

TOWN OF LUNENBURG

COUNCIL MEETING AGENDA

Tuesday, September 22, 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 September 22, 2026 Council Meeting Agenda

Recommendation: That Council approve the agenda for the September 22, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 September 08, 2026 Council Meeting Minutes

Recommendation: That Council approve the September 08, 2026 regular meeting minutes as presented.

6. PRESENTATIONS

6.1 Presentation: RCMP on Quarterly Report

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 Lunenburg Shipyard Re. ABCO Water Lot Proposal

9. BUSINESS ARISING AND UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Finance approvals for year-end – Town General, Water and Electric

10.1.1 Town General Recommendation: That Council approve the transfer of \$29,000 to the Town's General Operating Reserve for the fiscal year ended March 31, 2026.

That Council approves the capital financing for fiscal 2025/26 completed projects in the amount of \$2,151,680, as outlined in Schedule 2.

The Council approve the capital financing to March 31, 2026, for the Work-In-Progress for the Wastewater Treatment Plant Upgrade to SBR, as outlined in Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$99,443 for the financing of the Old Fire Hall Roof Membrane for the Fall 2026 Debenture Issue application, per Schedule 5. *(Please note that this resolution is to be read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$99,443 per Schedule 6.

Alternatives

- Deny the request.
- Modify the request.

10.1.2 Water Utility Recommendation: That Council approves the transfer of \$73,000 to the Water Utility's Membrane Replacement Reserve for the fiscal year ended March 31, 2026.

That Council approve, for the fiscal year ended March 31, 2026, the funding for the \$1,902,105 of capital expenditures for the Water Utility be funded from \$85,000 PCAP grant, \$1,117,105 from depreciation funds and the balance of the funding will be in capital borrowing of \$700,000 per Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$700,000 for the financing of the Dares Lake Spillway for the Fall 2026 Debenture Issue application, per Schedule 3. *(Please note that this resolution is to read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$700,000 per Schedule 4.

Alternatives

- Deny the request.
- Modify the request.

10.1.3 Electric Utility Recommendation: That Council approve, for the fiscal year ended March 31, 2026, the funding for the \$2,542,346 of capital expenditures for the Electric Utility be funded from customer contributions of \$32,164, \$8,930 surplus equipment, \$305,610 from depreciation funds and the balance of the funding will be in capital borrowing of \$2,195,642 per Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$186,000 for the financing of the Electric Utility Distribution Overheads 25/26 for the Fall 2026 Debenture Issue application, per Schedule 4. *(Please note that this resolution is to read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$186,000 per Schedule 5.

Alternatives

- Deny the request.
- Modify the request.

10.2 Lunenburg Athletic Facility Fund (LAFF) Report

Recommendation: That Council approve the Lunenburg Curling Club's application for funding from the Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$32,000 for repairs to the Brine system at the Lunenburg Curling Club.

Alternatives

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

10.3 Ice Allocation Policy Final Approval

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.

10.4 Water & Wastewater Quality Reports

Recommendation: That Council receive this report for information regarding Potable Water Quality and Wastewater Quality Test Results from the first quarter.

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

12. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for October 06, 2026.

13. MOTION ACTION LIST

14. CLOSED SESSION

14.1 Contract Negotiations

Recommendation: That Council move in closed session at _____ p.m. to discuss agenda item 14.1.

15. ADJOURNMENT

COUNCIL MEETING MINUTES
TOWN OF LUNENBURG

Tuesday, September 08, 2026 | 6 pm
 Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
Also present	Paul Nopper, CAO Tyson Joyce, Director of Public Works Jamie Deans, Communications and Events Coordinator Representatives from Kent Fields Estates Ltd Representatives from ABCO
Call to Order	The Chair called the meeting to order at 6:00 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Councillor Strachan moved and Councillor Fullerton seconded that Council approve the agenda for the September 8, 2026, meeting as presented. Motion carried unanimously
Approval of Minutes	Councillor Strachan moved and Councillor Babineau seconded that Council approve the August 04, 2026 regular council meeting minutes as presented. Motion carried unanimously
Approval of Minutes	Councillor Fullerton moved and Councillor Strachan seconded that Council approve the August 11, 2026 regular council meeting minutes as presented. Motion carried unanimously
Presentation	Kent Fields Request for Sanitary Lift Station Council received a presentation from Kent Fields Estates Ltd. regarding a proposed residential development (two 16-unit apartment buildings and two 8-unit apartment buildings) on Centennial Avenue and a request that the Town consider constructing and operating a municipal sanitary sewer lift station to service the development and future growth in the area. The developer outlined plans for a multi-unit residential project, noting

that the lift station would support both the proposed development and additional undeveloped lands zoned for high-density residential use.

Council members expressed support for exploring the proposal further.

Deputy Mayor Bailey motioned staff to prepare a report, with input from Public Works and Finance, evaluating the request for a municipally owned sanitary sewer lift station and outlining the associated costs, implications, and considerations for the proposed development. Councillor Strachan seconded the motion.

Moved by Deputy Mayor Bailey. Seconded by Councillor Strachan
Motion carried unanimously

Presentation

ABCO

At 6:19pm Mayor Myra, Councillor Babineau, and Councillor Dauphinee declared a conflict of interest, and left the Council table during the presentation and discussion. Deputy Mayor Bailey assumed the Chair for this item.

Council received a presentation from Greg Huskison, co-owner of ABCO Industries, regarding a proposed shipyard enhancement project and the acquisition of a water lot adjacent to the company's waterfront property.

ABCO advised that the project is intended to support the construction, maintenance, and servicing of larger vessels, including opportunities associated with federal defence and marine procurement initiatives. The proposed project includes expansion of the shipyard slipway, installation of a travel lift system, expansion of manufacturing facilities, increased automation, workforce growth, and investment in employee training. An anticipated start date was estimated for spring / summer of 2027.

Council discussed the proposed water lot acquisition process, the role of Transport Canada and other regulatory agencies, the potential extent of the proposed wharf and slipway infrastructure, and the need to understand how the project could affect existing waterfront operations and harbour users. Members also discussed the importance of public engagement, the approval process, and the information required before considering any formal support for the proposal.

Following discussion, Council agreed that additional information was required before considering any request for municipal support. Councillor Strachan motioned and Councillor Fullerton seconded to direct staff to prepare a comprehensive report regarding ABCO

Industries' proposed water lot acquisition and shipyard enhancement project. Council directed staff to bring forward a report on the ABCO waterfront purchase regarding their ship design and wharf with at least a minimum of feedback on water lot leases existing and what is Transport Canada and other governments distributions within that and then any other questions as it pertains to Council.

**Moved by Councillor Strachan. Seconded by Councillor Fullerton.
Motion carried unanimously**

Correspondence

At 6:46pm Deputy Mayor Bailey called back Councillors Babineau, and Dauphinee, plus Mayor Myra to Chair.

Council received correspondence regarding Council Meeting Motion Feedback, NSRAB Appeal, SSODA Monthly Data Report, Vehicle Noise By-Law Concerns, NS Fire Bulletin – August.

Support Request - Zwicker Marine Innovation Hub

Council motioned to provide a letter of support of the Zwicker Marine Innovation Hub to be included with the proposal to Build Nova Scotia. Council noted that the project is consistent for a thriving working waterfront and integral to the Town.

**Moved by Deputy Mayor Bailey. Seconded by Councillor Fullerton.
Motion carried unanimously**

Proclamation Request - International Day for the Eradication of Poverty
Council agrees to support the Proclamation of October 17th as the UN International Day for the Eradication of Poverty. Council motioned to direct staff to bring the item forward at a future Council meeting with a full proclamation.

**Moved by Councillor Fullerton. Seconded by Deputy Mayor Bailey.
Motion carried unanimously**

Municipal Fire Inspector Appointment

Councillor Fullerton moved that Council appoint Nicole Kaulback as a Municipal Fire Inspector for the Town of Lunenburg pursuant to the Nova Scotia Fire Safety Act; and
That Council direct the Chief Administrative Officer to provide written notice of the appointment to the Nova Scotia Fire Marshal as required by legislation. Seconded by Councillor Babineau.

**Moved by Councillor Fullerton. Seconded by Councillor Babineau.
Motion carried unanimously**

Solterre Inc. Information Report	Council received an information report from the staff regarding the Solterre Inc. planning matter, including the Town's appeal of the Nova Scotia Regulatory and Appeals Board (NSRAB) decision to the Nova Scotia Court of Appeal. Council reviewed the financial implications of the proceedings. Staff reported that legal, expert, and administrative costs incurred to date total approximately \$92,137, with the Court of Appeal process estimated to require an additional \$30,000 to \$35,000. Staff explained that the Nova Scotia Court of Appeal will review legal issues arising from the Board's decision and will not reconsider the planning merits of the development proposal. Council discussed public questions regarding the appeal process, potential outcomes of the legal proceedings, and the costs incurred to date, with additional legal expenses anticipated as the matter proceeds No Motion Required
Report for Tender Award - Pelham Street Road Reconstruction Work	Council received a staff report regarding the tender award for the Pelham Street Road Reconstruction Phase 2. The project includes reconstruction of approximately 85 metres of Pelham Street between Prince and Hobson Streets, replacement of 74 metres of sanitary sewer main and a manhole, installation of a new manhole, and minor stormwater system upgrades. The work is scheduled for completion by the end of October 2026. Staff advised that two compliant bids were received through the tender process and recommended awarding the contract to the lowest bidder, Dexter Construction Ltd., in the amount of \$326,800 plus HST. It was confirmed that the project is expected to be completed within the approved capital budget and funded through previously approved sources. Deputy Mayor Bailey moved that Council award the Pelham Street Road Reconstruction Phase 2 Tender to Dexter Construction Co. Ltd. for the amount of \$326,800+ HST. Seconded by Councillor Greek.
	Moved by Deputy Mayor Bailey. Seconded by Councillor Greek. Motion carried unanimously
Motion Report for use of HAF Funding for RFP Awards Totaling \$55,650 + HST	Council considered staff recommendations to award two consulting contracts funded through the Housing Accelerator Fund (HAF) program. This work stems from Council's direction to advance priority Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) amendments, as well as to complete an analysis of Town-owned

surplus lands for potential housing opportunities.

Staff reported that proposals were evaluated through a competitive RFP process and recommended awarding the contracts to the highest-scoring proponents.

The importance of moving the planning review process forward and providing opportunities for public engagement and consultation was highlighted.

Noted was the importance of ensuring UNESCO World Heritage Site considerations remain integrated into the planning review process and expressed support for advancing the work.

Staff advised that background research could begin immediately and that draft recommendations are anticipated to return to Council by early 2027.

Councillor Fullerton moved that Council awards RFP #TOL2026017, Planning and Consultation Services for Municipal Planning Strategy and Land Use By-law Amendments, to FOTENN Consultants Inc., in the amount of \$42,500, excluding HST. Seconded by Councillor Dauphinee.

**Moved by Councillor Fullerton. Seconded by Councillor Dauphinee.
Motion carried unanimously**

Councillor Strachan moved Council awards RFP #TOL2026016, Surplus Land Analysis, to Fathom Studio, in the amount of \$13,000, excluding HST, plus disbursements of up to \$150, with the total contract amount not to exceed \$15,000 inclusive of taxes and disbursements. Seconded by Councillor Babineau.

**Moved by Councillor Strachan. Seconded by Councillor Babineau.
Motion carried unanimously**

Terry Fox Flag
Raising and
Proclamation

Staff recommended approving the 2026 Terry Fox Run flag raising and proclamation and adding the event to the Town's list of approved annual proclamations and flag raisings.

Council noted the longstanding history of the Terry Fox Run in Lunenburg and the strong community participation and support for the event. A flag has already been provided and there is no additional cost to the Town.

Councillor Babineau moved that Council approve the 2026 Terry Fox Run flag raising and proclamation.

and

That Council amend Appendix A: Approved Annual Proclamations and Flag Raisings of the Town of Lunenburg Public Statements Policy to

include an annual Terry Fox Run flag raising and proclamation.
Seconded by Councillor Fullerton.

Moved by Councillor Babineau. Seconded by Councillor Fullerton.
Motion carried unanimously

Notices of Motion,
Information
Requests and
Councillor Reports

Council acknowledged two upcoming events – September 11th is the 25th anniversary of the 9-11 tragedy in New York City and on September 13th is the Fisherman’s Memorial Service where those who were lost to the sea are remembered.

Council expressed appreciation to Public Works staff, emergency responders, contractors, consultants, and community members for their coordinated response to the recent water system emergency. Staff acknowledged the contributions of Town employees, local contractors, engineering support, REMO, and residents whose cooperation with water conservation measures helped manage the situation successfully.

Council proposed a motion for staff direction with respect to how correspondence is handled at Council meetings. Deputy Mayor Bailey moved for staff to prepare a report on appropriate responses to items of correspondence which appear on the agenda. Seconded by Councillor Strachan.

Moved by Deputy Mayor Bailey. Seconded by Councillor Strachan.
Motion carried unanimously

Items for
Consideration at
COTW

The next Committee of the Whole meeting is scheduled for Tuesday, October 6, 2026. Council will give greater attention to the Motion Action List at the next COTW meeting.

Motion Action List

Council reviewed the Motion Action List.

Adjournment

There being no further business, the Council meeting adjourned at 7:38 p.m.

Moved by Councillor Fullerton. Seconded by Councillor Strachan.
Motion carried unanimously

Minutes were read and approved.



Quarterly Police Report
Town of Lunenburg
2026/2027 Fiscal Year
First Quarter
April – June 2026

1. LUNENBURG DISTRICT ORGANIZATIONAL STRUCTURE

- **1 Staff Sergeant**
- **2 Sergeants**
- **7 Corporals**
- **33 Constables**
- **1 Reservist**
- **7 Public Service Employees (Detachment Services Assistants)**
- **Senior Safety Coordinator (Jointly Managed with Bridgewater Police Service)**

1.1 LUNENBURG DISTRICT ESTABLISHED POSITIONS TRACKING

Throughout this quarter Lunenburg District has managed the following impacted positions:

- One Sergeant/Ops NCO remains off duty on medical leave throughout this quarter.
- One Sergeant/Ops NCO position remained vacant during this quarter awaiting reclassification. Both Sergeants/Ops NCO positions have members temporarily assigned through acting appointments to fulfill the duties of the position.
- One Corporal/Supervisor remained off duty on medical leave throughout this quarter. A member has been temporarily assigned through an acting appointment to fulfill the duties of the position.
- One Corporal/Supervisor remains on temporary duty related restrictions since February 26th.
- One Constable remains off duty on medical leave since February 16th is working through the discharge process. A member has been identified to move into this position as of September 1st.
- One Constable is on Leave Without Pay for Parental Leave.
- Two Constables completed a gradual return to work during this quarter and are both back to full duties.

Note: Three experienced members have received transfers to Lunenburg District during this quarter and two new members graduating from the RCMP Training Academy have been identified to Transfer to Lunenburg District. These members will occupy positions of members who have already relocated or are awaiting relocation due to outgoing transfers or discharges.

2. LUNENBURG DISTRICT FLEET

- (18) Marked General Duty Police Vehicles
- (4) Unmarked Police Vehicles
- (1) Patrol Vessel
- (1) All Terrain Utility Vehicle
- (2) Patrol Bicycles

One new general duty police vehicle was received during this quarter as part of the forecast vehicle replacement schedule.

3. LUNENBURG DISTRICT DETACHMENTS/FACILITIES

- Bridgewater Office (Cookville Detachment) – 14 Cooks Lane, Cookville, NS
- Lunenburg Office (Lilydale Detachment) – 88 Lilydale Road, Lunenburg, NS
- Chester Office (Chester Detachment) – 625 Highway 14, Chester Road, NS

4. CALLS FOR SERVICE

Calls for Service Include unfounded and unsubstantiated Criminal Code, Federal & Provincial Statutes as well as Assistance to other agencies and by-law enforcement within Lunenburg District. Calls for service also include those investigations managed by the Street Crime Enforcement Unit and South

Lunenburg District

2025/2026 FYTD	2026/2027 FYTD	1st Quarter 2025/2026	1st Quarter 2026/2027
3,107	3000	3,107	3000

Town of Lunenburg

2025/2026 FYTD	2026/2027 FYTD	1st Quarter 2025/2026	1st Quarter 2026/2027
146	186	146	186

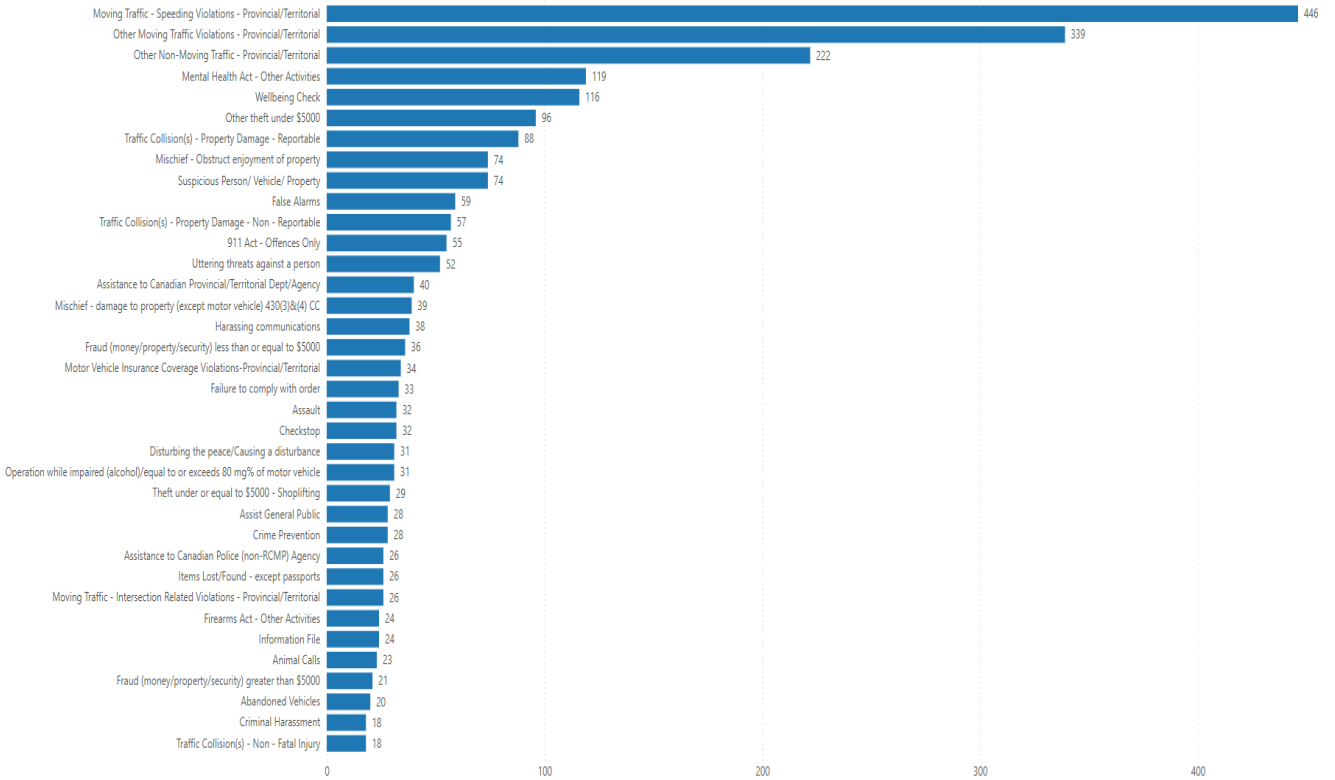
5. LUNENBURG DISTRICT CRIME STATISTICS

Caveat for the following Data Table:

All data are working data and are subject to change through ongoing investigations and data quality measures.

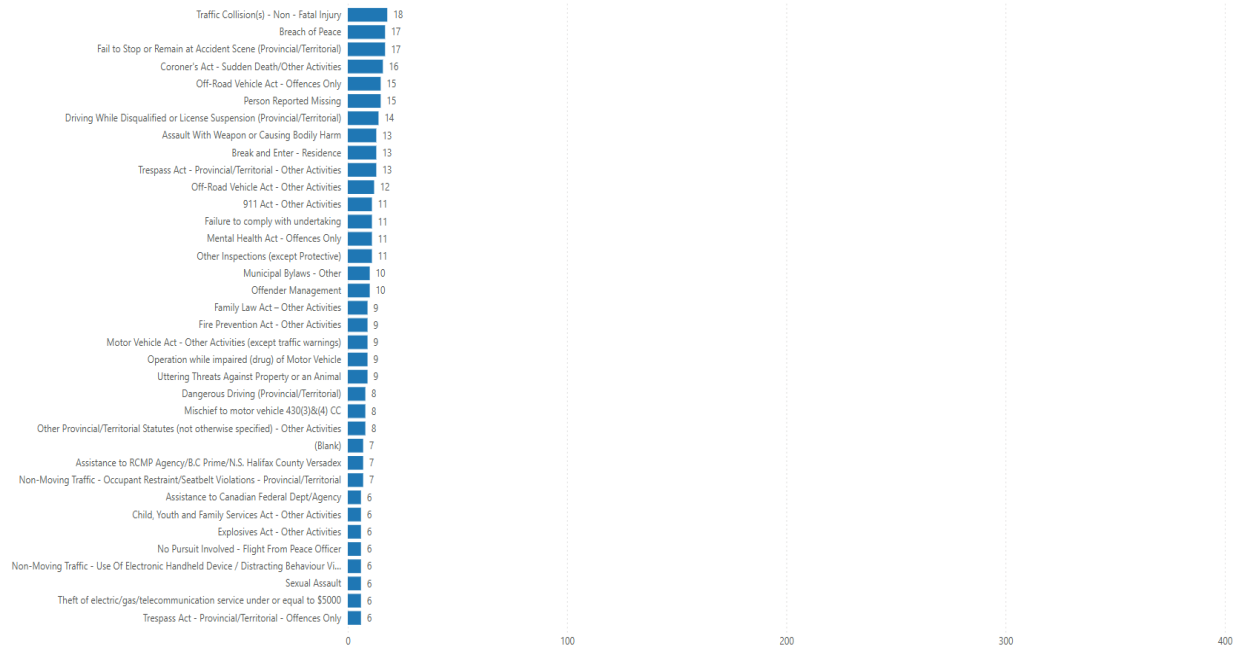
*Statistics represent first line scoring, consistent with Stats Can. Files marked unfounded and unsubstantiated have been removed. Files marked insufficient evidence to proceed are **included**.*

Detachment information is parsed from the "Notes" field in the PROS data. If the location was not properly entered in this field, the stat will not be included in the dashboards.



< Back to report

OCCURRENCE COUNT BY VIOLATION



6. LUNENBURG TOWN

- Ten calls for service were related to misdialled 911 calls.
- RCMP were dispatched to eighteen False Alarms in Lunenburg Town this quarter.
- Six theft related occurrences were reported in Lunenburg this quarter related to thefts of food, fuel and alcohol from retail stores. This trend is consistent throughout many communities in the province.
- One impaired driver was apprehended in Lunenburg Town this quarter.
- Lunenburg District members dealt with twenty-one calls for service related to mental health or wellbeing checks during this quarter. In several instances multiple occurrences relate to the same person at different times.
- Lunenburg District members dealt with eleven traffic collisions that occurred in Lunenburg Town during the quarter.

7. ROAD SAFETY REPORT

- Lunenburg District RCMP members conducted twenty-four check stops at various locations throughout Lunenburg District this quarter.
- Lunenburg District RCMP members issued two hundred forty-four summary offence tickets and four hundred seventy-one written warnings throughout the entirety of Lunenburg District during this quarter.
- Lunenburg District RCMP responded to or dealt with one hundred seventy-six motor vehicle collisions during this quarter. Two of these collisions resulted in fatalities, twenty involved injuries. The remaining collisions resulted in property damage or were non-reportable collisions.
- Lunenburg District RCMP responded to or dealt with one off-road vehicle collisions involving injuries.
- Strategic Traffic Enforcement Plans have been completed during this quarter with a focus on impaired driving, school zones and speed enforcement, which strategically targeted high-risk areas identified in consultation with the community and/or the police advisory boards.
- Lunenburg District members apprehended and charged twenty-five individuals for operating a motor vehicle while impaired by alcohol and/or drugs.
- Two roadside, administrative suspensions were issued under the Motor Vehicle Act to drivers operating a motor vehicle with a BAC% between 50mgs% and 80mgs% or impairment by drug.
- One proactive trail enforcement initiative was completed during this quarter on the Bull Run Trail.

8. GENERAL INVESTIGATION SECTION

- Lunenburg District General Investigation Section co-ordinates and investigates the more complex and serious criminal offence allegations within Lunenburg District. These investigations are typically serious persons offences and/or investigations that require co-ordination between multiple jurisdictions or police agencies.
- Lunenburg District GIS is comprised of a Corporal, Supervisor/Investigator, one full-time Constable and a second full-time Constable on a one-year, developmental basis.
- The Constable who occupied the developmental position transferred to the Street Crime Enforcement Unit during this quarter. A member has been selected from within Lunenburg District to transfer to the GIS developmental position.
- These specialized investigative resources alleviate a significant amount of work that would otherwise be required from general duty resources to investigate the more serious offences. In addition, it ensures a timely, quality investigation.
- Lunenburg District GIS has assisted General Duty resources by providing oversight and guidance on multiple investigations throughout this quarter. In several instances GIS investigators have assisted with completing judicial authorizations where there was an immediate timeline or the matter was more complex in nature. This enhances the timeliness and quality of these investigations.
- Investigations carried out by GIS this quarter include but are not limited to:
 - Multiple historical Sexual Assaults
 - Fraud over \$5000.00
 - Firearm being discharged at a residence
 - Unauthorized access to Medical Records

9. SCHOOL SAFETY RESOURCE OFFICER

- As of February 2026, one of the Lunenburg District School Safety Resource Officers is on medical related leave with an expected retirement. The staffing process has been completed, and a member was selected from within Lunenburg District to transfer into this position prior to the commencement of the new school year.
- The second School Safety Resource Officer has completed a graduated return to work and has now resumed full operational duties.

10. SOUTH SHORE INTEGRATED STREET CRIME ENFORCEMENT UNIT (SCEU)

- The South Shore Integrated Street Crime Enforcement Unit is comprised of an RCMP Corporal Supervisor/Investigator, and RCMP Constable and a Bridgewater Police Service Constable.

- During this quarter both the RCMP constable position and the Bridgewater Police Service Constable positions were filled.
- Southwest Nova District SCEU Teams continue to operate under a regionalized model to address organized crime within Southwest Nova District.
- During this quarter SCEU investigators were dedicated to a larger drug trafficking investigation with impacts on multiple counties throughout Southwestern Nova Scotia.
- SCEU resources were also allocated to investigate two groups involved in drug trafficking who were quickly escalating levels of violence against one another. This investigation resulted in multiple arrests and charges being laid for serious offences.

11. SIGNIFICANT / NOTEWORTHY

Some significant and noteworthy items this past quarter include the following:

- The Lunenburg District General Duty Policing Resource Model Process has been completed. The RCMP's Operational Strategy Branch continues to work with the Nova Scotia Department of Justice prior to meeting with our Municipalities related to the recommendations and implementation strategy. Municipal partners will be engaged through consultation by both the Nova Scotia Department of Justice and the RCMP's Operational Strategy Branch in relation to the implementation plan. Progress will continue to be reported through direct engagement with the CAO's.
- Multiple Lunenburg District members were deployed to FIFA 2026 under Article 9 of the Provincial Policing Service Agreement. Adequate service levels were maintained during these deployments.
- In May, Lunenburg District RCMP responded to a high-risk intimate partner violence incident in progress. The victim was immediately rescued from the residence and the suspect was taken into custody. The male suspect and another adult female were charged with multiple criminal code offences related to the incident. The male was remanded into custody. Victim supports were immediately engaged and continue to be provided.
- In June, Lunenburg District RCMP responded to a call for service where a male had been attacked by another male in his residence. As a result, both males sustained injuries with the suspects injuries being most serious. The suspect was located, arrested and received treatment for his injuries. Multiple charges were laid against the suspect for offences against another person.
- Lunenburg District members responded to a call for service where one male had pointed a firearm at another male. The victim fled into a wooded area and called

police. A multi-member response ensued including the use of RPAS and Police Dog Service resulting in the suspect being arrested without incident. A firearm was located and seized during the subsequent investigation.

- Lunenburg District members responded to a call for service related to a male threatening self-harm with a firearm. Members responded and were successfully able to de-escalate the situation where the male was detained under the IPTA for assessment. The male was subject to a Firearms Prohibition Order therefore a search warrant was completed where firearms and ammunition were seized.
- Lunenburg District members responded to and investigated an incident where a firearm was discharged at an occupied residence. Suspects were identified, arrested and charged following a related occurrence. A firearm was seized from a vehicle during the investigation. Two males have been charged and were remanded into custody.
- Lunenburg District members dealt with two hundred forty-six calls for service related to mental health or wellbeing checks which was an increase of 40 occurrences over the previous quarter.
- The application for funding submitted through the RCMP's Family Violence Intervention Fund in relation to the "Silver Guardian Project" was approved. This project was developed to support families dealing with individuals suffering from dementia and Alzheimer's who may display violent behaviours. Next steps are underway to build out the program that will be managed by the Senior Safety Co-Ordinator.



Lunenburg District RCMP Members conducting a checkstop on Highway 3 in Lunenburg in May.

Respectfully Submitted,

David L. FERGUSON

Staff Sergeant David FERGUSON
District Commander
Lunenburg District RCMP



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8.1

September 12, 2026

Mayor and Members of Council
Town of Lunenburg

Re: ABCO Water Lot Proposal and Protection of Lunenburg's Working Waterfront

Mayor and Members of Council,

I am writing on my own behalf, as a significant supporter and investor in Lunenburg's working waterfront, and as the owner and custodian of Lunenburg Shipyard regarding the proposed ABCO water lot expansion.

I take the role of owner and custodian of Lunenburg Shipyard seriously. In my view, ownership and stewardship of a facility with the history and importance of Lunenburg Shipyard carries with it an implied moral obligation to ensure that Lunenburg continues to have the marine infrastructure, haul-out capability and service facilities necessary to support the vessels that call here and those that call Lunenburg their home port.

That responsibility extends beyond our own commercial interests. It includes supporting the inshore fishery, traditional vessels, museum and heritage vessels, commercial operators, visiting vessels, and the people and traditional marine skill sets that have kept Lunenburg an active working waterfront for generations.

I have now reviewed ABCO's proposal and have had constructive discussions with Michael Huskilson, Greg Huskilson and Jason Huskilson regarding their plans and our concerns.

We have a good working relationship with the Huskilson family and ABCO, and I want to make it clear from the outset that we support their continued growth in Lunenburg. We all have an interest in seeing the working waterfront succeed, and I believe there is an opportunity for all of us to grow together while supporting one another.

That said, based on the information presently available, our official position is that we cannot support the water lot proposal in its current form.

Our principal concern is the protection of navigable waters and the preservation of long-standing marine access and use in this part of Lunenburg Harbour.

The waters affected by the proposed water lot have supported established marine and industrial activity for generations. The historical record demonstrates significant waterfront activity at the Lunenburg Foundry and adjoining marine facilities dating back well before the Second World War, with documented dredging activity in the late 1930s and again in 1941-42, together with federal bore programs in 1943 and 1954.

We believe any decision affecting these waters should preserve:

- the public and commercial use of navigable waters;
- existing and long-standing marine access to the Foundry waterfront;
- access associated with the existing community boat ramp and surrounding working waterfront;
- safe vessel navigation and manoeuvring;
- access for the inshore fishing and lobster industries; and
- the continued practical use of this area as part of Lunenburg's active working harbour.



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This is therefore not simply a question of the present configuration of property lines. It is a question of ensuring that long-standing marine access, navigation and use of these waters are not unintentionally constrained by a new private water lot configuration.

There is also some important context that I believe Council should understand.

Over approximately the last two years, I have had a number of discussions with the Huskilsons regarding how our respective businesses could grow together in Lunenburg. During those discussions I openly shared our plans and business model for expanding marine industrial services, vessel haul-out capability and working-waterfront activity.

ABCO has subsequently chosen to pursue a direction that overlaps significantly with portions of that same marine business model.

I do not raise that point to criticize ABCO. They are entitled to pursue opportunities and investment in Lunenburg, and increased marine activity can ultimately benefit the entire waterfront. We have always approached our discussions with ABCO on the basis that both organizations can succeed and grow together.

However, that overlap makes coordinated waterfront planning even more important. We should be looking at how these operations can complement one another rather than allowing individual water lot decisions to unintentionally restrict neighbouring operations or limit the long-term marine potential of this part of the harbour.

We have advised ABCO that we are willing to work constructively with them on an overall plan that accommodates their interests while preserving the navigable-water access and marine operating area required by the Foundry, the existing community boat ramp, the fisheries and the broader working waterfront.

Until that historical use, navigational requirement and long-term waterfront function are properly considered, we believe there is insufficient information to support the proposed water lot configuration and we must oppose the application in its present form.

This position is not about opposing ABCO's growth or protecting one business from another. It is about protecting everyone's right to the use of navigable waters, preserving established and long-standing marine access, and ensuring that decisions made today do not compromise waterfront uses that have existed in this area for generations.

We would welcome the opportunity to discuss this further with the Town and Council and to continue working directly with ABCO toward a solution that supports investment by both organizations while protecting Lunenburg's working waterfront and everyone's right to the use of navigable waters for the long term.

Regards,

Capt. Bradison R. Boutilier, Master Mariner

President and CEO

Lunenburg Shipyard Ltd.

Thank you, sir I want to add one more note that was brought up to me if that corner is closed off anymore. There needs to be some testing with regards to the sediment and water and issues with the Town water coming into that cove there it's already filled up with sediment from the roads, etc., that has caused issues with regards to our usage there. Any further limitations in that area with regards to the water being able to filter back out into Lunenburg Harbor would be a major issue. This is something I'll bring up with Bill Towndrel as well.

Subject: Town General Operating and Capital Year-end, fiscal 2025/26

Prepared by:

Lisa Dagley, Director of Finance

Kathleen Rafuse, Deputy Director of Finance



Reviewed: Paul Nopper, H.BSc., CAO

Date: September 22, 2026, Regular Council Meeting

Recommendations

That Council approve the transfer of \$29,000 to the Town's General Operating Reserve for the fiscal year ended March 31, 2026.

That Council approve the capital financing for fiscal 2025/26 completed projects in the amount of \$2,151,680, as outlined in Schedule 2.

The Council approve the capital financing to March 31, 2026, for the Work-In-Progress for the Wastewater Treatment Plant Upgrade to SBR, as outlined in Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$99,443 for the financing of the Old Fire Hall Roof Membrane for the Fall 2026 Debenture Issue application, per Schedule 5. *(Please note that this resolution is to be read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$99,443 per Schedule 6.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Town's year-end, and our auditors are finalizing their audit fieldwork. The Town's financial statements have been drafted, and an Audit Committee meeting is scheduled for September 28, 2026.

Discussion

For the fiscal year ended March 31, 2026, the Town ended the year with a surplus of \$29,968 after budgeted reserve transfers. As a result, staff are recommending an additional reserve transfer to the General Operating Reserve in the amount of \$29,000.

After the additional reserve transfer and capital funding, the Town will have a modest surplus of \$968 for the year. (Schedule 1)

There was \$2,151,680 of capital projects completed in fiscal 2025/26. The funding for those projects is outlined in Schedule 2. Grants and other non-municipal sources of funding total \$915,800, or 43%. The 2025/26 Capital Budget included \$1,469,000 in capital borrowing however, only the #6 Fire Truck Replacement in the amount of \$219,00 and the Old Fire Hall Roof Membrane of \$99,443 require capital borrowings. The TBR and Debenture for the #6 Fire Truck was approved by Council on March 24th of this year.

The Wastewater Treatment Plant Upgrade to SBR is not a completed capital project but rather a Work-In-Progress asset as of March 31, 2026, as the total project is not anticipated to be completed until later this fall. Schedule 2 does provide details of project capital funding to fiscal year-end. Council approved the TBR for this project back in March.

With the capital funding approval, it is also time for the Town to secure the debenture for the Old Fire Hall Roof Membrane Project. A Temporary Borrowing Resolution needs to be approved as part of the process (Schedule 3).

To participate in the 2026 Fall Debenture, Issue a Council Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate (Schedule 4) is required. The Municipal Finance of the Finance and Treasury Board have set the pre-approval interest cap at 7.0%. For the Spring 2026 issue, the 10-year rate was 4.24% and 5.03% for a 20-year rate.

Staff are recommending a 5-year loan term.

The objective of the Municipal Finance Division is to provide capital funding to municipalities at the lowest possible cost.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 - Temporary Borrowing Resolution

Schedule 4 - Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026		
	Budget	Actual	Variance
REVENUE			
Taxes	\$ 9,456,300	\$ 9,255,839	200,461
Grants in lieu of taxes	343,900	344,061	(161)
Sales of services	584,000	611,478	(27,478)
Other revenue from own sources	534,600	573,651	(39,051)
Unconditional transfers from other governments	75,100	70,173	4,927
Conditional transfers from Federal and Provincial governments and agencies	79,800	38,574	41,226
Conditional transfers from other local governments	244,500	227,391	17,109
Other transfers	90,000	1,403	88,597
	11,408,200	11,122,570	285,630
EXPENDITURE			
General government services	1,225,300	1,111,951	113,349
Protective services	2,129,600	2,108,057	21,543
Transportation services	1,568,600	1,632,984	(64,384)
Environmental health services	1,748,700	1,615,457	133,243
Public Health services	14,100	11,333	2,767
Environmental development services	849,400	752,481	96,919
Recreational and cultural services	1,068,400	1,135,028	(66,628)
Fiscal services	2,804,100	2,754,311	49,789
	11,408,200	11,121,602	286,598
EXCESS OF REVENUE OVER EXPENDITURE BEFORE DEPRECIATION	-	968	(968)
	-		
EXCESS OF REVENUE OVER EXPENDITURE	-	968	
Accumulated Surplus, Beginning of Year		1,403	
Transfer of Surplus to Operating Reserve		(1,403)	
SURPLUS, END OF YEAR		\$ 968	

DRAFT

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

	2026	2025
1. Taxes		
Assessable property		
Residential	\$ 4,936,937	\$ 4,670,625
Commercial	1,986,807	1,980,769
Resource	11,952	11,893
	6,935,696	6,663,287
Business property		
Based on Revenue (Aliant)	18,475	17,807
	18,475	17,807
Other		
Sewer annual charge	1,889,842	1,841,891
Deed Transfer tax	411,826	379,072
	2,301,668	2,220,963
	\$ 9,255,839	\$ 8,902,057
2. Grants in lieu of taxes		
Provincial government (DNR)	\$ 279,699	\$ 286,774
Property of supported institutions (TIR)	850	756
Sewer	58,298	58,442
Fire Protection (Museum)	5,214	5,019
	\$ 344,061	\$ 350,991
3. Sales of services		
Parking meters	\$ 147,655	\$ 152,300
Transportation services	76,827	60,947
Miscellaneous	34,993	42,291
	259,475	255,538
Recreational services		
Admissions	48,935	36,125
Rentals and concessions	218,686	210,430
Rentals - School Board	37,397	36,409
Grants	45,000	45,000
Sundry	1,985	820
	352,003	328,784
	\$ 611,478	\$ 584,322

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026	2025
4. Other revenues from own sources		
Licenses and permits	\$ 14,090	\$ 23,357
Fines	11,198	17,310
Rentals	335,503	366,096
Interest on investments	79,993	130,701
Interest on taxes	130,231	103,395
Insurance Settlements	-	104,004
Miscellaneous including donations	2,636	3,279
	\$ 573,651	\$ 748,142
5. Unconditional transfers from other governments		
HST Offset Grant	\$ 20,044	\$ 31,171
Foundation Grant	50,000	50,000
Farm Acreage	129	126
	\$ 70,173	\$ 81,297
6. Conditional transfers from Federal and Provincial Government and Agencies		
Federal government		
Canada Day Grant	\$8,000	\$3,840
Mentorship Program Funding	-	-
ACOA-Economic Impact Study/Cultural Tourism Plan	29,574	64,060
Provincial governments and agencies		
Communities, Culture, Tourism and Heritage	-	-
NS Recreation Facilities of Nova Scotia	-	-
Emergency Measures Organization	1,000	1,000
	\$ 38,574	\$ 68,900
7. Conditional transfers from other local governments		
Municipal Fire District 1 and 2 Commission		
Fire protection reimbursements	\$ 227,391	\$ 218,627
SSRSB Election Costs	-	-
	227,391	218,627
8. OTHER TRANSFERS		
Prior Years Surplus	\$ 1,403	\$ 5,301
Transfer from Operating , Water & Capital Reserves	0	50,000
	\$ 1,403	\$ 55,301

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026	2025
9. General government services		
Legislative		
Mayor		
Stipend	\$ 35,785	\$ 34,320
Allocation to Utilities	\$ (18,571)	\$ (16,956)
Councillors	17,214	17,364
Stipend	117,451	105,871
Allocation to Utilities	(58,540)	(52,265)
	58,911	53,606
Travel	891	4,132
Other legislative services	27,727	32,770
	(7,500)	(7,500)
Allocation to Utilities	20,227	25,270
	97,243	100,372
General administrative		
Salaries and benefits	423,367	481,897
Office buildings	106,072	102,109
Legal and other professional services	147,802	129,363
Financial management	126,846	53,616
Interest on Capital Loan	-	-
Tax rebates or exemptions (low income)	32,920	36,500
Tax exemptions (Section 71 MGA)	43,301	43,422
Transfer to Assessment Services	50,934	49,934
Valuation allowance uncollectible taxes and miscellaneous receivables	-	-
Other general administrative services	31,024	16,347
	962,266	913,188
Other general government		
Election costs	-	24,334
Insurance	10,790	10,462
Grants to organizations and individuals	36,696	36,146
Other general services	4,956	5,777
	52,442	76,719
	\$ 1,111,951	\$ 1,090,279
10. Protective services		
Police Protection		
RCMP	\$ 1,144,514	\$ 1,072,728
By-Law Enforcement		
Contracted Services	85,718	74,097
Legal	50	38
Supplies and expense	1,852	5,916
Transfer to Correction Service	-	-
	87,620	80,051

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

B-9

	2026	2025
10. Protective services (cont'd)		
Fire protection		
Fire fighting force	141,134	135,021
Water supply and hydrants	328,900	328,900
Training	15,333	20,507
Fire stations and buildings	107,087	98,720
Fire fighting equipment	151,430	146,701
Other	27,716	27,857
	771,600	757,706
Emergency Measures Organization	17,941	24,824
Other		
Other Protective Services	84,151	80,805
Stray Animals	-	-
Lunenburg County Senior's Safety	2,231	2,231
	86,382	83,036
	\$ 2,108,057	\$ 2,018,345
11. Transportation services		
Common services		
Administrative	\$ 265,208	\$ 285,647
Accessibility	-	-
General equipment	219,263	194,322
Small tools and equipment	12,541	4,899
Workshop, yards and other buildings	22,645	24,407
Workers' compensation	18,357	15,079
	538,014	524,354
Roads and streets		
Labour	528,272	502,114
Supplies	40,894	50,075
Street cleaning	-	-
Snow and ice control	201,687	137,773
Street and sidewalk maintenance	110,603	239,123
Interest on loans	30,486	25,501
Street lighting	149,689	132,136
Traffic services	12,097	13,255
Parking Meters	21,242	75,438
	1,094,970	1,175,415
	\$ 1,632,984	\$ 1,699,769

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026	2025
12. Environmental health services		
Transfer to Capital Reserve for Solid Waste		
Landfill Closure/post closure costs	\$ -	\$ -
Solid Waste Landfill costs	144,285	157,741
	144,285	157,741
Sewage collection and disposal		
Labour, benefits and supplies	164,903	161,688
Sewer lift stations	161,390	178,567
Sewage treatment plant	838,982	821,199
Interest on sewer loans	23,626	25,960
	1,188,901	1,187,414
Garbage and waste collection and disposal		
Collection contract and other	282,271	275,314
Interest on waste disposal loans	-	-
	282,271	275,314
	\$ 1,615,457	\$ 1,620,469
13 Public Health Services		
Public Health		
Cemetery	\$ 11,333	\$ (6,580)
Housing		
Deficit of Regional Housing Authority	-	-
	\$ 11,333	\$ (6,580)
14. Environmental development services		
Environmental planning and zoning		
Salaries and benefits	\$ 229,697	\$ 294,804
Blockhouse Hill Planning	\$ -	\$ 8,319
Advertising and other	19,101	5,750
Legal Costs - Planning Appeal	92,137	-
Civic Square Design	-	83,247
	340,935	392,120
Community development		
Old Fire Hall	22,380	41,726
CNR station	25,143	25,717
Lunenburg Academy	215,517	190,340
Annex - 17 Tannery Road	-	-
Economic Development/Tourism - General	127,072	97,539
Communications	-	-
Visitors service centre	21,434	17,344
	411,546	372,666
	\$ 752,481	\$ 764,786

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL STATEMENTS
GENERAL SECTION
SCHEDULES TO STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026	2025
15. Recreational and cultural services and education		
Recreational facilities		
Recreation		
Salaries, wages and benefits	\$ 584,770	\$ 376,224
Administration	10,096	8,360
Maintenance - fields and grounds	24,020	3,868
Maintenance - community centre	68,485	65,022
Maintenance - arena	171,389	156,061
Small tools		
Program costs	9,190	10,658
Bandstand Restoration Engineering	2,873	18,255
Parks and playgrounds	87,429	64,065
Interest on capital loans	4,374	5,521
	962,626	708,034
Cultural buildings and facilities		
Library - Local branch	50,461	49,635
Transfer to Regional Library	18,600	18,600
Heritage projects	81,159	23,041
Capt. Angus J. Walters House Museum	-	-
Other services and public celebrations	22,182	9,185
	172,402	100,461
	\$ 1,135,028	\$ 808,495
16. Fiscal services		
Principal instalments		
Interest on temporary borrowing	\$ -	\$ -
Debenture principal	366,344	319,416
	366,344	319,416
Transfer to own reserves, funds and agencies		
Reserve fund - operating reserve	661,103	684,576
Reserve fund - operating reserve safe restart		
Reserve fund - capital reserve	483,901	863,929
General capital funds	-	-
	1,145,004	1,548,505
Education		
Appropriation to Regional School Board	1,242,963	1,144,750
	\$ 2,754,311	\$ 3,012,671

2025/26 Capital financing							
DTT	Op Rsv	Capital Reserves	CCBF/BCSF previously Gas Tax	Debt	Sewer Rsv	ToL Fire Rsv	Fire District & Fire Dept
				\$99,443			
	\$ 13,782						

Town of Lunenburg - Town General Fund
General Capital Funding, fiscal 2025/26

		2025/26 Actuals
Public Works		
New Sidewalks		
	Starr St - Lincoln St to New Daycare Site	\$0
<i>Project changed to Pelham - Shipyard to Town Limits Design, design costs to be expensed with construction year of fiscal 2026/27</i>		
Street Reconstruction/Resurfacing		
	Pelham Street - Hopson St to King St	\$282,813
<i>Budget \$300K, funding from CCBF/BCSF</i>		
Street Improvements		
	Accessibility Improvements	\$0
<i>Budget \$20K, expenditures under capital limits, expensed in operating transportation operating budget</i>		
	Flashing Beacon Lights (pre-approved CF)	\$41,497
<i>Budget \$44K, funding operating reserve</i>		
	Downtown Traffic Improvements	\$15,109
<i>Budget \$50K, funding from DTT</i>		
Equipment		
	New Salt Truck (09 Replacement)	\$0
<i>Project carried forward to 2026/27 fiscal</i>		
	Tools	\$4,149
<i>Budget \$20K, funding operating reserve</i>		

2025/26 Capital financing							
DTT	Op Rsv	Capital Reserves	CCBF/BCSF previously Gas Tax	Debt	Sewer Rsv	ToL Fire Rsv	Fire District & Fire Dept
			\$282,813				
	\$ 41,497						
\$15,109							
	\$ 4,149						

[illegible]

Town of Lunenburg - Town General Fund
General Capital Funding, fiscal 2025/26

			2025/26 Actuals
Fire Department			
	Fleet		
		GMC Tanker (02) #6 Replacement (pre-approved)	\$777,969
Budget \$798K, funding 50% from District, Town's 50% combination of reserves and capital borrowing, Spring debenture secured, approval Mar.24/26 Council Meeting			
		Boat #8 - Motor Replacement	\$39,083
Budget \$50, funding Fire Dept/Grant			
	Other		
		Concrete Apron Replacement (bay doors)	\$201,427
Budget \$212,100 at July15/25 Council meeting, funding from DTT			
			\$ 2,151,680

FUNDING TOTAL excluding WWTP upgrade

Approved Multi-Year Project

Wastewater Utility			
	Plant		
		Plant Upgrade to SBR: Budget of Apr.22/25 (this is the value of WIP as of March 31/26)	\$6,820,660
Budget \$12.075M			
	Funding:		
		ICIP Grant	\$ 4,549,297
		WWTP Upgrade Sewer Reserves	\$ 890,453
		GRID Grant	\$ 1,046,500
		Town Debt Financing	\$ 334,410
			\$ 6,820,660

2025/26 Capital financing							
DTT	Op Rsv	Capital Reserves	CCBF/BCSF previously Gas Tax	Debt	Sewer Rsv	ToL Fire Rsv	Fire District & Fire Dept
				\$219,000		\$173,949	\$385,020
							\$39,083
\$201,427							
\$225,892	\$ 59,428	\$ 335,521	\$ 491,697	\$ 318,443	\$ 122,647	\$ 173,949	\$ 424,103

\$2,151,680

MUNICIPAL COUNCIL OF THE Town of Lunenburg

TEMPORARY BORROWING RESOLUTION

Amount: \$ 99,443

Purpose: Old Fire Hall Roof Membrane

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the
Town of Lunenburg, subject to the approval of the Minister
of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Lunenburg has
adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are
so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Lunenburg has
determined to borrow for the purposes of Old Fire Hall Roof Membrane;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
Town of Lunenburg borrow a sum or sums not exceeding
Dollars (\$ 99,443) for the
purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
Town of Lunenburg to such an amount as the Council deems
necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act
and that the Council borrow from time to time a sum or sums not exceeding
Dollars (\$ 99,443) in total from
any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the
approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the
Town of Lunenburg
held on the ____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the
Town of Lunenburg
this ____ day of _____, 2026.

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on September 22, 2026.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg

(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 99,443, for a period not to exceed 5 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg

(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the 22nd day of September 2026

GIVEN under the hands of the Mayor/Warden and the Clerk of the

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

Subject: Water Utility Operating & Capital Year-end, fiscal 2025/26

Prepared by:

Lisa Dagley, Director of Finance

Kathleen Rafuse, Deputy Director of Finance



Reviewed: Paul Nopper, H.BSc., CAO

Date: September 22, 2026, Regular Council Meeting

Recommendation

That Council approve the transfer of \$73,000 to the Water Utility's Membrane Replacement Reserve for the fiscal year ended March 31, 2026.

That Council approve, for the fiscal year ended March 31, 2026, the funding for the \$1,902,105 of capital expenditures for the Water Utility be funded from \$85,000 PCAP grant, \$1,117,105 from depreciation funds and the balance of the funding will be in capital borrowing of \$700,000 per Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$700,000 for the financing of the Dares Lake Spillway for the Fall 2026 Debenture Issue application, per Schedule 3. *(Please note that this resolution is to read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$700,000 per Schedule 4.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Water Utility's year-end, and our auditors are finalizing their audit fieldwork. The Water Utility's financial statements have been drafted and an Audit Committee meeting is scheduled for September 28, 2026.

Discussion

For the fiscal year ended March 31, 2026, the Water Utility, after budgeted reserve transfers of \$31,000 (\$26,000 Membrane and \$5,000 Land) ended the year with a surplus of \$47,287 and as a result, staff are recommending an additional reserve transfer.

The Membrane Replacement Reserve transfer was originally budgeted for \$31,000, and staff are recommending the amount be increased to \$73,000 for 2025/26. The membrane

replacements occur approximately every 10 years and were last replaced in fiscal 2023/24 at of cost of just under \$613,000. The annual contribution to this reserve has been increased to \$40,000 for 2026/27 and is projected to increase to \$75,000 in fiscal 2028/29 per the Water Utility's latest Rate Study. This additional \$47,000 contribution for 2025/26 will assist in mitigating shortfalls in that funding when the next replacement is required. After the \$73,000 transfer the balance of the Membrane Replacement Reserve as of March 31, 2026 is \$126,614.

After the additional reserve transfers, the Water Utility will have a modest surplus of \$286 for the year. (Schedule 1)

The Water Utility completed \$1,902,105 of capital expenditures (Schedule 2). The Depreciation Reserve balance after capital financing is \$1,047,819. Certainly of note is the largest capital project for the Water Utility during the past fiscal year which is the Dares Lake Spillway. The approved budget was \$1.3 million which included \$788,000 to be financed through a capital borrowing. The final cost of construction was \$1,179,748 reducing the borrowing to \$700,000.

With the capital funding approval, it is also time for the Town to secure the remaining debenture for the water capital work this past fiscal year. Temporary Borrowing Resolution needs to be approved as part of the process (Schedule 3).

To participate in the 2026 Fall Debenture, Issue a Council Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate (Schedule 4) is required. The Municipal Finance of the Finance and Treasury Board have set the pre-approval interest cap at 7.0%. For the Spring 2026 issue the 10-year rate was 4.24% and 5.03% for a 20-year rate.

Staff are recommending a 15-year loan term.

The objective of the Municipal Finance Division is to provide capital funding to municipalities at the lowest possible cost.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 - Temporary Borrowing Resolution

Schedule 4 - Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
WATER UTILITY OPERATING FUND
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED MARCH 31, 2026

DRAFT

	2026		
	Budget	Actual	Variance
Operating Revenue			
Metered sales	\$ 642,300	\$ 658,268	(15,968)
Flat rate sales	765,000	772,067	(7,067)
Public fire protection	328,900	328,900	-
Sprinkler service	7,400	7,600	(200)
Other	12,700	16,365	(3,665)
Total Operating Revenue	1,756,300	1,783,200	(26,900)
Operating Expenditure			
Source of supply	35,600	27,682	7,918
Pumping	61,500	56,871	4,629
Water treatment	459,000	458,436	564
Transmission and distribution	234,500	249,718	(15,218)
Administrative and general	544,900	516,798	28,102
Depreciation	321,600	323,255	(1,655)
Taxes	43,500	43,479	21
Total Operating Expenditure	1,700,600	1,676,239	24,361
Net Operating Revenue	55,700	106,961	(51,261)
Non-operating Revenue			
Interest earned	15,000	12,857	2,143
Grants from Province of Nova Scotia	12,000	9,431	2,569
Miscellaneous	500	614	(114)
	27,500	22,902	4,598
Non-operating expenditure			
Interest charges - short term	-	-	-
Debt charges			
Principal	40,750	40,750	-
Interest and discount	11,450	10,827	623
Transfer to capital fund	-	-	-
Transfers to Reserve			
Reserve for land purchases	5,000	5,000	-
Reserve for Membrane Replacement	26,000	73,000	(47,000)
	83,200	129,577	(46,377)
Net Non Operating Revenue (Expenditure)	(55,700)	(106,675)	50,975
Excess of revenue over expenditure	\$ -	286	(286)
Surplus, beginning of year	-	255,674	
Transfer to Town General			
Surplus, end of year	\$ -	\$ 255,960	

Town of Luenburg
Water Utility
Capital Financing
Fiscal 25-26

	Budget	Expenditure	Funding			25-26 Totals
			Depreciation Reserve	PCAP Grant	Capital Borrowing	
Raw Water Pumphouse	\$ 25,000.00	\$ 7,328	\$ 7,328			
Spillway	\$ 1,319,000.00	\$ 1,179,748	\$ 394,748	\$ 85,000	\$ 700,000	
Hydrants Replacements	\$ 20,000.00	\$ 20,863	\$ 20,863			
Water Meter Rollout (25/26 portion)	\$ 1,048,000.00	\$ 654,013	\$ 654,013			
Chlorine Scale Upgrades	\$ 60,000.00	\$ 40,153	\$ 40,153			
		<u>\$ 1,902,105</u>	<u>\$ 1,117,105</u>	<u>\$ 85,000</u>	<u>\$ 700,000</u>	<u>\$ 1,902,105</u>

MUNICIPAL COUNCIL OF THE Town of Lunenburg

TEMPORARY BORROWING RESOLUTION

Amount: \$ 700,000

Purpose: Dares Lake Spillway

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Lunenburg has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Lunenburg has determined to borrow for the purposes of Dares Lake Spillway;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding Dollars (\$ 700,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Lunenburg to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Dollars (\$ 700,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Lunenburg held on the ____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the Town of Lunenburg this ____ day of _____, 2026.

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on September 22, 2026.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg

(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 700,000, for a period not to exceed 15 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg

(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the 22nd day of September 2026

GIVEN under the hands of the Mayor/Warden and the Clerk of the

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk

Subject: Electric Utility Operating & Capital Year-end, fiscal 2025/26

Prepared by:

Lisa Dagley, Director of Finance

Kathleen Rafuse, Deputy Director of Finance



Reviewed: Paul Nopper, H.BSc., CAO

Date: September 22, 2026, Regular Council Meeting

Recommendation

That Council approve, for the fiscal year ended March 31, 2026, the funding for the \$2,542,346 of capital expenditures for the Electric Utility be funded from customer contributions of \$32,164, \$8,930 surplus equipment, \$305,610 from depreciation funds and the balance of the funding will be in capital borrowing of \$2,195,642 per Schedule 2.

That Council approve a Temporary Borrowing Resolution of \$186,000 for the financing of the Electric Utility Distribution Overheads 25/26 for the Fall 2026 Debenture Issue application, per Schedule 4. *(Please note that this resolution is to read aloud at the meeting)*

That Council authorize the Mayor and Municipal Clerk to sign the Resolution for Pre-Approval of Debenture Issuance, subject to interest rate confirmation not to exceed 7.0%, to enable the Town of Lunenburg to secure a debenture of \$186,000 per Schedule 5.

Alternatives

- Deny the request.
- Modify the request.

Background

Finance staff have completed the Electric Utility's year-end and our auditors are finalizing their audit field work. The Electric Utility's financial statements have been drafted and an Audit Committee meeting is scheduled for September 28, 2026.

Discussion

For the fiscal year ended March 31, 2026, the Electric Utility ended the year with a deficit of \$136,662; the budgeted deficit was \$859,400. In late March 2025, the Electric Utility submitted its first General Rate Application (GRA) since 2013 to mitigate this deficit and to support the Utility's capital plan. Following a public hearing in July, the new rates for the Electric Utility based on the GRA become effective October 1, 2025. (Schedule 1)

The cost of the capital expenditures completed totals \$2,542,346 this past fiscal year (Schedule 2). The largest of the capital expenditures were the Feeder Upgrade/Extension of 81W-233 to Dufferin and the Double Circuit on Green totaling \$2,044,837 together. The overall capital funding is a combination of customer contributions of \$32,164, \$8,930 from the sale of scrap materials, \$305,610 from depreciation funds and capital borrowing. The total capital borrowing required is \$2,195,642. At the March 24, 2026, Council meeting a spring debenture was approved for \$2,099,642, leaving \$186,000 in debenture financing to be approved for the fall debenture issue.

The Electric Utility's depreciation reserve after the capital funding for fiscal 2025/26 is \$16,084. As noted in previous reports, with the extensive infrastructure investment outlined in the Utility's five-year capital plan there will be significant reinvestment into the depreciation reserve.

With the capital funding approval, it is also time for the Town to secure the remaining debenture for the electric capital work this past fiscal year. Temporary Borrowing Resolution needs to be approved as part of the process (Schedule 3).

To participate in the 2026 Fall Debenture Issue, a Council Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate (Schedule 4) is required. The Municipal Finance of the Finance and Treasury Board have set the pre-approval interest cap at 7.0%. For the Spring 2026 issue, the 10-year rate was 4.24% and 5.03% for a 20-year rate.

Staff are recommending a 10-year loan term.

The objective of the Municipal Finance Division is to provide capital funding to municipalities at the lowest possible cost.

Financial

As outlined above.

Attachments

Schedule 1 – Draft Statement of Financial Activities

Schedule 2 – Capital Funding

Schedule 3 - Temporary Borrowing Resolution

Schedule 4 - Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

TOWN OF LUNENBURG
SUPPLEMENTARY FINANCIAL INFORMATION
ELECTRIC UTILITY
STATEMENT OF OPERATIONS
YEAR ENDED MARCH 31, 2026

DRAFT

	2026		
	Budget	Actual	Variance
Operating Revenue			
Residential, commercial and			
Industrial electric energy sales	7,380,400	7,825,396	(444,996)
Street lighting - town and others	159,500	166,924	(7,424)
Customers' late charges	36,400	82,455	(46,055)
Miscellaneous	29,100	27,791	1,309
	7,605,400	8,102,566	(497,166)
Operating Expenditure			
Power purchased	6,325,900	6,521,935	(196,035)
Substations	60,900	41,121	19,779
Transmission and distribution	696,100	511,849	184,251
Administration and general	835,000	853,220	(18,220)
Depreciation	427,200	257,730	169,470
	8,345,100	8,185,855	159,245
Net Operating Revenue	(739,700)	(83,289)	(656,411)
Non-operating Revenue			
Interest earned	12,500	14,807	(2,307)
Miscellaneous	28,600	42,931	(14,331)
Expired Deposits & Other Settlements	-	-	-
	41,100	57,738	(16,638)
Non-operating Expenditure			
Interest on long-term debt	27,800	11,111	16,689
Principal repayments	133,000	100,000	33,000
Transfer to capital reserve	-	-	-
	160,800	111,111	49,689
Net Non-Operating Revenue (Expenditure)	(119,700)	(53,373)	(66,327)
Excess of revenue over expenditures	(859,400)	(136,662)	(722,738)
Surplus, beginning of year		139,496	
Surplus, end of year		\$ 2,834	

Town of Lunenburg
 Electric Utility
 Capital Funding
 Fiscal 25-26

	Budget	Expenditures	Funding				Total 25-26
			Capital Borrowing	Customer Contributions	Surplus Equipment	Depreciation	
Overheads	\$ 230,000	\$ 186,622	\$ 186,000			\$ 622	
Poles & Fixtures	\$ 105,000	\$ 94,392				\$ 94,392	
Transformers	\$ 250,000	\$ 138,393				\$ 138,393	
Services	\$ 65,000	\$ 61,226		\$ 32,164		\$ 29,062	
Meters	\$ 10,000	\$ 16,876				\$ 16,876	
Feeder Upgrade/Extension of							
81W-233 to Dufferin St	\$ 1,721,000	\$ 1,268,761	\$ 1,233,566		\$ 8,930	\$ 26,265	
Green St Double Circuit	\$ 652,000	\$ 776,076	\$ 776,076			\$ -	
		<u>\$ 2,542,346</u>	<u>\$ 2,195,642</u>	<u>\$ 32,164</u>	<u>\$ 8,930</u>	<u>\$ 305,610</u>	<u>\$ 2,542,346</u>

MUNICIPAL COUNCIL OF THE TOWN OF LUNENBURG

TEMPORARY BORROWING RESOLUTION

Amount: \$ 186,000Purpose: Electric Utility Distribution Overheads 25/26

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the Town of Lunenburg, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the Town of Lunenburg has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the Town of Lunenburg has determined to borrow for the purposes of Electric Utility Distribution Overheads 25/26;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Lunenburg borrow a sum or sums not exceeding Dollars (\$ 186,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the Town of Lunenburg to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Dollars (\$ 186,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Lunenburg held on the ____ day of _____, 2026.

GIVEN under the hands of the Clerk and under the seal of the Town of Lunenburg this ____ day of _____, 2026.

Clerk

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the "Act") provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the "Minister"), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on September 22, 2026.
(council's TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Lunenburg

(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 186,000, for a period not to exceed 10 years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Lunenburg

(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister
signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the

Town of Lunenburg

(Name of Unit)

held on the 22nd day of September 2026

GIVEN under the hands of the Mayor/Warden and the Clerk of the

(Name of Unit)

this _____ day of _____ 20____

Mayor/Warden

Clerk



Subject: Lunenburg Athletic Facility Fund (LAFF) Application
From: Lisa Dagley, Finance Director
Reviewed by: Paul Nopper, H.BSc., CAO
Date: September 22, 2026, Regular Council Meeting

Recommendation

That Council approve the Lunenburg Curling Club's application for funding from the Lunenburg Athletic Facility Fund (LAFF) application in the amount of \$32,000 for repairs to the Brine system at the Lunenburg Curling Club.

Alternatives

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

Background

The Lunenburg Curling Club's Brine system required repair before the start of the 2026-2027 curling season. The repairs have been completed, and vendor invoices have been issued to the Curling Club. The Town has recently received a LAFF donation in the amount of \$32,000 with donor wishes noted to support the Curling Club.

Relevant Legislation

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

Financial

There is currently \$32,000. in the LAFF fund account.

Communications

Staff will notify the applicant of Council's decision.

Attachments

- The Lunenburg Curling Club's LAFF application of 2026-09-10
- LAFF Guidelines

TOWN OF LUNENBURG



LUNENBURG ATHLETIC FACILITY FUND (LAFF)

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

I. APPLICANT

Your Organization:

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

Contacts :

Craig Munroe, President
Lola Greet, Treasurer

Address:

13 Green Street
Po Box 1465
Lunenburg, NS B0T 2C0

Phone:

Club 902-634-4493 Lola 902-624-8406 Craig 902-634-4883

E-mail:

Club: info@curllunenburg.com

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

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

III. TYPE OF ORGANIZATION

Are you a registered charity?

☐ YES

☒ NO

If yes - Registration #

Type of Organization :

☐ Profit

☒ Not for Profit

Facility use is:

☒ Private

☐ Public

(Members & Guests)

Registered with Registry of Joint Stocks as a Society, Corporation, Association, etc.

(If registered please provide current documentation)

Date Incorporated : By statute in 1932

Articles or constitution and By-laws attached : ☐ YES ☒ NO

IV. LEADERSHIP

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

V. FINANCIAL INFORMATION

Fiscal year end : April 30, 20 26.

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

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

13 Green Street

VII. DISPOSITION OF ASSETS UPON WINDUP

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

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

VIII. INSURANCE

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

Stanhope Simpson Insurance Coverage

IX. PROJECT DETAILS AND FINANCING

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

Brine System repairs header replacement
Invoices attached for quoted price 47,988.99
Work completed July 2026
Re-gasket Plate chiller 14,697.33
Invoice attached work completed
August 2026 Total: 62,686.32

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

Cost per attached invoices \$ 62,686.32
Received from LAFF Fund - 16,662.00
August 2026
Balance 46,024.37

Benefits to the Town of Lunenburg and its citizens :

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

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

To date we have no other sources of funding.

X. REQUESTED LAFF GRANT

Assistance Requested. \$ 32,000.00

XI. LAFF FUNDRAISING DETAILS

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

☐ YES ☒ NO

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

☐ YES ☒ NO

Have you received funding from LAFF before: ☒ YES ☐ NO

If yes, provide details Most recently August 2026

Note. In early September 2026 a Capital Campaign was launched to secure funding for future planned projects

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

Date of Application September 10, 2026

Signature Lola Greek

Print Name & Position Lola Greek, Treasurer

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

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

TOROMONT**CIMCO**

Page 1 of 1

LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Service Location:
LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Payment Terms: Due net 30 days
Delivery Terms: FOB
REMIT TO: **CIMCO Refrigeration**
1551 Corporate Drive, Burlington ON L7L 6M3, Canada

Invoice 91032474

Invoice Date	Jul 31, 2026
Purchase Order	Craig Munroe
Document Type	ZFSR
Order No.	10075894
Order Date	Apr 29, 2026
Service Order No	3287062
HST No.	89213 5443 RT0003
Customer No.	102069
Currency	CAD
Invoice Amount	35,559.85
Inquiry Phone No.	(902)469-6642
Past due amounts are subject to interest charges of 2.0% per month (24% per annum)	

Final Billing RE: Header Replacement as per Quote BGK260008

Quotation No.:
Price: 47,988.99
Billing Mode: Final billing

100 % of Quoted Price
Less Previous Billings

Invoice 91020329

47,988.99
16,796.14

Subtotal
Canadian GST/HST
Invoice Amount
Tax Status

14.000 %

31,192.85
4,367.00
35,559.85
5 - HST Extra

TOROMONT**CIMCO****ENTERED**

Page 1 of 1

LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Service Location:
LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Payment Terms: Due net 30 days

Delivery Terms: FOB

REMIT TO: **CIMCO Refrigeration**
1551 Corporate Drive, Burlington ON L7L 6M3, Canada

Invoice 91020329

Invoice Date	Apr 29, 2026
Purchase Order	Craig Munroe
Document Type	ZFSR
Order No.	10075894
Order Date	Apr 29, 2026
Service Order No	3287062
HST No.	89213 5443 RT0003
Customer No.	102069
Currency	CAD
Invoice Amount	19,147.60
Inquiry Phone No.	(902)469-6642
Past due amounts are subject to interest charges of 2.0% per month (24% per annum)	

35% Downpayment RE: Header Replacement as per Quote BGK260008

Quotation No.:

Price: 47,988.99

Billing Mode: Progress billing

35 % of Quoted Price
Less Previous Billings

16,796.14
0.00

Subtotal

16,796.14

Canadian GST/HST

14.000 %

2,351.46

Invoice Amount

19,147.60

Tax Status

5 - HST Extra

*Paid May 4/26
Cheque 5288*

*Mailed May 6/26
at Lon Po*

TOROMONT**CIMCO**

Page 1 of 1

LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Service Location:

LUNENBURG CURLING CLUB
13 GREEN STREET
LUNENBURG NS B0J 2C0
CANADA

Payment Terms: Due net 30 days**Delivery Terms:** FOB**REMIT TO:** CIMCO Refrigeration
1551 Corporate Drive, Burlington ON L7L 6M3, Canada**Invoice 91036449**

Invoice Date	Aug 31, 2026
Purchase Order	Craig Munroe
Document Type	ZFSR
Order No.	10075914
Order Date	Apr 30, 2026
Service Order No	3287157
HST No.	89213 5443 RT0003
Customer No.	102069
Currency	CAD
Invoice Amount	10,890.73
Inquiry Phone No.	(902)469-6642
Past due amounts are subject to interest charges of 2.0% per month (24% per annum)	

Final Billing RE: Re-gasket Plate Chiller as per Quote BGK260026**Quotation No.:****Price:** 14,697.33**Billing Mode:** Final billing**100 % of Quoted Price**
Less Previous Billings14,697.33
5,144.06**Subtotal**

9,553.27

Canadian GST/HST

14.000 %

1,337.46

Invoice Amount

10,890.73

Tax Status

5 - HST Extra

Lunenburg Curling Club

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

REVENUE

Sales Revenue	
Membership Fees	67,899.48
Junior Membership	5,907.96
Bar Revenue	41,088.65
Advertising Revenue	8,001.97
Rental Income	13,279.92
Friday Fun Nights Revenue	6,582.57
Christmas Craft Show Revenue	0.00
Draws Revenue	3,395.00
200 Club Revenue	7,880.00
Sport NS Ticket Sales	0.00
Scallop Spiel Revenue	2,149.12
Scallop Spiel Donations	3,213.00
General Fund Raisers	842.11
Business Spiel	548.25
Bob Mayo Memorial Champions...	1,070.18
Club Championsjip	1,069.07
Curl for Fishermen's	12,549.27
Grants Received	1,554.00
Donations-Members	1,200.00
Donations other	239.00
Other Initiatives	1,796.49
Miscellaneous Income	228.08
Net Sales	<u>180,494.12</u>

Other Revenue	
Interest Revenue	1,161.39
Total Other Revenue	<u>1,161.39</u>

TOTAL REVENUE 181,655.51

EXPENSE

Cost of Goods Sold	
Bar purchases	17,736.50
Other Bar Expenses	3,441.20
Total Cost of Goods Sold	<u>21,177.70</u>

Payroll Expenses	
Wages & Salaries	14,000.00
EI Expense	320.07
CPP Expense	752.90
Casual Labour	9,922.16
Total Payroll Expense	<u>24,995.13</u>

General & Administrative Expe...	
Advertising & Promotions	155.00
Office & Postage	701.30
Insurance	14,018.46
Interest & Bank Charges	991.45
Property Taxes	4,023.43
Miscellaneous	729.69
Ice Maintenance	21,953.87
Building Maintenance	11,740.67
Housekeeping Supplies	311.18
General Club Expenditures	1,695.61
Kitchen Expenses	119.19
Telephone & Internet	1,162.68
Heat	1,688.02
Electricity	28,170.26
Water & Sewer	8,201.84
NSCA Member Fees	4,621.00

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

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

Lunenburg Curling Club

Balance Sheet As at 04/30/2026

ASSET

Current Assets

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

Inventory Assets

Bar Inventory		1,309.24
Total Inventory Assets		1,309.24

TOTAL ASSET

151,000.70

LIABILITY

Current Liabilities

Trade Payables		1,870.00
CEBA Loan Payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
HST Charged on Sales	1,251.04	
HST Paid on Purchases	-846.14	
HST Adjustments	0.00	
HST Owing (Refund)		404.90
Total Current Liabilities		2,274.90

TOTAL LIABILITY

2,274.90

EQUITY

Club Equity

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

TOTAL EQUITY

148,725.80

LIABILITIES AND EQUITY

151,000.70



#6. TOWN OF LUNENBURG - L.A.F.F. GUIDELINES

1. The Town of Lunenburg shall establish an athletic facilities fund known as the **Lunenburg Athletic Facility Fund (LAFF)**.
2. The fund shall be a segregated fund administered by the Town of Lunenburg.
3. Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Town with a direction that the donation(s) be added to the LAFF.
4. The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Town from time to time.
5. A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to the donor.
6. Council may by Resolution:
 - A. Make a grant or contribution from the LAFF to any “not for profit” athletic, or athletic and social, organization in the Town operating facilities located on Town owned land; or
 - B. Expend money on athletic, or athletic and social, facilities owned by the Town.
7. Grants or contributions to an organization (or utilization of funds by the Town on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Provided that notwithstanding the foregoing, fencing, playgrounds and playground equipment shall be deemed to be qualified expenditures.
8. The athletic and social organization, as referred to in number 6 must make a written application to the Town for a grant or contribution, enclosing a specific description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and demonstrating that the organization is a Not For Profit Organization. A grant or contribution would be paid either after completion of the capital project or, in the discretion of the Council, through progress payment after satisfactory proof of completed work.

9. Council may request that the Lunenburg War Memorial Community Center Committee (or other committee of the Town) receive, review, report upon and make recommendations to Council for grants or contributions to qualified organizations (or make recommendations to Council for capital expenditures by the Town on athletic (or athletic and social) facilities owned by the Town.
10. Council shall annually publish in a newspaper circulating in the Town a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by S.65 (au) of the Municipal Government Act.
11. Receipts and receipt books shall be under the supervision and control of the Town Treasurer or designate.

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 Deferred
 September 1, 2026 - Committee of the Whole
 September 22, 2026 – Regular Council Meeting



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 an important municipal recreation facility serving a variety of user groups, including youth organizations, schools, recreational leagues, tournaments, community groups, and individual renters. During peak periods, demand for ice time can approach or exceed available capacity, requiring Administration to balance competing requests for a limited municipal resource.

Historically, ice allocation has been managed through administrative practices that have evolved over time. While these practices have generally supported facility operations, they have not been formally established through a Council-approved policy. The proposed Ice Allocation Policy is intended to provide a consistent framework to guide allocation decisions, establish roles and responsibilities, and outline principles for managing requests when demand exceeds available ice time.

July 14 Update

Council requested the inclusion of the Ice Allocation Matrix and discussed the treatment of Mahone Bay residents within the policy. At that time, Administration had only identified Municipal District of Lunenburg residents as equivalent residents due to the municipality's

financial contribution toward arena operations. The Town of Mahone Bay does not currently provide financial contributions toward the operation of the War Memorial Arena.

September 1 Update

Council requested revisions to the policy definitions to improve readability and clarity. Council also requested further review of the policy to reduce potential barriers or unintended marginalization and to support accessibility and participation by a broad range of users. In addition, Council directed that references to neighbouring municipalities be removed from the policy pending future discussions regarding regional funding arrangements. These revisions have been incorporated into the proposed policy.

- Updated Participant Group to Youth Organization
- Updated Resident definition.
- Removal of references to other municipal entities.
- Addition of information on Ice Allocation Matrix.
- Reduction of marginalization.

September 22

From the discussions at the Committee of the Whole on September 1, the following changes to the Ice Allocation Policy have been made:

- Under Definitions:
 - Change of the line: For this policy, Municipal Programs and Activities shall receive priority ice allocations as determined by Council and the Municipality's recreation service objectives; to
 - For this policy, Municipal Programs and Activities shall receive priority ice allocations as determined by the Town of Lunenburg's recreation service objectives
 - Bulleted Occasional Client
- Under Code of Behaviour, removal of:
 - Demonstrated fair play, sportsmanship, and positive recreation and sport values.
- Under Ice Allocation Matrix (Organization Capacity)
 - Removal of Weak governance, poor communications, or scheduling issues.
 - Removal of strong governance, poor communications, or scheduling issues.
 - Add: Review of any previous poor communications, payment or scheduling issues. Our goal is to have a reliable, consistent client meeting the objectives of good communication, scheduling, and up-to-date payments.
- Under Appeals and Dispute Resolution

- Addition of Director of Recreation and Parklands to the second paragraph for reviews under the policy.
- In the final paragraph, remove the designation and have only the CAO review and guide the decision of claims under administrative procedures. This ensures separation of the Director developing the ice allocations and the CAO to handle appeals.

Discussion

The proposed policy establishes a framework for the allocation of arena ice time and identifies factors that may be considered when competing requests exceed available capacity. The policy outlines user categories, allocation priorities, operational requirements, and expectations related to conduct, facility use, cancellations, insurance, and account standing.

The policy includes an Ice Allocation Matrix that may be utilized when requests from eligible user groups exceed available ice time. The matrix is intended to provide a structured and transparent approach to evaluating requests while considering factors such as participation levels, community benefit, accessibility, residency status, historical compliance, and organizational capacity. The matrix is one tool available to Administration and is intended to support consistency in allocation decisions.

The proposed policy also distinguishes between Council's governance role and Administration's operational responsibilities. Council establishes the policy framework and direction, while Administration is responsible for implementation through administrative procedures, scheduling processes, application requirements, and operational decision-making. This separation allows operational practices to evolve over time while maintaining alignment with Council's approved policy direction.

Ice allocation policies are commonly utilized by Canadian municipalities that operate arenas and recreation facilities. Establishing a formal policy provides documented guidance for Administration, promotes consistency in decision-making, and communicates expectations to facility users. Council may determine whether the proposed policy appropriately balances fairness, accessibility, operational flexibility, and community needs.

Financial

There are no direct financial implications associated with Council's consideration of the proposed policy. Arena rental fees will continue to be established through Council's approved fee schedule. Any future changes to fees, operating practices, or service levels would be considered separately through Council's budgeting and policy processes.

Attachments

- Proposed Ice Allocation Policy

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 August 19, 2026 September 15, 2026
Clerk	Kayla Byrne, Municipal Clerk	Reviewer	July 29, 2026
Chief Administrative Officer	Paul Nopper, CAO	Reviewer	August 3, 2026 August 23, 2026 September 15, 2026

Ice Allocation Policy – Lunenburg War Memorial Arena

DATE ADOPTED BY COUNCIL:



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:

- **Municipal Programs and Activities** means any programs directly operated by the Town or formally approved by Council through an adopted program, service agreement, or partnership resolution for the benefit of residents and the broader community. Municipal Programs and Activities may include, but are not limited to:
 - Public skating sessions;
 - Learn-to-skate and instructional skating programs;
 - Recreation department programs and camps;
 - Municipal special events and community celebrations;
 - School programs coordinated through the Municipality;
 - Council-approved community initiatives;
 - Activities delivered through municipal partnerships or service agreements.

For this policy, Municipal Programs and Activities shall receive priority ice allocations as determined by the Town of Lunenburg's recreation service objectives.

- **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.
- **Youth Organizations** means a non-profit organization that:
 - Is based within the Town of Lunenburg;
 - Primarily provides programming for youth (18 years of age and under);
 - Provides structured recreational programming for youth and demonstrates ongoing participation by Town residents;
 - Examples include minor hockey, sledge hockey, figure skating, other youth organizations, etc.
- **Educational Institutions** means schools, daycares, and other educational institutions 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.
- **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.
- **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, the number of participants, resident participation, accessibility initiatives, volunteer involvement, and contributing to the local economy.

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.
- 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;
- Youth Organizations;
- Educational Institutions;

- Seasonal Clients;
- Occasional, Non-Resident, and Commercial Clients.

The Town reserves the right to depart from this ranking when necessary to address operational requirements, emergencies, maintenance needs, legislative obligations, or other documented considerations affecting safety or facility operations.

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 those with a majority of participants who are Town residents, in recognition of their contribution to the facility's funding.

Youth Organizations Allocation

Where available ice time is insufficient to accommodate all requests from Youth Organizations, allocations will be determined using the Ice Allocation Matrix established by the Town. Youth Organizations 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:

- **Program Participation**
 - Adult-only program.
 - Mixed youth-adult participation.
 - Primarily youth-focused programming (18 and under).
 - Exclusively youth-focused programming with broader participation or higher registration demand.
- **Community Benefit**
 - Limited benefit beyond the immediate user group.
 - Moderate recreational, social, or cultural benefit.

- Significant community, social, cultural or economic benefit.
- **Residency Impact**
 - Minimal Town or resident participation.
 - Moderate resident participation (40 – 60%).
 - Higher resident participation (60 – 80%).
 - Predominantly resident participation.
- **Diversity, Inclusion, Equity, Accessibility and Belonging**
 - No demonstrated actions addressing barriers to participation.
 - Some inclusive participation (e.g. fee supports, modified programming, inclusive policies).
 - Clear, intentional and documented actions removing barriers and fostering belonging (e.g. adaptive programming, gender inclusion, financial accessibility, culturally inclusive practices, safe sport practices).
- **Historical Use and Compliance**
 - Poor history of compliance, late cancellations, payment issues, or policy violations.
 - Generally compliant with minor issues.
 - Strong history of responsible ice usage, compliance, and communications.
- **Organizational Capacity**
 - Review of any previous poor communications, payment or scheduling issues. Our goal is to have a reliable, consistent client meeting the objectives of good communication, scheduling, and up-to-date payments.
 - Adequate administration and coordination.
 - Organizational capacity shall not be assessed based solely on organization size, staffing levels, or financial resources.
 - Having a reliable, consistent client with proper lines of communication is the aim of this section.
- **Scheduling Flexibility**
 - Limited or no flexibility, prime-time only requests.
 - Some flexibility for alternate or non-prime times.
 - High flexibility and willingness to accept non-prime or adjusted scheduling.

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. Repeated underutilization is defined as failure to utilize more than 15% of allocated seasonal ice without reasonable notice

Financial Standing

Organizations and individuals requesting ice allocations or facility rentals must remain in good standing with the Town. Good standing means all invoices and fees owed to the Town are paid within established payment terms and the organization is not subject to a current suspension. 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 by the Director of Recreation and Parklands fairly and consistently and do not constitute a reconsideration of allocation priorities established by the Town.

The CAO may review and guide the 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.



Subject: Potable Water, Quality Test Results: January to March 2026

From: Tyson Joyce, P.Eng, PMP, Town Engineer

Reviewed by: Paul Nopper, H.BSc., CAO

Date: September 11, 2026

Meeting Date: September 22, 2026 Regular Council Meeting

Recommendation

This is an information report. No decision of Council is required.

Background

The Nova Scotia Environment and Climate Change (NSECC) Approval documents to operate the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year, an annual report is also prepared for the WTP and filed with the Provincial and Federal governments.

Discussion

1.0 Water Quality

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval #2010-071794-02)
 - Updated Approval to Operate effective May 4, 2022
- Approval to Withdraw Water – Dares Lake (Approval #2011-079411-01)

The Approval to Operate document requires the following water quality sampling:

- Weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).

- Quarterly tests for Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).
- Lead and Copper testing performed in accordance with the “Requirements for Lead and Copper Management Municipal Public Drinking Water Supplies” which requires 10 samples taken between May 1st and September 30th each year (maximum of 0.005 mg/L).
- Turbidity measured continuously at each filtration unit shall not exceed 0.1 NTU 99% of the time and shall not exceed 0.3 NTU at any time.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* at any time. Treatment efficiencies are required to meet:
 - 3-log reduction (99.9%) of *Giardia* and *Cryptosporidium*.
 - 4-log reduction (99.9%) of viruses.
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

Results

From January to March 2026, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements.

The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

Parameter Tested	Approval Limit	Exceeded Approval Limit
Lead	<0.005 mg/L	None
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	<0.1 NTU 99% of the time, and not to exceed 0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

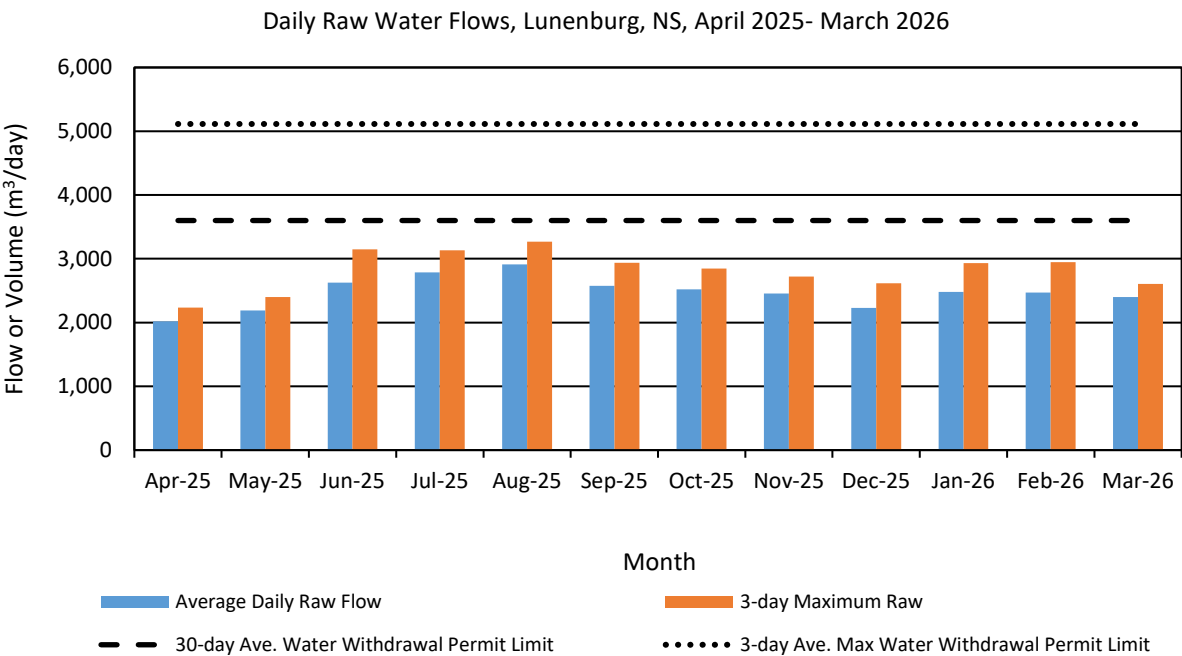
2.0 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal as of July 31, 2022, are as follows:

- Average rate of withdrawal: 3,600,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 5,114,000 L/day (averaged over 3 days).

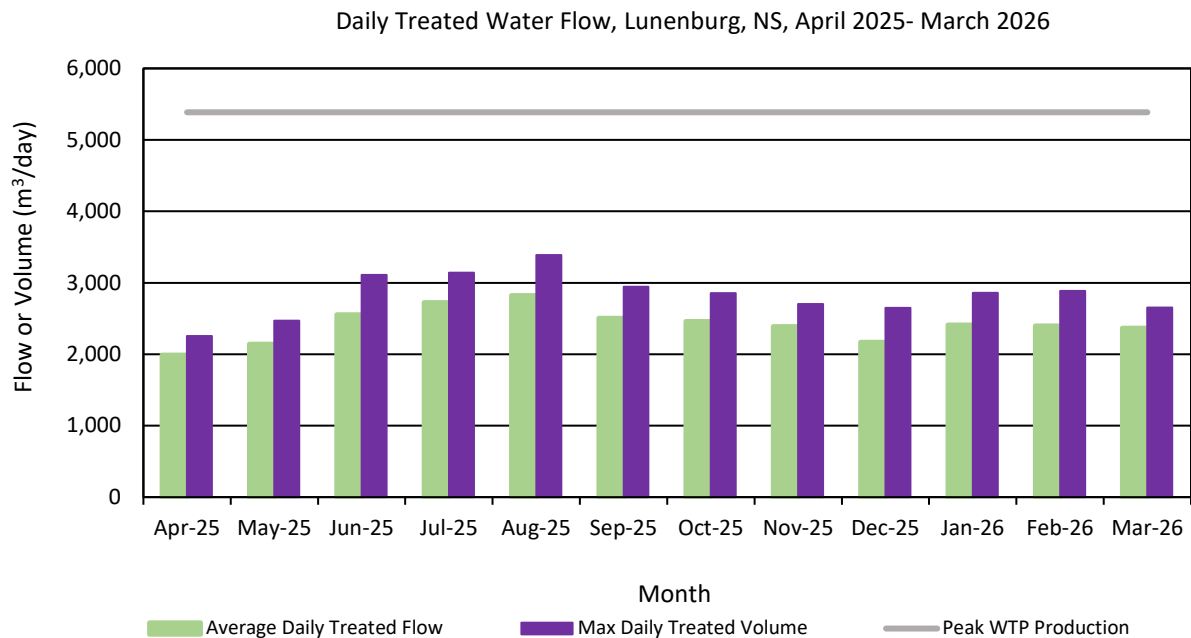
Average and Maximum Daily Flow of Raw Water:

The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



Average and Maximum Daily Flow of Treated Water:

The following graph shows the historical average daily flows and the maximum daily flow for the treated water from the WTP over the past year, inclusive of this quarter:



Results

The average daily raw water flow did not exceed the 30-day average Water Withdrawal Permit Limit during this quarter.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The treated water flow did not exceed the peak production rate within this quarter.

3.0 Water Main Breaks and Repairs:

There were three reports of water main break and repair this quarter, which is detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
February	9	Masons Beach Rd	101	Leak in 2 inch line that was repaired with clamp
February	10	Hopson	135	Split in the 6 inch main and was repaired with clamp
February	18	Centennial	171	Saddle deteriorated and separated from main. Saddle was replaced and water service re-attached.

4.0 Complaints

There was one reported complaint this quarter, which is detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
February	9	Green St.	209	Resident complained about yellow water coming out of their tap, recommended they flush into their bathtub until it clears.

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Relevant Legislation/Approvals

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-02)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411-01)

Financial

Funds are included in the WTP operating budget to pay for these water quality tests.



Subject: Wastewater Quality Test Results: January to March 2026

From: Tyson Joyce, P.Eng, PMP, Town Engineer

Reviewed by: Paul Nopper, H.BSc, CAO

Date: September 9, 2026

Meeting Date: September 22, 2026 Regular Council Meeting

Recommendation

This is an information report. No decision of Council is required.

Background

The Nova Scotia Environment “Approval” documents to operate the Wastewater Treatment Plant (WWTP) (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

Discussion

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment and Climate Change (NSECC) in 2023. The requirements of this Approval, as well as the Federal Requirements, are summarized in the following tables:

Provincial Approval 2012-082710-03 Testing Requirements

Treated wastewater must be tested a minimum of five times per month (once per week) for:

- Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)
 - Suspended Solids (SS, maximum 20 mg/L)
 - *E. coli* (maximum 1000 counts/100 mL)
 - pH (acceptable pH is in the range 6.0 - 9.0)
- The facility is considered to be in “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of *E. coli*, which shall be the geometric mean.” The averaging period is defined as quarterly.

Federal Wastewater Systems Effluent Regulations Testing Requirements

Treated wastewater must be tested every two weeks for:

- Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)
 - Total Suspended Solids (TSS maximum 25 mg/L)
 - Un-ionized ammonia (maximum 1.25 mg/L) and
 - pH (between 5.5 - 9.5)
- Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

Results

The required number of tests per month for CBOD, SS, *E. coli*, and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	TSS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 1 2026	6.1	7.5	103

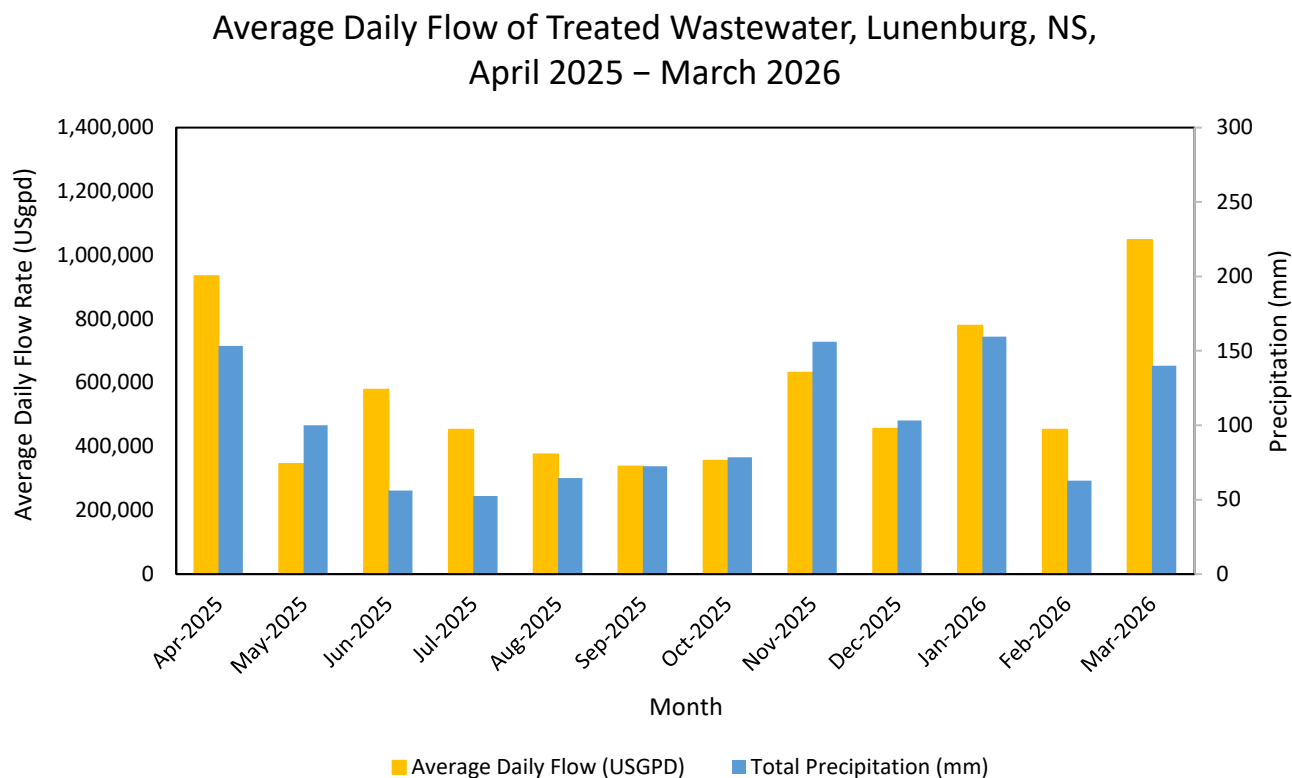
All CBOD and TSS test results met the Provincial and Federal requirements this quarter. *E. coli* test results were above the Provincial requirements in three instances this quarter, ranging from 1,400 to 2,500 counts/100mL. Nonetheless, on a quarterly basis, which is the basis for meeting the requirements in the Provincial Approval, *E. coli* test results met the Provincial requirements this quarter.

Lethality Testing:

Based on the *Wastewater Systems Effluent Regulations*, acute lethality testing of the effluent is only required annually, as the previous six consecutive samples passed the test requirements. An acute lethality test was performed on December 22, 2025, and the effluent was determined to be not acutely lethal. The next acute lethality test is scheduled to be performed in December 2026.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation. Total precipitation data was taken from Western Head, Nova Scotia.



Sewer Breaks and Repairs:

There were no sewer breaks recorded this quarter.

Complaints:

There were no complaints recorded this quarter.

Overflows:

There were a few overflow events reported this quarter, which are detailed in the following table:

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
Feb 7, 2026	Fisherman's Wharf	34 Bluenose Dr	1,476	Power outage
Feb 7, 2026	Bluenose Drive	176 Bluenose Dr	25,576	Power outage
Feb 7, 2026	Rous Brook	344 Pelham St	1,400	Power outage
March 17, 2026	Knickle Road	40 Knickle Rd	35,552	Rain Event
March 17, 2026	Fisherman's Wharf	34 Bluenose Dr	2,693	Rain Event
March 17, 2026	Bluenose Drive	176 Bluenose Dr	153,456	Rain Event
March 17, 2026	Rous Brook	344 Pelham St	3,594	Rain Event
March 17, 2026	Back Harbour	171 Prince Street	13,540	Rain Event
March 17, 2026	Brook Street	3 Brook St	75,076	Rain Event
March 17, 2026	Starr Street	125 Starr St	180	Rain Event

Financial

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

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	