

TOWN OF LUNENBURG  
**COUNCIL MEETING AGENDA**  
Tuesday, August 19, 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 August 19, 2025 Council Meeting Agenda

**Recommendation:** That Council approve the agenda for the August 19, 2025 meeting as presented.

**5. APPROVAL OF MINUTES**

5.1 July 15, 2025 Meeting Minutes

**Recommendation:** That Council approve the July 15, 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 REMO Governance Model

**Recommendation:** That Council support the process of hiring a facilitator to conduct an all-Council session to review the REMO Governance Model, as recommended by the REMO Advisory Committee at its meeting held July 21, 2025.

### 9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

### 10. BUSINESS ARISING AND UNFINISHED BUSINESS

#### 10.1 Sale of 18 Dufferin Street (Old Train Station)

**Recommendation:** That Council approve the sale of the Old Train Station located at 18 Dufferin Street to the Second Story Women's Centre at a below market value price of \$383,403.

#### 10.2 HSMBC Review of Designation

**Recommendation:** That Council endorse the process underway by the Historic Sites and Monuments Board of Canada and Parks Canada for the Review of the designation of Old Town Lunenburg Historic District National Historic Site of Canada.

#### 10.3 Request for Direction: Marketing Levy By-law

### 11. NEW BUSINESS

#### 11.1 Request to Defer: Lunenburg Academy Roof Repairs

**Recommendation:** That Council defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff reducing the scope and revising the budget for this item for the 2026/27 Town Capital Budget.

#### 11.2 RFP Award: Water Meter Supply & Installation

**Recommendation 1:** That Council increase the budget for Water Meter Supply and Installation Project Budget for 2025/26 to \$1,048,000 funded by Depreciation Reserves.

**Recommendation 2:** That Council award the Water Meter Supply and Installation Request for Proposals (RFP) to Neptune Technology Group for the amount of \$839,741+ HST.

### 11.3 100<sup>th</sup> Fishers' Memorial Service

Recommendation 1: That Council approve the rental of a tent to support the Fishers' Memorial Service Gala and associated anniversary programming.

Recommendation 2: That Council approve the purchase of a table at the Fishers' Memorial Service Gala, and further recommend that the seats be donated back to the event organizers to be made available to individuals and families with a connection to those being honoured.

### 11.4 Community Climate Capacity (CCC) Program – *Verbal update*

## **NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

### 12.1 Community Grant Policy Review – *Notice provided by Deputy Mayor Bailey on July 15, 2025*

Draft motion: That Council direct staff to review and, if necessary, propose updates to the Town's Community Grants Policy in advance of the next application cycle.

### 12.2 Review of Hack and Trolley By-law – *Requested via email by Mayor Myra on Aug. 11, 2025*

Draft motion: That Council direct staff to review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities, and bring the review back for discussion at an upcoming Committee of the Whole meeting, with the intent that any required updates to the by-law be completed by Spring 2026.

### 12.3 Livestreaming of meetings – *Requested via email by Mayor Myra on Aug. 11, 2025*

Draft motion: That Council direct staff to prepare a report for discussion at a future Committee of the Whole meeting that reviews the Town's current practices for livestreaming Council and committee meetings, identifies which types of meetings should be livestreamed, and includes a scan of livestreaming practices in other Nova Scotia municipalities.

### 12.4 Wastewater Treatment and Harbour Water Quality – *Requested via email by Deputy Mayor Bailey on Aug. 12, 2025*

Draft motion: That Council direct staff to prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including:

- An overview of whether and how untreated or partially treated sewage may enter the Front or Back Harbour;
- A plain-language summary of the current treatment system upgrades and their anticipated impact on effluent quality; and
- Contextual information to support public understanding of the Town's wastewater practices.

**12. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE**

The next Committee of the Whole meeting is scheduled for Tuesday, Sept. 2, 2025

**13. MOTION ACTION LIST**

**14. CLOSED SESSION**

15.1 Personnel Matter

15.2 Contract Negotiations

15.3 Acquisition, sale, lease and security of village property

**15. ADJOURNMENT**

**COUNCIL MEETING MINUTES  
TOWN OF LUNENBURG**

July 15, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Renea Babineau, Gale Fullerton, and Alison Strachan
Regrets	Councillor Debbie Dauphinee
Also present	Marvin Macdonald, Interim CAO Marc Kiely, Director of Community Development Tyson Joyce, Director of Public Works Jamie Deans, Communications and Events Coordinator Kayla Byrne, Legislative and Policy Advisor Kristi Tibbo, Director of Recreation
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.
Approval of Agenda	Moved and seconded that Council approve the agenda for the July 15, 2025 meeting with the following addition: <ul style="list-style-type: none"> <li>• 8.1 Doc Fest Banners Request - Lunenburg Doc Fest</li> </ul> <p style="text-align: right;"><b>Motion carried unanimously</b></p>
Approval of Minutes	Moved and seconded that Council approve the June 24, 2025 meeting minutes with the following correction: In the Councillor Reports section, it was noted that some of Mayor Myra’s report was attributed to Deputy Mayor Bailey, and that this should be corrected to accurately reflect each respective councillor's report. <p style="text-align: right;"><b>Motion carried unanimously</b></p>
Public Input	Robert Young provided comments and asked questions regarding the Canada Day celebrations, including event supplies, volunteer coordination, and community contributions. He also offered suggestions related to future fundraising opportunities and green infrastructure projects.
Correspondence	With respect to banner hanging requests, one from Lunenburg Doc Fest and one from the Lunenburg Legion, Council made the following motion:

Moved and seconded that Council direct staff to explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.

**Motion carried unanimously**

Council received notification that the Town's annual expense for RCMP has increased 6.6 %, totalling \$1,140,917.

With respect to a request from Farmers' Markets of Nova Scotia, Council made the following motion: Moved and seconded that Council direct staff to provide a letter of support for the Nourishing Communities Program as requested by the Farmers' Markets of Nova Scotia.

**Motion carried unanimously**

Traffic and Parking Study Items

Council received an information report outlining further details on two items identified from the recent Traffic and Parking Study: the reconfiguration of the Community Centre parking lot and accessibility improvements to municipal parking. The report provided conceptual design elements, potential benefits, and preliminary cost estimates for the Community Centre lot, anticipated for future capital planning. It also identified opportunities for phased upgrades to accessible parking across Town-owned spaces, in alignment with provincial standards and the regional accessibility plan.

Questions focused on long-term design considerations of the Community Centre parking lots, including safety features, and the overall usability of the revised layout. There was discussion about the balance between increasing parking capacity and maintaining adequate space for vehicle access and pedestrian safety. Council also showed support for beginning accessibility improvements this year, emphasizing the importance of prioritizing high-impact areas and aligning with broader accessibility goals.

Community Grants

Moved and seconded that Council approve the allocation of funds for the 2025/26 Community Grants Program as presented in Attachment A.

**Motion carried unanimously**

Councillors suggested that for future years, the contribution for Lunenburg County Wheels be considered outside of the Community Grants Program; and perhaps consider a different funding model for this program.

Fire Hall Apron Replacement

Moved and seconded that Council increase the budget for the Fire Hall Apron Replacement Project to \$212,100 funded by Deed Transfer

Taxes.

**Motion carried unanimously**

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

**Motion carried unanimously**

Funding  
Reallocation: Starr  
Street New  
Sidewalk Project

Before making a decision on this item, Council inquired as to why the Pelham Street sidewalk was being considered over other priority sidewalks. Staff explained Pelham Street was selected because its existing sidewalk is in poor condition and presents challenges for pedestrians due to uneven surfaces; and the project was already scheduled in the Town’s capital plan for design in 2026/27, followed by construction in 2027/28. This reallocation allows the design work to proceed a year earlier, letting construction move forward sooner.

Moved and seconded 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.

FOR	AGAINST	
5 Councillors	1 Councillor (Mayor Myra)	<b>Motion carried</b>

Regional Economic  
Development  
Partnership

Moved and seconded that Council direct staff to proceed with the proposed regional economic development planning initiative and contribute \$5,000 toward the study and action plan.

**Motion carried unanimously**

Appointing a Code  
of Conduct  
Investigator

Moved and seconded that Council appoint Taylor MacLellan and Cochrane as the municipal Code of Conduct investigator.

**Motion carried unanimously**

Notices of Motion,  
Information  
Requests and  
Councillor Reports

Council welcomed Kristi Tibbo, the new Director of Recreation. Council also thanked Marvin MacDonald, who will soon be completing his interim role as CAO.

It was also noted that Council will change its August 12 regular meeting to August 19.

Councillor Fullerton provided an update on the June 30 visit of the Royal Norwegian Navy Band to Lunenburg.

Councillor Strachan reflected on the recent grant application process and emphasized the value of community collaboration in addressing challenges such as food insecurity.

Deputy Mayor Bailey shared reflections on the community grants process, noting the remarkable variety and impact of local volunteer efforts across the community. She also highlighted the upcoming 55+ Games.

**Notice of Motion:** Deputy Mayor Bailey gave notice of motion requesting a review and possible updates to the Town's Community Grants Policy ahead of the next application cycle.

The Mayor highlighted recent community events that celebrated Lunenburg's heritage and local achievements. He also attended the unveiling of a new statue honouring Captain Angus Walters at the entrance of the Golf Club.

Items for  
Consideration at  
COTW

It was noted that there will not be a Committee of the Whole meeting in August.

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 7:36 p.m. per the Municipal Government Act to discuss agenda items 15.1 and 15.2.

**Motion carried unanimously**

Council reverted to open session at 8:31 p.m.

Adjournment

There being no further business, the Council meeting adjourned at 8:32 p.m.

---

Minutes were read and approved.



## Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

### Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: [www.modl.ca](http://www.modl.ca)

July 31, 2025

Mayor Jamie Myra & Council  
Town of Lunenburg  
119 Cumberland St PO Box 129  
Lunenburg NS B0J 2C0

Dear Mayor Myra:

### RE: REMO ADVISORY GOVERNANCE WORKING COMMITTEE

At the July 21, 2025, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

**“that REMO Advisory Committee members recommend that their respective Councils support the process of hiring a facilitator to conduct an all-Council session to engage in reviewing the Governance Model.”**

Attached is the Governance Subcommittee’s Request for Council Decision, providing background information.

Please forward this motion to your Council for consideration and approval. Once approved, please forward a copy of Council’s motion approving the support for hiring a facilitator to Angela Henhoeffler, REMO Manager to [angela.henhoeffler@LunenburgREMO.ca](mailto:angela.henhoeffler@LunenburgREMO.ca).

Sincerely,

Tom MacEwan  
Chief Administrative Officer

Attachment

cc: Paul Nopper, CAO  
Kayla Byrne, Clerk  
Angela Henhoeffler, REMO



Document #	
CAO Approval	
Date: June 13, 2025	
COPIES TO:	
REMAC	July 21
Other-CAO's	X

REQUEST FOR COUNCIL DECISION	
<b>SUBMITTED BY:</b>	Subcommittee for Governance Review
<b>PREPARED BY:</b>	Tammy Crowder, MURP, MCIP
<b>DATE:</b>	June 13, 2025
<b>SUBJECT:</b>	Process and Timelines Inter-Municipal Agreement/Governance Review

### ORIGIN

Regional Emergency Management Committee- (Need Motion)

### RECOMMENDATION

**It is respectfully recommended that the REMAC recommend to the partner Municipal Council's the process outlined in this report for the completion of the review of the Inter-Municipal Agreement; and**

**Further that the REMAC authorizes the use of REMO funds (contingency) to engage a facilitator to work with the Subcommittee and Councils to complete this review.**

### BACKGROUND

The Regional Emergency Management Committee undertook a Strategic Planning Process in early 2025. Through this review a few matters were identified within the Inter-Municipal Agreement that required review, such as the budget approval process and requirements. It was agreed that given that the Agreement has not undergone a significant review in recent years, an overall review should be completed.

To this end, the Governance Review Committee, a subcommittee of REMAC, was established with the mandate of developing a process and overseeing the review of the Inter-municipal Agreement.

This report provides a recommendation from the Subcommittee on a process and timeline for the completion of this review.

### DISCUSSION

The Inter-Municipal Agreement to establish the Regional Emergency Management Organization was first established in 2011. It was amended in 2017 to add the Town of Lunenburg. The Agreement has not been reviewed or revised since.

The Subcommittee, upon review and discussion of options to undertake this review felt that, given the date of the original agreement, a comprehensive review is preferred. Given that the parties to the Agreement are the Municipal Councils, it was best to have the Councils directly

engaged during this review. This approach will ensure final product aligns with Council's expectations. As such the following is proposed:

### **Subcommittee works directly with Council's to complete the Review– Target date for completion – Dec 2025/Jan 2026**

To ensure there are no concerns from partner municipal units respecting bias, it is recommended that the partner units engage an external facilitator to lead the parties through this review.

#### **Proposed Steps**

- i) Facilitator Engaged- August 2025
- ii) Pre-planning meeting with Subcommittee and Facilitator- August 2025
- iii) Facilitated session with Councils- September 2025
- iv) Report /Recommendations from Facilitator to Subgroup- September 2025
- v) Subgroup report and draft agreement to REMAC – October 2025
- vi) REMAC – draft agreement to Council's – December 2025

## **IMPLICATIONS**

### ***Financial***

It is anticipated that the costs of an external facilitator will be approximately \$3500 to \$4000.

### ***Strategic Plan***

The review of the Inter-Municipal Agreement was identified as a priority during the REMAC Strategic Planning process.

### ***Legal***

Legal review of the final draft agreement will be completed by each units respective legal counsel.

### ***Workload***

Resource support will be provided by each units respective CAO or designate, and an external facilitator.

### ***Accessibility/EDI***

Accessibility and EDI may be more applicable to contingency plans and response.

## **OPTIONS**

The REMAC has the following options for consideration:

#### **Process**

1. Accept the recommendation of the Subcommittee as proposed and recommend the same to the Council's;
2. Accept the proposed process/time as recommended by the subcommittee with modifications
3. Propose an alternative process
4. Defer a decision for further information

## COMMUNICATONS

REMAC's recommendation will be forwarded to the partner units for consideration.

**Subject:** Sale of 18 Dufferin Street (Old Train Station)  
**Prepared by:** Marvin MacDonald, Interim CAO  
Paul Nopper, CAO  
Marc Kiely, Director of Community Development  
**Date:** July 30, 2025



---

## Recommendation

- That Council approve the sale of the Old Train Station located at 18 Dufferin Street to the Second Story Women’s Centre at a below market value price of \$383,403.

## Alternatives

- Not approving the sale of the Old Train Station to SSWC.

## Background

Town of Lunenburg owns the property at 18 Dufferin Street, including the Old Train Station and the adjacent trail property.

The Old Train Station has been under lease to the Second Story Women’s Centre (SSWC) for several years. SSWC has requested that the Town sell them the property.

Negotiations on the purchase of the property have been ongoing for over a year.

The Town has initiated a subdivision of the property that separates the building and the two paved parking lots from the trail and back portion of the land, which would remain under Town ownership.

At the May 27, 2025 meeting of Council the building and parking lots were declared surplus to Town needs for the purpose of facilitating the sale to SSWC.

A Public Hearing was held on June 24, 2025, where the issue of heritage conservation for the Old Train Station was raised as a major concern for the public. Since then, three letters of related correspondence from the public have been received and are attached to this report.

## Discussion

The Town has a Land Divesture Policy in place that dictates the process for selling Town-owned property. The Policy includes:

8.1.1 Council may consider the divesting of Town lands upon written request prepared by the prospective purchaser or their agent.

8.2.1 Prior to divesting any lands, Council shall, by resolution, declare the land surplus and declare that the land is no longer required for Town purposes.

8.2.2 Before declaring a property to be surplus, a report and recommendation shall be submitted for Council's consideration.

8.2.3 The evaluation criteria in Appendix A will be used to create a land profile and will form part of the report referred to in Section 8.2.2.

8.3.2 Prior to divesting any surplus lands not zoned as Residential Use (RL, RM, RH, RUR) Zone as defined under the Town's Land Use By-law the holding of a Public Information Meeting (PIM) to advise the public and to seek public comments into the possible divestiture of Town land shall be at the discretion of the CAO.

8.4.2 Purchase and Sale Agreements should, if applicable, include clear direction related to any buy-back provisions. If any buy-back provisions are incorporated within the Purchase and Sale Agreement, the Agreement shall lay out the provisions to recoup any costs associated with returning the lot to the original pre-purchased condition.

All the requirements of the Town's Land Divestiture Policy have been met for the sale of the Old Train Station at 18 Dufferin Street.

With regards to the Heritage components of the proposed sale of the Old Train Station:

- The property is located just outside, and on the edge of what is called an Architectural Control Area, where, if it were included, it would have permitting implications as it relates to heritage embedded in the Land Use By-Law. This means that it does not currently have any associated heritage designations or other regulatory protective mechanisms in place aimed at protecting heritage value.
- This does not mean that it doesn't have heritage value, as was noted and expressed at the Public Hearing. It just means that steps haven't been taken by Council to date to officially explore the idea of a municipal heritage designation or potentially put in place other regulatory mechanisms that could be aimed at protecting/conserving the heritage value.
- As written in the HCD Plan and By-Law document, the Statement of Significance (SOS) for the CNR Lunenburg Station, appears to have been left in the existing Heritage Conservation District Plan and By-Law in error from an earlier version of the DRAFT HCD Plan and By-Law, which at that time proposed including that area, including the train station, in the HCD. The draft document was later revised to remove that area of town, and the draft SOS should have been removed at that time as well. This is basically an administrative error in that document, and staff will need to correct that to match the approved HCD Plan and By-Law.
- Council, at any time and regardless of ownership, can initiate the exploration of a municipal heritage designation for a building in town and bring it to the Heritage Advisory Committee for consideration. Heritage designation does not restrict the sale of

a

property.

- Second Story Women’s Centre have indicated its intention to engage an expert in heritage preservation for consultation on any proposed renovations or alterations to the train station building.

The Purchase and Sale Agreement with SSWC will contain a ‘Right of First Refusal’ clause with clear direction on buy-back provisions that are satisfactory for both parties.

The Purchase and Sale Agreement with SSWC will contain a long-term easement clause that provides for public access to the back of the property, which allows for vehicle parking adjacent to the trail and the dog parks. During the subdivision process, the Town explored reserving a portion of property in front of the building for a separate Town-owned roadway to provide access to the rear of the property. It was determined that the lot was not wide enough to allow the required street frontage (40’) for three separate lots to occur.

Note from the CAO

The Town has received correspondence from the SSWC with a commitment to reviewing the heritage of the building in any renovations they plan to proceed with and will consult on these with a heritage architect consultant. If Council is concerned, beyond the written commitment from the SSWC, about protecting the heritage aspect of the Old Train Station, that the Purchase and Sale Agreement could have an amendment to include a section stating:

*“That the SSWC will take into consideration, with any renovation or restoration, the protection of character defining elements of the Old Train Station.”*

*Or*

*Add the letter provided by the SSWC dated August 8, 2025 as an appendix to the Purchase and Sale Agreement that outlines of heritage and commitment to do so.*

As noted above, Council can review this property at a later date for consideration of other heritage designations from the Town.

### **Strategic Plan Relevance**

Supporting non-profits providing social programs for residents of Lunenburg

### **Relevant Legislation**

Section 51, Municipal Government Act

### **Financial**

The sale price will be \$383,403, as previously negotiated with SSWC.

### **Communications**

A Communications Plan will be coordinated with Second Story Women’s Center.

### **Attachments**

Letters received from residents following the June 24, 2025 Public Hearing

**From:** [Irma Da Sie](#)  
**To:** [Jamie Myra](#); [Rachel Bailey](#); [Alex Greek](#); [Alison Strachan](#); [Debbie Dauphinee](#); [Renea Babineau](#); [Gale Fullerton](#)  
**Cc:** [Kayla Byrne](#); [CAO Town of Lunenburg](#)  
**Subject:** Cultural Tourism Workshop and the Train Station  
**Date:** July 7, 2025 7:41:44 PM

---

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor and Councillors,

I respectfully submit this note in light of the Town's recent initiative to hold a Cultural Tourism Asset Mapping Workshop, an initiative I do support. However, I find it troubling that at the same time, Council is moving forward with plans to sell the train station, a building with undeniable cultural and historical value.

As councillors, I suspect the broader cultural importance of train stations may not be top of mind, which is why I encourage you to watch just the first **5 1/2 minutes** of the following PBS documentary. (While the program focuses on American examples, the message is entirely relevant here.)

### [Railroad Stations in American Life – PBS Video](#)

The video makes the case eloquently, reflecting a widely understood perspective on their cultural value, rather than just my personal opinion.

I recognize that Second Story Women's Centre is a deeply respected organization. Perhaps they will occupy the building for another 50 or even 80 years - or perhaps they won't. None of us has a crystal ball. What we do know is that the Town can and should support them, by giving them the long-term security they crave, without permanently giving up ownership.

*Perhaps someone can explain to me why this has to be a divisive issue?*

*Why must it be "either/or" when "both/and" solutions do exist?*

*Why are we not looking for solutions that acknowledge multiple points of view and recognize the long-term value of preserving public heritage assets?*

At a time when the Town is actively identifying cultural assets, it seems contradictory & somewhat hypocritical, to dispose of one. I urge Council to reconsider the message this sends, and the future potential opportunities we lose, if we give away this piece of our civic inheritance.

Perhaps it's my architectural training that leads me to see the deeper significance in this building and to speak more strongly than some about the importance of keeping such an asset in public hands rather than selling it to a private organization, no matter how well intentioned. I truly believe future generations of the community will ultimately thank you for it.

Respectfully, I trust that Council's decisions will be guided by Lunenburg's long-term

heritage and cultural tourism goals, independent of any personal alliances or influences.

Kind regards,  
Irma

**Irma Da Sie**

Retired Architect N.S.A.A.

August 5, 2025

Mayor Jamie Myra  
Deputy Mayor Rachel Bailey  
Councillors:

Renea Babineau  
Debbie Dauphinee  
Gale Fullerton  
Alex Greek  
Alison Strachan

RE: Proposed sale of C.N.R Lunenburg Station

Via email

Your Worship, Mayor of Lunenburg, Deputy Mayor & Councillors:

At your June 24, 2025 Town Council meeting, I spoke to the special considerations that should be invoked in the sale or (preferably) long-term lease of a publicly-owned heritage property. I submit the following comments in the hopes of persuading you to view and execute this pending action through a lens more appropriate to a World Heritage community. This perspective can best be described as stewardship.

First, I understand that staff informed Council that the inclusion of the C.N.R. Lunenburg Station in Appendix F, *Individual Statements of Significance*, in the 2024 Old Town Lunenburg Heritage Conservation District Plan (HCDP) was a mistake, that staff had intended to remove it before finalizing the HCDP. Whether it is included or not does not change its status. It is still a heritage property until and unless its character-defining elements have been so compromised as to warrant removal from a heritage registry. In fact, Lunenburg (and every municipality) should keep a separate list of all municipally-owned, registered heritage properties and determined to be eligible for registry properties for Council's reference in decision-making.

Second, I have heard – perhaps incorrectly – that the draft purchase and sale agreement (P&S) will not include a condition prohibiting the purchaser from demolishing the building without prior review and approval of the Town, purportedly because the purchaser has expressed that it has no intention of doing so. However, legally binding documents are not written

for the parties at the table, but rather for their heirs and successors (some of whom may not yet be born). Any agreements between the parties that are not documented in writing and appropriately witnessed and signed are meaningless and unenforceable. The present Board, its successors, or a future purchaser of the property would be free to demolish the historic train station and build an entirely new structure. If the purchaser -- the steward of this heritage property -- is not willing to agree in writing to a condition regarding an action as decisively final as demolition, perhaps they are not the right steward for this historic property.

Third, if a long term lease is simply not to be considered, I point you to a historical precedent that would be eminently appropriate for the Town of Lunenburg. Circa 1814, Gamaliel Painter, a prominent founding settler of the town of Middlebury, Vermont, donated land on which to move the first courthouse, constructed in 1796, with the proviso that, in the event it ceased to be used as a courthouse, the deed would revert to Middlebury College. In fact, the County built a new courthouse in 1996, vacating the courthouse built in 1883 to replace the previous one, and the proviso was triggered.<sup>1</sup>

Unless there are local, provincial or federal rules or regulations prohibiting such a provision in a deed of sale, the Women's Center could be deeded the C.N.R. Lunenburg Station at minimal or no cost, and enjoy all the benefits of ownership, including rehabilitation of the existing building and constructing additional space (and the financing of same), as long as they used the building for their intended purpose and preserved the character-defining elements as listed in the station's individual *Statement of Significance (Appendix F, page 70, HC DP)*. The deed would stipulate the terms of ownership, clearly defined to match its mission, and revert to the Town in the event of cessation of the Women's Center.

Which brings me to my final comment and entreaty. At a minimum, as stewards of our World Heritage community, whether the station is leased or sold, please preserve the seven character-defining elements as well as prohibit demolition by writing heritage preservation (conservation) easements into a legally-binding agreement. In the event of a revertible deed of sale or an outright sale, this agreement would be registered on the title and "run with the land". If sold outright, the Town would also retain a

---

<sup>1</sup> <https://sites.middlebury.edu/walkingmiddlebury/court-square/> (See highlighted excerpt attached).

right of first refusal should the Women's Center subsequently choose to sell the property.

The seven character-defining elements are:

- *Location on Lunenburg's Back Harbour Trail, which corresponds to the Halifax and South Western Railway railbed;*
- *Irregular rectangular footprint and human scale;*
- *Gable roof with slightly bell-cast roof, especially on its west face, with dormers;*
- *Western overhanging eave and porte-cochere on its southern side;*
- *Shallow projecting telegrapher's bay on its western elevation;*
- *Rhythmic placement of its apertures and brackets; and*
- *Tudor revival elements, especially its stucco and half-timbered exterior.*

You are passing the stewardship of a currently publicly-owned heritage asset to the Women's Center Board. Stewarding the preservation of these elements is not onerous. The Board is, in fact, assuming your obligations as well as the benefits of long-term certainty and stability.

Thank you for your consideration, and I hope, willingness to turn a new page on the management of our public assets and resources.

In the event you decide to steer the present course -- without placing protections on the C.N.R. Lunenburg Station -- I would much appreciate your explanation as to why.

Respectfully submitted,



Townsend H. Anderson  
55 Townsend St.

Attachment: Highlighted Excerpt from "A Walking History of Middlebury", by Professor Glenn M. Andres

**Excerpt: A Walking History of Middlebury, Professor Glenn Andres**

across the green was completed in 1809, and the Episcopal Society met there from 1810–1815. In 1804 it was the locus of an important event in the history of abolition law. Presiding judge Theophilus Harrington of Clarendon was confronted by a New York slave owner who was suing for the return of a fugitive slave. When the owner’s attorney presented the court with a bill of sale to support the plaintiff’s claim, Harrington ruled he would not return the fugitive for anything less than “a bill of sale signed by God Almighty Himself.”

Another of Painter’s<sup>1</sup> schemes for Middlebury ran counter to the placement of the courthouse, however. This was the development of the Center Turnpike, a stage route down what is now the line of Highway 7 to East Middlebury, across Middlebury Gap, and on to Woodstock, where it connected with stages to Boston. Begun in 1799, the new road entered the village on what is now Court Street and terminated at the back side of the courthouse. Accordingly, the building was moved across the street onto more Painter-donated land in 1814, and its old site became Court Square. In 1829 the building was divided into two more-heatable floors, the upper continuing as a courtroom, the lower serving as town hall. Repaired and remodeled in 1844, it was determined inadequate and old fashioned in 1882 and moved to the Addison County Fair Grounds (now the recreation park) down Court Street, where it served variously as a harness shop and floral hall until it was torn down in 1939.

<sup>1</sup> Gamaliel Painter was one of the original settlers of Middlebury and founder of Middlebury College. He donated (deeded) the land for the courthouse with the reversion provision cited on page 5.

[Scroll to page 4 & 5]



The first Addison County Courthouse in the 1860s. Source



The Courthouse serving as a harness shop after it was moved to Court Street in 1882. Source

Its replacement, by Clinton Smith of Middlebury, was described in the *Middlebury Register* in 1883 as of “mixed architecture with Queen Anne features,” and declared the handsomest courthouse in the state.<sup>15a</sup> The facade is both picturesque and ordered. Its asymmetric massing and variety of detail in stone, brick, wood, slate, and glazing are held in line by articulating brick panels and “structure.” This was very up-to-date design for Vermont. The panel-brick style (as it since has been dubbed) was just being popularized by leading architects in Boston, New York, and Philadelphia. Yet the courthouse is hardly a pure import. Its architect is local, and he has put the stamp of his personality and craftsmanship on its design. He also has maintained a sensitivity to its setting. Vigorous in its detail, the courthouse remains a good neighbor to the earlier structures on Court Square, prominent, but not too

assertive for the good of its surroundings.



The second Courthouse by Clinton Smith, ca. 1900. Source

Among its neighbors, the house to its right with the elaborate center chimney was built in 1825; the Masonic Hall to its left was built in 1823. By the 1990s, the 1883 courthouse was considered to be inadequate and a new courthouse, named after Judge Frank Mahady, was constructed in 1995–1996 on a more spacious site behind the previous one. The new building features a hipped roof, a central cupola and a pedimented entry bay and houses the original courthouse bell in its lobby. The old courthouse, no longer used by the court system, passed to the ownership of Middlebury College in accordance with provisions in Painter's deed.



The Masonic Hall (left) and the former Courthouse by Clinton Smith (right), 1909. Source

16 **Middlebury Inn** On the north side of Court Square and serving as a focus for travelers entering the town on the old Centre Turnpike (Court Street) is the Middlebury Inn. Painter had deeded this prime site just north of the court lot to Simeon Dudley in September of 1788 for the construction of a tavern, but Dudley did not carry through. In 1794 Samuel Mattocks did, however, building a tavern that stood on the site until a fire destroyed it and neighboring structures in 1816. The brick house of Nathan Wood (on the Town Hall Theater site) served as an interim tavern until Wood rebuilt on Mattock's lot in 1826. Wood's new inn, the Vermont House, was a grand three-story brick building with fifty rooms. Since its opening on April 16, 1827, the inn has changed its name twice (Vermont House 1827–1852; Addison House 1852–1927; Middlebury Inn 1927–present), been Victorianized and un-Victorianized (1851, 1865, 1897, 1927), and grown considerably. Once it had a cupola, later a wrap-around piazza, and later still was painted yellow. Indeed, perhaps the only bit of the original building other than the basic masonry of the main block to survive all the changes is the fan-lighted doorway with elliptical carved decorations looking out onto Pleasant Street and the Green. The basement and part of the first floor have housed at times offices, stores, a barber shop, and the



August 8, 2025

Mayor Myra and Councillors  
Via Town CAO  
Town of Lunenburg  
119 Cumberland Street  
Lunenburg, NS B0J 2C0

**Re: Commitment to Stewardship of 18 Dufferin Street**

Dear Mayor and Members of Council,

On behalf of Second Story Women's Centre, I am writing to express our sincere gratitude to the Town of Lunenburg for your ongoing support of our work, and to further clarify our commitment to the respectful care and stewardship of 18 Dufferin Street.

For more than 13 years, Second Story has had the honour of calling this building home. Over this time, we have created a welcoming space for women, girls, and gender-diverse individuals to access programs and services. Many in our community expect/recognize/associate this building with safety and support. We have come to know the building deeply, and it has become more than just a space—it is part of our story and a foundational part of the healing and empowerment that happens within these walls.

While the building does not have historical designation, we recognize that its history as a local transportation link holds community significance. We want to assure the Town and community that, should our offer to purchase the property be accepted, our care for the building will match or even exceed the level of care we have exercised over the past 13 years while ensuring we continue to deliver our services to the community safely and effectively.

We hope this letter will provide assurance of our intentions to act as responsible stewards of the building's past, present, and future. Thank you for your time, consideration, and for your continued commitment to the people of Lunenburg.

Sincerely,

A handwritten signature in black ink that reads "Leitha Haysom".

Leitha Haysom  
Chairperson, on behalf of the Board of Directors  
Second Story Women's Centre

Second Story Women's Centre, 18 Dufferin St., Lunenburg, NS B0J 2C0  
info@secondstory.ca | 902-640-3044

SECONDSTORY.CA

**Subject:** HSMBC Review of Designation

**Prepared by:** Marc Kiely, Community Development

**Date:** August 12, 2025



---

## Recommendation

- That Council endorse the process underway by the Historic Sites and Monuments Board of Canada and Parks Canada for the Review of designation of Old Town Lunenburg Historic District National Historic Site of Canada.

## Background

Town staff have recently been provided notice by HSMBC that the citizen-initiated review of designation for Old Town Lunenburg Historic District NHS has been identified for review and that a report will be prepared for consideration of the HSMBC. The purpose of this process is to add an additional layer of history to the existing designation.

Requests for review can be made by any member of the public, as was done by Councillor Strachan in June 2024 prior to being elected.

## Discussion

The Historic Sites and Monuments Board of Canada (HSMBC) is the advisory body to the Government of Canada on the designation of persons, places and events from a national perspective whose recommendations feed into designations of national significance, including the Old Town Lunenburg Historic District NHS. The HSMBC's secretariat is administered through Parks Canada, however, it should be noted that this is a separate entity than the unit focused on World Heritage.

With the recognition that perspectives and interpretations of history in Canada have changed a lot of the last century, some designations and their commemorative bronze plaques include dated, inaccurate or insensitive content that does not reflect what is known or important to say about the country's history today, HSMBC has initiated a program designed to review commemorative plaque texts and national historic designations. Parks Canada's Framework for History and Commemoration (<https://parks.canada.ca/lhn-nhs/cadre-framework/cadre-2019-framework>) outlines the approach for the review of existing national historic designations and their related plaque texts, focusing on incorporating new knowledge and expanded perspectives to ensure the incorporation of the broad spectrum of history in Canada and includes the histories, cultures and contributions of Indigenous peoples.

Designations are reviewed for the following reasons:

- **colonial assumptions:** designations related to colonial and religious leaders and their actions, and to settlement and nation building that were written from an overly European perspective

- **terminology:** designations that include outdated or offensive terms or word choices
- **absence:** designations that have an absence of a significant layer of history, most frequently associated with the exclusion of Indigenous peoples
- **controversial beliefs and behaviours:** designations, in particular persons, who are now associated with views, actions, and activities condemned by today's society
- **new research:** designations that need to be updated to reflect new information, new sources, or recent scholarship

The review process involves a Parks Canada historian conducting research, including public engagement with community members, subject-matter experts and local stakeholders. A research report is then presented to the Board for consideration.

The Board may recommend to the Minister of Environment and Climate Change and the Minister responsible for Parks Canada

1. New or modified reasons for designation
2. To maintain the existing designation
3. That there is insufficient historical knowledge or another issue that makes it impossible to provide a recommendation at this time

The secretariat at Parks Canada does not provide a timeline for completion of the related work, however, notes that it is contingent on complexity of the file and availability of resources but will endeavour to complete the work as soon as possible. The Town will be informed of the outcome of the review.

Staff feel that the related work and research is important and will help lay the groundwork for current and future initiatives related to ensuring an authentic and relevant representation of history, inclusivity, especially underrepresented histories. To highlight, this review does not relate to the World Heritage designation specifically, rather, the National Historic Site designation. That said, related research and outcomes could be relevant to any future review of other heritage designations.

Although Town resources are not expected to be utilized, Staff are seeking support to recognize the outcomes and consider how it can feed into other relevant work including interpretation.

An official application by the Town is not required as the original request for review was accepted.

### **Financial**

There are no related financial or staff resource commitments.

### **Communications**

Once outcomes of the review and related reporting material is provided, a communications plan will be developed.

**Attachments**

Attachment A – Notification Email to Town of Lunenburg

**From:** [CLMHC-HSMBC \(PC\)](#)  
**To:** [Marc Kiely](#)  
**Cc:** [CLMHC-HSMBC \(PC\)](#)  
**Subject:** HSMBC – Notice to Site Owner – Review of designation - Old Town Lunenburg Historic District National Historic Site of Canada  
**Date:** July 31, 2025 3:27:16 PM  
**Attachments:** [image001.jpg](#)

---

CAUTION: THIS IS AN EXTERNAL MAIL



Dear Marc Kiely,

As the representative of the town of Lunenburg, owner of the property on which the commemorative plaque for Old Town Lunenburg Historic District National Historic Site is currently located, I am writing to inform you that the designation under the National Program of Historical Commemoration has been identified for review. A report will be prepared for the consideration of the Historic Sites and Monuments Board of Canada (the Board). The purpose of this process is to add an additional layer of history to the existing designation. In the meantime, the current plaque, located on Bluenose Drive, will be retained until this process is completed.

Taking into account the complexity of the file and the availability of resources, the amount of time required to prepare documentation for the Board can vary. Please be assured, however, that we endeavour to have the review considered by the Board in as timely a manner as possible. You will be informed of the outcome of this review once the process will be completed.

If you wish to learn more about the review of commemorative plaque texts and national historic designations, you may visit the [review of designations](#) web page.

Should you have any questions on this matter, please do not hesitate to contact me at [jocelyne.long@pc.gc.ca](mailto:jocelyne.long@pc.gc.ca).

Sincerely,

Jocelyne Long  
A/Manager, Heritage Designations, Cultural Heritage Programs  
Indigenous Affairs and Cultural Heritage Directorate  
Parks Canada Agency

Secrétariat  
Commission des lieux et monuments historiques du Canada (CLMHC)  
Parcs Canada / Gouvernement du Canada  
30, rue Victoria, (P3-03-M), Gatineau (Québec) J8X 0B3  
[clmhc-hsmbc@pc.gc.ca](mailto:clmhc-hsmbc@pc.gc.ca)  
[parcs.canada.ca](http://parcs.canada.ca)

Secretariat  
Historic Sites and Monuments Board of Canada (HSMBC)  
Parks Canada / Government of Canada  
30 Victoria Street, (P3-03-M), Gatineau, QC J8X 0B3  
[clmhc-hsmbc@pc.gc.ca](mailto:clmhc-hsmbc@pc.gc.ca)  
[parks.canada.ca](http://parks.canada.ca)

## REQUEST FOR DIRECTION

Subject: Marketing Levy By-Law  
Prepared by: Kayla Byrne, Legislative & Policy Advisor  
Date: July 15, 2025

---



### Purpose

Staff are seeking Council's direction on whether to pause work on the Marketing Levy By-Law until Council has determined its preferred direction for regulating short-term rentals and there is greater clarity on the Province's centralized collection system. Three available options for consideration are:

- (Option 1): To pause implementation of the Marketing Levy.
- (Option 2): Applying the Marketing Levy only to traditional accommodations in year one as a phased in approach.
- (Option 3): Applying the levy to all registered short-term accommodations.

### Background

On February 27, 2024, the previous Council discussed the implementation of an Accommodation Marketing Levy and directed staff to prepare a draft By-Law for first reading.

At the May 4, 2025 Committee of the Whole (COTW) meeting, Council confirmed its intention to proceed with developing a Marketing Levy By-Law, aiming for implementation by April 2026. During that meeting, staff also presented a targeted engagement plan to work with operators and ensure the By-Law is practical and feasible from an operational standpoint. As of this writing, no engagement activities have been initiated.

### Discussion

Following further research into this item, staff are looking for Council's direction on three possible routes for the proposed By-Law:

- **Option 1 – Pause Implementation of the Marketing Levy:** Suspend work on the Marketing Levy By-Law until Council has determined its preferred direction for regulating short-term rentals through the MPS and LUB.
- **Option 2 – Phased Implementation:** For the first year of the By-Law, only apply the levy to traditional short-term rentals (hotels, motels, bed and breakfasts). This would exclude short-term rentals within residential units that mostly use third-party booking platforms like Airbnb and VRBO.
- **Option 3 – Full Implementation:** Apply the Marketing Levy to all Town properties currently registered in the Province's Short-Term Rentals Registry. This would include

both traditional accommodations (hotels, motels, bed and breakfasts) and residential short-term rentals that typically operate through platforms like Airbnb and VRBO.

- **Note on Timing:** While the intent is to have the Marketing Levy By-Law approved and in effect by April 1, 2026, the sequencing of work could make this challenging. If Council chooses to pursue MPS and LUB amendments related to further Short-Term Rental regulation, these processes can take several months. Waiting to begin targeted engagement on the Marketing Levy By-Law until after those amendments are complete would shorten the time available for engagement, By-Law drafting, formal approval, and related communications. This could push the Town up against the April 1, 2026 start date.

#### **Considerations of Option 1 (Pause):**

At its May 1, 2025 COTW meeting, Council directed staff to explore possible MPS and LUB amendments that could further restrict short-term rentals, such as limiting them to primary residences or to commercial zones. These amendments could change who is allowed to operate a short-term rental in the Town. If targeted engagement on the Marketing Levy By-Law is carried out before these local rules are decided, some operators may be asked to participate and share feedback only to later find they are no longer permitted to operate. This could cause confusion and frustration, and would not be the most efficient use of engagement efforts.

At the same time, the Province has acknowledged the ongoing challenges municipalities face in enforcing marketing levies on third-party platforms like Airbnb and VRBO, including difficulty ensuring those platforms collect and remit the levy and tracking whether all eligible rentals are complying. The Province and AMANS are in preliminary discussions about a centralized system that third-party providers could use to remit levies to municipalities. While no timeline has been announced, such a system could simplify administration and improve compliance.

Pausing implementation now would allow Council to first finalize its approach to regulating short-term rentals and give time for the Province's collection framework to take shape. This would help ensure the Marketing Levy By-Law is applied to the right group of operators, introduced with clear and consistent communication, and aligned with any new provincial tools or standards. This would, however, also delay the generation of related revenue for the Town and potential plans related to its use.

#### **Considerations of Option 2 (Phased):**

A phased approach (excluding short-term rentals within residential units for the first year) would give Council time to consider possible MPS and LUB changes related to short-term rentals and allow the Province more time to advance work on a centralized collection system for third-party platforms. This option would also let the Town begin collecting a Marketing Levy and gain experience with the new process. However, applying the levy only to traditional short-term accommodations (i.e. hotels, motels, and bed and breakfasts) may raise concerns about fairness

among operators and lead to questions about the consistency of the By-Law's application. Clear communication would be important to explain the reasons for the phased approach, the benefits to operators, and the temporary nature of the exclusion.

### **Short-Term Rental Numbers:**

As of August 2025, there are 38 short-term accommodations in the Town registered with the Province's Short-Term Rentals Registry. Of these, 11 are located within residential units, are not the owner's primary residence, and likely rely on third-party booking platforms. Under this option, these 11 properties would be excluded in Year 1. The remaining 27 traditional accommodations would be subject to the levy, which staff believe is a sufficient number to make implementation worthwhile.

### **Considerations of Option 3 (Full):**

Applying the levy to all registered short-term accommodations, including both traditional accommodations and units primarily using third-party booking platforms, would provide a consistent approach and may be seen as fairer by operators. It would also allow the Town to begin collecting the levy from all eligible properties starting April 1, 2026. However, this approach could create confusion if the Town engages with all current operators now and then later changes local rules through MPS or LUB amendments that make some of them no longer eligible to operate.

While staff do not see the development of the provincial centralized collection system as a major barrier to moving ahead, it should be noted that the system may change in the future. Any such changes would likely require additional communications with operators to explain how collections will work and to avoid confusion. In the meantime, the Town should be aware that documenting and verifying levy collections from third-party booking platforms like Airbnb and VRBO can be challenging under the current system, with other municipalities reporting issues in tracking and confirming remittances from these platforms.

Full implementation is feasible if Council wishes to proceed, but it will be important to clearly communicate the potential for future provincial or local changes, as well as the current challenges with third-party platform collections, so operators understand the process may need to adapt over time.

### **Relevant Legislation**

- Financial Measures (2024) Act (Bill 419), Clause 28: Platform operators (e.g., Airbnb, VRBO) are now legally required to collect and remit marketing levies directly to municipalities.
- Tourist Accommodations Registration Act
- Municipal Government Act: Section 75A

### **Communications**

Once direction is provided, as noted at the May 4, 2025 COTW meeting, staff will start a targeted engagement process with the operators to gather feedback on logistics, preferred levy amount, use of funds, etc.

**Attachments**

None

**Subject:** Lunenburg Academy Roof Repairs – Tender Results  
**From:** Lisa Kendall, Municipal Engineer  
**Date:** August 8, 2025



---

## **Recommendation**

That Council defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff reducing the scope and revising the budget for this item for the 2026/27 Town Capital Budget.

## **Alternatives**

- That Council increase the 2025/26 Capital Budget by \$1,000,000 and award the Lunenburg Academy Roof Repairs Tender.
- That Council defer the Lunenburg Academy Roof Repair Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget.

## **Background**

There are currently several active leaks in the Lunenburg Academy Roof. In June 2024, Fishburn Sheridan Atlantic Inc. (Fishburn Sheridan) was awarded the RFP for a condition assessment, design and tender document preparation, and quality insurance reviews for the roof repair scope.

Fishburn Sheridan's Condition Assessment identified that the Lunenburg Academy roof presents several challenges. Currently, the roof is in fair condition, although the finish has significantly deteriorated at the sloped cedar shingle areas. With targeted repairs/replacement, the roof could be brought to a serviceable state. Furthermore, conditions contributing to water intrusion were identified in several different areas of the roof. These include areas with membrane valleys, generally near dormers and towers, which require replacement to correct this issue. To accomplish this, a significant portion of cedar shingle must be disturbed and replaced, in which case, replacing a larger area of roof face would provide the most value as staging and access will remain a consistent repair/maintenance challenge and expense.

The construction scope of work for this project includes the following:

- Replacing the existing cedar roofing at all sloped roof areas, gables, hips and towers with factory finished cedar shingles.
- Replacement of valleys and flashing with new, lead coated copper materials.
- Targeted replacement of cedar shingles and improving the flashing at mansard elevation.

## **Discussion**

The Tender for the construction associated with the Lunenburg Academy Roof Repairs Project closed on June 26, 2025, and has validity for 60 days.

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

<b>Company</b>	<b>Tender Price (excluding HST)</b>
Roof Tile Management Inc.	\$1,615,533.57
DIVCON	\$2,428,500.00

The amount approved in the 2025/26 Town Capital Budget for the Lunenburg Academy Roof Repairs Project is \$750,000 including Net HST.

The lowest Tender submission came in approximately \$1,000,000 over budget. The Budgeted amount was based on a Class C estimate received from Fishburn Sheridan on October 29, 2024, and the Town added a further 25% to cover engineering and contingency costs to reach \$750,000. Following the Tender, Fishburn Sheridan’s review identified the location of the Contractor and uncertainty over labour and materials costs due to market factors and tariffs requiring the Contractor to price in additional risk.

Based on the outcome from the Tender, Staff have received a recommendation from Fishburn Sheridan of options to reduce the scope of work for this project. This reduced scope targets work that is required within the next 2 years, and to defer work that is due for reassessment in 2029. The following is a reduced scope option, that includes recommended repairs that should be completed within the next two years:

- Replace the membrane in all valleys and eyebrow dormers.
- Repair the membrane in all towers.
- Replace the cedar shingles on the north and east elevations.
- Replace the cedar shingles at all towers.
- Paint the mansard roof area.

If Council defers the Lunenburg Academy Roof Repairs Project, with the intention of Staff reducing the scope and revising the budget for this item, for the 2026/27 Capital Budget, Staff will continue to work with Fishburn Sheridan to determine the optimal scope of work to feasibly preserve and maintain the Lunenburg Academy. Note that if staff try to retender the project this fall, it can take up to three months of process, developing the tender, time for accepting bids, and review and approval. This would limit the timeline for quality work to commence before winter. Retendering at this time would not be recommended.

**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 Lunenburg Academy Roof Repairs Project is \$750,000 including Net HST. Staff have received a commitment from the Board of the Lunenburg Academy Foundation to support this work up to a limit of \$250,000. We are also continuing to move ahead on the assumption that the Parks Canada funding application shall be successful (also with an upper limit of \$250,000).

Based on the two partners identified above, this would leave the remaining \$250,000 for the Budget to be sourced from the Town's Capital Debt, as approved in the 2025/26 Capital Budget. Additionally, by deferring the tendering process, staff can work with the Academy to determine other funding sources, i.e. the Province, other Foundations, etc.

**Subject:** Water Meter Supply & Installation – RFP Award  
**From:** Tyson Joyce, Director of Public Work/ Town Engineer  
**Date:** August 8, 2025



---

### **Recommendation**

- That Council increase the budget for Water Meter Supply and Installation Project Budget for 2025/26 to \$1,048,000 funded by Depreciation Reserves.
- That Council award the Water Meter Supply and Installation Request for Proposals (RFP) to Neptune Technology Group for the amount of \$839,741+ HST.

### **Alternatives**

- That Council not award the Water Meter Supply and Installation RFP and defer this Project to a later time.

### **Background**

The Town of Lunenburg Water Utility is currently supplying water to residential premises at a flat rate charge. During the course of the 2022 Nova Scotia Utility and Review Board rate review session, the Water Utility committed to utilizing water meters for residential premises in addition to the existing commercial premises metering as a better and fairer way to bill consumers for their water usage, based on Council's April 12, 2022 motion in support of a Universal Water Metering program. (excerpt from Decision M10522 attached for reference).

Staff also believe that water meters shall reduce water wastage and assist in identifying leaks within the water distribution system.

The scope of work included for Proponents within the RFP is as follows:

- Supply and installation of new water meters to all existing Water Utility customers (approximately 1,268), including verification testing and certification;
- Each meter is to be supplied with an encoder to allow drive-by automatic reading;
- Supply of handheld units for Utility Operators to perform automatic reading (including hardware, software and training);
- Integration of the automatic reading technology with existing Town of Lunenburg accounting and billing systems;
- Supply and installation of isolation valves at the location of each water meter;

- Coordination of stakeholder management including (but not limited to):
  - Mailouts to Utility customers outlining the Project, benefits of metering and the process to book a meter installation (through a web portal or via telephone);
  - Provide Project details and updates suitable for the Town to share with Utility customers via social media or other distribution methods;
  - Issue appointment reminders prior to meter installs to Utility customers;
  - Follow-up mail outs to Utility customers that have not scheduled appointments.

**Discussion**

The RFP for the work associated with the Water Meter Supply & Installation closed on April 10, 2025, with a validity for 90 days. This was extended by an additional 45 days (up to August 22, 2025).

Within the RFP process, criteria are identified to assess the Proposals and provide an evaluation. Price is one component (25%), but there are other items such as project timeline, the competency of Proponents organizations and specific project teams and their methodology for execution of the scope. Staff believe the RFP process was well suited to this scope, where the Water Meter Supply & Installation scope is an initial phase of a longer duration relationship with the potential water meter supplier.

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

<b>Company</b>	<b>RFP Score</b>	<b>RFP Price (excluding HST)</b>
Lecomte Meters Ltd	58	\$1,562,100
Neptune Technology Group	86	\$839,741
Samson Equipment Ltd	84.5	\$700,589

As can be seen in reviewing the scores, the evaluation was relatively tight between the two highest scoring Proponents. Whilst Neptune did not have the lowest upfront price (it was still well within the allocated Water Utility Capital Budget amount), their Proposal was strong in terms of being an industry leader in water meters and they displayed extensive experience performing similar scopes within Nova Scotia and other parts of Canada. Neptune’s stakeholder management also presented as an asset, with the option to book online or by phone, and 24 hour a day, 7 days a week support if Customer’s experience any issues.

In addition, Staff note that within this scope that potentially includes non-standard installations within the Town of Lunenburg, Proponents also included provisional unit costs for items in their experience that may be required which would be in addition to the Pricing outlined above. The Proponent shall be required to document these non-standard installations to be eligible for any additional compensation following review.

## 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 Water Utility Capital Budget for the Water Meter Supply and Installation Project is \$600,000 (including Net HST), with funding allocated from the Utility's Depreciation Reserves. There is also a further \$750,000 (including net HST) earmarked within the 2026/27 Water Utility outline, with funding also from Depreciation Reserves.

Incorporating the results of the RFP and the proposed timeline, the Revised Budget Estimate for the Project in 2025/26 is as follows:

<b>Item</b>	<b>Cost including Net HST</b>
RFP for Water Meter Supply & Install	\$871,000
Professional Fees	\$40,000
Contingency (15%)	\$137,000
<b>Revised Budget</b>	<b>\$ 1,048,000</b>

This is an increase of \$448,000 from the amount approved in the 2025/26 Water Utility Capital Budget but would move the Project entirely into 2025/26 rather being spread over consecutive years. The funding for the entire project will all be from the Utility's Depreciation Funds. The total Project value is less than the \$1,350,000 originally estimated for the two-year period (reduction of \$302,000).

## Attachments

2022 NSUARB M10522 Decision Report – paragraph 35 highlighted

[33] In response to Board staff IR-31, the utility provided a summary of the planned projects over the test years. The proposed funding for the capital budget is as follows:

	2022/23	2023/24	2024/25
External Funding	\$ 50,000		
Depreciation Fund	\$ 697,000	\$ 130,000	\$ 680,000
Membrane Reserve		\$ 155,000	\$ 155,000
<b>Total</b>	<b>\$ 747,000</b>	<b>\$ 285,000</b>	<b>\$ 835,000</b>

[34] The rate study projected that, with the proposed funding as set out above, the depreciation fund balance will be \$1,545,358 at the end of the test years.

[35] In addition to the capital program in the rate study, installing meters for the unmetered residential customers was discussed at the hearing. The utility noted that this metering is expected to cost up to \$1,200,000 and is expected to take place in the later part of the test period. This amount is not included in the rate study. The utility noted that funding could come from depreciation funds, long-term borrowing, or the general equipment reserve.

[36] The utility also noted that although the planned capital program in the rate study is to be funded by a large portion of depreciation funds, it will seek external funding and grants if available. This approach would further increase the utility's available depreciation fund balance for other capital works.

### Findings

[37] The utility is focusing on repairing and replacing current infrastructure over the test years. The intended capital program will complete, among other things, the replacement of known problem distribution mains. The Board recognizes the necessity of completing this work to address non-revenue water and improve service.

**Subject:** 100<sup>th</sup> Fishers' Memorial Service  
**Prepared by:** Jamie Deans, Communications & Events Coordinator  
**Date:** August 13, 2025



---

## **Recommendation**

That Council approve the rental of a tent to support the Fishers' Memorial Service Gala and associated anniversary programming.

That Council approve the purchase of a table at the Fishers' Memorial Service Gala, and further recommend that the seats be donated back to the event organizers to be made available to individuals and families with a connection to those being honoured.

## **Alternatives**

Council can choose to support the recommendation or deny the request.

## **Background**

The upcoming Fishers' Memorial Service will be the 100<sup>th</sup> anniversary of the event and as such, there is a desire to recognize the milestone appropriately.

In talking to the Fisheries Museum of the Atlantic, it became clear that there was an opportunity to make the long weekend a multi-day event recognizing the 100<sup>th</sup> anniversaries of both the Fishers' Memorial Service and Safety At Sea, as well as the 30<sup>th</sup> anniversary of Lunenburg's UNESCO designation.

A tent would allow for all three events to be planned with some certainty and create a much more significant occasion marking these three anniversaries.

## **Discussion**

In addition to providing protection from the heat and/or inclement weather, the tent will allow for expanded activities over the course of the long weekend.

Friday, September 5, would see a UNESCO 30<sup>th</sup> Anniversary display to help kick-off the activities leading up to December's anniversary event.

Saturday's Safety At Sea anniversary programming will include the 'Stories of the Sea: Remembrance and Reflection' – an open and welcoming gathering that invites people to share their experiences, memories and reflections about life on the ocean.

In addition to protection from potential uncooperative weather, a tent would benefit Sunday's Fishers' Memorial Service by allowing for an evening event. The proposed gala would see between 60-80 family members and relatives of those being honoured attend the event recognizing their contributions and sacrifice. This one-off event would allow families to gather

in a setting that would allow for connection and conversation around their families shared histories.

### **Financial**

The cost of the tent rental (\$3,000), the gala table (\$1,500) and our typical expenses for programs, wreaths, advertising, etc. (\$1,500) works within our current Public Celebrations budget for fiscal 2025-26.

**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	<p>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.</p> <p>After further research, staff did not send out any communications as of Aug. 2025;</p>

					looking for more direction from Council on Aug. 19
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	<p>Only MODL has expressed interest. Exploring a joint board with MODL is being actively being worked on.</p> <p>*This is currently a legislative requirement</p> <p>Aug. 2025 - On Hold: The Province is currently exploring the establishment of Community Safety Boards, which may alter the structure or role of existing Police Advisory Boards.</p>
Short Term Housing Report	<p>Initial direction: April 9, 2024</p> <p>Follow-up direction: April 1, 2025</p>	<p>Initial motion: <del>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.</del> (Completed on April 1, 2025)</p>	Community Development	Target date for updated report: TBD	

		<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"> <li>• Restrict short-term rentals to primary residences;</li> <li>• Restrict short-term rentals to commercial-use zones;</li> <li>• Evaluate the merits of a short-term rental business licensing by-law.</li> </ul>			
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: TBD	
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"; reasonable compliance timelines, and provisions for the town to take remedial action if needed.	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 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	Community Development	TBD	This is a milestone that needs to be achieved for HAF agreement.

		Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.			
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	Possible Next Steps Report: September 2025	Next discussion expected at September COTW
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	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.	Community Development	TBD	For consideration, this work could form part of overall,

	Expanded motion: Jan. 28, 2024	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.			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	<del>Staff to respond to the letter from ICOMOS Canada. Complete</del>  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	

<p>Washrooms at Lunenburg Academy</p>	<p>Initial Direction: March 4, 2025 COTW</p>	<p><del>Staff to explore the feasibility and cost estimates for a washroom solution at Lunenburg Academy (presented at April 15 meeting)</del></p> <p><del>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.</del></p> <p>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.</p>	<p>Public Works</p>	<p>TBD</p>	
<p>Reducing Speed Limits</p>	<p>March 4, 2025 COTW</p>	<p><del>Staff to research the requirements for lowering speed limits below 50 km/h in the Town of Lunenburg and provide a report with recommendations as to where speed limits could be lowered. (Presented at April 15 meeting)</del></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>	<p>Public Works</p>	<p>TBD</p>	<p>As of July 2025, inquires have been made the Provincial Traffic Authority and waiting for a response</p>

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"> <li>• Reconfiguration of the Community Centre parking lot</li> <li>• Accessible parking considerations</li> <li>• Paid parking options <i>*if this is too much perhaps this considered in a different year per Council discussion</i></li> <li>• Consistent signage improvements</li> </ul>	Multiple Departments		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)	

Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works/ Municipal Clerk (if policy)	TBD	
--	---------------	--	--	-----	--