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Municipal Council Meeting Agenda
Tuesday, January 13, 2026 – 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**
 - 2.1 Proclamation – Alzheimer Awareness Month 1
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda (as circulated)**
- 5. Approval of Minutes - Special Council & Regular Council – December 9, 2025**
- 6. Business Arising from Minutes**
- 7. Awarding of Tenders/RFPs – Nil**
 - 7.1 Purchase of Accessible E-Bike from Hamilton Trike 2-5
- 8. Presentations/Scheduled Times**
 - 8.1 Bridgewater & Area Food Bank (John Biddle, Food Bank Coordinator) 6:15 p.m. 6-15
- 9. Consideration of Correspondence – Nil**
- 10. Recommendations from Committees & Boards**
 - 10.1 Dangerous & Unsightly Committee** 16
 - 10.1.1 Property Clean up – 4388 Cornwall Road, Union Square 17-19
 - 10.1.2 Property Clean up – 68 Cove Road, Conquerall Bank 20-22
 - 10.1.3 Property Clean up – Dorey Mills Road, Clearland 23-25
- 11. Staff Reports**
 - 11.1 Recreation, Parks & Tourism**
 - 11.1.1 Broad Cove Community Association – Stewardship Agreement 26-33
 - 11.2 Finance Department**
 - 11.2.1 Interest Adjustment Consideration – Centre Scolaire de la Rive-Sud (CSAP) 34-36
 - 11.2.2 2026-2027 Draft Capital Budget Update, Draft Operating Budget Assumptions, and Communication Plan 37-38

11.3 Administration Department

11.3.1 Second Reading By-law 017A Repeal of By-law 017 Police Clearance Certificate
Application Fees..... 39-40

11.4 Planning & Development

11.4.1 Letter of Concurrence – MDL 69 Antenna Siting Protocol, Oakhill Rd, Oakhill
PID 60248358..... 41-43

11.4.2 Levy Private Road Maintenance Charge – Atlantic Breezes Neighbourhood Lot
Owners’ Association..... 44-61

11.4.3 Coastal Protection Regulations – Annual Report 62-67

11.4.4 Coastal Protection Regulations – Request for Provincial Release of the
CERFA Tool 68-71

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

12.1 Committee Recruitment Advertising (W. Oickle) 72

12.2 MJSB Update

12.3 Deputy Mayor’s Update

12.4 Mayor’s Update

13. Added Items

14. In Camera

14.1 Contract Negotiations under section 22(2)(e) of the MGA

15. Adjournment

Council
Item 2.1
January 13, 2026
Authorization: T. MacEwan



Proclamation Alzheimer Awareness Month

Whereas there are an estimated 16,000 people living with dementia in Nova Scotia; and

Whereas it is projected that the number of people living with dementia in Nova Scotia will increase by 87% with nearly 30,000 people likely to be living with dementia by 2050; and

Whereas the Alzheimer Society of NS is committed to alleviating the personal and social consequences of Alzheimer's disease and other dementias and to promoting the search for the causes and cures.

Therefore, be it proclaimed that I, Mayor Elspeth McLean-Wile, on behalf of the District of Lunenburg, do hereby proclaim January 2026 as **Alzheimer Awareness Month** in the District of Lunenburg.

January 13, 2026

Mayor Elspeth McLean-Wile

Council
Item 7.1
January 13, 2026
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council
Submitted by: Moira Frier, Active Living Coordinator
Date: January 13, 2026
Re: Accessible E-Bike

Recommendation

That Council for the Municipality of the District of Lunenburg award the purchase of an accessible e-bike to Hamilton Trike in the amount of \$18,593, exclusive of HST and shipping costs.

Executive summary

Staff are seeking Council approval to proceed with a sole-source purchase of an accessible e-bike. Despite multiple procurement efforts, including a Request for Quotes and reviewing multiple provincial standing offers and the Canoe Procurement platform, no accessible e-bike options were identified. The Municipality received \$25,000 in provincial funding through the Active Communities Grant to support up to 75% of the purchase.

Background

The Municipality received provincial funding from the Active Communities Grant (ACF) grant in the amount of \$25,000 for the 2025-26 fiscal year. The grant supports up to 75% of eligible costs. The remaining costs for ACF initiatives can be offset from the operational budget using the Active Transportation account. The grant deadline of May 15, 2025, occurred after the Municipality's annual budget process, and as a result, the purchase was not included in the 2025–26 Capital Budget.

The Municipality currently has an E-Bike Loan Program with seven e-bikes for residents to borrow free of charge, with previous funding support from the Province for their purchase. The program had a soft launch in 2025 and will fully launch in Spring 2026. We are currently exploring a partnership with Lunenburg County Wheels to support transporting the e-bikes into the community, enhancing equity for users. Additionally, the program has featured e-bike pop-up “try-a-ride” events. The accessible e-bike will be included in the municipal e-bike lending fleet for residents.

A Request for Quotes (RFQ) for the purchase of an accessible e-bike was issued in October 2025 with no formal responses. Staff have reviewed the Provincial standing offers and there were no procurement opportunities for accessible e-bikes. Staff also reviewed the Canoe Procurement and Kinetic GPO public procurement websites, which provide standing offer contractors; however, no suppliers offering accessible e-bikes were identified.

In addition, staff were referred to Hamilton Trike through an existing partnership involving the use of accessible e-bikes at Hillside Pines in Bridgewater. Hillside Pines has successfully worked with Hamilton Trike to purchase multiple accessible-style e-bikes and has provided positive feedback regarding their experience with the quality of the e-bikes and the current reliability of Hamilton Trike as a supplier. Staff have firsthand experience using this specific style of accessible e-bike and recommend it as well suited to support accessibility and safety.

Given these procurement limitations and the niche nature of the equipment, staff are asking Council to approve a sole source to purchase the accessible e-bike.

Photos of the accessible e-bike are included on Appendix A.

Strategic Focus

Providing access to e-bikes at no cost promotes active transportation and encourages healthier lifestyles. It also improves community mobility, making it easier for people of all ages to access local amenities, recreation, and social connections, enhancing overall quality of life.

Budget/Financial Implications

The Municipality received a \$25,000 provincial grant for the 2025–26 fiscal year. As the May 15, 2025 deadline occurred after the annual budget process, the funding was not included in the 2025–26 Capital Budget. The grant covers up to 75% of eligible costs, with the remaining portion to be offset through the Active Transportation operational budget.

Climate Change/sustainability

NA

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

Offering e-bikes for borrowing at no cost supports inclusion, diversity, equity, and accessibility by providing all community members—regardless of age, income, or ability—equal access to sustainable transportation. Accessible e-bikes ensure that individuals with mobility challenges can participate fully in community life, recreation, and social activities. This initiative helps create a more equitable and connected community for everyone.

Strategic Communications

Promotion for the e-bike loan program is underway, with a full program launch and expanded promotional efforts planned for Spring 2026.

Work plan

Developing and promoting activities that encourage active lifestyles among community members is part of the Active Living Coordinator's workplan with the Recreation, Parks and Tourism's Department.

Alternatives

Option 1: Staff to issue a second Request for Quotes for the purchase.

Option 2: Do not purchase an accessible e-bike and make a request to the Province for the reallocation of the funds towards another initiative.

Conclusion

Staff are recommending the purchase of an accessible e-bike from Hamilton Trike.

Report Preparation	
Department	Recreation, Parks and Tourism
Report Prepared by	Moira Frier, Active Living Coordinator
Report Approved by	
Date Reviewed by C.A.O.	

Appendix A

Photos of the accessible e-bike



Source: <https://www.vanraam.com/en-gb/our-bikes/transport-bikes/chat>

Council
Item 8.1
January 13, 2026
Authorization: T. MacEwan

Bridgewater and Area Interchurch Food Bank

Presentation to MODL

January 13, 2025

Why are we here?

To ask for financial support (grant) to help us continue operations at current levels.

Food Insecurity Can Affect Anyone

- One in three households in NS are food insecure (Source: Feed NS)
- NS has the Highest rate in the Country (source: Feed NS)
- Many are only a life event away from food insecurity- job loss, health issue, accident, relationship changes etc.
- Food insecurity:
 - leads to poor mental and physical health;
 - isolation; and
 - barriers to employment

Bridgewater and Area Interchurch Food Bank

- Non-profit Organization, established in 1984
- Mandate: to provide support to those in a crisis situation (3-5 days of food assistance every two weeks)
- Governed by a Volunteer Board (8 Board Members)
 - Tammy Crowder, Chair
 - Sandi Emenau , Secretary
 - Kevin Keddy, Treasurer
 - John Biddle, Coordinator /Purchaser
 - Suzanne Stewart, Coordinator / Vice-Chair
 - Linda Rowter
 - Mel Loveridge
 - Claudette Garland
- Operations: 45 Volunteers who assist in purchasing, sorting, and provision of food to clients

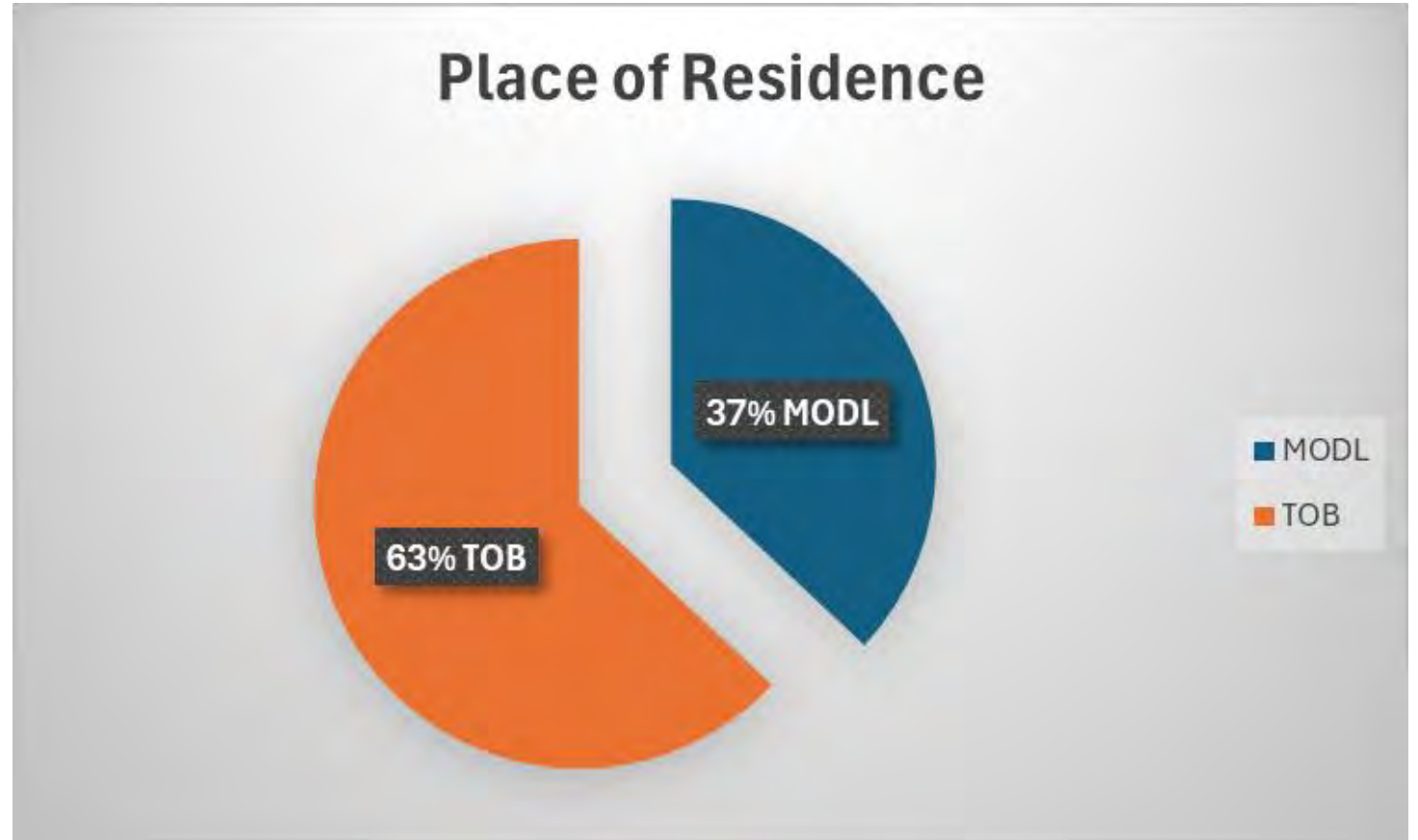
What we provide

Open two days per week, (12:15 pm to 3:15 pm)

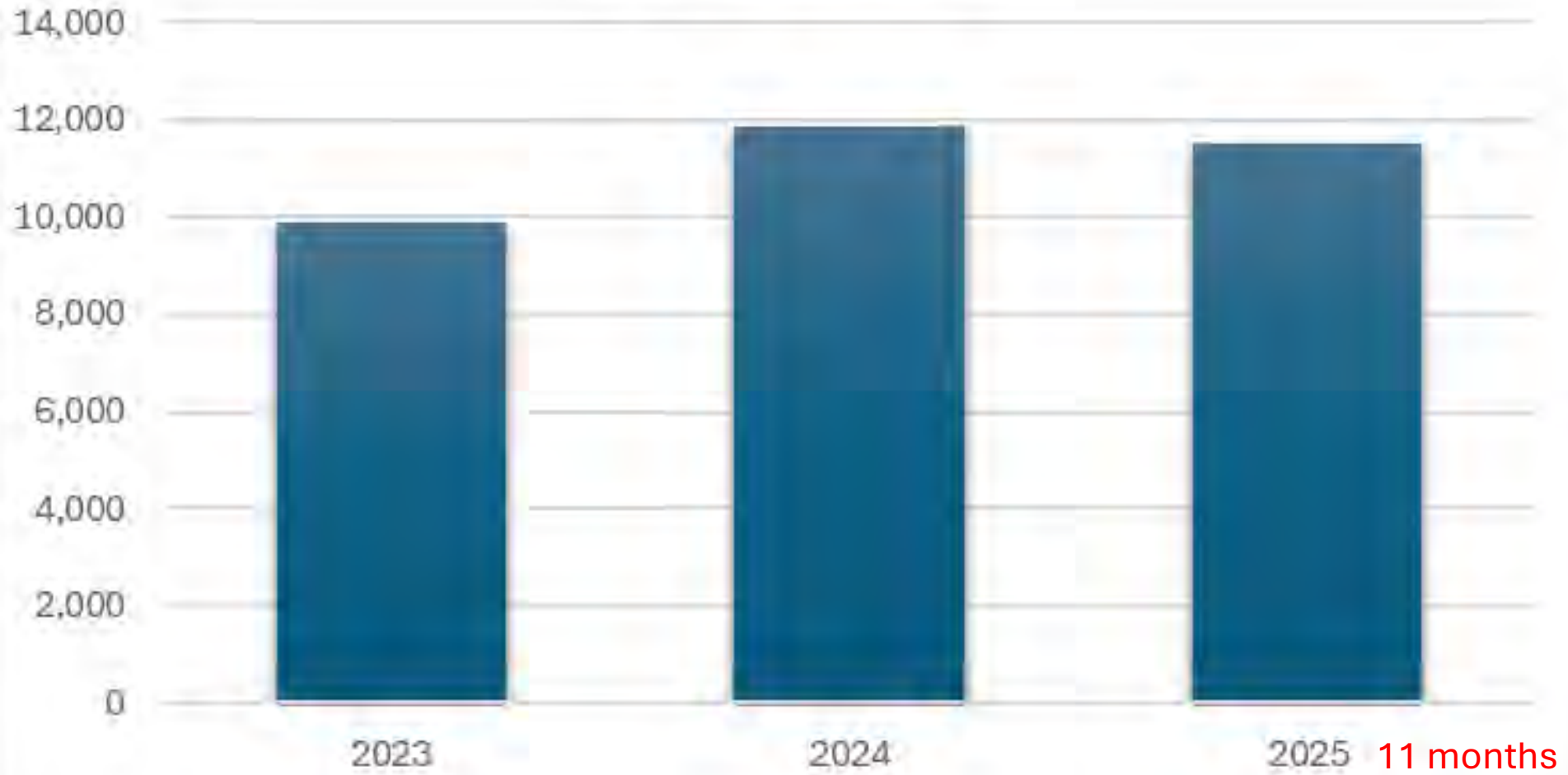
-
- One visit every two weeks, except for emergency situations;
 - Deliveries for those with barriers to accessing foodbank

Food, Milk vouchers; Bagged Lunches for school children; Some hygiene products

We Serve the Region (2025)



Client Visits



Challenge: Expenses exceed Revenue

- Revenue
 - Donations : Corporate, Individuals, Fundraisers,
 - Food Bank Canada
 - Feed NS
 - Interchurch
 - Grants
- Expenses:
 - Costs of Goods (food)
 - Building expenses (cleaning, insurance, power, repairs, water/sewer)
 - Office expenses (supplies)



Challenges: Expenses Exceed Revenue

- Food Insecurity and the needs of our residents exceeds our revenue.
- 2025 – Deficit projected (Donations are down)
- The deficit will be funded by the use of funds the Food Bank has been saving for a building expansion required due to lack of sufficient storage space.
- Insufficient storage space:
 - Increases costs (storage of sale items- ie. Pallets of soup).
 - Limits the ability to provide meat and refrigerated items (freezer space)
 - Limit's ability to receive increased food donations from Feed NS

Our Ask

- If trend continues:
 - Building reserve will be depleted as we concentrate on food product only.
 - Operation are not be sustainable at current levels; Hours will be reduced; food provided will be reduced
 - Families and individuals will go hungry and be forced to make some tough choices.
- We are asking for MODL to consider a grant to the Food Bank in 2026 in the amount of \$20,000.



Municipality of the District of Lunenburg Planning & Development Services

December 17, 2025

To Her Worship, Mayor McLean-Wile and Councillors
of The District of Lunenburg

Dear Mayor and Councillors:

The Dangerous & Unsightly Property Committee, in session on December 17, 2025, made the following recommendation to Municipal Council:

“that Municipal Council approve the lowest bid from Steward-Lucas Inc for the cleanup of the demolished house and property located at 4388 Cornwall Road, Union Square PID 60284536; that is \$7363.59 + HST, subject to confirmation of WCB and insurance”.

“that Municipal Council approve the lowest bid from Steward-Lucas Inc for the demolition and cleanup at the property located at 68 Cove Road, Conquerall Bank PID 60337169; that is \$8771.93 + HST, subject to confirmation of WCB and insurance”.

“that Municipal Council approve the lowest bid from Steward-Lucas Inc for the cleanup at the property located at Dorey Mills Road, Clearland PID 60226453; that is \$3939.00 + HST, subject to confirmation of WCB and insurance”.

Respectfully submitted,

The Chair and Members
of the D&UPC

/zz

Attachments



Municipality of the District of Lunenburg Request for Decision

REPORT TO: Dangerous & Unsightly Properties Committee
SUBMITTED BY: Amanda Esterbrooks
DATE: December 17 2025
RE: 4388 Cornwall Rd,

Property – 4388 Cornwall Rd, Union Square

PID 60284536 AAN 02818671 LU-DU2025-004

RECOMMENDATION

Staff recommends:

That the tender be awarded to Steward-Lucas Inc. for the cleanup of the demolished house and property in the amount of \$7,363.59 plus HST. (Subject to confirmation of WCB and Insurance)

BACKGROUND

We received a complaint on March 3, 2025 regarding the above-noted property. An initial inspection was completed on March 6, 2025, and the property was found to be dangerous and unsightly under the Municipal Government Act (the "Act"). A letter notifying the owner was sent on March 7, 2025.

A follow-up inspection on April 23, 2025 confirmed that the burnt vehicle had been removed and another old vehicle had been relocated. An order to clean up the property was drafted and posted on May 15, 2025, which read:

~~IT IS HEREBY ORDERED~~ that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:

ACTION "To remedy the unsightly condition, the household junk and debris must be cleaned up and removed from the property."

During a site visit on June 16, 2025, I met with the property occupant and observed that approximately 25–30% of the cleanup had been completed. We discussed a plan to continue the work, and the order was extended by an additional 30 days.

On July 13, 2025, an individual attempted to demolish the house. The addition was destroyed except for the roof, which was left hanging unsupported from the main structure. The rear left corner of the house was also severely damaged, with the main corner support obliterated. An outbuilding had also been demolished.

Reports of further damage prompted a site visit on July 22 to assess the condition of the building, followed by another visit on July 29 after a third incident resulted in additional destruction. A 14-day cleanup order was issued on July 30, 2025, due in part to concerns about potential arson during a fire ban. The order read:

IT IS HEREBY ORDERED that you are to, within Fourteen (14) days of the service of this Order, remedy the dangerous condition of the property; namely:

ACTION "Finish demolishing the house and remove all demolition debris and other junk from the property."

When the order expired, a visit on August 18 confirmed that no cleanup had occurred. A request to issue an RFQ for cleanup was submitted the same day.

A follow-up on September 29 determined that the RFQ had not yet been issued, and a further request was made for it to be sent out as soon as possible.

DISCUSSION

An RFQ was issued on November 5, 2025. 10 quotes were received. The lowest quote was received from Steward-Lucas Inc.

Company	Price Plus HST
Steward-Lucas Inc	\$7,353.69
AD Drywall	\$10,800.00
Contracting BYEC	\$22,394.74
Blackjack	\$23,850.00
Joe Dirt	\$26,157.80
Dexter	\$28,200.00
Frank Daye Trucking	\$37,080.00
Capitol Demolition	\$44,000.00
United Structures	\$48,000.00
Euroworld	\$50,500.00

Quote prices are subject to 3.8574% HST billed to MODL. MODL is then required to charge 14% HST to this total. The total quoted may not reflect the actual bill as any other costs that may arise as a result of the work on the property are required to be passed on to the property owner. Quote price +3.8574% HST = subtotal + 14%HST for total.

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$ 96,800
- The lot area 1.05 acres
- Property taxes are past due to the amount of \$202.04

ALTERNATIVES

- a) Do nothing and close file.

CONCLUSION

Staff recommends that the tender be awarded to Steward-Lucas Inc. for the cleanup of the demolished house and property in the amount of \$7,363.59 plus HST.

ATTACHMENTS

Photos from last inspection

Department:

Report Prepared By: Amanda Esterbrooks Date: December 17, 2025

Report Approved By: Date:

Reviewed By CAO: Date:

Council
Item 10.1.2
January 13, 2026
Authorization: T. MacEwan

Meeting: D&U Committee
Item: #5.2
Date: December 17, 2025
Authorization: J. Merrill



Municipality of the District of Lunenburg

Request for Direction

REPORT TO: Dangerous & Unsightly Properties Committee
SUBMITTED BY: Amanda Esterbrooks
DATE: December 17 2025
RE: 68 Cove Rd, Conquerall Bank

Property – 68 Cove Rd, Conquerall Bank – Earl McAlpine

PID 60337169 AAN 00889547 LU-US2024-021

RECOMMENDATION

Staff recommends:

The demolition and property cleanup tender be awarded to Steward – Lucas Inc. in the amount of \$8,771.93 plus HST.(Subject to confirmation of WCB and Insurance)

BACKGROUND

We received a complaint on June 10, 2024 regarding the above-noted property. An initial inspection was completed on June 12, 2024, and the property was found to be dangerous and unsightly under the Municipal Government Act (the "Act"). A letter was sent on July 11, 2024.

Unfortunately, the file was not scheduled for reinspection, and the next site visit did not occur until January 7, 2025. At that time, no repairs or cleanup had been completed. As a result, an Order was issued on January 22, 2025, providing the property owner with 30 days to clean up the property. The Order reads:

IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:

ACTION

"The structure must either be repaired or otherwise removed from the property, and the barrels, garbage, and glass must be cleaned up and removed from the property."

A return visit on February 25, 2025 confirmed that no changes had been made to the building or property. On April 28, 2025, a copy of the revised cleanup assistance program and application was sent to the property owner. An application was received on May 15, 2025 requesting assistance, noting: “we plan to get a quote from a private trucking company for the complete cleanup of this property.”

On August 29, 2025, the property owners submitted a request for the municipality to assume responsibility for the demolition and cleanup, acknowledging that the cost would be applied as a lien against the property and, if unpaid after three years, could result in the property being listed for Tax Sale.

At the Dangerous and Unsightly Committee meeting on October 22, 2025, a motion was made and passed to issue a 7-day Order to proceed with the owners’ request for demolition and cleanup. An Order was posted on November 2, 2025, finding that the structure has further deteriorated, which reads:

IT IS HEREBY ORDERED that you are to, within seven (7) days of the service of this Order, remedy the dangerous/ unsightly condition of the property; namely:

ACTION

"To remedy the dangerous and unsightly condition, the derelict structure must be demolished, and the demolition debris, garbage, glass, and barrels must be cleaned up and totally removed from the property."

DISCUSSION

An RFQ was issued on November 5, 2025. 10 quotes were received. The lowest quote was received from Steward – Lucas Inc.

Company	Price Plus HST
Steward-Lucas Inc	\$8,771.93
AD Drywall	\$9,900.00
Contracting BYEC	\$14,289.25
Joe Dirt	\$21,640.08
Blackjack	\$32,225.00
Dexter	\$34,800.00
Frank Daye	\$44,680.00
Euroworld	\$50,500.00
United Structures	\$59,000.00
Capitol Demolition	\$68,350.00

Quote prices are subject to 3.8574% HST billed to MODL. MODL is then required to charge 14% HST to this total. The total quoted may not reflect the actual bill as any other costs that may arise as a result of the work on the property are required to be passed on to the property owner. Quote price +3.8574% HST = subtotal + 14%HST for total.

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$36,700.00 in 2025.
- The lot area 0.20 acres
- Property taxes are past due in the amount of \$60.78

ALTERNATIVES

- a) Do nothing and close file.

CONCLUSION

The demolition and property cleanup tender be awarded to Steward – Lucas Inc. in the amount of \$8,771.93 plus HST.

ATTACHMENTS

Photos from last inspection

Department:

Report Prepared By: Amanda Esterbrooks Date: December 17 2025

Report Approved By: Date:

Reviewed By CAO: Date:

Council
Item 10.1.3
January 13, 2026
Authorization: T. MacEwan

Meeting: D&U Committee
Item: #5.4
Date: December 17, 2025
Authorization: J. Merrill



Municipality of the District of Lunenburg

Request for Direction

REPORT TO: Dangerous & Unsightly Properties Committee

SUBMITTED BY: Amanda Esterbrooks

DATE: December 17 2025

RE: Dorey Mills Rd, Clearland

Property – Dorey Mills Rd, Clearland

PID 60226453

AAN 04159403

LU-US2024-002

RECOMMENDATION

Staff recommends:

The property cleanup tender be awarded to Steward – Lucas Inc. in the amount of \$3,939.00 plus HST. (Subject to confirmation of WCB and Insurance)

BACKGROUND

We received a complaint on February 7, 2024 regarding the above-noted property. An initial inspection was completed on February 13, 2024, and the property was found to be dangerous and unsightly under the Municipal Government Act (the “Act”). A letter was sent on March 5, 2024.

Because of snow cover, the follow-up site visit did not occur until May 9, 2024. At that time, no cleanup had been completed. The visit also revealed additional issues that had previously been obscured by snow, and a letter was drafted outlining an expanded scope of required work, including the need to secure the structure.

A site visit on June 18, 2024 included a meeting with the purchaser of the property, who had begun cleanup efforts and assured that the work would be completed within two weeks. An extension was granted. A return visit on July 3, 2024 found that no improvements had been made, and a request was submitted for an order to be issued.

Due to clerical oversight, no order was issued, and no further site visit occurred until April 15, 2025. At that time, no improvements had been made, and a new request for an order was submitted.

On April 28, 2025, a letter regarding the updated Cleanup Assistance Program was sent to the property owner(s). An order was posted on April 29, 2025, which reads:

IT IS HEREBY ORDERED that you are to, within thirty (30) days of the service of this Order, remedy the unsightly condition of the property; namely:

ACTION “Cleanup of junk and refuse”

Property ownership changed on June 6, 2025. A site visit on June 10, 2025 confirmed that the new owner had made some progress, and an extension to the order was granted. A follow-up visit on July 21, 2025 determined that no further progress had been made. A request to issue an RFQ was made on August 13, 2025.

DISCUSSION

An RFQ was issued on November 5, 2025. 8 quotes were received. The lowest quote was received from Steward Lucas Inc.

Company	Price Plus HST
Steward-Lucas Inc	\$3,939.00
Joe Dirt	\$11,150.00
Scenesafe	\$13,638.00
Contracting BYEC	\$15,555.26
Blackjack	\$16,755.00
Dexter	\$27,200.00
United Structures Inc	\$32,000.00
Euroworld	\$50,500.00

Quote prices are subject to 3.8574% HST billed to MODL. MODL is then required to charge 14% HST to this total. The total quoted may not reflect the actual bill as any other costs that may arise as a result of the work on the property are required to pass on to the property owner. Quote price +3.8574% HST = subtotal + 14%HST for total.

- The Property Valuation Services Corporation (PVSC) records show the land as being assessed at \$7,200.00 in 2025.
- The lot area 0.80 acres

Council
Item 11.1.1
January 13, 2026
Authorization: T. MacEwan



Municipality of the District of Lunenburg

Request for Decision

Report to: Council
Submitted by: Trudy Payne, Director of Recreation, Parks, & Tourism
Date: January 13, 2026
Re: Broad Cove Community Association – Request re PID 60592581

Recommendation

That the Municipality of the District of Lunenburg authorize the Mayor and Municipal Clerk to sign the Stewardship Agreement, as presented, with the Broad Cove Community Association for the purposes of managing the lands adjacent to the Broad Cove Beach PIDs 605922581.

Executive summary

At the May 23, 2023, Council meeting the Broad Cove Community Association made a presentation on “Protect Broad Cove Beach Lands”, highlighting the lands adjacent to Broad Cove Beach. The land was listed as Owner Unknown. At this meeting they requested that the Municipality acquire the land so that public would have the legal right to conserve the environmental status of the property and ensure the property remains accessible to the public with some regulations to be put in place.

At the September 24, 2024, Council meeting council made the following motion:

“that Municipal Council accept the recommendation of the Policy and Strategy Committee and initiate the expropriation of the Broad Cove Common Lands, PID # 6059281.”

At that same meeting the CAO conveyed to Council that the Broad Cove Community Association expressed willingness to manage and maintain the common lands at Broad Cove Beach.

The expropriation process has been undertaken, and the Municipality now owns the property. Attached to this report is a proposed stewardship agreement, in which the Broad Cove Community Association has provided input, and are in support of signing.

The stewardship agreement outlines the partnership between the Municipality and the Association to conserve, preserve and protect the common lands and also ensures public access outlining the permitted and prohibited uses.

The Association has been managing the common lands when it was listed as owner unknown and is willing to continue to manage these lands. With the Municipality owning the land and the Association being the stewards of the land will clarify for residents and users of the land the permitted and prohibited uses.

Discussion

The discussion is to whether to enter into a stewardship agreement with the Broad Cove Community Association.

Budget implications

There would be no additional implications to the public.

Strategic plan

The acquisition of the common lands and entering into a Stewardship Agreement aligns with Council's quality of life strategic priorities.

Work plan

This fits in with the Recreation, Parks and Tourism Department's workplan. With the Association managing the common land, staff's role will be to act as a support.

Alternatives

The alternatives are:

1. To not enter into a stewardship agreement with the Broad Cove Community Association and the Municipality would manage these common lands.
2. To direct staff to make amendments to the proposed Stewardship Agreement and bring back to Council.

Conclusion

Broad Cove Beach is a vital asset to the community, and this 4.43 acre of property has been providing public access to the beach for many years and primarily being stewarded by the Broad

Cove Community Association. With the Municipality acquiring the land and entering into a stewardship agreement with the Association, the Association can continue to steward the property by outlining the permitted and prohibited uses, in which the prohibited uses can be enforced more effectively with a clear owner of the property and with an agreement in place of what entity is managing the property.

Report Preparation	
Department	Recreation, Parks, & Tourism
Report Prepared by	Trudy Payne, Director of Recreation, Parks & Tourism
Report Approved by	
Date Reviewed by C.A.O.	

STEWARDSHIP AGREEMENT

BETWEEN:

BROAD COVE COMMUNITY ASSOCIATION, a Society registered pursuant to the laws of Nova Scotia, have its head office at 7147 Highway 331, Broad Cove, Lunenburg County, Nova Scotia

(hereinafter called "BCCA")

- and -

MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a municipal body corporate, with offices in the Town of Bridgewater, Lunenburg County, Nova Scotia

(hereinafter called "MODL")

BACKGROUND

1. MODL Council held a duly constituted Meeting of Council on March 25, 2025, to consider the expropriation of the Broad Cove Beach (PID 60592581).
2. MODL Council passed a Resolution on March 25, 2025, approving the expropriation of the Broad Cove Beach, including adjoining wetlands (PID 60592581) herein referred to as Broad Cove Beach, for the purpose of protecting its oceanic coasts and conserving the land.
3. Pursuant to the *Expropriation Act*, RSNS 1989, c. 156, the Broad Cove Beach (PID 60592581) vested in fee simple to the MODL on June 18, 2025 upon the registration of the expropriation document in the Registry of Deeds. Map of property forms Appendix A of this stewardship agreement.
4. BCCA pursuant to the stated objects contained in its revised Memorandum of Association to provide for "stewardship of real property for the benefit of the community of Broad Cove..." and has agreed to provide assistance to MODL with respect to the management of the Broad Cove Beach which assistance shall be governed by this Stewardship Agreement.

INTENT OF AGREEMENT

5. The Parties each agree that the intent of this Agreement is to define how MODL and BCCA shall manage and steward the Broad Cove Beach in furtherance of the purpose of protecting its oceanic coast and conserving the beach and adjoining wetlands.
6. The parties each agree that this Agreement shall be binding upon the parties, their respective successors and/or assigns.
7. MODL agrees not to sell, transfer, hypothecate, dispose of, mortgage, encumber, lease or grant any interest in or enter into any agreement respecting all or any part of the land without consulting with the BCCA.

STEWARDSHIP OF THE LAND

8. MODL agrees to steward the Broad Cove Beach so that its natural values are preserved, protected and/or enhanced. MODL will consult with BCCA, and BCCA agrees to act in an advisory capacity regarding the use of the Broad Cove Beach and that MODL will make no alterations or changes without consulting with the BCCA.
9. BCCA agrees to act as the steward of the Broad Cove Beach and to manage the property for the use and enjoyment of the residents of MODL while protecting and conserving the natural environment of the beach and coastline and that no alterations or changes will be made without the agreement by MODL.

TERM OF THE STEWARDSHIP AGREEMENT

10. This Agreement shall be in force and effect for a period of ten (10) years from the date of execution provided that the term may be extended for an additional periods of ten (10) years on the written consent of both parties, and that either party does not breach this agreement.
11. The Parties agree that it is their intention to review and amend (if necessary) the Agreement every five (5) years or earlier as agreed to by the parties.

IN WITNESS WHEREOF BCCA and MODL have executed this Agreement, on the dates indicated below.

PROVINCE OF NOVA SCOTIA
COUNTY OF LUNENBURG*

I CERTIFY that on this ____ day of _____, 2025, Broad Cove Community Association one of the parties hereto, signed, sealed and delivered this Indenture in my presence and I have signed as a witness to such execution.

A Barrister of the Supreme
Court of Nova Scotia

Affidavit of Verification

I, Elspeth McLean-Wile make oath and say as follows:

1. **THAT** I am the Mayor of the Municipality of the District of Lunenburg (MODL), one of the parties in the foregoing Indenture and as such I have personal knowledge of the matters herein deposed to.

2. **AND THAT** as Mayor of the MODL, I am an Officer of the MODL.

3. **AND THAT** I hereby verify that I have authority to execute the foregoing Indenture on behalf of the MODL and thereby bind the MODL without the requirement to affix the MODL corporate seal to the Indenture.

4. **AND THAT** pursuant to such authority I have executed the foregoing Indenture on behalf of the MODL and did thereby bind the MODL accordingly.

Sworn to before me at Bridgewater,)	
in the County of Lunenburg, Province of)	
Nova Scotia, this _____ day of _____,)	
2025,)	
_____)	_____
A Barrister/Commissioner for the)	Elspeth McLean-Wile
Supreme Court of Nova Scotia)	

Council
Item 11.2.1
January 13, 2026
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Municipal Council

Submitted by: Elana Wentzell, CPA, CMA

Date: January 13, 2026

Re: Interest Adjustment Consideration – Centre Scolaire de la Rive-Sud
(Conseil Scolaire Acadien Provincial)

Recommendation

Move that Municipal Council direct staff to write off interest related to the sewer billing for Centre Solaire de la Rive-Sud in the amount of \$28,664.53.

Executive summary

School Boards are invoiced municipal sewer charges at the approved rate per \$100 assessment as per the policy. The CSAP School in Cookville (Centre Solaire de la Rive-Sud) was in operation for almost 10 years without paying any sewer charges. During the 2020 year-end review, the Municipal Treasurer determined the school had not been billed sewer charges. A cover letter and an invoice for 2019-20 was prepared. The school board would not pay the invoice as their fiscal year was closed. The issue was discussed with the CAO who followed up with the School Board, and it was decided that sewer billing would start in 2020-21.

There are overdue interest charges related to the sewer billing for Rive-Sud due to late payments. These charges continue to accrue, as staff received prior direction from Municipal Council to continue to charge interest on this account.

The Treasurer was contacted recently by the Director of Education Funding and Partnerships at the NS Department of Finance and Treasury Board regarding outstanding interest on the sewer billing for Rive-Sud. They shared a memo (attached) where the Department of Municipal

Affairs and Housing advised that municipal sewer charges should be paid without overdue interest charges. Municipal Finance staff were previously unaware of this directive.

Discussion

The school was in operation for almost 10 years without paying any sewer charges. When the oversight was discovered, MODL did not go back and retroactively bill those prior years and even adjusted the first bill issued as a goodwill gesture.

All school sewer bills are issued with a 30-day due date and interest is charged per Council policy at a rate of 10% per annum, posted monthly.

The Municipal Government Act (Section 38) allows Municipal Council to write off amounts related to accounts that the Treasurer considers uncollectible. The Provincial Board has been directed not to pay these overdue interest charges, so it appears they are uncollectible.

The following is a summary of the school sewer billings for Rive-Sud:

Invoice Date	Invoice Amount	Due Date	Payment Date	Interest charged & due
2020-11-19	\$ 69,376.20	2020-12-22	2022-07-08	\$ 2,341.60
2021-11-16	67,174.17	2021-12-31	2022-07-08	9,777.04
2022-11-03	67,958.63	2022-11-30	2023-05-11	7,857.35
2023-11-17	72,056.96	2023-12-31	2023-12-13	2,338.76
2024-10-22	84,738.39	2024-12-31	2025-03-12	4,286.85
2025-11-13	78,469.98	2025-12-31	2025-12-03	2,062.93
Balance Due				\$ 28,664.53

Strategic Focus

N/A

Budget/Financial Implications

This interest is included in annual interest revenue – an adjustment to the revenue account will have to be made if interest is adjusted.

Climate Change/sustainability

N/A

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 or direct staff to argue the case further as no bills were issued for almost 10 years prior to the first sewer billing.

Conclusion

Municipal Treasurer believes that the interest on the sewer billing for Rive-Sud will not be paid. It is recommended that the interest charges be adjusted and that no interest is charged on the School sewer invoices going forward.

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



The Municipality of the District of Lunenburg Report

Report to: Municipal Council
Submitted by: Elana Wentzell, Director of Finance
Date: January 13, 2026
Re: 2026-27 Draft Capital Budget Update, Draft Operating Budget Assumptions and Communication Plan

2026-27 Draft Capital Budget Update

The 2026-27 Draft Capital Budget has been updated based on new information as follows:

- Cookville Wastewater Treatment Plant upgrade – the construction of the treatment plant has accelerated in the current fiscal year. Staff are forecasting \$12M will be spent in 2025-26, reducing the 2026-27 budget to \$9M.
- The spare pump for the New Germany pumping stations was used in December 2025, staff have added \$20,000 in the 2026-27 budget to replace it so a spare can be on hand.
- A carryover of \$125,000 from 2025-26 is required for the Osprey Village Sidewall enhancement project.
- A carryover of \$100,000 from 2025-26 is required for the Sawpit Park Construction Project

2026-27 Draft Operating Budget Assumptions

On February 12, staff will be introducing the Draft Operating Budget. There are some assumptions that are made when this budget is prepared:

- Staff will be using 3% CPI estimates for the upcoming draft operating budget.
- The budget and 5-year Plan will be prepared assuming there are no changes in the tax rates.
- The annual contributions to Reserves from the Operating Fund will remain unchanged:
 - \$50,000 to Election Reserve
 - \$60,000 to Open Space Reserve

- \$175,000 to Sewer Reserve
- \$100,000 to Fire Training Facility Reserve
- \$25,000 to Municipal Road Reserve
- \$165,000 to the LCLC Depreciation Reserve
- \$1,600,000 to the Depreciation Reserve

These annual contributions are made for various reasons. An annual amount to the election reserve reduces the pressure on the operating budget for the cost in the year the election is held. The contribution to the open space reserve ensures there are funds available for future land purchases. Contributions to the sewer reserve provides partial funding for future sewer projects. The fire training facility reserve was created to address future training needs. The municipal road reserve helps to address ongoing capital work to municipal roads. The LCLC depreciation reserve was created so funds are available when major capital upgrades are required. The depreciation reserve contribution helps address the cost of future asset replacement. This does not address the actual cost of asset replacement but can be considered similar to a down payment when major assets are replaced and borrowing is required.

If Council wishes to make changes to these assumptions, staff will incorporate them in the upcoming Draft Operating Budget that will be presented on February 12, 2026.

Draft Budget Communication Plan

The outgoing Communication Officer provided the following plan for communication of the Budget:

- Engage site is created at <https://engage.modl.ca/budget26-27>
- As each agenda is released for the remaining budget meetings, an email newsletter to Engage site followers will be sent.
- Upcoming meetings will be shared through Facebook posts, the District Digest, and App updates.
- Mayor’s Message in the South Shore Breaker once the budget is approved.
- Budget highlights document shared.
- Budget book will be published within a month of final budget approval.

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



The Municipality of the District of Lunenburg Report to Council

Report To: Mayor and Municipal Council
Submitted By: April Whynot, Lohnes, Municipal Clerk
Date: January 13, 2026
Re: Second Reading –By-law 017A Repeal of Fees Charged for Policy Clearance Certificate Application

At the December 9, 2025 Council meeting, Municipal Council conducted First Reading of By-law 017A Repeal of Fees Charged for Policy Clearance Certificate Application. Council set a date to conduct Second Reading at the January 13, 2026 Council meeting.

Notices were posted in the December 17, 2025 edition of the South Shore Bulletin, on the MODL website, the MODL Facebook page, and the electronic board in the lobby of the administration office, of Council’s intention to adopt By-law 017A Repeal of Police Clearance Certificate Application Fees at the January 13, 2025 meeting.

If Second Reading is conducted, the By-law will **repeal** By-law 017 Police Clearance Certificate Application Fees. A notice will be published in the local paper and the By-law will become effective on the date of publication.

In order to adopt By-law 017A and repeal the existing by-law, the following motion is required:

“that Municipal Council adopt By-law 017A Repeal of Fees Charged for Policy Clearance Certificate Application to repeal By-law 017 Police Clearance Certificate Application 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

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	January 13, 2026
Date of advertisement of passage of by-law	
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

Council
Item 11.4.1
January 13, 2026
Authorization: T. MacEwan



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor McLean-Wile and Municipal Council
Submitted by: Norma Schiefer, Manager of Development
Date: January 13, 2026
Re: Letter of Concurrence – MDL 69 Antenna Siting Protocol

Recommendation

That Municipal Council issue a letter of concurrence for a telecommunication tower at PID 60248358, Oakhill Road, Oakhill as the application has met the requirements of MDL-69 Antenna Siting Protocol.

Executive summary

Background

On January 24, 2023, the Municipality of Lunenburg provided a letter of concurrence for the location of a telecommunication tower at 569 Oakhill Road, Oakhill as the applicant had met the requirements of the Antenna Siting Protocol. Due to unforeseen circumstances during site preparation, the location has been shifted to the adjacent lot (same ownership and utilized as one property).

As a result of the new location, additional consultation was provided to the neighboring properties. As stated in the original information package from Eastlink the proposal is to locate a telecommunication tower to provide additional Eastlink cellular coverage for the residences, businesses, and emergency services of Oakhill, Dayspring, Bridgewater, and the surrounding

areas.

The Municipality has a policy on the siting of telecommunication towers outlining submission requirements and to ensure adequate public consultation is given. Municipal Council is required to issue a letter of concurrence if the proponent has fulfilled the requirements of MDL-69 Antenna Siting Protocol.

Discussion

Eastlink is proposing to locate a tower to boost cellular coverage in the area. This structure will provide cellular service to the residences, businesses, and emergency services of the surrounding communities. The area is currently in need of additional coverage, and this infrastructure will provide service to residents of Oakhill, Dayspring, Bridgewater and the surrounding areas.

A 61m self-supporting telecommunications tower will be located at PID 60248358, adjacent 569 Oakhill Road, Oakhill.

All proposals must comply with Innovation, Science and Economic Development Canada's requirements and include certification or attestation of compliance from other government agencies, including NavCanada, Health Canada, Transport Canada and Environment Canada.

As part of any proposal, public consultation is a requirement. Eastlink has provided notification letters to properties located within the required consultation area to provide details of the proposal. As a result of the consultation, there were no concerns.

Strategic Focus

Budget/Financial Implications

Climate Change/sustainability

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

Strategic Communications

Work plan

Alternatives

Conclusion

Eastlink has fulfilled the requirements of MDL-69, Antenna Siting Protocol and ensured communication of the project was provided to the public. Public consultation has been

effective in providing details to residents who will benefit from this service. A letter of concurrence is required to be prepared and forwarded to Innovation, Science and Economic Development Canada.

Report Preparation	
Department	Planning and Development
Report Prepared by	Norma Schiefer, Manager of Development
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor McLean-Wile and Municipal Council

Submitted by: Norma Schiefer, Manager of Development

Date: January 13, 2026

Re: Request to Levy Private Road Maintenance Charge – Atlantic Breezes
Neighbourhood Lot Owners’ Association

Recommendation

That Municipal Council levy a maintenance charge within the Charge Area identified by the Atlantic Breezes Neighbourhood Lot Owners’ Association as follows:

- A uniform amount per lot.

With the 2026-27 charge being set at:

- \$700.00 per lot

Subject to an Agreement being entered into between the Municipality and the Atlantic Breezes Neighbourhood Lot Owners’ Association that satisfies the requirements of Section 9 of the Private Roads By-law.

Executive summary

A request has been received from the Atlantic Breezes Neighbourhood Lot Owners’ Association, for Council to levy a charge pursuant to the Private Roads By-law for road maintenance fees. The road maintenance fees are for the maintenance of John Rieser Drive, Cape View Terrace and Souriquois Place, as identified in their charge area map, located in Petite Riviere.

Background

Discussion

The request received from the Atlantic Breezes Neighbourhood Lot Owners’ Association is for Council to levy a charge to the lots within the identified Charge Area. Fees are based on the original subdivision configuration (30 lots) as outlined in the Association’s Memorandum of Association and By-laws. The maintenance budget, submitted by the Association, indicates a uniform charge of \$700.00 per lot. As per the Private Roads By-law, the Municipality has a 5% administration fee which is added to the charges.

[$\$21,000.00$ Budget, plus 5% Administration fee of $\$1,050.00 = \$22,050.00$ total charge amount]

The Private Roads By-law requires that this request be accompanied by:

Requirements	Submitted Yes /No	Comment
Petition bearing the signature of more than half of lot owners	Yes	Petitions submitted bear the signatures of 62% of the lot owners in the Charge Area (18 out of 29 lots). Complies with By-law (attached)
Yearly Maintenance Budget, approved by Resolution	Yes	Maintenance Budget Complies (attached)
Copy of Resolution approving Maintenance Budget	Yes	Complies (attached)
Copy of the Associations MOU and By-law which clearly states that the object or purpose of the Assoc. is to carry out the road maintenance and/or improvement and the Assoc. was formed to represent the owners within the Charge Area.	Yes	Complies
Plan showing Charge Area	Yes	Complies (attached)

As is evident from the above noted chart the required information has been submitted. Staff has confirmed that more than half of the lot owners have signed the petition in favor of the lot charge.

As per clause 9 of the Private Roads By-law, prior to approving the levying of a charge the Association must enter into an Agreement with the Municipality which:

- a) Requires that the association must be responsible for performing, or contracting the work in relation to the maintenance or improvement of the private road in a Charge Area;

- b) Indemnifies the Municipality from all liability or responsibility with the work in relation to the maintenance or improvement of the private road in a Charge Area;
- c) Identifies the method of collecting a charge that the person indicated in the application;
- d) Contains any other clauses that the Council may require.

Strategic Focus

Budget/Financial Implications

The amount of \$22,050.00 will need to be added to the budget as revenue and \$21,000.00 added as an expense. [\$22,050 less \$1,050.00 admin fee = \$21,000.00]

Climate Change/sustainability

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

Strategic Communications

Work plan

Alternatives

Although application requirements are met, Council could refuse the request and require the Association to continue to collect their own fees.

Conclusion

The request submitted satisfies the requirements of the Private Roads By-law. Municipal Council is required to review this request for approval. A draft agreement is attached and is being reviewed by the Municipal Solicitor.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Norma Schiefer, Manager of Development
Report Approved by	Jeff Merrill, Director
Date Reviewed by C.A.O.	

AND WHEREAS the Municipal Council, in session on _____, passed the following motion:

That Municipal Council levy a maintenance charge within the Charge Area identified by the Atlantic Breezes Neighbourhood Lot Owners' Association as follows:

- **A uniform amount per lot.**

With the 2026-27 charge being set at:

- **\$700.00 per lot**

Subject to an Agreement being entered into between the Municipality and the Atlantic Breezes Neighbourhood Lot Owners' Association that satisfies the requirements of Section 9 of the Private Roads By-law.

AND WHEREAS the parties wish to enter into this agreement to give effect to their intentions with respect to the levy and collection of such charges, pursuant to the Bylaw.

WITNESSETH that in consideration of the mutual agreements set out herein, the parties agree as follows:

1. The parties agree the Petition of the residents of the Atlantic Breezes Neighbourhood Lot Owners' Association, attached hereto as Schedule "A", shall form the basis of the charge created hereby, pursuant to the Bylaw. The Association confirms that all signatories to that petition are members of the Association.
2. The Charge Area to which this agreement shall apply is as shown in Schedule "B" attached hereto.
3. The Municipality shall levy and collect a charge of:
 - A uniform amount per lot based on the original subdivision configuration (30 lots) as outlined in the Associations Memorandum of Association and By-laws.
 - The said charge is to be adjusted annually, pursuant to the Private Roads By-law.
4. The Municipality shall turn over to the Association the charges collected, for use in the improvement and maintenance of the Roads, in accordance with the Bylaw. The Municipality shall not be held responsible for relying on and shall be permitted to rely on any lot identification information provided by the Association.
5. The Association shall be responsible for performing or contracting the work associated with the improvement or maintenance of the Roads.

6. The Municipality shall have no responsibility or liability of any kind with respect to the Roads or the condition of the Roads or for their improvement and/or maintenance, and the Association shall indemnify and save harmless the Municipality, its officers, servants, agents and employees, its and their heirs, executors, administrators, successors and assigns, or any of them, from and against all risk of loss, damage or injury and against all claims, demands, actions and causes of action whatsoever arising out of, or in any way attributable to the operation of this Agreement, including but not limited to any and all liability or responsibility with respect to the work associated with the improvement or maintenance of the Roads.

IN WITNESS WHEREOF the parties to these presents have signed, sealed and delivered the same the day and year first above written.

SIGNED, SEALED AND DELIVERED) ATLANTIC BREEZES NEIGHBOURHOOD
In the presence of:) LOT OWNERS' ASSOCIATION
)
)
)
) Per: _____
Witness) President
)
)
)
) Per: _____
Witness) Secretary

MUNICIPALITY OF THE DISTRICT
OF LUNENBURG

)
)
) Per: _____
Witness) Mayor Elspeth McLean-Wile
)
)
) Per: _____
Witness) April Whynot-Lohnes, Municipal Clerk

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2026, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS' ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG)

ON THIS day of , A.D., 2026, before me, the subscriber personally came and appeared, , a subscribing witness to the foregoing Indenture who, having been by me duly sworn, made oath and said that ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS' ASSOCIATION, one of the parties thereto, caused the same to be executed in its name and on its behalf and its corporate seal to be thereunto affixed by its proper officers in his/her presence.

A COMMISSIONER OF THE SUPREME COURT
NOVA SCOTIA

Schedule A

ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS' Association Petition

The petition will form part of the signed agreement, not duplicated here as it is above attached in the report.

Schedule B

ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS' Association
Map showing the Charge Area

The map is not duplicated in this draft agreement; the document is currently located above in the report

SCHEDULE A

PRIVATE ROAD MAINTENANCE AND IMPROVEMENT PETITION

To the Council of the Municipality of the District of Lunenburg,

We, the undersigned, represented by the Atlantic Breezes Neighbourhood ^{Lot Owners'} Association, and representing more than one-half of the landowners in the Charge Area, as identified on the attached map, do file a petition with the Development Officer to the Council requesting that the charges be collected on the private roads located within the same Charge Area to perform

- (a) Maintenance
- (b) Improvements

(choose one or all of the options by placing an "X" beside the chosen option)

Each of the landowners, whose signature appears below, propose that the Council accept this as a petition in compliance with Sections 3 to 6 of the **Private Roads By-law**. The landowners request that they be levied a charge in respect of the private road maintenance or improvement, as indicated above, and further that, this charge be levied by

- (a) the uniform charge on all lot
- (b) the occupancy rate (i.e. full-time, seasonal, vacant)
- (c) the land use (i.e. residential, commercial, resource)
- (d) the ownership (i.e. exemption for owning more than 1 lot)
- (e) the method other than (a), (b), (c) or (d), being:

(choose all options that apply by placing an "X" beside the chosen options)

Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Lindsay Moxon-Stacey	143 John Riese Dr.	[Signature]
Leah Biancolin	151 John Riese Dr.	[Signature]
Kecela Longenecker	176 John Riese Dr.	[Signature]
Rolling Wave Inc.	Lot 2 + Lot 9	[Signature]
Miriam Beaulieu	6 Cape View Terrace	[Signature]
43910 BS NS LTD	8, 12, 13, 14, 20, 21	[Signature]
Blue Splinter Dev.	Lot 2, Lot 22	[Signature]

**ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS'
ASSOCIATION**

RECORDED RESOLUTION

BE IT RESOLVED THAT the ATLANTIC BREEZES NEIGHBOURHOOD LOT OWNERS' ASSOCIATION hereby approve the Annual Maintenance Budget for **May 1, 2026 to April 30, 2027**, as attached, and that this Budget form the basis for the lot charges for Private Road maintenance.

I certify that the above is a true and correct copy of the Resolution which was duly passed by the Atlantic Breezes Neighbourhood Lot Owners' Association at a meeting duly called and held for that purpose on the 3rd day of June, 2025

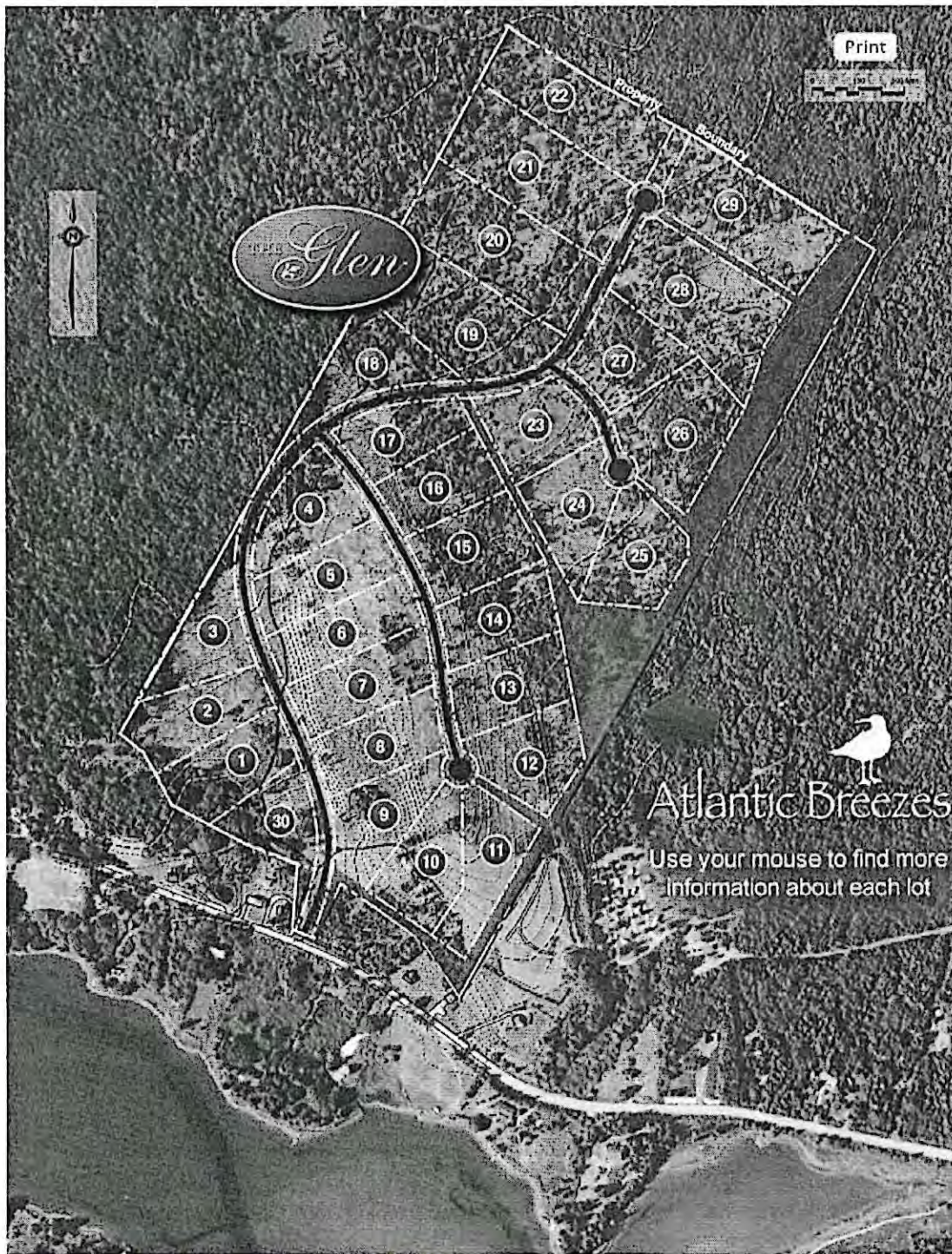

.....
Lyndsay Moxon-Stacey, President

Items and costs as Stated in Covenants	Allocation per lot	Budget		Actual spending		Amount reserve		Budget 2024- actual spending		Reserve amount		reserve
		2023-2024	2023-2024	2023-2024	2023-2024	2024-2025	2024-2025	2024-2025	2024-2025	2024-2025	2024-2025	
Snow removal and general maintenance	\$150.00	\$4,500.00	\$4,249.03	\$250.97	\$4,500.00	\$6,178.24	-\$1,678.24					-\$1,427.27
Capital cost repairs and replacement of roadways, ditches, culverts etc.	\$250.00	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$0.00						\$15,000.00
Annual Landscaping front entrance	\$150.00	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$1,380.00						\$7,620.00
Annual Parkland trail maintenance	\$100.00	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00						\$6,000.00
Annual Insurance for shared land	\$50.00	\$1,020.00	\$1,025.00	-\$5.00	\$1,500.00	\$1,025.00						\$470.00
Other	-\$0.00	\$0.00	\$118.19	-\$118.19	\$0.00	\$81.07						-\$199.26
												\$8,664.31

760/lot

Recommendation:
 Trail becomes \$70 per lot per year = \$2100
 other is \$5 per lot per year = \$150
 Snow is now \$175 per lot per year = \$5250

total budget remains the same.



all lots as noted

Council
Item 11.4.3
January 13, 2026
Authorization: T. MacEwan



The Municipality of the District of Lunenburg Information Report

Report to: Mayor and Municipal Council
Submitted by: Ella R. Gindi, Planner II
Date: January 13, 2026
Re: Coastal Protection Regulations - Annual Report

Executive summary

In June 2024, Council adopted the Coastal Protection Regulations to establish a consistent framework for managing coastal development and safeguarding sensitive ecosystems. The regulations apply to 7,153 properties, with 6,446 directly affected by one or more of the three regulated zones: the erosion risk area, the coastal flood risk area, and sensitive coastal ecosystems.

Over the first year of implementation, 139 development permits were issued within the Coastal Protection Area: 86 for construction, 33 for renovation, 19 for addition, and 1 for new use. The regulations have functioned as intended, providing flexibility through professional assessments while ensuring long-term protection of people, property, and natural systems.

Implementation has attracted attention from other municipalities, professional organizations, and provincial agencies, positioning MODL as a leader in coastal resilience planning. The regulations have also helped resolve wetland mapping discrepancies and guide appropriate development in flood-prone areas.

While overall implementation has been successful, administering the Sensitive Coastal

Ecosystem Area has been the most challenging aspect, largely due to inaccuracies in the provincial wetland mapping, particularly within the *Special Significance* layer. The flexibility measures built into the regulations have been especially valuable, allowing property owners to submit professional studies or confirmation letters verifying the absence of wetlands. This enables staff to adjust or remove the buffer requirements where wetlands are not present, ensuring decisions are based on accurate, site-specific information.

Stakeholder feedback has also highlighted opportunities to enhance public-facing tools, particularly the interactive map. Clearer color schemes, short explanatory text, and inclusion of coastal erosion risk areas (with accuracy disclaimers) would improve transparency and public understanding.

Staff also identified several next steps, including enhanced monitoring of erosion conditions, continued alignment with updated provincial mapping, and exploring opportunities to pilot nature-based solutions, such as living shorelines. In addition, future recommendations include refining the regulatory language to improve clarity and close existing gaps. Together, these measures will strengthen MODL's evidence base and further support best practices in climate adaptation and sustainable development.

Background

The Coastal Protection Regulations, adopted through second reading in June 2024, established a regulatory framework for coastal properties based on three designated areas of risk and environmental sensitivity:

- **Erosion Risk Area:** 30 m setback, with the option to reduce to 15 m through a professional erosion assessment, and a fixed 15 m vegetative buffer.
- **Flood Risk Area:** 3.97 m elevation requirement (CGVD 2013).
- **Sensitive Coastal Ecosystem Area:** 30 m buffer from wetlands and mapped sensitive features.

These regulations are not intended to prohibit development but to ensure it proceeds in a sustainable and responsible manner that protects both new construction and the coastal environment.

Since adoption, staff have received 139 development permit applications, with most located within the designated Coastal Protection Area

Discussion

Over the past year, staff have monitored the implementation of the Coastal Protection

Regulations, tracked development activity, and shared MODL's approach with other jurisdictions. This has provided insight into how the regulations are functioning in practice and where they are most frequently applied.

Information Sharing and Collaboration

The Coastal Protection Regulations continue to attract attention from other jurisdictions. MODL staff have shared implementation insights with the Canadian Institute of Planners (CIP), the Licensed Professional Planners Association of Nova Scotia (LPPANS), the Municipal Development Officers Association of Nova Scotia (MDOANS), the Green Shores network, Livable Cities Forum, Community Climate Capacity Summit and Ducks Unlimited Canada Municipal Wetland workshop. MODL's experience has also informed emerging coastal protection work in Prince Edward Island, reinforcing the municipality's leadership in resilience planning. The project also received a 2025 commonwealth Association of Planners Award Commendation for Planning for Climate Change and Adaptation, recognizing its significance for coastal planning across the Commonwealth.

Development Activity Since Implementation

In the first year following adoption, a total of 139 development permits were issued within the Coastal Protection Area:

- Construction: 86
- Renovation: 33
- Addition: 19
- New Use: 1

While most applications are for new construction, a significant share supports the maintenance and improvement of existing properties, showing that the regulations continue to enable appropriate development.

Erosion Risk Area

One property owner commissioned professional erosion assessments to justify reducing the required setback from 30 m to between 15 m and 20 m. The study recommended an 18 m setback. However, as the property is located within a planned area with a 20 m standard, the more stringent requirement prevailed, and the development was required to meet the 20 m setback.

These assessments, typically prepared by licensed surveyors and professional engineers, demonstrate that the flexibility mechanism is functioning as intended, balancing site-specific conditions with coastal safety. Staff note that collecting additional data on the professionals involved and the outcomes of these assessments will help refine long-term setback guidance.

The Coastal Erosion Risk Framework Assessment (CERFA) tool, developed by the province, has not yet been officially released. MODL's regulations are based on the provincial report outlining the CERFA methodology and assessment steps. Once the tool is formally released, it will be instrumental in supporting consistent and reliable erosion assessments. Continued collaboration with the province will be essential to advance this work.

Sensitive Coastal Ecosystem Area

The regulations related to Sensitive Coastal Ecosystem Areas have proven the most challenging to administer. When the Coastal Protection Regulations were drafted, staff were aware that the provincial wetland mapping, particularly the 'Wetlands of Special Significance' layer, contained some inaccuracies. To address this, flexibility provisions were included to allow property owners to submit a professional study or letter confirming the absence of wetlands. In addition, the Municipality has partnered with Ducks Unlimited Canada (DUC), who have assisted staff in refining and delineating several areas to improve the accuracy of coastal wetland mapping.

Implementation has also helped resolve discrepancies between mapped and observed wetland conditions. In at least two cases, subdivision or survey confirmation verified the absence of wetlands shown on provincial maps. Corresponding restrictions were removed following confirmation by qualified professionals or Nova Scotia Environment and Climate Change.

Flood Risk Area

No significant implementation challenges have been reported. Development has proceeded as intended, with restrictions applying primarily to institutional uses.

Additional Points of Information

Interactive Map Feedback and Improvements

Stakeholders, particularly real estate professionals, highlighted several opportunities to improve the clarity and usability of the interactive Coastal Protection Map:

- Replace the current red shading of flood-risk areas with a softer or neutral color to avoid the impression that these lands are entirely undevelopable.
- Include the coastal-erosion-risk layer, even with an accuracy disclaimer, to improve

awareness and reduce confusion about setback measurements.

- Add concise explanatory text and accuracy notes for all mapped layers to clarify intent and improve public understanding.

These refinements would help ensure that the map is an effective public communication tool and accurately represents how the regulations are applied.

Next Steps

Erosion Risk Area: Continue monitoring coastal erosion and explore site-specific, data-driven setback models similar to those in PEI and BC.

Sensitive Coastal Ecosystems: Require professional verification where discrepancies arise and align future mapping with updated provincial datasets.

Flood Risk Area: Maintain current standards and continue monitoring effectiveness.

Nature-Based Solutions: Continue supporting training on living shorelines and other natural infrastructure options for staff and residents, consistent with MPS education policies. Seek partnerships and funding for a living shoreline pilot project to demonstrate sustainable alternatives to hard infrastructure.

Climate Change/sustainability

The Coastal Protection Regulations were designed to directly address climate change risks, including sea level rise, storm surge, and coastal erosion, while promoting long-term sustainability of MODL's shoreline. The continued use of erosion setbacks, vegetated buffers, and flood construction levels ensures that new development is better protected from hazards and that sensitive coastal ecosystems are maintained.

Looking ahead, the proposed erosion study and exploration of natural-based solutions (such as a living shoreline pilot) will strengthen MODL's ability to adapt to changing coastal dynamics. These initiatives will not only provide a stronger evidence base for decision-making but also align MODL's approach with best practices across Canada, supporting more resilient and sustainable communities into the future.

Work plan

Staff will continue to monitor and gather data on the implementation of the Coastal Protection Regulations, including climate change data related to sea level rise and best practices for

managing erosion, flooding, and safeguarding sensitive coastal ecosystems. Staff will also stay up to date with new research and scientific tools. This ongoing work will help inform potential refinements during the five-year review.

Conclusion

The first year of implementation confirms that the Coastal Protection Regulations are working as intended: enabling responsible development, protecting property owners, and safeguarding MODL’s shoreline from long-term risks. To build on this progress, staff recommend:

- Continuing to monitor and refine regulatory tools using updated data on erosion, flooding, and sensitive ecosystems.
- Improving the interactive map by incorporating additional layers, accuracy disclaimers, and clear explanatory text.
- Supporting training and pilot projects on nature-based solutions to demonstrate alternatives to hard infrastructure.

By advancing these measures, MODL can strengthen its leadership role in coastal resilience and ensure that future development along the municipality’s coastline is sustainable, adaptable, and aligned with best practices in climate change adaptation.

Report Preparation

Department Planning and Development Services

Report Prepared by Ella R. Gindi, Planner II

Report Approved by

Date Reviewed by C.A.O.



The Municipality of the District of Lunenburg

Request for Decision

Report to: Mayor and Municipal Council
Submitted by: Ella R. Gindi, Planner II
Date: January 13, 2026
Re: Coastal Protection Regulations – Request for Provincial Release of the CERFA Tool

Recommendation

That the Mayor and Municipal Council submit a letter to the Minister of Environment and Climate Change, with a copy to the Premier of Nova Scotia, formally requesting the public release of the Coastal Erosion Risk Factor Assessment (CERFA) tool for use by qualified persons; **and that** the letter highlight the significance of the CERFA tool in ensuring consistent, science-based erosion assessments in supporting the effective implementation of the Municipality's Coastal Protection Regulations.

Background

The Municipality of the District of Lunenburg's Coastal Protection Regulations came into effect in June 2024. The regulations establish a 30-metre Erosion Risk Area from the top of bank to help manage erosion risk and guide appropriate siting of structures in vulnerable coastal areas. Within this area, property owners may apply to reduce the setback to no less than 15 metres, provided a Coastal Erosion Risk Factor Assessment (CERFA) report is prepared by a qualified person.

As part of the now-abandoned provincial Coastal Protection Act, the Province developed the

CERFA tool to ensure consistent, science-based erosion assessments across Nova Scotia. MODL’s erosion risk regulations explicitly rely on this tool and its use by qualified professionals to evaluate erosion hazard and determine whether a reduced setback is appropriate. These regulations also provide flexibility for property owners. If an owner believes erosion is occurring at a lower rate than the rate identified by staff, they may request a reduced setback—down to a minimum of 15 metres by submitting an erosion study prepared by a qualified professional. This approach maintains environmental protection while allowing adjustments based on site-specific, evidence-based analysis.

However, the Province has not yet publicly released the CERFA tool. As a result, qualified persons must rely solely on the CERFA report content requirements without access to the underlying tool intended to guide scoring, methodology, and risk evaluation. The absence of the tool reduces consistency, increases ambiguity, and limits the efficient and predictable implementation of erosion assessments.

Releasing the CERFA tool would:

- Provide the standardized scoring and methodological guidance intended by the Province;
- Support consistent and defensible erosion assessments across municipalities;
- Increase efficiency and clarity for qualified persons preparing CERFA reports;
- Allow property owners to fully utilize MODL’s flexible setback provisions; and
- Strengthen provincial–municipal alignment on coastal resilience and climate adaptation.

Given MODL’s reliance on this tool within its Land Use By-law, timely release of the CERFA tool is essential to support the effective implementation of MODL’s Coastal Protection Regulations.

Strategic Focus

Releasing the CERFA tool supports Council’s strategic priorities related to climate resilience, environmental protection, and evidence-based decision-making, as outlined in the 2025 Strategic Priorities Report. It enables MODL to implement clear, consistent, and climate-adaptive coastal policies that reduce community risk.

Budget/Financial Implications

N/A

Climate Change/sustainability

The CERFA tool is a key component of MODL’s coastal resilience approach. Although it is not a

sea-level rise modelling tool, the CERFA framework supports climate adaptation by improving the accuracy and consistency of erosion-risk evaluations. Reliable erosion assessments help ensure that new development is sited safely, reduce long-term exposure to coastal hazards, and support sustainable land-use decisions in the face of increasing storm intensity and shoreline change.

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

N/A

Strategic Communications

N/A

Work plan

A planning staff member has been assigned to this task. If Council approves the recommendation, staff will prepare a draft joint letter for review and signature by the Mayor and Municipal Council.

Alternatives

1. Council may choose not to issue a letter requesting the release of the CERFA tool.
2. Council may request additional information or delay the request pending further provincial updates

Conclusion

Releasing the CERFA tool will improve the consistency and defensibility of erosion assessments while improving the efficiency and clarity for qualified persons preparing CERFA reports conducted under MODL’s Coastal Protection Regulations. A joint letter from the Mayor and Municipal Council will support prompt provincial action.

Report Preparation	
Department	Planning and Development Services
Report Prepared by	Ella Gindi, Planner II
Date Reviewed by C.A.O.	

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

TO: Chief Administrative Officer
FROM: Wendy Oickle
DATE: Dec.07 2025

1. Agenda Item
From the Nominating Committee

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

~~PSE~~ Council

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.~~

To have a council discussion on the need to update the appearance and approach of committee recruitment advertisements. Incorporating a cultural lens and adding an education/awareness component that may help attract more residents, including members of equity-seeking groups.

4. What is its relevance to Council or the committee?
lack of members at large applying for MODL committees is a concern

5. What outcome(s) are you seeking?

to direct staff to look into upgrading the advertisements and maybe having an education/awareness workshop on how residents can participate, what is expected and who can apply.

Council Signature W. Oickle

Date Dec 7 2025

Approval for agenda: Yes No

Reason for Denial: