TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, October 06, 2026| 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street

NOTICE: COTW 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 October 06, 2026 Committee of the Whole Meeting Agenda

   Recommendation: That Committee of the Whole approve the agenda for the October 06, 2026 meeting as presented.

5. **APPROVAL OF MINUTES**
   5.1 September 1, 2026 Committee of the Whole Meeting Minutes

   Recommendation: That Committee of the Whole approve the minutes from the September 1, 2026 meeting as presented.

6. **PRESENTATIONS**

7. **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.

   7.1 Sonja Ottens – Solterre Petition
   7.2 Anka Holm – Noise By-Law change letter
   7.3 August Monthly Data Report - SSODA

8. BUSINESS ARISING AND UNFINISHED BUSINESS

9. NEW BUSINESS

9.1 Certificate of Recognition Policy

Recommendation: That Committee of the Whole review and provide direction to staff regarding any amendments Council wishes to consider prior to the Certificate of Recognition Policy being presented in a Regular Council meeting.

9.2 Council Correspondence Processes Discussion

Recommendation: That Committee of the Whole discuss and provide direction on the preferred approach to the receipt, classification, and consideration of correspondence addressed to the Mayor and Council, and direct Administration to return with procedural or policy options for Council's consideration should changes to the current process be requested.

9.3 Lunenburg War Memorial Arena – Holiday Closures and Operating Schedule 2026–2027

Recommendation: That Committee of the Whole provides direction to staff regarding the holidays and/or dates on which the Lunenburg War Memorial Arena should be closed or operate under modified hours during the period of October 2026 through March 2027, to allow staff to finalize the arena operating schedule and ice allocation accordingly.

9.4 Storm Separation Master Plan (Tyson)

This is an information report only; no recommendation.

9.5 Electric Utility Update

Recommendation: That Council move this report forward to the October 14, 2026 Council Meeting for approval of the following motions regarding the 2026/27 Capital Budget for the Town's Electric Utility:

1. Approval of additional feeder upgrade projects:
    a. 81W-321 – Old Town Feeder for $130,000
    b. 81W-322 – Industrial/Blue Rocks Feeder for $120,000
2. Revise the budget for Knock Lane Upgrade to $250,000
3. Increase the Blue Rocks Feeder Upgrade (Sawpit Rd to Hospital Rd) Project to $250,000
4. Revise the budget for Green Street Double Circuit to $1,127,000
5. Approve the addition of Starr Street Substation (81W) Recloser installation for $10,525

6. Approve the addition of Starr Street Substation (81W) Bushing installation for $39,000

10. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11. MOTION ACTION LIST

12. CLOSED SESSION

12.1 Contract Negotiation
12.2 Lease of Municipal Property
12.3 Personal Matter

13. ADJOURNMENT

COMMITTEE OF THE WHOLE
TOWN OF LUNENBURG

September 1, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber

Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Debbie Dauphinee, Alex Greek, Renea Babineau, Gale Fullerton and Alison Strachan
Also present	Paul Nopper, CAO Kristi Tibbo, Director of Recreation & Parklands Shania MacLeod, Senior By-Law Enforcement Officer Jamie Deans, Communications & Events Coordinator
Call to Order	The Chair called the meeting to order at 6:00 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Approval of Agenda	Moved by Councillor Strachan and seconded by Councillor Greek that Committee of the Whole approve the agenda for the September 1, 2026 meeting as presented. **Motion carried unanimously**
Approval of Minutes	Moved by Councillor Babineau and seconded by Councillor Fullerton that Committee of the Whole approve the minutes from the May 5, 2026 Committee of the Whole meeting as presented. **Motion carried unanimously**
Review: Ice Allocation Policy	Staff presented a revised Ice Allocation Policy following Council's direction from the August 11th meeting. Revisions included clearer definitions, updates to improve readability, measures to reduce potential barriers and marginalization, support for accessibility and broader participation, removal of references to neighbouring municipalities, updates to the youth organization and resident definitions, and additional information regarding the ice allocation matrix. It was noted that language related to "fair play" and "strong/weak governance," could create challenges in interpretation and enforcement. Staff indicated these provisions could be revised or removed and proposed adjustments to the appeals process to provide separation between scheduling decisions and dispute resolution.

Council members supported the proposed amendments and agreed that the policy should be updated to reflect the discussion.

Councillor Fullerton moved that Committee of the Whole refer the Ice Allocation Policy, as amended, to a Regular Council meeting for approval. Seconded by Councillor Babineau.

Motion carried unanimously

Noise By-Law Report and Discussion

Staff presented the annual review of the Noise Bylaw, reporting that the bylaw continues to function effectively as an enforcement tool. Most complaints received during the year involved residential or isolated incidents, such as construction outside permitted hours and prolonged music. These matters were resolved through voluntary compliance, and no summary offence tickets were issued.

Staff noted that the primary enforcement challenge involved recurring complaints related to amplified outdoor music from a registered business. While the business was cooperative and responded to requests to reduce volume, concerns were raised regarding the frequency of events and the cumulative impact on nearby residents.

Council discussed the need to balance the interests of residents and local businesses, recognizing the value that live entertainment brings to the community while also acknowledging growing concerns from residents affected by repeated noise impacts. Members expressed support for exploring additional tools and regulations that could address recurring amplified music events, including potential limits on event frequency, designated days of operation, sound mitigation measures, event permitting requirements, and other bylaw provisions that could provide clearer guidance and enforcement authority.

Councillor Strachan moved that Committee of the Whole use the report for information, discussion and direct staff to further communicate with the business owner and Alcohol, Gaming, Fuel and Tobacco on ways to address noise in a by-law and future public input and that staff provides recommendations based on the outline from the report of ways that can mitigate the amplified noise or options for council to consider for deeper detail within that scope. Seconded by Deputy Mayor Bailey

Motion carried unanimously

Lunenburg Athletic Facility Fund (LAFF) Potential Changes

Council considered a staff report regarding a request from the Lunenburg Curling Club to enable donations through an investment account with capital dividends. Staff explained that the current LAFF structure does not accommodate this type of donation and that

establishing a process would require the creation of an appropriate investment account and related administrative procedures. Council's direction was requested before staff undertook further work.

Council expressed support for exploring the acceptance of this form of donation. Discussion focused on the anticipated administrative requirements, with staff indicating that while initial setup would require some work, ongoing administration would be manageable and similar to existing fund management processes.

Council also discussed the need to review and update the existing LAFF policy to reflect any new donation mechanisms and to address outdated provisions.

Councillor Babineau moved that Council provide direction regarding the acceptance of donations from a capital dividend account. Seconded by Councillor Strachan.

Motion carried unanimously

Councillor Reports

Councillor Strachan moved to direct staff to work with Councillor Fullerton and Deputy Mayor Bailey to offer the Town's condolences on the death of the King of Norway. Seconded by Councillor Babineau.

Council congratulated Logan Taylor, originally of Lunenburg, for making the Los Angeles Chargers NFL team.

Motion Action List updates

Council reviewed the Motion Action List and received updates from staff on several ongoing Priority A projects. Staff reported that the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) review has been completed, with a recommendation expected at the September 8th Council meeting.

Staff also provided an update on the review of municipal speed limits and are awaiting additional information from the RCMP before bringing a report to Council.

Council further discussed the status of Priority A and Priority B items, noting that progress on several Priority A initiatives may allow consideration of advancing additional projects, including the cemetery review.

Council identified the need for a formal policy regarding municipal recognition and acknowledgement certificates. The goal is to create a consistent process to recognize residents' significant milestones and achievements while ensuring fairness, transparency, and manageable administration. Staff were directed to add the matter to the Motion

Action List and bring forward a future report for Council's consideration.

Closed Session

Moved by Councillor Fullerton and seconded by Councillor Babineau that Council move in closed session at 6:58 p.m. to discuss agenda item 12.1 Contract Negotiations.

Return to Open Session at 7:45 p.m. Motioned by Councillor Fullerton Seconded by Councillor Strachan.

Adjournment

There being no further business, the Committee of the Whole meeting adjourned at 7:46 p.m. Motioned by Councillor Fullerton Seconded by Councillor Babineau.

_____

Minutes were read and approved.

Date: Thursday, August 20, 2026

To the Council of the Town of Lunenburg

Town Hall

Lunenburg, NS

B0J 2C0

I am writing this letter as a concerned taxpayer in the town of Lunenburg.

I have been invested in the information provided to the citizens of Lunenburg concerning the building proposal on the former Foundry site. Although I am strongly in favour of the new development, this letter is more about my concern of the allocation of taxpayers' money than the decision of whether or not to move forward with the build.

I have lived in Lunenburg for 79 years now, and have seen vast growth over these years.I value the importance in moving forward and allowing responsible and needed change within the town.That being said I also value the charm and uniqueness that Lunenburg offers. This has been a huge strength in the booming tourism industry in town. I do not feel that the town would be where it is today, thriving, without both. I believe the Solterre development will help with the continued growth of our community.

The main concern I have now is that the town must have spent a considerable amount of tax allotted funds on legal fees pertaining to the development. The case was decided and I STRONGLY disagree in spending even more taxpayer dollars to appeal the decision. Council needs to trust the process and support the decision.

I am including a petition with this letter to give the good citizens of Lunenburg a chance to show the Council how they feel.

I hope this information is considered and the Council can move on to other important matters.

Yours sincerely,

Sonja Ottens

Sonja Ottens

Petition to Town Council of Lunenburg
Town Hall
Lunenburg NS
B0J 2C0

We the undersigned are signing this petition for two reasons:

Firstly, we support the construction of the Solterre Brook and Falkland Streets development.We believe that this multi-unit residential housing project is important for the future of Lunenburg by providing a place for people to live and by giving a worthy purpose to the former Foundry site.

Secondly, the Nova Scotia Regulatory and Appeals Board ruled in July 2026 that the Town approve the necessary rezoning for this site. We strongly oppose the Town spending more taxpayer dollars to appeal this decision.The Town Council needs to trust the process and support the decision.

Printed Name	Address	Signature
Sonja Ottens	75 Brook St Lunenburg	Sonja Ottens
Catherine MacQuarrie	178 PELHAM St, Lunenburg	
Heather May	55 Mackenzie St.	Heather May
D Perham	55 MacKenzie st.	Dawn Perham
claire Boileau	122 BROOK Street	
William Flower	44 Mackenzie St.	
Nancy Tanner	173 Broad St.	
Jenna Tanner	173 Broad St.	
Nick Tanner	173 Broad St	
Tom Collier	41 MacKenzie St.	Tom Collier

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Town Hall
Lunenburg NS
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Printed Name	Address	Signature .
Tina Risser	159 Fox St	Tina Risser
KERRY RISSER	159 Fox St	
Anke Holm	71 Hopson	A. Holm
Karen Simpson	78 York St.	K Simpson
J. MacCall	85 York St	J. MacCall
Colin Whitcomb	77 Fox St	
Owen McIntosh	122 Brook Str	
JENNIFER MACISAAC	18 LOWER ST.	J MacIsaac
Madison Ottens	156 Broad St	
Kyer White	63 DUKE ST	Kyer White

Better Design through Planning Guidelines

Petition to Town Council of Lunenburg
Town Hall
Lunenburg NS
B0J 2C0

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Printed Name	Address	Signature
Phyllis Zinck	176 Broad st.	Phyllis Zinck
LYNN O'CALLAGHAN	179 Broad st	L O'Callaghan
JEREMY WOOD	179 Broad St	J Wood
ELAINE FISHER	168 BROOK	E Fisher

Petition to Town Council of Lunenburg
Town Hall
Lunenburg NS
B0J 2C0

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Printed Name	Address	Signature
JANE GREENHOUGH	63 MCKENZIE	
JOHN GREENHOUGH	" "	
Josh Healey	40 Broad Street	
Eulah Allen	36 #11 Sawpit Rd	
CHRISTINE SMITH	28 #16 SAWPIT RD	

<kbyrne@townoflunenburg.ca>

Subject: Submission for a change to the noise bylaw of the town of Lunenburg "No or Low Noise Public Fireworks in the Town of Lunenburg"

CAUTION: THIS IS AN EXTERNAL MAIL

Request: Low- or No-Noise Public Displays — No Loud Fireworks

For public Council agenda

Dear Mayor and Members of Council,

I respectfully ask Council to review the use of fireworks at Town-authorized events and establish a clear policy that **prohibits loud/explosive fireworks and permits only low-noise fireworks or better no-noise alternatives**.

Private fireworks are already prohibited within the Town because of noise and safety concerns. I believe publicly authorized displays should follow the same principle.

Why this matters

Lunenburg is a **UNESCO World Heritage town** and a community in which residents, visitors, pets and wildlife share a relatively small area.

Loud fireworks create sudden explosive noise that can:

- cause severe fear and distress in pets;
- disturb wildlife;
- cause intense sensory overload, panic attacks, and extreme distress in sensory-sensitive people;
- seriously disturb residents and visitors;
- can traumatize veterans

Animals should not be an afterthought

For many animals, fireworks are not simply an unpleasant noise.

Dogs, cats and other domestic animals may panic, shake, hide, attempt to escape, run into traffic, injure themselves or remain distressed for hours afterwards. Animals that are normally calm can react unpredictably to sudden explosive sounds.

Wild animals can also react strongly. **Birds and other wildlife may be startled into**

Depending on

sudden flight, become disoriented or leave roosting and nesting areas.
the species, season and circumstances, disturbance can potentially result in collisions, separation of young from adults, displacement and unnecessary energy expenditure.

When quieter ways of creating a spectacular public celebration are available, I believe we should choose them.

A better approach for Lunenburg

I ask Council to establish these principles for all authorized public displays:

1. **Loud/explosive fireworks should not be permitted.**
2. If fireworks are used, they should be **low-noise fireworks specifically selected to minimize audible report**.
3. Preference should be given to **no-noise alternatives**, including lasers, lighting, projections and other visual effects.
4. **Drone displays** could be considered where appropriate.
5. Displays could be accompanied by **music**, creating a memorable celebration without explosive noise.
6. All displays should be professionally designed and appropriately managed.

"Silent fireworks" is not technically an exact term. The appropriate policy language would therefore be **"low-noise fireworks and no-noise alternatives."**

I ask Council to:

1. Review the Noise By-law provisions concerning authorized public fireworks.

2. Establish a policy that **prohibits loud/explosive fireworks** at Town-authorized events.

3. Make **no-noise alternatives and low-noise fireworks** the only permitted options for public displays.

4. Obtain comparative quotations for suitable low-noise fireworks and no-noise alternatives such as light/laser and, where appropriate, drone displays.

5. Require advance public notice of authorized displays.

6. Provide B&Bs, inns, hotels and other tourist accommodations with a simple notice informing visitors that **private fireworks are prohibited within the Town of Lunenburg**.

Lunenburg can have spectacular celebrations without loud explosions — **music over the harbour, colour, light, lasers, projections and carefully selected low-noise effects**.

This would reduce unnecessary distress to pets and wildlife and reduce disturbance to

residents and visitors, while still providing the community with memorable celebrations.

Thank you for considering this request.

Respectfully,

Anke Holm

email: aholm@tallships.ca

Tel: (902) 527 7506

Appendix A

Municipal Examples — Low-Noise and No-Noise Approaches

Nova Scotia

Wolfville, Nova Scotia

Wolfville examined its fireworks program in 2026, including the effects of fireworks on **domestic animals, wildlife and the environment**, as well as alternatives to conventional fireworks.

The Town obtained actual quotations for drone displays, demonstrating that alternative forms of celebration can be assessed on a practical cost basis.

Relevance to Lunenburg: A recent Nova Scotia example of a municipality examining fireworks in relation to animals, environmental considerations and alternative displays.

Halifax Regional Municipality, Nova Scotia

Halifax has investigated quieter fireworks for municipal events, including concerns about the effects of sudden loud noise on residents, people with sensory sensitivities, pets and wildlife.

Relevance to Lunenburg: Demonstrates that municipal fireworks policy can explicitly consider the impact of explosive noise on people and animals.

Other Canadian examples

Banff, Alberta

Banff previously considered lower-noise pyrotechnics because of concerns about wildlife. The Town subsequently moved away from fireworks and pyrotechnic displays altogether and now

cites **impacts on wildlife** among the reasons.

Relevance to Lunenburg: A major tourism destination demonstrating that spectacular public celebrations do not require conventional fireworks.

Niagara-on-the-Lake, Ontario

Niagara-on-the-Lake has addressed fireworks through municipal noise and special-event regulations and has considered quieter fireworks and alternative light displays.

Relevance to Lunenburg: A precedent for establishing municipal standards for fireworks rather than treating every event separately.

Why noise matters to animals

Fireworks can have consequences beyond temporary annoyance.

Domestic animals may experience intense fear and stress, including shaking, hiding, panting, bolting, escape attempts and unpredictable behaviour. Escape attempts can result in injury, animals becoming lost, or collisions with vehicles.

Wildlife may respond to sudden explosive sounds with panic and flight. Depending on the species, season and circumstances, this may cause disorientation, displacement, disturbance of roosting or nesting areas, separation of young from adults, collisions and unnecessary expenditure of energy.

The severity varies by species and circumstances. Nevertheless, the policy question is straightforward:

> **When the visual spectacle can be achieved with substantially less noise, why choose the loudest option?**

The principle for Lunenburg

> **NO LOUD FIREWORKS.**
>
> Public displays should use **no-noise alternatives wherever possible**, or otherwise low-noise fireworks specifically selected to minimize audible report.
>
> The objective is to retain the beauty and excitement of public celebrations while avoiding unnecessary explosive noise and its effects on **pets, wildlife, residents and visitors**.

Drones are one possible alternative, but they are **secondary to the central objective: eliminating loud fireworks**.

SOUTH SHORE OPEN DOORS ASSOCIATION
SSODA

Monthly Data Report
August 2026

1043 **Unique intakes** completed **to date**

33 **New Intakes completed this month**

61 Number of those intaked at **risk of homelessness**

131 Total number of those intaked that are currently **actively homeless**

51 Number of **individuals** currently experiencing **chronic homelessness**

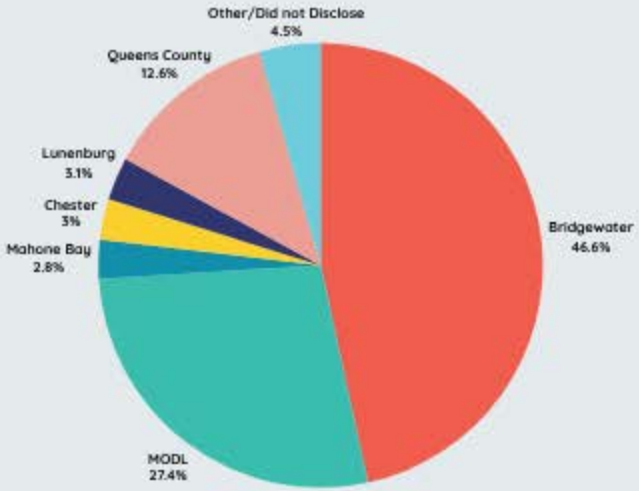
78 Number of **children** identified as currently experiencing **homelessness/housing insecurity**

21 Number of **seniors** currently experiencing **homelessness**

48 Number of **seniors** currently experiencing **housing insecurity or** at risk of **homelessness**

5 Average **number of months** experiencing homelessness

54 Number of individuals experiencing **unsheltered homelessness**



Household Breakdown

Families - **380**
Seniors - **312**
Youth (25 and under) - **98**
Veterans - **18**
African Nova Scotian - **21**
Indigenous - **91**
Latin/Hispanic - **4**
Other/Undisclosed - **56**

168 **Individuals/households** matched to housing from the By-Name-List

Energy Poverty

SSDOA identified $16,704.71 in energy poverty needs among new intakes. During the month, SSDOA was able to provide $1100 in financial assistance, helping several families and individuals address their energy-related challenges

Top sleeping arrangements

- Renting - Pending Eviction
- Couch Surfing - Safe
- Renting - Unsafe

Top reasons for housing loss

- Eviction due to relationship breakdown with partner or family
- Left due to domestic violence
- Eviction - Renoevcition

All data is based on the intakes completed in total unless otherwise specified.

Subject:	Draft Town of Lunenburg Certificate of Recognition Policy
From:	Paul Nopper, CAO
Date:	September 1, 2026 COTW

Recommendation:

That Council review the draft Town of Lunenburg Certificate of Recognition Policy and provide direction to staff regarding any amendments Council wishes to consider prior to the Policy being presented at a future Regular Council meeting.

Background:

The Town receives requests and identifies opportunities to recognize residents, businesses, organizations, volunteers, teams, and community groups for significant achievements, milestones, service, and contributions. In the absence of a formal policy, recognition requests are considered on a case-by-case basis, which may result in varying approaches to eligibility, approval, and presentation.

The attached draft Certificate of Recognition Policy provides a proposed framework for issuing certificates and Town flags in the name of the Mayor and Council. The draft addresses eligibility, recognition categories, submission requirements, approval authorities, presentation options, administrative responsibilities, and exclusions.

Discussion

The draft policy proposes a framework for municipal recognition that establishes eligibility criteria, recognition categories, nomination requirements, approval authorities, administrative processes, presentation protocols, and record-keeping requirements. The policy also includes provisions for considering exceptional or community-wide circumstances. It identifies circumstances where requests would be ineligible, including activities that are contrary to legislation, municipal policies, or the Town's obligation to maintain a respectful and inclusive environment.

The draft outlines an administrative process whereby nominations would be submitted to and reviewed by the Office of the Chief Administrative Officer for compliance with policy requirements, with presentations coordinated as appropriate. The policy further identifies the respective roles of the Mayor, Council, and the CAO in the administration and approval of recognitions.

The policy has been developed with the objective of providing a fair, consistent, and transparent approach to municipal recognition. Eligibility is based on objective factors such as achievements, milestones, service, contributions, and connection to the Town of Lunenburg, rather than personal characteristics or subjective considerations. Through clearly defined criteria, approval authorities, nomination requirements, and administrative procedures, the policy is intended to provide recognition opportunities through an accessible and publicly available process while supporting consistency in decision-making and reducing the potential for real or perceived bias, preferential treatment, or exclusion.

Relevant Legislation

The Municipal Government Act provides the general legislative framework for municipal governance and administration in Nova Scotia. No specific legislative requirement has been identified that prescribes how a municipality must issue certificates of recognition or municipal flags. The policy would operate as an administrative framework, subject to applicable legislation, municipal policies, and Council direction.

Financial

The draft policy itself does not create a direct financial commitment. Recognition activities may result in costs associated with certificates, frames, Town flags, staff time, ceremonies, and related communications. The proposed criteria, approval process, available-budget provisions, and inventory controls may assist Council in managing recognition-related expenditures and forecasting future costs.

Communications

Subject to Council's direction, staff may revise the draft policy and return it to a future Regular Council meeting for further consideration. Should Council ultimately adopt the policy, the policy and nomination process could be published on the Town's website and communicated to Council, staff, and the public. Administrative procedures and nomination forms may also be developed to support implementation.

Attachments

Draft Town of Lunenburg Certificate of Recognition Policy

Report Preparation and Internal Review

Role/Department	Name & Title	Review Type	Reviewed/ Date
Lead Department			
Finance			
Chief Administrative Officer	Paul Nopper, CAO	Originator	August 20, 2026
Additional Review (as applicable)			

POLICY TITLE: Certificate of Recognition Policy

DATE ADOPTED BY COUNCIL:

1. POLICY STATEMENT

The Town of Lunenburg recognizes that individuals, businesses, organizations, volunteers, and community groups contribute significantly to the social, cultural, economic, athletic, and civic well-being of the community.

The purpose of this Policy is to establish a fair, consistent, and transparent process for the issuance of Certificates of Recognition and Flags by the Mayor and Council to acknowledge notable achievements, milestones, contributions, and accomplishments that bring honour to the Town of Lunenburg or enhance the quality of life within the community.

2. PURPOSE

The Town of Lunenburg may formally recognize residents, businesses, organizations, and groups whose achievements, service, or milestones reflect positively on the community and demonstrate excellence, leadership, innovation, volunteerism, or community spirit. Recognition under this Policy is intended to celebrate accomplishments and contributions while ensuring that all requests are evaluated consistently and equitably. The Town values and recognizes contributions made by individuals and organizations representing the diverse social, cultural, economic, historical, and demographic makeup of the community.

3. SCOPE

This Policy applies to Certificates and Flags issued in the name of the Mayor and Council of the Town of Lunenburg.

Recipients of Certificates must meet at least one of the following criteria:

- Be a current or former resident of the Town of Lunenburg;
- Operate a business within the Town of Lunenburg;
- Be a member of a community organization serving the Town;
- Represent the Town of Lunenburg through athletic, academic, cultural, environmental, or professional achievement;
- Have made a significant contribution to the community.

The Mayor, Council, or CAO may authorize the presentation of an official Town of Lunenburg flag where such presentation serves a civic, ceremonial, diplomatic, commemorative, or recognition purpose, including:

- Significant community anniversaries;

- Retirement of elected officials or long-serving volunteers;
- Sister-city or twinning relationships;
- Official visits by dignitaries;
- Recognition of organizations providing exceptional service to the Town;
- Military, heritage, or cultural commemorations;
- For businesses, non-profits, and charitable organizations flying the Town Flag within the local community;
- Provincial, national, or international exchanges.

The municipal flag should be considered a civic honour and not a routine promotional item. Requests should be evaluated based on their community significance, protocol considerations, and alignment with the Town's strategic priorities. The issuance of municipal flags is discretionary and subject to available budget, inventory, ceremonial protocols, and community significance considerations.

4. DEFINITIONS

For this Policy:

- **Achievement** means a significant accomplishment in academic, athletic, cultural, professional, business, environmental, or civic pursuits that reflects positively on the recipient and the Town of Lunenburg.

- **Business** means a corporation, partnership, sole proprietorship, social enterprise, or other legally recognized organization operating within the Town of Lunenburg.

- **Certificate of Recognition** means an official document issued in the name of the Mayor and Council of the Town of Lunenburg acknowledging a notable achievement, milestone, contribution, or service.

- **Community Organization** means a non-profit organization, charitable organization, service club, cultural association, volunteer group, educational institution, or other entity operating for the benefit of the community.

- **Community Service** means voluntary activities undertaken for the betterment of the community without expectation of financial compensation.

- **Council** means the Council of the Town of Lunenburg.

- **Extraordinary Achievement** means an accomplishment of exceptional significance that has resulted in provincial, national, or international recognition or has brought substantial honour to the Town of Lunenburg.

- **Family Milestones** means Certificates may be issued to recognize unique family milestones that are of special significance to the community, including multiple-birth siblings, exceptional family reunions, centenarian family gatherings, or other notable family achievements.

- **Mayor** means the Mayor of the Town of Lunenburg or their designate.

- **Milestone** means a significant anniversary, birthday, organizational anniversary, business anniversary, retirement from community service, or other notable life event deemed worthy of recognition under this Policy.

- **Nominee** means the individual, business, organization, team, or group being considered for recognition.

- **Recognition Ceremony** means a presentation conducted by the Mayor, Council, or their designate at a Council meeting, community event, business location, or other appropriate venue.

- **Resident** means a current resident, former resident, or an individual with a demonstrated connection to the Town of Lunenburg.

- **Team** means a group of individuals working collectively toward a common athletic, academic, cultural, professional, or community objective.

- **Town** means the Town of Lunenburg, Nova Scotia.

- **Volunteer** means an individual who freely contributes their time, skills, and expertise for the benefit of the community without financial compensation.

- **Volunteer Service** means sustained and meaningful contributions made by a volunteer that improve community well-being, support local organizations, enhance civic life, or provide a benefit to residents of the Town of Lunenburg.

- **Youth Achievement** means a notable accomplishment by an individual under the age of eighteen (18) years in academics, athletics, arts, leadership, community service, environmental stewardship, or other recognized fields of excellence.

This definitions section provides clear interpretation language while supporting recognition of residents, businesses, volunteers, organizations, and community accomplishments.

5. RESPONSIBILITIES

Council will use the following protocols related to the issuing of Certificates of Recognition:

Community Service and Volunteerism
Certificates may be awarded to individuals, organizations, or groups that demonstrate exceptional commitment through volunteer service, civic leadership, community development, environmental stewardship, fundraising, or charitable activities.

Examples include:

- Long-term volunteer service;
- Community leadership initiatives;
- Contributions to local non-profit organizations;
- Environmental or heritage preservation efforts.

Business Achievement
Certificates or Flags may be awarded to businesses that contribute significantly to the economic vitality of the community.

Examples include:

- Business milestone anniversaries;
- Receipt of provincial, national, or international awards;
- Significant contributions to local economic development;
- Innovation and entrepreneurship achievements;
- Recognition as an employer of excellence.

Business anniversaries may be recognized at:

- New Business in the Community
- 10 years;
- 25 years;
- 50 years;
- 75 years;
- 100 years; and
- Every 25 years thereafter.

Academic Achievement
Certificates may recognize residents or students who achieve exceptional academic distinction through educational achievement, skilled trades excellence, apprenticeship accomplishments, professional certification achievements, or other recognized learning accomplishments.
Examples include:

- Provincial or national academic awards;
- Significant scholarships;
- Major educational achievements;
- National or international competitions; and

- Skilled trades excellence.

Athletic Achievement
Certificates may recognize outstanding athletic accomplishments and achievements in adaptive sports, Special Olympics, recreational sport leadership, or other recognized athletic pursuits.
Examples include:

- Provincial championships;
- National championships;
- International competitions;
- Selection to provincial, national, or international teams;
- Individual achievement in recognized sporting events.

Civic Heroism and Public Service
Certificates may recognize individuals who demonstrate extraordinary courage, leadership, or service during emergencies or events that benefit the public.
Examples include:

- Acts of heroism;
- Emergency response assistance;
- Significant public safety contributions;
- Exceptional community support during emergencies.

Significant Personal Milestones
Certificates may be issued to recognize significant personal milestones.
Eligible milestones include:

Milestone	Recognition Frequency
Birthday	75 years and every 5 years thereafter
Marriages or Long-Term Partnership Anniversary	50 years and every 5 years thereafter
Organization Anniversary	25 years and every 25 years thereafter
Family Milestones	Family reunions or other family-based milestones.

Submission
A nomination may be submitted by:

- A resident;
- A member of Council;
- A community organization;
- A Town staff member;
- The recipient or recipient's family.

Nominations shall be submitted to the Office of the Chief Administrative Officer using the prescribed form.

Submissions should include:

- Name of nominee;
- Contact information;
- Description of achievement or milestone;
- Supporting documentation where applicable;
- Date recognition is requested.

Approval Authority
The following approval authorities shall apply:

Recognition Type	Approval Authority
Personal Milestones	Mayor
Business Anniversaries	Mayor
Volunteer Recognition	Mayor
Community Service Recognition	Mayor
Significant Achievements	Mayor in consultation with CAO
Extraordinary Recognition	Council Resolution

In determining whether recognition is extraordinary, consideration may be given to the significance of the achievement, its impact on the broader community, and the extent to which it brings distinction to the Town of Lunenburg.

Where a nomination may be considered exceptional in nature or of community-wide significance, the matter may be referred to Council.

Presentation
Certificates may be presented:

- At a Regular Council Meeting;
- At a community event;
- At the recipient's place of business or organization;
- At a private presentation arranged by the Mayor's Office.

Presentations should be conducted in a respectful and professional manner and may include photographs for municipal communication purposes.

Chief Administrative Officer (CAO)

The CAO or designate shall review nominations to ensure compliance with this Policy. The CAO may request additional information where required.

Administration
The Office of the CAO shall:

- Maintain nomination records;
- Coordinate preparation of certificates;
- Schedule presentations;
- Maintain a record of recognitions issued;
- Provide annual reporting to Council upon request.

Interpretation
Questions regarding the interpretation or administration of this Policy shall be determined by the Chief Administrative Officer. The Mayor and Council retain discretion to recognize exceptional circumstances that may not be specifically addressed within this Policy.

6. EXCLUSIONS OR EXEMPTIONS

Ineligible Requests
Recognition requests that are inconsistent with applicable laws, municipal policies, or the Town's obligations to provide a respectful, safe, and inclusive environment. Certificates shall not be issued for example:

- Political activities or campaigns;
- Religious doctrine or promotion;
- Commercial advertising or product promotion;
- Activities contrary to municipal policies or legislation;
- Activities that are discriminatory, unlawful, inconsistent with municipal policies, or contrary to the Town's commitment to a respectful, safe, and inclusive community.

The Mayor and Council retain the right to decline any recognition request where the request does not meet the intent, scope, eligibility requirements, or objectives of this Policy.

Subject:	Information Report on Direction of Council Correspondence
From:	Paul Nopper, CAO
Date:	October 6, 2026 - COTW

Recommendation:

Discuss and provide direction on the preferred approach to the receipt, classification, and consideration of correspondence addressed to the Mayor and Council, and direct Administration to return with procedural or policy options for Council's consideration should changes to the current process be requested.

Background:

Correspondence submitted to Council is an important mechanism through which residents, businesses, community organizations, government agencies, and other stakeholders communicate information, concerns, requests, and perspectives to elected officials.

The Town's Council Procedural Policy includes a standing agenda item titled *"Correspondence for Action or Information"* and outlines processes for agenda development and agenda management. However, the Policy does not establish detailed criteria regarding which correspondence should be placed directly on a Council agenda, circulated for information, referred to Administration, or brought forward through a future staff report.

As municipalities continue to receive increasing volumes and varying types of correspondence, many have implemented formal procedures to support transparency, consistency, accountability, and efficient use of Council meeting time. These processes are intended to help ensure correspondence is considered in a fair, accessible, and equitable manner while preserving Council's authority to determine matters requiring discussion or decision.

This report provides an overview of common municipal practices and seeks Council direction regarding how correspondence should be managed moving forward.

Discussion

<u>Current Context</u>

The Council Procedural Policy provides that the CAO and Municipal Clerk determine agenda items based on Council direction, agenda requests made through established processes, operational needs, and legislative requirements. The Policy also identifies correspondence as a standing agenda item.

While the current framework provides flexibility, Council may wish to consider whether additional guidance would support greater consistency regarding:

- How correspondence is received and reviewed.
- Which correspondence is presented directly to Council.
- Which correspondence is circulated for information.

- Which correspondence is referred through existing administrative processes.
- How correspondence requiring Council direction is identified.

Municipal approaches vary across Canada. Many municipalities have adopted written procedures that provide clarity regarding how different types of correspondence are received, reviewed, and brought forward for Council consideration when appropriate. These procedures are intended to promote consistency, transparency, and effective use of Council meeting time while preserving Council's authority to determine matters requiring discussion or decision.

Guiding Principles for Council Consideration

Administration identified several common principles supporting fair and transparent correspondence management practices:

- Transparency in how correspondence is received and processed.
- Consistency in treatment regardless of the individual, organization, or viewpoint represented.
- Accessibility for residents, businesses, non-profit organizations, community groups, and government agencies.
- Respect for Council's governance role and Administration's operational responsibilities.
- Efficient use of Council meeting time.
- Compliance with legislative, privacy, and records management requirements.

These principles can be achieved through a variety of procedural approaches and are presented as considerations rather than recommendations.

Possible Approaches for Council Discussion

The following examples are intended to support Council discussion. Administration is not recommending a specific approach currently and is seeking Council direction regarding its preferred process moving forward.

Approach 1: Maintain Current Practice

Continue managing correspondence on a case-by-case basis under the existing provisions of the Council Procedural Policy.

Potential Benefits

- Maintains flexibility.
- Requires no policy amendments.
- Allows correspondence to be reviewed individually.

Potential Considerations

- Less consistency in how correspondence is handled.
- Greater reliance on administrative judgment.
- Fewer formal guidelines for public understanding of the process.

Approach 2: Establish Correspondence Categories

Council could establish categories to provide additional clarity regarding correspondence disposition.

Examples may include:

Information	Administrative Review	Council Consideration
Thank you letters	Service requests	Requests for Council resolution
Notices	Operational concerns	Funding requests
External publications	Requests that may be addressed through existing policies, programs, or procedures	Matters requiring Council direction or decision
Invitations	Operational Review	Policy proposals
General updates	Operational Review	Advocacy matters

This approach is commonly used in municipalities across Canada.

Approach 3: Council Information Package Model

Council may consider establishing a Council Information Package process whereby routine correspondence is circulated electronically between meetings.

Under this model:

- Correspondence requiring no immediate action would be included in a Council Information Package.
- Council members could request that any item be brought forward to a future agenda.
- Routine correspondence could be acknowledged through a consent motion.

This approach is increasingly utilized by municipalities seeking to improve agenda efficiency while maintaining transparency and Council oversight.

<u>Considerations Regarding Administrative and Council Responsibilities</u>

Municipal best practice generally recognizes a distinction between governance and administration. Council is responsible for establishing strategic direction, policies, and decisions, while Administration is responsible for implementing policies and managing day-to-day operations.

Where correspondence relates to existing operational matters, service requests, or administrative processes, the matter may be referred to Administration for review and response. Council may, at its discretion, choose to consider any correspondence where it determines additional discussion or direction is appropriate.

This approach allows operational concerns to continue receiving attention while preserving Council's ability to address matters it believes warrant further consideration.

Questions for Council Direction

Administration is seeking Council's input regarding the following:

1. Should routine correspondence continue to be included on regular Council agendas?
2. Should a formal Council Information Package process be established?
3. Should correspondence be categorized for consistency and transparency?
4. Should objective criteria be established for agenda inclusion?
5. Should Council members be able to request that information correspondence be brought forward for future discussion?
6. Are there additional considerations Council wishes Administration to examine?

Council's direction will help determine whether existing processes remain appropriate or whether future procedural options should be developed for Council consideration.

Relevant Legislation

- Municipal Government Act (Nova Scotia).
- Town of Lunenburg Council Procedural Policy.
- Nova Scotia Municipal records management requirements.
- Applicable privacy legislation in Nova Scotia.

Part 10 of the Council Procedural Policy establishes provisions relating to agendas, agenda development, Council correspondence, additions to agendas, Council information requests, and related procedural matters. Any future procedural changes should align with these existing provisions.

Financial

There are no direct financial impacts associated with receiving this report.

Should Council wish to implement revised procedures or policy changes, Administration anticipates that any related work could be accommodated within existing operational resources.

Communications

Should Council request additional procedural options or policy amendments, future communications may include:

- Public guidance regarding correspondence submission processes.
- Clarification of timelines for agenda consideration.
- Information regarding how correspondence is reviewed and managed.
- Website updates and Council agenda guidance materials.
- Internal administrative procedures supporting implementation.

Clear communication can help ensure all individuals and organizations understand the process and have equitable access to Council's decision-making framework.

Attachments

Council Procedural Policy

Council Procedural Policy

Date adopted by Council: September 24, 2024

POLICY STATEMENT

The Town of Lunenburg is committed to ensuring that all Council and Committee meetings are conducted consistently, transparently, and in full compliance with legislative requirements. This policy supports orderly and effective decision-making processes that uphold the Town's governance standards.

POLICY PURPOSE

The purpose of this policy is to establish a clear and structured framework for conducting Council and Committee meetings.

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PART 1: DEFINITIONS

"Additional Meeting" refers to a meeting scheduled to address regular business that could not be completed during a regular meeting, often due to the need for more discussion or a full agenda. It can also be used for detailed presentations, such as budget reviews or public consultations on significant projects.

"Agenda List" refers to the structured order of items to be addressed during a Council or Committee meeting, as outlined in Schedule A of this policy.

"Closed Session" refers to a private portion of a Council or Committee meeting where confidential matters are discussed, as permitted by the Municipal Government Act.

"Committee of the Whole" refers to a meeting format where all Council Members convene for informal discussion on various topics.

"Council Committees" refer to the Town of Lunenburg's internal advisory committees of Council.

“Emergency Meetings” are for urgent situations requiring immediate decisions to protect public safety, respond to a crisis, or prevent serious harm to the community.

“Friendly amendment” is a minor change or adjustment to the wording of a motion proposed during a meeting and accepted by the original mover without requiring a formal vote. This type of amendment is typically made with the general consent of the Council and does not alter the intent or substance of the motion.

“Leave of Council” refers to the permission granted by a majority of Council Members to allow an action that would otherwise not be permitted under standard procedures.

“Main Motion” is the primary proposal presented by a Council Member during a meeting to bring a specific issue, policy, or action to the floor for discussion and decision. A Main Motion introduces a topic for consideration, unlike a Secondary Motion, which addresses procedural aspects or modifies the handling of the Main Motion.

“Meeting Calendar” refers to the official schedule that outlines the dates, times, and locations of all regular Council meetings.

“Municipal Clerk” is the Town of Lunenburg staff person designated by the CAO to fulfill the duties and responsibilities of the clerk as outlined in the Municipal Government Act.

“Non-binding Motion” is a motion that allows Council to express an opinion or position on an issue without creating a legal obligation. These motions often direct staff to bring back a report or provide further information, but they do not require immediate action.

“Notice of Motion” refers to an advance notice given by a Council Member to introduce a motion at a future meeting.

“Point of Order” is a motion raised by a Council member to call attention to violating the rules or procedures governing the meeting.

“Point of Personal Privilege” is a motion raised by a Council member to address an issue that affects their rights, comfort, or integrity during the meeting. This could involve physical environment (e.g., temperature, noise), personal safety, or correcting a misrepresentation.

“Public Hearing” refers to a formal process held during a regular or special Council meeting where Council considers public input on specific matters, such as proposed bylaws or other significant issues.

“Procedural Motion” refers to a motion that deals with the organization and management of the meeting rather than the substantive issues being debated. It is typically used to control the meeting's process, such as determining the order of business, ending debate, or postponing a discussion.

“Reconsider” refers to a motion to bring a previously approved or defeated motion back to Council for a new debate and vote.

“Recorder” is the individual designated to document the attendance and proceedings of a meeting.

“Refer” refers to a motion to direct a matter to a committee, staff, or another body for further consideration or action, with the expectation that it will return to Council with additional input or recommendations.

“Regular Council Meetings” are scheduled, recurring meetings where Council conducts routine business, discusses agenda items, and makes decisions. These meetings are open to the public and are scheduled as part of the Council's meeting calendar per the Organizational Meeting.

“Rescind” refers to a motion to nullify a previously adopted motion, effectively reversing a prior decision.

“Secondary Motion” refers to a procedural motion related to the handling of the main motion or meeting conduct, such as amendments or points of order.

“Special Meeting” refers to a meeting called to address urgent, time-sensitive, or specific issues requiring immediate attention and that cannot wait until the next regular meeting.

“Urgent matters” are issues that require immediate attention or action by the Council and cannot be reasonably deferred to a future meeting without causing significant harm or delay to the Town’s operations, legal standing, or public safety.

“Waiver of Notice” refers to a motion that allows an item to be considered at the current meeting without prior notice, requiring a majority vote, except for policies or bylaws.

PART 2: APPLICATION AND INTERPRETATION

This policy applies to all meetings of Council, Committee of the Whole and Council Committees.

If the Municipal Government Act or this policy does not cover a matter or definition, Council will refer to *Robert’s Rules of Order Newly Revised.*

The rules for Council procedures are prioritized as follows:

a) The Municipal Government Act;
b) Other provincial legislation;
c) This policy;
d) *Robert’s Rules of Order Newly Revised.*

2.2 Compliance with the Municipal Government Act

Council will comply with all provisions of the Municipal Government Act. If any part of this policy contradicts the Act, the Act will take precedence.

2.3 Suspension of Rules

Council may temporarily suspend any part of this policy for a specific meeting if all Council members unanimously agree. However, rules required by the Municipal Government Act or other provincial legislation cannot be suspended. Before any suspension, Council will consult with the Municipal Clerk to confirm that the proposed suspension adheres to all legislative requirements.

PART 3: ORGANIZATION OF COUNCIL

3.1 Organizational Meetings

Council will hold an Organizational Meeting each October. In an election year, this meeting will held in November.

At this meeting, Council will:

- Establish the position and term or schedule of the Deputy Mayor.
- Set the dates, times, and locations for regular Council Meetings.
- Appoint Council members to Council Committees and representatives to inter-municipal and external boards and committees.
- Review its procedural policy, except at the organizational meeting following a regularly scheduled municipal election.
- Address any other business listed on the Organizational Meeting agenda.

3.2 Inaugural and Oath of Office Meeting

The first meeting following a regularly scheduled municipal election is called the Inaugural Meeting. The only matter of business at this meeting is for the Mayor and each Councillor to take the prescribed oath of office. This Inaugural Meeting may be combined with Council's swearing-in ceremony.

In the event of a special municipal election, the newly elected Mayor or Councillor must take the prescribed oath of office as the first order of business at the next Council meeting following the election.

PART 4: MEETINGS

Council will hold regular meetings on the dates established at the Organizational Meeting. A regular meeting scheduled on a statutory holiday will be rescheduled to the next business day.

The Mayor serves as the Chair of all Council meetings. If the Mayor is absent, the Deputy Mayor will assume the role of Chair. In the absence of both the Mayor and Deputy Mayor, the Councillors present will select one among them to chair the meeting before the start of the meeting.

Unless otherwise approved by Council, all Council meetings, public hearings, Council committee meetings, and Committee of the Whole meetings will be held in Council Chambers at the Town Hall for the Town of Lunenburg.

Council and Committee meeting dates, along with any changes, must be coordinated with the input of the Municipal Clerk to avoid conflicts and ensure proper public notification.

The Chair may cancel a scheduled meeting, in consultation with the Municipal Clerk, if the deadline for agenda submissions has passed and there is no time-sensitive business to address.

4.2 Additional Meetings

Council may schedule additional meetings beyond regular meetings when there is a need for more discussion on specific issues that cannot be accommodated within the regular meeting schedule. These additional meetings are not as urgent as special meetings but are necessary when the volume of regularly scheduled business exceeds the time available during regular Council meetings.

To formally arrange an additional meeting, a Council member should make a procedural motion during a regular meeting, proposing the specific date, time, and purpose of the additional meeting. Once the motion is seconded and approved by the majority, the Municipal Clerk will update the meeting schedule and ensure proper public notification is provided.

If it is not possible to arrange an additional meeting during a regular Council meeting, all Council Members may be polled by phone or email to reach a consensus on the date and time. Once agreed upon, the Municipal Clerk will update the schedule and notify the public accordingly.

4.3 Special Meetings

A special Council meeting is a meeting outside the regular meeting schedule to address urgent or specific matters requiring the Council's immediate attention. Special meetings can be called under the following circumstances:

- By the Mayor: The Mayor, in consultation with the CAO and Municipal Clerk, may call a special Council meeting whenever necessary. This might occur when an urgent issue arises that cannot wait until the next regular meeting, such as a critical decision on a time-sensitive matter.

- By request of Council Members: If a majority of Council Members believe a special meeting is necessary, they can submit a written request to the Mayor, outlining the

specific purpose of the meeting. Upon receiving this request, the Mayor is required to call a special Council meeting within 14 days.

Special meetings are convened to address a specific issue or set of issues. The notice for the meeting must clearly describe the purpose to ensure that Council Members and the public are aware of the focus of the meeting.

Council Members must be notified at least three days before the special meeting. The Municipal Clerk must provide at least two days' public notice.

Only the issues specified in the notice of the special meeting can be discussed and decided upon. No new business may be introduced unless directly related to the purpose outlined in the meeting notice.

4.4 Providing Notice of Meetings

Council meetings listed on the adopted Meeting Calendar from the Organizational Meeting will be advertised on the Town's website. Additional notices will be posted on the Town's website and social media pages once the meeting agendas are published online five days in advance of the meeting.

For emergency meetings, the Mayor can call a meeting with whatever notice is possible.

4.5 Meeting Duration

Council and Committee meetings are limited to a maximum duration of three hours. If the meeting reaches this time limit and additional time is required to complete the agenda, a motion to extend the meeting must be made and approved by a majority of members present. This motion to extend is considered a secondary motion and must specify the additional time allotted for the meeting. If the motion to extend is not approved, the meeting will adjourn, and any remaining agenda items will be carried over to the next scheduled meeting.

4.6 Livestreaming and Recording of Council Meetings

All Council meetings held in Council Chambers will be livestreamed. These meetings will be broadcast to the public, and recordings will be available on the municipality's YouTube channel indefinitely.

If technical difficulties prevent the livestream from being enabled or if livestreaming is otherwise not possible, the meeting will continue as scheduled without interruption.

4.7 Quorum

A quorum is a majority of Council members, meaning more than 50% of all members must be present for the meeting to proceed.

If a quorum is present at the scheduled start time, the Chair will call the meeting to order.

If a quorum is not achieved within 15 minutes of the scheduled start time, the Recorder will record the names of those present, and the meeting will be adjourned and rescheduled.

If a quorum is lost during a meeting, the meeting will be recessed. The meeting will be considered adjourned if a quorum is not restored within 15 minutes.

4.8 Adjourning the Meeting

The Chair may adjourn the meeting without a motion if all scheduled business has been completed.

In cases where there is disagreement or where the meeting is being adjourned before all business is concluded, a motion to adjourn is required.

PART 5: COMMITTEE OF THE WHOLE

The Committee of the Whole includes all members of Council. It serves as a forum for in-depth discussion, question-asking, and detailed exploration of issues before making decisions at a regular Council meeting.

Council may appoint a Council Member or the Deputy Mayor to serve as the Chair of the Committee of the Whole. If no appointment is made, the Mayor will assume the role of Chair.

The Mayor, in consultation with the Municipal Clerk, may call a Committee of the Whole meeting as needed.

When staff identify items for consideration under the Committee of the Whole, in line with this policy, the topic will initially be presented as part of a regular Council agenda without a staff report. However, if staff deem it relevant, they may choose to prepare a report. During the regular meeting, staff will provide either a verbal update or present the report, explaining why the item is being proposed for discussion at a Committee of the Whole meeting. Council will then decide through a motion whether to refer the item to a Committee of the Whole meeting.

Council Members can also request that an item be referred to the Committee of the Whole during the "Council Reports" or "Items for Consideration at a Committee of the Whole" sections of a regular Council meeting.

Council may refer any item from a regular meeting to a Committee of the Whole for further discussion. The Committee of the Whole may consider a wide range of matters, including but not limited to:

- Operating and capital budgets
- Audit matters
- Development matters

- Strategic planning
- Legislative reform
- Policy and by-law formulation

The Committee of the Whole is limited to making two types of motions:

1. Referring matters back to a regular Council meeting for Council's consideration.
2. Directing staff to prepare reports for future consideration at a Council meeting or for further discussion at a Committee of the Whole meeting.

5.2 Process Committee of the Whole

During the Committee of the Whole meeting, Council Members can engage in open discussion without the formal structure of a regular Council meeting. Members can ask questions, raise concerns, and thoroughly discuss the details of each agenda item.

No binding decisions are made during a Committee of the Whole meeting. The primary goal is to explore the issues fully and gather information that will inform later decisions at a regular Council meeting.

Council Members are encouraged to speak multiple times during the discussion, provided all Members have had an opportunity to contribute.

The Chair is responsible for:

- Ensuring that all Members have an equal opportunity to speak.
- Making sure that Members take turns speaking and that the conversation flows in an organized manner.
- The Chair may also participate in the discussion and ask questions without relinquishing chairing duties.

Once the discussion is complete, the Committee of the Whole can refer items back to a regular Council meeting for a formal decision. This referral is done through a motion outlining the recommendations or next steps.

PART 6: CLOSED SESSIONS

All Council and Council Committee meetings must be open to the public. However, a portion of a meeting may be closed to the public when necessary, but only to discuss matters that fall under the exceptions to disclosure outlined in the Municipal Government Act.

Before entering a closed session, Council or the Committee must pass a motion during the public meeting. This motion must cite the specific sections of the Municipal Government Act that justify the closed session.

Staff, legal counsel, and hired contractors or consultants may attend a closed session if their involvement is relevant without needing a formal invitation. Council or the Committee may allow other third parties to attend if their presence relates to the discussion, but this must be approved by a vote during a closed session before the invitation is sent.

Remote participation in closed sessions must comply with the rules outlined in this policy's "Participation from Remote Locations" section.

In consultation with the CAO and/or at the request of Council, the Municipal Clerk or their designate may prepare agenda packages and keep notes of discussions during closed sessions to assist Council in their deliberations. These notes should capture key discussion points, decisions, and any actions that need to be taken, ensuring that Council Members clearly understand the matters discussed. However, formal agenda packages and the adoption of formal minutes are not required for closed sessions.

Except when done by the Municipal Clerk or their designate for note-taking or record retention purposes, sharing, copying, printing, photographing, saving, or otherwise recording closed session information is strictly prohibited.

6.2 Decision-Making in Closed Sessions

In accordance with the Municipal Government Act, Council and Committees must not make binding decisions during closed sessions. The only motions that can be made in a closed session are:

- A motion to revert back to public session,
- A motion to extend the meeting when required,
- A motion to direct staff for further investigation or preparation of a report.

Within a closed session, Council can also direct staff to take specific actions such as:

- Gather additional information or data on a topic discussed.
- Conduct further research or analysis.
- Prepare a draft policy or bylaw for future consideration.
- Consult with external experts or legal counsel.
- Develop potential options or recommendations for Council’s review.
- Negotiate contracts.

6.3 Making Motions Following a Closed Session

Council should only make motions after reverting back to a public meeting if there isn't enough time to include the matter in a staff report for the next regular Council meeting. The preferred approach is to bring the issue back to a regular Council meeting with a staff report, ensuring transparency and giving the public notice of potential decisions.

Motions made immediately following a closed session should only occur if immediate action is required and cannot be delayed until the next regular meeting.

PART 7: PUBLIC HEARINGS

Public Hearings will comply with all requirements outlined in the Municipal Government Act. In addition to these mandated requirements, Council will hold public hearings for any new bylaws or amendments to existing bylaws.

Beyond legislative obligations, Council may also choose to hold public hearings for other significant matters through a motion of Council.

Public hearings must be conducted during a regular, additional or special Council meeting.

During a public hearing, Council:

- Must hear from anyone who claims to be affected by the proposed bylaw, amendment, or matter and who has adhered to the participation procedures established by Council.

- May also hear from others who wish to speak at Council's discretion.

The public hearing for any proposed bylaw, amendment or matter must occur before the second reading of the bylaw or before Council makes a decision on the matter for which the public hearing is being held.

7.2 Procedures for Public Hearings

1. The Chair opens the public hearing.
2. Staff introduces the bylaw, amendment, or matter under consideration.
3. If an applicant is involved and has coordinated with staff, they may present together. If not, the applicant may present independently for up to 10 minutes following staff's introduction.
4. Council may ask questions of both staff and the applicant, if applicable.
5. The Chair invites members of the public to speak on the bylaw, amendment or matter.
6. Each speaker has five minutes to present.
7. No presentation should exceed the allotted time unless:

    - The Chair extends the time at their discretion.
    - Council votes by resolution to extend the time.
8. If requested by a Council Member, a vote may be held to approve any extension granted by the Chair.
9. Council may ask questions of public speakers.
10. Council may ask additional questions of staff based on the public's input.
11. The Chair closes the public hearing.

If multiple public hearings are on the agenda, the Chair must close one hearing before opening the next.

All matters related to the same topic can be addressed in a single public hearing.

Once a public hearing is officially closed, Council will not accept any further public submissions or comments specifically regarding passing a bylaw, passing a bylaw amendment, or the specific motion related to the item for which the public hearing was held. However, the public may still provide input or request amendments to the bylaw or related issues after it has been passed or provide input on related matters if the item has been defeated.

Council will only accept additional public submissions under the following exceptional circumstances related to the specific item for which the public hearing was held:

- New Information: If significant new information, unavailable during the original public hearing, comes to light and could materially impact Council's decision, Council may, by majority vote, choose to schedule a new public hearing to allow for further public input.

- Legal Requirements: If legal advice or a court ruling requires further public consultation on the matter, Council will schedule a new public hearing to comply with such directives.

- Council Motion: If, by a majority vote, Council determines that further public input is necessary to make an informed decision, they may resolve to schedule a new public hearing at a future meeting.

In all cases where Council decides to allow further public input, a new public hearing will be scheduled. Appropriate notice must be provided to the public, and the same procedures for public participation will apply.

7.3 Voting After a Public Hearing

Members who were absent for the entire public hearing are not allowed to vote on the matter.

Members who missed part of the public h may choose to abstain from voting.

PART 8: BYLAWS

All proposed bylaws must have a clear title that reflects their purpose.

Council Members must be given the opportunity to review the entire proposed bylaw before any meeting where the first or second reading is being considered.

8.2 Bylaw Readings

Before the first reading, Council may debate the content of the proposed bylaw.

A proposed bylaw is formally introduced at a Council meeting through a motion for the first reading.

After the first reading, any Council Member may move for the second reading, following the requirements of the Municipal Government Act.

A bylaw is passed after it receives two distinct and separate readings at two separate meetings, per the Municipal Government Act.

8.3 Amendments to a Proposed Bylaw

After the first reading and before the second (final) reading, Council can propose and consider amendments to the bylaw.

Once all amendments are addressed, Council will vote on the second (final) reading of the amended bylaw.

After a bylaw is passed in the second reading, it can only be changed or repealed by another bylaw or bylaw amendment that follows the same process.

8.4 Bylaw Readings and Rescission

If the second reading of a proposed bylaw fails, the first reading is automatically nullified.

If a proposed bylaw does not receive a second reading within two years of the first reading, the first reading is nullified, and the bylaw is considered abandoned.

The failure of a proposed bylaw does not prevent a new bylaw with similar terms from being introduced in the future.

PART 9: POLICIES

As required by the Municipal Government Act, all policies must be presented to Council for notice before adoption. Council may give notice of a policy and simultaneously direct staff to incorporate suggested amendments without delaying the notice. The policy, including any amendments, will then be brought back for a final decision at a future Council meeting.

9.2 Significant Amendments to Proposed Policies

If the proposed amendments significantly alter the original intent or core provisions of the policy, such as changes to the policy's objectives, scope, or fundamental principles, the revised policy must be brought back to Council for a new notice period before it can proceed to final adoption.

9.3 Policy Adoption Process

A policy is adopted after it receives Council approval following the notice period. Once adopted, the policy becomes effective immediately unless otherwise specified within the policy itself.

9.4 Policy Abandonment

If a proposed policy is not adopted within two years of the notice being given, the notice is considered abandoned and nullified. However, the abandonment of the policy does not prevent a new policy with similar terms from being introduced in the future.

9.5 Rescinding or Amending Adopted Policies

Once a policy is adopted, it can only be changed or repealed through a Council motion. Any proposal to rescind or amend an existing policy must follow the same notice and adoption procedures outlined in this section.

PART 10: AGENDAS & MINUTES

Items on Council agendas must follow the Agenda List outlined in Schedule "A" of this policy. Council can change the established standing agenda items through a motion without requiring an amendment to this policy. The Municipal Clerk may make occasional adjustments to the Agenda List to accommodate non-standard items that may arise.

The CAO, in consultation with the Municipal Clerk, will determine agenda items based on the following:

- Directions provided during Council meetings.
- Agenda item requests submitted in accordance with Council's policies and bylaws.
- Operational needs identified by staff.
- Any relevant legislative requirements that need to be addressed.
- Notices of motions and requests received from Council members.

The Mayor in collaboration with the CAO and the Municipal Clerk, may adjust the draft agenda before it is finalized, guided by the following considerations:

- Legal or Legislative Concerns: Items that may present legal issues or do not comply with legislative requirements can be removed after consulting with legal counsel or relevant authorities.

- Redundant Items: Items that have already been addressed or are repetitive may be removed.
- Operational Necessity: Items may be deferred if they require additional information or preparation. This decision will be made in consultation with the CAO and the Municipal Clerk, with a plan for when the item will be presented to Council.
- Political Sensitivity: If an item is considered politically sensitive under these conditions, the Mayor and/or Deputy Mayor may suggest deferring it. This decision must be made in consultation with other Council Members to ensure consensus and a timeline or conditions for reintroducing the item must be established at the time of deferral.

  Political sensitivity refers to situations where discussing or making decisions on an item at a given time could cause significant controversy, divisiveness, or public unrest or where external factors (such as pending legislation, elections, or ongoing negotiations) could affect the Council's ability to make an informed decision. Examples of politically sensitive items include:

  - Issues likely to polarize public opinion or create heightened tension within the community.
  - Items related to legal matters, negotiations, or governmental actions that are not yet finalized.
  - Topics that could be significantly impacted by upcoming elections or major political events.
  - Decisions requiring more public consultation or stakeholder engagement.

- Extensive Meeting Agenda: If the draft agenda is particularly lengthy and some items are not urgent, they may be deferred to a future meeting. This decision will be made in consultation with the CAO and the Municipal Clerk, and a plan will be established for when these items will be presented to Council.

In all cases, if an item from the draft agenda is removed, the proposed item and why it was removed must be shared with all Council Members.

An agenda is considered finalized once the Mayor and Deputy Mayor have reviewed the draft agenda. This finalization must occur at least six days before the scheduled meeting to ensure that Council Members receive their agenda at least six days in advance.

At all stages of the agenda review and adjustment process, the Deputy Mayor will be consulted to assist in finalizing the agenda. If the Deputy Mayor is unavailable or cannot be reached in time to finalize the agenda, the Mayor will proceed with finalizing the agenda alone. Alternatively, if the Mayor is unavailable, the responsibility to finalize the agenda will fall solely to the Deputy Mayor.

10.2 Agenda Submission Deadlines

Council Members can submit a notice of motion or request to add a discussion item to the agenda by contacting the Municipal Clerk at least eight days before the agenda is finalized. These submissions are limited to notices of motion or discussion topics. Any requested agenda item requiring a staff report must be directed by Council through a motion.

When a Council Member submits a notice of motion, the Municipal Clerk will ensure the motion is clear, properly formatted, and meets procedural requirements.

If the agenda submission deadline falls on a statutory holiday, it will be extended to the next business day.

10.3 Motion Action List

The Motion Action List is included in every regular agenda package and tracks motions passed by Council that need follow-up. It provides the status and updates on each motion to ensure accountability and transparency. This list helps prevent motions from being overlooked, keeping Council and Staff informed of ongoing and pending actions.

10.4 Provision of Agendas

The Municipal Clerk or their designate will send Council agendas to Members electronically at least six days before a meeting. Twenty-four hours after Council receives the agenda, it will be published on the Town's website and shared on social media for public access.

10.5 Confirming the Agenda Order / Changes to a Finalized Agenda

Once the agenda has been finalized and distributed to Council, it cannot be changed prior to the meeting. Any amendments to the agenda must be proposed and approved by a majority vote during the agenda approval process at the start of the Council meeting.

10.6 Additions and Deletions to Agenda

Additions to the agenda at the start of a Council or Council Committee meeting should be minimized and reserved for urgent matters. An urgent matter is defined as an issue requiring immediate action or attention that cannot be reasonably deferred to a future meeting without risking significant harm or delay to the Town’s operations, legal standing, or public safety.

A Council Member may propose a motion to add urgent business to the agenda at the start of the meeting, either during the additions and deletions section or through the agenda approval process. However, the item can only be added if a majority of Council votes in favour. The Chair will consult with the CAO or lead committee staff to determine if the item qualifies as urgent.

If time permits, and the Council Member becomes aware of the urgent matter after the agenda has been finalized and published but in advance of a Council meeting, they should submit the proposed urgent matter to the CAO and Municipal Clerk. The CAO and Municipal Clerk will make

every effort to distribute any related materials before the meeting; however, the finalized and published agenda will not be altered.

If Council plans to make a decision on an item added at the start of the meeting, it must first pass a motion to waive the notice of motion requirement. The Council Member proposing the waiver must clearly explain the reason for urgency, and the waiver must be approved by a majority vote of Council before the item can be discussed.

At the start of the meeting, before approving the agenda, Council may also make a motion to remove any agenda items by a majority vote.

10.7 Process for Addressing Agenda Items

The process for addressing each agenda item where a motion is recommended will be as follows:

1. Introduction/Presentation by Staff or Council Member: If an item was requested by a Council Member, that Member will introduce or present the item.
2. Questions from Council Members to Staff or Council Member (when applicable)
3. Informal Discussion among Members
4. Formal Motion
5. Formal Discussion/Debate
6. Vote

For information reports, requests for direction, or other reports where a motion may not be recommended, this process will be followed as closely as appropriate, except the steps for a formal motion and vote, which may not apply.

10.8 Minutes

The Municipal Clerk is the official record keeper responsible for verifying and maintaining the minutes of all Council meetings. In consultation with the CAO, other staff may be assigned to record minutes.

Minutes will be taken for all Council and Committee meetings, documenting all resolutions, decisions, and proceedings. Meeting minutes will include:

- The type, place, date, and time of the meeting.
- The names of all Council members, staff, and presenters in attendance.
- The times of any late arrivals or early departures of voting Members.
- The substantive decisions made and actions taken.

- The results of votes on all motions, including the names of members voting in the minority.
- The times the meeting entered and exited a closed session.

The minutes of each Council meeting will be presented to Council for approval at the next regular meeting.

The draft minutes of each Committee meeting will be posted on the Town's website and circulated to all committee members within one week after the meeting. These minutes will then be presented for approval at the next committee meeting.

Minutes from Committee of the Whole meetings will be treated like regular Council minutes and presented to Council for approval at the next regular meeting.

PART 11: MOTIONS

11.1 Main Motions

Unless otherwise specified by this policy, or if a notice of motion has been waived, all main draft motions must be provided in writing to Council Members and the public as part of the meeting agenda. Non-binding or procedural motions do not require notice or a waiver of notice.

During the meeting, Council may modify the wording of a proposed motion through discussion and amendments. Even if the wording is changed from the original draft, notice of the decision is still considered to have been given, as Council and the public were informed that the matter would be debated and decided based on the agenda package.

The Municipal Clerk, at their discretion, may suggest administrative edits to motions and amendments. These edits:

1. Will not change the intention of the motion.
2. May include grammatical and typographical corrections.
3. Will maintain or clarify the original intent of the motion.
4. Can occur during or after the meeting.If after the meeting, these changes will be confirmed by Council through approval of the minutes at a subsequent meeting.

All draft motions presented to Council or Committees must be concise, clear, and thoughtfully consider any previously adopted directions to minimize potential conflicts. However, Council retains the authority to change or override past decisions through new motions, provided these overrides or changes adhere to the procedures outlined in the Motions Section of this policy.

11.2 If a Motion is Not Seconded

If a motion is not seconded after being moved by a Council Member, it will not proceed to the formal discussion/ debate process or a vote. The Chair will declare that the motion has failed due to the lack of a seconder, and the meeting will move on to the next agenda item. The motion is effectively dropped and will not be recorded as a formal motion in the minutes.

11.3 Friendly Amendments

Once the debate on a main motion has begun, the Council Member who moved the motion may, with general consent, make minor changes to its wording or agree to minor changes proposed by another Council Member. This is known as a “Friendly Amendment”.

11.4 Amendments to a Motion

Any Council Member may propose an amendment to a motion that has already been moved, seconded, and is under debate. Unlike a "friendly amendment," which involves minor changes agreed upon by general consent, this type of amendment is used when the proposed changes are more substantial or when there is disagreement about the changes. An amendment to a motion requires both a mover and a seconder before it can proceed to debate and a vote.

The sequence for handling amendments is as follows:

1. Move and Second the Amendment: A Council Member proposes an amendment to the main motion under debate, and another Member seconds it to bring the amendment forward for discussion.
2. Debate the Amendment: The debate focuses solely on the specific changes proposed in the amendment. The original motion is not discussed until the amendment is resolved.
3. Vote on the Amendment: After the debate on the amendment, Council will vote on it. If the amendment passes, the original motion is modified to include the approved changes.
4. Return to the Original Motion (As Amended): Once the amendment is resolved, Council will resume debate on the original motion, now incorporating any approved amendments.
5. Final Vote on the Main Motion: After any further debate, if needed, Council will take a final vote on the main motion, as amended.

Only one amendment to the main motion may be considered and voted on at a time. Additional amendments can be proposed and will be handled in the same sequence after each previous amendment is resolved.

11.5 Withdrawal of a Motion

Once a motion has been moved and seconded, only the Council Member who moved it can withdraw the motion. The Council Member must request to withdraw the motion, and the withdrawal must be approved by either general consent or a majority vote of Council.

If no Council Member objects, the Chair may allow the motion to be withdrawn without a formal vote. However, if any Council Member objects, the Chair will call for a formal vote, requiring a majority to approve the withdrawal.

If the motion is withdrawn, it is no longer considered, and Council moves on to the next agenda item. If the withdrawal is not approved, the motion remains on the floor and will proceed to debate and a vote as originally proposed.

11.6 Stating the Motion

Before a vote, the Chair or the Municipal Clerk must restate the motion to ensure that all Council Members and the public fully understand what is being voted on.

11.7 Questions During Debate

Council Members may ask questions during the debate to clarify the motion or issues being discussed. All questions should be directed through the Chair and addressed to the appropriate person.

Staff should provide their best professional judgment on the issues. Council Members should avoid debating with staff or asking argumentative questions.

11.8 Secondary Motions

Secondary motions are used to manage the main motion or address the conduct of the meeting. They include:

- Subsidiary motions (such as amendments or referrals)
- Privileged motions (such as a point of personal privilege to address a Council member's rights, comfort, or integrity during the meeting)
- Incidental motions (such as points of order)

These motions take precedence over the main motion and must be resolved before the main motion can proceed. Secondary motions are introduced, debated, and voted on in the order they are raised, with the most recent motion being addressed first.

Unless specified otherwise in this policy, secondary motions do not require a notice of motion. They are made during the meeting to address immediate procedural needs and are handled as they arise.

Common secondary motions not covered in detail in this policy can be found in Appendix B, which serves as a guide for Council Members during meetings.

11.9 Motion to Reconsider an Approved or Defeated Motion

Council may make a motion to reconsider a previously approved or defeated motion under the following conditions:

- A motion to reconsider does not require prior notice. It can be introduced at the same meeting where the original motion was decided or at the next regular Council meeting.
- The motion to reconsider must be made by a Council Member who voted in favour of the original motion if it was approved or against it if it was defeated.
- A motion to reconsider requires a majority vote of the Council Members present to proceed.
- If the motion to reconsider is approved, the original motion is reopened for debate and may be amended, affirmed, rescinded, or re-voted.

A motion to reconsider cannot be applied to actions that have already been carried out due to the original motion or where legal or contractual obligations have been incurred.

11.10 Motion to Amend a Previously Adopted Motion

Council may amend a previously adopted motion under the following conditions:

- Any Council Member can propose a motion to amend a previously adopted motion. This allows the Council to modify, add to, or remove parts of the original motion.
- Unless the amendment is urgent, notice of intent to amend should be given in advance, following the standard notice of motion procedures.
- A motion to amend a previously adopted motion requires a majority vote of the Council Members present to proceed.
- If the motion to amend is approved, the debate will focus on the proposed changes, not on re-discussing the entire original motion.

An amendment cannot be used to reverse actions that have already been taken based on the original motion or where legal or contractual obligations have been incurred.

11.11 Motion to Rescind a Previously Adopted Motion

Council may consider rescinding a previously adopted motion under the following conditions:

- Any Council Member can propose a motion to rescind, allowing the Council to nullify a previously approved motion.

- Unless the matter is urgent, notice of intent to rescind should be given in advance, following the standard notice of motion procedures.
- A motion to rescind requires a majority vote of the Council Members present to proceed.
- If the motion to rescind is approved, the debate will center on whether to nullify the original motion, focusing on the reasons for and consequences of rescinding it.

A motion to rescind cannot be applied to actions that have already been carried out based on the original motion or where legal or contractual obligations have been incurred.

11.12 Chair's Ability to Make Motions

The Chair may make motions if they relinquish the chair to the Deputy Mayor. If the Deputy Mayor is unavailable, the Chair may appoint another Council Member to act as Chair while they make a motion.

11.13 Notice of Motion

A Council Member who wishes to introduce a motion must submit a notice of motion in writing to the Municipal Clerk at least eight days before the meeting they want the item to be discussed. If the notice is received within this timeframe, it will be included on the Council's agenda under the notice of motion section, with the requesting Councillor's name attached. Alternatively, the Member may present the notice of motion verbally during the notice of motion portion of a Council meeting. The Municipal Clerk will then add the motion to the agenda for the next meeting or whichever meeting the Council Member requests.

Staff will not prepare a report for a notice of motion. Work on the matter will begin only after Council has passed a motion approving the request.

11.14 Waiving a Notice of Motion

Council may waive the requirement for a notice of motion in certain circumstances, allowing an item to be considered at the current meeting without the usual advance notice. A majority vote of the Council Members present and voting is required for the waiver, except for Policy and Bylaw matters, which cannot be waived.

Conditions for Waiver:

- Urgent Matters: Council may vote to waive the notice of motion if a matter is deemed urgent and requires immediate action—defined as an issue that cannot reasonably be deferred without causing significant harm or delay to the Town’s operations, legal standing, or public safety.

- General Correspondence Requests: If a request is made within general correspondence and no recommendation has been proposed by staff because it does not align with

existing policy, practice, or bylaw, Council may vote to waive the notice of motion requirement to consider the request at that meeting.

Before waiving a notice of motion, Council must confirm with the Municipal Clerk that doing so does not contravene any legislation or other Council policies.

PART 12: Debate and Speaking Procedures

12.1 Speaking limits

Council Members may speak for up to 10 minutes on any matter or motion under discussion, referred to as "the question." Each Council Member can only speak once on a question until all other Members who wish to speak have had their turn; after that, a second round of discussion may be permitted.

12.2 Rules of Debate

After staff present a report or information on a matter, the Chair will open the floor for Council Members to ask questions directly to staff. This is followed by an informal discussion among Council Members.

Once the informal discussion and questions have concluded, the Chair will request a formal motion from Council.

After a motion has been made and seconded, the Chair will open the floor for formal discussion and debate on the motion. Council Members may speak only after being recognized by the Chair, who will indicate when it is their turn.

When recognized, a Council Member must direct their questions or comments to the Chair and focus solely on the matter under consideration. The Chair will recognize Council Members in the order they indicate their desire to speak.

When a Council Member is speaking, others may not interrupt except to raise a point of personal privilege or point of order.

Any Council Member may request that the question or motion under discussion be read at any time during the debate, as long as it does not interrupt another speaker.

A Council Member may speak only once on a question until all other Members have had an opportunity to speak on the matter. The Chair will speak last, after all other Members have contributed or been given the opportunity to contribute.

A Council Member may speak to the same question or in reply for no longer than 10 minutes without Council’s permission.

Council Members must limit their questions and comments to those directly related to the matter under discussion.

Once the Chair has called for a vote, no Council Member may speak on the question or make any other motion until after the vote is taken and the result is declared.

12.3 Points of Order and Points of Privilege (Secondary Motions)

A Council Member may raise a point of order, a secondary motion, during a meeting if they believe the rules of procedure are being violated. This must be done immediately after the perceived breach occurs.

A Council Member may also raise a point of privilege, another secondary motion, if they feel their rights, privileges, or integrity—or those of the Council as a whole—are being infringed upon. Points of privilege can include issues like the comfort of the meeting environment or a personal attack on a Member's character.

When raising a point of order or privilege, the Council Member must be recognized by the Chair and clearly state the issue.

The Chair must then immediately rule on the point of order or privilege. The Chair may uphold, dismiss, or take other appropriate action to address the issue.

If a Council Member disagrees with the Chair's ruling, they may appeal it. This appeal, also a secondary motion, must be seconded and will be put to a vote by the Council. The Council's decision on the appeal is final.

A point of order or privilege may interrupt a speaker, but it should not be used to engage in debate or unnecessarily delay the meeting. The Chair will ensure the meeting remains orderly and respectful.

PART 13: VOTING

Every voting Member present at a meeting of Council or a Council Committee must vote on every matter put to a vote unless a Member declares a Pecuniary Interest or abstains due to absence from a public hearing. If a Member refuses to vote for any other reason, their refusal will be recorded as a negative vote.

A motion will be carried out when a majority of Members at the meeting vote in favour of it.

If a motion cannot be voted on due to a loss of quorum, the matter will be postponed to the next meeting as unfinished business.

Voting Members must be present in their designated seat in Council Chambers or attending via remote access with their video turned on when the Chair calls for the vote to begin.

Voting Members must submit their vote verbally or by a show of hands at the call of the Chair.

The Chair must declare the result of the vote immediately after it is concluded.

13.2 Voting Results

If there is any doubt about the results of a vote, the Chair may immediately call for a revote to clarify the outcome. Additionally, the Recorder may request that the vote be clarified to ensure accurate recording.

A motion is declared defeated if it does not receive the required number of votes or if the vote is tied.

13.3 Division of a Motion

A Member may request, or the Chair may direct, that a motion be divided and voted on separately. This can only occur if each part of the divided motion is complete and independent, meaning it can be acted upon or decided without requiring the other parts to be valid or effective. Each divided portion must represent a distinct decision or action that does not depend on the approval or rejection of the other portions.

PART 14: DISCLOSURE OF PECUNIARY INTEREST

Each Council or Committee member is responsible for identifying and disclosing any Pecuniary Interest in any item or matter before the Council or Committee, as defined by the Municipal Conflict of Interest Act.

When a Member has a direct or indirect pecuniary interest in any matter under consideration at a Council or Committee meeting and is present at the meeting, they must:

- Disclose the interest and its general nature before any discussion begins.
- Leave their seat and sit in the gallery for the discussion on the matter.
- Not participate in the discussion or vote on the matter.
- Refrain from attempting to influence the voting on the matter before, during, or after the meeting.

If the meeting is not open to the public, the Member must leave the meeting during the discussion and comply with the other requirements listed above.

PART 15: ELECTRONIC MEETINGS AND VIRTUAL PARTICIPATION

15.1 Electronic meetings

Council and Council Committee meetings may be conducted entirely by electronic means under the following conditions:

- Electronic meetings may be conducted when in-person attendance is impractical or impossible due to circumstances such as emergencies, public health concerns, inclement weather, or other situations where physical presence would pose a risk.

- At least two days before the meeting, the public must be notified of how the meeting will be conducted and how to access it. This notice must include clear instructions on how to join the meeting electronically and any technical requirements needed.

- The electronic platform used for the meeting must allow the public to see and hear the meeting in real-time.

- The electronic platform must enable all meeting participants, including Council Members and staff, to see and hear each other throughout the meeting. This ensures effective communication and the smooth conduct of the meeting.

- All additional requirements established by relevant regulations must be adhered to, ensuring that electronic meetings are conducted legally and effectively.

The Mayor, or Deputy Mayor in their absence, has the authority to decide if a meeting will be conducted electronically, provided it aligns with this policy. The CAO and Municipal Clerk should be consulted ahead of this decision being made to address any logistical arrangements.

Solely electronic meetings will adhere to this policy for all other procedural rules.

15.2 Participation from Remote Locations

In-person attendance at Council and Council Committee meetings is required whenever possible. Council Members may not attend more than three consecutive meetings remotely unless they have received approval from Council.

Members participating in a meeting via remote access are considered present at the meeting.

Remote participation is allowed only under the following conditions:

- The Member is in a location outside of Lunenburg County.
- The Member is unable to attend in person due to illness, medical reasons, family medical matters, or obligations such as unforeseen travel or emergencies.

Any Member planning to attend a meeting via remote access must:

- Notify the Chair or Municipal Clerk in advance.
- Specify which meeting they will attend remotely.

When a Council Member participates remotely, all individuals present in Council Chambers must be able to see and hear the remote attendee clearly throughout the meeting. If a Member attending remotely is not visible and audible at the time of a vote, their vote will not be counted, and the minutes will reflect their non-participation in that vote.

Members may participate in closed sessions via remote access under the following conditions:

- The Member must be in a secure and private location.
- The Municipal Clerk or their designate will provide instructions and access links for remote participation. The Member must attempt to reconnect if the connection is lost during the meeting.

15.3 Technical Difficulties

If the connection for an electronic meeting is lost, a recess of up to 15 minutes will be called to allow time to restore the connection. If the connection cannot be re-established within this 15-minute period, the meeting will be adjourned, and any remaining business will be moved to a subsequent meeting.

If an individual participant experiences connection difficulties, they must make every effort to reconnect. If unable to reconnect, if possible, they should notify the Chair or relevant staff immediately. Unless Council decides to call a brief recess, the meeting will continue without the participant, and their absence will be noted in the minutes.

PART 16: ROLES AND CONDUCT

All Council Members, including the Mayor, Deputy Mayor, and other Members, are expected to fulfill their roles in accordance with this policy and adhere to any established Code of Conduct.

16.2 The Chair

The Mayor chairs Council meetings, ensuring they are conducted orderly and fairly.

The Chair is responsible for maintaining order, ruling on procedural questions, and ensuring that all Members who wish to speak have the opportunity to do so.

If the Chair wants to make a motion, they must temporarily relinquish chairing duties to the Deputy Mayor or another appointed Council Member for the discussion and decision on that motion.

The Chair will speak last in any debate after all other Council Members have had the opportunity to contribute.

16.3 The Deputy Mayor

The Deputy Mayor serves as Chair in the Mayor's absence, taking on all the responsibilities and duties of the Mayor during meetings.

If both the Mayor and Deputy Mayor are unavailable, the available Council Members will appoint a Councillor to act as Chair.

16.4 Council Members

Council Members must direct their questions and comments through the Chair and remain relevant to the topic under discussion.

A Council Member may speak only after being recognized by the Chair and must not interrupt another speaker except to raise a point of order or privilege.

16.5 Enforcement of Rules

The Chair is responsible for enforcing the rules of procedure during meetings. If a Member violates these rules, the Chair may interrupt the Member, explain the violation, and cite the relevant rule.

If the Member continues to breach the rules, the Chair may call a recess or invite a motion for the Member's removal from the meeting.

If a motion to remove a Member passes, the Chair will direct the Member to leave the meeting.

PART 17: ANNUAL REVIEW OF PROCEDURAL POLICY

This policy will be reviewed annually during the Organizational Meeting to ensure it remains current and effective. However, this review will not take place at the Organizational Meeting immediately following a regularly scheduled municipal election.

Appendix A: Agenda List Order

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. ADDITIONS/ DELETIONS TO AGENDA
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
6. PRESENTATIONS
7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES
8. CORRESPONDENCE FOR ACTION OR INFORMATION
9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS, AND APPEALS
10. BUSINESS ARISING AND UNFINISHED BUSINESS
11. NEW BUSINESS
12. NOTICES OF MOTION, INFORMATION REQUESTS, AND COUNCILLOR REPORTS
13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE
14. MOTION ACTION LIST
15. CLOSED SESSION
16. ADJOURNMENT

Appendix B: Secondary Motions

Definitions

"Not debatable" refers to a type of motion that cannot be discussed or argued by the members of a meeting before a vote is taken. Once a "not debatable" motion is made, the meeting proceeds directly to a vote without any discussion on the motion itself. This is usually applied to procedural motions that need quick resolution.

“Chair Rules” refers to the authority of the meeting's Chairperson to make decisions or rulings on procedural matters during the meeting. These rulings may include decisions on points of order, procedural motions, or any other issue that requires interpretation of the rules of procedure. The Chair's ruling is typically final unless successfully appealed by Council Members.

"Majority against the ruling" means that more than half of the voting members must disagree with the Chair's decision in order to overturn it. If the majority votes against the ruling, the Chair's decision is overturned; if not, the ruling stands.

"Negative vote only" means that a motion can only be reconsidered or brought back for discussion if the vote on it was negative (i.e., the motion was originally defeated).

Motion	Function	Rules of Debate	Vote	Eligibility for Reconsideration
Lay on the Table or Set Aside Temporarily	To temporarily pause discussion on a pending main motion during the meeting.	Not debatable, Not amendable	Majority to pass	No
Previous Question (Close Debate)	To close debate and immediately vote on the motion.	Not debatable, Not amendable	Majority to pass	Only before the vote is taken. Once voting starts, it's too late to request to close the debate.
Limit/Extend Time for Debate	To set a time limit or extend the time limit for debate.	Not debatable, Amendable	Majority to pass	Yes

Postpone to a Certain Date/Time	To postpone consideration of a motion to a later date/time in the same or another meeting.	Debatable, Amendable	Majority to pass	Yes
Refer to Committee / Staff	To send the motion to a committee or staff further consideration.	Debatable, Amendable	Majority to pass	Yes
Amend	To change the wording of a motion before voting on it.	Debatable, Amendable	Majority to pass	Yes
Postpone Indefinitely	To effectively kill the main motion for the current Council Term.	Debatable Not amendable	Majority to pass	If the motion was passed originally, it can be brought back for reconsideration.
Amend/Rescind a Previous Decision	To amend or rescind a previous decision made by the Council.	Debatable, Amendable	Majority to pass	Yes
Question of Privilege	To address matters affecting the rights and privileges of the members.	Not debatable, Not amendable	Chair rules	No
Point of Order	To alert the Chair that a rule of procedure has been violated during the meeting, prompting the Chair to	Not debatable, Not amendable	Chair rules	No

	address and correct the breach.			
Appeal	To challenge a ruling made by the Chair.	Not debatable, Not amendable	Majority against the ruling	No
Divide a Motion	To divide a multi-part motion into separate motions.	Not debatable, Amendable	Majority to pass	No
Withdraw a Motion	To withdraw a motion from consideration.	Not debatable, Not amendable	Majority to pass	Negative vote only

Subject: Lunenburg War Memorial Arena – Holiday Closures and Operating Schedule 2026–2027

From: Kristi Tibbo, BSc (HP), Director of Recreation & Parklands

Date: October 6, 2026 Committee of the Whole

Recommendation

That Committee of the Whole provides direction to staff regarding the holidays and/or dates on which the Lunenburg War Memorial Arena should be closed or operate under modified hours during the period of October 2026 through March 2027, to allow staff to finalize the arena operating schedule and ice allocation accordingly.

Background

The Lunenburg War Memorial Arena operates on a seasonal schedule and provides ice and facility space to a variety of community user groups. Arena operations and ice demand can be impacted by holiday periods. Some user groups reduce programming during holidays or take a temporary break, while others may wish to maintain their regular schedules. In previous seasons, the arena's holiday operating schedule has been established based on operational requirements, staffing availability, facility needs, and anticipated user demand. Staff are seeking direction at this time so that the holiday schedule can be established in advance and communicated to arena user groups.

Holidays Falling Within the Requested Period

The following holidays and significant dates fall between October 2026 and March 2027:

Date	Holiday / Occasion
Monday, October 12, 2026	Thanksgiving Day
Wednesday, November 11, 2026	Remembrance Day
Friday, December 25, 2026	Christmas Day
Saturday, December 26, 2026	Boxing Day
Friday, January 1, 2027	New Year’s Day
Monday, February 15, 2027	Nova Scotia Heritage Day
Friday, March 26, 2027	Good Friday
Sunday, March 28, 2027	Easter Sunday

Committee of the Whole may also wish to consider whether the arena should operate with modified hours or an extended closure period during the Christmas and New Year's season, as facility usage patterns and programming schedules during this period may differ from other statutory holidays.

Discussion

Arena holiday operations involve several operational considerations, including community access, user group demand, staffing requirements, operating costs, and facility maintenance needs. Demand for ice time can vary during holiday periods, with some user groups maintaining regular programming while others reduce or suspend activities.

A review of recreation facility practices within Lunenburg County indicates that approaches to holiday operations vary. Some facilities close on major statutory holidays, while others use modified hours or adjust operations based on programming demand. The Lunenburg County Lifestyle Centre, for example, operates with a combination of holiday closures and modified hours throughout the year. The Christmas and New Year's period may warrant separate consideration, as facility usage patterns, programming schedules, staffing availability, and maintenance opportunities can differ from other holiday periods. Some organizations continue programming throughout the holiday season, while others suspend activities for a period of time.

Direction from Committee of the Whole will help staff establish the arena operating calendar, allocate ice time, coordinate staffing requirements, and communicate the approved schedule to user groups in advance of the season.

<u>Direction Requested</u>

Staff are seeking direction from Committee of the Whole on the following:

1. Which holidays between October 2026 and March 2027, if any, should result in a full closure of the Lunenburg War Memorial Arena?
2. Should modified operating hours be considered for any holidays?
3. Whether an extended closure period should be established during the Christmas and New Year's season.

Financial

Holiday closures and modified operating hours may result in both reduced operating expenditures and reduced facility revenues. Conversely, operating during statutory holidays may generate additional rental revenue while also resulting in increased staffing costs associated with holiday pay, overtime provisions, and facility operating expenses.

The overall financial impact will depend on the operating schedule adopted and the level of facility usage during the affected periods. Any resulting financial impacts are expected to be managed within the approved arena operating budget.

Subject: Storm Separation Masterplan Report Summary – For Information Only

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

Reviewed by:

Date: September 25, 2026

Recommendation

This is an information report only.

Background

The need for the Town of Lunenburg to establish a Storm Separation Masterplan was identified within the 2023 Wastewater System Modelling Report:

"Over time, the Town may continue to expand sewer separation, street by street. This will require a longer-term full scale sewer separation plan to ensure that the downstream sewer sizing and outfall have adequate capacity for future storm sewer extension. Prior to implementing the options presented herein, a full sewer separation plan is recommended to determine the appropriate size for storm sewer infrastructure."

The intent of the Storm Separation Masterplan is to first better understand the Town's existing buried and above ground storm infrastructure and then to use this information to provide guidance for systematic upgrades that support sustained growth and environmental resilience. Lunenburg's geography focused the Masterplan on utilizing outfalls to expel stormwater into the Front and Back Harbours. A desired outcome from the Report is to ensure the proposed infrastructure is appropriately sized for upstream flow captured within the storm system well into the future.

Storm Separation projects are necessary to reduce the amount of storm water that is both handled and treated within the Town's sewer system and support further development and growth within Lunenburg.

Discussion

The work for the Storm Separation Masterplan has been performed in three stages:

i. Data Collection – existing data review from 2023 modelling, further topographic survey and flow monitoring
ii. Data Processing and Model Development – GIS data, flow data processing and model development and calibration

iii. Design and Costing – pipe sizing, costing and conceptual phasing of the storm separation upgrades

The storm data design was developed using the Intensity-Duration-Frequency (IDF) curves from the 2025 Halifax Water Design Specifications and was a 1 in 5 year Chicago storm with a duration of 24 hours. These storms are climate-adjusted to 2080 to ensure there is a relatively long service life.

The Masterplan Report has broken the Town's wastewater collection system into nine (9) outfall zones:

1. Tannery Road – Centennial/Wolff/Harbour View subdivision, Victoria Rd, James/Hebb subdivision, Hall St, Knickle Rd, Tannery Rd
2. Brook Street – New Town area between Green St and Dufferin St
3. Young Street – Young St and Fire Station
4. Fisherman's Wharf – Kaulbach St and Cornwallis St up to Lincoln St
5. Bluenose Drive – Old Town area up to Townsend St between Cornwallis St and Prince St
6. Cornwallis Street – Cornwallis St from York St to Kinley St
7. Back Harbour – Old Town area up to York St between Duke St and Hopson St
8. Kempt Street – Old Town area from York St between Prince St to Kempt St
9. Pelham Street – Pelham St from Sawpit Rd to Rous Brook

Many of these locations are consistent with the existing outfalls the Town currently has that would need to be reconfigured as part of future storm separation projects from acting as combined sewer overflows. There are also recommendations to add new storm outfalls to our existing system at Kempt Street (Front Harbour) and Cornwallis Street and Prince Street (Back Harbour). Using outfalls to release storm water into either Harbour makes sense, but there are still challenges to this approach at some locations with the level of the outfall relative to tides and their impacts on the release of the water.

A breakdown by each of the nine zones for the estimated change in sanitary volume by proceeding with full storm separation and an associated Class "D" cost estimate in achieving full storm separation are included in the table below:

Outfall Zone	Existing Combined Lift Station Volume (m3 in 48 hrs.)	Separated Lift Station Volume (m3 in 48 hrs.)	Estimated Reduction Volume (m3 in 48 hrs. or %)	Order of Magnitude Cost for Full Separation ($M)
Tannery Road	3,263.3	1,121.8	2,141.5 or 65.6%	$4.9M
Brook Street	7,759.6	2,152.5	5,607.1 or 72.2%	$17.4M
Young Street	1,009.3	70.8	938.5 or 93.0%	$0.8M
Fisherman's Wharf	803.2	276.1	527.1 or 65.6%	$0.9M
Bluenose Drive	12,679.8	2,477.6	10,202.2 or 80.5%	$14.8M
Cornwallis Street	2,423.1	376.6	2,046.5 or 84.5%	$2.5M
Back Harbour	5,435.6	475.9	4,959.7 or 91.2%	$6.8M
Kempt Street	5,388.7	415.0	4,973.7 or 92.3%	$6.8M
Pelham Street	545.9	147.1	398.8 or 73.1%	$1.4M

An example of the Kempt Street outfall zone map and order of magnitude cost estimate is included in the Appendix of this Report. Each of the outfall zones has a similar map (including recommended pipe sizing) and order of magnitude cost estimate created based on the data and analysis performed.

Whilst the Masterplan Report considers the outfall zones in their entirety for aspects such as estimated reduction volume and order of magnitude estimated cost, the storm separation could be implemented incrementally in any of the medium to large zones to ascertain more immediate benefit to the sewer system (and also possibly combined with other possible infrastructure upgrades to pool costs across different disciplines). For further context, the 2026/27 Town Capital Budget included a potential future project, "Storm Separation Project – Kempt" which was based on a recommendation from the 2023 which included the installation of storm separation on Kempt from Lincoln to the Front Harbour to take advantage of the existing separation along Pelham and Lincoln Streets that currently ties back into the sanitary system, and would be expected to come in at a significantly lower cost than performing storm separation for the whole outfall zone. The estimated values included in the 2026/27 Town Capital Budget document are a combined $920,000 across a two fiscal year period. With the relative elevation of the end of Kempt St (near Montague St) relative to the Front Harbour, at face value this appears to be a good opportunity to maximize the effectiveness of the outfall, but further investigation is still required as part of the design process (pending the Project eventuating).

Storm separation projects also can carry direct and indirect benefits to the Town such as less costs incurred in the wastewater treatment process, less wear and tear on lift station and Treatment Plant infrastructure and mitigation of the risk of wastewater overflows into either Harbour during significant precipitation events.

Financial

Within the approved 2026/27 Water Utility and Town Capital Budgets, the following storm separation projects were provisionally included within the next five years:

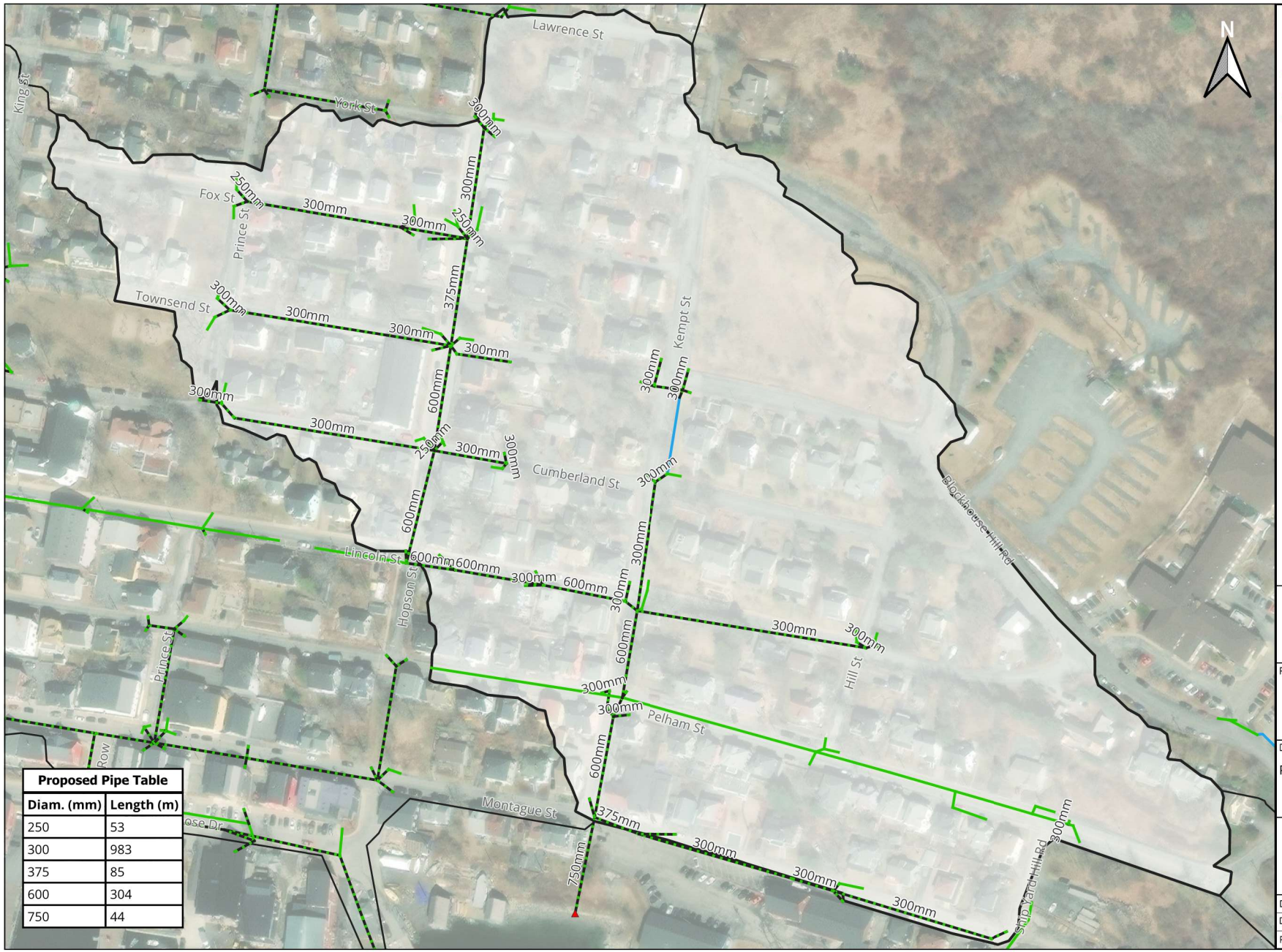
Storm System

- Storm Separation Project – Kempt – provisionally planned for design in 2027/28 and construction in 2028/29.
- Storm Separation Project – Prince & Hopson – provisionally planned for design in 2030/31 and constructed at some point following that.

Strategically, the Town will continue to seek opportunities to combine scopes where appropriate to include multiple disciplines – water, sanitary, storm, roadworks, etc. so that work can be performed cost effectively and minimize the construction impact to sections or neighborhoods within the Town.

Appendix

Kempt St Outfall Zone Map
Kempt St Outfall Zone Order of Magnitude Cost Breakdown



N

Legend

- Outfall
- Existing Storm
- Proposed Storm
- Surface

Proposed Pipe Table	
Diam. (mm)	Length (m)
250	53
300	983
375	85
600	304
750	44

Project:
Lunenburg Stormwater Separation Masterplan

Drawing Title:
Proposed Separated Storm Sewer Kempt Street

CBCL

Date:	2026-05-26	Scale:	1:1,613
Drawn:	JES	Approved:	BP
Project No:	251088.00	Figure No:	B-7

OPINION of PROBABLE CONSTRUCTION COSTS
Lunenburg Stormwater Separation Masterplan

Date:	15-03-2026
Project No.	251088.00
Prepared & Reviewed by:	JS/AE
Budget Class	Class D

(Based on CBCL Stormwater Model - dated 15-03-2026)

DRAINAGE AREA 8 - Kempt Street

SCHEDULE OF QUANTITIES AND UNIT PRICES

Item	Description		Unit	Unit Price	Qty	TOTALS	AREA TOTALS
1	**MOBILIZATION, BONDS, INSURANCE, PCM**		LS	10%	10%	$ 401,000	$ 401,000
2	**DEMOLITIONS & DISPOSAL ALLOWANCE**		LS	$ 15,000	1	$ 15,000	$ 15,000
3	**STORMWATER MANAGEMENT**						$ 3,988,210
	A. Pipe (Trench Reinstatement)						
	1 250mm PVC DR35		m	$ 1,700.00	54	$ 91,800	
	2 300mm PVC DR35		m	$ 1,940.00	984	$ 1,908,960	
	3 375mm PVC DR35		m	$ 2,700.00	85	$ 229,500	
	4 600mm Concrete CL-D65		m	$ 3,700.00	304	$ 1,124,800	
	5 750mm Concrete CL-D65		m	$ 3,570.00	45	$ 160,650	
	B. Structure						
	1 Manholes (1050mm Dia.)	Precast	ea	$ 6,800.00	20	$ 136,000	
	2 Manholes (1500mm Dia.)	Precast	ea	$ 12,000.00	9	$ 108,000	
	3 Manholes (1800mm Dia.)	Precast	ea	$ 15,000.00	1	$ 15,000	
	5 Catch Basins (750mm Dia.)	Precast	ea	$ 4,500.00	43	$ 193,500	
	6 Headwall Outfall	Cast-in Place	ea	$ 20,000.00	1	$ 20,000	
4	**ENVIRONMENTAL PROTECTION**		LS	$ 6,015	1	$ 6,015	$ 6,015
5	**DESIGN DEVELOPMENT CONTINGENCY ALLOWANCE - *Note 1***				40%		$ 1,764,090
6	**OPINION of PROBABLE COSTS w/o CONSTRUCTION CONTINGENCY**						**$ 6,175,000**
7	**CONSTRUCTION CONTINGENCY - *Note 2***				10%		$ 617,500
8	**OPINION of PROBABLE CONSTRUCTION COSTS c/w CONTINGENCY Excl HST**						**$ 6,800,000**

THIS OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. SUDDEN MARKET TREND CHANGES, NON-COMPETITIVE BIDDING SITUATIONS, UNFORESEEN LABOUR AND MATERIAL ADJUSTMENTS, UNFORESEEN SITE CONDITIONS, AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED. IT IS NOT A PREDICTION OF LOW PRICE. AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED. IT IS BASED ON THE DATE OF THIS BUDGET.

Note 1	This Design Development Allowance is to account for uncertainty in construction cost due to undefined design scope.
Note 2	The Construction Contingency is to factor in potential post tender Change Orders.

Subject: Electric Utility Capital Status Update

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

Date: October 6, COTW

Recommendation

That Council move this report forward to the October 14, 2026 Council Meeting for approval of the following motions regarding the 2026/27 Capital Budget for the Town's Electric Utility:

1. Approval of additional feeder upgrade projects:
    a. 81W-321 – Old Town Feeder for $130,000
    b. 81W-322 – Industrial/Blue Rocks Feeder for $120,000
2. Revise the budget for Knock Lane Upgrade to $250,000
3. Increase the Blue Rocks Feeder Upgrade (Sawpit Rd to Hospital Rd) Project to $250,000
4. Revise the budget for Green Street Double Circuit to $1,127,000
5. Approve the addition of Starr Street Substation (81W) Recloser installation for $10,525
6. Approve the addition of Starr Street Substation (81W) Bushing installation for $39,000

Background

Council approved the 2026/27 Capital Budget for the Town's Electric Utility on May 13, 2026.

Discussion

This report has been prepared to provide Council with a status update on the various capital projects for the Electric Utility in fiscal 2026/27.

Attached as **Schedule 1** you will find an updated five-year capital plan for the Electric Utility. Some projects are noted with strikeouts (deferrals) as the year in which they will proceed has been adjusted based on the work thus far this fiscal year. Additionally, any projects moved or changed are noted in red.

Project status notes have been provided by staff in consultation with our Electric Engineering Support firm of CIMA.

Updates of significance:

1. Green Street Substation approval, received August 31, 2026.
2. Distribution Transformer Upgrades (PCB Project) is summarized in Schedule 2
3. Knock Lane, the pricing for this project came in $50,000 higher than anticipated but is offset by saving in Blue Rocks project. At this time it is anticipated this work will be completed before November 30.
4. Blue Rock Feeder updates (Sawpit Rd to Hospital Rd), the pricing for this project came in lower than anticipated and is expected to be completed by November 30.

5. Green Street Double Circuit, staff and consultant will be working on NSEB capital approval submission this fall. Work timelines will depend on contactor availability.
6. 78W transmission, staff and consultant will be working on NSEB capital approval submission this fall. This work is from NSP service territory and is critical to being able to provide full load to HVH at end of construction. NSP has been advised that this is a top priority project for the Town of Lunenburg Electric Utility.
7. Substation Repairs – Since the late update to Council at the August 11, 2026 meeting, the Recloser has arrived and been installed. The bushing has also arrived and was installed the week of August 17th. At the time of writing this report the outage to bring the Main Starr Street Substation back online is scheduled for September 27, weather depending. Once the spare transformers are taken offline and assessed staff will provide a future report to Council on recommended maintenance of those transformers.

The overall total of the 5-year capital plan of $20,987,000 has not changed with work to date this fiscal, it is anticipated that the total capital expenditures for fiscal 2026/27 will be lower than originally budgeted which will result in deferrals of capital financing and interest savings for same.

Financial

As noted above.

Attachments
Schedule 1 – Electric Utility 5-year Capital Plan, revised with status notes
Schedule 2 – TOLEU PCB Project Status Report

Town of Lunenburg - Electric Utility
Capital Budget 2026/27 *approved on May 13, 2026*

Capital Status Update as of September 25, 2026 for the October 6, 2026 COTW Meeting

	2026/27 (Yr 1)	2027/28 (Yr 2)	2028/29 (Yr 3)	2029/30 (Yr4)	2030/31 (Yr5)	Status Notes
Electric Utility						
Routine Distribution						
Meters	$20,000	$200,000	$100,000	$100,000	$100,000	
Overhead Conductors	$230,000	$230,000	$230,000	$230,000	$100,000	
Poles & Fixtures	$105,000	$105,000	$105,000	$105,000	$75,000	
Services	$75,000	$75,000	$75,000	$75,000	$50,000	
Transformers - line	$150,000	$150,000	$150,000	$150,000	$100,000	
Street Lighting	$10,000	$10,000	$10,000	$10,000	$10,000	
	$590,000	**$770,000**	**$670,000**	**$670,000**	**$435,000**	These items are typically based on customer requests and emergency repairs, proceeding as expected at this point of the fiscal year
New Feeder Work						
~~Green St New Double Circuit~~	~~$1,427,000~~					
Green St New Double Circuit	$1,127,000					Working on approval submission and to receiving same from NSEB for this project by late fall, work timelines depending on contractor availability
Distribution Transformer Upgrade	$600,000					This is the PCB Transformer project, detailed update attached
Feeder Upgrades related to Distribution Transformers 81W-321 (Old Town)	$130,000					Feeder Upgrades to coincide with Transformer Upgrade project
Feeder Upgrades related to Distribution Transformers 81W-322 (Industrial/BlueRocks)	$120,000					Feeder Upgrades to coincide with Transformer Upgrade project
NS Power 78w feeder upgrade to Green St.	~~$400,000~~	$ 700,000				Working on approval submission and to receiving same from NSEB for this project by late fall, work timelines depending on contractor availability, this work is critical to being able to provide full load to HVH at end of construction

Town of Lunenburg - Electric Utility
Capital Budget 2026/27 *approved on May 13, 2026*

Capital Status Update as of September 25, 2026 for the October 6, 2026 COTW Meeting

	2026/27 (Yr 1)	2027/28 (Yr 2)	2028/29 (Yr 3)	2029/30 (Yr4)	2030/31 (Yr5)	Status Notes
~~Knock Lane Upgrade~~	~~$200,000~~					
Knock Lane Upgrade	$250,000					Budget increased by $50K, offset by $50K decrease for Blue Rocks work
~~Blue Rocks Feeder upgrade including Sawpit Road to Hospital Road~~	~~$300,000~~					
Blue Rocks Feeder upgrade including Sawpit Road to Hospital Road	$250,000					Budget decreased by $50K, offset by $50K increase for Knock Lane work, this work is only on the specific section of the Blue Rocks Feeder from Sawpit Road to Hospital Road and is to support winter loading
	$2,477,000	**$700,000**	**$0**	**$0**	**$0**	
New Substation						
~~New Substation design/re-design 30%~~	~~$100,000~~	~~$100,000~~				
New Substation design/re-design 30%	$50,000	$150,000				Budget decreased by $50K and deferred to 27/28, overall $200K not changed, approval for substation location/loading too longer than anticipated from NS-IESO which pushed this out some
New Substation design/re-design IFC Package		$200,000				
New Substation - New 20MVA 69kV/138kV - 12.47 kv Power transformer @ 81W		$750,000	$1,000,000	$750,000		
New HV Switches 69kv/138kv (3)		~~$195,000~~	$195,000			Moving to adjust for Substation Completion
New 69kv circuit Switcher		~~$150,000~~	$150,000			Moving to adjust for Substation Completion
New substation - land on Green St	$100,000					agree amount shouldn't be changed yet
New Substation - Yard Prep (overburden removal and fill, crushed rock)	~~$200,000~~	$200,000				land purchase could take into winter and site work not recommended during winter months
New Substation - foundation structures		$200,000				
New Substation -fence		$100,000				
New Substation -Site Drainage	~~$75,000~~	$75,000				land purchase could take into winter and site work not recommended during winter months
New Substation -15Kv Reclosers & associated equipment			$200,000			
New Substation -4 feeder exit cables 500 MCM U/G				$360,000		

Town of Lunenburg - Electric Utility
Capital Budget 2026/27 *approved on May 13, 2026*

Capital Status Update as of September 25, 2026 for the October 6, 2026 COTW Meeting

	2026/27 (Yr 1)	2027/28 (Yr 2)	2028/29 (Yr 3)	2029/30 (Yr4)	2030/31 (Yr5)	Status Notes
Studies Grounding (New sub)	~~$50,000~~	$50,000				land purchase could take into winter and site work not recommended during winter months
Studies Geoteck (New Sub)	~~$52,000~~	$50,000				land purchase could take into winter and site work not recommended during winter months
Studies Soil Resistivity test SRT (New Sub)	~~$45,000~~	$45,000				land purchase could take into winter and site work not recommended during winter months
Studies Protection Study (New Sub)		$50,000				
Studies CYME voltage profile (New Sub)		~~$50,000~~	$50,000			Required just prior to Substation coming on-line
Studies EIA if required (New Sub)	~~$100,000~~	$100,000				land purchase could take into winter
Studies NS IESO (New Sub)	$50,000					
SCADA, Communications (New Sub)				$100,000		
~~New Substation -Trenching and Conduit work~~	~~$100,000~~	~~$100,000~~				
New Substation -Trenching and Conduit work	$0	$200,000				land purchase could take into winter and site work not recommended during winter months
New Substation -Ground Grid		$150,000				
New Substation - Oil Containment		$200,000				
New Substation - Overhead Buss Work 15 kV			$250,000			
New Substation - Overhead Buss Work 69 kV			$250,000			
New Substation - Relaying, Protection, metering, battery bank			$200,000			
New Substation - Control Building			$200,000			
	$200,000	**$2,520,000**	**$2,495,000**	**$1,210,000**	**$0**	

Town of Lunenburg - Electric Utility
Capital Budget 2026/27 *approved on May 13, 2026*

Capital Status Update as of September 25, 2026 for the October 6, 2026 COTW Meeting

	2026/27 (Yr 1)	2027/28 (Yr 2)	2028/29 (Yr 3)	2029/30 (Yr4)	2030/31 (Yr5)	Status Notes
Existing Substation						
Existing Substation Yard Improvements (grass, grounding, crushed rock, etc.)		$100,000	$100,000			
Existing Substation Ground grid repairs		$100,000				
Existing Substation Buss work (5.33kv to 12.47 kv conversion accommodation)			$100,000			
Existing Substation Fence Repairs		$100,000				
Existing substation Yard upgrades					$500,000	
Starr St. Substation Power TX conversion to 15 kV	$118,000				$882,000	Recloser $53,475 + install $10525, total = $64,000. Bushing $15,000, installation $39,000, required significant equipment mobilization due oil removal, storage and re-instatement once repair work completed and re-testing of Tx and bushing, total $54,000.
	$118,000	**$300,000**	**$200,000**	**$0**	**$1,382,000**	
Feeder Upgrades						
81W-321 feeder upgrade (5.33 Kv to 15Kv standards)		~~$1,500,000~~	$1,370,000			Due to age of these feeder there were more repairs required to supporting structures than anticipated for the Tx project (Old Town)
81W-322 feeder upgrade (5.33 Kv to 15Kv standards)		$1,380,000	~~$1,500,000~~			Due to age of these feeder there were more repairs required to supporting structures than anticipated for the Tx project (Industrial/Blue Rocks)
~~81W-231 feeder upgrade (4.16 Kv to 15Kv standards)~~				~~$1,000,000~~		
81W-231 feeder upgrade (4.16 Kv to 15Kv standards)				$1,000,000		Victoria/Bridgewater Rd
~~81W-232 feeder upgrade (4.16 Kv to 15Kv standards)~~				~~$1,000,000~~	$0	
81W-232 feeder upgrade (4.16 Kv to 15Kv standards)				$1,000,000		New Town
~~81W-233 feeder upgrade (4.16 Kv to 15Kv standards)~~					~~$1,500,000~~	
81W-233 feeder upgrade (4.16 Kv to 15Kv standards)					$1,500,000	First Peninsula
	$0	**$1,380,000**	**$1,370,000**	**$2,000,000**	**$1,500,000**	
Revised Total	**$3,385,000**	**$5,670,000**	**$4,735,000**	**$3,880,000**	**$3,317,000**	
Approved Totals (May13/26)	**~~$4,387,000~~**	**~~$4,815,000~~**	**~~$4,470,000~~**	**~~$3,880,000~~**	**~~$3,435,000~~**	
Change	**($1,002,000)**	**$855,000**	**$265,000**	**$0**	**($118,000)**	
FIVE YEAR TOTAL					**$ 20,987,000**	

Town of Lunenburg Electric Utility

PCB REMOVAL PROJECT STATUS REPORT

CIMA+ project number: A0003039
24-09-2026

Town of Lunenburg Electric Utility

A0003060

PCB REMOVAL PROJECT STATUS REPORT

Prepared by: Darin Lamont,
Lead Engineer
Engineering License Number: 20200441



302–238A Brownlow Avenue, Dartmouth, NS B3B 2B4 CANADA T 902 468-4040

CIMA+ project number: A0003039
24-09-2026

1. Introduction

This report summarizes the existing status of the Polychlorinated Biphenyls (PCB) Transformers and removal for the Town of Lunenburg's Electric Utility (TOLEU) on the distribution system. Under subsection 16 (2) of the federal PCB Regulations, all pole-top electrical transformers containing PCBs in a concentration of 50 mg/kg or more may be used only until December 31, 2026. TOLEU further stated that the new equipment will be suitable for future system voltage upgrades, as TOLEU's is planning to upgrade the primary voltage of its existing distribution systems to 12 kV.

Transformers potentially containing PCB were identified by NS Power in a routine audit of the system by transformer color (green) and high voltage bushing type (side bushings).



Figure 1: Underslung Transformer with potential PCB's

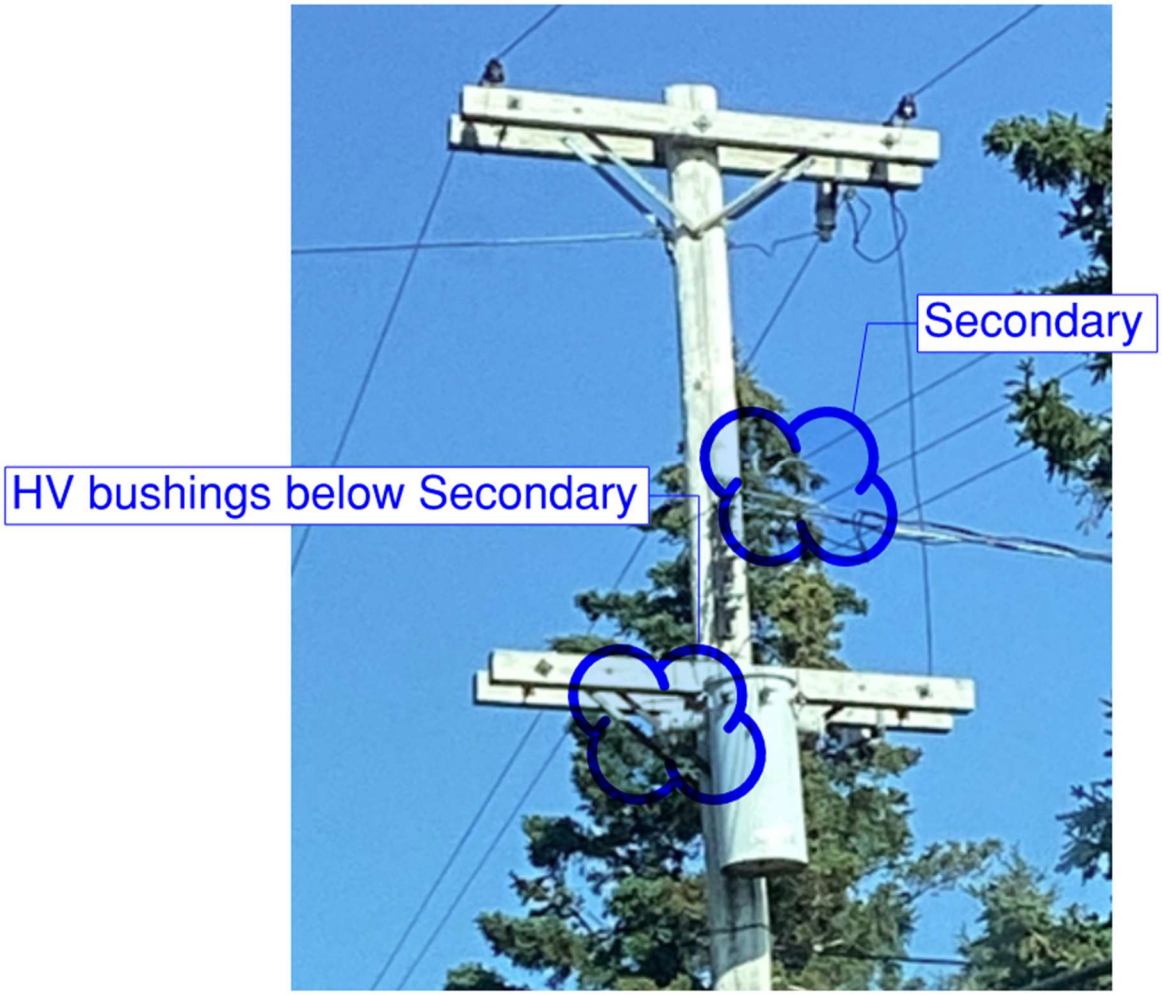
The project was approved in the 2026/27 Capital Budget for $600,000. All Town Electric Utility projects exceeding $250,000 also require approval from the Nova Scotia Energy Board. TOLEU sent an approval request in May and after interrogatories back and forth TOLEU received formal approval on August 4, 2026.

2. Existing Conditions

In total 60 locations were identified that **may** contain potential PCB transformers on the five feeders currently in service. TOLEU had several meetings with NSP to discuss the path forward and it was determined that NSP did not have the resources to complete this task.

TOLEU reached out to K-Line who is one of the authorized Line contractors approved by NSP to work on the distribution system under the current TOL-NSP contract.

K-Line completed an audit of all locations to determine what is required at each site. Many of the locations additionally require poles to be changed out as they are too short (underslung transformers as shown in photo below), and along with this the associated hardware requires upgrading to 12kV.



3. Current Status

Bridgewater Feeder (81W-231)

This feeder included 11 locations for the replacement of transformers with potential PCB. However, upon removal and testing only one of these sites was found to actually have PCBs greater the allowable limit of 50ppm. This unit was sent to Stark Oil for disposal.

The total cost of the work on this feeder was **$75,000**.

Industrial/Blue Rocks Feeder (81W-322)

This feeder includes 22 locations for replacement of transformers. To date 10 of these locations have been upgraded and one of these locations had a transformer that was found to have a PCB limit greater than the allowable limit of 50ppm. This unit was also sent to Stark Oil for disposal.

The total cost for the for transformer upgrades are expected to be **$150,000**.

As additional feeder assessments were completed it was noted that this feeder requires more improvements than originally assessed, therefore an additional **$120,000** has been added to support this transformer project.

Old Town Feeder (81W-321)

This feeder includes 26 locations for the replacement of transformers, associated equipment and hardware. This feeder was noted to start in October after the high tourist season.

The total anticipated cost for transformer upgrades **$177,000**.

As the Old Town feeder has also been noted as requiring more feeder improvements than originally assessed **$130,000** has been added for this feeder.

New Town / Mason's Beach Feeder (81W-232)

This feeder includes 12 locations for the replacement of transformers, associated equipment and hardware. The total anticipated cost for this work is **$82,000**.

First Peninsula Feeder (81W-233)

This feeder includes 17 locations for the replacement of transformers, associated equipment and hardware. The total anticipated cost for this work is **$116,000**.

4. CIMA's Recommendation

It is recommended that we continue to proceed as planned, and as the timeframe gets closer to the deadline, we will reach out to Department of Environment regarding our progress to date and our plan to completion.

Delays occurred early in the project with procurement of transformers. Our contractor is committed to work on this project and to complete as much work as possible by the end of December 2026. The impact on the capital as been taken into consideration.

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 *if this is too much perhaps this considered in a different year per Council discussion~~ • 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	