

TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, September 2, 2025 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



NOTICE: COTW meetings are open to the public and held in Town Hall. **Please use the back entrance at 120 Townsend Street.**

The public can also watch meetings through Zoom. To livestream this meeting starting at 6 pm, use this Zoom link: <https://us06web.zoom.us/j/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 September 2, 2025 Committee of the Whole Meeting Agenda

Recommendation: That Committee of the Whole approve the agenda for the September 2, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 April 29, 2025 Committee of the Whole Meeting Minutes

Recommendation: That Committee of the Whole approve the minutes from the April 29, 2025 meeting as presented.

5.2 May 6, 2025 Committee of the Whole Meeting Minutes

Recommendation: That Committee of the Whole approve the minutes from the May 6, 2025 meeting as presented.

6. PRESENTATIONS

7. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council

wish to take action on an item, a motion must be made.

7.1 Veteran's Memorial Crosswalk – Dan Hennesey

8. BUSINESS ARISING AND UNFINISHED BUSINESS

9. NEW BUSINESS

9.1 Snow Removal Policy Updates

Recommendation: That Committee of the Whole direct Staff to bring forward proposed updates to the Snow Removal Policy to clarify that the Town will not provide snow removal services on any private roadway or driveway, and to formally discontinue the practice of servicing Buenavista Court and Knickle Road Extension.

9.2 Sustainable Infrastructure Fund Grant Program – Revision of Street Services Extension Policy

9.3 Affordable Housing Tax Relief Policy

9.4 Prioritizing the Motion Action List

10. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11. CLOSED SESSION

12. ADJOURNMENT

**COMMITTEE OF THE WHOLE
TOWN OF LUNENBURG**

April 29, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber



Present Mayor Jamie Myra, Deputy Mayor Rachel Bailey, Councillors Renea Babineau, Debbie Dauphinee, Gale Fullerton, Alex Greek and Alison Strachan

Also present Marvin Macdonald, Interim CAO
Tyson Joyce, Director of Public Works
Kayla Byrne, Legislative and Policy Manager
Kathleen Rafuse, Deputy Finance Director
Jacob McGuigan, Accountant

Call to Order The Chair called the meeting to order at 6:00 p.m.

Land Acknowledgment The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

Approval of Agenda Moved and seconded that Committee of the Whole approve the agenda for the April 29, 2025 meeting as presented.

Motion carried unanimously

Capital and Operating Budgets Staff presented the proposed 2025/26 operating and capital budgets for the town general, water utility and electric utility.

Councillors asked various clarifying questions.

Councillors also inquired about the prioritization process for capital projects. There was discussion around the need for a safe pedestrian connection from Centennial Avenue to James Road. Staff confirmed the location has known safety challenges due to poor sightlines and advised that a site assessment and design review would be needed before any capital investment could be recommended.

Questions were also raised about the resurfacing and sidewalk installation for Maple Avenue, currently scheduled for 2027–28. Councillors noted strong feedback from residents about poor road conditions and limited pedestrian infrastructure. Staff clarified that the capital plan builds on prior years and is updated as new priorities emerge, but Council can direct changes. The possibility of provincial cost-sharing was discussed, as the road is part of Trunk 3. Staff

indicated the Town has already submitted this project for potential cost-sharing but has not yet received a response.

The condition of the Old Fire Hall roof was also discussed. While budget funding is proposed for the roof, some members expressed concern about investing in the building without a clear plan for its use. Staff confirmed the roof is deteriorating, but deferring repairs by a year would not drastically worsen conditions. There was interest in exploring adaptive reuse possibilities, potentially for housing, in partnership with Parks Canada, and Council discussed the value of issuing a Request for Interest (RFI).

The budgets will return for further discussion at a future meeting. It was also noted a more fulsome presentation on the electric utility budgets will be presented at the May 13 meeting.

Academy Roof Repairs

Staff explained that the Academy roof is experiencing active leaks, and a condition assessment completed in 2024 identified targeted areas requiring repair, particularly around membrane valleys near dormers and towers.

Staff emphasized the importance of proceeding promptly to mitigate delays due to supply chain constraints and to align with the March 31, 2026 completion deadline required under a pending Parks Canada grant application.

Moved and seconded that Committee of the Whole direct staff to proceed with issuing the tender for the Lunenburg Academy Roof Repairs Project as outlined in the April 17, 2025 staff report, and that this item return to Council at the next regular meeting for consideration of pre-approval in the 2025/26 Capital Budget.

Motion carried unanimously

Public Input Session on Proposed Budgets

Duncan Kroll urged Council to communicate the scale of future capital expenditures more broadly to ensure residents are informed and prepared. He recommended that the Council focus on core infrastructure and questioned the sustainability of maintaining current service levels without tax increases.

Teresa Quilty expressed concern about the overall magnitude of the projected \$55 million in capital spending.

Jesse Ward inquired about potential additional capital costs related to the Star Street daycare site, items in the electric utility budget, sidewalk prioritization, and the outcome of a previous grant application for Town Hall. He also emphasized the importance of

transparency around external funding efforts.

Adjournment

There being no further business, the meeting adjourned at 8:15 p.m.

Minutes were read and approved.

**COMMITTEE OF THE WHOLE MINUTES
TOWN OF LUNENBURG**

May 6, 2025 | 6 pm

Lunenburg Town Hall - Council Chamber



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- Present Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, Alison Strachan
- Also present Marvin Macdonald, Interim CAO
Kayla Byrne, Legislative & Policy Advisor
- Call to Order The Chair called the meeting to order at 6:00 p.m.
- Land Acknowledgment The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.
- Approval of Agenda Moved and seconded that Committee of the Whole approve the agenda for the May 6, 2025 meeting as presented.
Motion carried unanimously
- Approval of Minutes Moved and seconded that the Committee approve the minutes of the February 26, 2025 minutes meeting as presented.
Motion carried unanimously
- Presentation Council received a presentation from the Lunenburg County Senior Safety Partnership Society, which outlined the organization’s programs, including home visits, system navigation support, scams and fraud prevention, elder abuse awareness, and emergency preparedness initiatives.
- Correspondence Council received an update on the Beautification and Streetscaping Program (BSP) and the Community Works Program (CWP) from the Department of Municipal Affairs.
- Marketing Levy By-law Staff presented a report seeking Council direction on proceeding with the creation of a marketing levy bylaw, enabling the Town to implement up to a 3% levy on short-term accommodations for tourism marketing. Council discussed the importance of early notification to local operators to allow them to plan accordingly, while recognizing that more detailed engagement would be best conducted in the fall when operators have more capacity.
- Moved and seconded that Committee of the Whole direct staff to continue developing a Marketing Levy By-law, including conducting

targeted engagement with local accommodation operators, and bring forward a draft by-law for Council's consideration at a future meeting.

Motion carried unanimously

Public Statements Policy Amendments Staff presented proposed amendments to the Public Statements Policy to streamline processes, including adding an appendix for annually approved flag raisings to avoid repeat approvals and including language regarding flagpole use at the UNESCO monument.

Council discussed and suggested several refinements:

- Clarifying wording regarding requests contrary to the Charter of Rights and Freedoms, ensuring the wording makes clear that such requests would not be considered.
- Updating the presentation time limit from three minutes to the standard 10 minutes for consistency with other presentations to Council.
- Including provisions to clarify the CAO's discretion to lower flags to half-mast when appropriate, with clear criteria, and ensuring public notice is provided explaining why flags are at half-mast.
- Ensuring the Town checks annually with groups listed in the flag raising appendix to confirm the flag raising is still desired, and whether a formal ceremony is wanted.
- Revising references to communication channels to ensure flexibility.
- Adding flexibility to allow the Mayor and CAO to approve letters of support under special circumstances when time constraints prevent bringing them to Council.

Moved and seconded that the Committee of the Whole recommend that Council approve the amendments to the Public Statements Policy as presented, and with the amendments suggested, and that it serve as notice of Council's intent to amend the policy.

Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports Deputy Mayor Bailey noted that it's Emergency Preparedness Week.

Closed Session Moved and seconded that Committee of the Whole move into closed session at 6:52 p.m. to discuss agenda item 10.1 per the Municipal Government Act.

Before starting any closed session discussions, Council took a brief recess.

Revert to open session

Council reverted to open session at 8:18 p.m.

Adjournment

There being no further business, the May 6, 2025 Committee of the Whole meeting adjourned at 8:18 p.m.

Minutes were read and approved.

Mayor Jamie Myra

Town of Lunenburg

Your Worship

I am writing to you with a request for the Town of Lunenburg to follow the examples of other towns and cities across our Nation to establish a memorial crosswalk to serve as a continuous reminder of the sacrifices that our Veterans have made and continue to make in defence of our freedom.

Each year our nation pauses on November 11th to recognize those that have paid the ultimate sacrifice along with those who continue to serve. Remembering these heroes' everyday falls to each of us to continue throughout the remainder of the year. Establishing, as many communities have done, a symbolic crosswalk close to a place of high traffic or close to an area with monuments, would serve as a constant reminder for both residents and visitors.

Traffic safety and pedestrian safety must be foremost in any consideration of establishing or changing a crosswalk. This is obviously something that the cities and communities across Canada have considered and most recently the city of Mount Pearl NL, released images of their new crosswalk design which I brought to your attention.

I would suggest that your Council and the Lunenburg Legion work together to have a crosswalk of remembrance established in your town and would be happy to extend any assistance I can to help make this happen.

Thank You

Dan Hennessey



Lest We Forget

Subject: Snow Removal Policy Updates
From: Lisa Kendall, Municipal Engineer
Date: August 19, 2025



Recommendation

That Committee of the Whole direct Staff to bring forward proposed updates to the Snow Removal Policy to clarify that the Town will not provide snow removal services on any private roadway or driveway, and to formally discontinue the practice of servicing Buenavista Court and Knickle Road Extension.

Alternatives

- Make further amendments to the policy
- Create a by-law or agreement system where residents of a private road can collectively opt in to Town snow removal for a fee that covers the full cost + 10% for any costs associated with equipment maintenance or other wear and tear.

Background

The Town of Lunenburg Public Works crew currently salts, sands, and plows two private roads and related driveways within Lunenburg; Buenavista Court, and Knickle Road Extension. We plow, salt, or sand these private roads and driveways whenever requested via a call in by the homeowners on these roadways. We do not salt or sand at the same time as plowing; plowing is separately requested by the private road owners. This service is typically carried out after we have completed plowing and/or salting Town streets or other Town-owned property. The Town has been plowing these two private roads prior to 2009.

While the current Snow Removal Policy makes clear that the Town of Lunenburg is responsible for municipal streets, sidewalks, and Town-owned or Town-managed parking lots, it does not explicitly reference private roads. The policy does contain a section clarifying that the Town does not remove snow from private driveways or walkways; however, without a specific reference to private roads, the practice of plowing Buenavista Court and Knickle Road Extension has continued. To remove any ambiguity and ensure consistency with municipal responsibilities, it is recommended that the policy be amended to clearly state that the Town does not provide snow removal services on private roads.

Discussion

Both Buenavista Court and Knickle Road Extension, and related driveways that the Town currently sands/salts/plows, both contain very steep hills. This requires the loader to plow and typically the trackless to sand/salt with its studded tires. There have been several instances where the Town's

equipment has slid off the road and into the ditch when salting, sanding, or plowing, requiring assistance. There is also a risk to the drinking water for the residents in this area, if equipment were to fail/leak, as these residents have wells.

Furthermore, with the Town of Lunenburg removing snow from the private roads and related driveways, this takes away from private businesses who provide snow removal services.

It is important to note that there are other private roads within the Town of Lunenburg, that the Town does not plow. These roads are Hirtle Road and Duff Street.

The Town of Lunenburg is only responsible for maintaining Town-owned streets and Town-owned infrastructure. Often Public Works Staff gets called in to plow the Buenavista Court or Knickle Road Extension once they are home from their shift removing snow from Town-owned streets. This creates an added safety risk and fatigue for our Operators travelling back to the Armouries, performing the task and then needing to return home often after a long shift of salting or snow removal around Town.

Snow removal on private residential roads in Nova Scotia is generally not provided as a standard municipal service. Unlike public streets (owned by a municipality or the province), private roads are owned and maintained by individuals or associations of residents. Most municipalities explicitly state that they do *not* plow or maintain private roads, to ensure public funds are not spent on privately owned infrastructure. Instead, residents on private roads are typically responsible for arranging their own snow clearing, often by hiring contractors or forming community road associations. Some municipalities have by-laws that allow residents to organize and fund private road maintenance (including snow removal) through a special fee or association agreement, but even in these cases, typically the municipality itself will only facilitate or coordinate the service if residents pay for it.

Staff have researched other Municipalities' policies and found the following:

- Town of Mahone Bay – *“The Town does not take responsibility for removing snow from private driveways...”*
- Municipality of Chester – *“If you live on a private road, maintaining it is your responsibility or that of your homeowners association. Neither the Municipality nor NSTIR plow private roads.”*
- Town of Kentville – *“The Town does not take responsibility for removing snow from any private driveway.”*

Within the current Town of Lunenburg Snow Removal Policy, Section 1 (Policy Statement) states that *the Town of Lunenburg will provide snow clearing services to all municipal streets, sidewalks, and Town-owned or Town-managed parking lots*. Additionally, Section 9 (Private Driveways) states that *The Town does not take responsibility for removing snow from private driveways or walkways...”*.

Therefore, the Town's Snow Removal Policy does not include the snow removal for private roadways and related driveways within Public Works scope. The current actions of salting, sanding and plowing Buenavista Court and Knickle Road Extension appear to contradict our Policy.

Staff are recommending that we discontinue offering salting, sanding, and/or plowing for the private roadways and related driveways. For clarity, Staff are recommending that our Snow Removal Policy be updated to add the following sentence to Section 1. Policy Statement: *The Town of Lunenburg does not take responsibility for removing snow from any private roadway or private driveway.*

Strategic Plan Relevance

Snow Removal Operations form part of the Servicing and Facilities Strategic Objectives of the Town's Comprehensive Community Plan; improving current policies and procedures to ensure consistency and adaptability.

Financial

The Town of Lunenburg Charge Out Rate for Nov. 1, 2025 to Oct. 31, 2026 for plowing, salting or sanding private roads, is \$303.00 per call out. Depending on the day of the week and the time of the call out, Staff could be paid upwards of \$308.32 per call out. Also, the wear and tear on equipment, etc. are not quantifiable, but are important to note.

Communications

If Council accepts Staff's recommendation to discontinue snow removal on private roads, affected residents will need to be informed in a clear and respectful manner. The Town will communicate that the past practice of servicing Buenavista Court and Knickle Road Extension was inconsistent with the existing Snow Removal Policy and with practices in other municipalities. Staff recommend that direct written notice be provided to affected households well in advance of winter operations so residents can make alternative arrangements.

Subject: Sustainable Infrastructure Fund Grant Program-
Revision of Street Services Extension Policy

From: Marc Kiely, Community Development

Date: September 2, 2025



Recommendation

Committee of the Whole provides input on the Street Services Extension Policy.

Background

The Town of Lunenburg, as part of its Housing Accelerator Funding (HAF) agreement with CMHC, has committed to establishing a grant program related to cost-sharing new infrastructure projects involving service extensions in housing growth areas, otherwise called the Sustainable Infrastructure Grant Program.

This grant program is one of two commitments made that requires an allocation of funding with the intent to disburse funds; the other being the establishment of an Affordable Housing Grant Program that will be brought before Council soon. Also note for context, there are two other funding program commitments as part of the HAF commitment: an Affordable Housing Tax Forgiveness program, and Accessible Unit Incentive Program that do not directly require disbursement of funds.

There is an existing Street Services Extension policy in effect that allows for the consideration of cost-sharing, however, there are some gaps that require attention to effectively align the policy with the proposed cost-sharing program as part of the HAF agreement.

Staff will incorporate the additional Council feedback into the draft policy for approval at an upcoming Council meeting to then be incorporated into applicable cost-sharing application forms and guidance materials.

Discussion

Street services include: storm, sewer, and water services and other street infrastructure, such as curbs, gutters, and sidewalks.

Note the intent of this proposed program is to establish a cost-sharing program that benefits the portion of costs typically borne by the developer under the Street Services Extension Policy.

The current [Street Services Extension Policy](#) was crafted in 2022 to bolster housing growth areas, and includes various criteria for consideration of additional cost-sharing for street services extension by Council on a case-by-case basis, limited to 50% of costs and a maximum of \$300 000. There have been no approved cost-sharing agreements made to date under the current policy and requests for consideration given to additional cost-sharing under the existing policy were paused until the grant program was established.

In the proposed updated policy, additional criteria for consideration by Council have been added by staff related to housing affordability and accessibility of residential units to align with current priorities.

For awareness, to assist staff in the analysis of prospective service extensions, and the identification of areas of public investment, an updated engineering study of the Water and Sanitary/Storm system and prospective areas of growth was undertaken.

To finalize the draft policy, Staff are seeking input from Council on the following:

- *Case-by-case vs. Set interval evaluation:* Given the infrequent nature of requests made to date and the expected larger scale of project that would necessitate most requests for Street Services Extension, and in turn, what the Town could then reasonably expect as requests for cost-sharing, staff are proposing to continue accepting and assessing requests necessitating Council approval on a case-by-case basis. Alternatively, staff could bring forward requests at set intervals, however, that could negatively impact benefits potential developers would experience depending on their project timelines.
- *Fund Allocation and Capped funding limits* - For budget planning purposes and in the interest of establishing realistic expectations for prospective applicants, staff are looking to establish an initial allocation of funds to this program and direction on whether to include a capped funding limit for requests in the updated policy.
 - The existing policy caps the limit at 50% or up to \$300 000 of the costs associated with the materials and installation, however, until now, no fund was established to support that limit. Alternatively, Council can choose not to establish a hard limit, with application approvals considered against known program funds available. This may be a reasonable approach particularly if the applications are reviewed on a case-by-case basis and Council wishes to evaluate program uptake before establishing a hard benchmark.
 - Staff propose maintaining the existing policy's maximum per project contribution limit of the Town at 50% and to provide a per project cap that matches the initial total program funding allocation. Staff also recommend providing clarification that the figure (or other figure decided by Council) relates specifically to the portion of costs required to be covered by the developer under the policy.
- *Rule out single-unit developments?* - Does Council have interest in restricting applications for cost-sharing to multi-unit developments? Staff note this could be advisable in screening out potential applications that may be less likely to have clear public benefit.

- *Measuring program uptake over time vs. other opportunities of investment* - Staff note that, to date, the Town has received one half of the conditionally approved funding (\$579 471.50 received to date) from CMHC for HAF which, in part, could be used to establish this fund, however, as part of the agreement the Town must spend all HAF funding by January 2028. Therefore, staff propose evaluating the program and uptake periodically, to determine if unspent funds should be reallocated to other potential investments or opportunities that arise that could support housing.
 - Staff recommendation would be to establish initial funding of at least \$200 000 with opportunity for review and reallocation of funds after one year.

1. Administration and Compliance

Staff are also recommending that the policy and its supporting procedures would include the following requirements:

- Application process: Developers must apply through a formal agreement with the Town.
- Town approvals: Applicants must have, at minimum, a development permit in place before entering into an agreement with the Town.
- Stacking with other incentives: Projects may combine this tax credit with other housing incentives or funding programs (provincial or federal).
- Review: The policy will be reviewed after one year to assess its effectiveness, uptake by developers, and financial impact on the Town.
- Operational procedures: Detailed steps for administering the program will be set out in administrative procedures, approved by the CAO. The policy sets the high-level rules; procedures will operationalize them.

Financial

Initial funding would come from the Town's Housing Accelerator Funding. As the HAF is a time-limited funding source, Council would need to consider whether to allocate future resources if the program is to continue beyond the Fund's availability.

Communications

The program would be publicized once enacted by Council.

Relevant Legislation

Nova Scotia Municipal Government Act

Attachments

Attachment A: Revised Street Services Extension Policy and Procedures

Policy Title: DRAFT Street Services Extension Policy

Date adopted by Council: TBD



1. POLICY STATEMENT

The Town of Lunenburg is committed to servicing developments in an equitable, cost-effective and responsible manner. To support development and the development of housing growth areas, the Town of Lunenburg encourages cost-sharing opportunities when Council has identified a clear benefit for public investment.

By implementing appropriate procedures, the Town will ensure connections to municipal services occur according to Town standards and best practices, and projects financed with municipal funds will maximize community benefit.

2. PURPOSE

This policy and its accompanying administrative procedures provide guidance to Town staff, the public and developers regarding processes for installing storm, sewer, and water services and other street infrastructure, such as but not limited to, curbs, gutters and sidewalks, to existing and new developments within the Town of Lunenburg and requests for cost-sharing by the Town of project components that are typically borne by the developer.

3. SCOPE

This policy applies to all properties, both existing and new developments, within the Town of Lunenburg that require street service extensions and requests for additional municipal funding towards street service extensions.

4. DEFINITIONS

The definitions in this policy are the same as those defined in the Town's Land Use By-law, the Town's Subdivision By-law, and the Town's Specifications for Subdivision.

5. Eligibility for Cost-Sharing of Street Service Extensions

Applications may be submitted for cost-sharing by property owners or developers

requiring extensions of municipal storm, sewer, or water services, or associated street infrastructure such as curbs, gutters, and sidewalks.

Eligible projects include:

- New subdivisions on new public streets where service extensions are required.
- New subdivisions on existing public streets where municipal services are not yet in place.
- Existing lots on street reserves (not yet declared as public streets) where services must be installed to Town standards.
- Existing lots with no street frontage that can only be serviced through a utility easement, at the discretion of the Town Engineer.
- Existing lots on public streets with inadequate services requiring extensions of mains.

These scenarios are described in further detail in Appendix A (Street Services Extension Procedures.)

All eligible cost-sharing applications will then be evaluated against the criteria in Appendix B.

6. AUTHORITY, LEGISLATION, AND REGULATIONS

The extension of water mains and water laterals will be undertaken according to the Lunenburg Water Utility Schedule of Rules and Regulations, known as the Town's Water Regulations. Where there is a conflict between this policy and the Town's Water Regulations, the provisions of the Town's Water Regulations will prevail.

7. RESPONSIBILITIES

7.1 Council

Council may:

- Approve cost sharing for development projects as defined in this policy.
- Declare a Town road reserve as a public open street

7.2 Town Engineer

The Town Engineer will:

- Approve all work related to the extension of municipal services as defined in this policy.

- Ensure all extension of services, as defined in this policy, adhere to this policy.

7.3 The CAO or their delegate

The CAO or delegate will:

- Designate roles for staff to help administer this policy and accompanying administrative procedures.
- Approve cost-sharing for development projects as defined under this policy and within delegated authority.

8. COST SHARING PROVISIONS

8.1 Cost sharing requests will be limited to 50% of the costs associated with materials and installation (including associated repairs and labour costs) of the service extensions and apply to the portion of costs normally borne by the developer.

8.2 All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or CAO within delegated authority, guided by the criteria and processes outlined in the appendices.

8.3 Monitoring and Reporting

The CAO or their delegate will provide an annual report to Council on the Sustainable Infrastructure Fund program. The report will include:

- the number of applications received,
- the number of applications approved and denied,
- the total funds allocated and disbursed, and
- the remaining balance of program funds.

Council may request additional updates as required.

9. Review and Amendment of Policy and Related Appendices

This policy and related appendices will be reviewed annually by Council. Amendments to any appendix may be made by motion of Council, with staff authorized to propose amendments as needed to reflect changing circumstances or operational requirements. All cost-sharing decisions under this policy will remain at the absolute discretion of Council, or the CAO in appropriate circumstances, guided by the criteria and processes outlined in the appendices.

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



1. Extension of Services for lots created by Plan of Subdivision on newly created Public Open Streets

- a. The extension of storm mains, sewer mains and water mains will lay within the proposed street right-of-way so that they are located directly in front of any proposed lot on a Plan of Subdivision. The costs associated with said extension will be borne by the subdivider (applicant).
- b. Each lot on a Plan of Subdivision on a proposed public street will be serviced with a sewer lateral and a water lateral from the sewer main and water main respectively, to the lot line of any lot on a Plan of Subdivision. The costs associated with said lateral will be borne by the subdivider (applicant). The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.
- c. The proposed public street and services will be constructed in accordance with the Town's Subdivision By-law and Subdivision Specifications.
- d. The boundaries of the proposed street will be surveyed and upon completion, and in compliance with the Town's Subdivision By-law and Subdivision Specifications, will be transferred over to the Town and the Town will declare said lands as a public open street and name the public street. The costs of undertaking the survey plan as well as the costs associated with filing the Plan with the Registry will be borne by the applicant.

2. Extension of Services for lots created by Subdivision on Existing Public Open Streets

- a. Where a proposed lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 2a, the extension of the storm main, sewer main, or water main will be undertaken within the existing public open street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said services are deemed required by the Town Engineer.
- c. Where an extension is undertaken pursuant to Section 2a and 2b, the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

3. Extension of Services for lots on existing street reserves that are not Public Open Streets

- a. Where an existing lot or a proposed lot only has frontage on an existing street reserve owned but not maintained by the Town, which is not a public open street, the costs

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



associated with the extension of services as required by the Town's Subdivision By-law and Subdivisions Specifications, will be borne by the applicant. These costs include bringing the road reserve up to the standards of a public open street including but not limited to, the roadbed, curbs and gutters, sidewalks, storm mains, sewer mains and water mains, and electrical, cable and telephone services. The Town will be responsible for the installation of the water laterals from the mains to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development shall be borne by the owner of the lot being serviced.

- b. Prior to Council declaring the road reserve as a public open street, the Town will survey the road reserve at the Town's expense in-keeping with Section 312 (2) of the Municipal Government Act, and any amendments thereto, and file the Survey Plan with the Registry of Deeds (Land Registration Office) upon Council's declaration to create the public open street.

4. Extension of Services for existing lots with no Public Open Street frontage

- a. Existing lots with no public open street frontage may request to the Town Engineer, the ability to service said lot with a storm, sewer or water lateral provided the laterals are located within a 6.1 metres (20 ft.) easement vested to the owner of said lands being serviced. This will only be considered at the absolute discretion of the Town Engineer if there are no practical alternatives presented that would enable the property to be serviced with storm, sewer and/or water services. The Town will install the water lateral from the water main to the closest lot line abutting the street. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the closest lot line abutting the street will be borne by the owner of the lot being serviced. The extension of the laterals from the closest lot line abutting the street to the development through the easement will be borne by the owner of the lot being serviced.

5. Extension of Services for existing lots with street frontage on a Public Open Street with inadequate services

- a. Where an existing lot is situated on an existing public open street that lacks a storm main, sewer main or a water main, the said main may be extended at the cost of the subdivider (applicant) so that the main directly fronts on the proposed lot.
- b. Where an extension is undertaken pursuant to Section 9.5.1 the extension of the storm main, sewer main or water main will be undertaken within the existing street right-of-way with the approval of the Town Engineer with no necessity of providing additional services such as, but not limited to, curbs and gutters and/or sidewalks, unless said

Appendix A

Street Service Extension Procedures

Criteria are reviewed from time to time

Last reviewed:



services are deemed required by the Town Engineer.

- c. Where an extension is undertaken pursuant to Section 9.5.1 and 9.5.2 the Town will install the water lateral from the water main to the lot line. The associated costs with extending the storm lateral and/or sewer lateral from the mains to the lot line will be borne by the owner of the lot being serviced. The extension of the laterals from the lot line to the development will be borne by the owner of the lot being serviced.

6. Extension of Services will be Mains

Notwithstanding anything contained in this policy, the extension of storm, sewer and water services located within a street right-of-way or easement vested to the Town will not be in the form of sewer or water laterals. Such extensions will be undertaken to the specifications of storm, sewer and water mains.

7. Lateral Attachments to Mains within an Easement

Notwithstanding anything contained in this policy, the extension of storm mains, sewer mains, and water mains may be laid within a 6.1 metres (20 ft.) easement vested to the Town if there are no practical alternatives presented that would enable the mains to be located within the proposed street right-of-way or an existing street right-of-way subject to the approval of the Town Engineer. Subsequently, subject to the approval of the Town Engineer, laterals may be installed from any mains located solely within an easement if there are no practical alternatives presented that would enable the laterals to connect to mains located within any proposed street right-of-way or an existing street right-of-way.

8. Cost Sharing for Clear Public Benefit

Notwithstanding anything contained in these Street Services Extension Procedures, where there is a clear benefit for public investment into the creation of a public open street or extension of services, the Town may wish to cost share in the creation of a public open street or extension services.

Appendix B
Criteria for Clear Benefit for Public Investment



To ensure Street Service Extension projects supported with municipal funds maximize community benefit, Council will consider applications for public investment using the goals and metrics listed below. Note that the evaluation of each application is on a case-by-case basis, and not all evaluation criteria necessarily apply.

Goals	Metrics
<p>Immediate Impact: Initial Applicant Commitments and Suitability</p>	<p>1. Experience: Does the applicant have the experience to successfully implement this project efficiently?</p> <p>2. Supply Commitment: The number of residential, affordable, and accessible units the developer commits to and the timeframe in which it is committed.</p> <p>3. Community Consultation: Level of public support based on community feedback sessions, surveys, or engagement events conducted by the applicant, if applicable.</p>
<p>Long-Term Impact: Future Growth Potential</p>	<p>4. Service Expansion Capacity: Potential of the service extension to accommodate or improve land for future developments.</p> <p>5. Multi-Property Benefit: Number of additional properties/developments served by the extension.</p> <p>6. Property Tax Revenue Impact: Does the extension or services positively impact the Town’s property tax revenues? To what degree?</p>
<p>Ensure and Improve Public Safety</p>	<p>7. Fire Protection Enhancement: Impact on fire protection flows.</p> <p>8. Emergency Preparedness: Number of evacuation routes or preparedness improvements created.</p>



<p>Community Health and Wellbeing</p>	<p>9. Public Amenities: Types and quantity of public amenities (e.g., parks, sidewalks, active transportation routes).</p> <p>10. Educational or Community Service Enhancement: Types and quantity of public services/programs.</p>
<p>Sustainability</p>	<p>11. Environmental Impact Mitigation: The degree to which service extension minimizes impact on sensitive areas like wetlands and natural habitat for animals and/or vegetation</p> <p>12. Climate Resilience: The degree to which service extension minimizes adverse climate change effects (e.g., flooding)</p>
<p>Support Overall System Improvements</p>	<p>13 Water Pressure Improvement: the increase or decrease in water pressure flow efficiency in the area and surrounding area</p> <p>14 Future Infrastructure Cost Reduction: Estimated increase or reduction in future infrastructure and maintenance costs</p> <p>15 Wastewater Management: Estimated increase or reduction in wastewater treatment costs or strain or relief on the Town’s distribution systems</p> <p>16 Maintenance Cost Reduction: Projected increase or reduction in the Town’s infrastructure maintenance costs</p>

Subject: Affordable Housing Tax Relief Policy
From: Kayla Byrne, Legislative & Policy Advisor
Date: Sept. 2, 2025 – COTW Discussion



Recommendation

That Committee of the Whole provide direction on the design of the proposed Affordable Housing Tax Relief Policy.

Alternatives

Council could consider other approaches to tax forgiveness, such as adjusting the structure or length of the credit or applying different eligibility thresholds.

Background

In 2024, the Town was awarded \$1.1 million through the federal Housing Accelerator Fund (HAF). This funding is released in installments as long as the Town demonstrates progress on the six commitments included in its application. One of these commitments is “Accelerating Affordable Housing Growth through Tax Forgiveness.” To advance this commitment, staff are recommending the adoption of an Affordable Housing Tax Relief Policy.

Who is this policy for? This policy is specifically intended for private developers creating new housing or converting existing buildings into housing units. The relief provided through this policy is designed to incentivize developers to include a portion of “affordable” units within their projects. While smaller developments may still qualify, the policy is primarily geared toward medium to larger-scale projects, where the incremental tax credit is large enough to be a meaningful factor in a developer’s decision-making.

Staff note that uptake of this program may be limited, as most local projects are smaller in scale and the credit may not be a deciding factor for developers. Even so, establishing this policy still provides a clear framework the Town can apply if larger projects move ahead.

What about smaller projects and secondary suites? The Affordable Housing Tax Relief Policy is not being designed for individual homeowners creating small secondary or basement suites. As part of the Town’s HAF commitments, staff will also be developing a separate affordable housing grant program. That program will be better suited to support smaller projects, such as secondary suites or modest infill developments.

Discussion

To draft the Affordable Housing Tax Relief Policy, staff are seeking Council’s input on several components. Throughout this report, staff have provided recommendations for Council’s consideration. Council’s feedback is required on:

1. The incentive model (incremental assessment credit (Model A) or whole increment credit (Model B), with step-down or flat structures);
2. The length of both the tax incentive and the affordability commitment;
3. The minimum number of affordable units required in a project;
4. The definition of “affordable housing dwelling unit”;
5. Eligibility requirements; and
6. Administration and compliance measures.

Policy components for Council’s consideration are as follows:

1. *Incentive model:*

Model A – Incremental assessment credit: A base property assessment is set before construction or renovation begins. Once the new units are built, PVSC reassesses the property at its updated value. The increment (the increase in assessed value from the new development) is then calculated. The Town applies a credit only to the portion of the incremental municipal tax that corresponds to the affordable units.

How Model A works:

- The Town continues to collect the full tax on the base property value (pre-development).
- It also collects the full share of new taxes generated by the non-affordable units.
- Only the share of new tax growth linked to the affordable units is credited.
- The duration and structure of the credit (step-down vs. flat rate) would be determined by Council.

Example of Model A:

- A developer builds a 60-unit building, with 10 units (16.7%) designated as affordable.
- The project generates \$75,000 in new annual tax revenue (the increment).
- The affordable share is 16.7% = \$12,500.
- The credit would apply only to this \$12,500 portion.

Key takeaways: Model A is fiscally cautious because the credit applies only to the affordable share of new tax growth, ensuring the Town still collects the non-affordable share and all existing revenue. While the incentive is smaller and less attractive than a full increment waiver, it can still be worthwhile for larger developments where the affordable share accounts for a large portion of the new tax value.

Model B – Whole increment credit:

In this model, if a developer includes at least the minimum share of affordable housing units (as determined by the policy), the entire increase in property tax assessment from the project (the increment) is eligible for a temporary tax credit.

How Model B works:

- The developer receives a credit for the full amount of new taxes generated by the project, not just the affordable share.
- This means once the affordability threshold is met, the entire increment is eligible for relief.

Model B example:

- A 60-unit building with at least 20% affordable units creates \$75,000 in new annual tax revenue.
- Under Model B, the entire \$75,000 increment is eligible for a credit.
- The duration and structure of the credit (step-down vs. flat rate) would be determined by Council.

Key takeaways: Model B provides a larger and more visible benefit to developers than Model A, since the credit applies to the full increment once the affordability threshold is met. However, it also means the Town gives up more of its new tax growth during the credit period.

2. Structuring the Credit: Step-Down vs. Flat Exemption

Both Model A (incremental credit on the affordable share) and Model B (credit on the whole increment) can be applied in different ways:

1. Step-down schedule (recommended): The credit starts high in the early years, when developers face the greatest financial pressure, and gradually decreases over time. This approach balances support for affordable housing with the Town's need to restore revenues over the determined affordability period.

An example of a step-down schedule:

- 1-2 years = 90% credit
- 3-4 years = 75% credit
- 5-6 years = 60% credit
- 7-8 years = 45% credit
- 9-10 years = 30% credit
- 11-15 years = 15 % credit

2. Flat exemption: Council could also choose to apply the credit at a fixed rate (up to 100%) for the entire affordability period. While this is simpler and provides a stronger incentive to

developers, it also delays the Town's ability to recapture tax revenues and increases the long-term fiscal impact.

Model C- Full exemption

Council could grant a full property tax exemption – not just on the increment, but on the entire property assessment (base + increment).

Staff caution that this is not recommended because it represents the highest financial impact on the Town, eliminating both existing tax revenues and future growth, possibly creating a noticeable gap in annual revenues and strain on service delivery.

Staff recommendation on incentive model:

Staff recommend that the policy adopt Model A (incremental assessment credit with a 15-year step-down schedule) as the standard approach.

3. Length of incentive and affordability commitment

Council will need to determine both:

1. How long the tax incentive is offered (including whether it steps down over time); and
2. How long the affordable units must remain affordable.

Programs like this usually run between 10 and 20 years. A shorter term is easier to manage but doesn't provide as much lasting community benefit. A longer term keeps units affordable for more time, but also means the Town needs to extend the tax incentive long enough to make it worthwhile for developers.

Staff recommendation on length of incentive and affordability commitment:

- That the policy adopt a 15-year affordability commitment, aligning with the Province's standard for affordable housing agreements.
- That the tax incentive also runs for 15 years on a step-down schedule, so the incentive meaningfully supports developers across the full affordability period while gradually restoring the Town's tax revenues.

4. Minimum number of affordable units

To qualify for the program, Council will need to determine how many units in a development must be designated as affordable.

Staff recommendation on number of affordable units:

That projects be required to provide the greater of **3** units or 20% of the total units as affordable.

- In smaller projects, a minimum of 3 units ensures a meaningful contribution. For example, in a 10-unit building, 20% would equal only 2 units, but under this rule, the project must provide 3 affordable units.
- In larger projects, the 20% requirement ensures the affordable share grows with the size of the development. For example, in a 60-unit building, 20% equals 12 affordable units (which is greater than the 3-unit floor).

This standard prevents very small contributions in modest projects while ensuring larger developments provide an affordable share that keeps pace with their size.

5. Affordable definition

Staff recommend using the following definition of “affordable housing dwelling unit.” It uses local data first whenever available, but falls back on provincial or federal sources if local figures aren’t in place. This approach lines up with how provincial and federal programs define affordability, while also making sure the Town can shift to more accurate local numbers when they are available.

“Affordable Housing Dwelling Unit” means a rental unit that meets one of the following conditions:

1. **Income-Based Affordability:** The monthly rent is priced at or below 30% of the gross annual income of the median renter household, based on the best available data in the following order of priority:
 - A local or regional housing needs assessment accepted by Council (preferred source);
 - Provincial Household Income Limits (HILs);
 - Statistics Canada income data.
2. **Average Market Rent (AMR):** The monthly rent is at least 20% below the Average Market Rent for the project location, based on the best available data as outlined above.

Status of local data: Right now, the Town of Lunenburg doesn’t have its own up-to-date affordability numbers. The most current figures are provincial figures that group the Town into a broad “Western Zone,” which likely do not reflect local housing realities. To address this, in January of this year, Council agreed to partner with the Municipality of the District of Lunenburg (MODL) on a housing market study. That study is expected to provide more accurate, regionally specific information. Until those results are available, the Town will continue to use the provincial data, and then use the new local figures once they’re in place.

6. *Eligibility*

Staff recommend that projects must meet all of the following criteria to qualify for this program (this mirrors the Province's eligibility for some of its affordable housing programs):

- Applicant: The applicant must be a private developer or housing provider. This program is not intended for individual homeowners creating small secondary suites or basement suites.
- Type of development: Eligible projects must involve either new construction or the conversion of an existing residential or non-residential structure into housing. Projects must be located on a single site (one coordinated development) or within a single building.
- Housing units: The project must create self-contained dwelling units, with a portion designated as affordable under this policy.
- Affordability commitment: Affordable units must remain affordable for the full period set by Council.
- Financial viability: The project must be shown to be financially feasible and able to operate at the proposed affordable rent levels for the full affordability term.
- standards: The development must meet or exceed Nova Scotia Building Code minimum standards for energy efficiency and accessibility.

7. Administration and Compliance

Staff are also recommending that the policy and its supporting procedures would include the following requirements:

- Application process: Developers must apply through a formal agreement with the Town. The agreement will specify the number of affordable units, the affordability period, and the credit schedule.
- Town approvals: Applicants must have a development permit before entering into an agreement with the Town. This ensures only confirmed, eligible projects receive the incentive.
- Annual reporting: Property owners must submit an annual report verifying that the affordable units continue to meet rent and eligibility requirements.
- Audit rights: The Town reserves the right to audit participating projects at any time during the affordability period to confirm compliance with program requirements.
- Breach of agreement: If the affordability requirements are not maintained, the property becomes fully taxable in that year and in all subsequent years.

- Stacking with other incentives: Projects may combine this tax credit with other housing incentives or funding programs (provincial or federal).
- Review: The policy will be reviewed after three years to assess its effectiveness, uptake by developers, and financial impact on the Town.
- Operational procedures: Detailed steps for administering the program will be set out in administrative procedures, approved by the CAO. The policy sets the high-level rules; procedures will operationalize them.

Financial

This program does not require a dedicated budget line or new funding allocation, since the credit is applied only against new tax growth and does not affect the Town's existing revenues. The financial impact will vary depending on which model is used and the scale of eligible projects. Model A limits the impact by applying the credit only to the affordable share of the increment, while Model B provides a larger incentive by applying it to the full increment. Council may also wish to consider whether to place a cap on credits (per project or overall).

Communications

All Housing Accelerator Fund-related policies and programs will be promoted through the Town's website, social media, and other appropriate channels. Staff may also pursue targeted engagement with developers to ensure awareness of the program.

Relevant Legislation

Section 57(4) of the Municipal Government Act (MGA) enables municipalities to provide direct financial assistance to private, for-profit developers and businesses to support the creation of affordable housing.

Attachments

- Incentive model comparison
- Affordable definition – [Provincial Household Income Limits \(HILs\)](#)
- Affordable definition – [Provincial Area Market Rent](#)

Incentive Model Comparison

Model	How it works	Town impact	Developer impact	Staff notes
Model A	Credit applies only to the affordable share of new tax growth(increment)	Town keeps all existing taxes + all new taxes from market-rate units. Gives up only the portion tied to affordable units.	Smaller incentive; less visible. More attractive in larger projects where the affordable share creates a worthwhile credit.	Fiscally cautious. Ties benefit to # of affordable units.
Model B	Credit applies to the entire increment once the minimum affordability threshold is met.	Town gives up more new tax growth (market + affordable) for the credit period.	Larger, more visible benefit. Stronger incentive to participate.	Higher fiscal risk. A cap (per project or overall) may be useful.
Step-down schedule	Credit starts high (like 90%) and tapers down over time.	Town gradually regains revenue.	Provides biggest support in early years when financing pressure is highest.	Staff recommended structure.
Flat exemption	Credit set at a fixed rate (up to 100%) for entire affordability period.	Town gives up more revenue for longer.	Simpler and easier to predict; stronger incentive.	Less fiscally cautious; recovery of revenues delayed.
Model C: Full exemption	Exempts both the base assessment and increment.	Town loses existing + future revenues for exemption period.	Strongest incentive.	Not recommended due to high fiscal impact.

Subject: Prioritizing the Motion Action List
From: Kayla Byrne, Legislative & Policy Advisor
Date: Sept. 2, 2025 – *COTW Discussion*



Recommendation

That Committee of the Whole:

1. Review the Motion Action List and assign a priority (A – 3 months, B – 6 months, C – beyond 6 months) to each outstanding item;
2. Direct staff to review the priorities for operational feasibility and return with a revised Motion Action List for Council acceptance;
3. Confirm that all future motions will include an initial priority level to be reviewed by staff and confirmed by Council; and
4. Confirm that completed items will be removed from the Motion Action List only after Council passes a motion acknowledging their completion.

Alternatives

Council may:

- Provide alternative timelines or categories for priority setting; or
- Choose not to implement a priority-setting process and continue managing the Motion Action List on an ad hoc basis.

Background

Staff maintain a Motion Action List to track the implementation of Council directions. This list is included with every regular Council agenda package and acts as a visible tool for Council to see what has been directed to Staff, where items stand, and what still needs follow-up.

Some motions on the list already include set timelines or priorities, while others are more open-ended. At the April 1, 2025 Committee of the Whole meeting, Council reviewed the Motion Action List and focused mainly on removing items carried over from the previous Council. With that clean-up complete, the list now reflects only this Council's directions.

The next step is for Council to identify which items are its top priorities. This helps Staff understand what Council wants to see addressed first. At the same time, it is important to recognize that the Motion Action List only captures Council's directions – it does not reflect the full scope of Staff's operational responsibilities, day-to-day work, and capital projects.

Prioritization will help balance Council's goals with available resources and avoid the list becoming an ever-growing collection of items without a clear order of importance.

As part of this new review, Council may also choose to remove items from the Motion Action List. Any items removed will be kept in a separate internal "parking lot" list, so they remain available for Council to revisit in the future if desired.

Discussion

Proposed priority framework

Council is asked to assign each item in the Motion Action List to one of three categories:

- **Priority A:** Action within 3 months.
- **Priority B:** Action within 6 months.
- **Priority C:** Longer-term action (beyond 6 months).

Note: Items that already include timelines or priorities set by Council will remain as directed.

Staff review and operational realism

Once Council has identified its priorities, staff will:

- Assess the operational feasibility of the proposed timelines;
- Consider day-to-day operations, capital projects, and staff availability; and
- Recommend adjustments where necessary to ensure realistic completion dates.

The revised list, reflecting both Council's priorities and staff's operational review, will be returned to a regular Council meeting for acceptance.

Process for new items and priorities

To maintain consistency, the following process is recommended for new motions:

1. **Initial priority setting:** When Council passes a new motion that will be added to the Motion Action List, Council will also assign an initial priority (A – 3 months, B – 6 months, C – beyond).
2. **Staff review:** Staff will review the item for operational feasibility and may recommend adjustments to the priority based on workload, capacity, and other commitments.
3. **Council confirmation:** The updated Motion Action List, including any staff-recommended adjustments, will be brought back to a Council meeting for review and confirmation by motion.

Completion and removal of items

For record-keeping purposes, completed items should only be removed from the Motion Action List after Council passes a motion acknowledging their completion. To support this, when staff believe an item is complete, a draft motion will be prepared for Council's consideration.

Financial Implications

There are no direct financial implications from this process. However, this process may help staff better align budgets with Council's highest priorities over time.

Attachments

Motion Action List

MOTION ACTION LIST

TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
Community Grants Policy Amendment	Sept. 26, 2023 Follow-up Action: Aug. 19, 2025	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. Aug. 19, 2025: Review and propose any possible edits to the policy.	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. After further research, staff did

					not send out any communications as of Aug. 2025; 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>

<p>Short Term Housing Report</p>	<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. 	<p>Community Development</p>	<p>Target date for updated report: TBD</p>	
<p>Sustainable Infrastructure Fund</p>	<p>April 23, 2024</p>	<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>	<p>Community Development</p>	<p>Housing Accelerator Fund (HAF) initiative Target Date: TBD</p>	
<p>NSUARB application to amend Regulation 5.14</p>	<p>April 23, 2024</p>	<p>Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.</p>	<p>Finance</p>	<p>Requires ABCO to follow-up with Town</p>	<p>This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.</p>

Municipal Archive	May 28, 2024	Explore the creation of a Municipal Archive.	Community Development/ Municipal Clerk	Low Priority. No Target Date for complete archive	<p>This could be built into plans for any future grant opportunities and related work/Renovation projects for Town Hall etc.</p> <p>Staff can identify whether stored records are at risk of being damaged in the basement and move them to a safer location if required.</p>
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	<p>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.</p> <p>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.</p>	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.

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	TBD	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	TBD	TBD
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	Staff		

		regarding safety improvements at the intersection of Route 332 and Trunk 3.			
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.	Community Development	Target date: Depends on when ICOMOS responds Does Council want the response	

		Staff's response to ICOMOS Canada was included in the June 24, 2025 agenda package.		included in the agenda?	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	<p>Staff to explore the feasibility and cost estimates for a washroom solution at Lunenburg Academy (presented at April 15 meeting)</p> <p>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.</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>	Public Works	TBD	
Reducing Speed Limits	March 4, 2025 COTW	<p>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)</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>	Public Works	TBD	As of July 2025, inquires have been made the Provincial Traffic Authority and waiting for a response

		Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.			
Traffic 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		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		Council endorsed this at the Aug. 19, 2025 meeting: Item to be removed.
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	
Review Hack & Trolley By-law	Aug. 18, 2025	Review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities	Municipal Clerk/ By-law Enforcement	Spring 2026	
Livestreaming of meetings	Aug. 18, 2025	Prepare a report for reviewing 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.	Municipal Clerk	September or October 2025 COTW	
Wastewater Treatment and Harbour Water Quality	Aug. 18, 2025	Prepare a report on the Town's wastewater treatment system and its relationship to harbour water quality, including: <ul style="list-style-type: none"> • 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. 	Public Works	TBD	