

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, June 23, 2026 | 6 pm
Lunenburg Town Hall – Council Chambers
120 Townsend Street



NOTICE: Council meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.** The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link:
<https://us06web.zoom.us/j/81475382430>

Please note that all Council meetings are livestreamed through Zoom and meeting recordings are archived on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 June 23, 2026 Council Meeting Agenda

Recommendation: That Council approve the agenda for the June 23, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 May 13, 2026 Special Meeting Minutes

Recommendation: That Council approve the May 13, 2026 special meeting minutes as presented.

5.2 May 26, 2026 Regular Meeting Minutes

Recommendation: That Council approve the May 26, 2026 regular meeting minutes as presented.

6. PRESENTATIONS

6.1 Presentation: Lunenburg County Accessibility Regional Advisory Committee

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter
- **Virtual Participation:** Members of the public wishing to participate virtually in

this agenda item must register in advance by 12:00 p.m. on the business day before the meeting by contacting adminsupport@townoflunenburg.ca or 902-634-4410 ext. 225. When registering, please include a brief description of the agenda item you wish to speak to.

8. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

8.1 In-Kind Request: Community Centre Rental – Be the Peace Institute

9. BUSINESS ARISING AND UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 RFP Award: Trackless Sidewalk Maintenance Machine

Recommendation: That Council award the New Trackless Request for Proposals (RFP) to Saunders Equipment for the amount of \$187,302 +HST.

10.2 Discussion: Affordable Housing Grant Program (Housing Accelerator Fund Initiative)

10.3 Policy Notice: Social Media Policy

Recommendation: That Council provide official notice of its intent to consider the Social Media Policy and refer the Policy to a future Regular Council Meeting for final consideration and approval.

10.4 Community Grants

Recommendation: That Council approve the allocation of funds for the 2026/27 Community Grants Program as presented in Attachment A.

10.5 Request for Additional Financial Support for StreetFest 2026

Options outlined within the staff report

10.6 Lunenburg Athletic Facility Fund (LAFF) Request: Lunenburg Curling Club

Recommendation: That Council approve the Lunenburg Curling Club's application for funding from the Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$16,662.00 for repairs to the Brine system at the Lunenburg Curling Club.

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

12. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for September 1, 2026.

13. MOTION ACTION LIST

14. CLOSED SESSION

14.1 Personnel Matter

Recommendation: That Council move into closed session at _____p.m. to discuss agenda item 14.1 – Personnel Matter.

15. ADJOURNMENT

**SPECIAL COUNCIL MEETING MINUTES - ELECTRIC UTILITY BUDGETS
TOWN OF LUNENBURG**

Tuesday, May 13, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber



Present Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan

Also present Paul Nopper, CAO
Lisa Dagley, Director of Finance
Jamie Deans, Communications and Events Coordinator

Call to Order The Chair called the meeting to order at 6:00 p.m.

Land Acknowledgment The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.

Approval of Agenda Moved and seconded that Council approve the agenda for the May 13, 2026 special meeting as presented.

Motion carried unanimously

Budget Presentations Council received presentations regarding the 2026/27 Draft Electric Utility Capital Budget and 2026/27 Draft Electric Utility Operating Budget. The presentations outlined planned investments in electrical infrastructure upgrades intended to improve system reliability, increase capacity for future growth, modernize aging infrastructure, support future development, and provide an overview of the proposed operating budget and anticipated utility financial position. Council discussed project phasing, funding considerations, reliability improvements, and the long-term benefits of modernizing the utility system.

Public Input Andrew Himmelman expressed support for the proposed infrastructure upgrades but raised concerns regarding the long-term operational model for the utility, including future staffing and service delivery arrangements, use of external contractors, local economic impacts, and planning beyond the five-year capital horizon. Discussion noted that current priorities are focused on utility modernization and reliability improvements, while longer-term service delivery options and utility planning continue to be explored.

Robin Joost expressed support for the proposed utility upgrades while emphasizing the importance of considering visual impacts and community aesthetics when selecting and designing the proposed

Green Street substation location, particularly given its visibility as an entry point into the community. Staff noted that visual integration and design considerations are being incorporated into site planning discussions.

Approved Draft
Electric Capital
Budget

Moved and seconded that Council approve the 2026/27 Electric Utility Capital Budget as presented, totalling \$4,387,000.

Motion carried unanimously

Five Year Capital
Plan Approval

Moved and seconded that Council approve the five-year Capital Plan for the Lunenburg Electric Utility as included in the 2026/27 Capital Budget.

Motion carried unanimously

Approval of the
2026/27 Electric
Utility Budget

Moved and seconded that Council approve the 2026/27 Electric Utility Operating Budget as presented, totalling \$8,896,500.

Motion carried unanimously

NSPI Flow Through
Rate Application

Moved and seconded that Council approve the submission of an application to the Nova Scotia Energy Board (NSEB) for their approval of a per kWh increase to offset power purchase cost increases associated with the May 1, 2026 and January 1, 2027 NSPI Municipal Rate increases.

Motion carried unanimously

Adjournment.

There being no further business, the Council meeting adjourned at 7:32 p.m.

Minutes were read and approved.

**COUNCIL MEETING MINUTES
TOWN OF LUNENBURG**

Tuesday, May 26, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
Also present	Kayla Byrne, Municipal Clerk Jamie Deans, Communications and Events Coordinator Tyson Joyce, Director of Public Works Shania MacLeod, Bylaw Enforcement Officer
Call to Order	The Chair called the meeting to order at 6:02 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Welcome to New Staff	Council welcomed Lex Hatt, the new bylaw enforcement officer, and Nancy Pugh, the new administrative assistant.
Approval of Agenda	Moved and seconded that Council approve the agenda for the May 26, 2026 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the May 12, 2026 meeting minutes as amended, to remove one reference to an additional recess. Motion carried unanimously
SSODA Monthly Update	Council received the monthly data report from South Shore Open Doors Association (SSODA).
Paid Parking By-law – 2nd (final reading)	Moved and seconded that Council approve the second and final reading of the Paid Parking By-law, thereby repealing By-law #20 – the Parking meter By-law. Motion carried unanimously
Budget Increase: Town Hall Roof Replacement	Moved and seconded that Council approve a \$50,000 increase to the Town Hall Roof Replacement Budget to raise it to \$360,000 (including net HST), with funding from Deed Transfer Tax. Motion carried unanimously
Request to Waive Nova Scotia Power	Moved and seconded that Council approve municipal in-kind support related to the electrical servicing requirements for the Lunenburg

Installation Fees: Lunenburg Day Care Centre	Daycare expansion project. Motion carried unanimously Moved and seconded that Council approve a letter of support for the Lunenburg Day Care Centre project in their pursuit of grant funding. Motion carried unanimously
Community Grants Allocation: PIEMunchers	Moved and seconded that Council approve an expedited grant allocation under the Community Grants Program to PIEMunchers in the amount of \$500 to support their participation in the Canada Cup of Robotics in Niagara Falls, Ontario. Motion carried unanimously
Upcoming Council Meeting Schedule	Moved and seconded that Council cancel the June 2, 2026 Committee of the Whole meeting and the June 9, 2026 Regular Council meeting. Motion carried unanimously Council also noted the transition to the summer meeting schedule, with one Regular Council meeting scheduled in July and one in August. The next Committee of the Whole meeting is scheduled for September.
Councillor Reports	Council members shared updates on a variety of community initiatives, events, and upcoming activities taking place throughout Lunenburg and the surrounding region. Highlights included updates from local boards and organizations, community fundraising initiatives, and regional meetings and events. The Mayor also noted he will be attending the Federation of Canadian Municipalities conference.
Motion Action List	Council reviewed the Motion Action List and made the following motion: Moved and seconded that Council remove the Housing Market Study from the Motion Action List. Motion carried unanimously
Closed Session	Moved and seconded that Council move into closed session at 6:41 p.m. to discuss a Personnel Item. Motion carried unanimously
Revert to Public Session	Council reverted to open session at 8 p.m.
Adjournment	There being no further business, the Council meeting adjourned at 8 p.m.

Minutes were read and approved.



Lunenburg County Accessibility Advisory Committee (LCAAC)

Loa Church, Chair LCAAC

June 23, 2026



Background

- Established in 2019 in response to the Nova Scotia Accessibility Act (2017)
- Regional Approach
- 50% Persons with Disabilities or representatives
- 50% Councillors



LCAAC Role

Advises Councils/Commissions on:

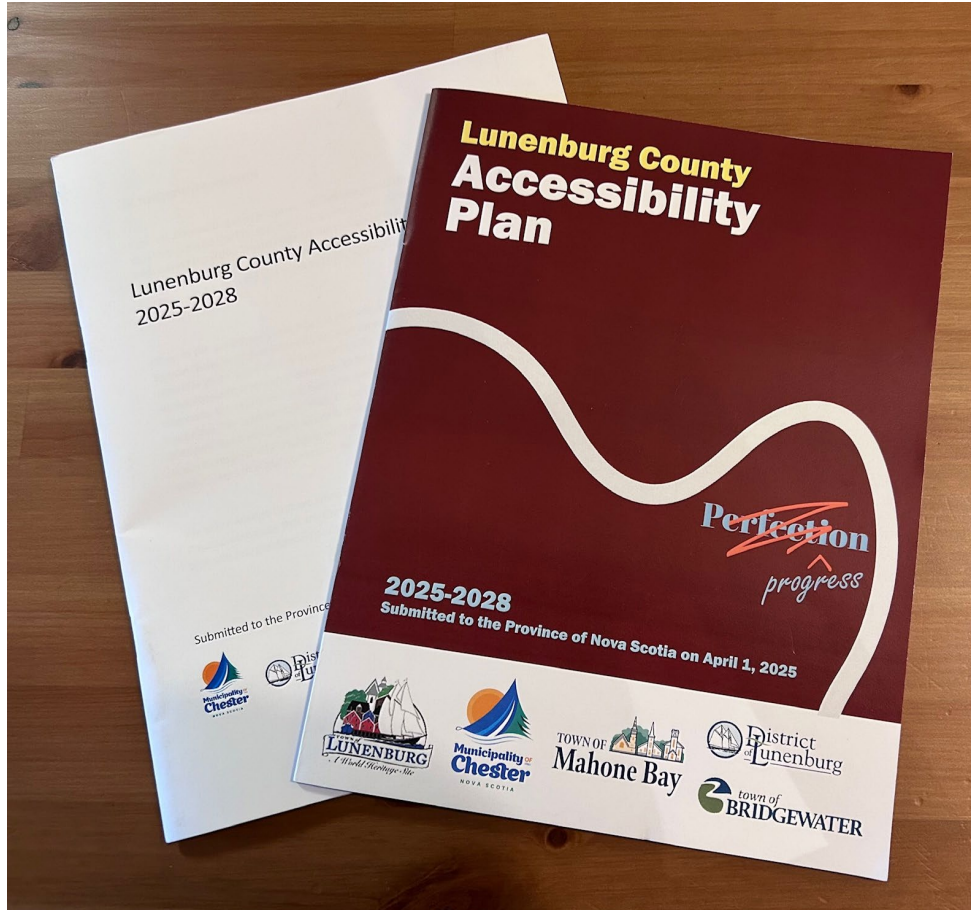
- The Accessibility Plan: (Preparation, implementation, effectiveness)
- Opportunities to promote full participation of persons with disabilities
- Accessibility of existing and proposed municipal services and facilities



LCAAC Role (cont'd)

- Makes recommendations about strategies designed to achieve the objectives of the municipalities'/Commissions' Accessibility Plans
- Receives information from Councils/Commissions and makes recommendations as requested
- Monitors provincial and federal government directives and regulations
- Hosts public consultations related to accessibility
- Provides input and advice to update Accessibility Plan every 3 years
- Provides an Annual Budget for the committee to carry out its mandate

Successes



- Accessibility plans x 2
- Building community relationships
- Committee members are champions in community
- Council members build awareness

Successes: Examples

- Sawpit Wharf
- TOL Civic Square engagement, LCAAC and focus group
- Wild Rose Park in MOC



Challenges: Foundational



KNOWLEDGE GAPS



ACTUAL AND
PERCEIVED COST



REPRESENTATION

Challenges: Process



AWARENESS



EXPECTATIONS



COMMUNICATION



Key Messages: What we Bring

- Representation
 - Perspectives you don't necessarily have already available to you among decision makers
 - Expertise that comes from personal experience and close connection with disability and accessibility

Next Steps

Please ask for our advice

Tell us your thoughts.
How can we work together
toward a community where
everyone has a chance to
feel they belong?



May 12, 2026

Request to the Town of Lunenburg to Waive Fees for Rental of the Community Centre

Be the Peace Institute is a small, local non-profit working to address the roots and consequences of gender-based violence and advance systemic change towards gender equity and social justice.

It began its journey in 2012 in the gym at the Lunenburg Community Centre as a project of Second Story Women's Centre. One hundred and fifty people participated over 2 days, resulting in a coordinated community plan to address the issue of gender-based violence in Lunenburg County. When the project ended in 2015, it was felt that the work needed to continue and so Be the Peace Institute was born.

This is our 10th year, and we are celebrating our work and our impact with the community. Engaging together in the same venue after these 10 years feels like a "full circle" moment. It will offer community members the opportunity to hear and also share about the progress that has been made towards change, the challenges that persist, and the work that still requires a whole-of-society response to curb gender-based violence of all kinds in Nova Scotia.

We have booked the auditorium for Saturday, October 17 for 5 hours. Since we are a small non-profit, and access to funding is becoming more difficult, we respectfully request that the fee for this event be waived.

Thank you. If you require any further information, or if you wish to schedule a presentation to Council, please let us know.

Sincerely,

Helen Lanthier, Planning Team Member for BTPI's 10th Anniversary event

Subject: RFP Award: Trackless Sidewalk Maintenance Machine

From: Lisa Kendall, P.Eng., Municipal Engineer

Date: June 3, 2026



Recommendation

That Council award the New Trackless Request for Proposals (RFP) to Saunders Equipment for the amount of \$187,302 +HST.

Alternatives

- That Council not award the New Trackless RFP and defer this Purchase to a later time.

Background

The Town of Lunenburg currently has one Trackless machine within our Public Works equipment fleet. The Trackless is the only piece of equipment that the Town uses for salting and snow removal of the sidewalks during Winters. The Trackless is also for street sweeping at other times during the year.

In the 2026-27 Capital Budget, Council approved a New Trackless machine to supplement the existing unit. This second piece of equipment shall allow the sidewalk salting and clearing of snow in the Winter to be split if necessary and provides coverage for Public Works if there are issues with the existing machine.

To provide efficiency and flexibility for the salting and clearing of snow on sidewalks and street sweeping activities, the supply of the following attachments were also included in the RFP:

- Rear mount sidewalk spreader (salt spreader)
- Angle snowplow
- Rear-mounted water tank (for street sweeping)

It is important to note that all Trackless brand attachments are interchangeable between the existing and new units.

Discussion

The RFP for the New Trackless closed on May 25, 2026, and has validity for 90 days.

RFP Results (all RFP awards over \$100,000 must be approved by Council). All prices shown in the following table are excluding HST.

Company/Make	New Trackless Machine	Rear Mount Sidewalk Spreader	Angle Snowplow	Rear-Mounted Water Tank	TOTAL (excluding HST)
Atlantic Coastal Equipment / MacLean Machine	\$163,920.85	\$7,386.95	\$6,795.00	\$5,215.00	\$183,317.80
Saunders Equipment Ltd. / Trackless Machine	\$166,500.00	\$8,474.00	\$7,420.00	\$4,908.00	\$187,302.00

The amount approved in the 2026/27 Town Capital Budget for the New Trackless Machine is \$225,000 including Net HST, with funding sourced from debt.

Both Proponents have good availability for the new machine, so proceeding with procurement now will make us well positioned to have the new piece of equipment in hand for the more critical Winter period. Saunders Equipment Ltd has a strong warranty program (12 months or 600 hours for the tractor, 2 years or 2,000 hours on the engine, and 5 years or 3,000 hours for emissions control) and has the added benefit of proposing a similar Trackless machine and attachments to what is already in the Public Works fleet.

Based on the relative pricing and considering the value add for consistencies in attachments, parts, etc., Staff recommend awarding the RFP to Saunder’s Equipment Ltd for a New Trackless machine and the three attachments noted above.

Strategic Plan Relevance

Capital Equipment is part of the Servicing and Facilities Strategic Direction of the Town’s Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Financial

The amount approved in the 2026/27 Town Capital Budget for the New Trackless Machine is \$225,000 including net HST with funding from debt. The amount of the RFP award to Saunders Equipment is \$194,606.78 including net HST, so falls well inside the Capital Budget provision for this purchase.

Subject: Housing Accelerator Fund Initiative: Affordable Housing Grant Program

From: Alan Howell, Manager of Planning & Development

Date: Council Meeting Date *June 23rd*, 2026



Purpose of Report

This report is provided for Council discussion and feedback on the proposed Affordable Housing Grant Program outlined in Schedule A. No decision is required at this meeting unless Council wishes to provide direction to staff by resolution.

Staff anticipate returning the Affordable Housing Grant Program to Council for formal consideration and adoption at the July 14, 2026 Council meeting.

Background:

The Town of Lunenburg signed a contribution agreement with the Canada Mortgage and Housing Corporation (CMHC) under the Housing Accelerator Fund program for the period of the Effective Date of signing (January 31, 2024) to the fourth anniversary of the Effective Date (Jan 31, 2028). All initiatives are required to be completed within the first three years of the agreement, our deadline for completion of all initiatives is January 31, 2027. The deadline for expenditure of HAF funds is 31st of January 2028.

The Action Plan outlined six initiatives those in bold have yet to be completed:

1. Accelerating Affordable Housing Growth through Tax Forgiveness.
2. **Town-owned Land Divestiture with Agreements for Housing.**
3. **Affordable Housing Grant Program.**
4. Additional Accessible Unit Incentives
5. New Housing in a Heritage Context: Bringing together Densification & Conservation
6. Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning.

The Town of Lunenburg Housing Action Plan created as part of the Housing Accelerator Fund application identifies an Affordable Housing Grant Program as a one of its six initiatives. The intent of the program was to address the pressing need for affordable housing units in Lunenburg by providing direct financial assistance to private property owners and non-profit housing organizations to create affordable housing options. Direct financial assistance is enabled under Part III, Section 57(4) of the MGA.

To date the Town of Lunenburg has received three of the four tranches of funding under the HAF Agreement. The fourth tranche will be withheld unless the Town completes, to the satisfaction of CMHC, the six initiatives outlined above and meets its required housing target of 135 units over four years. Any funds not expended by the end of the HAF agreement (January 2028) must be returned to CMHC.

Discussion

The Affordable Housing Grant Program (AHGP) will allocate funds to support the development of affordable housing units through direct grants for eligible applicants who propose projects that contribute to the supply of affordable housing in the Town of Lunenburg. This will include grants for new construction, or adaptive reuse of underutilized buildings for affordable housing purposes. Some core expectations of projects are that:

- Projects must comply with zoning, heritage, and building regulations.
- Projects must provide some level of affordability, at minimum 20% below average market rent for the types of units provided – this is the base level affordability.
- Projects must provide long-term housing; this can be in the form of non-profit, co-operative housing, or affordable rental housing for a minimum of 10 years. Accommodation such as dormitories, short term rentals, or temporary accommodations would not be eligible.
- Projects have a plan for construction and operations that are financially viable

Defining Affordability

‘Affordable Housing’ is often deemed to be a problematic qualifier for housing. Affordable for one household may not be for another, depending on household composition (number of dependents), total household income (one, two, three or more income earners), household reliance on government transfers and various other conditions. The price point for an affordable unit for a single parent working wage labour versus a single salaried professional will likely vary greatly.

Rather than set a series of definitions for various forms of affordability, staff recommend establishing a price ceiling: no applications will be accepted that requests funds for units that charge more than 80% of average market rent (AMR) for the type of unit proposed. This provides both clear guidance to applicants on appropriate rents, but also provides the opportunity to propose projects with deeper affordability. The program would review applicants on a sliding scale, 80% of AMR would simply allow the application to be considered. Offering rents below 80% of AMR would increase the points allocated to the application and increase the potential grant amount. The table below outlines 80% of AMR for various types of units based on the recent report completed by Turner Drake & Partners Ltd: *Residential Rental Market Survey & Housing Needs Assessment Updates, Lunenburg County, Nova Scotia, October 2025*.

	Average Market Rent	80% of AMR
Bachelor	\$982	\$786
1-Bed Unit	\$1,018	\$814
2-Bed Unit	\$1,326	\$1,061
3-Bed Unit	\$2,280	\$1,824

Eligible Tenants

While the AHGP targets specific minimum affordability thresholds for rents, there is also a need to try to focus on supporting access to these units for households. The approach will be to require that successful applicants to the AHGP provide the funded units to Eligible Tenants. Eligible Tenants will be a household that has a household income below the median total income for that household size. Schedule A – Town of Lunenburg Affordable Housing Grant Program outlines the median total incomes for all households, one person households, and two and more person households. A unit receiving the AHGP funds would be required through the contribution agreement with the Town to commit to providing the funded unit to a household below the median total income levels identified, and report annually to the Town on these.

Eligible Projects

The program is designed to accept applicants for two types of projects:

1. **New Construction** – this is available to builders of new affordable housing units, these may be private or non-profit developers.
2. **Adaptive Reuse and Rehabilitation** – this is available to commercial or non-profit developers who adapt or rehabilitate an existing building in Lunenburg for the purposes of providing affordable housing.

Eligible applicants must:

- be registered and in good standing with Registry of Joint Stock Companies or under provincial or territorial legislation in Canada and are authorized to operate in Nova Scotia OR where proposing an accessory dwelling unit a property owner who has their primary address in the Town of Lunenburg.
- have a minimum of 2 years of property management experience or engage a professional third-party property management company OR be applying for a single accessory dwelling unit.
- have completed a similar scale project on time and on budget or you must have a fixed-price contract with a general contractor with experience building similar projects.
- Not be employed by the Town of Lunenburg, an elected official of the Town of Lunenburg.

Financial Supports:

The intent is to provide financial support based on a sliding scale. Projects that offer deeper affordability for longer periods will be provided the maximum amount. Those that only meet the base eligibility may receive less than the maximum amount. All funding shall be stackable with other programs offered by the Town as well as provincial, federal, or other housing affordability incentives. Funding will be available until funds are fully expended or till February 2027, whichever occurs first. The following amounts below are based on similar amounts offered by other municipal units (not inclusive of HRM) for similar programs. The intent is to support but not fully fund projects in exchange for some level of affordability:

- New Construction – up to \$25,000 per eligible unit to a maximum of \$100,000 per project.
- Adaptive Reuse and Rehabilitation – up to \$25,000 per eligible unit to a maximum of \$100,000 per project.

Evaluation of the applications will be ongoing, with approvals expected in September, December, 2026 and February, 2027. The level of financial support would be determined through the contribution agreement for the funding. In order to determine compliance with the program requirements, specifically ensuring ongoing affordability of units funded each applicant will be required to annually submit a rent roll to the Town to confirm rental rates.

Financial support would be provided upon project completion and the Town's receipt of an occupancy permit. Having the grant allocation tied to the issuance of the occupancy permit ensures that funds are allocated to projects that have resulted in new units within the HAF timeline. While some grant programs issue the grants at the outset of a project, Lunenburg's AHGP is opting to provide the financial support at the end of the development process, this mitigates risk and reduces the administrative burden of having to track compliance with projects under construction. The Community Development Department will be responsible for ensuring the project is compliant with development control requirements. While the grant funds will not be made available until a project is completed, staff do recommend signing a contribution agreement once a project is deemed eligible and meets all requirements, additionally the issuance of comfort letters to help applicants seek additional funding support should be considered.

Relevant Legislation

Municipal Government Act, Part III, Powers Business and industrial development 57

(1) A municipality may:

(4) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of increasing the availability of affordable housing in the municipality. 1998, c. 18, s. 57; 2021, c. 12, s. 1; 2021, c. 33, s. 1.

Financial:

This program carries financial implications, specifically it requires a portion of the awarded HAF funds be set aside to fund Lunenburg’s AHGP.

The total recommended financial allocation for this initiative is \$250,000. Funds will be available until fully expended. Where funds are not allocated as of March 2027, they will be returned to the general HAF fund and applied to other initiatives.

Grant funds will be distributed to successful applicants upon receipt of an occupancy permit.

	Amounts
Total HAF Funds to Date (3 of 4 portions – pending \$289,735.75)	\$860,207.25
• Allocation to Street Services Extension Policy	\$200,000
• Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning	\$31,418.77
• Affordable Housing Grant Program	\$250,000
Remaining Balance:	\$378,788.48

Communications

Staff will use the Town website, social media, and targeted messaging to non-profit developers within the region to promote the AHGP along with the other housing supportive policies adopted under the HAF.

Attachments - Schedule A – Draft Town of Lunenburg Affordable Housing Grant Program (AHGP)

SCHEDULE A

Town of Lunenburg Affordable Housing Grant Program

1. Summary

The Town of Lunenburg Affordable Housing Grant Program (AHGP) is made available through federal funding support provide by Canada Mortgage and Housing Corporation (CMHC) through the Housing Accelerator Fund (HAF).

The purpose of the AHGP is to help incentivize and support the provision of affordable housing, primarily rental housing, in the Town of Lunenburg. The fund is intended to be flexible for a variety of potential applicants and projects.

The AHGP can be used in conjunction with all other housing affordability programs and policies of the Town of Lunenburg, such as the *Accessible Housing Incentive Policy*, and the *Affordable Housing Tax Relief Policy* as applicable. Applicants to the AHGP are also encouraged to explore federal and provincial funding opportunities to increase the depth of affordability in their projects, consequently, all projects will allow stacking of funding from other orders of government, crown corporations, or non-governmental organizations and the like.

2. Definitions:

Long Term Housing: means housing that is provided through a lease for duration of at minimum a year per lease term.

Base Level Affordability: means rents offered at 80% of average market rents (as determined by the Town – See Table 1.0).

Eligible Applicant: means a private entity, non-profit society, charity, community land trust, or housing cooperative registered and in good standing with Joint Stocks in any Canadian province or territory and authorized to do business in Nova Scotia.

Eligible Tenant: means a household that has a household income below the median total income for that household size.

Eligible Unit: means a dwelling unit as defined in the Town of Lunenburg Land Use By-law that meets the Base Level Affordability requirement.

Final Affordability Level: means the agreed upon rental rates as specified in the Contribution Agreement for an Eligible Unit.

Affordability Term: means a period of time of no less than ten (10) years.

Contribution Agreement: means an agreement between the applicant and the Town of Lunenburg that specifies the Affordability Term, Affordability Level, Eligible Units, and any other terms and conditions required.

3. Timeline

The AHGP will continue until funds are fully allocated or February 2027, whichever occurs first. Applications are accepted on a rolling basis. Applications will be evaluated in September & December, 2026, and February, 2027

4. Eligible Tenants

This program is intended to increase the supply of rental housing for low to moderate income households in the Town of Lunenburg who can live independently. Low to

moderate is interpreted to be those earning less than the median household income for that household composition.

As of the 2021 Census:

- Median total income for all households was estimated at \$63,200 annually.
- For one person households' median total income was \$32,000 annually.
- For two or more person households median total income was \$89,000 annually.

Tenants meeting the income thresholds above and are able to live independently are considered Eligible Tenants. Tenant attraction and ensuring eligibility is the responsibility of the applicant.

5. Eligible organizations

Eligible organizations must:

- Be a private entity, non-profit society, charity, community land trust, or housing cooperative registered and in good standing with Joint Stocks in any Canadian province or territory and authorized to do business in Nova Scotia.
- Have a minimum of two (2) years' property management experience or engage a professional third-party property management firm acceptable to the Town.
- Have successfully completed a similar project on time and on budget, or execute a fixed-price contract with a general contractor with experience building similar projects.
- Have no outstanding fees, liens, or taxes on the property to be developed, converted, or preserved.

6. Eligible projects

Eligible projects must:

- Create or preserve long-term rental housing within the Town of Lunenburg.
- Involve new construction, conversion of a non-residential building, or preservation of an existing vacant multi-unit building.
- Meet Building Code minimum standards, inclusive of standards for energy efficiency and accessibility.
- Not be located in any area prone to subsidence, flooding, or similar natural hazards or risks.
- Must provide at minimum one Eligible Unit.

- Be in compliance with the Town of Lunenburg planning documents, Heritage Conservation Plan & By-law, meet Municipal Specifications standards, and any other applicable policy or by-law requirements of the Town of Lunenburg.

Eligible projects may:

- Include market rate as well as affordable units.
- Allow for rent increases of market rate units inline with the *Residential Tenancies Act*.
- Include Eligible Units in mixed uses buildings or institutional buildings provided they meet all Building Code and other municipal requirements.
- Include co-operative housing, non-profit housing, or other forms of non-communal living. Communal living refers to housing such as dormitories, rooming houses, boarding houses, small option homes, nursing homes, and the like where cooking and/or bathroom facilities are shared amongst tenants.

7. Base Level Affordability

The AHGP sets a base level of affordability (80% of weighted average market rents – See table 1.0 below – which may be updated from time to time) for unit type rather than a strict definition for affordable housing that is tied to income, household size, or other criteria. Applicants must meet this threshold to simply be considered for the program. If an applicant is able to provide deeper affordability, then a higher grant allocation can be considered. Grants can range from \$10,000 to \$25,000 depending on affordability offered.

Table 1.0 – Average Market Rents (October, 2025)

Source: Turner Drake & Partners, *Residential Rental Market Survey & Housing Needs Assessment Updates – Town of Lunenburg, Lunenburg County, Nova Scotia*

	Average Market Rent	80% of AMR
Bachelor	\$982	\$786
1-Bed Unit	\$1,018	\$814
2-Bed Unit	\$1,326	\$1,061
3-Bed Unit	\$2,280	\$1,824

8. Grants Amount Available

The AHGP will provide funds to approved projects as follows:

- The minimum grant amount is \$10,000 per Eligible Unit.

- The maximum grant amount available is \$25,000 per Eligible Unit.
- A maximum of \$100,000 can be allocated to any single project that contains Eligible Units.

Grants will be increased from the minimum amount to the maximum amount relative to the depth of affordability provided and/or other ancillary benefits the project may offer, such as greater energy efficiency, transportation and mobility supports for tenants, higher quality amenities, etc. provided that the amenities provide direct benefit to the tenants in the Eligible Units.

Final grant amounts will be established in the program Contribution Agreement.

Grant disbursement will occur upon the Town receiving a verified copy of an occupancy permit for the development.

9. Submission Requirements

Submissions will be accepted until February 2027. Submissions can be made to: permits@townoflunenburg.ca

All submissions must include:

- A full project proposal, outlining the details for the project including but not limited to:
 - Property description and proof of ownership or authorization by the registered owner to make the application on their behalf.
 - Number of units to be offered at the Base Level Affordability
 - Type of units provided (Bachelor, 1-Bed, etc.)
 - Project Pro Forma demonstrating project viability with Base Level Affordability units and overall funding strategy.
 - Estimated project timeline and milestones
 - Construction or renovation details inclusive of site plan, building layout, and elevations.
- A description of how the applicant meets the requirement of being an Eligible Applicant, inclusive of:
 - Organizational profile, including current list of Board of Directors, audited financial statements (past three (3) years).
- Demonstration that the applicant understands the requirements of the Land Use By-law, Heritage Conservation Plan & By-law (where relevant) and requirements for servicing connection to the Lunenburg Electrical Utility, Lunenburg Water Utility, and any other necessary service connections.

- Any other documentation required to determine the applicant’s eligibility or the eligibility of the project.

10. Application Intake & Review

Applications will be accepted until February 2027 on a rolling basis. Decisions on funding will also be made on a rolling basis.

Applications will be evaluated by Town of Lunenburg staff. Where required applications may be reviewed by persons not employed by the Town of Lunenburg to determine the accuracy and completeness of applications.

The CAO, or designate, is authorized to approve applications and execute Contribution Agreements on behalf of the Town in accordance with this AHGP.

There is no right of appeal to a decision by the CAO or designate.

Acknowledging receipt of a complete and eligible application does not commit the Town of Lunenburg to award a grant.

11. Rent Increases

Rent for market units contained within a project can be increased during the period of affordability if the increase complies with the requirements of the *Residential Tenancies Act* and doesn’t jeopardize the project’s financial sustainability through vacancy losses.

DRAFT - Contribution Agreement Template

Town of Lunenburg Affordable Housing Grant Program

WHEREAS The Town of Lunenburg (the “Town”) wishes to support the development of affordable housing units through its Affordable Housing Grant Program (AHGP) which was part of its commitment under the Housing Accelerator Fund and also acknowledges the need for additional financial support for this form of development; and

WHEREAS the AHGP funds are to be used in support of creating Eligible Units as per the AHGP policy.

WHEREAS _____ (the “Funding Recipient”) has applied for and received confirmation of approval for funds under the AHGP to be applied to _____ Eligible Units at the Final Affordability Level of _____ located at _____ (the “Project”).

NOW THEREFORE, in consideration of the payment of \$ _____, upon the provision of an occupancy permit to the Town for the Project the funding recipient agrees to the following terms and conditions:

1. The Funding Recipient will maintain the Eligible Units for the full duration of the Affordability Term of ten years as per the AHGP policy.
2. The Funding Recipient will be at all times in full compliance with all applicable municipal, provincial, and federal regulations as they pertain to the Project.
3. The Funding Recipient will prepare and deliver annual reports in a manner suitable to the Town outlining rental rates for Eligible Units and that Eligible Tenants reside in these units during the Affordability Term.
4. The Town reserves the right to request additional information or explanation of such reports.
5. The Funding Recipient agrees that the Town shall have the right to request documentation and audit the recipient’s operations to ensure that the Eligible Units remain Eligible Units for the duration of the Affordability Term.
6. The Funding Recipient may be liable at the Town’s discretion to reimburse the Town based on an amortized rate of the funding provided and paid to the Funding Recipient and the Town shall have a right of action against the Funding Recipient to recover said amount should any of the following occur:
 - a) If any Eligible Unit ceases to be an Eligible Unit.
 - b) If the property changes hands prior to end of the Affordability Term.

7. The Town is not a guarantor of the Funding Recipient or the Project and in no event will the Town be liable for any direct, indirect, consequential, exemplary or punitive damages in relation to any aspect of the Project or the ongoing operations of the Funding Recipient, regardless of the form of action, whether in contract, tort (including negligence) or otherwise.

IN WITNESS WHEREOF the Funding Recipient acknowledges and agrees to the within terms and conditions of the funding and signifies its consent and agreement by executing these presents on the _____ day of _____, 202__.

FUNDING RECIPIENT:

Per: _____

Name:

Title:

Per: _____

Name:

Title:

Subject: Draft Social Media Policy

From: Kayla Byrne, Municipal Clerk
Paul Nopper, Chief Administrative Officer
May 5, 2026 – COTW

Date: June 26, 2026 – Notice
July 14, 2026 – Decision



Recommendation

That Council provide official notice of its intent to consider the Social Media Policy and refer the Policy to a future Regular Council Meeting for final consideration and approval.

Alternative

- Provide further edits
- Not refer the policy to a Regular Council meeting and take no further action

Background

The Town of Lunenburg does not currently have a formal Social Media Policy. While the Town uses social media as an official communication tool, there is no consolidated framework that outlines how accounts are managed, how content is shared, or how public interaction is handled.

the development of a Social Media Policy aligns with municipal best practices. Many municipalities have similar policies to support consistent use of social media as part of their communications approach.

A Social Media Policy provides clear direction on the Town's use of social media, including content standards, account governance, and expectations for engagement with the public.

May 5, 2026 COTW Update: This draft policy was initially presented at the May 5, 2026 Committee of the Whole meeting. Following discussion, Council directed staff to bring forward an updated version reflecting discussion around disabling public comments on Town social media posts. The policy has been revised accordingly, and key updates are highlighted in yellow.

The proposed approach balances Council's direction to limit comments by default while maintaining flexibility to enable comments or other interaction features for specific projects, campaigns, emergencies, or engagement initiatives where staff determine it is appropriate.

Discussion

The draft Social Media Policy establishes a framework for how the Town uses social media as an official communication tool. The policy focuses on:

1. Clear oversight and accountability: Confirms that social media is a corporate communication tool, with defined authority and oversight through the CAO.
2. Consistent and appropriate content: Sets expectations for plain language and accessible information, while outlining what the Town will and will not post.
3. Managing public interaction: Following discussion at the last Committee of the Whole meeting, the draft policy was revised so that comments and public replies on official Town social media channels are disabled by default. The policy still allows the Town to enable comments or other interaction features for specific posts, campaigns, emergencies, engagement initiatives, or operational needs when appropriate.

In considering this approach, it is important to recognize that the Town primarily uses social media as an information-sharing and communications tool rather than a platform for ongoing or real-time dialogue. Social media channels are not monitored continuously and are not intended to function as a 24/7 customer service or engagement platform.

The Town recognizes the importance of meaningful public participation and provides multiple ways for residents to engage outside of social media, including contacting staff through established service channels, contacting Council members directly, attending Council and Committee meetings, participating in public engagement opportunities, surveys, open houses, workshops, and using formal application or feedback processes where applicable.

If Council approves the proposed approach, social media posts and profiles will include clear direction on how residents can contact the Town, access services, or participate in engagement opportunities through appropriate channels.

Additionally, staff are currently working toward implementing Social Pinpoint, a digital engagement platform already used by municipalities, including Halifax Regional Municipality ([Engage Halifax](#)), to provide more structured opportunities for public participation and engagement outside of social media channels.

Administrative Procedures are included with the draft policy for Council’s information. In accordance with the Town’s [Policy Development and Review Policy](#), Council is responsible for approving policies, which establish the Town’s high-level direction (the “what”), while Administrative Procedures are approved by the CAO and outline how staff implement and operationalize the policy (the “how”).

The draft policy has been reviewed by the Regional Accessibility Coordinator to ensure alignment with accessibility best practices.

Default Comment Settings: Following Council’s direction to explore disabling comments by default on the Town’s social media channels, staff reviewed approaches used by other municipalities and found the following:

Municipality	Approach to Public Comments on Social Media	Feedback	Governance Approach
Wolfville	Disabled all comments	Positive experience for staff and Council	No Council policy; Standard Operating Procedures approved by CAO
Municipality of the County of Annapolis	Disabled all comments	Positive experience for staff and Council	No Council policy; Standard Operating Procedures approved by CAO
Municipality of Digby	Disabled all comments	Positive experience for staff and Council	No Council policy; Standard Operating Procedures approved by CAO
Municipality of Barrington	Generally enables comments and uses an active moderation approach, while reserving the right to limit or disable comments on specific posts, topics, or during sensitive situations.	Just updated the policy last September to reflect disabling or limiting comments on certain posts	Has a social media policy
Municipality of the County of Kings	Uses a moderated engagement approach that encourages public interaction while providing staff with authority to monitor, moderate, remove content, and restrict activity where content violates	N/A	Has standards and usage guidelines for social media ; authority to develop is provided through policy. Guidelines are able to be amended by

	established standards or creates operational concerns		staff without a formal policy amendment
Region of Queens Municipality	Uses a moderated engagement approach rather than disabling comments by default. Their policy allows comments on platforms where public interaction is available and permits staff to monitor and remove content that violates established standards. Operationally, the Municipality advised that some platforms are configured to limit comment visibility until staff have an opportunity to review content, creating a more controlled approach to public interaction.	allows staff time to review, moderate, approve, or remove comments where appropriate.	Has a social media policy

Considerations Regarding Default Comment Settings:

The decision to disable comments by default on Town social media channels involves balancing operational considerations, communication objectives, and opportunities for public interaction. There are benefits and tradeoffs associated with both approaches.

Potential Benefits of Disabling Comments by Default

- Supports clearer expectations that the Town’s social media channels are primarily intended as information-sharing tools rather than platforms for ongoing dialogue or customer service
- Reduces the need for continuous monitoring and moderation of comments, which can be resource-intensive for staff
- Helps reduce the spread of misinformation, incorrect information, or confusion that can occur when comments are interpreted as factual information or when users rely on comment sections rather than official content or linked resources
- Reinforces that social media is not the Town’s formal process for service requests, applications, complaints, or participation in decision-making processes

Reduces the potential for disrespectful, discriminatory, harassing, or otherwise inappropriate comments appearing on Town channels

- Creates a more consistent and manageable approach to communication across platforms

Potential Considerations or Tradeoffs

- Limits opportunities for public interaction and feedback through social media channels
- Reduces opportunities for positive community discussion and informal engagement
- May be perceived as reducing accessibility or participation opportunities if alternatives are not clearly communicated
- Requires ongoing communication about alternative participation and contact methods

Financial

The proposed policy can be implemented within existing operational resources and does not require additional budget allocation at this time.

Communications

If approved, the policy will be posted on the Town’s website. Staff will also share information through the Town’s communication platforms, including social media, to inform the public of the new policy and expectations for use of the Town’s social media channels.

Attachments

Draft Social Media Policy



1. POLICY STATEMENT

The Town of Lunenburg uses social media as an official communication tool to share timely and accurate information with the public. The Town is committed to maintaining a professional and responsible presence online in alignment with applicable legislation and municipal policies.

2. PURPOSE

The Town of Lunenburg uses social media as an official communication tool to share timely and accurate information with the public, including, but not limited to:

- Town programs, services, and operational updates
- Council information, including agendas, meetings, decisions, and public notices
- Emergency notifications and public safety information
- Public service announcements
- Opportunities for community engagement and participation

Content is intended to inform residents and will be provided in clear, plain language. The Town will make reasonable efforts to ensure information is accessible to a broad range of users, including the use of accessible formats where possible.

3. SCOPE

This Policy applies to all official social media accounts operated by the Town of Lunenburg and to employees and Council members.

It does not apply to personal social media use, except where individuals are representing or could reasonably be perceived as representing the Town.

4. ACCOUNT GOVERNANCE

4.1 Ownership and Authority

The Town will determine which social media platforms are used for official communications and may adopt or discontinue platforms as needed to support effective communication.

All official social media accounts are the property of the Town of Lunenburg. The Chief Administrative Officer (CAO), or designate, has authority over the creation and management of official accounts.

Official social media accounts are those established, authorized, or managed by the Town for the purpose of conducting municipal communications.

The Town may maintain a list of active official social media platforms and accounts through its website or other internal records.

Platform functionality, features, and controls are determined by third-party providers and may change over time without notice. The Town will make reasonable efforts to manage its social media channels in alignment with this Policy; however, certain features, settings, moderation tools, accessibility functions, or interaction controls may not always be available or may change due to platform limitations or updates. Where platform functionality limits the Town's ability to fully implement this Policy, the Town may implement alternative measures or adapt its practices as appropriate.

4.2 Transparency and Identification

The Town will clearly identify its official social media accounts and maintain a clear and identifiable presence online. Where appropriate, accounts will link to the Town's official website and relevant policies and procedures.

4.3 Corporate Communications

The Town's social media presence is an extension of its corporate communications and is governed by this Policy and supporting administrative procedures.

5. CONTENT STANDARDS

5.1 Town Content Standards

The Town will make reasonable efforts to ensure that content shared on its social media channels is:

- Accurate and based on reliable information
- Clear and written in plain language
- Relevant to municipal services, programs, and priorities
- Respectful and appropriate for a public audience
- Accessible, where possible, in alignment with applicable accessibility practices. Accessibility practices will be applied to the extent feasible, recognizing platform limitations and available resources

Where errors are identified, the Town will make reasonable efforts to correct information in a timely manner.

5.2 Third-Party and Community Content

The Town may, at its discretion, share or repost content from third parties where it aligns with municipal priorities and provides value to the community. Requests for promotion from external organizations, businesses, or individuals may be considered.

This may include, but is not limited to:

- Community events or initiatives open to the public
- Information from partner organizations, government agencies, or local institutions
- Public safety messaging or regional updates
- Initiatives that support community wellbeing, culture, recreation, tourism, or economic development
- Information related to community events, programs, or initiatives involving local businesses where there is a broader community benefit

Sharing third-party content does not constitute endorsement by the Town.

Unless otherwise approved, the Town does not create content on behalf of third parties.

The Town is unable to share all requests for promotion and prioritizes content based on relevance, community benefit, timing, and available capacity.

5.3 What the Town Will Not Post

The Town will not post or share content that:

- Is political in nature, including comments on election candidates, campaigns, or platforms
- Promotes or advertises private businesses, products, or services, except where sharing information supports a broader community, economic development, tourism, or public interest objective
- Contains confidential or personal information
- Is misleading, unverified, or contributes to misinformation or disinformation
- Creates security or privacy risks
- Is defamatory, discriminatory, harassing, or disrespectful
- Violates any applicable laws, Town policies, or by-laws

The Town will ensure that references to individuals, businesses, or organizations are appropriate, accurate, and made for a legitimate municipal purpose.

6. SOCIAL MEDIA USE AND PUBLIC INTERACTION

6.1 Comment Availability and Platform Use

The Town's social media channels are primarily intended to provide timely and accurate information to residents and visitors.

Where platform functionality allows, comments and public reply features on official Town social media channels will generally be disabled by default.

Comments or public interaction features may be enabled on specific posts, campaigns, platforms, or initiatives where the Town determines they support communication objectives, public education, engagement activities, or operational needs.

Where comments or public interaction features are enabled, public comments do not reflect the views or positions of the Town of Lunenburg.

6.2 Public Participation and Communication Channels

The Town recognizes the importance of meaningful public participation and provides multiple ways for residents to engage outside of social media platforms.

Residents are encouraged to connect with the Town through established communication channels, including:

- Contacting Town staff through established service and inquiry processes
- Contacting Council members directly
- Attending Council, Committee, and public meetings
- Participating in public engagement opportunities, surveys, open houses, workshops, or information sessions when offered
- Using formal feedback or application processes where applicable
- Requesting meetings with staff, where appropriate

Where the Town is seeking public input on specific projects, policies, plans, or initiatives, engagement opportunities and participation methods will be communicated through appropriate channels.

6.3 Moderation of Comments

Where comments are enabled on specific posts or platforms, the Town may remove, hide, restrict, or otherwise moderate content that, in the Town's opinion:

- Violates applicable laws or Town policies
- Contains hate speech, threats, harassment, discrimination, or personal attacks
- Contains defamatory, abusive, or unlawful content

- Includes confidential, personal, or sensitive information
- Contains spam, commercial promotion, or repetitive content
- Is clearly unrelated to the topic of the post
- Encourages harassment or harmful behaviour
- Creates safety, privacy, or security concerns

Users who repeatedly violate these standards may be restricted from participating where comments or public interaction features are enabled.

6.4 Use of Social Media and Formal Input

Social media channels are intended to share information and are not considered formal channels for submitting requests, applications, service requests, or feedback requiring official consideration, unless explicitly stated otherwise.

Content posted on the Town's social media channels, including comments where enabled, is not considered a formal submission to the Town for Council decisions, public participation processes, or other official matters unless explicitly stated otherwise.

Social media channels are not intended to serve as the Town's primary customer service or service request channel and should not be relied upon for time-sensitive matters.

Members of the public wishing to provide formal input are encouraged to use established communication channels and participation opportunities outlined in this Policy.

6.5 Town Responses and Engagement

The Town may use social media channels to provide information, clarification, or direct residents to appropriate resources, staff, or processes.

The Town may respond to inquiries or interactions received through social media at its discretion; however, responses are not guaranteed, and social media should not be relied upon for urgent matters.

The Town does not engage in ongoing debates or discussions through its social media channels.

6.6 Monitoring and Administration

Town social media channels are not monitored continuously. Channels are generally monitored during normal business hours.

Where comments or public interaction features are enabled, the Town may monitor and manage activity in accordance with this Policy.

Content or activity raising safety, legal, privacy, or reputational concerns may be referred to appropriate authorities or internal processes for further review.

7. PRIVACY, RECORDS, AND LEGAL COMPLIANCE

7.1 Privacy and Confidentiality

The Town of Lunenburg is committed to protecting personal privacy. Social media content posted by the Town will not include personal or confidential information unless authorized or required for official purposes.

Members of the public should be aware that social media platforms are public spaces. Individuals are responsible for the information they choose to share through social media platforms and should avoid posting or sharing personal or sensitive information, as content may be visible to others and subject to applicable legislation.

The Town does not actively monitor all user activity or content shared through social media platforms. Where comments or public interaction features are enabled, moderation activities will be conducted in accordance with this Policy.

7.2 Records and Information Management

Content published or shared through the Town's social media channels may be subject to applicable access to information and records management legislation.

The Town does not routinely archive or retain all social media content outside of the platform on which it is posted. However, where appropriate or required, content may be captured and retained in accordance with Town records management practices for operational, legal, or investigative purposes.

7.3 Copyright and Intellectual Property

The Town will use only content that is owned, licensed, or otherwise permitted for use, and will provide attribution where required.

7.4 Compliance with Applicable Laws

The Town's use of social media will comply with applicable federal and provincial legislation, including those related to privacy, accessibility, elections, and human rights.

8. EMPLOYEE AND COUNCIL RESPONSIBILITIES

8.1 General Expectations

Employees and Council/Committee members are expected to use social media in a manner that reflects the Town's values and complies with applicable Town policies, including those related to conduct, confidentiality, and privacy.

Individuals must not disclose confidential information or present personal opinions as the official position of the Town.

8.2 Employees

Employees are expected to comply with all applicable Town policies when using social media, including those related to workplace conduct and acceptable use of technology.

8.3 Council and Committee Members

Council and Committee Members engaging on personal accounts must clearly distinguish between personal views and official Town positions.

8.4 Professional Conduct

When engaging in discussions related to Town business, individuals are expected to conduct themselves respectfully and avoid online interactions that are unprofessional, confrontational, or could damage the Town's reputation.

These expectations apply to both official and personal social media use where individuals are discussing Town business or could reasonably be perceived as representing the Town.

9. AUTHORITY AND REPRESENTATION

Only the CAO, or designated employees authorized by the CAO, are permitted to post or communicate on behalf of the Town through official social media channels.

Employees and Council/Committee Members must not represent themselves as speaking on behalf of the Town, or commit the Town to any position, action, or decision outside of their authority.

10. TRAINING AND CAPACITY

The Town of Lunenburg is committed to supporting employees and Council/Committee Members in the effective and responsible use of social media.

Training and guidance may be provided on topics such as accessibility, privacy, records management, and digital communication practices.

Employees and Elected Officials may seek guidance or request additional support or training through their supervisor, as needed.

11. ENFORCEMENT AND COMPLIANCE

The Town may take action to enforce this Policy, including the removal of content, restriction of participation or interaction features on its social media channels, or other measures as appropriate.

Failure to comply with this Policy by employees, Council, or Committee Members will be addressed in accordance with applicable Town policies and procedures, including personnel policies and the Council Code of Conduct.

Where online conduct creates safety concerns for staff, elected officials, or members of the public, the Town may take appropriate steps, including escalation through internal processes or referral to external authorities where required.

12. REVIEW

This Policy will be reviewed every two years, or sooner in response to changes in legislation, platform functionality, or municipal needs.

The Town may also review its use of social media on an ongoing basis to support effective communication and alignment with best practices.



1. ACCOUNT CREATION

New social media accounts require approval from the CAO (or designate).

All accounts must be created using Town-issued email addresses.

2. ACCESS AND SECURITY

Account credentials must be stored securely and only shared with authorized staff.

A minimum of two Town employees must have administrative access to each account, where the platform allows.

The CAO (or designate) must have access to all account credentials.

3. ACCOUNT MANAGEMENT

Designated staff responsible for account management must maintain continuity of access to official social media accounts.

Access must be removed, updated, or transferred promptly when staff roles change, responsibilities shift, or employment ends.

4. ACCOUNT DEACTIVATION AND PLATFORM CHANGES

Official social media accounts may be discontinued, archived, or deactivated where they no longer support operational needs, communication objectives, available resources, or where platform functionality no longer aligns with the Town's requirements.

Prior to deactivating or discontinuing an account, the Town should, where feasible:

- Consider records retention, legal, operational, or business requirements
- Remove or transfer administrative access
- Update account information or profile details to redirect users to active Town communication channels
- Notify users of significant changes to official communication channels, where appropriate
- Secure or remove accounts to reduce cybersecurity and reputational risks

The Town may modify, suspend, discontinue, or migrate its use of social media platforms at its discretion in response to changing technology, platform functionality, community needs, or operational considerations.

5. BRANDING AND SETUP

Accounts must clearly identify the Town of Lunenburg.

Profiles should include links to the Town's official website and applicable policies

6. CONTENT APPROVAL AND POSTING

All content must be reviewed and approved by the CAO or designate prior to posting, unless otherwise authorized.

The CAO, or designate, may approve categories of routine or recurring content in advance and delegate authority to designated staff to post this content without individual review.

Only authorized staff may create, edit, publish, or respond through official accounts.

Staff must not post or respond on official accounts without authorization.

7. ACCESSIBLE CONTENT PRACTICES

The Town will make reasonable efforts to ensure that social media content is accessible to a broad range of users. Where possible, staff should:

- Use clear, plain language in post text
- Use a mix of upper and lower case letters; avoid using all capital letters, as they are more difficult to read
- Use emojis sparingly and in a way that supports understanding; avoid using emojis as bullet points or within sentences, and avoid long strings of emojis
- Use camel case for hashtags to improve readability (e.g., #TownOfLunenburg)
- Avoid placing large amounts of essential information within images
- Ensure key information included in images is also provided in the post text
- Add alternative text (alt text) to images where possible
- Consider including image descriptions within the post text to provide additional context or interpretation for users
- Include captions for videos where available
- Use simple, high-contrast visuals that are easy to read
- Provide links to accessible webpages or documents where appropriate

8. EMERGENCY COMMUNICATIONS

In emergency situations, designated staff may post time-sensitive information without standard approval where necessary. Information should be verified to the extent possible and updated as new information becomes available.

Social media is intended to supplement, not replace, official emergency communications systems, emergency alerts, or direct communication channels.

9. PUBLIC PARTICIPATION AND COMMUNICATION PRACTICES

Where the Town is conducting public engagement activities, designated staff should make reasonable efforts to communicate participation opportunities through appropriate channels.

Where feasible, communications regarding engagement opportunities should include:

- The purpose of the engagement activity
- Participation methods and timelines
- Relevant contact information or links
- Alternative methods for participation, where available
- Information on how feedback will be used, where appropriate

Where inquiries are received through social media channels, staff may redirect residents to appropriate staff, departments, or formal processes.

Where feasible, engagement opportunities should be communicated through channels appropriate to the intended audience and purpose of the engagement activity.

10. THIRD-PARTY CONTENT REQUESTS

10.1 Requests for Promotion

Requests from external organizations, businesses, or individuals to share content on the Town's social media channels may be considered at the Town's discretion.

9.2 Assessment Criteria

When reviewing requests, staff may consider:

- Alignment with municipal services, programs, or priorities
- Relevance to the broader community
- Whether the event or initiative is open to the public
- Timeliness of the request
- Available capacity and scheduling

9.3 Submission Expectations

Requests should:

- Include clear and accurate information
- Be submitted with reasonable notice
- Include any relevant links or supporting materials

9.4 Decision-Making

Final decisions on whether to share third-party content will be made by the CAO or designate. The CAO, or designate, may delegate authority or pre-approve categories of third-party content to designated staff for routine or low-risk content.

11. MONITORING AND MODERATION

Town social media channels will be monitored during regular business hours.

Where comments or public interaction features are enabled, staff may monitor activity and take action consistent with the Social Media Policy, including hiding, removing, restricting, or documenting content where appropriate.

Staff are not expected to continuously monitor social media interactions.

12. COMMENT CONTROLS

The CAO or designate may determine when comments or public interaction features will be enabled or disabled based on operational requirements, engagement objectives, safety concerns, platform functionality, or resource capacity.

13. RECORDS AND DOCUMENTATION

Content may be captured (such as screenshots) where required for:

- Complaints
- Investigations
- Legal matters
- Safety concerns
- Records retention requirements
- Operational purposes where appropriate

Routine archiving of all content is not required.

14. ESCALATION

Content raising safety, legal, privacy, or reputational concerns will be escalated to the CAO or designate as soon as practicable. Where appropriate, matters may be referred to:

- legal counsel
- law enforcement
- internal HR processes

15. ROLES AND RESPONSIBILITIES

The CAO, or designate, will assign responsibility for the management of the Town's social media accounts.

Designated staff are responsible for:

- Content drafting
- Posting
- Monitoring activity where comments or public interaction features are enabled
- Reporting issues or concerns

Subject: 2026 Community Grants Program
From: Jamie Deans, Communications & Events Coordinator
Date: June 23, 2026



Recommendation

That Council approve the allocation of funds for the 2026/27 Community Grants Program as presented in Attachment A.

Alternatives

- Amend the proposed allocations by providing direction on specific changes.
- Refer the matter to Committee of the Whole for further review and discussion.

Discussion

In response to the Town's earlier public callout, the Town received 28 submissions for requests of funding. The submissions have been screened by staff and a summary of the individual requests is included in attachment A.

The total allocation based on the current year's approved budget is \$18,000.

In keeping with the [Community Grants Program Policy](#), if applicants had submitted a request last year, the outcome of any applicable funding decisions is included in the summary table, if applicable.

Next Steps:

Once funding decisions are made by Council, staff will notify all applicants in writing of the outcome of their application and will initiate procedures to disburse funding to approved recipients. Associated communications will also be prepared and distributed.

Attachments

A. Summary of Recommended Submissions

2026-27 Grant Requests							
Account #01-2-19-5100	2026-27 Notes	Qualifies under Policy	Supported Last Year	Grant Request	Amount Awarded in 2025	Open To In-Kind	Suggestion
Canadian Dory Racing Association	Hosting the team from Gloucester as part of the organization's 75th anniversary this year.	YES	YES	\$1,500	\$600		\$1,500
Lunenburg Academy Foundation	To assist in the launch of a community-wide fundraising and awareness campaign re: roof repairs.	YES	YES	\$2,500	\$1,500		\$1,500
Lunenburg and Area Garden Club	This year we will renew the gardens adjacent to both the Veterans section and Family Clinic. We are requesting support for supplies for ongoing maintenance and new plants.	YES	YES	\$1,000	\$600		\$600
Lunenburg and District Swimming Pool	To assist with operating expenses and toward purchase of pool equipment, including a spinal board, hazmat suit and inflatable boat. (LOOKING FOR IN-KIND SUPPORT - NO RENTAL FEES DURING SWIM MEET).	YES	YES	\$3,000	Provided support through facility rentals	Requesting waiving the CC rental fee (\$500)	\$1,000
Lunenburg Community Garden	Seeking support to rebuild the community access herb garden bed and to replace 10 garden plots.	YES	YES	\$1,000	\$600		\$600
Lunenburg County Pride	To support South Shore Pride Week celebrations.	YES	YES	\$2,000	\$600		\$600
Lunenburg Daycare Centre	To purchase Muddy Buddies, balance bikes, Tuff Trays, soccer balls, buckets and shovels.	YES	YES	\$5,000	\$750		\$500
Lunenburg Doc Fest	To assist in presentation of the 13th annual Lunenburg Doc Fest. Believe a show of support from the town will aid in additional government funding. (ALSO LOOKING FOR IN-KIND ASSISTANCE WITH BANNERS)	YES	YES	\$2,000	\$0	Would like to hang banners again.	\$1,000

Lunenburg Dog Park Society	To assist in purchasing insurance coverage to provide protection to patrons who use the park and to protect against liability. This is an ongoing expense incurred with responsible management of the dog park. (ALSO SEEKING IN-KIND GARBAGE COLLECTION)	YES	YES	\$1,000	\$600	Would like help with garbage collection	\$600
Lunenburg Farmers' Market	To help support their annual Summer Kick-Off event aimed towards kids and families.	YES	YES	\$1,000	\$1,000		\$500
Lunenburg Folk Harbour Society-Festival Sponsorship	This request is for funding to go toward the 41st annual Lunenburg Folk Harbour Festival.	YES	YES	\$2,500	\$1,500		\$500
Lunenburg Folk Harbour Society	To support a plan to bring back the Saturdays in the Park concert series now that the bandstand has re-opened.	YES	YES	\$2,500			\$500
Lunenburg Heritage Society	To support a new exhibit and summer programming.	YES	YES	\$1,500	\$1,000		\$500
Lunenburg Theatre Collective	To help offset the cost of rent at the Opera House and to help with putting on a show at the Lunenburg Academy.	YES	YES	\$1,000	\$500		\$250
Navy League of Canada	To assist with operational costs as well as supporting the delivery of training.	YES	YES	\$1,500	\$600		\$600
PIEMunchers	To support the team's trip to compete in the Canada Cup in Ontario.	YES	NO	\$2,000	N/A		\$500
Saint Vincent de Paul	To assist the Helping Neighbours-In-Need program. Volunteers of the program receive calls for assistance with a variety of issues associated with the cost of living.	YES	YES	\$1,000	\$1,000		\$1,000
Second Story Women's Centre	To support the 2026 Youth Summer Camps program. Curious to use the pool as well.	YES	YES	\$2,000	\$750		\$500

South Shore Genealogical Society	To install two new graveside signs in Hillcrest Cemetary to recognize notable residents, similar to what was done in 2023. (THIS REQUEST INCLUDES AN ADDITIONAL IN-KIND ASK OF \$400)	YES	NO	\$1,400	N/A		\$500
South Shore Public Librariries	The Lunenbururg Lit Festival, planned, created and hosted by SSPL will use the requested funds to pay for programming.	YES	YES	\$1,000	\$900		\$500
South Shore Public Librariries - Lunenburg Branch	Funding would support the development, facilitation and delivery of high-quality community programs that respond to the evolving needs of the catchement area.	YES	YES	\$1,000	\$250		\$1,000
South Shore Queer Hockey	We are looking for assistance in covering our ice time for our equitable hockey tei to continuing to provide the opportunity to play in a safe environment based on the philosophy of skill sharing and community building through sports	YES	NO	\$500	N/A	Looking into ice time rates	\$500
South Shore Sexual Health	Requesting funds to support our operations in the TOL and to allow for expanded services.	YES	YES	\$1,000	\$500		\$500
We Feed Lunenburg	Currently approaching a budget of \$5,000/month for food and hopefully the Town can lend its support.	YES	YES	\$1,000	\$500		\$250
Total				\$39,900	\$13,750		\$16,000

Subject: Request for Additional Financial Support for StreetFest 2026

From: Paul Nopper, CAO

Date: June 23, 2026



Recommendation Options

Option 1 – Approval with Additional Funding

That Council approve the Lunenburg Board of Trade’s request for StreetFest road closure support and authorize an additional \$_____ in funding beyond the \$2,500 provided under the Special Events Policy.

Option 2 – Approval at Policy Amount Only

That Council approve the Lunenburg Board of Trade’s request for StreetFest road closure support in the amount of \$2,500, in accordance with the Special Events Policy.

Option 3 – Table the Request

That Council table the Lunenburg Board of Trade’s request for StreetFest road closure support for future consideration.

Background

The Town of Lunenburg has received a request from the Lunenburg Board of Trade to support *StreetFest 2026 – Summer Street Fair*, scheduled for July 11, 2026, from 10:00 a.m. to 4:00 p.m. The event requires the temporary closure of Lincoln Street between Kaulback Street and King Street to facilitate the safe setup and operation of vendors on municipal roadways.

The Town has also received a completed Special Events/Festival and Parade Application for this event. In accordance with the Special Events Policy, StreetFest is recognized as an annual community event and is eligible for a municipal contribution of \$2,500 to support road closure-related requirements.

Discussion

The Lunenburg Board of Trade has advised that the quoted cost for security services through A. Mackenzie Security for the 2026 event is \$3,367.31 (including HST). The Board is requesting additional municipal funding in the amount of \$1,000 to assist with security and road closure requirements for StreetFest.

It should also be noted that StreetFest did not take place in 2025.

Strategic Plan Relevance

CCP – Section 10.6 Programming

H) Encourage community events in public open spaces and within streets which can accommodate a wide range of participants.

Relevant Legislation

Special Events Policy – 2024

To support longstanding annual community events, Council will waive fees for requested in-kind Town services and facility rentals for these events up to a maximum cost as outlined in the following table: Annual Event

	Cost of in-kind Town services
Lunenburg Board of Trade StreetFest (summer)	\$2,500
Lunenburg Royal Canadian Legion Remembrance Day Event	\$1,000
Lunenburg Royal Canadian Legion Battle of the Atlantic Event	\$1,000
Christmas Tree Lighting	\$500
Lunenburg Board of Trade & Fisheries Museum of the Atlantic Light Up Lunenburg Festival (winter)	\$2,500
Lunenburg Folk Harbour Festival	\$1,500

Financial

In accordance with the Special Events Policy, StreetFest is a recognized annual community event and is eligible for municipal support in the amount of \$2,500. Funding for special events is established within a total budget allocation of \$8,500, from which the full StreetFest contribution has already been designated. As such, no additional funds are currently available within this budget line.

Should Council wish to provide additional financial support to the Lunenburg Board of Trade for street closure requirements, alternative funding sources may be considered, including:

Community Grants – Council is scheduled to review budget requests on June 23, at which time discretionary funding may be available; or

Street Closure Support Budget – Additional funding could be allocated from this account, acknowledging that this would result in a budget overrun.

Council may wish to consider the following options in determining how to proceed:

- Provide the full additional amount of \$1,000 requested;
- Provide partial funding (e.g., \$500), with the remaining balance to be covered by the Lunenburg Board of Trade;
- Establish an alternative cost-sharing arrangement between the Town and the Lunenburg Board of Trade; or
- Confirm that the \$2,500 contribution outlined in the Special Events Policy represents the Town's full contribution, with any additional costs to be borne by the event organizer.

Attachments

- Lunenburg Board of Trade StreetFest 2026 Application
- StreetFest Security and Road Closure Quote
- [Special Events Policy of the Town of Lunenburg \(link\)](#)

**TOWN OF LUNENBURG
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia B0J 2C0

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):

2. Name of organization hosting/planning event:

3. Type of organization: (please give tax number if applicable)

Athletic _____
Special Interest Group _____
Community Non-profit _____
Commercial (private sector) _____
Religious _____
Political _____
Charitable _____
Incorporated Society _____
Other ____ Please Specify _____

4. Key contact for event:

Name: _____
Address: _____
Postal Code _____
Phone No. _____ (H) _____ (O) _____ (F)

Secondary contact for event:

Name: _____
Address: _____
Postal Code _____
Phone No. _____ (H) _____ (O) _____ (F)

5. Name and main theme of event:

6. (A) Main activities of event:

(B) For parade approval please review, complete and return the attached Parade Safety Requirements document:

- Yes this is for parade approval and we have attached the completed Parade Safety Requirements document; or
 No parade.

7. Objectives of event in order of priority:

8. Date(s) and times to held:

9. Please identify the frequency of this event:

Annual _____ One time only _____
Biennial _____ Other (Please specify) _____

10. Locations/Route of event (please include site maps or route plan):

11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

12. Will you require Town Services? If so, please describe:

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

14. Please note any additional information below you feel would be helpful.

(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:



TOWN OF LUNENBURG SPECIAL EVENT PERMIT APPLICATION

PARADE SAFETY REQUIREMENTS

For the safety of all Parade participants and the general public, the Town of Lunenburg has developed the following Parade Safety Requirements (PSR). The PSR are based on the Province of Nova Scotia Department of Transportation and Infrastructure Parade standards. The PSR forms part of the Town's Special Event Permit Application (Schedule "A") approval process and must be signed and agreed to by the Parade Organizer as noted at the end of this document.

Parade Organizers and participants must adhere to the PSR. Failure to comply may result in Parade organizers and/or participants from hosting or entering any future Parades in the Town of Lunenburg.

It is a further PSR requirement that each Parade float, vehicle, oxen and/or horse owner Parade participant sign and agree to the attached Waiver document attached as Schedule "B" to this document.

DEFINITIONS:

- a. "CSA" means the Canadian Standards Association.
- b. "Float" means a vehicle, trailer or other apparatus with a platform used to carry an exhibit in a Parade.
- c. "Parade" means a public procession, march, etc. celebrating a special day or event which may include floats, marching bands, etc.
- d. "Parade Organizer" is the individual or incorporated society or company assuming responsibility for the Parade, its planning and related arrangements.
- e. "PSR" means Parade Safety Requirements as set out in this document.
- f. RCMP" means Royal Canadian Mounted Police.
- g. "REMO" means the Lunenburg County Regional Emergency Measures Organization.

REQUIREMENTS:

1. No throwing of objects, etc. during Parades
 - Throwing of candy, promotional materials or any other object, including water, is prohibited during a Parade.
 - Spectators are not allowed to throw anything at the Parade itself, including individual participants and Parade floats.
 - Individual Parade participants may walk in a Parade and distribute approved items person-to-person without disrupting the Parade flow.
 - A Parade is not a fundraising opportunity for Parade participants to directly solicit business or donations during the Parade.

2. Vehicles and Floats

- All Parade vehicle and float entries must register with the Parade organizer one week in advance and provide the following information which shall be shared with the Town Traffic Authority and RCMP:
 - Valid NS Driver's License for the driver of each vehicle entered into the Parade. No novice drivers (License for two years or less) shall be permitted to operate a vehicle or float in the Parade.
 - Valid registration for all vehicles, including trailers entered in the Parade.
 - Current insurance documents for all vehicles, including trailers entered in the Parade. Anyone driving a vehicle or float in the Parade must notify their automobile insurer that they are participating in the Parade and provide a certificate of insurance one week in advance to the Parade Organizer adding the Parade Organizer and the Town of Lunenburg as additional insureds.
- Failure to provide this information one week in advance of the Parade may result in the late entry not being permitted in the Parade.
- RCMP will be on site to verify that drivers and insurance match the vehicles entered.
- All Parade entries are subject to approval by on-site personnel.
- Float trailers must be securely attached to the towing vehicle in compliance with Provincial Trailer Couplings and Other Safety Devices Regulations.
- Drivers of Parade entries must have unimpeded vision to the front and sides of the vehicle and float.
- All Parade entries must be a maximum of 4.15 m from the ground to the highest point on the entry.
- Participants riding on floats must remain securely seated or the perimeter of the float must be surrounded by a secure guardrail. The guardrail must be constructed such that participants cannot easily pass over or through it. The top rail must be a minimum of 1 m meter above the walking surface float deck.
- Float drivers and participants must have rapid means of escape in an emergency. No person shall be fastened to the float in a manner which interferes with them exiting the float quickly in such an emergency.
- Participants are not permitted to be transported to or from the Parade on a float; but rather, shall access the float at the designated Parade marshalling area before the start of the Parade.
- All vehicle and float entries must have adult (18 years of age or older) spotters at walking on EACH side of a vehicle and float. The spotters will walk behind the last set of wheels to prevent someone from coming into contact with moving vehicles and floats. If the registered weight of a trailer or vehicle exceeds 4500 kg, there must be an adult spotter at each axle group behind the front axles and on both sides of the Parade entry. All spotters are present strictly for safety purposes and therefore must not be performing other functions in the Parade or engaged in distributing or collecting items along the Parade route.
- Participants riding in Parade vehicles are not permitted to sit on the roof, hood, trunk lid or in the case of a convertible, on the body of the vehicle.

3. Animals and Livestock

- All Parade entries with live animals must have at least one adult (18 years of age or older) handler per animal.
- All live animals shall be at or near the end of the Parade.
- Any Parade entries with live animals must immediately clean up after their animals.
- No stopping along the Parade route for spectators petting or playing with animals shall be allowed. Entrants must keep pace with the Parade.
- Oxen and horse Parade entries require \$2,000,000 liability insurance coverage evidenced by copies of a Certificate of Insurance with the Parade Organizer and Town of Lunenburg noted as additional insureds.

4. Parade Route Approvals and Compliance

The event must only take place on the route indicated and approved by Lunenburg Town Council as indicated on the Town of Lunenburg Special Event/Parade Application Form (Schedule "A" attached).

The Parade Organizer is responsible for obtaining separate permission to hold event on any Provincial roads the Parade will also be held on.

The Parade Organizer is responsible for ensuring the necessary measures are taken to protect the safety of all participants, spectators, staff, volunteers, and other users of Town roads impacted by the Parade. All spectators must be kept off the travelled portion of the road and safely away from the moving Parade entries by the Parade Organizer.

The Town streets on which the Parade is taking place must be closed to all other traffic one hour before the Parade by the Parade Organizer in consultation with the Town's Traffic Authority and RCMP. Appropriate measures to reroute traffic away from the Parade is also the responsibility of the Parade Organizer.

Parade marshalling and dispersal activities shall be conducted off Town streets in a location set out in the Town Of Lunenburg Special Event/Parade Application Form (Schedule "A") as approved by Lunenburg Town Council, unless the streets are closed as approved by Council to ensure the safety of all participants.

5. General Parade Safety Requirements

- The Parade Organizer shall have a written safety plan and an emergency response plan to address unexpected emergencies which shall be provided to the Traffic Authority and RCMP one week before the Parade.
- All Parade participants and spectators are expected to perform courteously, respectful of the community and with safety in mind at all times during the formation, execution and dismissal of the Parade.
- The Parade Organizer and the Town of Lunenburg reserve the right to refuse entry to any group deemed unsuitable to the Parade.
- Smoking or the consumption of alcohol or any other controlled substance that may cause the impairment of Parade participants is not allowed.

- All Parade entries will maintain a safe and consistent distance from the entry in front of them. Marching bands and other performing or walking groups are not to unduly delay the Parade.
- Parades entries shall have no open flames.
- Only CSA approved generators are permitted on floats which shall be operated in accordance with manufacturer instructions and have an appropriate fire extinguisher readily available.
- Each float must have a current ABC fire extinguisher on board, which may also be used as the fire extinguisher for the generator as noted above if of the appropriate classification.
- Parade marshals and spotters are required to ensure no spectators enter the Parade route while the Parade is in motion.
- A reliable means of communication (e.g. cell phones, radios, walkie-talkies) will be used for communication between RCMP, Parade Organizers, and any other personnel involved in the safeguarding of the Parade. Through the REMO Coordinator, radios can be requested from the RCMP with one month's notice.
- Once the Parade begins, unauthorized persons will not be allowed to enter the Parade by the Parade Organizer. Nor may a Parade participant leave a float or vehicle until the Parade is safely concluded without the authorization of the Parade Organizer or RCMP.
- It is the driver and float organizer's responsibility to ensure that all individuals are securely seated, and children are supervised. All passengers must be seated while the vehicle or float is in motion.
- Parade participants must be a minimum of six years of age and all participants under the age of ten years of age must at all times be supervised by an adult at the ratio of a maximum of two children to one adult.
- No children under the age of ten years shall be on a Parade float.
- The Parade Organizer shall require each Parade float, vehicle, oxen and horse participant to sign the attached Parade Waiver and Registration Form.
- The Parade Organizer further agrees to comply with any applicable Provincial or Federal government Parade safety requirements.

PARADE ORGANIZER AGREEMENT:

By signing below the Parade Organizer hereby agrees to comply with the above noted Town of Lunenburg Parade Safety Requirements and Special Event Permit (Schedule "A") and will educate and ensure all entrants adhere to same. It is further agreed by the Parade Organizer that if they fail to comply with them they may be prohibited from hosting and/or entering in this or any future Parades in the Town of Lunenburg and be subject to potential liability.

Name of Parade Organizer(s): _____

Signature of Parade Organizer(s): _____

Date: _____

**Parade Float, Vehicle and Animal
Parade Participant/Owner Waiver Form**

I/we _____ hereby release the _____ (Parade Organizer), the Parade committee and volunteers, Parade sponsors and the Town of Lunenburg from any and all claim for damages which may occur to me at any time hereafter in favour of myself, my heirs, representatives, or dependents, against said parties, its officers and members, which may be suffered by me or any of them because of any matter, thing, condition, negligence, or default, or any person whatsoever, or the said parties

I/we further acknowledge and accept to be bound by the attached Parade Safety Requirements of the Town of Lunenburg a copy of which has been provided to me as attached. I acknowledge that if I fail to comply with any of these Parade Safety Requirements I may be prohibited from entering in this or any future Parades in the Town of Lunenburg and subject to liability.

Parade Entrant Name: _____

Signature: _____

Group or Company Name: _____

Contact Number: _____

Contact Email: _____

Parade Vehicle and Float Description: _____

Length of float: _____

Number of axels on float and/or vehicle: _____

Do you have a generator on the float? Yes _____ No _____

Do you have an ABC fire extinguisher for the float and generator? Yes _____ No _____

Will you have spotters? Yes _____ No _____ How many? _____

Will you enter livestock or other animals? Yes _____ No _____ How many? _____
Horse _____ Oxen _____ Other _____ (please describe)

Please attach the following additional information and documentation:

- Copy of front and back of the Driver's Licence for the driver of each vehicle
- Copy of valid registration for all vehicles, including trailers entered into the Parade.
- Copy of insurance documents for all vehicles, including trailers entered into the Parade.
- Certificate of insurance for \$2.0 million liability insurance for any livestock/horse entries naming the Town of Lunenburg and _____ (Parade Organizer) as additional insureds.

From: Valerie Bartlett
Sent: Thursday, June 11, 2026 9:43 AM
To: Lisa Kendall <LKendall@townoflunenburg.ca>
Subject: Re: Fw: Street Fest Lunenburg

□

CAUTION: THIS IS AN EXTERNAL MAIL

Hi Lisa,

I gave John the list of people who know this set-up and can do the job, from previous years.

The quote would be as follows:

7 TCPs @ 9hrs= 63 hrs @ \$42.74 =\$2,692.31

Set-Up: \$80.00

2 Trucks: \$460.00

80 kms: \$60.00

Arrowboard: \$75.00

Total: **\$3,367.31**

Hope that helps!

Thanks,

Valerie

On Thu, Jun 11, 2026 at 9:36 AM Lisa Kendall <LKendall@townoflunenburg.ca> wrote:

Sounds great, thank you!

Lisa Kendall, P.Eng.

Subject: Lunenburg Athletic Facility Fund (LAFF) Application
From: Lisa Dagley, Finance Director
Date: June 23, 2026



Recommendation

That Council approve the Lunenburg Curling Club's application for funding from the Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$16,662.00 for repairs to the Brine system at the Lunenburg Curling Club.

Alternatives

- Not approve the request
- Grant an alternative amount though the LAFF

Background

The Lunenburg Curling Club's Brine system requires repair before the start of the 2026-2027 curling season. If the repairs are not completed the ice installation will not be possible for the 2026-2027 curling season. This work is scheduled to take place between late May and early October 2026.

Strategic Plan Relevance

Community Structure: Continue to support an interconnected network of parks, open spaces and other recreation facilities.

Relevant Legislation

The Town of Lunenburg annually publishes a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by the Municipal Government Act.

Financial

There is currently \$16,662. in the LAFF fund account.

Communications

Staff will notify the applicant of Council's decision.

Attachments

- The Lunenburg Curling Club's LAFF application

TOWN OF LUNENBURG



LUNENBURG ATHLETIC FACILITY FUND (LAFF)

APPLICATION FOR GRANT FROM LAFF. APPROVAL FOR A GRANT WILL BE CONSIDERED IN ACCORDANCE WITH LAFF GUIDELINES (AS ATTACHED) AND AVAILABILITY OF FUNDS

I. APPLICANT

Your Organization: Lunenburg Curling Club
 (Must be an Athletic or an Athletic and Social Organization)

Contacts : Craig Munroe, President
Lola Green, Treasurer

Address:
13 Green Street
PO Box 1465
Lunenburg, NS B0J 2C0

Phone: Club 902-634-4493

E-mail: Club: info@curllunenburg.com

II. Please explain how your organization meets the following conditions - (Council may by Resolution make a grant or contribution from the LAFF to any "not for profit" athletic, or athletic and social, organization in the Town operating facilities located on Town owned land)

A not for profit athletic/social organization located on Town property that is open to all members and guests of all ages.

III. TYPE OF ORGANIZATION

Are you a registered charity? YES NO

If yes - Registration # _____

Type of Organization : Profit Not for Profit

Facility use is: Private Public
 (Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.
(If registered please provide current documentation)

Date Incorporated : By statute in 1932

Articles or constitution and By-laws attached : YES NO

IV. LEADERSHIP

Please attach a current list of Executive and Board Members with civic address and telephone numbers.

V. FINANCIAL INFORMATION

Fiscal year end : April 30, 2026.

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

Location of Town of Lunenburg lands which your facility is located on and service provided :

13 Green Street

VII. DISPOSITION OF ASSETS UPON WINDUP

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) Article IX "Dispense to Municipal or

Non-Profit body"
(If residual assets revert to the Town of Lunenburg on windup, acceptance of same will be at the Discretion of the Town)

VIII. INSURANCE

Does your Organization have insurance on its structures and liability coverage (please provide company name and coverage limits). Stanhope Simpson Insurance
Coverage

IX. PROJECT DETAILS AND FINANCING

Project / Timing (if additional space is required attach pages):

Brine system repairs required as per quote
which is attached. If repairs are not done, ice
installation will not be possible for the 2026-2027
curling season.
Work is to be carried out between late May
and early October 2026.

Cost of Project (if over a period or years provide breakdown by year)

Cost per attached quote is \$47,988.99

Benefits to the Town of Lunenburg and its citizens :

The Curling Club provides an important social
as well as recreational function to individuals of all
ages which would be greatly missed if not available

What other sources of funding do you have for this project?

To date we have no other sources of funding.

X. REQUESTED LAFF GRANT

Assistance Requested \$ 16,000.00

XI. LAFF FUNDRAISING DETAILS

Has your Organization raised funds by soliciting the public for this project?

YES NO

Have members of your Organization canvassed for funds on behalf of LAFF?

YES NO

Have you received funding from LAFF before: YES NO

If yes, provide details Most recently January 2023

Note - Funds received by LAFF will be disbursed at the discretion of Council. Any organization who fundraised on behalf of LAFF will not necessarily receive a grant from those funds raised.

Date of Application MAY 28/25

Signature 

Print Name & Position CASIE BRUNNE - PRESIDENT

Your or members of your Organization may be requested additional information by LAFF. You may also be requested to make an appearance before LAFF to present your request.

Advertisement - Council will publish a list of the grants approved from LAFF funds in accordance with Section 65(AU) of the Municipal Government Act.

Lunenburg Curling Club

Income Statement 05/01/2025 to 04/30/2026

REVENUE

Sales Revenue

Membership Fees	67,899.48
Junior Membership	5,907.96
Bar Revenue	41,088.65
Advertising Revenue	8,001.97
Rental Income	13,279.92
Friday Fun Nights Revenue	6,582.57
Christmas Craft Show Revenue	0.00
Draws Revenue	3,395.00
200 Club Revenue	7,880.00
Sport NS Ticket Sales	0.00
Scallop Spiel Revenue	2,149.12
Scallop Spiel Donations	3,213.00
General Fund Raisers	842.11
Business Spiel	548.25
Bob Mayo Memorial Champions...	1,070.18
Club Championsjip	1,069.07
Curl for Fishermen's	12,549.27
Grants Received	1,554.00
Donations-Members	1,200.00
Donations other	239.00
Other Initiatives	1,796.49
Miscellaneous Income	228.08

Net Sales 180,494.12

Other Revenue

Interest Revenue 1,161.39

Total Other Revenue 1,161.39

TOTAL REVENUE 181,655.51

EXPENSE

Cost of Goods Sold

Bar purchases 17,736.50

Other Bar Expenses 3,441.20

Total Cost of Goods Sold 21,177.70

Payroll Expenses

Wages & Salaries 14,000.00

EI Expense 320.07

CPP Expense 752.90

Casual Labour 9,922.16

Total Payroll Expense 24,995.13

General & Administrative Expe...

Advertising & Promotions 155.00

Office & Postage 701.30

Insurance 14,018.46

Interest & Bank Charges 991.45

Property Taxes 4,023.43

Miscellaneous 729.69

Ice Maintenance 21,953.87

Building Maintenance 11,740.67

Housekeeping Supplies 311.18

General Club Expenditures 1,695.61

Kitchen Expenses 119.19

Telephone & Internet 1,162.68

Heat 1,688.02

Electricity 28,170.26

Water & Sewer 8,201.84

NCSA Member Fees 4,621.00

Lunenburg Curling Club
Income Statement 05/01/2025 to 04/30/2026

200 Club - Prizes	3,500.00
200 Club - Expenses	127.30
Other Initiatives - Expenses	1,014.03
Friday Fun Nights Expenses	4,794.67
Christmas Craft Show Expenses	0.00
Curl for Fishermen's Expenses	12,549.27
Draws Expenses	13.00
Scallop Spiel Expenses	540.77
Business Spiel Expenses	359.74
Bob Mayo Memorial Expenses	160.00
Club Championship Expenses	504.60
Total General & Admin. Expen...	<u>123,847.03</u>
TOTAL EXPENSE	<u>170,019.86</u>
NET INCOME	<u><u>11,635.65</u></u>

Lunenburg Curling Club
Balance Sheet As at 04/30/2026

ASSET

Current Assets

Royal Bank Chequing	47,620.99	
CIBC 200 Club	2,566.33	
Canada Emergency Business A...	0.00	
Petty Cash	0.00	
Bar Float	500.00	
TDCT Term Deposits Building	34,729.11	
TDCT Term Deposits Operating	33,791.57	
Total Cash		119,208.00
Accounts Receivable	16,792.52	
Total Receivable		16,792.52
Prepaid Expenses		13,690.94
Total Current Assets		149,691.46

Inventory Assets

Bar Inventory		1,309.24
Total Inventory Assets		1,309.24

TOTAL ASSET 151,000.70

LIABILITY

Current Liabilities

Trade Payables		1,870.00
CEBA Loan Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
HST Charged on Sales	1,254.04	
HST Paid on Purchases	-846.14	
HST Adjustments	0.00	
HST Owing (Refund)		404.90
Total Current Liabilities		2,274.90

TOTAL LIABILITY 2,274.90

EQUITY

Club Equity

Building Fund	54,825.95
Rock Fund	0.00
Lite Rock Fund	35.02
Club Equity - Previous Year	82,229.18
Current surplus (shortfall)	11,635.65
Total Club Equity	148,725.80

TOTAL EQUITY 148,725.80

LIABILITIES AND EQUITY 151,000.70



INNOVATIVE THERMAL SOLUTIONS
BUILT FOR YOU

Proposal for LUNENBURG CURLING CLUB

Header Replacement

April 16, 2026

Created by:

Buddy Kerr,
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Account Manager,
CIMCO Refrigeration

Prepared for:

CRAIG MUNROE,
craigmunroe@eastlink.ca
Club Manager,
LUNENBURG CURLING CLUB

CIMCO Refrigeration, a division of Toromont Industries Ltd. ("CIMCO Refrigeration" or "CIMCO") is pleased to provide pricing for a Header Replacement at the LUNENBURG CURLING CLUB.

Scope of Work

- Drain Brine System and store accordingly
- Cut and remove existing header system
- Dispose of old header system
- Install new header supports
- Pre - fabricate PVC header system in Dartmouth shop
- Install new header system
- Charge with Brine and top up as required
-
- Service Mechanics will follow all appropriate site-specific safety requirements

Pricing

CIMCO Price: \$47988.99 CAD (All Taxes Extra)

Prices are valid for 30 days from the date of quotation.

Taxes not included.

Standard Terms & Conditions apply.

Exchange Rate Variance

This proposal/quotation includes equipment, materials and services valued in US currency. This equipment has been included at a cost based upon the Bank of Canada quoted exchange rate at time of proposal (April 16, 2026). If at the time that a signed contract is presented for CIMCO's acceptance, or that an irrevocable notice to proceed is received by CIMCO, and the Bank of Canada closing exchange rate of the day varies by more than 0.02 dollars, the additional currency costs incurred or currency cost savings to be realized shall be then charged or credited to the Client prior to contract acceptance.

There is also the option to deduct the Canadian equivalent for the cost of purchase set out in this proposal and remit the equipment amount in USD.

Exclusions

- All work required outside of CIMCO regular working hours requested or required by owner.
- Cutting/patching/sealing within building to allow for the passage of piping and conduit.
- Modification or installation of any required bases, pads, stands, seismic or other required supports for equipment
- All costs associated with opening, modifying, and repairing the building to allow for the placement and final operation of the CIMCO supplied equipment or piping.
- Additional refrigerant charge, top up of oil, inhibitors or other fluids.
- All costs associated with faulty isolation valves during pump out.
- Any programming or integration with new or existing control system unless otherwise stated.
- It is understood that CIMCO will use professional care in performing the above services and shall not be liable for failure to other components associated with this work.

- Disposal or abatement of existing refrigerant, water, asbestos, equipment, material, or any other substance not mentioned including any environmental testing or verification that may be required to complete scope of work.
- Any material or work not clearly stated within the scope of work will be the responsibility of the owner.



Agreement

The information contained in this proposal constitutes the terms between CIMCO Refrigeration, a division of Toromont Industries Ltd. and the client LUNENBURG CURLING CLUB.

All prices agreed upon will be honored by both parties. Continued services after that time will require a new agreement

Authorized Signature: The undersigned agrees to the terms of this contract on behalf of the organization or business

CRAIG MUNROE

Signature of Client: _____ Date: 04 / 29 / 2026

Name & Title: President

Purchase Order: _____

Vendor: CIMCO Refrigeration, a division of Toromont Industries Ltd.

Signature of Vendor: _____ Date: _____

Name & Title: _____

TERMS AND CONDITIONS

SUBJECT TO WRITTEN APPROVAL BY A DULY AUTHORISED OFFICER OF CIMCO REFRIGERATION, A DIVISION OF TOROMONT INDUSTRIES LTD. (THE "VENDOR"). THIS QUOTATION, IF ACCEPTED IN WRITING BY THE PURCHASER, SHALL CONSTITUTE A BINDING CONDITIONAL CONTRACT OF SALE AS OF THE DATE OF THE PURCHASER'S ACCEPTANCE OR AS OF THE DATE OF THE VENDOR'S APPROVAL, WHICHEVER IS LATER. THIS QUOTATION IS INVALID IF NOT ACCEPTED BY THE PURCHASER WITHIN TEN DAYS OF THE DATE OF QUOTATION.

1. TITLE

(a) The title and ownership to and in the materials, equipment and other goods sold here under (the "goods") shall remain with the Vendor until payment in full of the Contract Price and any additional amounts payable to the Vendor pursuant to sections 2 and 10 of these Terms and Conditions. The Vendor hereby reserves, and the Purchaser hereby grants to the Vendor, a security interest in and to the goods, and the proceeds thereof, to secure the said payment and all of the other obligations of the Purchaser. At the option of the Vendor, the Purchaser will join with the Vendor in executing, in a form satisfactory to the Vendor, one or more financing statements or similar instruments pursuant to any applicable personal property security legislation. The Purchaser hereby authorizes the Vendor to file one or more such statements or instruments signed by the Vendor alone as the secured party. If the goods are to become affixed to real property, the Purchaser represents that a true and correct description of such real property and that the name of the registered owner thereof are as indicated on Page 1 of this Quotation/Contract.

(b) In the event of default by the Purchaser under the terms of payment of this contract, the full amount of the Contract Price, less any payments previously made, shall become due and payable, and the Vendor or its agent shall have the right to enter upon the premises and remove the goods, and to dispose of them as the Vendor may determine. If the proceeds from such disposal, less any related expenses, including but not limited to costs of seizure, removal and sale, and legal costs (including reasonable attorneys' fees and expenses) connected therewith (the "net proceeds"), are not sufficient to cover the amount in default, the Purchaser shall be liable to the Vendor for such deficiency. If the net proceeds exceed the amount in default such excess shall be returned to the Purchaser, and the Vendor shall not be liable further whether in respect of completion, performance, warranty or other contract terms.

(c) The Purchaser hereby waives all rights and claims against the Vendor in the event that the circumstances provided for in section 1 (b) arise, except for the express right of recovery of excess net proceeds as provided in that section.

(d) The Purchaser hereby waives the provisions of any Conditional Sales Act or other applicable legislation which limits the Vendor's rights to seize the security provided for herein, and to sue for any deficiency. The Purchaser expressly confers upon the Vendor the rights to seize and sell the goods and to recover from the Purchaser, by action on the covenant, the principal, interest and other moneys from time to time owing under this contract.

(e) Until the Contract Price has been paid in full, the Purchaser will not sell or agree to sell, or mortgage, charge or dispose of, or intentionally injure the goods or remove them from the place of initial installation.

2. PRICE ADJUSTMENTS

(a) The Purchaser shall pay all taxes, duties, levies and other charges assessed against or in respect of the goods, except those taxes, duties, levies and other charges expressly included in the Contract Price.

(b) If any taxes, duties, levies, or other charges shown to be included in the Contract Price are increased subsequent to the Date of Quotation, and increase the Vendor's costs here under, such increase shall be paid by the Purchaser to the Vendor.

(c) The Contract Price quoted herein is based on prices, costs and conditions prevailing at the Date of Quotation. Unless otherwise specified, if the estimated delivery and / or installation date is more than six months from the date of the contract, and if prior to shipment or installation there is an increase in the Vendor's costs due to increases in labor rates, cost of materials, suppliers' prices, foreign exchange, storage charges, or freight rates, such increase shall be paid to the Vendor by the Purchaser.

(d) If delivery or installation is delayed by the Purchaser, or by anyone under the Purchaser's control, for more than two months after the time estimated, any increase in those categories of the Vendor's costs listed in section 2(c) shall be paid to the Vendor by the Purchaser.

(e) All payments by the Purchaser to the Vendor under section 2 shall be in addition to the Contract Price and shall be paid at the time the final payment under the contract is due.

3. TARIFFS

The Vendor and Purchaser acknowledge that at the time of execution of this Agreement, it is unknown whether prior estimates for performance of the work will be impacted by the enactment of additional tariffs, which materially differ from those existing at the time the original estimates were received.

Both Parties acknowledge that:

i. The Contract Price quoted is based on conditions prevailing at the date of execution of the agreement

ii. Vendor has not estimated any additional tariffs

iii. Vendor will use their best efforts to source equivalent or similar products from local suppliers or alternative sources where such goods are not subject to applicable tariffs, if such alternatives are available

iv. The Purchaser and Vendor agree to use their best efforts to mitigate any cost or schedule impacts arising out of the tariffs, and

v. Vendor will pass tariffs to the Purchaser should they become enacted and are unavoidable

Subject to these acknowledgements, if any tariffs are enacted subsequent to the date of execution of the Agreement and increase the Vendor's costs, any such cost increase will be absorbed by the Purchaser unless a prior written amendment to the Agreement is executed to address such costs. Purchaser shall indemnify and hold Vendor harmless from any liability and expense by reason of Purchaser's failure to pay such tariffs.

4. LIABILITY

The Vendor shall not be liable for any losses, injuries, expenses or damages, whether direct, indirect, special, incidental, consequential or punitive, arising out of the goods, or the installation, operation, or failure of operation of the goods or related systems even if caused by the Vendor's negligence.

5. DELIVERY AND INSTALLATION

Delivery and installation times and dates are approximate and are subject to extension for delays caused by fire, strike, lockout, labor dispute, civil or military authority, riot, embargo, car shortage, wrecks or delays in transportation, Acts of God, late delivery or non-delivery by the Vendor's suppliers, changes in the scope of the work as provided in section 9 of these Terms and Conditions, or other causes beyond the reasonable control of the Vendor, and the Vendor shall not be liable for any losses or damages resulting from any such causes. Acceptance of the work shall be a waiver by the Purchaser of all claims for damages for delay from any cause whatsoever.

6. RESPONSIBILITY AND INSURANCE

(a) In respect of goods sold F.O.B. point of origin, the Vendor shall deliver the goods in good condition to a common carrier or to the Purchaser at the Vendor's shipping point, and thereupon all risks of loss or damage thereto shall pass to the Purchaser.

(b) In respect of goods sold F.O.B. job site or sold with installation, all risks of loss or damage shall pass to the Purchaser upon receipt of the goods at the job site or at the Purchaser's designated delivery point.

(c) The Purchaser shall insure the goods against loss or damage from fire, theft, malicious damage or other causes as and from the time the Purchaser becomes responsible for the goods pursuant to sections 4(a) and 4(b) of these Terms and Conditions. The face value of the insurance policy shall be in an amount not less than the Contract Price. Any loss under such insurance policy shall be made payable to the Vendor as its interest may appear until the Contract Price shall be paid in full.

(d) Upon the request of the Vendor, the Purchaser shall provide an insurance certificate as evidence of the compliance with section 4(c) of these Terms and Conditions.

7. COST ESCALATION

Purchaser and Vendor acknowledge and agree that at the time of execution of this project agreement, it is unknown whether prior estimates for performance of the Work will be impacted by further development of the design, changed market conditions, availability of labor, equipment and/or materials or other conditions which materially differ from those existing at the time prior estimates were received. Vendor agrees to make diligent and best efforts to mitigate any cost or schedule impacts arising out of these changed conditions. However, subject to such mitigation obligations of the Vendor, Purchaser agrees that Vendor shall be entitled to an equitable adjustment of the Contract Sum and/or, if applicable, the Contract Time due to the following non exhaustive list of possible events or circumstances: (1) a subcontractor will not honor its prior estimate, (2) commodity price escalation and/or commodity delivery date impacts due to the length of time between a subcontractor providing its estimate and subcontract award, (3) general conditions cost impacts due to anticipated completion dates at the time of subcontractor's estimate differing from completion dates anticipated at time subcontract award,

(4) commodity price escalation and/or delivery date impacts due to subcontractor inability to obtain firm pricing or delivery date commitments from any supplier at or near time of subcontract award; (5) cost of on-site or off-site material storage capacity to enable early receipt of certain materials when early procurement of such materials can be achieved for avoidance of price escalation or to secure availability so that the project schedule can be maintained.

8. TERMS OF PAYMENT

(a) Unless otherwise specified in this Quotation/Contract and not including municipalities as specific payment terms will be negotiated with municipalities, payment shall be made by the Purchaser to the Vendor in respect of the Contract Price as follows:

(i) Goods sold without installation: 50% upon acceptance of this quotation by the Purchaser; an amount representing the value of each shipment, payable upon delivery; and the unpaid balance upon final shipment.

(ii) Goods sold with installation: 35% upon acceptance of this quotation by the Purchaser; an additional 25% upon written notification by the Vendor to the Purchaser that the goods are ready for shipment; an additional 30% immediately after installation but prior to the commencement of operation of the goods or related systems; and a final payment of 10% upon completion.

(b) Timely payment according to the terms of this Quotation/Contract is of the essence of the contract.

(c) Payment shall be made in the specified currency.

9. WARRANTY

UNLESS OTHERWISE SPECIFIED IN THIS QUOTATION/CONTRACT, THE VENDOR WARRANTS THE GOODS AND INSTALLATION SOLD HERE UNDER AGAINST ORIGINAL DEFECTS IN MANUFACTURE AND WORKMANSHIP BY EITHER A PERIOD OF EIGHTEEN MONTHS (18) AFTER THE DELIVERY OF EQUIPMENT OR TWELVE (12) MONTHS FROM COMPLETION AS DEFINED IN SECTION 9 OF THESE TERMS AND CONDITIONS. THE LENGTH OF WARRANTY WILL BE DETERMINED BY EQUIPMENT DELIVERY OR COMPLETION OF WORKMANSHIP BY WHICHEVER AGREEMENT EXPIRES FIRST. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, STATUTORY OR OTHERWISE, EXPRESS OR IMPLIED, INCLUDING FOR MERCHANT ABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THE TERMS OF THE VENDOR'S WARRANTY ARE AS FOLLOWS:

(a) In respect of goods sold without installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, F.O.B. point of manufacture, any defective goods or parts thereof.

(b) In respect of goods sold with installation, the Vendor's sole liability shall be to repair or replace, at the Vendor's option, any defective goods or parts thereof or any defective workmanship. The Vendor shall be responsible for all of its costs in connection therewith other than the out-of-pocket expenses incurred by the Vendor's employees and agents travelling from the Vendor's nearest place of business to the job site and charges for labor performed after normal working hours at the request of the Purchaser, which latter expenses and charges shall be for the account of the Purchaser.

(c) The Vendor warrants goods not of the Vendor's manufacture only to the extent to which the Vendor is able to enforce a claim for liability against the manufacturer thereof.

(d) The Purchaser shall promptly give written notice to the Vendor after the discovery of an apparent defect.

(e) As a condition precedent to any liability by the Vendor here under, the Purchaser shall use, operate and maintain the goods and related systems in a careful, prudent, and reasonable manner, and in conformity with the Vendor's and / or the manufacturers' instructions.

(f) The foregoing constitutes the purchaser's exclusive remedy and the vendor's sole liability arising out of the design, manufacture, sale, installation, or use of the goods.

(g) This warranty shall be void if the Purchaser is in default under the terms of payment of this contract.

10. CHANGE IN SCOPE OF WORK

If the Purchaser requests a change in the scope of the work under this Quotation/Contract, the Vendor will submit a Contract Revision to the Purchaser which shall set forth the proposed changes in the work, and if the proposed changes result in an addition to or a deduction from the Contract Price, the Contract Revision shall set forth the amount of such addition or deduction. A Contract Revision shall not be binding or enforceable unless accepted in writing by the Purchaser and approved in writing by a duly authorized officer of the Vendor. Upon such acceptance and approval, the Contract Revision shall become part of the contract and, except when in consistent therewith, shall be subject to all its provisions.

11. COMPLETION AND ACCEPTANCE OF WORK

(a) In respect of goods sold without installation, "Completion" shall be deemed to occur when risk of loss of the goods passes to the Purchaser in accordance with section 4 of these Terms and Conditions.

(b) In respect of goods sold with installation, and unless otherwise defined in this

Quotation/Contract, "Completion" shall be deemed to occur when any one of the following events takes place:

i. The Purchaser signs an acceptance certificate;

ii. The Vendor has installed and, where applicable, successfully tested the installation;

iii. The Purchaser commences regular use of the goods correlated systems;

iv. An independent expert, mutually acceptable to the Purchaser and the Vendor, certifies that the work has been completed.

(c) Nothing in subsections (a) or (b) shall relieve the Vendor from its obligation to honor the warranty provisions contained herein.

(d) The occurrence of any one of the events described in section 9(b)(i), (iii) and (iv) shall constitute acceptance of the work.

12. BONDS

Performance bonds and material and labor payment bonds will be provided by the Vendor upon request. Unless the Contract Price expressly includes the cost of such bonds, the Purchaser, in addition to the Contract Price, shall pay the cost of such bonds to the Vendor at the time of the receipt thereof by the Purchaser.

13. MISCELLANEOUS

(a) This Quotation and any resulting contract shall be governed, enforced and construed in accordance with the laws of the place of the Contract Work without regard to the rules governing conflicts of law.

(b) All rights and remedies of the Vendor under this contract and under applicable law shall be cumulative and may be exercised successively or concurrently, in any order, and on more than one occasion. The election by Vendor to exercise one remedy shall not preclude it from thereafter exercising one or more other remedies.

(c) The Purchaser agrees to pay, in addition to the other amounts payable to Vendor under the contract, all costs and expenses, including reasonable attorneys' fees, incurred by the Vendor in enforcing this contract, exercising its rights here under or collecting or attempting to collect all amounts due the Vendor here under following default by the Purchaser in the payment or performance of its obligations here under, including those incurred in connection with any bankruptcy, insolvency, liquidation, reorganization or similar proceeding involving the Purchaser.

(d) Any assignment or attempted assignment of this contract, in whole or in part, without the prior written consent of the Vendor shall be void. The Vendor may assign any of its rights, liabilities or obligations arising out of this contract without prior notice to the Purchaser and without the Purchaser's written consent except that the Vendor may not assign its warranty obligations without the Purchaser's written consent.

(e) If any provision of this contract is unenforceable, such unenforceability shall not affect the remaining terms, which shall be enforced, if the same can be done, without regard to the unenforceable provision.

(f) The headings to the paragraphs of this contract are provided for ease of reference only and shall not be construed to vary or limit the terms thereof.

THIS QUOTATION/CONTRACT CONTAINS THE COMPLETE AGREEMENT BETWEEN THE PURCHASER AND THE VENDOR, AND SUPERSEDES ALL PRIOR ORAL OR WRITTEN REPRESENTATIONS, PROMISES, AGREEMENTS OR UNDERSTANDINGS WITH RESPECT TO THE SUBJECT MATTER HEREOF. NO REPRESENTATION, PROMISE, AGREEMENT OR UNDERSTANDING ENTERED INTO OR MADE SUBSEQUENT TO THE DATE OF THE CONTRACT WHICH VARIES OR MODIFIES THE PROVISIONS OF THIS CONTRACT SHALL BE BINDING ON THE VENDOR UNLESS CONVEYED IN WRITING AND EXECUTED BY THE DULY AUTHORISED OFFICER OF THE VENDOR EXECUTING THIS QUOTATION/CONTRACT.

CERTIFICATE *of* SIGNATURE

REF. NUMBER
DJWLZ-E54QV-KFXFD-CYLDJ

DOCUMENT COMPLETED BY ALL PARTIES ON
29 APR 2026 11:32:25
UTC

SIGNER

CRAIG MUNROE

EMAIL
CRAIGMUNROE@EASTLINK.CA

TIMESTAMP

SENT
16 APR 2026 17:05:36

VIEWED
16 APR 2026 17:54:08

SIGNED
29 APR 2026 11:32:25

SIGNATURE

CRAIG MUNROE

IP ADDRESS
71.7.150.228

LOCATION
ROSE BAY, CANADA

RECIPIENT VERIFICATION

EMAIL VERIFIED
16 APR 2026 17:54:08



Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Jan. 2026 – March 2026)

PRIORITY B = Action within 6 months (April 2026 – Sept. 2026)

PRIORITY C = Longer-term (Beyond Sept. 2026)

MOTION ACTION LIST					
TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
PRIORITY A					
Comprehensive MPS/LUB Review and Amendments	Original directions 2024–2025; updated May 5, 2026 COTW	Committee of the Whole directed staff to proceed with a comprehensive review and potential amendments to the Municipal Planning Strategy and Land Use By-law, including: discretionary planning tools such as development agreements and site plan approval; parking provisions including parking requirements and cash-in-lieu options; short-term rental regulations including consideration of primary residence restrictions and licensing approaches; Main Street Form Zone considerations; and staff-identified housekeeping amendments outlined in Schedule B of May 5 Staff report, inclusive of additional amendments identified by staff. Committee of the Whole further directed staff to proceed with Option 2 as outlined in Schedule C of May 5 staff report, consisting of housekeeping and Council motion amendments.	Community Development	This is an ongoing long-term project: Estimated end date July 2027	
Reducing Speed Limits	April 15, 2025	Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the	Public Works	PRIORITY A (in progress)	Feb 2026 update: Staff have learned the new Traffic

		<p>possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective.</p> <p>Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.</p>			<p>Safety Act is yet to be proclaimed by the Province, so the new regulations do not yet apply. Considered best to wait to see if this progresses as it is expected in early 2026.</p>
Community Grants Policy Amendment	Aug. 19, 2025	<p>Review and propose any possible edits to the policy.</p> <p>Sept. 2, 2025: Council indicated a desire to have a Grants Committee.</p> <p>March 17, 2026 update: It was noted that the current Community Grants Policy (Policy #74) should be used for this year's grant cycle and that staff proceed with the 2026 intake process while policy updates are developed.</p>	Communications & Events Coordinator	PRIORITY A	
PRIORITY B					
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Community Development	PRIORITY B	
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	PRIORITY B	

Traffic and Parking Budget Considerations	March 4, 2025 COTW	<p>Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations:</p> <ul style="list-style-type: none"> • Reconfiguration of the Community Centre parking lot • Accessible parking considerations • Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i> • Consistent signage improvements 	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting
Cemetery Review	Dec. 9, 2025	Council received an information report on Hillcrest Cemetery operations and reached consensus to schedule a future Committee of the Whole discussion to undertake a comprehensive review of cemetery care, rates, and future needs.	Multiple Departments	PRIORITY B	
Vending By-law	March 10, 2026	<p>Direct staff to review the current vending rules and bring forward options for increased flexibility and modernization, and that this report be presented at a future COTW Meeting.</p> <p>March 17, 2026 COTW: Members noted the need for comprehensive consultation and agreed the work should not be rushed, particularly given seasonal considerations and engagement with the business community.</p>	Municipal Clerk/ Community Development	PRIORITY B	
Property Tax Relief Policy	March 9, 2026	Develop a policy to guide Council consideration of property tax relief and exemptions under Section 71 of the Municipal Government Act. Direction arose during Council discussion respecting the Lunenburg Curling Club tax relief request.	Finance / CAO / Municipal Clerk	PRIORITY B	

PRIORITY C					
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	PRIORITY C Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	PRIORITY C	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	PRIORITY C	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of Lunenburg.	Municipal Clerk	PRIORITY C Prior to next election cycle	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW Moved to Priority C on March 3, 2026	Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026. Council voted to remove the preparation site from the 2026/27 Capital Budget, and possibly re-consider it the following year.	Public Works	PRIORITY C In consideration of next budget cycle	