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**Municipal Council Meeting Agenda**  
**Tuesday, February 10, 2026 – 6:00 p.m.**  
**MODL Council Chambers – 10 Allée Champlain Drive, Cookville**

<b>1.</b>	<b>Call to Order</b>	
1.1	Mi'kma'ki Territorial Acknowledgement	
<b>2.</b>	<b>Announcements, Acknowledgements, Recognition</b>	
2.1	Proclamation – Wear Red Day .....	1
<b>3.</b>	<b>Public Input (15 Minutes)</b>	
<b>4.</b>	<b>Changes/Approval of Agenda (as circulated)</b>	
<b>5.</b>	<b>Approval of Minutes - January 27, 2026</b>	
<b>6.</b>	<b>Business Arising from Minutes</b>	
<b>7.</b>	<b>Awarding of Tenders/RFPs - Nil</b>	
<b>8.</b>	<b>Presentations/Scheduled Times - Nil</b>	
<b>9.</b>	<b>Consideration of Correspondence - Nil</b>	
<b>10.</b>	<b>Recommendations from Committees &amp; Boards</b>	
<b>10.1.....</b>	<b>Finance Committee.....</b>	<b>2</b>
10.1.1	2026-2027 Region 6 Budget.....	3-12
10.1.2	2026-2027 Proposed Area Rates – Streetlights and Hydrants .....	13-15
<b>10.2</b>	<b>Regional Emergency Management Organization Advisory Committee</b>	
10.2.1	2026-2027 REMO Budget Presentation.....	16-31
<b>10.3</b>	<b>Fire &amp; Emergency Services Committee</b>	
10.3.1	Proposed Amendments to Policy 036 Fire & Emergency Services.....	32-44
<b>11.</b>	<b>Staff Reports</b>	
<b>11.1</b>	<b>Planning and Development</b>	
11.1.1	Private Road Maintenance Charge Levy – Elmwood Road Extension Association...	45-82
11.1.2	Private Road Maintenance Charge Levy – Tanner Road Association .....	83-85
11.1.3	Private Road Agreement Transfer – Rocky Lake Community Association .....	86-106

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

- 12.1 LCLC Update
- 12.2 Deputy Mayor's Update
- 12.3 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  
February 10, 2026  
Authorization: T. MacEwan



## **Proclamation**

### **Wear Red Day**

**Whereas**, Heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women, a fact unknown to many women and their healthcare providers; and

**Whereas**, The Canadian Women's Heart Health Alliance is an organization of volunteer health professionals and patients working hard to improve women's heart health; and

**Whereas**, Wear Red Canada Day is celebrated annually to raise awareness for all Canadians, but especially Canadian women, to be mindful, curious, and proactive in the management of their heart health and wellness; and

**Whereas**, We want to see better prevention, diagnosis, and care and fewer women dying prematurely from heart disease;

**Therefore**, I, Elspeth McLean-Wile, Mayor, do hereby proclaim February 13, 2026, Wear Red Canada Day in the Municipality of the District of Lunenburg.

February 10, 2026

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**Mayor Elspeth McLean-Wile**

**Council**  
Item 10.1  
February 10, 2026  
Authorization: T. MacEwan



## Memorandum

**To:** Her Worship, Mayor McLean-Wile and Councillors

**From:** Chairperson & Members of the Finance Committee

**Date:** February 3, 2026

**Re:** Recommendations of the Finance Committee

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The Finance Committee, in session on Tuesday, February 3, 2026, made the following recommendation(s) to Council:

- 1. That Municipal Council approve the 2026-2027 Region 6 budget with the Municipality of the District of Lunenburg's share of the budget being \$40,929.62.**
- 2. That Municipal Council approve:**
  - **The 2026-2027 Fire hydrant rate of \$0.0898/\$100 of assessment; and**
  - **The 2026-2027 Streetlight rates, as presented.**

Respectfully submitted,

Chairman and Members  
Finance Committee

Attachment

# BUDGET REPORT 2026-27

**Council**  
Item 10.1.1  
February 10, 2026  
Authorization: T. MacEwan



Christine McClare, Regional Coordinator  
Region 6 Solid Waste Management  
November 28 2025  
[Christine.McClare@Region6SWM.ca](mailto:Christine.McClare@Region6SWM.ca)

## MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



## Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags) **Queens Closing Dec 2025**
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations **Shelburne possibly closing Dec 2025**
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

## ADMINISTRATION:

1. Distribute funds Regionally:
  - a. Diversion Credits
  - b. Dairy Stewardship
  - c. Enforcement
  - d. Hazardous Waste grant
  - e. Municipal Approved Program
2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
  - a. Divert Nova Scotia –
    - i. Municipal Approved Programs
    - ii. Enforcement
    - iii. Municipal Adoption Funding
    - iv. Municipal Efficiency Funding
  - b. Nova Scotia Environment –
    - i. Policy review, Act review, Regulations review
    - ii. Materials markets
    - iii. Stewardship liaison
    - iv. Packaging/Extended Producer Responsibility
    - v. 300 kg/capita goal

## EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)
 

Complete required focus area delivery to:

  - a. Institutions – Schools, hospitals and colleges
  - b. Offices
  - c. Food Services – Grocery stores, farm markets, restaurants
  - d. Specific initiatives (such as waste reduction campaign)
    - i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
    - ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
  - a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
  - b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
  - c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
  - d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

## FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

*"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"*

AND

*"To conduct its operations equitably and in a fiscally responsible manner."*

### Revenues

Coordinator Funds	<p><b>ABOUT</b> Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities.</p> <p><b>FROM</b>    Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> An equal amount per year. Currently at \$43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and overhead expenses.</p> <p><b>WHEN AND HOW OFTEN</b> A one-year extension (2025-26) to the last 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account. New 3 year contract expected in 2026-27</p>
Education Funds	<p><b>ABOUT</b> Each region must deliver a set amount of program deliverable hours to residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas and a stipend was assigned. Started in F2022, the stipend was an extra \$20,000.</p> <p><b>FROM</b>    Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Total NS funding is \$770,000 distributed as a Stipend of \$25,000 per region and remainder distributed on % of population. Currently, \$79,090.</p> <p><b>WHEN AND HOW OFTEN</b> A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Municipal Approved Programs (MAP)</p>	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (b) <i>paying out of the Fund money to provide financial assistance and incentives under an approved program.</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Distributed based on the % of tonnes of solid waste diverted in the province and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately \$0.69 per person.</p> <p><b>WHEN AND HOW OFTEN</b> An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Diversion Credits</p>	<p><b>ABOUT</b> Solid Waste-Resource Regulations Section 8(1) (a) <i>paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;</i></p> <p><b>FROM</b> Divert Nova Scotia</p> <p><b>HOW IS IT CALCULATED</b> Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services and Shelburne Shared Services. Three-year average = \$20.25 per tonne diverted</p> <p><b>WHEN AND HOW OFTEN</b> Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Dairy</p>	<p><b>ABOUT</b> A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since. Agreement to end with EPR for PPP Dec 1, 2025.</p> <p><b>FROM</b> Atlantic Dairy Council</p> <p><b>HOW IS IT CALCULATED</b> Based on the total tonnes of fluid milk containers<sup>1</sup> sent to market each year. Three-year average = \$755 per tonne</p> <p><b>WHEN AND HOW OFTEN</b> The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September</p>

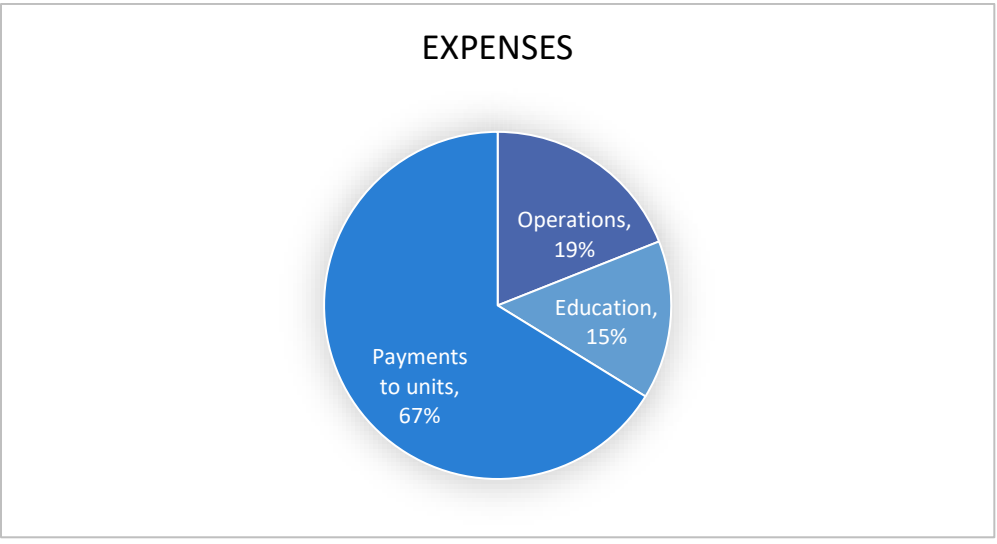
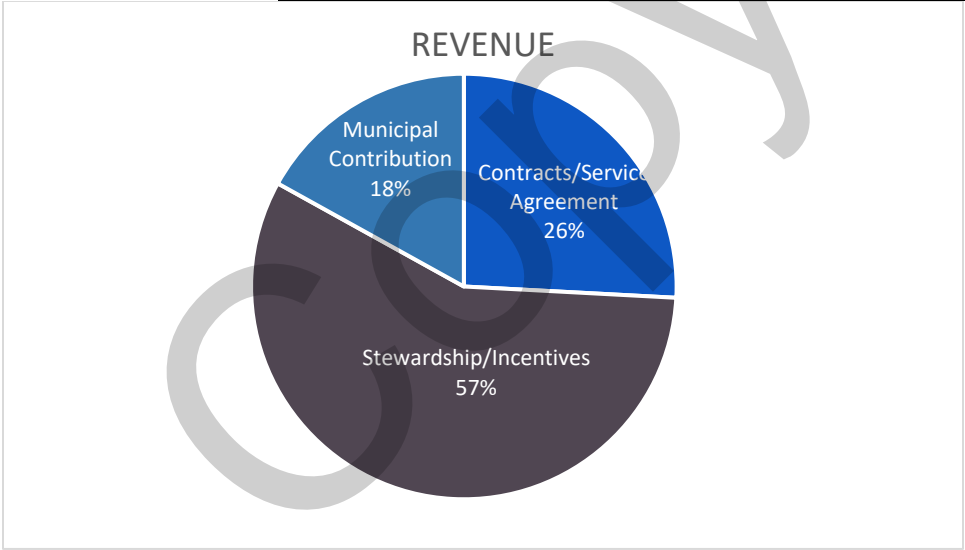
<sup>1</sup> Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enforcement Fund</p>	<p><b>ABOUT</b>                  This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund.</p> <p><b>FROM</b> Divert Nova Scotia.</p> <p><b>HOW IS IT CALCULATED</b>                  The region receives between \$88-\$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables.</p> <p><b>WHEN AND HOW OFTEN</b>                  A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Inter-Municipal Fund</p>	<p><b>ABOUT</b>                  This account was generated on the inception of Region 6 with \$100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee.</p> <p><b>FROM</b> Region 6 - Reserves</p> <p><b>WHEN AND HOW OFTEN</b>                  On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app</p>

### BUDGET (Summary)

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%



<b>REVENUE</b>	<b>2025-26 Projection</b>	<b>2025-26 Budget</b>	<b>2026-27 Proposed Budget</b>
<b>Contracts/Service Agreements</b>			
Education Contract	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	88,622
Sub-total	\$ 213,103	\$ 213,103	\$ 210,998
<b>Stewardship/Incentives</b>			
Dairy Stewardship	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000
Interest	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 467,000
<b>Municipal Contribution</b>			
Municipal Billing <sup>2</sup>	149,942	129,858	147,885
Sub-total	\$ 149,942	\$ 129,858	\$ 147,885
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 825,961</b>	<b>\$ 825,883</b>

<b>EXPENSES</b>	<b>2025-26 Projection</b>	<b>2025-26 Budget</b>	<b>2026-27 Proposed Budget</b>
<b>OPERATING EXPENSE</b>			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
<b>EDUCATION</b>			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials <sup>4</sup>	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses <sup>3</sup>	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

**PAYMENTS TO UNITS**

Enforcement Contract	89,425	89,425	88,622
Dairy Agreement	53,000	53,000	37,000
Diversion <sup>1</sup>	350,000	350,000	350,000
Municipal Approved Program	80,000	80,000	80,000
Sub-total	\$ 572,425	\$ 572,425	\$ 555,622
<b>TOTAL</b>	<b>\$ 846,045</b>	<b>\$ 846,045</b>	<b>\$ 834,248</b>

<b>Revenue/Expenditure</b>	\$	-	-\$	20,084	-\$	8,365
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Notes to **BUDGET**:

1. Dairy Credits - Dairy containers marketed is down from 71 tonnes to 49 tonnes. Queens material has been stockpiled.
2. Diversion Credits - Expected decrease provincially from \$6.6 million available last year. Projections not available yet.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2024-25 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>	
Shelburne Shared Services	6,456	6.99%	\$	10,344.16
Town of Bridgewater	8,790	9.52%	\$	14,083.83
Town of Mahone Bay	1,064	1.15%	\$	1,704.80
Municipality of Lunenburg	25,545	27.68%	\$	40,929.62
Municipality of Barrington	6,523	7.07%	\$	10,451.51
Town of Clark's Harbour	725	0.79%	\$	1,161.64
Municipality of Chester	10,804	11.71%	\$	17,310.77
Town of Lunenburg	2,396	2.60%	\$	3,839.00
Region of Queens Municipality	10,486	11.36%	\$	16,801.25
West Hants Regional Municipality	19,509	21.14%	\$	31,258.41
<b>Total</b>	<b>92,298</b>	<b>100.00%</b>	<b>\$</b>	<b>147,885.00</b>



## Region 6 Activities Summary 2025-26

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

### Education

- Outreach and presentations for contract work through Divert NS continues in schools, businesses, apartments, community groups and events.
- Collaboration continues with various partners on litter reduction in Parks, at schools, public event spaces, along roads, on beaches and coastlines.
- Use of social media posts and videos (What Goes Where, Let's Be Clear Litter Doesn't Belong Here and many more) aim to reduce litter, improve sorting and educate on proper waste management. New contests and themed weeks are used to continue to engage residents.

### Enforcement

Many By-Laws have been updated to reflect new sorting requirements (2 bag recycling). Other areas touched on are privacy bags, bag limits and preparations for EPR for PPP. We assisted, collaborated and reviewed on amended by-laws for Shelburne Shared Service, Region of Queens and West Hants Regional Municipality.

Facilitated Enforcement Officer training for MJSB and Shelburne Shared Services. This training is an important step to have staff appointed for by-law enforcement.

Private road collection and misuse of the collection locations has presented issues for Queens, Chester and West Hants. Region 6 staff have provided support and recommendations to address the issues. This is an ongoing issue throughout the province.

### Administration

Work continues to implement EPR for PPP with every municipality registering for the program. Most municipalities decided to Opt-In or continue collecting curbside recyclables. Region of Queens (and 3 other municipalities in NS) chose to Opt-Out whereby Circular Materials will take over the recyclables program and assume the associated costs.

Other aspects of the EPR for PPP program include service for apartments, campgrounds, schools and optional small ICI collection. Much collaboration has taken place with Circular Materials and all levels of government to ensure a smooth transition.

The Queens recycling facility has closed as a suitable agreement could not be arranged for the continued operation under the new EPR for PPP program. The Shelburne C&D transfer station (Regional MRF) has also met with challenges to meet changes in site regulations. The required site upgrades seem to be beyond what is a reasonable cost to the residents in the Shelburne Shared Service. The site is expected to close before the end of 2025-26.

Work continues on other EPR programs (batteries, lights, electronics, paint, tires) and litter abatement. The Recollect Waste App provides a valuable method to help residents to seek sorting information, get reminders of collection and service interruptions and get updates of

Christine H McClare, Regional Coordinator - Dec 2, 2025

**Council**  
Item 10.1.2  
February 10, 2026  
Authorization: T. MacEwan



## **Municipality of the District of Lunenburg**

### **Request for Decision**

**Finance Committee**  
Item 10.1.2  
February 3, 2026  
Authorization: E. Wentzell

**Report to:** Finance Committee  
**Submitted by:** Angela Veinot, Accounting Manager  
**Date:** February 3, 2026  
**Re:** 2026-27 Proposed Area Rates: Streetlights and Hydrants

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### **Recommendation**

It is recommended that the Finance Committee recommend Municipal Council approve:

- The 2026/27 Fire hydrant rate at \$0.0898/\$100 of assessment
- The 2026/27 Streetlight rates as presented

### **Executive summary**

Enclosed are the proposed budgets for streetlights and fire hydrants for the fiscal year 2026/27.

The streetlight and hydrant rates are calculated based on the prior years' revenues collected minus the actual costs. The current year's property assessment and any estimated overage and shortage in the accounts are included in the calculation.

### **Discussion**

As part of the budget process, area rates are required to be approved by Council. Streetlight and hydrant rates can be easily forecasted based on the nature of the revenues and expenditures. Revenues have been billed for the year and most expenditures have been recorded. The revenues and expenditures for these rates are analyzed and a running total of the account balance is kept. Any surpluses or deficits from prior years are rolled into the next year to be recovered through the area rates.

The street light rates are detailed on the attached schedule. These rates vary slightly from year to year.

The hydrant rates have decreased based on the 2026-27 increase in commercial assessment.

### **Budget implications**

Once Council approves the rates, they will be used to calculate the revenue budgets for 2026/2027.

### **Conclusion**

Staff recommend Council approve the rates as presented.

<b>Report Preparation</b>	
<b>Department</b>	
<b>Report Prepared by</b>	Angela Veinot
<b>Report Approved by</b>	Elana Wentzell
<b>Date Reviewed by C.A.O.</b>	

Copy

**Municipality of the District of Lunenburg  
Area Rates 2026/27 Budget**

<b>STREET LIGHT RATES</b>	Approved 2025-26	Proposed 2026-27	Rate Budget Notes
<b>Rates per \$100 of assessment</b>			
Riverport	\$ 0.016	\$ <b>0.017</b>	Based on increased costs
Dayspring	\$ 0.067	\$ <b>0.046</b>	Based on increased assessment
New Germany	\$ 0.035	\$ <b>0.033</b>	Based on increased assessment
Catidian Place	\$ 0.013	\$ <b>0.010</b>	Based on increased assessment
Pine Haven Subdivision	\$ 0.043	\$ <b>0.029</b>	Based on increased assessment
<b>Flat Rates Per Property</b>			
Barss Corner	\$ 56.55	\$ <b>50.38</b>	Costs shared 64 properties
Vogler's Cove, Broad Cove & Cherry Hill	\$ 53.55	\$ <b>52.30</b>	Costs shared 374 properties
Chelsea	\$ 100.11	\$ <b>100.93</b>	Costs shared 212 properties
Pine Grove	\$ 69.63	\$ <b>53.85</b>	Costs shared 25 properties
Oakhill acres	\$ 34.40	\$ <b>40.30</b>	Costs shared 40 properties
Little Tancook	\$ 36.85	\$ <b>36.51</b>	Costs shared 38 properties
Whitley & Jenny	\$ 35.02	\$ <b>34.80</b>	Costs shared 16 properties
Westside Drive	\$ 140.08	\$ <b>139.01</b>	Costs shared 10 properties

<b>FIRE HYDRANT RATES</b>	Approved 2025-26	Proposed 2026-27	
Rate per \$100 of assessment	0.127	<b>0.0898</b>	Based on increased assessment

**Council**  
Item 10.2.1  
February 10, 2026  
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](http://www.modl.ca)

January 27, 2026

Mayor Elspeth McLean-Wile & Council  
10 Allée Champlain Drive  
Cookville, NS B4V 9E4

Dear Mayor McLean-Wile:

### **RE: 2026-27 REMAC Budget Proposal for Council Discussion**

At the Regional Emergency Management Organization (REMO) Advisory Committee meeting on January 26, 2026, the Committee passed the following motion:

**“that the REMO draft 2026/27 budget be presented to partner units for discussion and feedback to the REMO Advisory Committee for final budget deliberations.”**

Please forward this document outlining the initial budget proposal to your Council for review and discussion. Please forward a copy of your Council’s feedback to Rebecca Baccardax, Community Readiness Coordinator to [Rebecca.Baccardax@LunenburgREMO.ca](mailto:Rebecca.Baccardax@LunenburgREMO.ca). After each Council has discussed the proposed budget, a final budget proposal will be drafted and presented to your Council for final review and approval.

Sincerely,

A handwritten signature in black ink, appearing to be "Tom MacEwan", written in a cursive style.

Tom MacEwan  
Chief Administrative Officer

Attachment

cc: Rebecca Baccardax, REMO



# 2025-26 Year in Review

## Actual and Forecasted to March 31, 2026

January 19, 2026



## Training and Exercises

### Training

- Led 13 training sessions to REMO and municipal staff
- Participated in 3 DEM training sessions

### Exercises

- Led 2 exercises for REMO staff
- Participated in 2 DEM exercises
- Participated in 6 Partner exercises



## Stakeholder Meetings

### **41 stakeholder meetings, some examples:**

- United Way, NS Guard, SSODA
- Comfort Centres
- FireSmart presentations, Home and Business Assessments
- Long Term Care Facilities and Care Homes
- Gov't of Canada Business Continuity Team
- WWTP tours



## Community Presentations & Outreach

### **13 Presentations and Outreach, some examples:**

- South Shore Expo
- Chester Castle and Chester Fire for Emergency Preparedness Week
- Family Resource Centre
- Marriotts Cove EP Presentation
- Vulnerable Sector Organizations



## Activations

- MOC Bonny Lea Farms Propane Leak
- MOC Shoreham Evacuation
- TOB Drowned and Missing Person
- REMO – Annapolis Dalhousie Long Lake Fire Complex (56 fire departments sent over 17 days)
- MOC & MODL Drought and Dry Wells
- REMO – Rain & High Winds
- REMO – Winter Storm Jan 19 + Jan 26)

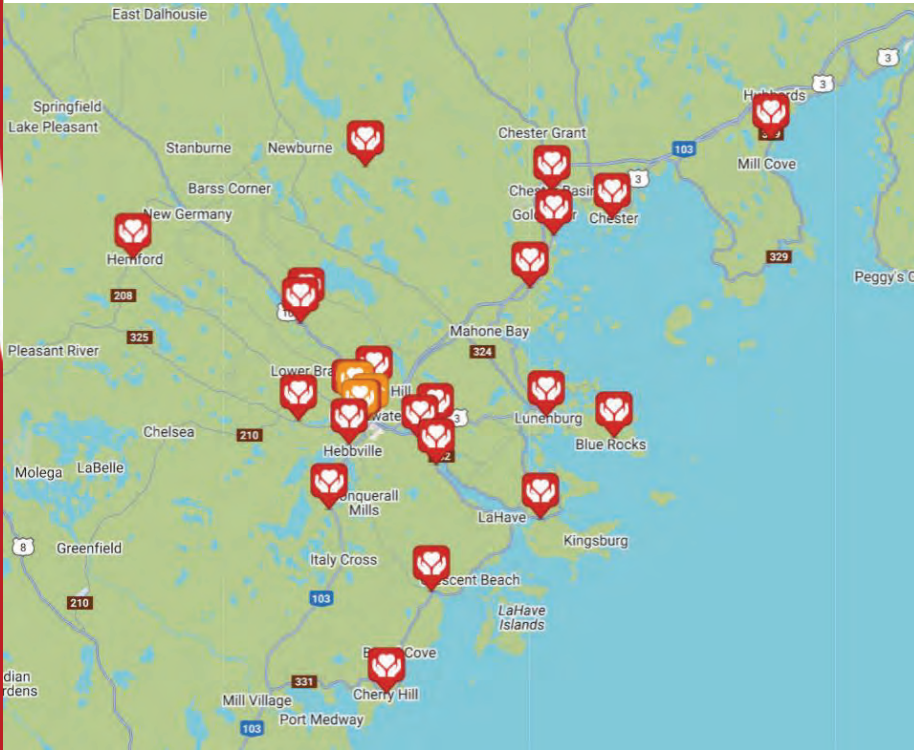


## Newsletters

### Quarterly Newsletters

- Pets
- Hurricane
- Generators
- Wildfire

# Lunenburg REMO Comfort Centres



District of Lunenburg	16+
Municipality of Chester	4
Town of Bridgewater	4
Town of Lunenburg	1
Town of Mahone Bay	1*

+ 2 in progress  
 \* Fire Hall no staff



## Additional Meetings

Several additional meetings that have not been part of the past 6 years and more planned in coming years.

- 4 Governance meetings including pre-meetings with CAO
- NS DEM regarding:
  - REMO Standards
  - Fire Services Review
  - Ground Search & Rescue Review (GSAR)
  - Threat Hazard Identification Risk Assessment (THIRA)



## New Staff

- REMO Community Readiness Coordinator onboarded
- CAO and 2 AEC on-boarding
- Chester Community Readiness Coordinator



## 3-Year Workplan

<b>REMO Staff Workplan</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Training/Exercises	10 / 2	10 / 3	10 / 3
Community Outreach:			
Social Media	48	48	48
Newsletters	4	4	4
Public Presentation/Outreach	12	18	12
EP Week	Expo	1	Expo
Stakeholder/Partner Engagement (hrs)	100	155	155
Be Ready Training	2	1	1
After Action Report Items	40	45	45
Emergency Management Plan	awaiting DEM Standards		
Contingency Plans	3	6	6
Communication Plan	completed	updated	updated
Activations			

## From past budget discussions

<b>REMO Staff Workplan</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Shelter Generator	awaiting REMAC direction		
Volunteer Roster	pending REMAC approval		
Vulnerable Persons Registry	awaiting DEM Standard		
Evacuation Routes	led by units not REMO		



## 2026-27 Grant Offset

- The province is rolling out four years of grants with a staged offset (salaries qualify).
- Front loaded some costs in first two years based
- Types of work ECC upgrades in Chester with TMR and Satellite antennas, phone lines in both ECCs, consultant for training revamp.

Fiscal Year	Provincial Grant	REMO Offset
2025-26	\$100,000	\$25,000
2026-27	\$100,000	\$25,000
2027-28	\$ 50,000	\$50,000
2028-29	\$ 25,000	\$75,000



## 2026-27 Budget

### Training and Travel

- Travel, professional development, ECC staff training, Mock Exercises and supplies

### Administration

- Salaries and benefits, office expenses, radio equipment, insurance, telecommunications, general advertising, license fees, host office rental and services



## 2026-27 Budget

### Projects

- EP Week, Public Presentations and Outreach, DEM Grant Project Offset, Donated Generator Project, Advertising

### Grants & Contingency

- Ground Search and Rescue, and Contingency

**REVENUE:** \$100,000 NS DEM Readiness Grant



## 2026-27 Proposed Budget

	2025-26	2026-27	Change
Training / Travel	33,500.00	42,500.00	9,000.00
Administration	323,200.00	348,380.33	25,180.33
Projects	22,700.00	64,000.00	41,300.00
Grants & Contingency	26,000.00	26,000.00	0.00
DEM GRANT REVENUE		100,000.00	100,000.00
<b>TOTAL REMO BUDGET</b>	<b>435,259.06</b>	<b>380,880.33</b>	<b>75,480.33</b>

# Budget Breakdown Comparison

FINAL 2025-26 Budget Breakdown						
For Comparison:	Last year's budget using old formula			Last year's budget using new formula		
	UA 2024/25	share	Actual 2025-26	UA Amount	Base amount	Total
District of Lunenburg	3,493,034,076	49.6%	\$ 216,012.25	\$ 172,809.80	\$ 17,410.36	\$ 190,220.16
District of Chester	2,123,424,985	30.2%	\$ 131,314.44	\$ 105,051.55	\$ 17,410.36	\$ 122,461.91
Town of Bridgewater	851,153,903	12.1%	\$ 52,636.09	\$ 42,108.87	\$ 17,410.36	\$ 59,519.24
Town of Lunenburg	375,580,597	5.3%	\$ 23,226.23	\$ 18,580.98	\$ 17,410.36	\$ 35,991.35
Town of Mahone Bay	195,179,307	2.8%	\$ 12,070.06	\$ 9,656.05	\$ 17,410.36	\$ 27,066.41
	<b>7,038,372,868</b>	<b>100.00%</b>	<b>\$ 435,259.06</b>	<b>\$ 348,207.25</b>	<b>\$ 87,051.81</b>	<b>\$ 435,259.06</b>

# 2026-27 Proposed Budget Breakdown

This year's budget using new formula						
REMO 2026-27 Using a 20% Base Rate + Uniform Assessment						
Contribution with Revenue						
	UA 2025-26	UA %	UA Amount	Base amount	Total	
District of Lunenburg	3,803,981,234	49.4%	\$ 150,604.95	\$ 15,235.24	\$ 165,840.19	
District of Chester	2,343,167,389	30.4%	\$ 92,769.28	\$ 15,235.24	\$ 108,004.52	
Town of Bridgewater	927,125,363	12.0%	\$ 36,706.19	\$ 15,235.24	\$ 51,941.43	
Town of Lunenburg	407,796,208	5.3%	\$ 16,145.22	\$ 15,235.24	\$ 31,380.46	
Town of Mahone Bay	214,166,363	2.8%	\$ 8,479.15	\$ 15,235.24	\$ 23,714.39	
	<b>7,696,236,557</b>	<b>100%</b>	<b>\$ 304,704.80</b>	<b>\$ 76,176.20</b>	<b>\$ 380,881.00</b>	



## Discussion / Questions



## ECC Training Consultant

- Expression of Interest submitted; received 6 responses (1 incomplete)
- We budgeted \$25,000 – Submissions ranged from \$59K - \$300K
- Highest score went to second lowest price
- After review, staff recommend breaking the work into two phases and omitting part of the EOI. Phase 1 would be \$36,000 and some of the work would be removed.

<b>Role Development:</b>	<b>Phase 1:</b> 2025/26 budget \$36,000 Due March 31, 2026 (Grant 1)
<b>Course Delivery</b>	<b>Phase 2:</b> 2026-27 budget \$14,000 Due August 31, 2026 (Grant 2)
<b>Exercise Design and Delivery</b>	<b>Phase 2:</b> 2026/27 budget \$10,000 Due February 28, 2027 (Grant 2)
<b>On-line Training Modules</b>	<b>Omit</b> – Video the class instruction to post for staff.



## Changes to Grants

2025-26 Grant Categories	2025-26 Grant Submission	Proposed Adjustment Request
ECC Training *	\$ 25,000	\$ 36,000
Laptops	5,000	5,000
Landlines	2,000	2,000
TMR Base	2,000	2,000
TMR Sat/Phone Antenna *	40,000	15,000
Staff *	26,000	40,000
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>



## LUNENBURG COUNTY GROUND SEARCH AND RESCUE

December 15, 2025

Municipality of Lunenburg  
10 Champlain Drive,  
Cookville, NS. B4V 9E4

Attn: Angela Henhoeffler, CEM, ABCP  
Manager, Lunenburg County Emergency Management

Please find attached the 2025 Financial Statements for the Lunenburg County Ground Search and Rescue Team for the period January 1 to November 30. Also attached is the 2026 budget. The Team is thankful for the 2025 grant and we are anticipating that all is in place for the 2026 grant.

We had an exceptional year fund raising in 2025 but don't anticipate it will be quite as good in 2026, also we were able to access the Emergency funding from the province this year for additional equipment which won't be available next year.

All your support and help is appreciated by our membership.

Yours truly,

Wayne Fiddes  
Treasurer LUGSAR  
Cell 902-523-4105

**LUNENBURG COUNTY GROUND SEARCH AND  
RESCUE TEAM  
INCOME STATEMENT  
PERIOD JANUARY 1, 2025 TO November 30, 2025**

	<b>Actual</b>	<b>2026 Budget</b>
<b>REVENUE:</b>		
Ways & Means	\$10,332.63	\$ 5,000.00
Reimburse RCMP & DEM	\$ 2,084.43	\$ 500.00
Provincial Grants	\$ 14,688.24	\$ 3,000.00
Municipial Grants	\$ 10,000.00	\$ 10,000.00
Federal Rebates	\$ 1,537.61	\$ 1,800.00
Term Deposit Interest	\$ 96.44	\$ 2,500.00
TOTAL REVENUE:	\$38,739.35	\$ 22,800.00
<b>EXPENSES:</b>		
Vehicle - Fuel	\$654.13	\$ 700.00
Vehicle repairs	\$6,096.40	\$ 4,000.00
Propane	\$1,167.05	\$ 1,200.00
Bell Aliant	\$458.23	\$ 470.00
NS Power	\$526.24	\$ 1,100.00
Internet	\$747.93	\$ 850.00
Property Insurance	\$4,734.00	\$ 4,800.00
Operating Expenses	\$15,919.71	\$ 5,000.00
Capital Expenses	\$5,023.21	\$ 2,000.00
Training Expenses	\$874.00	\$ 3,200.00
Training Supplies	\$94.67	\$ 1,000.00
TOTAL EXPENSES:	\$36,295.57	\$ 24,320.00
NET INCOME (LOSS)	\$2,443.78	<del>(\$1,520.00)</del>
<b>Current Assets as of Nov. 30, 2025:</b>		
Operating account	\$ 26,168.96	
Training account	\$ 10,436.90	
Investment accounts (GIC's)	\$ 111,925.36	
Total Current Assets	\$ 148,531.22	

**LUNENBURG COUNTY GROUND SEARCH AND  
RESCUE TEAM  
INCOME STATEMENT  
PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>REVENUE:</b>		
Ways & Means Committee	\$1,985.46	\$2,755.63
Reimbursements RCMP & EMO expenses	\$309.19	\$3,795.88
Provincial Grants	\$3,000.00	\$13,000.00
Municipal Grants	\$16,339.25	\$20,000.00
Federal Rebates (HST)	\$1,010.78	\$1,659.57
Sale of 2005 Ford SUV		\$1,800.00
Term Deposit Interest	\$5,387.25	
<b>TOTAL REVENUE:</b>	<b>\$28,031.93</b>	<b>\$43,011.08</b>
<b>EXPENSES:</b>		
Telephone ( cellular & Bldg)	\$516.00	\$597.19
Electricity	\$1,121.43	\$919.54
Propane	\$396.06	\$1,271.00
Gas (Vehicles)	\$705.29	\$1,256.59
Vehicle Repairs	\$591.16	\$8,888.32
Taxes	\$409.87	\$382.16
Insurance	\$4,337.00	\$4,571.00
Operating Expenses	\$3,067.69	\$5,037.04
Capital Expenditures		\$603.74
Training Supplies	\$1,546.47	\$1,527.93
Depreciation	\$31,145.73	\$37,344.80
<b>TOTAL EXPENSES:</b>	<b>\$43,836.70</b>	<b>\$62,399.31</b>
<b>NET INCOME (LOSS)</b>	<b>(\$15,804.77)</b>	<b>(\$19,388.23)</b>

**LUNENBURG COUNTY GROUND SEARCH AND  
RESCUE TEAM  
BALANCE SHEET 2024**

<b>ASSETS</b>	<b>2024</b>	<b>2023</b>
<b>Current Assets</b>		
Bank - Chequing	\$ 12,016.00	\$ 22,869.16
Training Account	\$ 10,653.50	\$ 10,199.97
Term Deposits	\$ 120,208.97	\$ 114,821.72
	<hr/>	<hr/>
Total Current Assets	<b>\$ 142,878.47</b>	<b>\$ 147,890.85</b>
<b>Fixed Assets</b>		
Equipment	\$ 96,908.34	\$ 94,380.00
Accum. Depreciation	\$ (34,229.63)	\$ (18,876.00)
Vehicles	\$ 29,416.00	\$ 29,416.00
Accum. Depreciation	\$ (15,002.16)	\$ (8,824.80)
Building & Land	\$ 258,925.00	\$ 241,100.00
Accum. Depreciation	\$ (19,258.74)	\$ (9,644.00)
Total Fixed Assets	<hr/> \$ 316,758.81	<hr/> \$ 327,551.20
Total Assets	<b><u>\$ 459,637.28</u></b>	<b><u>\$ 475,442.05</u></b>
<b>Equity</b>		
Retained Earnings	<hr/> \$ 459,637.28	<hr/> \$ 475,442.05
TOTAL EQUITY	<b><u>\$ 459,637.28</u></b>	<b><u>\$ 475,442.05</u></b>

**Council**  
Item 10.3.1  
February 10, 2026  
Authorization: T. MacEwan



## **The Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to:** Mayor and Council  
**Submitted by:** Chris Kennedy, Fire Services Coordinator  
**Date:** February 10, 2026  
**Re:** Fire & Emergency Services Committee Request for Decision

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#### **Recommendation**

The Fire and Emergency Services Committee (FESC) during the February 3, 2026 meeting recommended,

“That Municipal Council approve amendments to Policy 036, Fire and Emergency Services, to include the new Code of Conduct provisions as presented”.

#### **Executive summary**

N/A

#### **Background**

The addition of the Code of Conduct for Chief Officers was discussed at several meetings of Lunenburg Regional Fire and Emergency Services (LRFES). There was a workshop consisting of members from the FESC and fire service leaders from the LRFES.

The purpose was to discuss the need for a Code of Conduct and what could potentially be developed as a policy amendment to address issues faced by other municipalities in Nova Scotia, that had damaging effects for fire department chief officers and municipalities. Affecting community respect and fire service reputation.

Fire departments have internal policy to deal with many personnel issues but nothing regarding how to deal with Chief Officers if the need arises. It was thought this would be good practice and there should be a Code of Conduct for Chief Officers due to their position of authority and leadership in the fire department and community.

### **Discussion**

Fire service chief officers are held at a high level of regard by fire departments and communities they serve in and have a considerable level of responsibility.

### **Strategic Focus**

This falls in line with councils strategic priorities for building a stronger community fabric and help improve social inclusion.

### **Budget/Financial Implications**

There can be a financial commitment, but it is undetermined at this time.

### **Climate Change/sustainability**

N/A

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

The code of conduct does fit into IDEA as it contains fair and equitable content.

### **Strategic Communications**

N/A

### **Work plan**

The Code of Conduct will be distributed with the registration package and reviewed by the Fire Services Coordinator during the April 8, 2026 Annual General Meeting of the FESC and Fire Services.

### **Alternatives**

N/A

### Conclusion

This was a collaborative effort by LRFES and the FESC over several meetings create this addition to MDL 036 Fire and Emergency Services.

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

# Municipality of the District of Lunenburg

Policy Details	
Name	Fire and Emergency Services
Number	036
Legislative Authority	MGA Part X, sec. 296
Effective Date	

## Preamble

Council of the Municipality of the District of Lunenburg hereby adopts the following policy respecting fire and emergency services in the Municipality of the District of Lunenburg.

## Title

1 This Policy is titled the Fire and Emergency Services.

## Definitions

- 2 (1) In this Policy,
- (a) **Fire Department** means the incorporated entity that provides the service, assists others in providing the service or works with others to provide the service or a combination of means to properties in the Municipality of the District of Lunenburg.
  - (b) **Municipality** means the Municipality of the District of Lunenburg.
  - (c) **Rate Payer** means the name(s) of the person assessed for the property.
  - (d) **Registration** means the acceptance of the Municipality to permit a Fire Department to provide fire and emergency services to a prescribed area within the Municipality.
  - (e) **Body Corporate** refers to the incorporated organization requesting to be registered as a fire and emergency services provider.
  - (f) **Incorporated Organization** refers to those organizations that are set up to provide Fire Protection and are incorporated by way of an Act of Legislature, **The Rural District Fire Act**, or the **Societies Act**.
  - (g) **Acts of Incorporation** refer to the organization's Memorandum of Association and/or articles of incorporation and/or by-laws.
  - (h) **Pump Testing** means testing to assess that apparatus pump pressures and flows meet the NFPA/ULC Certification plate affixed to the pump panel or manufacturers requirement for the pump or system type being tested.

- (i) **Self-Contained Breathing Apparatus (SCBA) Functional Testing** means testing performed as per NFPA 1852 (chapter 7.1 User maintenance) and manufacturer's requirements, to ensure all SCBA units in service in the department meet all operational specifications and performance parameters.
- (j) **Chief Officer** means a department chief, deputy or assistant chief or a member acting as the Chief Officer of a registered volunteer fire department.
- (k) **Third Party Investigator** means a person with the qualifications and training to provide investigative services following best practices and industry standards, and who is not directly connected to either the Municipality or fire services.

### Form of Request

- 3 (1) Requests for registration as a fire and/or emergency services provider will be made through the completion of the Fire and Emergency Services Provider Registration package. The registration package can be obtained from the municipality upon request.
- (2) Requests must be accompanied with the organization's Act of Incorporation and a description of the area of coverage. The application must be signed by the individual(s) as assigned with signing authority under the incorporation document.

### Organization Requirements

- 4 (1) An organization applying to be a registered fire and/or emergency services provider must meet the following requirements:
  - (a) Body Corporate does not provide the fire and/or emergency services for profit;
  - (b) The Municipality does not provide the same service for the same area;
  - (c) The Body Corporate carries group liability insurance in the minimum amount of \$10,000,000.
- (2) The Body Corporate carries a group personnel (accident and sickness insurance) policy for active volunteer firefighters and for volunteers assisting during non-firefighting activities.
- (3) The premiums covered in sections 4(1)(c) and (2) are to be deducted from the November fire payments.

## **Fire Protection Requirements**

### **Pump Testing**

- 5 (1) Fire Apparatus pump testing results are required starting on the June 15, 2021, registration cycle and continuing each fiscal year after.
  
- (2) Apparatus pumps required to produce fire flows of 250 imp.gal (imperial gallons) per minute and greater, as per ULC/NFPA 1921 sec 5.1, 5.2, 6.1, 6.2. and will also include Compressed Air Foam Systems (CAFS) or high-pressure system types must meet their pumping requirements as per section 2(h) and must be tested annually.
  
- (3) Portable pumps may be tested although not a requirement for registration.
  
- (4) Pump maintenance and testing must be performed by a certified Emergency Vehicle Technician (EVT).
  
- (5) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from pump testing.
  
- (6) In the event a pump fails its annual pump testing, registration may remain in effect if the registered fire department does the following:
  - (a) The Department provides the Fire Services Coordinator with a written plan for repairs required to the pump(s); or
  - (b) A temporary replacement apparatus in good standing can be found and is in place.
  
- (7) If repairs are extensive and the Fire Department is unable to afford repairs or, on the advice of the EVT, repairs are not cost justifiable due to the condition of the apparatus pump, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use of a pumper/pumpertanker including, but not limited to, structure fires of any kind, motor vehicle fires, wildland fires, and other emergencies as required.
  
- (8) Failure to complete a pump test in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful pump test is completed.
  
- (9) Where a total disregard for pump testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.

(10) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with a satisfactory pump test.

### **Self-Contained Breathing Apparatus (SCBA) Functional Testing**

- 6 (1) The SCBA function test results will be required starting on June 15, 2025, registration cycle and continuing each fiscal year after.
- (2) The test must be performed by certified technician trained in the maintenance of the SCBA type being tested.
- (3) The Fire Services Coordinator will assist Fire Departments in developing a plan if issues arise from SCBA functional testing.
- (4) In the event that an SCBA fails or needs repairs during testing, resulting in the inability to perform the required fire firefighting activities, registration may stay in place if the registered fire department does the following:
- (a) The Department provides the Fire Services Coordinator with a written plan for repairs / replacement required to the affected SCBA.
- (b) Temporary replacement SCBA in good standing can be found and is in place.
- (5) If repairs are extensive and the Fire Department is unable to afford repairs or on the advice of the certified technician, repairs are not cost justifiable due to the condition of the SCBA, the Fire Department must have a neighbouring department(s) on automatic callout for any/all emergency calls requiring the use SCBA.
- (6) Failure to complete the SCBA functional testing in advance of the registration deadline may result in the Municipality withholding grants to the department until a successful SCBA functional test is completed.
- (7) Where a total disregard for SCBA functional testing occurs, the Fire Services Coordinator will notify Council and recommend the de-registration of the department and options for alternative fire service coverage.
- (8) Council may de-register the department on recommendation of the Fire Services Coordinator. Council will not consider re-registration of the department until the department re-applies for registration with satisfactory SCBA functional testing.

### **Registration**

- 7 (1) The Municipality, if satisfied by all categories of Sections 4 to 6, must register the Body Corporate as a fire and emergency services provider. This registration must continue in force until withdrawn by the Municipality for cause or the fire department requests that the registration be revoked.
- (2) Annual updates of the registration form will be submitted to the Municipality no later than June 15 annually.
- (3) Any changes to the services provided by the Body Corporate must be filed immediately with the Municipality throughout the year.
- (4) All other required forms and documentation, including the annual registration form, financial statements, officer information, rate and grant forms must be submitted to the Municipality no later than June 15 annually, in order to receive collected fire taxes and grant monies.
- (5) All fire tax payments must be made available to approved fire and emergency service providers 30 days from the due date of municipal taxes upon meeting section 7(4) above.

### **Notification**

- 8 The Municipality must advise in writing of Council's approval to register as a new Body Corporate for Fire and Emergency Services as per sections 7 of this Policy.

### **Rate Payers Meeting**

- 9 (1) Every registered fire and emergency services provider must have an annual ratepayer meeting. Minutes of these meetings must be maintained and available upon request.
- (2) Fire Service providers must have proposed budget documents available to the public seven (7) days prior to their ratepayer meeting and the budget must be linked to the service levels being provided.
- (3) Fire Service providers may conduct an information session on the proposed budget seven (7) days prior to the ratepayers meeting to assist the ratepayers in understanding the fire service levels being provided and any costs associated with providing such service.
- (4) All proposed fire tax rates must be supported by the service provider's budget, which is presented to the ratepayers at the annual ratepayers meeting.

- (5) Ratepayers must have the opportunity to discuss service level expectations during ratepayer meeting.
- (6) Ratepayers cannot request a reduction in the proposed fire rate that diminishes the overall operation of the fire service provision.
- (7) The notice of the annual ratepayers meeting must be advertised in the local paper (a weekly circular) for a minimum of (2) two weeks prior to the annual meeting date. This advertisement must include the following:
  - (a) fire service provider name
  - (b) date of meeting
  - (c) location of meeting
  - (d) contact name and phone number; and
  - (e) where proposed budget documents may be viewed.
- (8) For the departments that are required to have an annual ratepayer's meeting to set their fire tax rate, this information must be clearly identified in the notice.
- (9) All annual ratepayer's meetings must be conducted before June 15<sup>th</sup> of the following fiscal year.
- (10) Requests must be made to the Municipality for appropriate rate payer's list a minimum of two (2) weeks prior to the meeting date.
  - (a) This list will provide the chair of the meeting with information to confirm that only those who are ratepayers may vote on motions that are made at the meeting.
  - (b) The Municipality will also provide upon request a property civic report to help the department locate properties.
  - (c) Fire departments members do not need to be a ratepayer or a resident of the area, a member of the fire department can move motions, but the seconder must be a ratepayer.
  - (d) Once the question has been called, only ratepayers can vote on the motion. 50% + one of the ratepayers **in attendance** at the meeting in favor of the motion will be required to pass a motion.
  - (e) Voting may be done by secret ballot.

(11) All fire tax requests by a registered fire and emergency services provider must be provided to the Municipality on the approved registration package forms received at the Annual Fire Services meeting held in April of the current year or can be requested electronically following the Annual meeting.

(12) For all registered fire and emergency services providers who do not have fire taxing power provided by their Act of Incorporation, the Municipality will approve the rates.

(13) For those providers that have taxing power for fire tax, these approved rates will be added to the fire tax schedule for inclusion with approved rates for that fiscal year.

## **WCB**

**10** The Municipality will pay the Workers' Compensation Board (WCB) premiums for all registered volunteer fire department firefighters and junior firefighters. This will be at the minimum yearly salary used by WCB and set by the Municipality to calculate premiums for all registered volunteer firefighters.

## **Recognition**

**11** The Municipality recognizes the value and commitment of the fire services and will provide recognition for both individual departments and members for years of service to the Municipality.

## **Code of Conduct for Chief Officers**

**12** (1) This Code of Conduct is to establish clear standards of professional behavior for all Volunteer Fire Chief Officers, ensuring integrity, accountability, transparency, trust and respect within the fire service and the community.

(2) The code is intended to guide decision-making, interactions, and leadership actions. This Code applies to all Fire Chief Officers, Deputy Chiefs, Assistant Chiefs, and interim or acting Chief Officers.

(3) The code governs conduct of Chief Officer during emergency response, training, administration, public representation, meetings, and interactions with municipal partners and the public. The code applies to both on-duty and off-duty actions when those actions affect the reputation or functioning of the fire service.

## **Principles of Conduct**

**13** (1) Chief Officers must:

- (a) Operate transparently, avoid deception, declare conflicts, and uphold truthfulness in reporting, documentation, and communication. They must not misuse authority for personal interest.
- (b) Treat all individuals with dignity regardless of background, identity, or role. They must actively support an inclusive environment free from harassment, discrimination, or retaliation.
- (c) Behave in a manner that maintains public trust and departmental integrity, modelling safety and professionalism on emergency scenes and respectful interaction with members and the public while conducting department business. Chief Officers will also refrain from engaging in behaviour on social media that negatively impacts the reputation of the department.
- (d) Refrain from attending scenes, meetings, training, or public events while under the influence of alcohol or other intoxicants. They must enforce impairment-related policies and act when a member is suspected of impairment, prioritizing safety.
- (e) Chief Officers have a duty to report violations of the code by other Chief Officers using the process outlined below.

### **Complaint and Investigation Process**

- 14 (1) A structured, transparent process ensures fairness, accountability, and public trust. Complaints may come from members, the public, or the Municipality and will be addressed as follows:
- (a) A confidential complaint form is filed with the Fire Service Coordinator (FSC).
  - (b) The complaint will be referred to a third-party investigator selected from the municipality's approved investigator list. The investigator may seek clarification as required to determine whether a full investigation is warranted.
  - (c) If a complaint is dismissed at this stage the fire services coordinator and the complainant will be notified by the investigator.
  - (d) If there is sufficient reason for investigation, the third party investigator may review documents, conduct interviews, and take other reasonable steps to decide on the matter.

- (e) report with the investigator’s findings will be submitted to the FESC Advisory Board. The investigator may also recommend referral to the relevant policing agency if there is the possibility of criminal activity.

**FESC Advisory Board Role**

- 15 (1) The FESC will appoint a three (3) member Board to review the investigator’s report. The members must consist of a Fire representative, a Municipal council representative, and a member-at-large representative. Advisory Board members cannot be affiliated with anyone involved in the complaint.
  - (2) The Board must review the investigative findings, and may consult with the Municipal Solicitor, and provide direction in camera to council on whether there was a breach of the code and possible remedies if there is a breach.
  - (3) Council will make a final determination on breaches and corrective actions required.

**Breach of the Code**

- 16 (1) If it is determined that a Chief Officer breached the Code Council may require any one of, or combination of the following:
  - (a) an apology to the individuals harmed by the breach;
  - (b) corrective coaching,
  - (c) suspension or removal from the position of Chief Officer.
- (2) If a department fails to comply with the requirements of council following a breach, Council may de-register the department and consider options for alternative fire service coverage until such time as corrective actions have been taken.

**Acknowledgement**

- 17 (1) As part of the annual registration process Chief Officers must confirm they understand their obligations and agree to comply with this Code.

Policy Adoption	
Date of Original Passage	May 14, 2024
Date of Notice of Intent to Amend	
Date of Council Approval	
Date of or Effective Date	
I certify that this Policy 036 Fire and Emergency Services was amended by Municipal Council as indicated above.	

<b>Signature of Municipal Clerk</b>	<b>Date</b>
-------------------------------------	-------------

<b>Version</b>	<b>Amendment Description</b>	<b>Approval Date</b>
<b>Original V1</b>	<b>Fire and Emergency Services Policy</b>	Sep 11, 2007
<b>V2</b>	Amended Annual Registration Form, Schedule A	Feb 12, 2008
<b>V3</b>	To allow option for secret ballot at rate payers meeting	Oct 13, 2009
<b>V4</b>	Require Accident and sickness insurance or workers compensation	Feb 8, 2011
<b>V5</b>	Added deadline for registration forms to be submitted, and for cheques to be distributed, added SCBA and pump testing to annual form, along with clarity of service levels, and procedure for public transparency and accountability at rate payer meetings.	Jan 28, 2014
<b>V6</b>	Amendments to the Annual Registration Form	May 9, 2017
<b>V7</b>	Removed Schedules and reference to schedules (registration application form)	Feb 27, 2018
<b>V8</b>	Added definition of “pump testing” and new section for requirements of conducting pump tests, premiums for WCB covered by municipality, and clarified accident and sickness insurance coverage for activities that are non-firefighting related, renumbering.	Apr 13, 2021
<b>V9</b>	Addition of flow rate for pump apparatus	Oct 12, 2021
<b>Repeal &amp; Replace</b>	Added definition of “SCBA” and new requirements for testing, new WCB and Recognition section, updated pump requirements, plain language and accessible formatting.	May 14, 2024
<b>V2</b>	Added definitions of Chief Officer and Third Party Investigator; added new sections for Code of Conduct, Principles of Conduct; Breach of Conduct; and Acknowledgement.	

**Council**  
Item 11.1.1  
February 10, 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:** February 10, 2026  
**Re:** Request to Levy Private Road Maintenance Charge – Elmwood Road  
Extension Association

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#### **Recommendation**

That Municipal Council levy a maintenance charge within the Charge Area identified by the Elmwood Road Extension Association as a uniform amount per lot, with property owners receiving only one charge regardless of the number of lots they own and that the 2026-2027 charge being set at \$100 per lot, subject to an agreement being entered into that satisfies Section 9 of By-law 040 Private Roads.

#### **Executive summary**

A request has been received from the Elmwood Road Extension 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 Elmwood Road Extension, as identified in their charge area map, located in Elmwood.

#### **Background**

#### **Discussion**

The request received from the Elmwood Road Extension Association is for Council to levy a charge to the lots within the identified Charge Area. The maintenance budget, submitted by the Association, indicates a uniform charge of \$100.00 per lot. The Association has indicated

that landowners with more than 1 property will only receive 1 charge. As per the Private Roads By-law, the Municipality has a 5% administration fee which is included in the charges.

[\$4,000.08 Budget, plus 5% Administration fee of \$ 199.92 = \$4,200.00 total charge amount]

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

<b>Requirements</b>	<b>Submitted Yes /No</b>	<b>Comment</b>
Petition bearing the signature of more than half of lot owners	Yes	Petitions submitted bear the signatures of <b>59%</b> of the lot owners in the Charge Area (29 out of 49 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 \$4,200.00 will need to be added to the budget as revenue and \$4000.08 added as an expense. [\$4,200.00 less \$199.92 admin fee = \$4000.08]

**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.

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



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

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 Elmwood Road Extension 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 with property owners only receiving one charge regardless of the number of lots owned.
  - 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.



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 ELMWOOD ROAD EXTENSION 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 )

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\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME COURT  
NOVA SCOTIA





## Schedule A

### ELMWOOD ROAD EXTENSION Association Petition

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

## Schedule B

ELMWOOD ROAD EXTENSION Association  
Map showing the Charge Area

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

**Private Road Maintenance or Improvement Application  
Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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

We, the undersigned, representing more than one-half of the landowners in the Elmwood Road Extension Charge Area, as identified on the attached map, apply 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


Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 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

\_\_\_\_\_

**the ownership (i.e. exemption for owning more than 1 lot)**

\_\_\_\_\_

Names and Signatures of Landowners

Name	Civic Number and Street Name	Lot #	Signature
Gerri-Lyn Ard	516 Elmwood Rd Ext	60378924	
Chris Ard			

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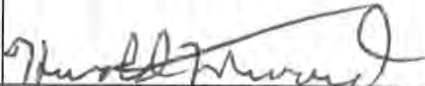
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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Harold MacDonald Forward	522 Elmwood Road Ext	60283132	

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Derek James Kelly	531 Elmwood Rd Ext	60283165	<i>Derek Kelly</i>
Linda Anne Demond			<i>Linda A Demond</i>
Rodger Demond			<i>Rodger B Demond</i>
Pamela Jean Demond			<i>Pamela Demond</i>

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Blaine Duffy	539 Elmwood Rd Ext	60283173	<i>Blaine Duffy</i>
Deborah Anne Robinson-Duffy	11	8	<i>B D. Robinson-Duffy</i>

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Form for an Association**

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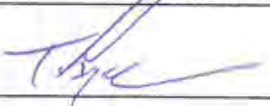
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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
George Thomas Levesque	7955 ELMWOOD RD	60283181	
Nicole Elizabeth Levesque			

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Name	Civic Number and Street Name	Lot #	Signature
Neil Wayne Dorey	556 Elmwood Rd Ext	60283207	
Stacy L Dorey			

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Laura MacDonald	560 Elmwood Rd Ext	60283215	<i>L. MacDonald</i>
Kevin Dawe			<i>K. Dawe</i>

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
William Appleby	571 Elmwood Rd Ext	60283249	
Janice Appleby		60283256	
		60594371	

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Frank Douglas Penny	Elmwood Rd Ext	60283280	
	Elmwood Rd Ext	60378619	

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Rockwell Organ	637 Elmwood Rd Ext	60283306	
Susan Organ			

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Carolyn Joan Trueman	641 Elmwood Rd Ext	60283330	<i>Carolyn Joan Trueman</i>

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Wyatt Donald Redmond	644 Elmwood Rd Ext	60283348	<i>Wyatt Redmond</i>

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Barry MacDonald	647 Elmwood Rd Ext	60283363	<i>Barry MacDonald</i>
Nancy MacDonald			<i>Nancy MacDonald</i>

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Philip Brian Young	651 Elmwood Rd Ext	60283371	<i>P.B. Young</i>

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Robert G Whalen	655 Elmwood Rd Ext	60283389	<i>Robert Whalen</i>
Molly Colleen Whalen			

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Gary Conrad	663 Elmwood Rd Ext	60283397	<i>Gary M. Conrad</i>

**Private Road Maintenance or Improvement Application  
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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
<del>Donald Patrick Allen</del>	664 Elmwood Rd Ext	60283413	<i>deceased</i>
Brenda Roberta Allen			<i>Brenda Allen</i>

*I just received this today July 4/25  
Correct mailing address is:  
2 - 41 Boosie Loop  
Bonaventure Crossing BON 270  
41 is the civic address & 2 is the unit  
a mini home  
This is not an apt. Thank you*

**Private Road Maintenance or Improvement Application  
Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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

We, the undersigned, representing more than one-half of the landowners in the Elmwood Road Extension Charge Area, as identified on the attached map, apply 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

Each of the landowners, whose signature appears below, propose that the Council approves this as a petition in compliance with Section 4 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

**the ownership (i.e. exemption for owning more than 1 lot)**

---

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Randolph Boliver	679 Elmwood Rd Ext	60283405	<i>Randolph Boliver</i>
Beverly Boliver	Elmwood Rd Ext	60283421	<i>Beverly Boliver</i>
	680 Elmwood Rd Ext	60283439	

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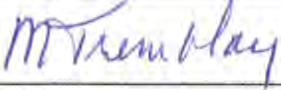
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**the ownership (i.e. exemption for owning more than 1 lot)**

\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Regent Joseph Patone	681 Elmwood Rd Ext	60283447	
Myriam Marie Tremblay			

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**the ownership (i.e. exemption for owning more than 1 lot)**

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Ignacy Kukuczka	Elmwood Rd Ext	60283470	<i>Ignacy Kukuczka</i>

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Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Patricia Wisen-Braine	701 Elmwood Rd Ext	60283462	<i>Patricia Wisen</i>

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\_\_\_\_\_

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Mary Fedorchuk	707 Elmwood Rd Ext	60283504	<i>M. Fedorchuk</i>
John William MacLeod	<i>693 Elmwood Rd Ext</i>	<i>60283504</i>	

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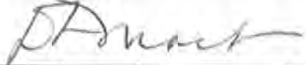
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**the ownership (i.e. exemption for owning more than 1 lot)**

Names and Signatures of one of the Landowners

Name	Civic Number and Street Name	Lot #	Signature
Cameron John MacLean	733 Elmwood Rd Ext	60283082	
Diane Marie MacLean			

Budget 2026 2027 Resolution

**Elmwood Road Extension Association**

**Recorded Resolution**

Be it resolved that the Elmwood Road Extension Association hereby approve the Annual Maintenance Budget for the fiscal year of 2026- 2027 as attached, and that this Budget for the basis for the lot charges for the maintenance of the private road.

I certify that the above is a true and correct copy of the Resolution, which was duly passed by the Elmwood Road Extension Association Directors remotely and held for that purpose on the 20 day of December, 2025.



A handwritten signature in black ink, followed by the number 20260106 written below it.

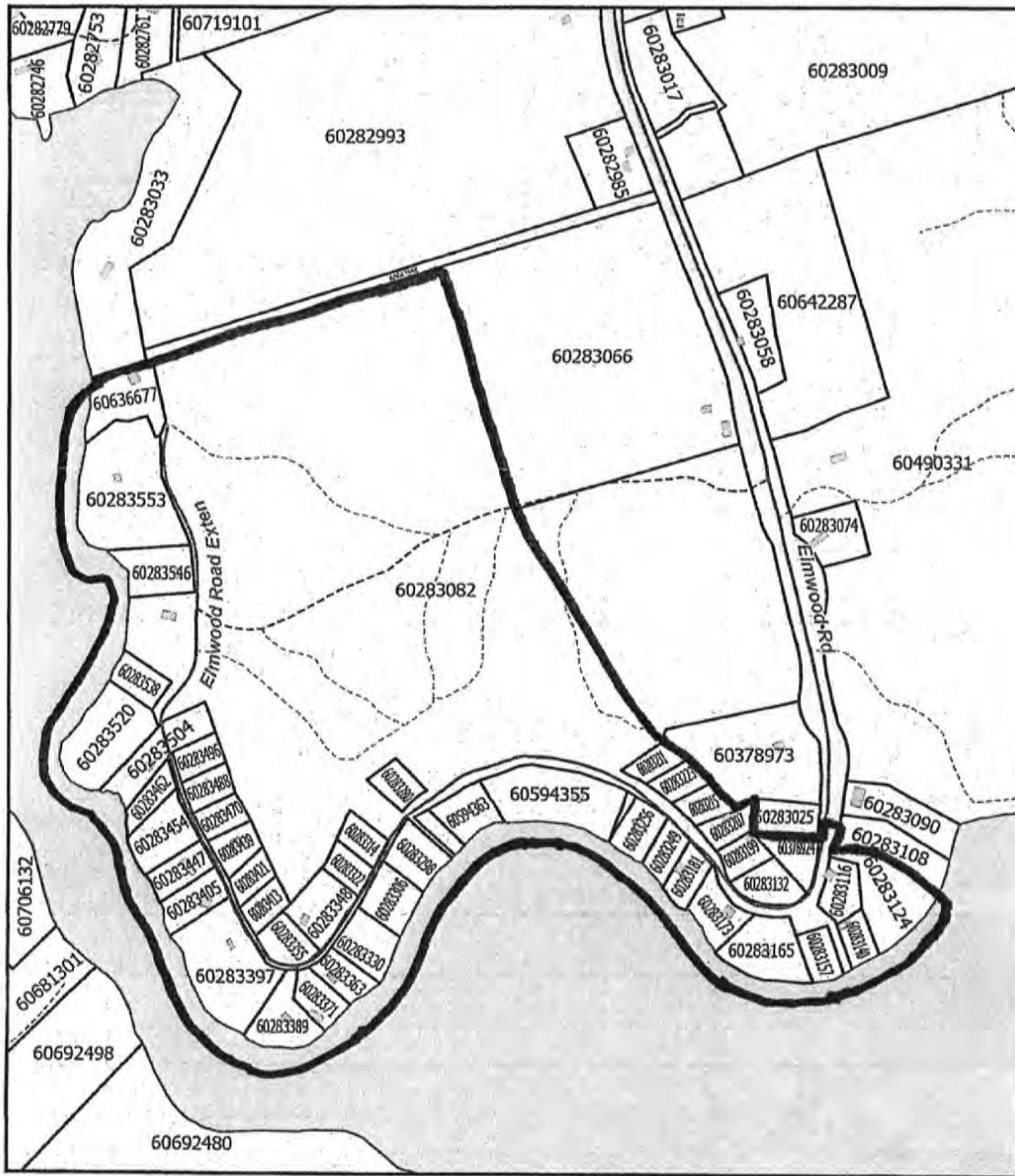
## Budget 2026 2027

### Revenue

Balance 2025 2026	1644.66
Road Fees - \$100 per property owner x42	4200
Total Revenue	5844.66

### Expenditures Items

Gravel - 6 loads at 450	2700
Spreading and Leveling	600
Pothole filling spring	200
Annual Meeting hospitaliy - ice, etc	50
Association Renewal	50
Postage and Admin	50
Banking Fees	120
Reserve - contingency for ditching, culverts,etc	2000
Total Expenditures	5770
Balance 2027 2027	74.66



Scale 1:5,000



Printed for:  
 Date Printed: Friday, January 31, 2025  
 Time Printed: 2:33:25 PM  
 Credits: Service Nova Scotia

This map is a graphical representation of property boundaries which approximate the size, configuration and location of properties. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area.  
**THIS IS NOT AN OFFICIAL RECORD**

**Council**  
Item 11.1.2  
February 10, 2026  
Authorization: T. MacEwan



## **The Municipality of the District of Lunenburg**

### **Request for Decision**

**Report to: Municipal Council**

**Submitted by: Norma Schiefer, Manager of Development**

**Date: February 10, 2026**

**Re: Private Road Agreement transfer request - Rocky Lake Community Association**

---

### **Recommendation**

That Municipal Council transfer the Private Road Agreement with Mr. David Sutherland to the Rocky Lake Community Association subject to an agreement being entered into that satisfies Section 9 of By-law 040 Private Roads, with the agreement being confirmed by the Municipal Solicitor.

### **Executive summary**

A request has been received to transfer the private road agreement from Mr. Sutherland to the newly formed road association, Rocky Lake Community Association.

### **Background**

An agreement was approved and signed on March 25, 2021, with Mr. David Sutherland, as applicant, and the Municipality of Lunenburg to allow for the collection of private road fees for the Rocky Lake Charge Area for a period of three years. A renewal was signed December 14, 2023 for an additional 3 years. At the time of application, Mr. Sutherland was unable to meet the requirements for a road association (non-profit society with Registry of Joint Stocks) and proceeded to apply as an applicant. One condition of the original agreement was that it can be transferred to an Association when the terms are able to be fulfilled.

## **Discussion**

The Rocky Lake Community Association has been formed to meet all requirements of the Registry of Joint Stocks as a non-profit society for the purpose of maintaining the private roads in the charge area. A copy of the Memorandum of Association and the By-laws have been provided to the Municipality. As Section 8 of the original agreement with Mr. Sutherland has now been met, the request has come forward to transfer to the Association.

## **Strategic Focus**

N/A

## **Budget/Financial Implications**

No additional budget implications. Annual road fees are ongoing and will be included in budgeting as normal.

## **Climate Change/sustainability**

N/A

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

N/A

## **Strategic Communications**

N/A

## **Work plan**

N/A

## **Alternatives**

Although the conditions of the transfer have been met, Council could leave the agreement with Mr. Sutherland having him bear the sole responsibility of road maintenance instead of having the members involved to share in decision making and responsibility.

## **Conclusion**

The Private Roads By-law provides an opportunity for an individual to enter into an agreement with the Municipality when the ability to form an Association is not available. One condition of the agreement with Mr. Sutherland, as an individual, was to transfer to an Association when

there were enough members to meet set up requirements. The Association has been formed and is formally asking to take over the agreement with the Municipality. The agreement is being worked on with the Municipal Solicitor.

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

**Council**  
Item 11.1.3  
February 10, 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:** February 10, 2026  
**Re:** Request to Levy Private Road Maintenance Charge – Tanner Road Association

---

### **Recommendation**

That Municipal Council levy a maintenance charge within the Charge Area identified by the Tanner Road Association as a uniform amount per lot based on use, with the 2026-2027 charges being set at \$150 per lot for 3 lots at the beginning of the road, \$300 for remaining lots and \$0 for vacant lots, subject to an agreement being entered into that satisfies Section 9 of By-law 040 Private Roads.

### **Executive summary**

A request has been received from the Tanner Road 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 Tanner Road, as identified in their charge area map, located in Maders Cove.

### **Background**

### **Discussion**

The request received from the Tanner Road Association is for Council to levy a charge to the lots within the identified Charge Area. Fees are a uniform charge based on use of the road. The maintenance budget, submitted by the Association, indicates a uniform charge of \$150.00 for

the first 3 lots on the road, \$300.00 for the remaining 9 lots and 2 vacant lots receiving no charge. As per the Private Roads By-law, the Municipality has a 5% administration fee which is added to the charges.

[\$3,150.00 Budget, plus 5% Administration fee of \$157.50 = \$3,307.50 total charge amount]

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

<b>Requirements</b>	<b>Submitted Yes /No</b>	<b>Comment</b>
Petition bearing the signature of more than half of lot owners	Yes	Petitions submitted bear the signatures of <b>64%</b> of the lot owners in the Charge Area (9 out of 14 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 \$3,307.50 will need to be added to the budget as revenue and \$3,150.00 added as an expense. [\$3,307.50 less \$157.50 admin fee = \$3,150.00]

**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.

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



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

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 Tanner Road 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 use of the road identified by the Association.
  - 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 ) TANNER ROAD ASSOCIATION  
)  
In the presence of: )  
)  
)  
)  
\_\_\_\_\_) Per: \_\_\_\_\_  
Witness )  
)  
)  
)  
\_\_\_\_\_) Per: \_\_\_\_\_  
Witness )

MUNICIPALITY OF THE DISTRICT  
OF LUNENBURG

)  
)  
\_\_\_\_\_) Per: \_\_\_\_\_  
Witness ) Elspeth McLean-Wile, Mayor  
)  
)  
)  
\_\_\_\_\_) 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 TANNER ROAD 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 )  
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\_\_\_\_\_  
A COMMISSIONER OF THE SUPREME COURT  
NOVA SCOTIA





## Schedule A

### TANNER ROAD Association Petition

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

## Schedule B

TANNER ROAD Association  
Map showing the Charge Area

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

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Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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- (a) Maintenance
- (b) Improvements

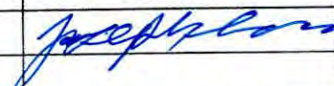
(choose one or all of the options by placing an "X" beside the chosen option)

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- (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
Joseph Greene	18 Tanner Rd	

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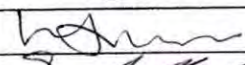
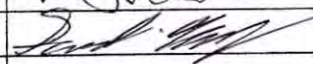
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Names and Signatures of Landowners

Name	Civic Number and Street Name	Signature
Kaelah Snow	30 Tanner Rd	
Garet Hickey	—	

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(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
NAOSAW REAL ESTATE INC	46 TANNER RD	<del>Signature</del>
	60175452 TANNER RD	Signature

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respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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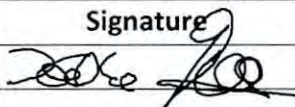
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- (d) the ownership (i.e. exemption for owning more than 1 lot) \_\_\_\_\_
- (e) the method other than (a), (b), (c) or (d), being: \_\_\_\_\_

(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
Helke Graessner	NS B0J2E0, 115 Tanner Road	
	NS B0J2E0, 82 Tanner Road	

**Private Road Maintenance or Improvement  
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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- (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
<del>Kerry Whynott</del> Patricia Burns	127 Tanner Rd	<del>KW</del> KW

**Private Road Maintenance or Improvement  
Application Form for an Association**

respecting subsection 4(1) of By-law 040, the Private Roads By-law, updated February 25, 2021

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- (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 approves this as a petition in compliance with Section 4 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
Jacob Walters	83 Tanner Road	<i>Jacob Walters</i>
Jacob Walters	60596426	<i>Jacob Walters</i>

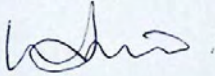
**2026-2027 Budget for Tanner Road**

8, 18 and 22 Tanner Road will contribute \$150 annually toward the road committee.

30, 38, 46, 59, 83, 82, 99, 115 and 127 Tanner Road will contribute \$300 annually toward the committee.

The two vacant properties PID 60175452 and 60596426 will not financially contribute to the committee.

Secretary



Kaelah Snow

Tanner Road Association ASSOCIATION

**RECORDED RESOLUTION**

BE IT RESLOVED THAT the Tanner Road  
ASSOCIATION hereby approve the Annual Maintenance Budget for **April 1, 2026 to  
March 31, 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 Tanner Road Association  
at a meeting duly called and held for that purpose  
on the 4 day of Dec., 2025

W. H. H. H.

# Tanner Road Charge Area Petition Proposed

- Civic Points
- Provincial Road
- Municipal Road
- Private Road
- Other/Unknown
- - - Tracks, Trails
- Road Right-of-Way
- Properties (Jan 2025)
- Waterbody
- TannerRdChargeProps



Sources: Digital Base Map Data from the Nova Scotia Geomatics Centre, Amherst, NS  
 Disclaimer: Information compiled from numerous sources and may not be complete or accurate. Graphical representation only.  
 Date: November 2025  
 File:  
 Prepared By: Planning & Development Services  
 Municipality of the District of Lunenburg

