts related to accounts that the Treasurer considers uncollectible. The Treasurer has a duty to bring these accounts to Council to discuss collection efforts made and give reasons why the accounts should be written off.

Discussion

Currently, there are four accounts for write off consideration:

Description	Account Number	Amount	Reason
Property Account made inactive by PVSC (mobile home removed)	08208786	\$1,900.76 (\$1,341.34 + Interest)	Mobile home has been removed from property. Owner cannot be located. Staff have mailed invoices to address on file. Cost would exceed benefit of pursuing in Small Claims Court.

Description	Account Number	Amount	Reason
Property Account made inactive by PVSC (mobile home removed)	10094895	\$938.31 (\$662.16 + Interest)	Mobile home has been removed from property. Owner cannot be located. Staff have mailed invoices to address on file. Cost would exceed benefit of pursuing in Small Claims Court.
Property Account made inactive by PVSC (mobile home removed)	05050626	\$268.46 (\$189.45 + Interest)	Mobile home has been removed from property. Owner cannot be located. Staff have mailed invoices to address on file. Cost would exceed benefit of pursuing in Small Claims Court.
Change of Use on Property – sold in 2020 – PVSC filed change of use assessment in 2021 to previous owner as new owners deemed not responsible for the change of use.	10638305 10625599 10702747	\$9,995.03 (\$6,880.20 + Interest)	Staff mailed invoices to address on file; also mailed invoices to alternate addresses. The bill remains unpaid. The amount suggests it might be worth pursuing, but staff believe that this billing would be difficult to collect based on the delays by PVSC not assessing the change of use when the properties changed hands.

Strategic Focus

N/A

Budget/Financial Implications

Staff ensure collection avenues are pursued when reasonable to do so, and those that cannot be collected are brought to Council's attention as per the Municipal Government Act. Writing off these accounts will have the effect of increasing bad debt expense in the current fiscal year by the total amount of the write off, but it will be offset by the allowance for doubtful accounts calculation performed at year end.

Climate Change/sustainability

N/A

December 9, 2025

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Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

N/A

Strategic Communications

N/A

Work plan

N/A

Alternatives

Council has the option to make no adjustments at this time.

Conclusion

The Treasurer has a duty to inform Council of the accounts that cannot be reasonably collected through existing means and recommend those accounts to be written off.

Report Preparation	
Department	Finance Department
Report Prepared by	Elana Wentzell, Director of Finance
Report Approved by	
Date Reviewed by C.A.O.	

**Request for Agenda Items under
Mayor's/Deputy Mayor's/Councillors' Matters**

Council
Item #12.2
December 9, 2025
Authorization: T. MacEwan

TO: Chief Administrative Officer
FROM: Deputy Mayor Veinotte
DATE: December 1, 2025

1. Agenda Item
Request for Letter of Support to Province - Big Tancook Island Speed Limits

2. On what agenda do you want the item placed?
Council - December 9, 2025

3. Do you have written material to circulate with the agenda? Yes ☒ No ☐

If you do, please attach it to this form. If you do not, please explain.

See attached.

4. What is its relevance to Council or the committee?
MLA Danielle Barkhouse has indicated MODL Council should send a letter of support to the province to advance this request (see attached email).

5. What outcome(s) are you seeking?
Letter sent to the Province with a copy to MLA Danielle Barkhouse.

Chasidy Veinotte
Councillor's Signature

Digitally signed by Chasidy Veinotte
DN: cn=Chasidy Veinotte, c=CA, email=chasidy.veinotte@mod.ca
Reason: I attested to the accuracy and integrity of this document
Date: 2025.12.01.14:09:39 -0400

December 1, 2025
Date

Approval for agenda: Yes ☐ No ☐

Reason for Denial:

Mayor or Chair of Committee

Date

Chasidy Veinotte

From: [REDACTED]
Sent: November 17, 2025 1:20 PM
To: Chasidy Veinotte
Subject: Fw: Submission of Petition and Letters of Support – Request to Lower Big Tancook Island Speed Limit
Attachments: Petition - Big Tancook Island.pdf; Letter of support - BTI - Borrie.pdf; Letter of support - BTI - Bauman.pdf; Letter of support - BTI - BTI Elementary School.pdf; Letter of support - BTI - BTI Harbour Authority.pdf; Letter of support - BTI - BTIERA.pdf; Letter of support - BTI - Dionne.pdf; Letter of support - BTI - TIRCA.pdf; Letter of support - BTI - Tancook Islands Marine Field Station.pdf

You don't often get email from [REDACTED] [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Hello Chasidy,

I received another letter of support this morning from the Tancook Islands Marine Field Station. I have attached it.

Thank you so much,

Katrina Swift
(she/her)

From: [REDACTED]
Sent: November 17, 2025 10:02 AM
To: Chasidy Veinotte <chasidy.veinotte@modl.ca>
Cc: Danielle Barkhouse <barkhousemla@gmail.com>
Subject: Submission of Petition and Letters of Support – Request to Lower Big Tancook Island Speed Limit

Dear Councillor Veinotte,

I hope you are well. I am writing to formally submit a community petition regarding road safety on Big Tancook Island, along with several letters of support from residents, professionals, and key island organizations.

As you know, concerns about the current 50 km/h speed limit have been raised by many residents over the years. With our gravel and dirt roads, numerous blind corners and hidden driveways, and a very large deer population, maintaining safe driving speeds is a challenge even for those familiar with the island's terrain. The community feels strongly that lowering the speed limit to 30 km/h is a reasonable and necessary measure to protect residents, visitors, and the island environment.

Attached to this email is the petition I circulated, which received **over 150 signatures**—representing **every full-time resident** of Big Tancook Island as well as numerous part-time residents who care deeply about the community. I have also included **six letters of support**, submitted by:

- Individual concerned residents
- Two part-time residents who are Family Physicians and mothers of young children

- The Big Tancook Island Harbour Authority
- The Tancook Island Recreational Centre Association (TIRCA)
- The Big Tancook Island Elementary School
- The Big Tancook Island Emergency Response Association

Together, these signatures and letters reflect a unified and thoughtful community perspective, emphasizing the importance of safer road speeds both now and in anticipation of increased vehicle traffic when the new ferry begins service.

I respectfully ask that this petition and the accompanying letters be brought forward to Council at the earliest possible opportunity.

Thank you very much for your time, attention, and continued support for Big Tancook Island. If you need any additional information, I would be more than happy to provide it.

Warm regards,

Katrina Swift
(she/her)



Tancook Island Recreational Centre Association (TIRCA)

Big Tancook Island, Nova Scotia

30 October 2025

Municipality of the District of Lunenburg

210 Aberdeen Road

Bridgewater, NS B4V 4G8

Attention: Councillor Chassidy Veinotte, District 10 (Deputy Mayor)

Re: Support for Lowering the Speed Limit on Big Tancook Island

Dear Councillor Veinotte,

The Tancook Island Recreational Centre Association (TIRCA) is pleased to express its strong support for the request to lower the posted speed limit on Big Tancook Island from 50 km/h to 30 km/h.

Our organization works to provide safe and welcoming spaces for community gatherings, youth activities, and seasonal events that bring together residents and visitors alike. As the number of people travelling to the island continues to grow, and with the introduction of the new car ferry service, ensuring a safe environment for pedestrians—especially children and seniors—has become a shared community priority.

Many of our members, and those who regularly visit the Rec Centre, walk, cycle, or use ATVs and utility vehicles to get around the island. The current speed limit does not reflect the reality of our narrow gravel roads, where visibility is often limited and foot traffic is common. Lowering the limit to 30 km/h would help preserve the relaxed, community-minded pace that defines island life while making our shared spaces safer for everyone.

TIRCA fully supports this initiative and encourages the Municipality of the District of Lunenburg to bring this request forward to the Province. We believe this change will have a lasting, positive impact on community well-being and visitor safety.

Thank you for your time and for your continued support of Big Tancook Island.

Sincerely,

A handwritten signature in blue ink, reading "Kathleen Long Gray". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Kathleen Long Gray
Chair, Tancook Island Recreational Centre Association



Tancook Islands Marine Field Station
Big Tancook Island, Nova Scotia

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

17th November 2025.

Attention: Councillor Chassidy Veinotte, District 10 (Deputy Mayor)

Re: Support for Lowering the Speed Limit on Big Tancook Island

Dear Councillor Veinotte,

The Tancook Islands Marine Field Station strongly supports the request from Big Tancook Island residents to reduce the island's speed limit from 50 km/h to 30 km/h.

The Tancook Islands Marine Field Station, affiliated with the University of Windsor and other local and international partners conducts marine and environmental research focused on Atlantic Canada's marine ecosystems, with a particular emphasis on white shark ecology and ocean health. Each year, researchers, students, and international collaborators visit Big Tancook Island to engage in field studies, community science, and environmental education programs. This includes the current development of an Education and Outreach Centre to directly engage with the general public on a daily basis.

A lower speed limit would directly contribute to the safety and well-being of both residents, the scientific team and members of the general public when visiting or resident at the Tancook Islands Marine Field Station, while also protecting the island's fragile landscape and wildlife. Big Tancook's gravel roads are narrow and winding, shared by pedestrians including children, cyclists, and a substantial deer population. Reducing vehicle speeds would help prevent accidents, minimize road degradation, and preserve the quiet natural setting that supports our research and educational activities.

With the introduction of the new car ferry service, the island will soon welcome more visitors and vehicles than ever before. Implementing a 30 km/h limit is a simple yet important step toward ensuring that this increased access aligns with the community's longstanding values of safety, stewardship, and respect for the islands and its wildlife.

The Tancook Islands Marine Field Station is proud to support this initiative and encourages the Municipality of the District of Lunenburg to bring this request forward to the Province on behalf of island residents.

Sincerely,

Dr. Nigel E. Hussey
Co-Director - Tancook Islands Marine Field Station
Associate Professor - Department of Integrative Biology - University of Windsor.

Big Tancook Elementary School

39 School Road

Big Tancook Island, Nova Scotia

October 20, 2025

Municipality of the District of Lunenburg

210 Aberdeen Road

Bridgewater, NS B4V 4G8

Attention: Councillor Chassidy Vernotte, District 10 (Deputy Mayor)

Re: Support for Lowering the Speed Limit on Big Tancook Island

Dear Councillor Vernotte,

As the Principal and teacher at Big Tancook Elementary School, I am writing to express my support for the request to reduce the speed limit on Big Tancook Island from 50 km/h to 30 km/h.

Our school provides education from Pre-Primary through Grade 5 and presently serves five students. The children spend a great deal of time outdoors, walking between the school and the nearby community spaces, and exploring the natural environment that surrounds their classroom. The slower pace of life and close connection to nature are central to the learning experience we are able to provide here.

While I commute daily from the mainland by ferry, I see firsthand how narrow and winding the island's roads are. They are often shared by walkers, cyclists, and children at play. A lower speed limit would go a long way in ensuring that everyone—especially our youngest community members—can move safely and confidently around the island.

With the new car ferry service expected to bring more visitors and vehicles to Big Tancook Island, this is an ideal time to reinforce safe driving habits and set clear expectations for anyone exploring the island by car. A 30 km/h limit would help protect both residents and visitors while preserving the quiet, welcoming atmosphere that defines this unique place of learning and living.

Thank you for your time and for your continued support of our island community and its school.

Sincerely,



Ellen Smith

Principal and Teacher

Big Tancook Elementary School

Big Tancook Island Harbour Authority
Big Tancook Island, Nova Scotia
October 15, 2025

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

Attention: Councillor Chassidy Veinotte, District 10 (Deputy Mayor)

Re: Support for Lowering the Speed Limit on Big Tancook Island

Dear Councillor Veinotte,

The Big Tancook Island Harbour Authority fully supports the request from residents to have the speed limit on Big Tancook Island reduced from 50 km/h to 30 km/h.

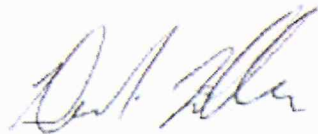
As the organization responsible for managing harbour infrastructure and operations, we are acutely aware of the changing nature of transportation to and from the island. The introduction of the new car ferry will bring new opportunities for residents, businesses, and visitors alike, but it also calls for renewed attention to road safety and community readiness.

The island's roads are not designed for higher speeds—they are narrow, gravel, and shared by pedestrians, cyclists, the occasional service vehicle, and ample wildlife. A 30 km/h limit would encourage cautious driving and help maintain a pace of travel consistent with the island's small scale and rural environment.

From an operational standpoint, the Harbour Authority views a lower speed limit as a proactive step that will help reduce the risk of incidents involving visitors unfamiliar with local conditions, particularly near the ferry terminal and other public access points. It is a simple, preventive measure that supports both public safety and the long-term sustainability of island infrastructure.

We appreciate your continued advocacy for our community and respectfully ask that you bring this matter forward to Council for consideration.

Sincerely,



David Baker
President, Big Tancook Island Harbour Authority



Big Tancook Island Emergency Response Association

■ btiera.assoc@gmail.com

📍 P.O. Box 73

39 School Road

Big Tancook Island, Nova Scotia

B0J 3G6

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

Attention: Councillor Cassidy Veinotte, District 10 (Deputy Mayor)

Dear Councilor Veinotte:

I am writing to you regarding the campaign to reduce the speed limit on Big Tancook Island from 50 km/h to 30 km/h.

With recent incidents in mind, and with the upcoming introduction of a car ferry service to the island along with anticipated increase in vehicle and cycling traffic, I feel that the adoption of this proposal would be beneficial to residents and visitors alike.

As I understand the relevant legislation, the province sets the default speed limit of 50 km/h, but the Municipality may lower that speed under local bylaw, subject to provincial approval.

If this is the case, I hope you and MODL will support the campaign to lower the speed limit in our community.

Thank you in advance for your attention to this matter.

Kind regards,

Peter Stephens
Fire Chief – Tancook Island Fire & Medical
Chair – Big Tancook Island Emergency Response Association

To Whom It May Concern:

My name is Hillary Dionne and I own and operate a small, seasonal business on Big Tancook Island, Nova Scotia. Seventeen years ago I opened Wishing Stones Studio & Gallery; a photo gallery, library, museum and artisan shop at 151 Southeast Cove Road.

All of the island's roads are unpaved and there are really no stretches where vehicles can safely drive at the currently posted speed limit of 50 km/h. It's just not necessary to reach that speed here. In fact, it is dangerous to do so in most areas.

My shop is open June through September and my front door is propped open for visitors, rain or shine. Rain on the doorstep has never been an issue, but clouds of dust from passing vehicles is constant and loose gravel spun up from the road and into my shop is occasional, when someone turns the corner too fast.

The dust is part of life here, but it is so much worse when passing vehicles are going fast. Flying gravel is absolutely unnecessary and it's dangerous and damaging.

My biggest concern is when the car ferry commences and people unfamiliar with the island and our roads will come here in their vehicles and see speed limit signs of 50 km/h and try to drive accordingly. It is just not safe to drive that speed here.

I am very much in favour of having the speed limit for the island's roads reduced. The speed I can comfortably reach on the two straight stretches of road here is 35 km/h, and if the limit could be dropped to that, it would be safer for everyone.

Thank you for taking the time to listen to my concerns. I truly believe reducing the speed limit might prevent future accidents from happening.

Sincerely,
Hillary Dionne
Island resident since 1978

Municipality of the District of Lunenburg
210 Aberdeen Road
Bridgewater, NS B4V 4G8

November 2, 2025

Attention: Councillor Chasidy Veinotte, District 10 (Deputy Mayor)

I am writing as a Family Medicine Resident and concerned property owner on Big Tancook Island, Nova Scotia to urge you to reduce the posted speed limit in and around the island from 50km/h to 30km/h. Given the clear evidence showing the link between higher vehicle speeds, increased crash risk, and greater severity of injury and fatality, I believe a lower speed limit is a wise, evidence-based measure that will save lives and improve safety for all.

The roads on Big Tancook Island are narrow, curving gravel roads and they have no protective features for pedestrians like sidewalks or street lighting. There is a large deer population on the island and deer frequently run suddenly into the road.

Up until recently, the vast majority of the people who drove vehicles on the island were long-time residents who are very familiar with the conditions of the road and take care to drive well below the posted speed limit of 50km/hr. The passenger ferry can only accommodate one vehicle, and only at high tide. Therefore, the island residents have "island vehicles" which stay on the island full time. However, we will soon have the addition of a new car ferry. For the first time in Big Tancook Island's history, visitors will be able to easily drive their own vehicles onto and off the island. We anticipate an entirely new population of mainland visitors who are unfamiliar with the roads here will be driving on them for the first time. If a person from the mainland who is unfamiliar with the island sees a posted speed limit of 50km/h, I am certain that they will drive 50km/h or even 60km/h, as is common on the mainland. This is much too fast for our roads and will end in disaster.

Being hit at 50 km/h versus 30 km/h makes an enormous difference in impact severity and survival chances. Studies have shown that the pedestrian fatality risk is only 5-10% with a vehicle impact at 30km/h. At 50km/h, the fatality risk jumps to up to 95%. Said another way, A pedestrian struck at 50 km/h is six to eight times more likely to be killed than one hit at 30 km/h. As a doctor and medical resident who has worked in the Emergency Department and Intensive Care Unit, I can tell you firsthand that the devastating outcomes for pedestrians struck by a vehicle are directly related to the speed of the vehicle. 20km/h is the difference between a minor injury and a life-altering one.

There are young children on the island, as well as many pets including dogs, cats, chickens and runner ducks. Lowering the speed limit will help protect the island's most vulnerable from injury or death.

Sincerely,

Dr. Adrienne Borrie, MD, PhD

Dear Minister Fred Tilley and MLA Danielle Barkhouse,

We are writing to encourage you to consider lowering the speed limit on Big Tancook Island from 50 kilometres per hour to 30 kilometres per hour. As part-time residents of the island and parents of a young child, we ask you to look at this matter as one of public health and safety.

The science is well-established: Reducing motor vehicle speeds is proven to prevent crashes and reduce both the severity of injuries, and—most importantly of all—the likelihood of road deaths. A pedestrian hit by a car travelling at 30 kilometres per hour has a [90% chance of surviving the incident](#). By contrast, a pedestrian hit by a car travelling at 50 kilometres per hour is almost six times more likely to be killed from the force of impact.

Tancook is a community of seniors and young children. It is also a community of people who enjoy the outdoors. There are, however, no sidewalks to stay off the road. That means drivers have an even greater burden of responsibility when travelling on Tancook's roads. Unfortunately, we know that a majority of Canadian drivers [will speed when it suits them](#)—and on average, drivers who speed on country roads in Canada will exceed the posted speed limit [by 10 kilometres per hour](#).

Tancookers should not have to share the road with vehicles travelling at 60 kilometres per hour, just to walk from their house to the neighbour's, to the post office, or to the ferry terminal. That is a policy choice. It is within your power to change, and it is one that is—right this moment—risking Nova Scotians' lives.

We ask you to consider the evidence and think of Tancookers' safety when considering lowering the speed limit to 30 kilometres per hour.

Thank you,
Martin and Ashley Bauman

Danielle Barkhouse, MLA (She/Her)

Chester-St. Margaret's

Email: BarkhouseMLA@gmail.com

Phone: 902-275-2501 or 1-833-275-2501

On Mon, Oct 6, 2025 at 12:44 PM Katrina Swift wrote:

Dear Councillor Veinotte,

I hope this message finds you well.

On behalf of the residents of Big Tancook Island, I am writing to share the attached letter requesting that the Municipality of the District of Lunenburg consider submitting a formal request to the Government of Nova Scotia to lower the island's speed limit from 50 km/h to 30 km/h.

This matter has been a long-standing concern among residents due to the island's gravel roads, blind corners, hidden driveways, and frequent deer crossings. With the new car ferry soon to begin service, we feel this is an ideal time to ensure that road safety is addressed proactively.

We would be very grateful if you could please bring this request forward to Council for consideration.

Thank you for your time and continued support of the Tancook community.

Katrina Swift

(she/her)

On behalf of the residents of Big Tancook Island

Chasidy Veinotte

Deputy Mayor & Councillor District 10

Municipality of the District of Lunenburg

10 Allée Champlain Drive
Cookville, Nova Scotia B4V 9E4

cell (902) 521-2117



From: Danielle Barkhouse <barkhousemla@gmail.com>

Sent: October 6, 2025 12:49 PM

To: Katrina Swift <kswift@modl.ca>; Chasidy Veinotte <chasidy.veinotte@modl.ca>

Subject: Re: Request for Support to Lower Big Tancook Island Speed Limit

CAUTION: This email originated from an external sender.

Hello,

Thank you for CC'ing me in. It is well written. I will wait to see how the Council responds.

The Province does not allow roads to be set at below 50km, but there is strength in numbers, and if Council sends a letter it would help.

Regards,

Danielle



From: Danielle Barkhouse <barkhousemla@gmail.com>
Sent: October 14, 2025 9:06 AM
To: Chasidy Veinotte <chasidy.veinotte@modl.ca>
Subject: Re: Request for Support to Lower Big Tancook Island Speed Limit

Hello,

I do not think you understand. A letter from the Council would give them a stronger case. If you do not want to help them with their issue, fine, but there is strength in having another level of government on the side of the community.

Regards,
Danielle

Danielle Barkhouse, MLA (She/Her)

Chester-St. Margaret's

Email: BarkhouseMLA@gmail.com

Phone: 902-275-2501 or 1-833-275-2501

On Sun, Oct 12, 2025 at 9:32 PM Chasidy Veinotte <chasidy.veinotte@modl.ca> wrote:

Good Evening Danielle,

I was recently approached by a few residents asking how they could request a speed reduction on the island. Since all roads on Tancook fall under the jurisdiction of the Department of Public Works, I advised them to reach out to your office directly. I also suggested that organizing a petition might be a helpful way to demonstrate community support for the request.

In your email, you mentioned waiting to see how Council responds. As this appears to be a provincial matter, could you please clarify what information or direction you are expecting to receive from MODL?

Thank you for your time and guidance on this.

Kind Regards,

Chasidy Veinotte

Subject:

FW: Request for Support to Lower Big Tancook Island Speed Limit

From: Chasidy Veinotte

Sent: October 18, 2025 6:40 AM

To: Danielle Barkhouse <barkhousemla@gmail.com>

Subject: RE: Request for Support to Lower Big Tancook Island Speed Limit

Good Morning,

I want to address your recent email. I was a bit taken aback by the “fine” comment, as it may suggest that I’m unwilling to help, which isn’t the case. My intent has been to ensure that any action taken aligns with proper process and reflects the collective position of MODL Council.

In the past, MODL Council has submitted requests to the local MLA/Province regarding road-related issues and concerns; however, these have often resulted in little to no follow-up communication. Understandably, if each councillor were to begin sending individual requests on provincial road matters to Council meetings with the intent to send a support letter, it could become a recurring item on our agendas, as we regularly hear such concerns from residents.

We continue to encourage residents to contact their MLA directly, in keeping with the procedures previously established. That said, if and when a petition is circulated demonstrating broad support from island residents for a speed reduction, I will gladly suggest a letter of support—consistent with your suggestion—to help advance the request through the proper channels.

I value open and respectful communication and remain committed to collaborating on matters that benefit our residents.

Thanks,

Chasidy Veinotte

Deputy Mayor & Councillor District 10

Municipality of the District of Lunenburg

10 Allée Champlain Drive

Cookville, Nova Scotia B4V 9E4

Cell (902) 521-2117

After-hours notice: My schedule may differ from yours; please respond during your regular working hours.