

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, July 15, 2025 | 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/88956545878>

Meeting recordings are also available 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 July 15, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the July 15, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 June 24, 2025 Meeting Minutes

Recommendation: That Council approve the June 24, 2025 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 Action Requested: Veterans Remembrance Banners – Lunenburg Royal Canadian Legion

8.2 For Information: RCMP Services Costs for the Town of Lunenburg

8.3 Letter of Support Request: Nourishing Communities Program

Recommendation: That Council direct staff to provide a letter of support for the Nourishing Communities Program as requested by the Farmers' Markets of Nova Scotia.

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

10.1 Information Report: Traffic and Parking Study Items – Part 1

10.2 Community Grants

Recommendation: That Council approve the allocation of funds for the 2025/26 Community Grants Program as presented in Attachment A.

11. NEW BUSINESS

11.1 Tender Award: Fire Hall Apron Replacement

Recommendation 1: That Council increase the budget for the Fire Hall Apron Replacement Project to \$212,100 funded by Deed Transfer Taxes.

Recommendation 2: That Council award the Fire Hall Apron Replacement Tender to Dexter Construction Company Ltd for the amount of \$169,900+ HST.

11.2 Funding Reallocation: Starr Street New Sidewalk Project

Recommendation: That Council reallocate the Starr Street New Sidewalk funding of \$36,000 (including net HST) to the Pelham Street Sidewalk (Shipyard Hill to Town Limits) Renewal Project.

11.3 Regional Economic Development Partnership

Recommendation: That Council direct staff to proceed with the proposed regional economic development planning initiative and contribute \$5,000 toward the study and

action plan.

11.4 Appointing a Code of Conduct Investigator

Recommendation: That Council appoint Taylor MacLellan and Cochrane as the municipal Code of Conduct investigator.

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

15.1 Legal Advice

15.2 Personnel Matter

16. ADJOURNMENT

COUNCIL MEETING MINUTES
TOWN OF LUNENBURG

June 24, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillor Alex Greek, Councillor Debbie Dauphinee, Councillor Renea Babineau, Councillor Gale Fullerton, and Councillor Alison Strachan
Also present	Marvin Macdonald, Interim CAO Trevor Hume, Planner and Development Officer Kayla Byrne, Legislative and Policy Advisor Tyson Joyce, Director of Public Works Jamie Deans, Communications and Events Coordinator Marc Kiely, Community Developer Director
Call to Order	The Mayor called the meeting to order at 6:00 p.m.
Land Acknowledgment	The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
CAO Update	The Mayor announced that Council has selected a new permanent Chief Administrative Officer, Paul Nopper, who is set to begin in early to mid-August.
Approval of Agenda	Moved and seconded that Council approve the agenda for the June 24, 2025 meeting as presented. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the June 10, 2025 meeting minutes as presented. Motion carried unanimously
Kidney Foundation Presentation	Council received a presentation from Marlene Dorey on behalf of the Kidney Foundation of Canada – Atlantic Branch. The presentation provided an overview of the Foundation's mission, key programs and services, and advocacy priorities. The presentation also promoted the Foundation's Farm-to-Table Dinner fundraiser, scheduled for September.
Public Input	Bill Fleming inquired if provisions for generator use in emergency situations could be considered in the new proposed Noise By-law. Staff indicated this could be a simple addition to ensure clarity on this matter.

Correspondence

In response to a letter sent from several South Shore municipalities, the Minister of Communities, Culture, Tourism and Heritage provided notice of bridge funding to NS public libraries.

The Department of Growth and Development provided notice of amendments to the NS Building Code Regulations.

Lunenburg Daycare Board of Directors provided notice that they will no longer be pursuing the Starr Street location for its daycare expansion.

The Canadian Association of Physicians for the Environment (CAPE) provided a warning about uranium exploration and mining.

Staff included their response to ICOMOS Canada with respect to a recent inquiry regarding Blockhouse Hill and how any proposed development aligns with municipal planning documents and other regulations.

Public Hearing: LUB
Amendment
Rezoning of 280
Montague Street

With respect to a Land-Use By-law zoning amendment for 280 Montague Street, Council held a public hearing. No members of the public spoke during the hearing.

Moved and seconded that Council close the public hearing regarding the presented LUB amendment.

Motion carried unanimously

Moved and seconded that Council approve the second and final reading of an amendment to the Land Use By-law to rezone 280 Montague Street (PID 60696663) from Marine Industrial to Medium Density Residential.

Motion carried unanimously

Public Hearing:
Finalization of
Divestiture – 18
Dufferin Street

With respect to the proposed sale of 18 Dufferin Street (the Old Train Station) to the Second Story Women's Centre (SSWC), the building's current long-time tenant, Council held a public hearing. Several members of the public took the opportunity to share their thoughts as follows:

- Irma Da Sie expressed support for SSWC, however expressed concerns about the preservation of the heritage elements of this property, urging that the Town either retain ownership or consider protective measures to ensure the heritage of the building is protected.
- Paula Rennie expressed support for SSWC but raised concerns about the Town's process in declaring the former train station surplus. She argued that the Town did not properly follow its land divestiture procedures, specifically the requirement to

assess historical or architectural value. She referenced the Heritage Conservation District Plan and Bylaw, which include an individual Statement of Significance for the train station. Rennie suggested this heritage value was overlooked and recommended alternatives such as a long-term prepaid lease to ensure preservation. She urged Council to take these concerns seriously and consider how existing heritage policies intersect with land disposition decisions.

- Allie Davis expressed support for SSWC and the sale of the building.
- Sally Hutchinson and Laura Keeler, who both work for SSWC, outlined the services and importance of the centre and urged Council to proceed with the sale.
- Towny Townsend also expressed support for SSWC, but questioned why the Town couldn't retain the property and expressed concerns about heritage preservation of the building.
- Wilfred Moore expressed support for the sale of the building, noting that the Town has numerous aging buildings requiring ongoing maintenance and resources. He emphasized that municipal ownership alone does not guarantee protection, and that active use may offer a more sustainable path for preserving historically significant buildings.
- Sandi Corkum, who works for SSWC, highlighted the benefits of the centre and indicated that the centre also desires to preserve the heritage of the building, and urged Council to proceed with the sale.

Council members acknowledged the historic and emotional significance of the building but emphasized the importance of ensuring its continued use and preservation through active occupancy. Councillors spoke in support of Second Story Women's Centre, recognizing the organization's longstanding contribution to the community and the stability it brings to the site, while also acknowledging past instances where municipal ownership did not ensure protection or upkeep of heritage properties.

Moved and seconded that Council close the public hearing regarding the proposed divestiture of 18 Dufferin Street.

Motion carried unanimously

Moved by Councillor Strachan, seconded by Councillor Babineau, that Council pass a Motion to authorize the Chief Administrative Officer to

continue working with Second Storey Women's Centre to finalize details of a Purchase and Sales Agreement for the Old Train Station Property, that meets the requirements for both the Town and Second Storey Women's Centre; and that Purchase and Sales Agreement would be returned to a future Town Council meeting for consideration of a final sale of the property.

Without any objection, Councillor Strachan withdrew the motion in order to put forward a slightly amended motion. The motion voted on reads as follows:

Moved and seconded that Council authorize the Chief Administrative Officer to continue working with Second Storey Women's Centre to finalize details of a Purchase and Sales Agreement for the Old Train Station Property, that meets the requirements for both the Town and Second Storey Women's Centre, and that incorporates the feedback heard from the public and Council during this meeting; and that Purchase and Sales Agreement would be returned to a future Town Council meeting for consideration of a final sale of the property.

Motion carried unanimously

Noise By-law – 2nd
(final) reading and
approval

Moved by Councillor Fullerton, seconded by Councillor Strachan that Council approve the second and final reading of the new Noise By-law as presented.

Council members inquired if the final version of the by-law could have a clause about generator use in emergency situations or prolonged utility disruptions. Staff proposed a draft clause, which councillors expressed was satisfactory. It was also requested that the final version of the by-law include an annual review clause.

As the mover of the motion, Councillor Fullerton accepted the following amendment to the presented motion, and the motion was read and voted on as follows:

Moved and seconded that Council approve the second and final reading of the Noise By-law, as amended, to include a new clause specifically addressing the emergency use of generators as presented in the meeting and a clause mandating an annual review of the Noise By-law by staff and Council.

Motion carried unanimously

Lunenburg
Academy
Washrooms Update

Staff presented a follow-up information report on the feasibility of reactivating basement washrooms at the Lunenburg Academy as a potential short-term solution to address congestion and capacity concerns, especially during peak tourism season. Staff concluded that reactivating the basement washrooms would not resolve the core issue

and should not be pursued further.

Council engaged in discussion and did not pass a formal motion, but there was general consensus to defer a portable toilet solution to the 2026 season. There was a general consensus to revisit the issue in spring 2026.

Community Grants Moved and seconded that Council defer the item Community Grants until Council's next meeting.

Motion carried unanimously

Potable & Wastewater Quality Test Results For information, Council received the latest potable and wastewater quality test results.

Notices of Motion, Information Requests and Councillor Reports Councillor Strachan reported on attending several committee meetings and annual general meetings, including the South Shore Public Libraries AGM and preparations for the Harbour View Haven AGM; participated in community events such as the Lunenburg Waterfront Association Symposium and the Bluenose sail with Council and staff; and also highlighted upcoming Cultural Tourism Asset Mapping sessions scheduled for July 9 at the Zwicker Building and encouraged public participation. She also extended birthday well wishes to several residents and staff members.

Councillor Dauphinee reported on her attendance at the Lunenburg County Seniors' Safety Program AGM, where key highlights included rising demand for services due to the growing senior population in Lunenburg. She spoke about the importance of workshops on living alone, end-of-life planning, and assistance with tasks such as snow removal and wood stacking. She also shared information about the Helping Tree resource directory, available online via the Bridgewater Police website.

Deputy Mayor Bailey highlighted several upcoming community events, including local art exhibits, the Canadian Dory Racing Association elimination races, and the visit from the Norwegian Navy band on June 30. She thanked Councillor Fullerton for leading coordination of the June 30 events. She also reported attending the Lunenburg Waterfront Association Symposium and the Atlantic Congress of Mayors, where topics included housing, regional cooperation, and the growing concern around incivility in public life.

Deputy Mayor Bailey concluded by noting the Town's upcoming Canada Day celebrations, co-hosted with the Board of Trade and Fisheries Museum.

Items for Consideration at Committee of the Whole There was a reminder that the next upcoming COTW meeting will be in August, as the July date falls on Canada Day. It was also noted that there will only be one regular Council meeting in both July and August, rather than the typical two per month.

Motion Action List Council received the motion action list for information.

Closed Session & Revert to Open Session Moved and seconded that Council move into closed session at 8:25 p.m. per the Municipal Government Act. Council took a recess before commencing any closed session discussions.

Motion carried unanimously

Council reverted to open session at 8:58 p.m.

Adjournment There being no further business, the Council meeting adjourned at 8:59 p.m.

Minutes were read and approved.

16 June 2025

Lunenburg Mayor and Council
Lunenburg Town Hall
Attn: Municipal Clerk
119 Cumberland Street, P.O. Box 129
Lunenburg, Nova Scotia B0J 2C0

Brigadier General Sheila Hellstrom Branch #23 Lunenburg
Royal Canadian Legion
P.O. Box 398
Lunenburg, Nova Scotia B0J 2C0

Subject: Request to Display Veterans Remembrance Banners within the Town
Limits of Lunenburg

As a means of remembering the Veterans who served our country in armed conflicts, it has become an annual tradition of several communities across Canada in the months leading up to Remembrance Day, to display memorial banners. These banners depict photos of individual men and women who served from the local area. They are vertical banners mounted on telephone poles in compliance with the regulations of the local municipality/utility.

Brigadier General Sheila Hellstrom Branch #23 would like to create a partnership with the Town of Lunenburg to begin this act of Remembrance in 2025.

Initially, we would like to set up a pilot project of three banners for this year, but because of the popularity of this program in other areas, we anticipate greater participation in future years. For example, the New Ross currently honours its veterans by erecting 52 banners to the memory of those who left the Village to serve.

While there are several details to work out, it is important to secure your concurrence before proceeding further, to ensure a successful banner campaign that honours Veterans and positively reflects the history of the Town.

We appreciate your consideration of this matter.



Arleigh Robar
President



Mary Connell
Poppy Chair Committee



Justice

1690 Hollis Street
PO Box 7
Halifax, NS B3J 2L6

Phone:
Email:

902 424-4030

Hayley.crichton@novascotia.ca

Public Safety and Security Division

Hayley Crichton, Executive Director of Public Safety and Security Division

May 30, 2025

Mr. Marvin MacDonald
Chief Administrative Officer
Town of Lunenburg
P. O. Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0

Dear Mr. MacDonald,


In consultation with the Royal Canadian Mounted Police, we have established the budget for RCMP services provided under the Provincial Police Services Agreement for the period April 1, 2025 to March 31, 2026.

Based on your level of service the costs allocated to your municipality will be \$1,140,917 for 2025/26 as compared to \$1,069,554 in 2024/25. Your service level has been adjusted for any approved service requests made during the past year that were implemented on or before April 1, 2025. This amount does not include any adjustments that may be requested by your municipality subsequent to April 1, 2025.

The allocated cost to your municipality for the 2025/26 fiscal year represents a 6.67% increase over the 2024/25 cost for the same complement of officers.

If you have any questions regarding this amount, or wish any point of clarification, please contact Kai Qin, Strategic Advisor (Policing Contract) at kai.qin@novascotia.ca.

Sincerely,



Hayley Crichton, Executive Director
Public Safety and Security Division



Farmers' Markets of Nova
Scotia Cooperative Ltd.

9 Chestnut Lane

Dartmouth NS, B2Y 3X1

902-932-7282

info@farmersmarketsnovascotia.ca

www.farmersmarketsnovascotia.ca

May 7, 2025

Mayor Jamie Myra

Town of Lunenburg

CC Marvin MacDonald, CAO

Request for Support: Nourishing Communities Food Coupon Program

Dear Mayor Myra,

I hope this message finds you well.

I'm reaching out on behalf of Farmers' Markets of Nova Scotia (FMNS) to share an important update and request your support for one of our province's most impactful community food programs—the Nourishing Communities Food Coupon Program.

As you may know, this program—now in its seventh year—offers dignified access to fresh, local food for food-insecure Nova Scotians while directly supporting local farmers and rural economies. It's a nationally recognized model of what's possible when community-based solutions are backed by public investment.

Yesterday, I sent a letter to Premier Tim Houston and four key Ministers requesting an increase in provincial funding for the program in 2025 (see attached). Despite demonstrated success and growing demand, we were informed that funding will revert to the baseline amount of \$422,400—37% less than what was provided in 2024. This reduction means over 200 households will lose access to this vital support.

Your municipality is home to the Lunenburg Farmers' Market, which is an active partner in delivering this program. We would be deeply grateful if your office would consider writing a brief letter of support to the Premier and Ministers, urging them to reconsider this funding decision. A draft email template is enclosed for ease.

Together, we can help ensure more Nova Scotians can

REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



We're asking for a budget of \$1 million for our 2025 program and beyond.
Why? We're in a food insecurity crisis. The waitlist keeps growing, and the **only** limit to increasing the impact of our program is access to funding.

Thanks to \$672,400 in funding by the Department of Communities, Culture, Tourism, and Heritage in 2024, FMNS provided over \$450,000 in market bucks to households facing food insecurity in 33 communities across Nova Scotia.

Here are some highlights:

- Nearly 600 households participated this year, representing over 1,800 individuals
- Approximately \$775 per household in assistance provided
- 33 participating farmers' markets and 54 partner organizations

Key impacts from the Nourishing Communities program, an ongoing partnership between FMNS and NS CCTH:

- 100% of market bucks go to Nova Scotia's economy, supporting local farmers and rural communities while contributing to the local economic multiplier effect
- 97% of all market bucks redeemed (the remainder is recycled into next year's program)
- 95% of program participants said they felt a greater sense of community belonging
- 94% reported that their mental health was improved as a result of participating in this program

Nova Scotia's challenges	How Nourishing Communities helps
28.9% of Nova Scotians experienced food insecurity in 2022; the highest in Canada	91% of participants reported eating healthier than usual during the program
Nova Scotia has the among the lowest poverty indicators index score of any province	90% of participants felt that they had more money to meet their other (non-food / grocery) needs
NS lost over 21% of its farms from 2016 to 2021—the largest decline in the number of farms of any province in the country over that period	Since 2019, over \$1.5 million has been spent at local farmers' market businesses, and ~80% has been on food products (nearly 1/3 on fresh produce alone)

REQUEST TO THE GOVERNMENT OF NOVA SCOTIA TO INCREASE INVESTMENT IN THE NOURISHING COMMUNITIES PROGRAM



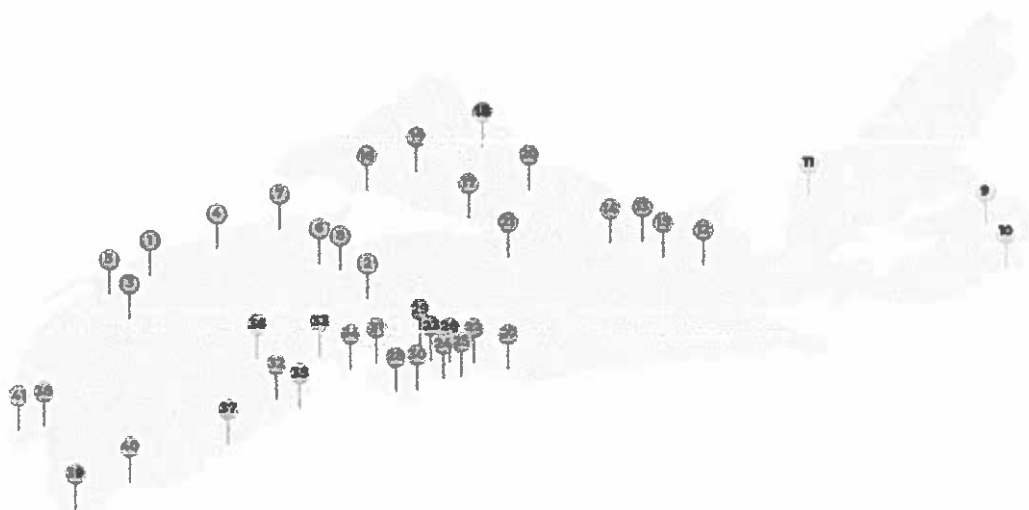
For every additional \$50,000 invested in this program, we can provide:

Roughly 1,167 more weekly allotments of market bucks OR
Add over 45 more households / 140 more people to our program

The now seven-year long partnership between the Province and Farmers' Markets of Nova Scotia's Nourishing Communities Program has maintained three key objectives:

1. To provide financial support to those in need to access healthy food, recognizing that almost 1 in 3 people in Nova Scotia are food insecure;
2. To provide an experience that supports physical, mental, and community health; and
3. To support local producers and farmers in developing a robust and resilient food system in Nova Scotia

With over 40 member farmers' markets across Nova Scotia, the Nourishing Communities Program has full coverage, including numerous rural communities.





Farmers' Markets of Nova
Scotia Cooperative Ltd.

9 Chestnut Lane
Dartmouth NS, B2Y 3X1
902-952-7282
fmns@farmersmarketsnovascotia.ca
www.farmersmarketsnovascotia.ca

May 6, 2025

The Honourable Tim Houston

Premier of Nova Scotia
Office of the Premier
Province of Nova Scotia

**Request for Additional Funding for the
Nourishing Communities Program**

Dear Premier Houston,

First, I want to extend my sincere thanks to your government for its continued support of the **Nourishing Communities Food Coupon Program**, now in its seventh year. This innovative partnership between the Province of Nova Scotia and Farmers' Markets of Nova Scotia (FMNS) has provided thousands of food-insecure Nova Scotians with dignified access to fresh, local food while strengthening rural economies and supporting our farmers. It is a shining example of what's possible when community-rooted solutions are backed by public investment.

In 2024, a generous one-time funding increase of \$250,000 (from \$422,400 to \$672,400) allowed FMNS to distribute over \$450,000 in market bucks to nearly 600 households across 33 communities. This helped over 1,600 individuals put fresh food on their tables and supported 54 partner organizations province-wide. With a 97% redemption rate and 95% of participants reporting a stronger sense of community, the program's impact speaks for itself.

We've learned that our funding for 2025 will stay at \$422,400—and **without a top-up, more than 200 households will lose access to this vital support**. This is the second time the Province has followed a one-time funding boost with a reversion to baseline levels the following year. While we remain deeply grateful for any and all government support, this abrupt reduction will mean reaching significantly fewer households at a time when **Nova Scotia continues to experience the highest rate of food insecurity in Canada**, and 5 more FMNS member markets

seek to join our program for 2025. This would further expand the program's reach, particularly into rural communities.

We understand the Province faces difficult budget decisions. However, this decision lands hardest on the most vulnerable people in our communities—people for whom this program isn't just helpful, but essential. The consequences are real: fewer meals on tables, less stability, and lost opportunity to invest in our local food economy.

I would welcome the opportunity to meet with you directly to discuss options for bridging this gap in 2025 and ensuring the long-term sustainability of the Nourishing Communities program. Our ask remains the same as it has been for several years: **a provincial investment of \$1 million annually**. This amount would allow us to meet growing demand, reduce the length of our waitlist, and build on a proven, community-based model.

Premier Houston, Nova Scotians are struggling—but they haven't given up. Neither have we. At FMNS, we believe—as your Ministers affirmed at our AGM in April—that "food for all is feasible." Let's work together to make that more than a slogan. I'd be honoured to sit down with you and your Ministers to explore a shared path forward.

With respect and resolve,



Justin Cantafio
Executive Director
Farmers' Markets of Nova Scotia

CC The Honourable Dave Ritcey, Minister of Communities
Culture, Tourism and Heritage
CC The Honourable Scott Armstrong, Minister of
Opportunities and Social Development
CC The Honourable Greg Morrow, Minister of Agriculture
CC The Honourable Colton LeBlanc, Minister of Growth and
Development

Email Letter of Support Template

Subject: Support for Nourishing Communities Program

Dear Premier Houston,

On behalf of **[Municipality Name]**, I am writing to express our strong support for the Nourishing Communities Food Coupon Program delivered through Farmers' Markets of Nova Scotia (FMNS). This initiative plays a vital role in our community, providing food-insecure residents with access to fresh, local food while supporting our regional farmers and producers.

We understand that provincial funding for the 2025 program will revert to the baseline level of \$422,400—a significant decrease from the 2024 amount of \$672,400. This reduction will have a direct impact on our constituents and local food system, as it means more than 200 fewer households across the province will benefit from this critical support.

[Optional: In our municipality, the program is delivered through [insert local market(s) name(s)], which has seen firsthand the positive impact of this initiative on families, farmers, and the broader community.]

We respectfully urge your government to increase its funding commitment to FMNS, restoring and ideally expanding support for the Nourishing Communities program. A sustained annual investment of \$1 million would allow FMNS to meet growing demand, reduce its waitlist, and continue strengthening Nova Scotia's food security and rural economy.

Thank you for your consideration, and for your continued support of solutions that are rooted in community, dignity, and resilience.

Sincerely,

[Name]

[Title]

[Municipality Name]

Please note the following email addresses:

The Honourable Tim Houston, Premier of Nova Scotia	premier@novascotia.ca
CC The Honourable Dave Ritcey, Minister of Communities Culture, Tourism and Heritage	MIN_CCTH@novascotia.ca
CC The Honourable Scott Armstrong, Minister of Opportunities and Social Development	OSDMIN@novascotia.ca
CC The Honourable Greg Morrow, Minister of Agriculture	min_dag@novascotia.ca
CC The Honourable Colton LeBlanc, Minister of Growth and Development	edminister@novascotia.ca

INFORMATION REPORT

Subject: Traffic and Parking Study Items – *Part 1*
From: Tyson Joyce, Director of Public Works/Town Engineer
Date: June 30, 2025



Recommendation

This is an information report only. Should Council wish to move forward further as identified within the Report, a motion is required to direct Staff.

Background

At the March 4, 2025 Committee of the Whole Meeting, the recent Traffic and Parking Study was discussed, at that time Staff requested direction from Council on any priority items arising from the Consultant's Report and Presentation.

Council identified several items requiring further details (including cost estimates):

1. Reconfiguration of the Community Centre parking lot
2. Accessible parking considerations
3. Paid parking options (to follow in a separate Report at a future Council meeting)
4. Consistent signage improvements (to follow in a separate Report at a future Council meeting)

The intent of this Report is to address several of these items and provide the additional details relating to potential costs for these items.

Discussion

1. Reconfiguration of the Community Centre Parking Lot

The recently completed Traffic and Parking Study contains information on the proposed layout for the reconfigured Community Centre Parking Lot in Section 5.6 and Appendix C & E (as attached). The main features of reconfiguration include:

- altering the parking bay orientation to be perpendicular to the travel way rather than a large majority angled;
- adding a concrete sidewalk along the frontage of the Curling Club and Community Centre;
- adding concrete islands to add permanent definition to the space and improve safety;
- including accessible spaces close to the entrances of all three buildings (Community Centre, Arena and Curling Club).

Overall, the reconfiguration would be expected to add approximately forty (40) parking spaces and lead to improvements in accessibility and safety for pedestrians.

The Consultant's Cost estimate was also included within the Traffic and Parking Study (as attached) and they have provided a cost breakdown for these elements totaling \$292,050 (HST Exclusive) including a 50% contingency amount.

With reference to the 2025/26 Town Capital Budget document, this item is shown in the Parking Lot (Traffic Study changes) line tentatively scheduled for 2029/30, along with a resurfacing project for the Parking Lot itself. At that time, it would also be prudent to verify that the accessible features comply with the current Built Environment Standards and other relevant best practices.

2. Accessible Parking Considerations

Within the Town of Lunenburg, we have thirty-two (32) accessible parking bays on Town property:

- Seventeen (17) of these are located in the Old Town core,
- two each at the Lunenburg Academy and Fire Hall,
- five at the Community Centre parking lot and
- six in New Town (five on High St at the Hospital/Medical Centre and one on Knickle Road).

Staff have reviewed the existing accessible parking spaces in relation to the provisions in the Accessible Design for the Built Environment (CSA/ASC B651:23) and identified the following opportunities for substantial improvements within our Town infrastructure:

1. Look for opportunities to better fit accessible parking bays to existing Town infrastructure.
2. The addition of curb ramps and access aisles to the rear of parallel accessible parking bays, particularly in mid block or end of block locations within the Old Town core.
3. Reconfiguration to the existing perpendicular parking spaces at the Lunenburg Academy, Fire Hall and Lincoln St parking lots, including adding access aisle(s) and better signage for identification.

Items 1 & 2 above necessitate the Town engaging with persons with disabilities about different aspects relating to the functionality of the accessible spaces (as specified in the NS Built Environment Accessibility Standard Regulations). Our Regional Accessibility Coordinator (Ellen Johnson) has confirmed that she is able to assist us with this process.

In addition, it is noted that Item 3 provides an action in alignment with one of the Priority items identified within the Lunenburg County Accessibility Plan 2025-28:

Parking

Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).

The potential improvements identified above can be performed in an incrementally phased approach by Public Works (performed year over year), with costs being allocated to Accessibility Improvements line included in the Capital Budget. The amount included in the 2025/26 Town Capital Budget is

\$20,000 (including net HST). Carrying out upgrades to all of the accessible parking bays as a single project would likely cost several hundred thousand dollars and be too significant an undertaking for Public Works to perform in-house along with all their other duties.

There may be the consequence of a localized reduction in parking bays with the addition of the access aisles, but this is necessary for us to comply with the Standards.

The ratio of accessible parking spaces (17) against the approximately 430 available parking spaces within Old Town core is in line with the recommendations included in the Standards.

Strategic Plan Relevance

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

Financial

The Report has identified above the timing and level of commitment made by Council within the 2025/26 Capital Budget and the provisions planned for future years. If Council wishes to advance or accelerate either of these scopes of work, consideration should be given to same when providing direction for the Capital Budget for fiscal 2026/27 and beyond.

Attachments

- 1) From the recently completed Parking and Traffic Study (WSP)
 - Summary of Community Centre Parking Lot Reconfiguration
 - Community Centre Parking Lot Reconfiguration concept plan
 - Community Centre Parking Lot Reconfiguration cost estimate
- 2) CSA/ASC B651:23 Accessible Design for the Built Environment (Accessible parking portion)
- 3) NS Built Environment Accessibility Standard Regulations Sections 11 & 12

LUNENBURG TRAFFIC AND PARKING PLAN
CLASS "D" COST ESTIMATE - COMMUNITY CENTRE PARKING LOT



PROJECT NO.
 DATE:
 CLIENT:
 CONSULTANT:
 UNIT PRICE SOURCE:

CA0029624.8132
 2024-11-18
 Town of Lunenburg
 WSP
 WSP

NOTES: 1) ALL PRICES AND TOTALS BASED ON 2024 CANADIAN DOLLARS AND EXCLUDE HST.

ITEM	DESCRIPTION	UNITS	QNTY.	UNIT PRICE	COST
<u>STREET CONSTRUCTION</u>					
41	Gravels				
.1	Type 1 - 150 mm thick	m ²	120	\$ 23	\$ 2,760.00
43	Asphaltic Concrete				
.1	Type C-HF 50 mm thick	m ²	120	\$ 50	\$ 6,000.00
.2	Type B-HF 100 mm thick	m ²	120	\$ 35	\$ 4,200.00
.3	Full Depth Asphalt Removal	m ²	300	\$ 10	\$ 3,000.00
44	Curb				
.1	Concrete Curb & Gutter	m	200	\$ 250	\$ 50,000.00
45	Sidewalk				
.1	Concrete Sidewalk - 150mm Thick	m ²	400	\$ 220	\$ 88,000.00
46	Tactile Walking Surface Indicator	each	17	\$ 300	\$ 5,100.00
53	Signs and Telespar Post	each	1	\$ 800	\$ 800.00
Sub-Total Street Const.					\$ 159,860

ITEM	DESCRIPTION	UNITS	QNTY.	UNIT PRICE	COST
<u>ADDITIONAL ITEMS</u>					
76	Pavement Markings				
.1	Painted White Single Line-Solid	m	1,330	\$ 7	\$ 9,310.00
.2	Painted Stop Bar	m	25	\$ 21	\$ 525.00
.3	Painted Hatch - White	m ²	110	\$ 20	\$ 2,200.00
.4	Painted Accessible Parking Symbol	each	7	\$ 115	\$ 805.00
76	Bicycle Ammenities	L.S.	1	\$ 10,000	\$ 10,000.00
78	Rectangular Rapid Flashing Beacon (RRFB)	L.S.	1	\$ 12,000	\$ 12,000.00
Sub-Total Additional Items					\$ 34,840

Disclaimer: This estimate of probable construction cost is approximate only. Actual cost may vary significantly from this estimate due to market conditions such as material and labour costs, time of year, industry workload, competition, etc. This estimate has been prepared based on our experience with similar projects. This estimate has not been prepared by obtaining any estimates or quotes from contractors. Due to the uncertainties of what contractors bid, WSP cannot make any assurances that this estimate will be within a reasonable range of the tendered low bid. When assessing this project for business feasibility purposes this estimate should not be relied upon without considering these factors.

SUB-TOTAL (All Items)	\$ 194,700
CONTINGENCY (50%)	\$ 97,350
TOTAL	\$ 292,050

5.6 COMMUNITY CENTRE PARKING LOT

WSP reviewed the configuration of the Community Centre parking lot to increase parking capacity and improve circulation. The current configuration has diagonal spaces. By modifying the lot to a perpendicular space design, the lot is expected to gain about 40 parking spaces. Additionally, concrete sidewalk is suggested along the frontage of the Community Centre, improving safety and walkability for pedestrians. Concrete islands are also shown to direct drivers to the driving aisles to reduce speeding through the parking lot during periods of lower parking demand. The addition of additional accessible spaces near the front of each building will improve comfort for people with a mobility disability.

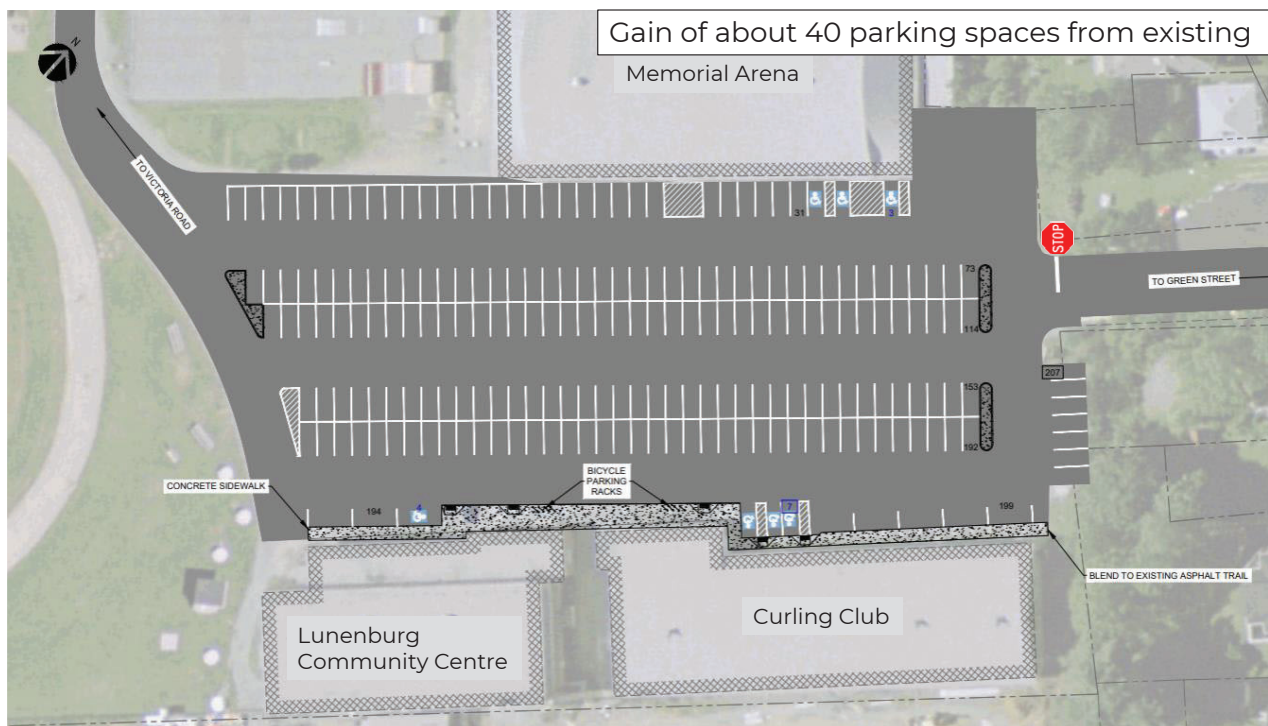
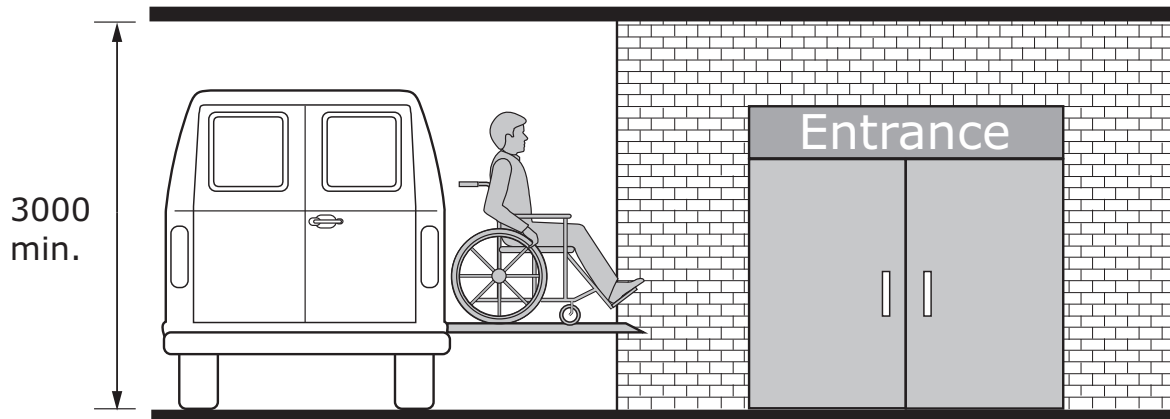


Figure 19: Community Centre Parking Lot

Figure 66
Height clearance at passenger pick-up area
(See Clause [9.3.2.](#))



This figure shows the height clearance required at a passenger pick-up area. The graphic shows an accessibility vehicle making a service stop at a facility entrance with a minimum 3000 mm high clearance.

Note: All dimensions are in mm.

9.4 Designated accessible parking

9.4.1 Area allowances

A designated accessible parking space shall

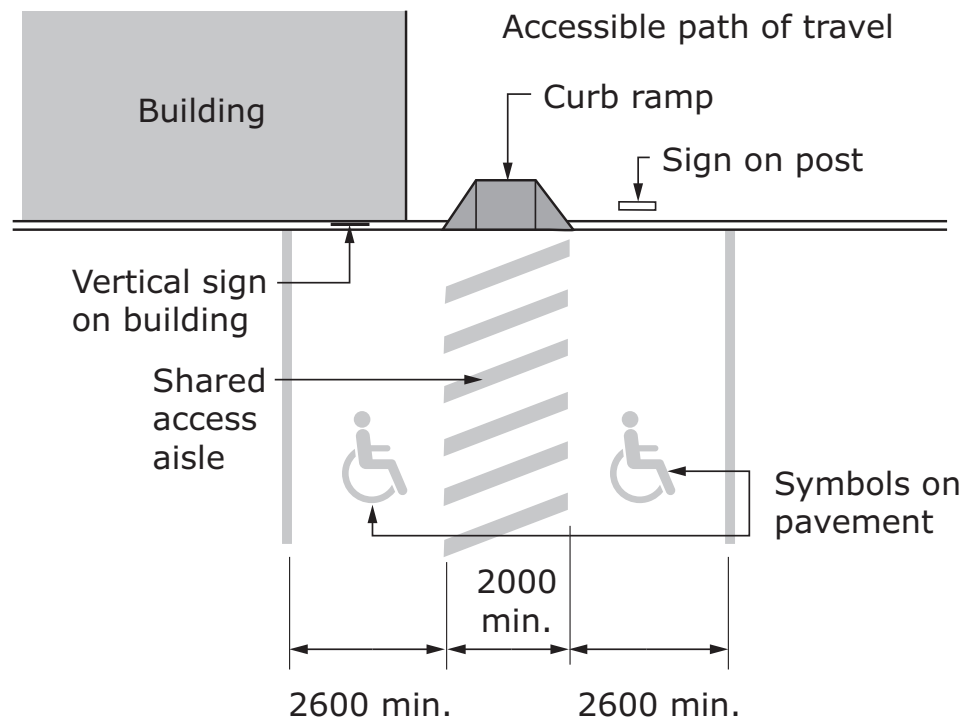
- a) be at least 2600 mm wide;
- b) for parking spaces perpendicular to the roadway, have an adjacent side access aisle at least 2000 mm wide (see [Figure 67](#)); and
- c) for parking spaces parallel to the roadway
 - i) have an adjacent rear access aisle at least 2000 mm long; and
 - ii) a 2000 by 5500 mm unobstructed side embarking area on the pedestrian right-of-way, with the exception that

the designated accessible parking sign may be placed within this space (see Figure [68](#)).

Notes:

- 1) A wider parking space is needed because wheeled mobility device entry into a vehicle is often via a side door with a platform lift or a removable metal ramp that extends outside the vehicle.
- 2) An additional manoeuvring area is needed beyond the platform lift or ramp. For parallel parking, a wider sidewalk might be necessary to allow for the required manoeuvring area. For parallel parking, a rear access aisle is also required because some vehicles have the wheeled mobility device entry at the back of the vehicle.
- 3) In parking lots, designated accessible parking spaces should be provided in compliance with local municipal or provincial regulations. In the absence of such regulations, Table [10](#) offers a guide to how many such spaces should be provided.
- 4) Where on-street parking is provided, at least 10% of the spaces per block should be a designated accessible parking space, but never less than one of two or more spaces.

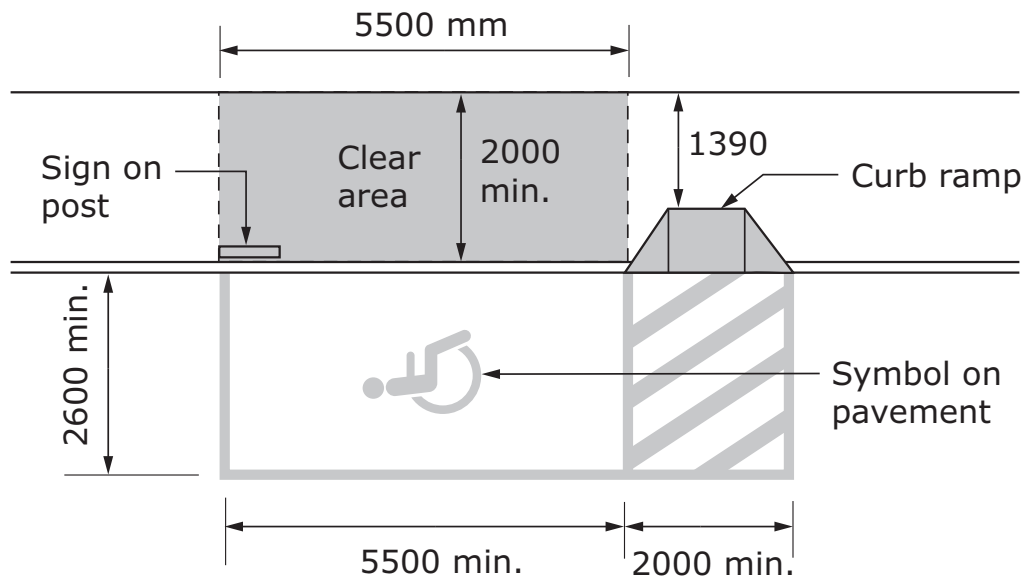
Figure 67
Accessible parking space perpendicular to the roadway
 (See Clause [9.4.1.](#))



This figure shows the minimum area of an accessible parking space perpendicular to the roadway reserved for people with reduced mobility. The illustration shows two parking spaces at least 2600 mm wide separated by a shared access aisle of at least 2000 mm. An International Pictogram of Access is painted on the pavement in each parking space. Signs on the building and on a post are shown.

Note: All dimensions are in mm.

Figure 68
Parallel accessible parking space
 (See Clause [9.4.1.](#))



This figure shows the area allowance for a parallel designated accessible parking space. The graphic depicts a minimum 2600 by 5500 mm parking space, with a minimum 2600 by 2000 mm access aisle leading to a curb ramp. The clear area on the sidewalk and parallel to the parking space measures a minimum of 2000 by 5500 mm.

Note: All dimensions are in mm.

Table 10
Recommended number of designated accessible parking spaces
 (See Clause [9.4.1.](#))

This table lists the recommended number of designated parking spaces in relation to the number of designated accessible parking spaces and designated mobility parking spaces.

Number of designated parking spaces	Number of designated accessible parking spaces	Number of designated limited mobility parking spaces (See Clause 9.5)
2 to 50	1 to 3	2 to 6
51 to 100	2 to 4	4 to 8
101 to 200	4 to 8	8 to 16
201 to 300	5 to 10	10 to 20
301 to 500	6 to 12	12 to 24
Over 500	6 to 12, plus 1 to 3 for every 100 spaces over 500	12 to 24, plus 2 to 6 for every 100 spaces over 500

9.4.2 Height allowances

The clearance from the pavement to the underside of any ceiling structure or hanging object shall be at least 2750 mm

- a) along the vehicular route; and
- b) at the designated accessible parking space(s).

Note: Vehicles with a platform lift or a ramp for wheeled mobility device access can be higher than standard vehicles and therefore need a higher clearance in garages.

elevation between ground level and the top of the stair is more than 600 mm.

- (2) Despite clause (1)(k), a guard is not required on any side of the stairs where there is a wall.

Accessible parking spaces in parking areas

11 (1) Subject to subsection (4), this Section applies to all new and redeveloped parking areas that are not required to comply with the accessibility requirements of the *Nova Scotia Building Code Regulations* made under the *Building Code Act*.

- (2) The number of accessible parking spaces that parking areas must include is as set out in the following table:

Number of parking spaces	Number of accessible parking spaces required
1 to 10	1
11 to 35	2
36 to 50	3
51 to 99	4
100	5
each additional set of up to 50 spaces that is in excess of 100 spaces	1 additional space

- (3) An accessible parking space must meet all of the following requirements:
- (a) it must be designed to include a barrier-free path of travel that extends to the entrance of the parking area and meets all of the following requirements:
- (i) it must have vertically oriented signage that features a colour contrast at every point on it where a pedestrian crosses traffic,
 - (ii) it must have an average illumination of 50 lux and every part of it must have an illumination of at least 10 lux,
 - (iii) if it requires a curb ramp, the curb ramp must have tactile attention indicators and colour contrasting elements,
 - (iv) if it is on a hardened surface, such as concrete or asphalt, it must have pavement markings;

- (b) it must be at least 2600 mm wide;
 - (c) it must be accessible by an access aisle that is at least 2000 mm wide and that is shared by no more than 1 adjacent parking space;
 - (d) it must be clearly marked with the International Symbol of Access or the Dynamic Symbol of Access;
 - (e) it must be identified by a sign located at least 1500 mm above ground level.
- (4) This Section does not apply to parking areas that are exclusively used by 1 or more of the following types of vehicles:
- (a) buses;
 - (b) delivery vehicles;
 - (c) law enforcement vehicles;
 - (d) medical transportation vehicles, such as ambulances;
 - (e) impounded vehicles;
 - (f) vehicles parked in a carpool parking lot with space for no more than 15 vehicles.
- (5) A parking area is considered to be redeveloped if its parking spaces have been redistributed within the existing parking area or more than 50% of the parking area has been resurfaced.

On-street accessible parking spaces

- 12 (1) When a prescribed public sector body or the Government is developing on-street parking spaces, it must consult with persons with disabilities on the need for, location of and design of accessible parking spaces.
- (2) A new accessible on-street parking space must meet all of the following requirements:
- (a) it must be at least 2600 mm wide and at least 5500 mm long;
 - (b) it must have an access aisle that is at least 2000 mm wide directly behind it;

- (c) for an on-street parking space that is adjacent to a curb, it must include a barrier-free path of travel to a curb ramp.

Sidewalks

- 13 (1)** A prescribed public sector body or the Government must comply with all of the following when designing a sidewalk:
- (a) *Geometric Design Guide for Canadian Roads* published by the Transportation Association of Canada, as supplemented, amended, added to, replaced or superseded;
 - (b) for pedestrian crossing components, Clause 8.3.5 of CSA B651.
- (2)** Street furniture, signage, banners, flowerpots, waste receptacles and any other objects placed on sidewalks must not obstruct a barrier-free path of travel.

Temporary sidewalks

- 14 (1)** This Section applies to all temporary sidewalks installed or re-installed on or after April 1, 2026, including those that are installed to accommodate sidewalk cafés, restaurant patios and construction zones.
- (2)** A temporary sidewalk must meet all of the following requirements:
- (a) it must have a firm and level surface;
 - (b) it must be slip-resistant;
 - (c) it must not impede pedestrian movement or safety;
 - (d) it must be at least 1600 mm wide;
 - (e) it must have a barrier on the side that is located next to vehicular travel that is at least 810 mm high and that features reflective elements;
 - (f) if it is covered, it must have at least 2100 mm of clearance.
- (3)** If a temporary sidewalk is required due to construction, pedestrian signage must be installed in accordance with the Temporary Workplace Traffic Control Manual.
- (4)** If lighting is placed on a temporary sidewalk, it must not do any of the following:
- (a) interfere with a traffic signal light, traffic control sign or traffic device;
 - (b) obstruct or interfere with the movement of motorists or pedestrians;

Subject: 2025 Community Grants Program

Prepared by: Jamie Deans, Communications & Events Coordinator

Date: July 15, 2025



Recommendation

That Council approve the allocation of funds for the 2025/26 Community Grants Program as presented in Attachment A.

Alternatives

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

Discussion

In response to the Town's earlier public callout, the Town received 30 submissions for requests of funding. The submissions have been screened by staff and a summary of the individual requests is included in attachment B. The summary includes the annual request for funding from Lunenburg County Wheels of \$10,000.

The total allocation based on the current year's approved budget is \$28,000, which includes the Lunenburg County Wheels contribution.

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

Next Steps:

Once funding decisions are made by Council, staff will initiate procedures to disburse funding and associated communications to the approved recipients.

Attachments

- A. Summary of Submissions

2025-26 Grant Requests							
Account #01-2-19-5100	2025-26 Notes	Qualifies under Policy	Supported Last Year	Grant Request	Amount Awarded in 2024	Open To In-Kind	Suggestion
Nova Scotia 55+ Games	Funding has been requested from each municipal unit to support the implementation and hosting of this event.	YES	NO	\$2,000	N/A	Yes - Facility Use (track and community centre)	\$1,000
Lunenburg County Pride	Funds to be used for Kick-Off event and surrounding week of celebrations with a focus to ensure accessibility and inclusivity for all attendees, and professional fees for performers to increase community outreach.	YES	NO	\$3,000	N/A	Town will support through promotion and flag raising event.	\$600
Lunenburg and District Swimming Pool	To assist with operating expenses and toward purchase of pool equipment, including for training and recreation.	YES	YES	\$2,000	\$835	Will provide with in-kind assistance	\$0
South Shore Regional Centre for Education (SSRCE)	Funds for refreshments. Due to demand, cafe will be offered weekly instead of bi-weekly. The international Parents' Cafe has been very well attended this year. During each session, we had newcomers as well as some locals. It provides an opportunity to get to know each other, to practice English, and learn more about different cultures and experiences	YES	YES	\$600	\$750		\$0
Lunenburg Foundation for the Arts	The Lunenburg Foundation for the arts is requesting support from the TOL to fund three major fundraising events: Cranberry Crush, , Cheese Please, and March Melt.	YES	YES	\$1,000	\$583	Will provide promotional support	\$500
Capella Regalis Choirs	To provide support for Capella Regalis South Shore Singing Program which offerws Free singing and general music education to local children ages 8-12. Based in Lunenburg. Free transportation program allows children in outlying rural communities to benefit too.	YES	NO	\$10 000	N/A		\$250

Boxwood Festival Society	Waterfront ceili on July 24, 2025 free and open to the community. Funds will be used toward staffing, security, sound, lights, travel and artist fees for caller and musicians.	YES	NO	\$500	N/A		\$500
Lunenburg Doc Fest	To assist in presentation of the 12th annual Lunenburg Doc Fest and 10th Dock Market, running from Sept. 17 to 21 toward programming of the free outdoor screenings on the waterfront, indoor screenings and activities at the Lunenburg Opera House and other local venues.	YES	YES	\$2,000	\$725	Will provide assistance with hanging lamp banners and social promotion	\$0
South Shore Sexual Health	Requesting funds to support our operations in the TOL. This consists of monies towards mileage and services at Bluenoe Academy, as well as free condoms, pregnancy tests, HIV self-tests, and gender-affirming gear. We also support folks in emergencies with the morning after pill.	YES	YES	\$1,000	\$750		\$500
Bay to Bay Trail	still waiting for response - sent to grants@townoflunenburg.ca	YES	YES		\$348		\$0
Saint Vincent de Paul	Funds received from the TOL will be used for Helping Neighbours-in-Need program to assist vulnerable residents of the TOL, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affects the cost of rent, food, heating oil, power and prescriptions	YES	YES	\$1,500	\$805		\$1,000
South Shore Public Libraries	The Lunenburg Lit Festival, planned, created and hosted by SSPL will use the requested funds to pay performance fees for 3 of the 9 authors who will present at this year's festival	YES	YES	\$600	\$750		\$900
Canadian Dory Racing Association	Funding would be used to host our International Awards Reception. This event is open to the public. The event is the closing for the Dory races which has been happening on the Lunenburg waterfront since 1952	YES	YES	\$5,000	\$593	Will provide in-kind assistance as well	\$600

Rossini Opera Festival NS/LAMP	<p>Begun in the fall of 2024, Tunes on Tuesday is a free, hour-long noon concert presented weekly at the Lunenburg Academy of Music Performance by young Canadian and international musicians. Open to all, the program has regularly welcomed 40+ community members of all ages to inclusive performances tailored to Lunenburg audiences. In addition to providing high level performances, musicians engage with the public through in-depth discussions of their creative process and the historical context of the music they present, often ending with q & a sessions which invite participation from audience members. From March until the end of June 2025, Tunes on Tuesday will present 30 young artists in 15 performances. Concerts will include a variety of instruments and ensembles, such as solo piano, voice, string quartet, and flute, ensuring that each concert is unique and exposes audiences to different types of music. Funding received for this project will include honorariums for participating musicians, piano tuning, cleaning of the concert hall, advertising, and administrative costs.</p>	YES	NO	\$5,000	N/A	Will workwith them to explore other ways TOL might be able to help	\$250
We Feed Lunenburg	<p>Seeking support for containers and supplies for stocking the Community Food Pantry, which has become an essential service in Lunenburg to address the ongoing food insecurity needs of the community and surrounding area.</p>	YES	NO	\$1,000	N/A		\$500
Lunenburg Academy Foundation	<p>To asist in event costs for 'A celebration of unity' during Citizenship week</p>	YES	NO	\$1,500	N/A		\$1,500

Navy League of Canada, Lunenburg Branch	Requested funds will be allocated to essential operational and training activities. Specifically, will help cover heating and electricity expenses, equipment maintenance, and the delivery of structured training programs designed to enhance cadet skills in leadership, seamanship, navigation, first aid, and other critical areas.	YES	NO	\$2,500	N/A	Will offer to assist with promotion and sharing and amplifying social posts	\$600
Lunenburg and Area Garden Club	The LAFC is in year 2 of reviving and restoring the gardens surrounding the Fishermen's Memorial Hospital. We are requesting support to continue our efforts to replant and maintain the green space and gardens.	YES	YES	\$1,000	\$562		\$600
Lunenburg Community Garden	Seeking support to replace our compost bin and three garden plot boxes. The funding will help revitalize the 10 year old comm. garden and ensure the continued support for growing locally. The group is also seeking in-kind use of the storage shed for garden tools.	YES	YES	\$1,000	\$604		\$600
Lunenburg Daycare Centre	For 6-seat stroller similar to purchase from last year to expand ability to take children beyond LDCC grounds.	YES	YES	\$1,500	\$728		\$750
Lunenburg Dog Park Society	To assist in purchasing insurance coverage to provide protection to patrons who use the park and to protect against liability. This is an ongoing expense incurred with responsible management of the dog park. Also seeking in-kind garbage collection.	YES	YES	\$1,000	\$604 + in-kind garbage collection	Will provide garbage collection	\$600

Lunenburg Farmers' Market	This summer marks the 40th anniversary of our Market. We would like to have a 40th birthday celebration, honouring our vendors and customers alike. A complimentary BBQ, Music Concert, South Shore Inflatables on site for the kids, photo slideshow of years past and 4H farm animals on site for educational purposes and engagement. I imagine the majority of events could occur during Market hours in Skate Park while Market occurs in the Arena. An informal picnic in the park.	YES	NO	\$5,000	N/A	Will work on on-going social promotion and amplification	\$1,000
Lunenburg Folk Harbour Society-Festival Sponsorship	This request is for funding to go toward the 40th annual Lunenburg Folk Harbour Festival. This well-established, much-respected event has a budget of approx. \$341,460. We need funding to present this event and keep prices affordable. SEE ATTACHED FOR MORE DETAILS.	YES	YES	\$5,000	\$802		\$1,500
Lunenburg Heritage Society	Funds will be used to advertise, market and promote the 2025 Lunenburg Heritage House Tour which will take place on Sept. 13 2025. Proceeds will support the work of the Heritage Society to preserve and promote the heritage of Lunenburg and and the renewal of the Knaut-Rhuland House museum.	YES	NO	\$1,500	N/A	Inquire as to how Town can help promote the House Tour in September.	\$1,000

Second Story Women's Centre	<p>Specifically we will use the funds of \$1,000 from Lunenburg town to purchase:</p> <ul style="list-style-type: none"> · Art supplies + equipment (clay, beads, t-shirts, natural dye supplies + paints) · Healthy food supplies for snacks and lunches made together · Resources for environmental and growing workshops (seeds, soil, flower pressing and paper making kits) · Local artist and practitioner honorariums (foraging workshops, artist workshops, meditation + dance workshops) 	YES	YES	\$1,000	\$753		\$750
South Shore Minor Hockey Association	To assist for the cost of ice rental, referee fees and welcome packages for the teams for the Gary Wentzell Memorial tournament.	YES	YES	\$750	\$580		\$500
South Shore Public Libraries - Lunenburg Branch	The Lunenburg Library offers free and inclusive workshops designed to be open to all ages and skill levels. The goal of the gardening workshop series to provide instructions, support and supplies to start growing food locally. Food insecurity is a growing concern in our community and the Library aims to contribute to empowering those who want to grow food locally. On average 15-25 participants attend our workshops.	YES	YES	\$600	\$600		\$250

The Lunenburg Theatre Collective	This season we have hired a fourth actor, and we're potentially taking on a student to mentor in stage management and backstage protocols. Once confirmed, we will work out an honorarium, not currently in our proposed budget. For three seasons now, we have brought people to the theatre who have never seen a live performance. The continued use of the LOH, is essential to keeping it operative and successful. We have found our audience of both tourists and locals, have enjoyed the live theatre experience in this beautiful heritage building.	YES	YES	\$1,275	\$676		\$500
Golf for Fishermen's Memorial Hospital	Sponsorship request - request range \$25 to \$1000+ (see letter)	YES	NO	\$25+ (see letter)	N/A	Platinum level	\$500
Nova Scotia Sea School	The Sea School is seeking support from the Town of Lunenburg to help promote and run our experiential summer sailing and wilderness program in 2025. Our summer programs will include 3 multi day sailing expeditions, 1 wilderness expedition and support for priority youth from equity deserving communities. We expect to engage with over 200 youth and employ 15 staff in the 2025 season. The service of our programs follows a mobile program model, partnering with several local Lunenburg businesses and organizations in order to provide safe and welcoming facilities for our participants.	YES	YES	\$5,000	\$647		\$600
Total				\$53,825			\$17,850

Subject: Fire Hall Apron Replacement – Tender Award
From: Lisa Kendall, Municipal Engineer
Date: July 2, 2025



Recommendation

That Council increase the budget for the Fire Hall Apron Replacement Project to \$212,100 funded by Deed Transfer Taxes.

That Council award the Fire Hall Apron Replacement Tender to Dexter Construction Company Ltd for the amount of \$169,900+ HST.

Alternatives

- That Council not award the Fire Hall Apron Replacement Tender and defer this Project to a later time.

Background

The concrete apron in front of the Fire Hall is crumbling apart in the middle, and this extends across all four bay door entrances. The concrete apron is also rapidly deteriorating at the end of three of the four bay entrances, with small chunks of concrete coming out frequently. The current apron was previously trimmed back a few feet and paved with asphalt as a stop gap to address the previous deterioration. The existing apron needs to be replaced with a reinforced concrete apron to support the weight of existing and future fire equipment.

In 2021, a Geotechnical Investigation and an Issued for Tender Drawings were completed for this scope. The Tender was advertised in December 2021 and closed in January 2022. At that time, four submissions were received, and they were all significantly over the approved Capital Budget for the 2021/22 fiscal year. The Project did not proceed at that time.

The scope of construction includes the following:

- Removal of the existing concrete apron and bollards.
- Disposal of all materials.
- Placing of structural fill underneath the base of the new apron.
- Construction of the new reinforced concrete apron and bollards.
- Reinstatement of any disturbed grounds and surfaces, including asphalt, concrete, landscaping, etc.

Discussion

The Tender for the construction associated with the Fire Hall Apron Replacement Project closed on June 25, 2025, and has validity for 90 days.

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

Company	Tender Price (excluding HST)
Dexter	\$169,900.00
DIVCON	\$174,385.00
BCL	\$191,477.00
RikJak	\$236,394.00

Although the bidding was more than the value included in the 2025/26 Capital Budget for this Project, Staff are recommending the apron replacement proceed to best protect the investment the Town and District has made in fire fighting equipment and vehicles, and for the safety of the personnel at Lunenburg and District Fire Department.

Strategic Plan Relevance

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

Financial

The amount approved in the 2025/26 Town Capital Budget for the Fire Hall Apron Replacement Project is \$145,000 including Net HST, with funding anticipated 50/50 Town and District and the Town’s portion to be funded from Deed Transfer Taxes.

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

Item	Cost including Net HST
Engineering (Construction Testing/Support)	\$ 8,000
Tender for Civil Work	\$176,500
Contingency (15%)	\$ 27,600
Revised Budget	\$212,100

This is an increase of \$67,100 from the amount approved in the 2025/26 Town Capital Budget. The funding for the entire project will now be from the Town’s Deed Transfer Taxes

Staff did pursue a contribution from the District Fire Commission to this Project, however they indicated to staff that their focus remains on fire fighting equipment and won’t be contributing to this particular project.

Subject: Starr Street New Sidewalk Project Funding Reallocation
From: Tyson Joyce, Director of Public Works
Date: July 8, 2025



Recommendation

That Council reallocate the Starr Street New Sidewalk funding of \$36,000 (including net HST) to the Pelham Street Sidewalk (Shipyard Hill to Town Limits) Renewal Project.

Alternatives

- That Council reallocate the Starr Street New Sidewalk funding to an alternative sidewalk project;
- That Council reallocate the Starr Street New Sidewalk funding to an alternative smaller infrastructure improvements item within the Town Capital Budget;
- That Council defer making a reallocation of the Starr Street New Sidewalk funding at this time.

Background

The need for a new sidewalk on Starr Street between Lincoln Street was identified by Staff within the 2025/26 Capital Budgeting process. The design of the new sidewalk was included and received final approval from Council on May 27. This was following the February 11, 2025 Meeting at which Council committed to entering into a long-term lease agreement with the Lunenburg Daycare Centre on Starr Street, for the purpose of developing the site into a new daycare facility, subject to final lease negotiations and necessary approvals.

On June 13, the Town received correspondence from Lunenburg Daycare advising that they intend to proceed with upgrades and expansion at their existing Lincoln Street site as the proposed Starr Street site was not the most viable option for them.

With the primary aim of the new sidewalk on Starr Street to provide a safe and efficient connection from the existing sidewalk network to the proposed new Daycare site no longer applicable, Staff are seeking direction if/where the intended funding can be re-allocated. Without the Daycare development proceeding, Staff do not feel installing a new sidewalk on Starr Street remains a priority based on the Town's numerous other infrastructure needs.

The value included in 2025/26 Capital Budget for the new sidewalk on Starr Street is \$36,000 (including net HST), which was intended for engineering and design. There was a budget value shown for 2026/27 of \$490,000 (including net HST) to cover construction, inspection and other costs associated with the execution of the work.

Discussion

There are several options available for the re-allocation of the funding intended for the new sidewalk on Starr Street.

1. An Alternative Sidewalk Project

Within the 2025/26 Town Capital Budget, there were several other sidewalk projects (either new or renewals) in the 5-year look ahead:

Project	5-Year Look Ahead Year	Budget Value
<i>Sidewalk Renewals</i>		
Pelham – Shipyard Hill to Town Limits	2026/27	\$37,500
	2027/28	\$469,500
Victoria – Green to 180 Victoria Road	2027/28	\$50,000
	2028/29	\$300,000
	2029/30	\$300,000
<i>New Sidewalks</i>		
Linden Avenue	2028/29	\$35,000
	2029/30	\$425,000

Based on these options above, Staff’s recommendation would be to proceed with the design phase for Pelham Street sidewalk renewal from Shipyard Hill to Town Limits. This approximately 375m asphalt sidewalk is in relatively poor condition and provides pedestrians with a very uneven surface (refer to attached photographs). The value of this Project is similar to the Starr Street project, so not significantly altering the overall Budget. Proceeding with the design in fiscal 2025/26 would allow construction in 2026/27, advancing the schedule a year ahead of what was previously planned.

Although Victoria Road is a heavily utilized sidewalk and also in poor condition, Staff’s recommendation is to wait until the electrical infrastructure upgrades have been completed in this area before commencing this sidewalk renewal project.

The new sidewalk shown for Linden Avenue is also tied to planned road upgrades, so advancing this work is impractical unless other substantial changes are made to the 2025/26 Town Capital Budget. This would be the same with any potential new sidewalk for Maple Avenue, which also requires watermain renewal and road improvements as part of the scope.

2. Make Additional Funding Available to an Existing Budget Item

There are a few smaller Town Capital Budget items that could benefit from additional funding being added to the approved values. Some examples of these are:

- **Accessibility Improvements** – current approved value of \$20,000. This item covers improvements to existing infrastructure such as designated parking stalls, grades on ramps,

adding tactile warning strips, widening sections of sidewalks, adding railings, etc. in accordance with the new Regulations.

- **Downtown Traffic Improvements** – current approved value of \$50,000. This allocation is for smaller capital works projects based on items such as the recent Traffic and Parking Study, Public Works working files, crosswalk safety, etc.

Adding additional funding to either of these items would allow Public Works to expand our scope for 2025/26 and enhance our infrastructure for either one of these items.

3. Defer Making a Specific Reallocation for the Starr Street New Sidewalk Funding

A further option is to defer making a specific reallocation of the funding made available from the Starr Street sidewalk no longer proceeding. The reallocation could be made at a later time and may be useful if a Tender comes in slightly over the budgeted amount to offset the additional cost to be incurred.

Strategic Plan Relevance

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

Financial

The amount approved in the 2025/26 Town Capital Budget for the Starr Street Sidewalk is \$36,000 including Net HST. With the funding being sourced from Deed Transfer Tax, it means that these funds need to be allocated to infrastructure works.

Council should also consider what future work is likely to be tied to any reallocation of this funding.

Attachments

Photographs of existing Pelham – Shipyard Hill to Town Limits sidewalk









Subject: Regional Economic Development Partnership
Prepared by: Marc Kiely, Director – Community Development
Date: July 15, 2025

Recommendation

Direct staff to proceed with the proposed regional economic development planning initiative and contribute \$5,000 toward the study and action plan.

Background

Although there is no formal framework currently in place, staff from municipalities in Lunenburg and Queens counties have been meeting and working collaboratively on projects of mutual interest in the realm of economic development. To build on this collaboration, staff are proposing a more formalized partnership approach to identify areas of shared interest, priority, regional opportunities and the gaps where regionally we can be better aligned to support businesses in the region.

Discussion

Through the provincial government’s Municipal Innovation Program, regional partner municipalities have sought funding to explore a regional economic development model that will meet the unique needs of the region. The proposed project scope is noted in Attachment A.

If Council supports proceeding, the services of a consultant would be procured late Summer, and work taking place Fall/Winter 2025/26. A report would then be brought back to Council for consideration on how to proceed with next steps, including an action plan.

The intent of this approach is to allow for a clear identification of goals and objectives for projects of a regional scope. There would be community engagement throughout the process and the assessment would cover the entire region, including in: current economic situation, identification of key sectors with growth potential, labour market trends, infrastructure needs and existing resources to support further development, among other elements.

Financial

Budget for this project is included in the 2025/26 Community Development Services Expenditure Budget. The proposed funding structure, including partner municipalities, is as follows:

Source	Amount
Province of NS (MIP)	50,000
MODL	20,000
MODC	10,000
TOB	10,000

TOL	5,000
TOMB	2,500
ROQM	10,000

Attachments

A. Grant Submission Content

Regional Economic Development Partnership

Municipal Innovation Program Grant

A Regional Economic Partnership (REP) can play a pivotal role in fostering growth, collaboration, and sustainable development within a specific geographical region. A regional partnership typically works to enhance the economic prospects of the region by focusing on key sectors, such as industry, infrastructure, labor, innovation, and local resources.

In many regions of Nova Scotia and Canada there are various forms of economic development which include staff lead and regional bodies, at present in Lunenburg and Queens County most economic activities are led by municipal staff with various agency doing a variety of regional economic development functions. In place of a formal regional model municipal staff meet as a working group and certain projects have received varying degrees of municipal participation. Through the Municipal Innovation Program, our partner municipalities are seeking financial assistance to hire a consulting team to explore a formalized model that meets the specific needs of our region.

The anticipated Scope of Work for this project includes:

- Research and identify current economic development plans and activities that are being facilitated by other regional partnerships with NS or areas similar in Canada.
- Complete a review of the primary activities being undertaken in the local municipal units.
- Identify what elements could best provide benefit to a Lunenburg/Queens Partnership
- Identify current municipal partnerships and evaluate benefits and deficiencies of current structure.
- Conduct engagement with the business community in Lunenburg and Queens Counties on interest and involvement in a Regional Economic Partnership.
- Identify gaps and overlaps between what local municipal units are doing and what a regional group could assist with.
- Assess whether a Regional Economic Partnership would be beneficial to the area and supported by the community.
- Recommend a system that will provide a metric to evaluate successes and collaboration with municipal units.
- Identify how the Regional Economic Partnership will align and partner with various provincial priorities that will impact the region.

- Make recommendations on possible regional partnership models and governance structures.
- Provide recommendations on how various models would be funded.

The anticipated impact of a Regional Economic Partnership includes:

1. Collaborative Economic Development:

- Regional Economic Partnerships bring together municipalities, the province, and the business community to work together on economic development initiatives.
- This collaboration allows for the pooling of resources and expertise to address common challenges and pursue shared goals.

2. Focus on Business Growth and Retention:

- Regional Economic Partnerships prioritize attracting, retaining, and expanding businesses within the region.
- They work to create an environment that is conducive to business operations, such as improving infrastructure, addressing regulatory hurdles, and promoting the region's strengths.

3. Support for Businesses:

- Regional Economic Partnerships act as "opportunity connectors" between the private and public sectors, facilitating partnerships and collaborations.
- They can guide businesses through regional economic development processes, helping them navigate challenges and access resources.
- Regional Economic Partnerships may also provide direct support to businesses, such as through mentorship programs.

4. Regional Leadership and Advocacy:

- Regional Economic Partnerships play a key role in communicating the region's advantages and potential to local, provincial, national, and international audiences.
- They can advocate for the region's economic needs and priorities at various levels of government.

5. Increased Revenue and Economic Prosperity:

- By supporting business growth and investment, Regional Economic Partnerships help municipalities increase their tax base and diversify revenue streams.
- This can lead to improved funding for essential services such as education, healthcare, infrastructure, and public safety.
- Economic development efforts can also generate additional revenue through licensing fees, permits, and sales taxes.

The anticipated outcomes of the Regional Economic Partnership study include:

1. Establish a Clear Vision and Mission:
2. Engagement and Partnerships:
3. Conduct a Comprehensive Regional Assessment:
4. Develop a Strategic Economic Action Plan:
5. Create a Funding and Resource Mobilization Strategy:
6. Promote Innovation and Entrepreneurship:
7. Focus on Infrastructure Development:
8. Workforce Development and Education Initiatives:
9. Create a Marketing and Branding Strategy:
10. Monitor Progress and Adjust Strategies:
11. Public-Private Partnerships (PPP):
12. Sustainability and Inclusivity:

Each partner municipality will:

- Approve the Scope of Work for the Regional Economic Partnership study
- Contribute financially to the study
- Allocate time for economic development staff (as relevant) to work on the project team to oversee the study
- Receive a final report and recommended next steps

Expense Budget: Regional Economic Partnership Study – \$107,500

Revenue Budget:

Source	Amount	Confirmed
Province of NS (MIP)	50,000	No
MODL	20,000	Yes
MODC	10,000	No
TOB	10,000	No
TOL	5,000	No
TOMB	2,500	No
ROQM	10,000	No

Subject: Appointment of Investigator for the Code of Conduct
for Municipal Elected Officials

Prepared by: Kayla Byrne, Legislative & Policy Advisor

Date: July 15, 2025



Recommendation

That Council appoint Taylor MacLellan and Cochrane as the municipal Code of Conduct investigator.

Alternatives

Council can choose a different firm from the list of qualified providers. If Council isn't satisfied with the list, it can also ask staff to run a separate hiring process just for the Town.

Background

At its meeting on December 10, 2024, Council appointed Kiersten Amos of McInnes Cooper and MC Advisory as the Town's Investigator for Code of Conduct complaints involving elected officials. This appointment was made under the Town's existing legal services agreement.

However, Municipal Affairs has since clarified that municipalities cannot appoint their current legal counsel as an investigator. They state that, "A municipality must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint." McInnes Cooper is the Town's current legal services provider, and therefore, a conflict may be perceived.

Previously, advice from Municipal Affairs suggested that appointing existing legal counsel was not preferred, but was permitted. This position has now changed.

At its meeting on Nov. 19, 2024, Council adopted the [Code of Conduct for Municipal Elected Officials Regulations](#) through a motion. This Code, as mandated by section 4(1) of the Regulations and section 23A of the Municipal Government Act (MGA), sets standards for ethical behaviour, confidentiality, conflict of interest, and other essential aspects of governance for elected officials. Under this legislation, municipalities are also required to appoint an investigator.

Discussion

To support municipalities in the investigative process, AMANS issued a [call for expressions of interest](#) from qualified firms to serve as Code of Conduct investigators. In response to the AMANS call for expressions of interest, seven qualified firms submitted proposals. All seven met the minimum requirements and placed no restrictions on the types of complaints they could investigate. Each firm reported prior experience handling Code of Conduct-related matters.

Of the seven, Taylor MacLellan Cochrane (TMC) have the lowest hourly rate (see table below). As a result, staff are recommending the appointment of TMC as the Town's investigator for code

of conduct complaints. TMC has been contacted by staff and has expressed that would have no issue adding TOL as a client, if appointed by Council.

Firm	Hourly Rate*
BDO Canada LLP	\$350
Stewart McKelvey	\$495
Burchell MacDougall LLP	\$275
Taylor MacLellan Cochrane	\$200
Burchell Wickwire Bryson LLP	\$175-\$395
MC Advisory Group Inc	\$250
Nijhawan McMillan & Conlon Barristers	\$325

**Note: some firms included lower rates for admin support & junior staff work, or a fee for opening a complaint investigation*

Staff are not aware of any potential conflicts with TMC which would render them ineligible to serve as the investigator.

Relevant Legislation

Municipal Government Act & Code of Conduct for Municipal Elected Officials Regulations

Financial

The volume of investigations is not expected to be high, and the Town's legal services budget (\$75,000) should have sufficient funds for investigations. If investigations are impacting the budget, staff will report to Council.

Communications

To meet the rules under the Code of Conduct for Municipal Elected Officials, the Town will post the investigator's contact information on its website so the public knows how to submit a complaint.

Attachments

None.

MOTION ACTION LIST

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
Community Grants Policy Amendment	Sept. 26, 2023	Amend the Community Grants Program Policy to add criteria for Lunenburg students needing extra funds for provincial or national recreational or cultural activities, allocating \$2,000 from the Community Grants Fund exclusively for qualifying student applicants.	Staff	To be updated before 2026 intake period	
Marketing Levy By-law	2024	Bring forward a draft Marketing Levy By-law for first reading.	Municipal Clerk	Target Date: Bylaw in place by April 2026	At the May 6, 2025 COTW meeting, staff were directed to proceed with engagement with operators to help draft bylaw. Initial notice to operators should be provided in May and deeper engagement will happen in early fall 2025.
Joint Police Advisory Board	March 26, 2024	Explore the creation of a joint police advisory board with MODL, MODC & TOMB	CAO/ Municipal Clerk	Target Date: TBD	Only MODL has expressed interest. Exploring a joint board with MODL is being actively being worked on.

					*This is a legislative requirement
Short Term Housing Report	<p>Initial direction: April 9, 2024</p> <p>Follow-up direction: April 1, 2025</p>	<p>Initial motion: Prepare a comprehensive report on the Town's responsibilities and options concerning short-term housing. This report should address potential taxing and zoning options and an evaluation of both positive and negative impacts of short-term housing within TOL (Completed on April 1, 2025)</p> <p>Follow-up: Bring back a report on what amendments might look like to the MPS and LUB, including options to:</p> <ul style="list-style-type: none"> • Restrict short-term rentals to primary residences; • Restrict short-term rentals to commercial-use zones; • Evaluate the merits of a short-term rental business licensing by-law. 	Community Development	Target date for updated report: TBD	
Sustainable Infrastructure Fund	April 23, 2024	<p>Revise the Street Extension Policy and create a Sustainable Infrastructure Fund in 2024/25.</p> <p>That Council defer reviewing cost-sharing requests made under the Street Extension Policy until after the Sustainable Infrastructure Fund is created.</p>	Community Development	Housing Accelerator Fund (HAF) initiative Target Date: Required by August 31, 2025	
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	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.
Municipal Archive	May 28, 2024	Explore the creation of a Municipal Archive.	Community Development/ Municipal Clerk	Low Priority. No Target Date for complete archive	This could be built into plans for any future grant opportunities and related work/Renovation projects for Town Hall etc. Staff can identify whether stored records are at risk of being damaged in the basement and move them to a safer location if required.
Paid Parking Infrastructure	May 28, 2024	Prepare a report on paid parking infrastructure, which accepts various payment options for consideration in conjunction with the 2025/26 budget deliberations.	Multi-departmental	TBD	
Property Standards/ Dangerous and Unsightly Policy	June 25, 2024 Updated Direction: Sept. 3 COTW	Create a comprehensive property/ dangerous and unsightly by-law that also includes lawn standards, following the presentation of vegetation standards by-law to allow for lawn naturalization. Sept. 3, 2024 COTW direction: Develop a Dangerous and Unsightly Premises Policy that includes clear grass height restrictions; flexibility for lawn naturalization with appropriate safeguards against hazards; a refined definition of "unsightly";	Municipal Clerk	Medium Priority Target Date: Fall 2025	Council provided further direction on what they would like included in this policy at the Sept. 3, 2024 COTW. Staff hope to

		reasonable compliance timelines, and provisions for the town to take remedial action if needed.			present next steps at a summer 2025 COTW meeting
MPS Amendments: DAs on Town Land	Original motion: July 16, 2024 Updated motion: Jan. 7, 2025 COTW	Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill. Jan. 7, 2025 COTW motion: Refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.	Community Development	Priority Target Date: Required by August 31, 2025	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone	Aug. 13, 2024	Prepare a report with recommendations for revising the Land-Use By-law's Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone	Community Development	TBD	For consideration, to include in upcoming LUB/MPS 5-year review work (2026)(See MPS Policy 6-21)
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Municipal Clerk/Community Development	August 2025	Next COTW discussion expected at May or June 2025 COTW – looking at next steps. Staff to consult with Regional EDI Coordinator.

Housing Market Study	Jan. 14, 2025	Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.	Community Development	TBD	MODL is responsible for issuing RFP and this financial contribution will be included in 2025/26 budget.
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.	Staff		
LUB Amendment: on-site parking	Original motion: Feb. 27, 2024 Expanded motion: Jan. 28, 2024	Original: That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards. Expanded: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.	Community Development	TBD	For consideration, this work could form part of overall, comprehensive LUB/MPS 5-year review (2026). See MPS Policy 6-21.
LUB Amendment: Zoning change Salt Meadows Subdivision	Feb. 11, 2025	That staff begin the planning process to consider amending the Land Use By-law to change the zoning of the Salt Meadow subdivision from Medium Density to Low Density, consistent with the intent and configuration of the original property development plan.	Community Development	Priority Target Date: TBD	Expected to go to PAC in June

Affordable Housing Policy	Feb. 25, 2025	That Council reconfirm its commitment to the development of an Affordable Housing Tax Forgiveness Policy, and that an updated draft policy be presented at a future meeting for Council's consideration.	Community Development	Housing Accelerator Fund (HAF) initiative Target Date: Required by Feb. 28, 2026	
ICOMOS Canada Letter	Initial direction: March 4, 2025 COTW Follow-up direction: April 1, 2025 COTW	Staff to respond to the letter from ICOMOS Canada. Complete Follow-up action: ICOMOS response to be included in a public agenda package. Staff's response to ICOMOS Canada was included in the June 24, 2025 agenda package.	Community Development	Target date: Depends on when ICOMOS responds	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	Staff to explore the feasibility and cost estimates for a washroom solution at Lunenburg Academy (presented at April 15 meeting) Follow up motion: Investigate the opportunity to make greater use of the basement washrooms at the Lunenburg Academy, including exploring the possibility of making them available to tenants and potentially for public use, and report back on the feasibility of such use. 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.	Public Works	TBD	
Reducing Speed Limits	March 4, 2025 COTW	Staff to research the requirements for lowering speed limits below 50 km/h in the Town of Lunenburg and provide a report	Public Works	TBD	As of July 2025, inquires have been made the

		<p>with recommendations as to where speed limits could be lowered. (Presented at April 15 meeting)</p> <p>Follow-up motions: 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 possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective.</p> <p>Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.</p>			Provincial Traffic Authority and waiting for a response
Traffic and Parking Budget Considerations	March 4, 2025 COTW	<p>Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations:</p> <ul style="list-style-type: none"> • Reconfiguration of the Community Centre parking lot • Accessible parking considerations • Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i> • Consistent signage improvements 	Multiple Departments	To be included in 2025/26 budget deliberations	First two items addressed in July 15 staff report. Other items to come at a future meeting
Parks Canada Historic Sites and Monuments Board of Canada application	March 11, 2025	Staff to explore an application to the Parks Canada Historic Sites and Monuments Board of Canada for review of the National Historic Site designation, and that a report on a possible application be presented at a future meeting.	Community Development	Target Date: TBD	

Buffer Zone & Rescinding a Motion	April 15, 2025	Review and report back on the UNESCO World Heritage context for development in the Old Town buffer zone, including the 1994 nomination documents and recommendations from Zzap Architecture related to Upper King Street. Following receipt of the report, Council will reconsider its November 28, 2023 motion declaring the Upper King Street lands as surplus.	Community Development	TBD	
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.	TBD	TBD	
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	Low Priority: before next election cycle (2028)	