

TOWN OF LUNENBURG

COUNCIL MEETING AGENDA

Tuesday, August 11, 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 August 11, 2026 Council Meeting Agenda

Recommendation: That Council approve the agenda for the August 11, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 July 14, 2026 Regular Meeting Minutes

Recommendation: That Council approve the July 14, 2026 regular meeting minutes as presented.

6. PRESENTATIONS**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 Use of Off-Road Vehicles – Gordon Fraser

8.2 Thank You Letter – Lunenburg County Wheels

8.3 Sponsorship Request – Golf for Fishermen's Memorial Hospital

8.4 RCMP Municipal Billing Model

9. BUSINESS ARISING AND UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Decision: Ice Allocation Policy

Recommendation: That Council approve the Ice Allocation Policy as presented.

10.2 Be the Peace Institute Community Grant Request

Recommendation: That Council approve an in-kind Community Grant to Be the Peace Institute in the amount of \$_____, representing the waiver of the Lunenburg Community Centre rental fee for its 10th Anniversary community event on Saturday, October 17, 2026, and that the in-kind contribution be funded through the 2026/2027 Community Grant Fund.

That Council table the discussion of the in-kind Community Grant to Be the Peace Institute for the use of the Lunenburg Community Centre.

That Council denies the in-kind Community Grant to Be the Peace Institute for the use of the Lunenburg Community Centre.

10.3 New Dump Truck – RFP Award

Recommendation: That Council award the New Trackless Request for Proposals (RFP) to ECI Trucks for the amount of \$338,140.26 + HST

10.4 Pelham Street Sidewalk Renewal – Tender Award

Recommendation: That Council increase the total budget for the Pelham Street Sidewalk Renewal Project to \$560,000 (including net HST) with funding of \$200,000 from Deed Transfer Taxes and \$360,000 from Capital Reserves.

That Council award the Pelham Street Sidewalk Renewal Tender to Dexter Construction Co. Ltd. for the amount of \$469,110+ HST.

10.5 Town of Lunenburg Council Accomplishments and Forward Strategic Priorities

Recommendation: That Council receive this staff report for information as

a consolidated summary of Council accomplishments from August 2025 to July 2026 and as a reference document to support Council's 2026/27 forward strategic priorities.

10.6 FCM Green Municipal Fund Application

Recommendation: That Council support the Town of Lunenburg's application to the Federation of Canadian Municipalities Green Municipal Fund, Sustainable Municipal Buildings program, for a feasibility study titled "Studying emission reduction opportunities targeting net zero performance in two municipal heritage buildings in Lunenburg, Nova Scotia."

AND THAT Council authorize the Town of Lunenburg to submit an application to the Federation of Canadian Municipalities Green Municipal Fund Sustainable Municipal Buildings program for a feasibility study examining emission reduction, energy performance, resilience, and adaptive reuse opportunities for Town Hall and the Old Fire Hall;

AND THAT Council confirm that funding for this project has been approved in the Town's 2026/2027 Capital Budget, including the required municipal contribution toward the total project cost of \$165,000 should the \$75,000 grant application be approved;

AND THAT Council direct that this resolution be submitted with the application as evidence of municipal support.

10.7 Recreation Capital & Operations Updates

Recommendation: Council review the information contained in the Recreation Capital Updates report.

10.8 Electric Substation Report

Recommendation: Council formally approve the emergency capital expenditures for 2026/27 for the Electric Utility for 81W-231 Recloser for \$53,475 and Main Substation Transformer Bushing of \$15,000, with both items being funded from the electric utility depreciation reserves.

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

Deputy Mayor Bailey gave notice that Council direct staff to immediately amend the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to institute parking requirements for new development and amend height allowances in the Marine Industrial Zone.

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 Contract Negotiation

14.2 Legal

Recommendation: That Council move into closed session pursuant to Section E of the Municipal Government Act to discuss agenda item 14.1 and 14.2.

15. ADJOURNMENT

**COUNCIL MEETING MINUTES
TOWN OF LUNENBURG**

Tuesday, July 14, 2026 | 6 pm

Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey (via Zoom), Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
Also present	Paul Nopper, CAO Alan Howell, Senior Planner Tyson Joyce, Director of Public Works Marc Kiely, Director of Community Development Kayla Byrne, Municipal Clerk Jamie Deans, Communications and Events Coordinator Kristi Tibbo, Director of Recreation Laura LeGresley, Community Development
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.
Additions/ Deletions	Moved and seconded that Council amend the agenda by switching the order of agenda items 10.1 and 10.2. Motion carried unanimously
Approval of Agenda	Moved and seconded that Council approve the agenda for the July 14, 2026, meeting as amended. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the June 22, 2026 special meeting minutes as presented. Motion carried unanimously Moved and seconded that Council approve the June 23, 2026 regular meeting minutes as presented. Motion carried unanimously
Public Input	Scott Clements provided comments on the proposed Social Media Policy, including suggestions related to communications practices and record retention.

Irma Da Sie spoke regarding the Municipal Planning Strategy and Land Use By-law review, requesting that amendments related to parking requirements and waterfront height limits be prioritized ahead of the broader review process.

Heather Langille spoke regarding the recent appeal decision related to the Solterre development, encouraging Council to consider its options in response to the decision and requesting that parking near the Lower Green Street recreational facilities be reserved for users of those public amenities.

Council Strategic
Priorities

Moved and seconded that Council formally adopt the following strategic priorities, as affirmed through facilitated discussions in March 2026:

1. Preparing the Electric Utility for the Future;
 2. Improving Organizational Capacity;
 3. Striving for Best Governance Practices, including a review of planning documents;
 4. Advancing Asset Management for Long-Term Sustainability;
 5. Building Trust through Communication and Engagement; and
 6. Strategic Community Development Planning; and
- direct staff to arrange a follow-up facilitated workshop in early fall 2026 to further develop the strategic priorities and support planning for the upcoming budget cycle; and
 - direct staff to use these strategic priorities to guide operational decisions and planning until otherwise directed.

Motion carried unanimously

Sustainable Cultural
Tourism Plan

Moved and seconded that Council accept the Sustainable Cultural Tourism Plan prepared by 21 FSP Inc. as a guide for staff in working collaboratively with community partners and making recommendations to Council, as appropriate.

Motion carried unanimously

Affordable Housing
Grant Program

Moved and seconded that Council adopt the Affordable Housing Grant Program as presented in Schedule A.

Motion carried unanimously

Ice Allocation Policy

Council discussed the proposed policy, including consideration of Mahone Bay residents in the residency provisions.

Moved and seconded that Council provide official notice of its intent to

consider the Ice Allocation Policy and refer the Policy to a future Regular Council Meeting for final consideration and approval.

	FOR	AGAINST	
	6 Councillors	1 Councillor (Bailey)	Motion carried
Information Report: Town & Water Utility Capital Projects Status Updates	Staff presented an update on the status of the Town and Water Utility capital projects as of June 30, noting projects that were completed, underway, in the preliminary stages, and currently on hold. Council asked questions regarding several projects, including the water treatment plant tank bypass and the Maple Avenue project. Staff provided clarification on project planning, timelines, and the coordinated approach to delivering related infrastructure improvements.		
Lunenburg Academy Rental Space	Moved and seconded that Council direct staff to promptly prepare and advertise a call for Expressions of Interest for the space available for rent in the Lunenburg Academy with criteria established through consultation with representatives of the Lunenburg Academy Foundation Board of Directors and approved by Council.		
Social Media Policy	Moved and seconded that Council direct staff to use social media as an official communication tool to share timely and accurate information with the public, with comments disabled by default, and that appropriate contact information be provided to allow members of the public to obtain further information.		
	FOR	AGAINST	
	6 Councillors	1 Councillor (Dauphinee)	Motion carried
	Moved and seconded that Council approve the Social Media Policy as presented.		
	FOR	AGAINST	
	6 Councillors	2 Councillors (Bailey & Dauphinee)	Motion carried
Inclement Weather Policy	Moved and seconded that Council approve the Inclement Weather Policy as presented.		
	FOR	AGAINST	
	6 Councillors	1 Councillor (Bailey)	Motion carried
Notices of Motion, Information	Council members provided reports on recent meetings and community activities.		

Requests and
Councillor Reports

Deputy Mayor Bailey gave notice that Council direct staff to immediately amend the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to institute parking requirements for new development and amend height allowances in the Marine Industrial Zone.

This motion will return for decision at a future meeting of Council.

Items for
Consideration at
COTW

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

Motion Action List

Council reviewed the Motion Action List.

Adjournment

There being no further business, the Council meeting adjourned at 8:02 p.m.

Minutes were read and approved.

GORDON FRASER
22 Goldfinch Lane
Heckmans Island, Lunenburg County
Nova Scotia, B0J 2C0
T: 902-210-5779 | E: iam007fraser@gmail.com

June 22, 2026

Lunenburg Town Council
Town of Lunenburg
90 Bluenose Drive
Lunenburg, NS, B4V 2R7

RE: Proposed Road Use By-Law Amendment for Off-Road Vehicles

Dear Council Members,

I am writing to formally propose an amendment to the town's road use by-laws. Following the recent, excellent upgrades to the Bay to Bay Trail, the town has a unique opportunity to build on this infrastructure to boost local tourism and economic growth. To maximize the value of this asset, I request that Council consider the following two initiatives:

1. **Develop a Designated Trailhead Parking Area:** There is a triangular parcel of land located directly at the trailhead on Sandy Hollow Road. This site is ideally situated to be developed into a proper parking area for trail users.
2. **Permit Off-Road Vehicle (ORV) Street Transit:** I propose allowing visiting off-road vehicles to transit from the Sandy Hollow Road trailhead down Dufferin Street. This route would safely connect riders to the edge of the downtown core. Providing a designated parking area here would allow visitors to legally access local restaurants, fuel stations, and retail shops.

Implementing these changes will create a significant new revenue stream for our business community. Furthermore, the off-road vehicle community operates outside of the traditional tourism calendar. Encouraging ORV tourism will effectively extend our visitor season, attracting economic activity earlier in the spring and later into the autumn months.

Additionally, it seems as though the Town of Pictou is allowing Off Road vehicles on town streets as an experiment.

Thank you for your time, consideration, and ongoing dedication to the development of Lunenburg.

Sincerely,
Gordon Fraser



Lunenburg County
WHEELS
Connecting People and Communities

110-210 Aberdeen Road, Bridgewater, N.S. B4V 4G8

RECEIVED

JUL 21 2026

June 3, 2026

Mayor Jamie Myra & Councillors

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

A Thank You for your Support

This is a heartfelt Thank You from our Board and staff for including \$10,000 in your 20026-2027 Budget for our non-profit door-to-door service.

This most recent funding continues a strong history of essential financial support from Lunenburg Council and helps provide citizens of Lunenburg with an option for rides for work, medical appointments, recreation and social purposes throughout western Lunenburg County (Bridgewater, Mahone Bay and all MODL communities, as well as Lunenburg).

Respectfully,

Dean Whalen
President
Lunenburg County Wheels

Daron Lantz
Executive Director
Lunenburg County Wheels





SPONSORSHIP PACKAGE

2026



27 YEARS AND OVER
\$640,000+
 RAISED FOR FISHERMEN'S MEMORIAL HOSPITAL



ABOUT THE TOURNAMENT

Golf for Fishermen's is entering its 27th year supporting Fishermen's Memorial Hospital. Thanks to incredible community support, we've raised over \$640,000 to improve patient care and fund essential medical equipment.



EVENT DETAILS

DATE:
September 26th, 2026

LOCATION:
Bluenose Golf Club



WHY SPONSOR?

Your support helps strengthen local healthcare while promoting your business to a highly engaged community audience.

SPONSORSHIP LEVELS



BRONZE
\$25-\$124



SILVER
\$125-\$249



GOLD
\$250-\$499



PLATINUM
\$500-\$999



DIAMOND
\$1000+



HOLE SPONSOR
\$150



PRIZE DONATIONS WELCOME

Minimum value: \$25

All prizes help make our tournament a success!

TOURNAMENT COMMITTEE

Nick Francis (Co-Chair) (527-6627)
 Patrick Burke (527-7154)
 Sean Conrad (529-2508)
 Mike Tanner (527-7213)
 Bubby Jackson (Co-Chair) (523-1635)
 Nick Yorston (527-6455)

Hubert Francis (Co-Chair) (527-7070)
 Jeremy Church (521-8983)
 Jamie Myra (212-0048)
 Tyler Schmeisser (523-4610)
 David Francis (527-6401)
 Andrew Blanchard (802-4720)
 Kyle Tahner (523-1861)



Golf for Fishermen's Hospital Tournament
 PO Box 252, Lunenburg, NS B0J 2C0





SPONSORSHIP

— COMMITMENT FORM —

Thank you for your support of Fishermen's Memorial Hospital
and our community.



SELECT YOUR SPONSORSHIP LEVEL

Please check one: _____


BRONZE
\$25-\$124
☐


SILVER
\$125-\$249
☐


GOLD
\$250-\$499
☐


PLATINUM
\$500-\$999
☐


DIAMOND
\$1000+
☐


HOLE SPONSOR
\$150
☐


PRESENTING SPONSOR
\$2500
☐



**PRIZE DONATIONS
WELCOME!**

Our 50/50 is ONLINE
with Rafflebox now!



BUY 50/50 TICKETS ONLINE:

<https://www.rafflebox.ca/raffle/fmha>

Thank you for your support!



SPONSOR INFORMATION

Please complete the information below. _____

Company / Organization Name: _____

Contact Name (Optional): _____

Email (Optional): _____

Phone Number (Optional): _____

Mailing Address: _____

City / Province / Postal Code: _____



HOW YOU WOULD LIKE TO BE RECOGNIZED

(Please print clearly) _____

This is how your name will appear on signage, promotional materials, and recognition.

Please list as you would like it to appear: _____



PAYMENT INFORMATION

Please check one:

☐

Cash Enclosed

☐

Cheque Enclosed

(Payable to Fishermen's Memorial Hospital Auxiliary)



Please return this form and payment to:
Golf for Fishermen's Hospital Tournament
PO Box 252, Lunenburg, NS B0J 2C0

Thank You!

Your support makes a difference in
our community.



Golf for Fishermen's Hospital Tournament
PO Box 252, Lunenburg, NS B0J 2C0





**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • JustMin@novascotia.ca

July 29, 2026

Mr. Paul Nopper
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS, B0J 2C0

Dear Mr. Paul Nopper,

Re: Municipal Billing Model

The Province has determined your municipality's estimated annual contribution for policing services provided under the Provincial Police Services Agreement for the period April 1, 2026, to March 31, 2027. This allocation has been determined in accordance with the Province's New Billing Model, which comes into effect on October 1, 2026, with application retroactive to April 1, 2026, for the purpose of determining municipal policing cost allocations for the 2026/27 fiscal year.

For the 2026/27 fiscal year, the estimated contribution is \$855,688 subject to final calculations. This allocation reflects the approved policing service level as of April 1, 2026, and includes all approved service level changes implemented on or before that date for your municipality. Any further service level changes approved after April 1, 2026 will be reflected through future billing adjustments, where applicable. **Approved budget 26/27 is \$1,209,500 based on a 6% increase of 25/26 actual. This is a savings of \$353,182 for 26/27.**

This estimated annual contribution represents a 25.0% decrease in policing cost for your municipality compared to the amount \$1,140,917 that would have been calculated under the previous Billing Model. **As discussed throughout the consultation process, municipalities will reinvest these savings into complementary public safety initiatives, such as layered policing, community safety programs, alternative response models, and other measures aligned with the recommendations of the Comprehensive Nova Scotia Policing Review.** The Province will also continue working closely with the RCMP to help ensure adequate and effective police resourcing in communities across Nova Scotia.

Please note that the amount identified in this letter represents an estimated annual contribution based on the approved budget for the Provincial Police Services Agreement for the 2026/27 fiscal year. Following the completion of the 2026/27 fiscal year, the Province will receive the

RCMP's annual report of actual eligible policing costs incurred under the Provincial Police Services Agreement. A year-end reconciliation will then be completed to compare the estimated amounts billed during the fiscal year with the actual eligible costs. Any resulting difference identified through the reconciliation process will be reflected as an adjustment to the municipality's final billing, including additional amounts payable or credits, where applicable.

The new billing model is data-driven and is designed to better reflect the unique circumstances of municipalities across the province. Municipal costs are determined using a range of factors, including population, property values, the number of officers assigned, and the Crime Severity Index. To ensure the model continues to reflect local public safety demands and municipal capacity, costs will be reviewed and recalculated annually. Agreements formalizing this process will also be sent to each individual municipality for signature in the coming months.

The Department of Justice's Public Safety and Security Division will be sending invitations to meet with each municipality policed by the RCMP under the Provincial Police Service Agreement to discuss these changes. While the Department would always prefer an in-person meeting to discuss such a significant change, we want to get this. Appreciating summer schedules, virtual meetings will be scheduled during August 2026.

Thank you for your continued engagement and partnership throughout this process. The new billing model represents an important step toward a more sustainable and equitable approach to policing that better reflects the needs of municipalities while supporting local public safety priorities.

Sincerely,

A handwritten signature in blue ink that reads "Scott Armstrong". The signature is fluid and cursive, with the first name "Scott" and last name "Armstrong" clearly legible.

The Honourable Scott Armstrong, M.L.A.
Attorney General and Minister of Justice

C. Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities

Subject: Ice Allocation Policy for Lunenburg War Memorial Arena

From: Kristi Tibbo, Director of Recreation & Parklands

Date: July 14, 2026 – Notice
Aug. 11, 2026 – Decision



Recommendation

That Council approve the Ice Allocation Policy as presented.

Alternatives

- Approve the policy with amendments, directing staff to revise specific provisions before implementation.
- Defer consideration pending additional consultation or further review. This option would delay the implementation of a standardized ice allocation framework and continue reliance on existing administrative practices.

Background

The Lunenburg War Memorial Arena is a valued community recreation facility that serves a wide range of user groups, including youth organizations, schools, recreational leagues, tournaments, and individual renters. Demand for ice time continues to exceed available capacity during peak periods, creating the need for a consistent and transparent approach to scheduling and allocation.

Historically, ice allocation has been managed through practices that have evolved over time. While these practices have generally served the community well, they have not been supported by a formal policy or best practise. The proposed Ice Allocation Policy establishes clear guiding principles, identifies allocation priorities, and provides staff with a consistent framework for decision-making while maintaining flexibility to respond to changing operational requirements.

July 14th update – Council requested to receive the Ice Allocation Matrix and discussed adding Mahone Bay as a Resident. Initially staff only noted MODL as a resident due to financial contributions to the War Memorial Arena. It should be noted the town of Mahone Bay does not currently provide any financial contributions towards the arena.

Discussion

The proposed policy has been developed to promote fairness, equity, transparency, and responsible management of municipal recreation facilities. It clearly defines user categories, establishes priority rankings for ice allocation, and outlines expectations for facility users

regarding conduct, cancellations, financial standing, insurance, and facility care. A significant feature of the policy is the introduction of an Ice Allocation Matrix, which may be used when requests from partner organizations exceed available ice time. Rather than relying solely on historical allocations, the matrix allows staff to consider factors such as youth participation, community benefit, accessibility, residency, historical compliance, and organizational capacity. This approach supports equitable decision-making while recognizing the evolving recreational needs of the community.

The policy also clearly distinguishes between Council's governance role and Administration's operational responsibilities. Council establishes the policy framework, while Administration is responsible for implementing the policy through administrative procedures, including scheduling, application processes, cancellations, and appeals. This approach allows operational practices to evolve over time without requiring amendments to the Council Policy. Adoption of this policy will improve consistency, accountability, and transparency in the allocation of a limited municipal resource while providing greater clarity for arena users regarding expectations and decision-making processes.

While the policy formalizes the Town's approach to ice allocation, it is not intended to significantly change how most users access arena ice. Ice allocation policies are common among municipalities that operate arenas, providing a clear and consistent framework to support fair decision-making when demand exceeds available ice time.

Financial

There are no direct financial implications associated with the adoption of this policy. Existing arena rental fees will continue to be established through Council's approved recreation rate schedule. Implementation of the policy is expected to improve administrative efficiency and support the effective management of available ice time.

Attachments

- Proposed Ice Allocation Policy
- Ice Allocation Matrix

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department	Kristi Tibbo, Director of Recreation and Parkland	Originator	July 28, 2026
Clerk	Kayla Byrne, Municipal Clerk	Reviewer	July 29, 2026
Chief Administrative Officer	Paul Nopper, CAO	Reviewer	August 3, 2026

Policy Statement

The Town of Lunenburg is committed to the fair, transparent, and effective allocation and management of ice time at the Lunenburg War Memorial Arena. The Town recognizes the importance of providing equitable access to arena facilities while balancing community needs, operational requirements, user responsibilities, and the long-term sustainability of the facility.

Purpose

The purpose of this Policy is to establish the principles, priorities, responsibilities, and conditions governing the allocation, booking, and use of ice time at the Lunenburg War Memorial Arena. This Policy provides a framework for equitable access, responsible facility use, and consistent decision-making, while authorizing administrative procedures to support day-to-day operations.

Scope

This Policy applies to the allocation, booking, administration, and use of ice time at the Lunenburg War Memorial Arena. It applies to all organizations, user groups, businesses, schools, and individuals requesting or utilizing ice time at the facility.

Definitions

For the purposes of this Policy:

Tournament and Special Event means a recreational, cultural, community, or sporting event that is scheduled outside regular seasonal ice allocations and may require dedicated ice time, staffing, or facility resources.

Partner Group means a non-profit organization that:

- Is based within the Town of Lunenburg or the Municipality of the District of Lunenburg;
- Primarily provides programming for youth (18 years of age and under);
- Provides recreational programming that addresses a distinct community need and is recognized by the Town as a Partner Group; and
- Meets any additional eligibility requirements established by the Town.

Boards of Education means public schools and school boards seeking ice time for educational, recreational, or athletic programming.

Seasonal Client means an organization or individual that rents ice on a recurring basis throughout a season, including recreational leagues, clubs, associations, and other organized users. Occasional Client means an organization or individual that rents ice on an infrequent or one-time basis.

Non-Resident Client means an organization or individual that is not based within the Town of Lunenburg or the Municipality of the District of Lunenburg.

Commercial Client means an organization, business, or individual using ice time for commercial, instructional, or profit-generating purposes.

Resident means a resident of the Town of Lunenburg, the Municipality of the District of Lunenburg, or the Town of Mahone Bay.

Community Benefit means the extent to which a proposed activity contributes to the recreational, social, cultural, educational, economic, health, or overall well-being of the Town of Lunenburg and its residents. Community benefit may include, but is not limited to, increasing access to recreation, supporting youth and underrepresented populations, advancing accessibility and inclusion, fostering community partnerships, contributing to the local economy, and aligning with Council-approved plans or identified community priorities.

Administration

The CAO or designate is responsible for the interpretation, implementation, and administration of this Policy and may establish Administrative Procedures necessary to support its implementation. Where an actual or perceived conflict of interest exists, the CAO may assign responsibility for the administration of a particular allocation or decision to another employee or designate.

Fairness, Equity, and Inclusion

The Town of Lunenburg is committed to providing reasonable and equitable access to recreational facilities, programs, and services for individuals and organizations of all ages, abilities, genders, and backgrounds. Ice allocations, facility rentals, and program decisions will be made in a fair and consistent manner that supports accessibility, inclusion, and positive participation.

Code of Behaviour

The Town is committed to maintaining a safe, welcoming, and respectful environment for all arena users. Aggressive, violent, harassing, discriminatory, or abusive behaviour will not be tolerated.

All arena users are expected to:

- Treat others with respect and courtesy.
- Contribute to a safe, welcoming, and inclusive environment.
- Demonstrate fair play, sportsmanship, and positive recreation and sport values.
- Follow the rules and directions established by the Town and facility staff.

Failure to comply with this Code of Behaviour may result in the suspension or cancellation of ice privileges and may result in additional restrictions on facility use.

Tournaments and Special Events

The Town supports tournaments and special events that provide recreational, social, cultural, or economic benefits to the community. These events may be allocated ice time outside regular seasonal schedules, subject to facility availability and operational requirements.

Annual Allocation Process

Seasonal ice allocations will normally be conducted annually in accordance with timelines established by the Town. Applicants shall submit information required by the Town to support the allocation process. Administrative procedures may establish application requirements, submission deadlines, and allocation timelines.

Ice User Priority Ranking

Where demand for ice time exceeds available capacity, ice allocations will be made in accordance with the following order of priority:

- Municipal Programs and Activities.
- Tournaments and Special Events.
- Partner Groups.
- Boards of Education.
- Seasonal Clients.
- Occasional, Non-Resident, and Commercial Clients.

The Town may depart from this ranking where necessary to address operational requirements, emergencies, facility maintenance, legislated obligations, or where doing so would better achieve the objectives of this Policy.

In applying this Policy, the Town will seek to maximize community benefit while ensuring fair and equitable access to available ice time.

Residency

Where requests are otherwise equal under this Policy, preference may be given to residents of the Town of Lunenburg and the Municipality of the District of Lunenburg in recognition of their contribution to the funding of the facility.

Partner Group Allocation

Where available ice time is insufficient to accommodate all requests from Partner Groups, allocations will be determined using the Ice Allocation Matrix established by the Town. Partner Groups must submit current registration information and any other information required to support the annual allocation process.

Ice Allocation Matrix

The Ice Allocation Matrix may be used to evaluate competing requests within the same priority category where demand exceeds available ice time. The matrix is intended to support fair, consistent, and objective allocation decisions and shall be applied in accordance with the principles of this Policy.

The CAO or designate may establish and amend the Ice Allocation Matrix as an administrative tool to support the implementation of this Policy.

The Ice Allocation Matrix shall consider factors such as youth participation, community benefit, residency, accessibility and inclusion, historical compliance, and organizational capacity.

Historical Usage

Historical usage may be considered as one factor in annual ice allocation decisions. However, historical usage does not create an entitlement to a specific allocation, timeslot, or quantity of ice.

Cancellations and Refunds

Arena users are responsible for providing notice when cancelling allocated ice time. Charges related to cancellations may be applied in accordance with administrative procedures established by the Town.

Refunds or credits may be provided in accordance with administrative procedures established by the Town. Consideration may be given to circumstances beyond the user's control, including facility closures, severe weather events, emergencies, or other exceptional circumstances.

Unused Ice and Reallocation

Arena users are expected to advise the Town as soon as reasonably possible when allocated ice time will not be used.

The Town may reallocate unused or returned ice time to other users in accordance with administrative procedures established by the Town. The reassignment of unused ice time does not create a future entitlement or establish priority for subsequent allocations.

Repeated underutilization, cancellations, or failure to advise the Town that allocated ice will not be used may be considered during future allocation decisions.

Financial Standing

Organizations and individuals requesting ice allocations or facility rentals must remain in good standing with the Town. The Town may deny, suspend, or modify allocations where outstanding fees, charges, or other obligations remain unpaid.

Insurance, Risk Management, and Conditions of Use

The Town may require applicants, organizations, or user groups to provide proof of insurance, indemnification agreements, permits, certifications, waivers, or other documentation as a condition of facility or field use.

Insurance requirements, minimum coverage amounts, documentation standards, and additional conditions of use may vary depending on the nature of the activity, participant risk, event size, or operational considerations and shall be established through administrative procedures.

Failure to provide required documentation may result in denial, cancellation, suspension, or modification of booking approvals.

Damage and Responsibility

Users are responsible for the reasonable care and use of Town facilities, fields, equipment, and amenities during approved bookings.

Users may be held financially responsible for damages, excessive cleaning requirements, repairs, or additional operational costs resulting from misuse, negligence, or failure to comply with facility requirements.

Administrative procedures may establish inspection, reporting, and cost recovery processes.

Fees and Charges

Facility use fees, deposits, charges, and applicable rental rates shall be established by Council and maintained separately from this Policy.

Users are responsible for all applicable fees and charges associated with approved bookings.

The Town may require deposits, damage deposits, or advance payment as a condition of use.

Fee Waivers and Reductions

Council may, by resolution, waive, reduce, or modify fees and charges, subject to any applicable legislation, policies, or approved budgets. Any approved use remains subject to facility availability and operational requirements.

Appeals and Dispute Resolution

Organizations and individuals may request a review of decisions made under this Policy in accordance with administrative procedures established by the Town.

Reviews are limited to determining whether this Policy and applicable administrative procedures were applied fairly and consistently and do not constitute a reconsideration of allocation priorities established by the Town.

The CAO or designate may review decisions where it is alleged that this Policy or associated administrative procedures were not applied appropriately. Decisions made following a review are final.

Policy Review

This Policy shall be reviewed periodically, or as required, by the CAO or designate, and recommendations for amendment may be brought forward to Council as necessary.

9. Ice User Priority Ranking

Ice time will be allocated according to the following priority order:

1. Municipal Programs.
2. Tournaments and Special Events.
3. Partner Groups.
4. Boards of Education.
5. Seasonal Clients.
6. Occasional, Non-Resident, and Commercial Clients.

Ice Allocation Scoring Matrix (Staff Use)

When demand exceeds available ice within the same priority category established under Section 9, staff may evaluate requests using the following matrix. The matrix shall be applied in conjunction with the allocation principles outlined in Section 8 and is intended to support fair, transparent, and consistent decision-making.

Criteria	Max Points
Residency Impact	20
Youth Participation	20
Community Benefit	15
Diversity, Inclusion, Equity, Accessibility & Belonging (DIEAB)	15
Historical Usage & Compliance	15
Organizational Capacity	10
Scheduling Flexibility	5
Total	100

Best Practices and Policy Foundations

This policy aligns with recognized best practices in municipal recreation management, Nova Scotia recreation frameworks, and public-sector Equity, Diversity, Inclusion, Accessibility, and Belonging (EDIAB) approaches. It reflects accepted practices related to equitable access, youth development, safe sport, transparent allocation, and responsible facility stewardship, while incorporating local Council priorities and staff operational experience.

Ice Allocation Scoring Guide **Lunenburg War Memorial Arena** *(Staff Use Only)*

Purpose of the Scoring Guide

This scoring guide supports the Town of Lunenburg's commitment to a fair, transparent, and equitable ice allocation process. It provides staff with consistent criteria for evaluating competing ice allocation requests within the same priority category when demand exceeds available ice.

The guide aligns with:

- Council direction
- Community benefit and resident prioritization
- Responsible municipal facility stewardship
- Equity, Diversity, Inclusion, Accessibility, and Belonging (DIEAB) principles

Scores should be based on demonstrated evidence, not intent alone, and informed by application submissions, historical records, and staff experience.

General Scoring Principles

- Scoring is applied only after priority ranking (Section 9 of the policy).
- Each criterion is scored independently.
- Documentation may be requested to support claims.
- Strong performance in one area may offset weaker performance in another, subject to policy priorities.
- Scores should be clearly documented to support transparency and appeal review, if required.

Scoring Criteria and Guidance

1. Residency Impact (0–20 Points)

Aligns with Sections 1, 3, 15, and 16 of the policy.

Score Range	Guideline
0–5	Minimal Town or District resident participation; the majority of participants are non-residents.
6–10	Moderate resident participation (approximately 40–60%).
11–15	High resident participation (approximately 60–80%).
16–20	Predominantly Town and/or District residents (80%+); clearly serves the local community.

Evidence considered: registration data, postal codes, school attendance, and historical records.

2. Youth Participation (0–20 Points)

Aligns with Sections 3, 10, 12, and 19.

Score Range	Guideline
0–5	Adult-only programming.
6–10	Mixed youth and adult participation.
11–15	Primarily youth-focused programming (18 and under).
16–20	Exclusively youth-focused programming with broad participation or high registration demand.

Consideration note: Youth programming is prioritized due to long-term community, health, and developmental benefits.

3. Community Benefit (0–15 Points)

Aligns with Policy Statement, Sections 1, 3, 7, and 11.

Score Range	Guideline
0–5	Limited benefit beyond the immediate user group.
6–10	Moderate recreational, social, or cultural benefit.
11–15	Significant community, social, cultural, or economic impact (e.g., tournaments, inclusive programming, community visibility).

Examples: community access programs, economic impact from events, and intergenerational participation.

4. Diversity, Inclusion, Equity, Accessibility & Belonging (DIEAB) (0–15 Points)

Aligns with Sections 5, 21, and Definitions.

Score Range	Guideline
0–5	No demonstrated actions addressing barriers to participation.
6–10	Some inclusive practices (e.g., fee supports, modified programming, inclusive policies).
11–15	Clear, intentional, and documented actions removing barriers and fostering belonging (e.g., adaptive programming, gender inclusion, financial accessibility, culturally inclusive practices, safe sport policies).

Important: Scores must be based on **actual practices**, not aspirational statements.

5. Historical Usage & Compliance (0–15 Points)

Aligns with Sections 4, 6, 14, and 18.

Score Range	Guideline
0–5	Poor history of compliance, late cancellations, payment issues, or policy violations.
6–10	Generally compliant with minor issues.
11–15	Strong history of responsible ice usage, compliance, and communication.

Note: Historical usage does not create entitlement but may inform reliability.

6. Organizational Capacity (0–10 Points)

Aligns with Sections 4, 7, and 12.

Score Range	Guideline
0–3	Weak governance, poor communication, or scheduling issues.
4–7	Adequate administration and coordination.
8–10	Strong governance, accurate scheduling, reliable communication, and demonstrated organizational competence.

Evidence: incorporation status, designated contacts, and timely submissions.

7. Scheduling Flexibility (0–5 Points)

Aligns with Sections 8, 18, and 20.

Score Range	Guideline
0–2	Limited or no flexibility; prime-time only requests.
3–4	Some flexibility for alternate or non-prime times.
5	High flexibility and willingness to accept non-prime or adjusted scheduling.

Documentation and Record Keeping

Staff should:

- Record scores and brief rationale for each criterion
- Retain scoring records for appeal or audit purposes
- Apply criteria consistently across similar applications

Use in Appeals

The scoring guide supports Section 22 (Appeals and Dispute Resolution). Appeals may assess whether:

- Criteria were applied consistently
- Relevant information was overlooked
- Scores align with documented evidence

Subject: In-Kind Community Grant Request - Be the Peace
Institute Facility Rental Fee Waiver
From: Kristi Tibbo, Director of Recreation
Date: August 11, 2026 Council Meeting



Recommendation Options:

That Council approve an in-kind Community Grant to Be the Peace Institute in the amount of \$_____, representing the waiver of the Lunenburg Community Centre rental fee for its 10th Anniversary community event on Saturday, October 17, 2026, and that the in-kind contribution be funded through the 2026/2027 Community Grant Fund.

That Council table the discussion of the in-kind Community Grant to Be the Peace Institute for the use of the Lunenburg Community Centre.

That Council denies the in-kind Community Grant to Be the Peace Institute for the use of the Lunenburg Community Centre.

Background:

At the June 23, 2026, Regular Council Meeting, Council received an in-kind request from Be the Peace Institute to waive the rental fee for use of the Lunenburg Community Centre auditorium. This report is provided as an update to that meeting item and to confirm the financial value of the requested in-kind municipal contribution. The organization has placed a hold for use of space in the auditorium for Saturday, October 17, 2026, for five hours.

Discussion

The request is in-kind in nature and does not require a direct cash payment to the applicant. The municipal contribution would be the waiver of the established facility rental charge for the Lunenburg Community Centre. The cost associated with the requested waiver is \$300.00.

The event organizers have noted that this will bring a community benefit component, as it supports public awareness, dialogue, and community engagement on gender-based violence, gender equity, and social justice. The organization's connection to the Lunenburg Community Centre also provides relevant local context, as the applicant identifies the venue as the location where the original community planning work began in 2012.

Strategic Plan Relevance

This request aligns with Council's strategic priority of Communications and Engagement: Building Trust and Moving to the Next Level by supporting a community-based event that promotes awareness, dialogue, and engagement on an important social issue. Through the provision of an in-kind facility rental waiver, the Town is supporting opportunities for residents and community partners to connect, share information, and strengthen community well-being.

The request also supports Council's Governance and Planning priorities by ensuring a transparent decision-making process and clearly identifying the value of the municipal contribution.

Recording the \$300.00 rental waiver as an in-kind Community Grant promotes accountability, consistent administration, and responsible use of municipal resources.

Further, funding the request through the approved 2026/2027 Community Grant Fund reflects Council's commitment to sound financial management by providing community support within existing budget allocations while maintaining responsible stewardship of public funds.

Relevant Legislation

Town of Lunenburg Community Grant policy and procedures, as applicable to in-kind community support requests.

Financial

The financial value of the requested in-kind facility rental waiver is \$300.00.

There is currently \$3,000 remaining in the approved 2026/2027 Community Grant Fund. If Council approves the request, the available balance would be reduced by \$300.00.

No additional funding source is required, provided Council approves the request to be funded through the Community Grant Fund.

Communications

Following Council's decision, staff will advise Be the Peace Institute of the outcome of the request and update the facility booking records accordingly. If approved, the waiver should be recorded as an in-kind Community Grant for reporting and budget-tracking purposes.

Attachments

Attachment A - Letter from Be the Peace Institute dated May 12, 2026, requesting waiver of the Lunenburg Community Centre auditorium rental fee.

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department	Kristi Tibbo, Director of Recreation and Parklands	Originator	August 4, 2026
Finance			
Chief Administrative Officer	Paul Nopper, CAO	Reviewer	August 5, 2026
Additional Review (as applicable)			



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: New Dump Truck – RFP Award

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

Reviewed by: Lisa Dagley, CPA, CGA, Director of Finance

Date: July 27, 2026

Recommendation

That Council award the New Dump Truck Request for Proposals (RFP) to ECI Trucks in the amount of \$338,140.26 +HST.

Alternatives

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

Background

In the 2026-27 Capital Budget, Council approved a New Dump Truck (09 Replacement). The 2009 International Dump Truck is nearing the end of its useful life. The New Dump Truck RFP is for the supply of a 2026 or newer Five Ton Dump Truck complete with a dump box, 10 ft snow plow, plow gear, and a salt spreader. The new truck is an integral piece of equipment for the Public Works crew for safe and efficient snow removal, as well as other Public Works activities year-round.

Discussion

The RFP for the New Dump Truck closed on July 22, 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	Chassis Make/Model	Box and Plow Make	Year	Delivery Time	TOTAL (excluding HST)
ECI Trucks	International HV607	Larochelle	2028	330 days	\$338,140.26
Nova Truck Centres	Western Star 47X	Viking Equipment	2027	365 days	\$393,200.00
Nova Truck Centres	Western Star 47X	Larochelle	2027	330 days	\$392,889.00

The amount approved in the 2026/27 Town Capital Budget for the New Dump Truck is \$380,000 including Net HST, with funding sourced from debt.

All Proponents have similar availability for the new truck, so proceeding with procurement now will have us positioned to have the new piece of equipment in hand for the 2027-28 winter. All Proponents have similar warranty programs.

Our two most recent truck purchases (2021 and 2025) are International HV607 uplifted with Tenco equipment. Purchasing a third International HV607 will keep the chassis consistent across our fleet. Tenco no longer has a distributor in Atlantic Canada, however, we feel confident to proceed with the Larochelle box and plow as shown in the proposal. The proposed Larochelle box and plow, should function similarly to the Tenco equipment that we currently have.

Based on the relative pricing and considering the value add for consistency in chassis, parts, etc., Staff recommend awarding the RFP to ECI Trucks for a 2028 International HV607 uplifted with Larochelle equipment.

Strategic Plan Relevance

Capital Equipment is part of the Infrastructure and Asset Management: Planning for Long-Term Sustainability, of the Town of Lunenburg Strategic Priorities –2026/27.

Financial

The amount approved in the 2026/27 Town Capital Budget for the New Dump Truck is \$380,000 including net HST with funding from debt. The amount of the RFP award to ECI Trucks is \$351,184- including net HST, so falls inside the Capital Budget provision for this purchase.

Subject: Pelham Street Sidewalk Renewal - Tender Award

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

Reviewed by: Lisa Dagley, CPA, CGA, Director of Finance

Date: July 28, 2026



Recommendation

That Council increase the total budget for the Pelham Street Sidewalk Renewal Project to \$560,000 (including net HST) with funding of \$200,000 from Deed Transfer Taxes and \$360,000 from Capital Reserves.

That Council award the Pelham Street Sidewalk Renewal Tender to Dexter Construction Co. Ltd. for the amount of \$469,110+ HST.

Alternatives

- That Council not award the Pelham Street Sidewalk Renewal Tender and defer this Project to a later time.

Background

The Pelham Street Sidewalk Renewal Project is intended to replace the existing sidewalk along Pelham Street from Town limits at Rous Brook up to Shipyard Hill Road. The current sidewalk is asphalt and is in poor condition. The scope includes the supply and installation of approximately 375m of new concrete sidewalk, with curb and driveway openings, necessary road and landscape reinstatements, and will create compliance with accessibility standards. This scope also includes improving the ramps and installing rapid flashing beacons at the crosswalk on Pelham Street at Sawpit Road.

Discussion

The Tender for the civic work associated with the Pelham Street Sidewalk Renewal Project closed on July 23, 2026, and has validity for 60 days.

Tender Results (all tender awards over \$100,000 must be approved by Council)

Company	Completion Time	Tender Price (excluding HST)
Atlantic Road Construction & Paving Ltd.	4 weeks	\$846,710.00
Dexter Construction Co. Ltd.	11 weeks	\$469,110.00

Staff and the Consultant have reviewed the Tender, and the two submissions are compliant and have competitive submissions. Both Proponents can complete the work this construction season. Thus, it is recommended that Council Award this Tender to the low bid, Dexter Construction Co. Ltd.

Strategic Plan Relevance

Capital Construction Projects are part of the Infrastructure and Asset Management: Planning for Long-Term Sustainability, of the Town of Lunenburg Strategic Priorities –2026/27.

Financial

The total amount approved in the 2026-27 Capital Budget for Pelham Street Sidewalk Renewal is \$470,000 including Net HST. A budget increase of \$90,000 is required to proceed with this project.

Incorporating the results of the Civil Work Tendering, the Revised Budget Estimate for the Project is as follows:

Item	Cost including Net HST
Engineering (Tender and Construction Support Service)	\$20,000
Tender for Civil Work	\$490,000
Contingency	\$50,000
Revised Budget	\$560,000

The original funding for this project was \$200,000 from Deed Transfer Taxes and \$270,000 from Capital Reserves. The Capital Reserves are sufficient to handle this increase in funding for a total of \$360,000 in revised funding for this project.

Subject: Town of Lunenburg Council Accomplishments and
Forward Strategic Priorities, August 2025 - July 2026

From: Paul Nopper, Chief Administrative Officer

Date: August 11, 2026 Council Meeting



Recommendation:

That Council receive this staff report for information as a consolidated summary of Council accomplishments from August 2025 to July 2026 and as a reference document to support Council's 2026/27 forward strategic priorities.

Background:

Between August 2025 and July 2026, the Town of Lunenburg Council advanced a substantial body of work across governance, infrastructure, utility modernization, housing, heritage preservation, tourism, financial sustainability, accessibility, and community wellbeing. This period reflects a transition from foundational planning into implementation, with Council approving major capital projects, adopting new policies, strengthening organizational capacity, and establishing clear strategic direction for 2026/27.

The work completed during this period was guided by Council's 2025/26 Goals and Objectives, which focused on reviewing the operations of the Lunenburg Electric Utility, strengthening the municipal workforce, rebuilding trust with the community, advancing daycare planning, and improving municipal communications. Through organizational review initiatives in process, workforce planning, governance improvements, community engagement efforts, utility investments, and enhanced communication practices, Council worked to improve service delivery, increase organizational effectiveness, and strengthen public confidence in local government.

Significant attention was also directed toward staff capacity, workplace culture, safety, and risk management to ensure the municipality is well-positioned to meet current and future service demands. The accomplishments highlighted throughout this report demonstrate meaningful progress toward Council's goals while laying the foundation for the priorities identified in the 2026/27 Council Priorities Framework. Collectively, these initiatives have strengthened municipal operations, enhanced governance, improved community engagement, and supported the long-term sustainability and wellbeing of the Town of Lunenburg.

Discussion

Council's work during the review period can be grouped into several strategic areas that demonstrate both immediate implementation progress and longer-term positioning for the Town. In addition to advancing major capital projects, policy initiatives, and service improvements, Council completed numerous Motion Action List items that translated strategic

direction into tangible outcomes. The following summary highlights key accomplishments and their connection to Council's 2026/27 forward strategic priorities.

Strategic Area	Major Achievements and Forward Direction
Governance, Leadership, and Strategic Planning	Appointment and stabilization of senior administrative leadership; continued use of the Motion Action List to improve accountability and implementation tracking; refinement of Council and Committee processes; public meeting livestreaming policy development and implementation; policy modernization; transparent public reporting; and development of a more formal strategic priorities framework to guide Council's 2026/27 work program.
Electric Utility Modernization	Retention of municipal ownership of the electric utility; approval of the 2026/27 Electric Utility Operating Budget of \$8.896 million and Capital Budget of \$4.387 million; approval of an approximately \$21 million five-year capital plan; advancement of Green Street and feeder upgrades, future substation planning, NSPI flow-through rate work, MMEUA collaboration, and ACOA-supported electrification and grid modernization initiatives.
Water Utility Modernization	Launch and near-completion of the Town-wide Water Meter Program, reaching approximately 94% completion by mid-2026; completion of the Water Rate Study and submission of a rate application to the Nova Scotia Utility and Review Board; Council review of water system modelling results supporting long-term transmission main renewal planning; advancement of tank bypass, hydrant replacement, transmission main renewal projects, and ongoing potable water regulatory compliance initiatives.
Wastewater Infrastructure	Continued implementation of the Wastewater Treatment Plant SBR \$12 million upgrade; approval of additional project financing; completion of biofilter media replacement; wastewater quality analysis and regulatory performance monitoring; Council-directed public reporting on wastewater treatment and harbour water quality; and continued planning for long-term wastewater infrastructure renewal and environmental sustainability.
Housing and Community Growth	Adoption of the Affordable Housing Tax Relief Program; completion of a regional Housing Market Study in partnership with MODL; advancement of Housing Accelerator Fund commitments; establishment of the Affordable Housing Grant Program with \$250,000 allocated and grants of up to \$25,000 per eligible unit and a maximum of \$100,000 per project; support for both new construction and adaptive reuse projects; planning reforms; zoning amendments for the Salt Meadows subdivision; and continued advancement of future housing opportunities.
Heritage Preservation	Approval of the Lunenburg Academy Roof Rehabilitation Project with increased funding to approximately \$1.27 million; initiation of an Academy

and Municipal Assets	space utilization review; advancement of the Town Hall Roof Replacement Project with budget increased to \$360,000; pursuit of grant funding and building envelope assessments identifying approximately \$1.5 million to \$1.875 million in future repair requirements over five years; Opera House accessibility improvements; and continued investment in protecting strategic heritage assets.
Tourism, Culture, and Economic Development	Endorsement of the Sustainable Cultural Tourism Plan; documentation of arts, culture, and heritage impacts totalling approximately \$693.6 million in economic output; identification of approximately 347,750 annual non-resident visitors and 2,264 supported jobs; adoption of the Marketing Levy By-law and Short-Term Accommodation Levy effective January 2027; and identification of economic development planning and destination management as emerging strategic priorities.
Parking, Transportation, and Public Works	Adoption of the Paid Parking By-law; implementation of the HotSpot digital parking platform and supporting infrastructure; establishment of two free 30-minute parking spaces on Lincoln Street; accessible parking permit, volunteer firefighter, and seasonal exemptions incorporated into the program; enforcement provisions updated; approval of a Trackless sidewalk maintenance machine; and continued investments in streets, sidewalks, and public works infrastructure including Pelham St. and Maple Ave.
Accessibility, Inclusion, and Community Wellbeing	Advancement of accessibility improvements in municipal facilities and public spaces, including Community Centre, Council Chambers, Opera House, and public realm projects; continuation of anti-racism and anti-discrimination initiatives; exploration of alternative service delivery models for ARADAC programming; and ongoing collaboration with Public Health partners regarding health, housing, transportation, recreation, climate resilience, food security, and equity.
Recreation, Community Grants, and Community Support	Establishment of the Community Grants Ad Hoc Committee; approval of 2026/27 Community Grant allocations; approval of Lunenburg Area Foundation funding for Curling Club brine system repairs; support for the Lunenburg Day Care Centre expansion through in-kind municipal contributions and grant support letters; and continued support for recreation, youth, cultural, volunteer, and community organizations.
Financial Sustainability and Asset Management	Approval of the 2026/27 General Operating Budget of approximately \$12.054 million; continued reserve and capital planning; increase in the Low-Income Property Tax Relief Program from \$1,000 to \$1,500; recognition of assessment growth with the Town's assessment base reaching approximately \$662.3 million; integration of capital infrastructure planning into long-term financial

	strategies; and continued focus on balancing service delivery, affordability, and infrastructure investment.
Motion Action List Implementation and Organizational Accountability	Completion of numerous Council-directed initiatives including the Affordable Housing Tax Forgiveness Policy, Salt Meadows zoning amendments, livestreaming policy review, Snow Removal Policy amendments, paid parking implementation, UNESCO buffer zone and surplus lands review, wastewater and harbour water quality reporting, water system modelling presentations, Marketing Levy By-law, Hack and Trolley By-law review, Housing Market Study, and advancement of major capital projects. These completed actions demonstrate effective implementation of Council direction while supporting broader strategic objectives in governance, housing, infrastructure, economic development, and community sustainability.

Strategic Plan Relevance

This report directly supports Council’s strategic planning process by consolidating one year of Council accomplishments and connecting those results to the forward priorities identified for 2026/27. The work summarized in this report demonstrates implementation progress in utility modernization, infrastructure renewal, housing, heritage stewardship, tourism management, governance improvement, organizational development, communication, public engagement, accessibility, and financial sustainability.

The report also supports Council’s transition from high-level priority setting to workplan discipline. By linking accomplishments to the six strategic priority themes for 2026/27, the report provides a practical foundation for departmental planning, budget alignment, public reporting, and regular Council priority tracking.

Relevant Legislation

- Municipal Government Act, including Council’s governance, policy, taxation, budget, by-law, and municipal service responsibilities.
- Public Utilities Act and related Nova Scotia Utility and Review Board requirements applicable to utility rates, service obligations, and regulatory approvals.
- Heritage Property Act and relevant heritage conservation requirements associated with municipal heritage assets and UNESCO-related stewardship considerations.
- Accessibility Act and related municipal accessibility planning obligations.
- Other applicable provincial and federal funding, infrastructure, environmental, procurement, and reporting requirements connected to individual projects summarized in this report.

Financial

This report is primarily informational and does not authorize new expenditures. It summarizes financial decisions already advanced or approved by Council, including the 2026/27 Town General Operating Budget of approximately \$12.054 million, the 2026/27 Electric Utility Operating Budget of \$8.896 million, the 2026/27 Electric Utility Capital Budget of \$4.387 million, and the approximately \$21 million five-year Electric Utility capital plan.

The report also highlights significant financial sustainability considerations for the next phase of Council's mandate, including reserve planning, asset management, long-term capital forecasting, lifecycle costing, affordability impacts, external funding opportunities, and the need to align infrastructure, housing, heritage, utility, and service priorities with available funding capacity.

Communications

This report may be used as a public-facing summary to communicate Council's accomplishments and forward priorities. It supports transparent reporting by organizing major decisions and implementation efforts in a format that can be adapted for Council agendas, website updates, public information materials, social media, annual reporting, and community engagement sessions.

The report also reinforces the need for a corporate communications and public engagement strategy in 2026/27, including clear objectives, audiences, channels, public information protocols, social media guidelines, proactive outreach, and improved digital tools.

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department			
Finance			
Chief Administrative Officer	Paul Nopper, CAO	Originator	August 3, 2026
Additional Review (as applicable)			

Subject: Federation of Canadian Municipalities Green Municipal Fund Sustainable Municipal Buildings Program Grant Application



From: Paul Nopper, Chief Administrative Officer

Date: August 11, 2026 Council Meeting

Recommendation:

That Council support the Town of Lunenburg's application to the Federation of Canadian Municipalities Green Municipal Fund, Sustainable Municipal Buildings program, for a feasibility study titled "Studying emission reduction opportunities targeting net zero performance in two municipal heritage buildings in Lunenburg, Nova Scotia."

AND THAT Council authorize the Town of Lunenburg to submit an application to the Federation of Canadian Municipalities Green Municipal Fund Sustainable Municipal Buildings program for a feasibility study examining emission reduction, energy performance, resilience, and adaptive reuse opportunities for Town Hall and the Old Fire Hall;

AND THAT Council confirm that funding for this project has been approved in the Town's 2026/2027 Capital Budget, including the required municipal contribution toward the total project cost of \$165,000 should the \$75,000 grant application be approved;

AND THAT Council direct that this resolution be submitted with the application as evidence of municipal support.

Background:

The Town, in partnership with the Clean Foundation, under the Community Climate Capacity Agreement, is preparing an application to the Federation of Canadian Municipalities Green Municipal Fund under the Sustainable Municipal Buildings stream for a feasibility study focused on Town Hall and the Old Fire Hall. The project working title is "Studying emission reduction opportunities targeting net zero performance in two municipal heritage buildings in Lunenburg, Nova Scotia."

Town Hall, constructed in 1893, and the adjacent Old Fire Hall, constructed in 1928, are important civic and heritage assets within Lunenburg's Heritage Conservation District. Both buildings are experiencing age-related condition and performance issues, including water damage, air leakage, poor thermal performance, material degradation, and escalating energy and maintenance pressures.

The feasibility study will assess retrofit, reuse, and connected energy system opportunities for the buildings individually and as a coordinated municipal building system. The work is intended to identify practical pathways to reduce greenhouse gas emissions, phase out fossil fuel heating, improve building performance, manage operating costs, and strengthen the Town's emergency

management and operational resilience. This grant will help with future decision-making processes on both buildings as it relates to Council direction and actions for uses.

Discussion

The proposed feasibility study aligns with the Green Buildings Pathway approach and will evaluate retrofit scenarios capable of achieving at least a 50% reduction in greenhouse gas emissions within 10 years while considering longer-term net-zero performance over a 20-year planning horizon.

- Town Hall will be assessed for building envelope improvements, mechanical and electrical modernization, electrified heating and cooling, ventilation and indoor air quality improvements, emergency command centre functionality, and heritage-sensitive upgrades.
- The Old Fire Hall will be assessed for adaptive reuse potential, building condition, spatial adaptability, envelope and systems modernization, and its role within a connected low-carbon energy system serving both buildings.
- The study will consider shared energy solutions, renewable energy integration, energy storage opportunities, and phased implementation options that can inform future capital planning.

The Town has been working with the Clean Foundation to support this process through the Community Climate Capacity Agreement. That support has assisted the Town in framing the project, developing climate and emissions objectives, connecting the work to broader municipal climate capacity, and identifying opportunities to share lessons learned with other municipalities participating in the program.

The funding application requires evidence of municipal support, such as a Council resolution. Approval of the recommended motion will provide formal Council authorization for the application and will confirm that municipal funds have been approved in the 2026/2027 Capital Budget for the Town's share of the work. This report and the resulting Council resolution are intended to satisfy the application requirement for evidence of support.

Strategic Plan Relevance

This project directly supports Council's 2026/27 strategic priority process by advancing the foundational work required to position the Town for long-term sustainability, resilience, and informed capital investment. Council's current strategic priorities emphasize the need to strengthen core municipal systems, improve asset management, modernize infrastructure planning, and ensure that future decisions are guided by reliable information, lifecycle costing, and proactive financial planning. The proposed feasibility study for Town Hall and the Old Fire Hall supports these objectives by assessing the condition, energy performance, emissions profile, and long-term reuse potential of two significant municipal heritage buildings.

The project is particularly aligned with Council's priority area of Infrastructure and Asset Management: Planning for Long-Term Sustainability, which identifies the need for stronger long-

term planning, better understanding of infrastructure needs, improved capital planning tools, and reduced risk of unexpected financial pressures on future councils and residents. By examining retrofit pathways, energy system options, greenhouse gas reduction opportunities, and future capital requirements, the feasibility study will provide Council with decision-ready information to support responsible investment in these civic assets.

The project also supports Council's focus on Governance and Planning: Turning Vision into Action by helping translate broad community and environmental objectives into practical implementation options. The study will assist Council in evaluating how heritage conservation, climate responsibility, emergency preparedness, accessibility, adaptive reuse, and operational needs can be balanced in a coordinated and financially responsible manner. This aligns with Council's broader emphasis on improving the tools, processes, and information required for transparent and effective decision-making.

In addition, the project reflects Council's commitment to Communications and Engagement by creating opportunities for public input and stakeholder engagement related to the future use, accessibility, resilience, and performance of important municipal facilities. It also complements the Town's ongoing organizational and climate capacity work by drawing on support from the Clean Foundation through the Community Climate Capacity Agreement. Overall, the feasibility study represents a practical step in Council's strategic planning process: strengthening foundational municipal assets while preparing the Town to make forward-looking, evidence-based decisions that support climate action, fiscal sustainability, heritage stewardship, and community resilience.

Relevant Legislation

The application and related Council motion are within Council's municipal authority to manage municipal assets, approve capital expenditures, and authorize applications for external funding. The future implementation of any building retrofit, or adaptive reuse recommendations would be subject to applicable procurement requirements, budget approvals, heritage requirements, building code requirements, and any future Council direction.

Financial

The application identifies a total project cost of \$165,000 and a funding request of \$75,000. The balance of the project cost, estimated at \$90,000, represents the Town's municipal contribution and is to be supported through funds approved in the 2026/2027 Capital Budget.

Item	Amount
Total Project Cost	\$165,000
Grant Funding Requested	\$75,000
Estimated Municipal Contribution	\$90,000
Project Period	September 6, 2026, to March 30, 2027

If the grant application is approved, the external funding will reduce the net municipal cost of completing the feasibility study while allowing the Town to advance capital planning for two high-priority civic buildings. Future capital implementation costs, if any, would be brought back to Council through future budget processes or separate reports. If the funding is not approved through FCM, the project will be scaled back to the original concept approved in the Capital Budget.

Funding for this project is coming from the approved Capital Budget 2026/2027:

- Town Hall Interior Restoration Design \$100,000
- Old Fire Hall Interior Assessment Study \$50,000

Communications

If approved by Council, the Council resolution will be included as supporting documentation for the grant application. Staff will continue to coordinate with the Clean Foundation under the Community Climate Capacity Agreement as the application proceeds. Future communications may include updates to Council, engagement with community stakeholders and equity-deserving groups, and public-facing information regarding the feasibility study process and opportunities for input.

Attachments

- FCM Green Municipal Fund Sustainable Municipal Buildings Feasibility Study Application Summary.

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department	Paul Nopper, CAO	Prepared for Council Consideration	July 31, 2026
Finance	Lisa Dagley, Director of Finance	Capital budget and funding implications	August 4, 2026
Chief Administrative Officer	Paul Nopper, CAO	Administrative review and recommendation	July 31, 2026
Additional Review (as applicable)	Clean Foundation	Application support through Community Climate Capacity agreement	ongoing

FCM GMF Full Application form Feasibility Studies - SMB

Before you begin

This form has four sections:

- Project details
- Project approach
- Project benefits
- Declaration and signature

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

Before proceeding, please make sure that you're following the instructions in the [Sustainable Municipal Buildings application guide](#) to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

Before submitting documents online, please make sure you are uploading supported files. Please refer to the [attachment guideline](#) where you can find which file formats are accepted, what limits on file size, and what to do if your files are too large.

Submission process: You'll be asked to review your responses before you submit your application form. Any incomplete questions will be highlighted on the **summary page**.

Consultants may assist lead applicants in preparing submissions but they cannot submit applications. Only the lead applicant with the "application contact" role can submit the application.

Applicant information

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

Before proceeding, please make sure that you're following the instructions in the [Sustainable Municipal Buildings application guide](#) to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

How did you hear about municipal funding from FCM?

Word of mouth

FCM event or conference, or FCM-produced resource

Participating organizations

Organization Name	Organization Role
Town of Lunenburg	Application Contact

Project Contacts

Organization Name	Contact Name	Contact Role
Town of Lunenburg	Nopper, Paul	Application Contact

Project information

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

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Project Overview

Project Working Title

Studying emission reduction opportunities targeting net zero performance in two municipal heritage buildings in Lunenburg Nova Scotia

Offer Type

Sustainable municipal buildings

Project Type

Feasibility Study

Project Description

Project description

The Town of Lunenburg was founded in 1753 and was designated a UNESCO World Heritage Site in 1995. The Heritage Conservation District includes Town Hall (1893) and the adjacent Old Fire Hall (1928) as civic landmarks in the town's history. As aging heritage assets, these buildings require modernization and present a timely opportunity to improve

energy efficiency, reduce emissions and enhance long-term operational resilience. This feasibility study focuses on these municipal buildings, both experiencing significant condition and performance challenges. A 2026 condition assessment identified water damage, air leakage, poor thermal performance, and material degradation in both buildings. Other municipal facilities in the town are in much better condition. As climate impacts and operating costs increase, upgrades to these two buildings must reduce GHG emissions, lower operating costs, support municipal operations and emergency management while balancing heritage requirements.

This study will assess retrofit and reuse opportunities for each building individually and as a connected energy system, including the potential for shared energy solutions and future renewable energy integration. Using the Green Buildings Pathway approach, the study will evaluate retrofit scenarios capable of achieving at least a 50% reduction in GHG emissions within 10 years, aligning with energy performance targets over a 20 year planning horizon. The study will also evaluate Town Hall's ability to function as an efficient emergency command centre during severe storms and power outages.

The feasibility study will address the following questions:

1. What retrofit and energy system pathways could enable these heritage buildings to achieve deep GHG reductions, phase out fossil fuel heating, and progress toward net zero performance in alignment with SMB program targets?

The study will undertake a comprehensive energy performance and feasibility analysis of Town Hall to identify retrofit opportunities across the building envelope, mechanical and electrical systems, and functional reconfiguration, informed by heritage conservation considerations. The analysis will show how a connected energy system could link Town Hall with the Old Fire Hall to support deep greenhouse gas reductions, improved operational resilience, and long term efficiency.

The study will also examine the Old Fire Hall as a candidate for adaptive reuse to understand how its physical condition, layout, and systems could support new municipal and community-oriented functions. Analysis will consider building envelope performance, mechanical and electrical modernization needs, and spatial adaptability, informed by heritage constraints. The study will also evaluate how the building could function as a component within a connected low carbon energy system serving both buildings. This analysis will consider emissions reductions, improved energy resilience, and compatibility with evolving renewable electricity.

2. How will the feasibility study assess potential impacts on equity deserving groups and identify strategies to address barriers, mitigate negative impacts, and support inclusive access to municipal services and spaces?

To ensure this study addresses systemic barriers faced by equity deserving groups, the Town will assess how proposed retrofit and reuse scenarios may affect access to municipal services, continuity of service delivery, accessibility of civic spaces, and community use during construction and long term operation. The study will include targeted engagement with community members and organizations representing equity deserving groups to inform this assessment and to identify barriers, needs, and priorities related to accessibility, safety, comfort, and inclusivity in municipal facilities.

Engagement activities may include interactive components on the Town's website, surveys, open houses, and facilitated focus groups. Equity findings will directly inform the selection of retrofit and reuse options to support inclusive access, accessibility, and maintaining essential civic services during emergencies.

The study will explore technologies and system level strategies capable of delivering deep greenhouse gas reductions across both buildings including building envelope upgrades, high performance windows, improved insulation, air sealing, ventilation and air quality solutions, electrified heating and cooling options and commissioning strategies to optimize performance over time. The study will also examine opportunities for on site renewable energy generation, energy storage, and a potential shared energy system serving both buildings. Solutions will be assessed individually and in

integrated scenarios to understand how coordinated systems could support fossil fuel phase out, enhance energy and operational resilience. Findings will inform phased retrofit pathways consistent with the Pathway approach and GHG reduction performance targets.

Objectives and Rationale

Objectives and rationale

The purpose of this feasibility study is to develop an actionable pathway for achieving net-zero GHG emissions across two municipal buildings. The study will evaluate how investments in energy efficiency, electrification, and system-level solutions can reduce emissions, lower long-term operating costs, and improve building performance and resilience. Guided by the Green Buildings Pathway approach, the feasibility study will evaluate retrofit scenarios capable of achieving at least a 50% reduction in GHG emissions within 10 years and aligning with best practice energy performance targets over a 20 year planning horizon. The study will explore retrofit, reuse, and connected energy opportunities for the buildings, assessing how coordinated upgrades can support deep emissions reductions, climate resilience, and continued use of these critical civic and heritage assets. This project will identify phased retrofit pathways capable of achieving deep emissions reductions, supporting fossil fuel phase out, over the short and long term. It will also inform future municipal projects in Lunenburg and provide valuable lessons for other municipalities undertaking upgrades to civic heritage buildings.

This feasibility study is important and timely as Lunenburg faces increasing climate impacts, rising and volatile operating costs, and growing pressure to modernize critical civic infrastructure while reducing GHG emissions. Town Hall and the Old Fire Hall are assets experiencing declining energy performance, moisture challenges, and functional limitations that, if unaddressed, will continue to drive higher emissions, increasing operating costs, and reduced reliability. The proximity of these two buildings presents an opportunity to evaluate shared energy systems that could enable deeper emissions reductions, improved energy resilience, and more cost effective long term operation than building by building approaches alone. Municipal buildings are also expected to serve as community hubs and emergency command centres during severe storms and power outages. This study will allow the Town to plan a coordinated, low carbon retrofit and energy system pathways aligned with the Green Buildings Pathway approach, creating a strategic, system level mitigation of GHGs that also preserves essential civic and heritage infrastructure.

Environmental benefits include the identification of retrofit and energy system strategies capable of reducing GHG emissions and energy consumption. The study will evaluate building envelope improvements that reduce heating demand, address moisture intrusion, and improve indoor air quality. Replacing oil fired heating systems with low carbon electrified alternatives, potentially through a shared energy system, will reduce reliance on fossil fuels and align the buildings with a transitioning renewable electricity grid. Together, these measures will support deep emissions reductions, improved building durability, and long term climate resilience.

Socio economic benefits include improved occupant comfort, health, and accessibility for staff, Council,

residents and visitors. Addressing persistent issues related to cold, heat, moisture, and poor air quality will improve working conditions and public experience in Town Hall, while supporting the continued use of this historically significant building. The study will also support enhanced emergency preparedness by identifying upgrades that enable Town Hall to function as a reliable emergency command centre and community gathering space during climate related disruptions. Improved physical accessibility, including barrier free entry, wayfinding, and accessible washrooms, will help ensure that these important heritage spaces remain inclusive and welcoming to all community members.

Financial benefits include reduced exposure to highly volatile and escalating energy costs through improved energy efficiency and a transition away from expensive oil based heating. The Town's current reliance on oil, and expensive and inefficient electric heaters, exposes municipal budgets to significant price volatility and year to year uncertainty, creating ongoing fiscal pressure for this small rural municipality. Identifying cost effective retrofit pathways and right sized heating and cooling systems will help stabilize operating costs, reduce sensitivity to fuel price fluctuations, and improve long term budget predictability.

Electrification of space heating, combined with demand reduction measures, offers lifecycle cost savings through lower operating and maintenance costs over the lifespan of the buildings. Exploring shared energy system opportunities between the two buildings may further improve efficiency and reduce lifecycle costs. Collectively, the study will position the Town to move from reactive maintenance and short term cost exposure toward strategic, phased investment in energy efficient, resilient, and financially sustainable civic infrastructure.

Project management and delivery

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

Before proceeding, please make sure that you're following the instructions in the [Sustainable Municipal Buildings application guide](#) to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

Project Team

*Please describe in the table below the roles and responsibilities of your project team.

Name	Title	Organization	Scope of Responsibilities
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Budget and workplan

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

Before proceeding, please make sure that you're following the instructions in the [Sustainable Municipal Buildings application guide](#) to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

Budget

Project Start Date	9/6/2026
Project End Date	3/30/2027
Funding Request (\$)	\$75,000.00
Total Project Cost (\$)	\$165,000.00

Engagement Strategy

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

Before proceeding, please make sure that you're following the instructions in the [Sustainable Municipal Buildings application guide](#) to fill out this form.

Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

Engagement strategy

*Please describe in the table below the engagement plan for your project.

Stakeholder or Rights Holder	Level of Engagement	Description
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Inclusive engagement practices

Please describe inclusive engagement practices that were or will be implemented for your project.

Environmental benefits

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

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Greenhouse gas reduction benefits

Please describe how this project will contribute to a reduction in GHG emissions

This feasibility study will identify retrofit and energy system pathways to significantly reduce GHG emissions from Lunenburg's Town Hall and Old Fire Hall, both of which currently rely on oil fired heating systems and have inefficient building envelopes. The study will evaluate efficiency measures such as high performance windows, improved insulation, and air sealing to reduce heating loads, as well as electrified heating and cooling systems, including air source and ground source heat pumps. The study will also assess opportunities for shared or connected energy systems between the two buildings and their potential compatibility with a future renewable electricity grid. Together, these strategies will reduce reliance on fossil fuels, lower overall energy consumption, and establish pathways toward deep, long term emissions reductions.

Under a business as usual scenario, both buildings would continue to rely on oil based heating and incremental maintenance without addressing underlying performance deficiencies. Space heaters and other inefficient systems would continue to be used to manage comfort issues, further increasing energy consumption and operating costs. Over the past ten years, the Town has spent \$147,417 on furnace oil at Town Hall and \$195,177 at the Old Fire Hall, with oil prices showing significant volatility and a standard deviation of 28.8% during this period. This volatility, combined with rising electricity rates—including a potential rate increase of up to 34% associated with upgrades to the aging Lunenburg Energy Utility—creates ongoing fiscal pressure and unpredictability for municipal budgeting. Without coordinated upgrades to the building envelope, air systems, and heating systems, the Town will remain exposed to volatile energy costs, continued material degradation, poor indoor air quality, and reduced comfort and health outcomes for staff, Council, and visitors. The long term cost of continued deterioration and fossil fuel reliance is not sustainable for this small rural municipality.

Lunenburg is one of many municipalities in Nova Scotia managing aging and inefficient town halls and civic buildings. Through this project, Lunenburg's Town Hall and Fire Hall will serve as a model for how historic municipal buildings can be upgraded to improve energy efficiency, reduce emissions, enhance accessibility, and remain functional community assets. Lunenburg is one of 28 municipalities participating in the Clean Foundation's Climate Community Capacity program, providing a ready network for sharing lessons learned, benchmarks, and implementation pathways. Knowledge generated through this feasibility study will be shared through site visits, peer learning among Climate Leads, and broader dissemination at provincial conferences and workshops with municipal staff and elected officials (AMANS, NSFMS), as well as regional and national organizations focused on climate adaptation and mitigation, including ClimAtlantic, the Clean Foundation, and FCM.

This feasibility study will follow the Green Buildings Pathway approach to develop retrofit pathways for both buildings that are capable of achieving at least a 50% reduction in greenhouse gas emissions within 10 years and aligning with best practice energy performance targets within a 20 year planning horizon, as required under the Sustainable Municipal Buildings (SMB) program. The study will assess options to phase out fossil fuel based space heating through electrified systems while improving building envelope performance to reduce overall energy demand. Current estimates indicate that Town Hall has an EUI of approximately 117.6 kWh/m²/year, and that the Old Fire Hall has an EUI of approximately 122.6 kWh/m²/year, highlighting a performance gap and the need for coordinated retrofit planning. Baseline energy use and emissions data for both buildings will be refined through the feasibility study to support target setting, pathway development, and future capital investment decisions.

Water conservation

Please tell us about the measures that will be studied or implemented as part of this project that will help to reduce potable water consumption. If possible, provide the forecasted water conservation benefits that would result directly from your project, should it be successful.

Sustainable Materials Management

Please tell us about the measures that will be studied or implemented as part of this project that will improve circularity of materials and reduce embodied carbon.

Biodiversity and ecological functions

Please tell us about the measures that will be studied or implemented as part of this project that will maintain or enhance site biodiversity and ecological functions.

Socio-Economic Benefits

IMPORTANT: [SUSTAINABLE MUNICIPAL BUILDINGS APPLICATION GUIDE](#)

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Please follow this guidance carefully as you fill out the necessary information and attach the required supporting documentation.

Social procurement

Does your organization have a social procurement policy?

Socio-Economic Benefits

In the table below, please identify and describe the socio-economic benefits your project aims to generate and how you intend to achieve them.

Socio-economic benefits	Description
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Reconciliation and anti-racism, equity, and inclusion

In the table below, please describe how your project will contribute to advancing Reconciliation and/or anti-racism, equity, and inclusion objectives.

Measure	Description
---------	-------------

Required Documents

Please provide supporting documentation as specified in the relevant guide.

Document Name	Section Name	Description
2014 Climate Change Action Plan-Project Eligibility_Admissibilité du projet-2026051199.pdf	Project Eligibility_Admissibilité du projet	2014 Climate Action Plan
2020 Lunenburg Comprehensive Community Plan-Project Eligibility_Admissibilité du projet-2026051198.pdf	Project Eligibility_Admissibilité du projet	2020 Comprehensive Community Plan
2025-01 Old Fire Hall BE Condition Assessment-Project Eligibility_Admissibilité du projet-2026051196.pdf	Project Eligibility_Admissibilité du projet	2025 Condition Assessment, Old Fire Hall
2025-01 Town Hall BE Condition Assessment-Project Eligibility_Admissibilité du projet-2026051197.pdf	Project Eligibility_Admissibilité du projet	2025 Condition Assessment - Town Hall

Declaration and Signature

Information provided in applications to FCM’s Green Municipal Fund, including all attachments, will be kept confidential. Access to this information will be limited to FCM employees and professional representatives who are involved with your initiative, persons to whom the applicant has granted access, and persons authorized by law.

The information provided in applications, including attachments, is subject to [FCM’s Privacy Policy](#).

I do hereby declare that:

The information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission. The organization for which I am submitting this application is not one of the following entities excluded from receiving GMF funding:

- Provincial or territorial governments
- Corporations owned or controlled by a province or territory
- Federal departments (as listed in Schedule 1 of the Financial Administration Act)
- Departmental corporations (as defined in Section 2 of the Financial Administration Act)
- Parent Crown Corporations or wholly owned subsidiaries of parent Crown Corporations (as defined in Subsection 83(1) of the Financial Administration Act)
- Not-for-profit corporations or trusts established by a federal department, departmental corporation, parent Crown Corporation or wholly owned subsidiary of a parent Crown Corporation

The organization for which I am submitting this application has authorized me to do so. **By typing my name and submitting this application, I am providing my signature for the declaration above.**

Consultants are NOT authorized to sign this declaration and submit this application. Only a lead applicant with the “application contact” role can submit the application.

Name

Date

Dated at: City

Dated at: Province or Territory

Subject: Recreation Capital & Operational Projects – Status Updates for July 2026 – For Information Only

From: Kristi Tibbo, Director of Recreation & Parklands

Date: August 11, 2026, Council Meeting



Recommendation

This report is for information to Council.

Discussion

A concise summary of budget items based on their progress in late July 2026 is outlined below:

1. Completed Projects

- **Purchase of Truck for departmental use.** A used 2017 GMC Sierra 1500 truck was purchased within the approved budget amount in April 2026.
- **Community Centre Accessible Entrance Upgrades.** This project was completed July 6, 2026. Upgrades include repairs and widening of path, renovated slip-resistant stairs, new handrails, new barrier-free doors with accessible push buttons, and a new concrete sloped access path. Two new accessible parking spots were added in addition to this work and existing spots were freshly painted to complete the project.
- **Community Centre Exterior Repairs (facing soccer field).** This project was completed June 2026. Repairs include removal of a nonfunctional exterior door, repair of siding, closing in where the original door was, and addition of a concrete base to address the issue of water entering the basement.
- **Enter into a Customer Service Agreement with CIMCO.** The Town entered into a three-year service agreement with CIMCO Refrigeration for ice plant maintenance. This agreement provides a level of service that prioritizes the arena, discounts on materials and parts, and preferred service calls, which include start-up, midseason and shut-down checks.

2. Projects In-Progress

- **Upgrade to ice plant at arena to replace condenser, compressor, brine pump and dehumidifiers.** CIMCO began installing new equipment July 20th, 2026, and work will continue through August while plant is not in operation.
- **Arena painting.** Staff have completed much of the painting to the entire interior of the arena, stairs, dressing rooms, hallways and bleachers. The remaining work is at higher sections of the arena but will be completed before arena 26/27 season.

3. Projects in Preliminary/Early Stages

- **Replacement of electric meters and upgrades to electrical panel.** This project is awaiting direction from Nova Scotia Power as they changed the type of meter required. Once the meter is in stock and NSP is ready to commence the work, this project will move forward under their direction.
- **Replacement of light bulbs in arena and community centre.** Staff are sourcing light bulbs that are energy efficient but also suitable for facility requirements and applying for rebate programs to help reduce costs. Once materials are purchased, staff will install.

4. Events to Date

- Jennifer Collins Classic
- Rotary Club Flea Market (ongoing)
- South Shore Kennel Club Dog Show
- Real Action Wrestling (twice and returning)
- Lunenburg Garden Club Plant Sale
- Food Vibes, Cooking for Others (ongoing)
- Lunenburg 5K Road Race and Muffin Run
- Young Chefs Cooking Program (ongoing)
- Yoga on the Bandstand in partnership with Blue Zone Fitness (ongoing)
- 50th Annual Lunenburg Food & Craft Festival
- Lunenburg Mariners Annual Swim Meet
- Maple Leaps Flyball Club
- Lunenburg Folk Art Festival

Financial

The details in the Report are based on the approved Capital and Operational Budgets for fiscal 2026/27 and subsequent directions provided by Council.

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department	Kristi Tibbo, Director of Recreation	Originator	July 31, 2026
Finance	Lisa Dagley, Director of Finance	Reviewer	August 4, 2026
Chief Administrative Officer	Paul Nopper, CAO	Reviewer	August 5, 2026
Additional Review (as applicable)			

Subject: Starr Street Electric Substation Repairs Update

From: Lisa Dagley, CPA, CGA, Director of Finance

Date: August 11, 2026, Council Meeting



Recommendation:

Council formally approve the emergency capital expenditures for 2026/27 for the Electric Utility for 81W-231 Recloser for \$53,475 and Main Substation Transformer Bushing of \$15,000, with both items being funded from the electric utility depreciation reserves.

Background and Discussion:

This report is to provide Council with an update on repairs at the Starr Street Electric Substation identified in early June and that resulted in the emergency outage of June 4/5.

The following summary has been prepared with support from our Electrical Engineering support firm of CIMA and was prepared as of July 30, 2026.

On Tuesday, June 2nd Nova Scotia Power (NSP) while performing a monthly substation inspection at the Town's Starr Street Substation (81W) determined that the main power transformer was leaking oil and that it appeared to be from the top of the transformer around the entry hatch and was dripping approximately 2 drips every 10 seconds. Oil containment was deployed and Town staff were advised.

Through discussion and additional inspections carried out June 3/4 the Town staff and CIMA decided it was best to remove the transformer from service on Thursday night June 4th to avoid permanent damage to this transformer. During the late evening/early morning outage of June 4/5 the load was transferred to the existing two spare/backup Power Transformers.

Unfortunately, during the June 4/5 outage the recloser for Feeder 81W-232 (New Town/Mason's Beach) failed to close back into service. As a result, the 81W-232 load was transferred to the existing spare bus which as already supplying backup recloser services for 81W-231 (Bridgewater/Victoria Road). Having both the 81W-232 (New Town /Mason's Beach) and 81W-231 (Bridgewater/Victoria Road) on the same feeder is not a preferred solution, however with summer weather conditions having lower loading it is adequate while repairs are made.

On the Town's behalf CIMA reached out to various suppliers regarding availability to complete emergency repairs to the main power transformer. Due to the fact that K-Line could respond immediately they were approved to complete the repairs.

K-Line arrived on site the morning of Friday, June 5 and proceeded to complete the repairs on the transformer. They determined that the oil leak was coming from a hatch on top of the transformer. They removed the bolts on the hatch and proceeded to install a new gasket and then re-tighten the hatch back down which corrected the oil leak.

After that work was completed, K-Line preceded to perform electrical testing on the power transformer to ensure it meet the standards of Nova Scotia Power. This work was finished by Sunday, June 7. On Monday, June 8 CIMA reviewed the test results with K-Line. During the review it was determined that there seemed to be a couple issues with some of the test results but rather than bring the contractor back at that time it was decided best to hold off so that that work on the reclosers could be completed at the same time.

The cost for this work was \$21,900, budget account for substation repairs for 2026/27 is \$20,000.

Once issues were discussed and reviewed with NSP, TOL Staff/CIMA decided to bring K-Line back in to determine the issues with the two reclosers 81W-232 (New Town/Mason's Beach) and 81W-231 (Bridgewater/Victoria Road). The issue with 81W-231 (Bridgewater/Victoria Road) has been an identified issue for approx. two years and has been on the spare bus during that time. This feeder could not be worked on until the load was removed from the 81W-232 feeder. It was found that it was a bad recloser itself and not the control.

On Tuesday, June 9th K-Line returned to work on the reclosers and perform some additional tests on the power transformer. Re-testing of the power transformer high voltage bushings and tap changer on the 12 KV side were required to satisfy the requirements of NSP's testing procedures. This testing identified a bushing that showed poor results. TOL has worked with K-Line to procure a bushing for replacement. The bushing has been ordered and is being delivered from the US as none of the Maritime Municipal Electric Utility Alliance (MMEUA) members or local vendors had the bushing in stock. K-Line is dealing with the bushing manufacturer for expedited delivery.

The work outlined above and carried out during June 9-11, 2026, included:

- Testing of 81W-T53,
- Test both secondary and tertiary windings on all taps
- Troubleshoot Tap changer
- Troubleshoot and repair 81W-232 recloser
- Replace Recloser control for 81W-232
- Reprogram and test new recloser control (this was TOL's spare unit)
- It was found that 81W-231 was not repairable onsite

The cost for the above-mentioned work is \$22,000 budget account for substation repairs for 2026/27 is \$20,000.

As 81W-231 recloser was not repairable a new unit was procured. The unit was tested and installed on July 23.

The cost for new recloser is \$ 53,475 and is an unbudgeted capital expenditure for 2026/27 for the Electric Utility.

Present Condition as of July 30th

The current situation is the substation is in operation with the two spare/backup transformers. The main Power Transformer has been repaired and tested and we are awaiting delivery of the replacement bushing. We are planning with NSP to put the repaired unit back into service soon along with the new 81W-231(Bridgewater/Victoria Road) recloser and the tested and verified recloser for 81W-232 (Newtown/Mason's Beach). This will put the substation back into its normal state. It is anticipated that this work will be completed before the end of August.

The cost for the new bushing is estimated to be \$15,000 and is an unbudgeted capital expenditure for 2026/27 for the Electric Utility.

The failed 81W-231 recloser is going to be sent back to a repair shop to determine if the unit can be repaired and kept as a spare unit. If it is not repairable consideration will need to be given to procuring a spare unit.

Strategic Plan Relevance:

Council's 2026/27 Strategic Priorities, approved July 14, 2026, identified development and approval of a phased electric utility capital implementation plan.

These expenditures at the substation will not be wasted as the overall capital plan retains this power transformer and reclosers as spares and in hot standby mode once the new substation is in place. This work was identified in future years in the five-year capital plan. A staff report is planned for September to provide Council an additional update on the 2026/27 five-year electric utility capital plan.

Financial:

Summary (Operating Expenditures)

Repairs to Substation Tx	\$21,900
Additional Tx Testing & Recloser Repairs	<u>\$22,000</u>
	\$43,900
<u>2026/27 budget</u>	\$20,000
Budget overage to date	<u>\$23,900</u>

Staff will endeavor to offset these operating expenditures with efficiencies in other electric operating expenses for 2026/27.

Summary (Capital Expenditures)

Recloser for 81W-231	\$53,475
Bushing	<u>\$15,000</u>
	<u>\$68,475</u>

These capital expenditures can be funded through depreciation reserves.

Communications:

Outage communication for the reinstatement of the main power transformer will follow the process used for June 4/5 outage. This work will be scheduled overnight to minimize impact on our community.

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department	Lisa Dagley, Director of Finance	Departmental Endorsement	
Finance		Financial Review (or N/A)	
Chief Administrative Officer	Paul Nopper, CAO	Administrative Review	August 4, 2026
Additional Review (as applicable)		Policy/Technical / Advisory Review/Public Works/ Comm Dev? *pick one	

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

		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. 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.			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.
Community Grants Policy Amendment	Aug. 19, 2025	Review and propose any possible edits to the policy. Sept. 2, 2025: Council indicated a desire to have a Grants Committee. 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.	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	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: • 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	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. 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.	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	