TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, November 24, 2026| 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street

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

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

1. **CALL TO ORDER**

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

3. **ADDITIONS/ DELETIONS TO AGENDA**

4. **APPROVAL OF AGENDA**
   4.1 November 24, 2026 Council Meeting Agenda

   Recommendation: That Council approve the agenda for the November 24, 2026 meeting as presented.

5. **APPROVAL OF MINUTES**
   5.1 November 10, 2026 Meeting Minutes

   Recommendation: That Council approve the November 10, 2026 meeting minutes as presented.

6. **PRESENTATIONS**

7. **PUBLIC INPUT AND QUESTIONS – 20 MINUTES**
   - Each person is limited to 3 minutes
   - Each person must state their name
   - Questions or comments are directed to the Chair
   - Comments and questions are open to any municipal matter

8. CORRESPONDENCE

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

8.1 Lunenburg Pride – Thank you

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Council update on Committees 2026/2027

Recommendation: That Council approve its 2026/27 committee appointments as presented in Attachment A.

Alternatives

- Alter Council's committee list by adding committees or removing committees not required by legislation.
- Refer this item to the Committee of the Whole for further discussion.

11.2 LAFF Policy Update

Recommendation: That Council give notice that at its December 8, 2026 meeting, Council may consider the approval of the Lunenburg Athletic Facility Fund (LAFF) Policy as presented in the agenda package of November 24, 2026.

Alternatives

- Not approve the request
- Approve the request with revisions

11.3 LCAAC request for appointment

Recommendation: That Council appoint Amy Chrysler and Karalee Crawford to the Lunenburg County Accessibility Advisory Committee for a term of three years from January 1, 2027, to December 31, 2029, and to appoint Elizabeth Guildford for a term of two years beginning immediately and ending September 30, 2028.

11.4 Monthly Chief Report – October 2026

Recommendation: This is an information report for Council

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

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

14. MOTION ACTION LIST

15. CLOSED SESSION

15.1 Contract negotiations

15.2 Tenant leases

Recommendation: That Council move into closed session at _____ p.m. to discuss agenda items

16. ADJOURNMENT

November 10, 2026

COUNCIL MEETING MINUTES
TOWN OF LUNENBURG

Tuesday, November 10, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber

Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton and Alison Strachan
Also present	Lisa Dagley, Interim CAO/Director of Finance Marc Kiely, Director of Community Development Jamie Deans, Communications and Events Coordinator
Announcements	Mayor Jamie Myra noted the Remembrance Day service at the Lunenburg Cenotaph tomorrow at 10:45am. Mayor Myra also welcomed Lisa Dagley, new interim CAO, and congratulated Councillor Greek on becoming a new dad.
Call to Order	The Chair called the meeting to order at 6:02 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Additions/Deletions to Agenda	None
Approval of Agenda	**Councillor Strachan moved** and **Councillor Babineau seconded** that Council approve the agenda for the November 10, 2026, meeting as presented. **Motion carried unanimously**
Approval of Minutes	**Councillor Babineau moved** and **Councillor Strachan seconded** that Council approve the October 27, 2026 Council meeting minutes as presented. **Motion carried unanimously**
Presentations – South Shore Public Libraries	Ashley Nunsmith, CEO and Chief Librarian of South Shore Public Libraries, presented an overview of library services. Council heard that demand for library services continues to increase while funding has remained relatively flat and operating costs have risen. South Shore Public Libraries will be requesting a 10% increase in municipal contributions beginning in 2027 and is also advocating for additional provincial funding. Council agreed to move the request for funding increase forward to future budget deliberations.

Public Input	None
Correspondence	Council received a "Thank You" letter from Be the Peace Institute.
Confirmation of appointment of Interim CAO	**Councillor Strachan moved** and **Deputy Mayor Bailey seconded** that Council confirm the appointment of Lisa Dagley to the position of Interim CAO, effective October 30, 2026. **Motion carried unanimously**
Appointments of Development Officers and Planners from MODL	**Councillor Strachan moved** and **Councillor Babineau seconded** that Council appoint the following Municipality of the District of Lunenburg (MODL) staff and Town of Lunenburg Director of Community Development as Development Officers for the Town of Lunenburg pursuant to the Nova Scotia Municipal Government Act: • Norma Schiefer • Alan Howell • Emma MacDonald • Ella Gindi • Rosemary Young • Jeff Merrill • Melissa Deveau • Marc Kiely **Motion carried unanimously**
Notices of Motion, Information Requests and Councillor Reports	Council had no notice of motions. Council members provided updates on recent community events, meetings, and activities noting attendance at the UNESCO corridor session and Nova Scotia Federation of Municipalities (NSFM) fall conference. It was noted that 7500 visitors were received at the Knaut-Rhuland House. The well received RISE campaign is coming to an end. Knaut-Rhuland House and Lunenburg Heritage Society are hosting "Lunenburg Christmas Through the Ages" house tour. Council mentioned the recently adopted Korean War commemorative event taking place the day before Remembrance Day.
Items for Consideration at COTW	The November 17, 2026 Committee of the Whole meeting had been cancelled. The next Committee of the Whole meeting is scheduled for Tuesday, December 1, 2026.

Motion Action List	Council was provided the Motion Action List.
Closed Session	**Councillor Babineau moved** and **Councillor Greek** seconded that Council move into closed session at 6:35p.m. for agenda item 15.1 Legal and 15.2 Personnel, as permitted under the Municipal Government Act. **Motion carried unanimously**
Open Session	**Councillor Strachan moved** and **Councillor Babineau seconded** that Council return to open session at 7:42p.m. There was no report from the closed session. **Motion carried unanimously**
Adjournment	There being no further business, **Councillor Babineau** moved that Council meeting adjourned at 7:43 p.m. **Motion carried unanimously**

_____

Minutes were read and approved.

8.1

THANK YOU



2026

Lunenburg PRIDE

GO PROUD

RECEIVED
NOV 12 2025

Maggie

Support from people like
you helps us bring
Pride Week to
Lunenburg County
year after year.

Thank you for helping us make 2026 a success!

Annie

Elliot

TONY

Eva

Subject: Council Committee Appointments

From: Lisa Dagley, CPA, CGA, Interim CAO/Finance Director

Date: November 24, 2026 Council Meeting

Recommendation

That Council approve its 2026/27 committee appointments as presented in Attachment A.

Alternatives

- Alter Council's committee list by adding committees or removing committees not required by legislation.
- Refer this item to the Committee of the Whole for further discussion.

Background

Following the Town's Committee Policy an annual review of the Committee Appointments is required, see Attachment A for proposed appointments for 2026/27.

Please note the External Committees will be reviewed at a future meeting.

Relevant Legislation

Municipal Government Act.

Financial

Council members do not receive additional payment for attending committee meetings.

Communications

Council committee appointments will be available on the Town's website.

Attachments

Attachment A – 2026/27 Council Committee Appointments

Town of Lunenburg

Council appointments to Committees and Organizations

2026 – 2027

Internal Town Committees or Working Groups

Committee Name	Appointed Councillors
Audit Committee	All Councillors
Committee of the Whole	All Councillors
Heritage Advisory Committee	Babineau & Strachan
Planning Advisory Committee	Bailey, Dauphinee & Babineau
Protective Services Committee	Myra, Greek, Dauphinee & Bailey
Source Water Protection Advisory Committee	Fullerton & Strachan
Community Grant Committee	Bailey, Greek, Strachan

Inter-Municipal Committees

Committee Name	Appointed Councillor(s)	Alternate
Lunenburg County Accessibility Advisory Committee	Fullerton	Dauphinee
Region 6 Solid Waste Management Committee	Greek	Fullerton
Lunenburg County Regional Emergency Management Organization (REMO) Advisory Committee	Myra & Bailey	Fullerton
South Shore Regional Public Library Board	Strachan	Babineau

Partner Committees

Organization Name	Appointed Councillor(s)
Trustees of Lunenburg Common Lands	Greek & Bailey
Lunenburg County Seniors Safety Advisory Partnership	Dauphinee

Committees Policy

Date adopted by Council: October 24, 2023

1. POLICY STATEMENT

The Town of Lunenburg recognizes the importance of fostering strong relationships with residents, regional partners and neighbouring municipalities through participation on committees, which can help address and advise on shared challenges, leverage opportunities, and promote regional cooperation.

2. PURPOSE

The purpose of the Committees Policy is to establish a framework that governs the creation, operation, and oversight of committees formed by Council. This policy also directs Council participation and representation on partner, inter-municipal or external committees and boards not led by the Town of Lunenburg.

3. APPLICABILITY

This policy applies to all Town of Lunenburg Council Committees. This policy also applies to councillor appointments to partner, inter-municipal or external committees and boards.

4. COMMITTEE DESCRIPTIONS

Council Committees are typically composed of Town of Lunenburg residents and councillors and are responsible for conducting research, making recommendations, and advising on matters within their designated scope to be brought forward to Council.

Inter-municipal committees are specialized committees established through formal agreements, such as inter-municipal service agreements, regional bylaws or other contractual arrangements where Council members from different municipalities, and possibly other stakeholders, come together to address specific matters of regional or shared interest.

Partner committees are committees where Council collaborates with municipal partners or other stakeholders by invitation, formal agreements, or other service agreements.

External committees are independent committees or organizations outside the direct jurisdiction of Council. Council may choose to participate in these committees upon request.

Task force is a temporary and specialized group convened by Council to address a specific, complex issue within a defined timeframe. Task forces typically comprise subject matter experts, relevant stakeholders, staff and Council members. They aim to conduct in-depth research, analysis, and collaborative problem-solving to generate recommendations or solutions for Council's consideration. Once the task force's objectives are met, it is disbanded.

5. COUNCIL COMMITTEES

Current Council Committees are outlined in Appendix A. Appendix A may be modified through a motion of Council and does not require an amendment to this policy.

6. CREATION OF COUNCIL COMMITTEES

New Council Committees may be created by a motion of Council. A notice of motion is required before Council votes on creating a committee.

The following factors may trigger the creation of a new committee:

- Public issues or trends;
- Legislative requirement;
- Council request; or
- Staff request.

Council may appoint special Task Force committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that task force as determined by Council. In appointing a Task Force committee, Council and the Chief Administrative Officer will create clear terms of reference, a schedule for the Task Force committee to report, and the procedure to select a Task Force chair.

7. DISSOLUTION OF COUNCIL COMMITTEES

Council Committees may be dissolved by a motion of Council. A notice of motion is required before Council votes on dissolving a committee.

The following issues may trigger the dissolution or completion of a committee:

- Completion of mandate;
- Resolution of issues;
- Merger with another committee;
- Annual review process;
- Council request; or
- Staff request.

8. COUNCILLOR APPOINTMENTS

The Mayor and the Chief Administrative Officer will recommend and review councillor appointments to committees annually in October. Recommendations will be based on Council member interests, committee needs, and Council member scheduling conflicts, along with other considerations that may be relevant (such as family and work commitments). The Mayor and the Chief Administrative Officer will strive to bring forward equitable and fair recommendations to all Council members and distribute the workload amongst all Council

members.

During the annual review, councillors do not need to be reappointed to existing appointments if there are no recommended changes.

Once appointed to committees, Council members are expected to attend and be fully committed to each committee they are appointed to.

The Mayor is an ex-officio voting member on all Committees of Council. However, the Mayor may only vote at these meetings if the Committee lacks quorum.

Council's current appointments are outlined in Appendix A. Appendix A may be modified through a motion of Council and does not require an amendment to this policy.

9. COUNCIL APPOINTMENTS TO PARTNER, INTER-MUNICIPAL OR EXTERNAL COMMITTEES AND BOARDS

Council may participate or be required to participate on committees with municipal partners or other partners via request or through inter-municipal service agreements, other service agreements, regional bylaws, or similar documents.

Council may choose to participate in external committees upon request. When considering a request to sit on an external committee, Council will consider the potential value to the Town and the requesting committee's alignment with Council's interests and priorities.

Any invitation to participate in a partner, inter-municipal or external committee will be considered at a Council meeting.

Council will not appoint any members to any committee with a potential conflict of interest or a perceived conflict of interest between the community group or organization and Council.

Councillors appointed to partner, inter-municipal or external committees will report any updates or recommendations that may require Council's consideration.

10. VOLUNTEER PARTICIPATION BY COUNCILLORS

Council members may volunteer their time to serve on external committees not directly affiliated with Council or the Town of Lunenburg. In such cases, they will do so in a personal capacity as volunteers or citizen representatives, independent of their roles as Council members. This volunteer participation is subject to the following conditions:

- Council members must disclose their intent to participate as volunteers to Council, including details of their involvement, before joining the external committee;

- Council members participating as volunteers or citizen representatives must avoid any actions or decisions that create a perceived conflict of interest or compromise their impartiality as Council members; and

- While serving as volunteer or citizen representatives, Council members must clearly state that they do not represent Council's official position or make decisions on its behalf.

11. CITIZEN APPOINTMENTS TO COMMITTEES OF COUNCIL

Citizen committee members must be residents of the Town of Lunenburg. Exceptions can be made by Council if there are insufficient Town resident applicants. In the case of insufficient Town resident applicants, Council may consider applicants from Lunenburg County.

No citizen shall serve concurrently on more than one Council Committee to encourage a broad degree of citizen involvement. Exceptions can be made by Council if there are insufficient applicants.

Citizen members must be at least 18 years old unless Council or the Committee is seeking a youth representative.

Citizen member appoints will be for two-year terms unless otherwise specified in a committee's terms of reference.

Citizen members may serve for up to two consecutive terms. Citizens who have served two consecutive terms are ineligible for reappointment for one calendar year after their most recent term expires unless there are no other qualified applicants. In this case, the citizen may be reappointed three months after their most recent term expires.

Without written approval from the Committee, any member absent from three consecutive committee meetings will cease to be a member.

Town of Lunenburg employees (full or part-time) are not eligible to serve as a member of a Committee of Council.

12. COUNCIL COMMITTEE HONORARIUM

Citizens appointed to a Council Committee may receive an annual honorarium as allocated in the Town's annual operating budget.

13. GENERAL REGULATIONS

Terms of reference for Council Committees and any amendments to a Committee's terms of reference must be approved by a motion of Council.

All committees will meet in accordance with its terms of reference.

When necessary or applicable, following a Council Committee meeting, an appointed councillor will provide a meeting update at the next regularly scheduled Council meeting.

Council Committees will be chaired by an appointed Councillor unless otherwise legislated or voted on by the respective Committee.

Committee meetings, minutes and records are open to the public.

The role of all committees is limited to advising Council. No committee has the power to commit the Town to either spend money or take any particular action.

No committee member will give specific directions to any staff member at any committee meeting. The responsibility for giving specific directions to staff will reside with Council through direction to the Chief Administrative Officer.

14. TOWN RESOURCES

For committee purposes, Council Committees may utilize the following Town resources unless the Chief Administrative Officer determines that there are insufficient resources:

- Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
- External services or expenses reasonably necessary and budgeted;
- Town staff advice and support; and
- Other resources reasonably necessary and budgeted.

15. COUNCIL'S ROLES AND RESPONSIBILITIES

Council will:

- Appoint citizen members to committees of Council.
- Annually review Council member appointments to all committees.
- Review requests for Council representation on partner, inter-municipal and external committees.
- Approve Terms of Reference for each Committee of Council.
- Provide relevant committee updates at regular Council meetings.

16. CHIEF ADMINISTRATIVE OFFICER (CAO)'S ROLES AND RESPONSIBILITIES

The CAO will:

- Appoint a staff member or members as a liaison/resource member to all committees.
- Review all Council Committees minutes and highlight any items that require Council's attention.
- Help or delegate staff to help develop Terms of Reference for new Council Committees or task forces.
- Designates roles for staff to help administer this policy and administrative procedures.

TOWN OF LUNENBURG
Clerk's Annotation for Official Policy Book

Policy: Committees Policy

Date of Notice to Council: October 10, 2023

Date of Adoption: October 24, 2023

I certify that this Policy was adopted by Council as indicated above.

_____
Municipal Clerk
Date: October 25, 2023

1. STAFF ROLES AND RESPONSIBILITIES

The Municipal Clerk or designate will:

- Publicly advertise vacancies on Committees of Council.
- Keep track of applications and membership terms.
- Maintain application forms.
- Strive to have all committee agendas circulated to committee members and posted for the public one week before a meeting.
- Work with all departments to ensure a recording secretary is available for all committee meetings.
- Ensure that the minutes of each meeting are forwarded to all committee members.
- Maintain all records of Council Committees.
- Provide advice on Committee procedural matters.

Subject: Lunenburg Athletic Facility Fund (LAFF) Proposed Changes

From: Lisa Dagley, CPA, CGA, Interim CAO/Finance Director

Date: November 24, 2026 Council Meeting

Recommendation
That Council give notice that at its December 8, 2026 meeting, Council may consider the approval of the Lunenburg Athletic Facility Fund (LAFF) Policy as presented in the agenda package of November 24, 2026.

Alternatives
- Not approve the request
- Approve the request with revisions

Background and Discussion

At the September 1, 2026 Committee of the Whole Meeting staff presented a report seeking direction regarding updating the Lunenburg Athletic Facility Fund (LAFF) Policy to allow for donations through an investment account with capital dividends. Direction was given to review and update the existing LAFF policy to reflect any new donation mechanisms and to address outdated provisions.

An updated Policy for LAFF is attached together with the original as adopted on August 25, 2008. The significant changes to allow for donations through a capital dividend account have been highlighted for ease of Council review.

The revisions to the LAFF will make possible donations to the fund from a capital dividend account. This type of account allows private corporations to donate securities via direct transfer rather than solely cash transactions. There is significant upside from a tax perspective for the donor with regards to capital gains, many registered charities within Canada regularly receive these types of donations.

As noted in the September 1 report from an MGA and charities perspective the Town is able to accept shares instead of just cash however, to facilitate these types of transactions the Town will have to open an investment account in order to receive the shares that would then be immediately sold to convert to the transfer the cash. As this change requires the opening of an investment account Council approval is required before proceeding.

There are no proposed changes to current LAFF approval processes.

Strategic Plan Relevance
Town of Lunenburg Strategic Priorities – 2026/27, Governance and Planning: Turning Vision into Action.

Relevant Legislation
The Town of Lunenburg publishes a list of the organizations and the amounts each received as a grant or contribution as required by the Municipal Government Act.

The Town's Policy Development and Review Policy, adopted 2023-01-24, copy attached.

Financial

While any additional costs for these LAFF changes will be covered from the Fund there will also be an additional administrative burden.

Attachments
- Proposed New LAFF Policy (Attachment #1)
- Prior LAFF Guidelines and Application form (Attachment #2)
- Policy Development and Review Policy (Attachment #3)

Town of Lunenburg

Lunenburg Athletic Facility Fund (L.A.F.F.) Policy

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

DRAFT

10. Council shall annually publish a list of the organizations and the amounts each received as a grant or contribution from this Fund as required by the Municipal Government Act.
11. Receipts and receipt books shall be under the supervision and control of the Town Treasurer or designate.

DRAFT

TOWN OF LUNENBURG

LUNENBURG ATHLETIC FACILITY FUND (LAFF)

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

I. APPLICANT

Your Organization: _____
(Must be an Athletic or an Athletic and Social Organization)

Contacts : _____

Address: _____

_____

_____

_____

Phone: _____

E-mail: _____

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

_____

_____

_____

_____

III. TYPE OF ORGANIZATION

Are you a registered charity? ☐ YES ☐ NO

If yes - Registration # _____

Type of Organization : ☐ Profit ☐ Not for Profit

Facility use is: ☐ Private ☐ Public
(Members & Guests)

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

(If registered please provide current documentation)

Date Incorporated : _____

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

IV. LEADERSHIP

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

V. FINANCIAL INFORMATION

Fiscal year end : _____ , 20 ___ .

Attach a copy of your latest financial statement.

VI. SERVICES PROVIDED TO THE COMMUNITY

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

_____

VII. DISPOSITION OF ASSETS UPON WINDUP

If Organization ceases to operate, where do assets go? (Must be mentioned in Articles or Constitution) _____

_____

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

VIII. INSURANCE

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

IX. PROJECT DETAILS AND FINANCING

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

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

Benefits to the Town of Lunenburg and its citizens :

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

X. REQUESTED LAFF GRANT

Assistance Requested _____

XI. LAFF FUNDRAISING DETAILS

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

☐ YES ☐ NO

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

☐ YES ☐ NO

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

If yes, provide details _____

_____

_____

_____

_____

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

Date of Application _____

Signature _____

Print Name & Position _____

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

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

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

1. The Town of Lunenburg shall establish an athletic facilities fund known as the **L**unenburg **A**thletic **F**acility **F**und (LAFF).

2. The fund shall be a segregated fund administered by the Town of Lunenburg.

3. Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Town with a direction that the donation(s) be added to the LAFF.

4. The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Town from time to time.

5. A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to the donor.

6. Council may by Resolution:

   A. Make a grant or contribution from the LAFF to any “not for profit” athletic, or athletic and social, organization in the Town operating facilities located on Town owned land; or
   B. Expend money on athletic, or athletic and social, facilities owned by the Town.

7. Grants or contributions to an organization (or utilization of funds by the Town on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Provided that notwithstanding the foregoing, fencing, playgrounds and playground equipment shall be deemed to be qualified expenditures.

8. The athletic and social organization, as referred to in number 6 must make a written application to the Town for a grant or contribution, enclosing a specific description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and demonstrating that the organization is a Not For Profit Organization. A grant or contribution would be paid either after completion of the capital project or, in the discretion of the Council, through progress payment after satisfactory proof of completed work.

9. Council may request that the Lunenburg War Memorial Community Center Committee (or other committee of the Town) receive, review, report upon and make recommendations to Council for grants or contributions to qualified organizations (or make recommendations to Council for capital expenditures by the Town on athletic (or athletic and social) facilities owned by the Town.

10. Council shall annually publish in a newspaper circulating in the Town a list of the organizations and the amounts each received as a grant or contribution form this Fund as required by S.65 (au) of the Municipal Government Act.

11. Receipts and receipt books shall be under the supervision and control of the Town Treasurer or designate.

Policy Title: Policy Development and Review

Date adopted by Council: January 24, 2023

1. POLICY STATEMENT

The Town of Lunenburg will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures should be current, functional and readily accessible to the public.

Policies and procedures ensure that a point of view held by the Town of Lunenburg is translated into steps that result in an outcome compatible with that view and that policies are being met through the day-to-day operations of staff.

2. PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of Council and staff with respect to policy development, implementation, evaluation, and review of policy effectiveness.

Policies and administrative procedures are to be written in a manner so that the intent of each may be known, understood and implemented correctly and completely.

3. SCOPE

This policy applies to all Town of Lunenburg policies and procedures.

4. DEFINITIONS

"*Administrative Procedures*" means specific written processes that operationalize a policy; and are developed by the Town's Management Team. Procedures that are created, amended or deemed to be obsolete require the approval of the Chief Administrative Officer.

"*Policy*" means the commitment and direction of Council regarding matters of governance, public service, programs and standards of performance for the Town, based on Council's values, priorities and strategic direction. A Council resolution is required to approve Council policies that are created, amended or rescinded.

5. RESPONSIBILITIES

Council

Council will:

- Consider key issues for policies and direct action to create policy recommendations.
- Ensure policies address issues within the realm of governance, such as, but not limited to legal liability, financial accountability, functions of Council and the public image of the Town of Lunenburg and its Council.
- Approve new policies, policy amendments and the rescinding of policies.
- Review existing Council policies at least once every four years.

Chief Administrative Officer (CAO)

The CAO will:

- Ensure policies and accompanying administrative procedures are reviewed every four years from the date adopted by Council.
- Approve administrative procedures which accompany policies.
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation.
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation.
- Consider key issues for policies and prepare options and recommendations for Council to review.

Department Directors and Managers

Department Directors and Managers will:

- Implement policies.
- Review all policies and procedures, in respective areas of responsibility, to ensure they are current and prepare amendments when required.
- Conduct research on the policy issue.
- Identify the need for the creation of a policy and procedures.
- Advise the Municipal Clerk of proposed new and amended policies.
- Submit proposed or amended policies to the CAO for submission to Council for review and approval.

Municipal Clerk

The Municipal Clerk will:

- Facilitate the creation, discussion and research of policies and procedures.
- Provide initial direction, assistance and advice on the format of policies and procedures.
- Ensure proposed or amended policies and procedures conform to a common format.
- Establish, maintain and control the organization of policies.
- Ensure policies receive Council approval.
- Ensure administrative procedures receive approval from the CAO.

- Ensure all policies and administrative procedures are published, maintained and updated on the town's website.
- Ensure copies of policies and administrative procedures are available upon request by the public, staff and Council members.

6. POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE

With the CAO's approval, the Municipal Clerk will determine and maintain the categorization and organization of policies and procedures. This categorization and organization may be amended when required.

7. REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES

Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier. Council or staff may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

The Municipal Clerk will notify departments in a timely manner when a policy is due for review, however, it is up to affected directors and/or managers to bring forward policies for review and, if applicable, amendment by Council, and administrative procedures for review and, if applicable, amendment by the CAO.

8. GENERAL

In the event of an emergent situation or any other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations as well as Town bylaws and policies.

TOWN OF LUNENBURG
Clerk's Annotation for Official Policy Book

Policy: Policy Development and Review

Date of Notice to Council: January 10, 2023

Date of Adoption: January 24, 2023

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date: January 25, 2023

Lunenburg County Accessibility Advisory Committee (LCAAC)

November 9, 2026

Municipal Councils of:
Town of Mahone Bay
Town of Bridgewater
Town of Lunenburg
Municipality of the District of Chester
Municipality of the District of Lunenburg

RE: Appointment of Lunenburg County Accessibility Advisory Committee Community Members

Dear Members of Council,

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has three vacancies for community members. There are two, three-year terms and a third vacancy due to a member resignation with term ending September 39, 2028.

On November 9, 2026, the Lunenburg County Accessibility Nominating Committee reviewed the applications received from the public call for volunteers and makes the following recommendation to the five Municipal Councils in Lunenburg County:

To appoint Amy Chrysler and Karalee Crawford to the Lunenburg County Accessibility Advisory Committee for a term of three years from January 1, 2027, to December 31, 2029, and to appoint Elizabeth Guildford for a term of two years beginning immediately and ending September 30, 2028.

With regards,

Ellen Johnson, MSc(OT), OT Reg(NS)
Regional Accessibility Coordinator
ejohnson@chester.ca
902-277-0456

Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478
Lunenburg, Nova Scotia
634-8343 Fax –634-4145
Chief Darren Romkey
Cell- 212-0476
firechief@townoflunenburg.ca

Chief Report for October 2026

Calls
There were 9 calls this month including.
3 calls in the District (2 Alarms, 1 debris)
5 calls in Town (4Alarms, 1 Vehicle)
1 Mutual Aid (Martins River)

Total of 183 personnel responded to 9 hours.
Averaged 20.3 members per response
183 total personnel hours were spent responding to calls

0-Medical
0-Town
0-District
Total of 0 members responded to 0 hours, total 0 personal hours

Training

Total of 38 members attended 20 hours of training for a total of 116 hours of training.
We also have a number of members taking on line courses that are not included in these numbers.
Training included Pump Operations, Junior, MFR, Boat Operators, SCBA, Level 1 and training
Also hours of individual on line undocumented courses

Misc Operational

158 members attended 26 hours of activities for a total of 380 personal hours were spent on misc and operational duties this month.
This included various meeting, truck checks, administration, truck maintenance, Fire prevention Week activities and Halloween stand by.

Total of 679 personnel hours this month.
There are several hours put in by myself and members that are not recorded

HIGHLIGHTS

Oct 3rd-The Auxilary held a breakfast with members helping out. They served over 250.
Trucks were on display in front of the hall during the breakfast for people to see and ask questions.

Oct 4th-Church service at the United church, followed by the Monument service.
Names were read of Honorary members past from 2017 to 2026.
No names were added to the monument for 2026.
Social after the service at the hall.

Oct 6th-Fire drills at Blockhouse Hill apartments, and Cornwallis Street apartments.

Oct 7th-Mutual Aid parade held in Bridgewater.

Oct 8th-Open House. Good turn out from the public to see our equipment, watch a vehicle extrication demo by the juniors, and ask members questions.
Hamburgers and Hot Dogs were given out.

Oct 9th - Fire Prevention week golf tournament.
Instead of members picking their own teams, all playing have their names placed in a hat and drawn randomly. This gives members a chance to connect where they normally wouldn't have chance to get together.
Not sure who won because nobody kept score!!
Social at the hall afterwards.

Oct 26th-Fire Prevention week Bluenose Academy had to be post poned to this date.
Members and trucks from Riverport and Dayspring also attended.
Smoke detectors are given out to grade primary students, where Riverport and Dayspring buy those students from their coverage area, and we buys ours

Oct 31st-a truck and members gave out treats on Centennial Ave, than went back to the hall to do stand by.
There were no calls. This is the 25th anniversary of the Halloween night Anglican church fire and there has been no Halloween related calls since.

Darren Romkey

Fire Chief

Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Nov. 2026 – Jan. 2027)

PRIORITY B = Action within 6 months (Feb. 2027 – Apr. 2027)

PRIORITY C = Longer-term (Beyond Apr. 2027)

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, In process as of October 2026 with Consultants	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**	Oct 27, 2026 Update: Staff are working with FOTENN Consulting on the background review of the MPS and LUB. Anticipating discussions with Council and consultations with HAC, PAC, Staff and the public into November. Staff are meeting Oct 30 to review next steps with FOTENN.
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	Public Works	**PRIORITY A (in progress)**	October 27, 2026 Update: Staff have been reviewing

		Street, based on available traffic study data and exploring the 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.			traffic monitoring data and will be preparing a report for Council. Data has been sent for feedback by the RCMP. Additionally, a review of the new regulations of the Traffic Act will impact processes associated with speed limit reductions and will be highlighted in the upcoming report.
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**	October 15, 2026. Staff and members of the Grant Sub-Committee met to review the Sponsorship Policy, Special Events Policy, and Community Grant Policy. Staff will be working on an updated version to bring forward to Council within the next few months and look for approval before April 1, 2027.
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 A**	October 6, 2026, Update: Council has requested to start the discussion on the Cemetery prior to budget processes. A report to start the discussion on the Cemetery is scheduled for

					November. The item was moved from Priority B to A at the request of Councillor Fullerton.
Draft Lunenburg Certificate of Recognition Policy	October 10, 2026	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 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.		**PRIORITY A**	October 10, 2026 Update: Staff have received direction from Council on changes and updates to the proposed Policy. Staff will work to bring to the December 2026 COTW.
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	Municipal Clerk/ Community Development	**PRIORITY B**	October 27, 2026 Update: Staff are working on the review of the Vending By-Law with processes to bring to Council for review in early 2027. This By-Law also has links to the MPS and LUB and should be

		not be rushed, particularly given seasonal considerations and engagement with the business community.			reviewed in similar processes.
Lunenburg Athletic Facility Fund Policy Update	September 1, 2026	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 also discussed the need to review and update the existing LAFF policy to reflect any new donation mechanisms and to address outdated provisions.	Finance		October 27, 2026 Update: A report with suggested changes to the LAFF Policy will be brought forward to the COTW meeting November 17, 2026.
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**	Community Development has a Traditional Knowledge Study budgeted to be completed before March 31, 2027. This will help provide steps and processes associated with indigenous consultations and build steps to review the Cornwallis St. renaming process.
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**	September 22, 2026. Council directed staff to review options for the banner policy following the request for banners by Doc

					Fest. This request could reflect on further banner requests from other organizations. Staff will work over the winter to have a policy in place for spring 2027.
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 • King St barricades and Montague St Barricade	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
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**	Finance will bring forward in early 2027.
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**	This was a request from ABCO contingent on ABCO paying for the amendments, but no

				Requires ABCO to follow-up with Town	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	Before next election
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	

OTHER DIRECTION ITEMS OF COUNCIL					
Prominent Lunenburger Recognition	October 6, 2026 COTW	Councillor Strachan provided notice of motion related to issuing a call for nominations for the recognition of prominent Lunenburg residents. The matter is expected to proceed following discussion by the Heritage Advisory Committee	Community Development		Follow-up is needed for the next steps on promotion and calls for Prominent Lunenburger Recognition and processes for nomination.
King St. Yellow Corner barricades	October 6, 2026 COTW	Deputy Mayor Bailey noted receipt of public feedback regarding the yellow curb markings at street corners. Staff will provide information on possible alternatives and any associated budget implications at a future Council meeting.	Public Works		
Maintenance on Green Spaces	October 6, 2026	Deputy Mayor Bailey requested information on the maintenance of public gardens and green spaces, including the role of staff and community volunteers, and opportunities to recognize residents who contribute to the upkeep of these areas.	Public Works/ Recreation		
Kent Field Request for Sanitary Lift Station	September 8, 2026	Council received a presentation from Kent Fields Estates Ltd. regarding a proposed residential development (two 16-unit apartment buildings and two 8-unit apartment buildings) on Centennial Avenue and a request that the Town consider constructing and operating a municipal sanitary sewer lift station to service the development and future growth in the area.	Public Works		Staff are working with CBCL Ltd on a review of the requirement for the lift station and how it will affect infrastructure downstream. Staff anticipate a report back to Council by December.
ABCO Water Lot Purchase Letter of Support	September 8, 2026	Council received a presentation from Greg Huskilson, co-owner of ABCO Industries, regarding a proposed shipyard enhancement project and the acquisition of a water lot adjacent to the company's waterfront property. ABCO advised that the project is intended to support the construction, maintenance, and servicing of larger vessels,			Staff have been working to meet with Transport Canada to get information on the processes for sale of a water lot. Once a meeting is

		including opportunities associated with federal defence and marine procurement initiatives. The proposed project includes expansion of the shipyard slipway, installation of a travel lift system, expansion of manufacturing facilities, increased automation, workforce growth, and investment in employee training. An anticipated start date was estimated for spring / summer of 2027.			established, staff will bring forward questions and concerns of Council. Once information is received, a report will come before Council for consideration.
Noise By-Law Review		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.	By-Law Enforcement		Council has directed staff to work with the business in question regarding amplified music and to report back in January 2027. If mitigating measures do not meet the satisfaction of Council, then Council can proceed to make amendments to the By-Law at that time. Additionally, the Noise By-Law will need updating based on the new Traffic Act and the authority of Municipalities to manage loud vehicle noises. This change was made as of October 19, 2026.
Expression of Interest Lunenburg Academy		Staff are finalizing the Expression of Interest for the rental spaces of the Lunenburg Academy. There has been some interest in changing spaces at the Academy by some tenants and working through the processes with those renters before releasing the EOI	Administration/ CAO		