

TOWN OF LUNENBURG  
**COMMITTEE OF THE WHOLE MEETING AGENDA**  
Monday, November 3, 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/81475382430>

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 November 3, 2025 Committee of the Whole Meeting Agenda

**Recommendation:** That Committee of the Whole approve the agenda for the November 3, 2025 meeting as presented.

**5. APPROVAL OF MINUTES**

5.1 October 7, 2025 Committee of the Whole Meeting Minutes

**Recommendation:** That Committee of the Whole approve the minutes from the October 7, 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.*

**8. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS**

*Public hearings are held to discuss planning and development items and new bylaws or changes to existing bylaws. They are open to anyone to speak or submit written*

*comments. Public hearing process:*

- Staff and/or applicant will provide an overview of the agenda item
- Staff and/or applicant will answer questions from Council
- The meeting opens to the public for questions/input
- Each speaker is limited to 5 minutes and must state their name for the record.
- All questions or comments must be directed to the Chair.
- Once the public hearing is closed, no further comments or submissions on the matter may be accepted.

8.1 Public Hearing: LUB Amendment – Rezoning of the Salt Meadows Subdivision

## **9. BUSINESS ARISING AND UNFINISHED BUSINESS**

### **10. NEW BUSINESS**

10.1 Information Report: Planning Priorities and Work Plan Update

10.2 Notice of New Policy: Livestreaming and Recording Meetings

**Recommendation: That Committee of the Whole recommend that Council approve the Meeting Recording and Livestreaming Policy as presented; and that this serve as official notice of the new policy.**

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

## **12. CLOSED SESSION**

## **13. ADJOURNMENT**

**COMMITTEE OF THE WHOLE  
TOWN OF LUNENBURG**

October 7, 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 Paul Nopper, CAO  
Tyson Joyce, Director of Public Works  
Marc Kiely, Director of Community Development  
Kayla Byrne, Municipal Clerk  
Jamie Deans, Communications and Events Coordinator
- Call to Order The Chair called the meeting to order at 6:00 p.m.
- Land Acknowledgment The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
- Additions/Deletions to Agenda Moved and seconded that Committee of the Whole add the following item to today's agenda:  
- Presentation: Staff Recognition  
**Motion carried unanimously**
- Approval of Agenda Moved and seconded that Committee of the Whole approve the agenda for the October 7, 2025 meeting as presented.  
**Motion carried unanimously**
- Approval of Minutes Moved and seconded that Committee of the Whole approve the minutes from the September 2, 2025 meeting as presented.  
**Motion carried unanimously**
- Presentation Council received a letter from long-time employee Kelly Jardine, announcing her retirement effective September 29, 2025, after nearly 30 years of service as Administrative Assistant to the Mayor and CAO. Councillors expressed appreciation for Kelly's years of service.
- Correspondence Council received a letter from a resident regarding livestreaming and recording practices for municipal meetings.
- Town & Water Utility Capital Projects Status Updates Council reviewed the Town & Water Utility Capital Projects Status Updates.  
Positive feedback was shared regarding overall project progress,

particularly at the Wastewater Treatment Plant. Council also discussed the Academy roof repair project, with questions raised about whether issuing the tender earlier than 2026 could provide an advantage. Staff noted that the consultant is revising the project scope and that timing could align with the upcoming capital budget cycle, possibly through pre-approval.

Livestreaming and  
Recording  
Meetings

Staff presented a report following Council's August direction to review current practices for live streaming and archiving meetings on YouTube and to provide recommendations informed by a jurisdictional scan.

The report recommended that only Council and Committee of the Whole meetings continue to be live streamed and archived, noting these are the meetings where deliberations and decisions occur.

Council members expressed support for the recommendations, highlighting the importance of accessibility, inclusion, and creating safe spaces for participation. Comments also focused on the need to improve audio and microphone systems in Council Chambers to enhance sound quality for attendees and recordings. Staff advised that improved audiovisual equipment options would be explored and brought forward as a budget consideration.

Moved and seconded that Committee of the Whole direct staff to prepare a policy on live streaming and archiving meetings based on the recommendations outlined in the staff report, for consideration at an upcoming Council meeting.

**Motion carried unanimously**

Information  
Report:  
Moratoriums on  
Development

Staff provided clarification in response to Council's previous inquiries regarding the Town's ability to pause or halt development activity while reviewing planning documents. Legal advice confirmed that Council cannot impose a moratorium on development, as the Town's policies and bylaws under the Municipal Government Act provide for established development processes. However, Council may manage and sequence development through mechanisms such as development agreements, procedural controls, and clearer pre-development requirements.

Staff advised that work is underway on a pre-development checklist to ensure that proposed projects are reviewed across departments, before coming to Council. This process aims to identify servicing capacity, infrastructure constraints, and heritage considerations early in the review stage.

Council members emphasized that they are supportive of appropriate and sustainable development, noting that the intent of the discussion

was not to oppose growth but to ensure that infrastructure, particularly electrical capacity, can support new projects.

Grant Funding  
Request:  
Tharangam  
Lunenburg

Moved and seconded that Committee of the Whole recommend that Council authorize a cash grant of \$500 to Tharangam Lunenburg to support their participation in the October 18, 2025, Chendamalam celebration in Mississauga, Ontario, as part of the Atlantic Canada ensemble.

**Motion carried unanimously**

Notices of Motion,  
Information  
Requests and  
Councillor Reports

Councillors noted some upcoming community events, like the 10<sup>th</sup> anniversary of the Lunenburg Literary Festival.

Adjournment

There being no further business, the Council meeting adjourned at 6:35 p.m.

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Minutes were read and approved.

## INFORMATION REPORT FOR PUBLIC HEARING

**Subject:** LUB Amendment: Rezoning of the Salt Meadows Subdivision

**From:** Marc Kiely, Director of Community Development

**Date:** November 3, 2025



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**For Public Hearing** - Council has approved first reading of an amendment to the Land Use Bylaw to rezone the Salt Meadows Subdivision to Lower Density Residential Use. This area includes all lots within the Town's boundaries on Wood Street, Whynacht Street and Adams Street, and also includes PID 60731452 (off Rudolf Drive/Morash Lane).

The purpose of this public hearing is to provide an opportunity for the public to be informed of the proposed municipal Land Use Bylaw amendment and to be heard by Council before a decision is made.

### Synopsis

- Council requested that Staff initiate the process for consideration to rezone Salt Meadows in response to resident concerns raised regarding the density of development and associated issues such as traffic congestion and parking.
- This neighbourhood has an existing lot fabric that was subdivided under a previous subdivision by-law and land use-by-law, and it is felt that the currently allowed density (4 dwelling units plus an accessory dwelling unit) exceeds what the lot fabric can support or was intended to support.
- The rezoning to lower density residential use would limit future development of dwelling units to 2 per lot plus an accessory unit, bringing the Salt Meadows subdivision in line with the character of the rest of the neighbourhood.
- Planning Advisory Committee met on October 6, 2025 and recommended the rezoning procedure continue to first reading by Council.
- Council approved first reading of the proposed amendment on October 14, 2025

## Background

### Current Planning Context

The MPS and Land-Use Bylaw (LUB) designate the subdivision as 'Residential' and 'medium density residential use' (RM), respectively. The remainder of the subdivided area northwest of Centennial Avenue is zoned 'lower density Residential' (RL). There is a portion of RM accessed from Harbour View Drive that is not part of the Salt Meadows subdivision area and is not being proposed to be rezoned.

The RM zoning is described in Policy 4-1 of the MPS, which states that it is intended to enable dwellings up to 4 units, B&B's with up to 6 units, home-based businesses, rooming houses, residential care facilities, and neighbourhood amenities, such as parks and trails. The RL zone, under the same policy, is described similarly, but is intended to enable dwellings up to 2 units, with rooming houses and residential care facilities removed.

Staff believe the RL zone, as described, is consistent with the existing character and lot fabric of the neighbourhood.

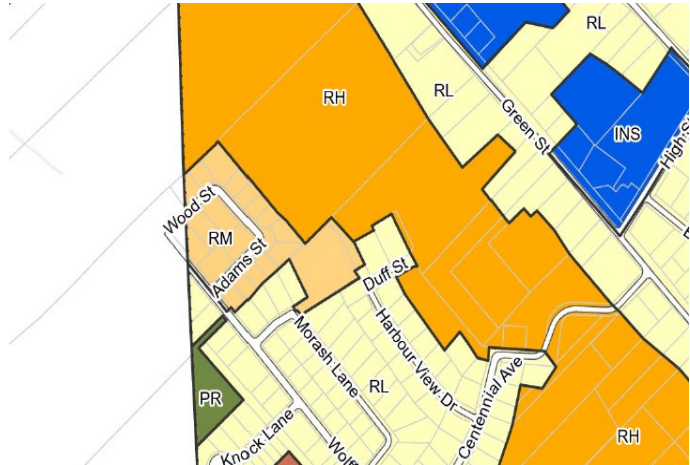


Figure 1 – Context Map showing the current Use Zoning of the area



## Discussion

When the current LUB was adopted, the lot fabric was already established under a previous subdivision by-law:

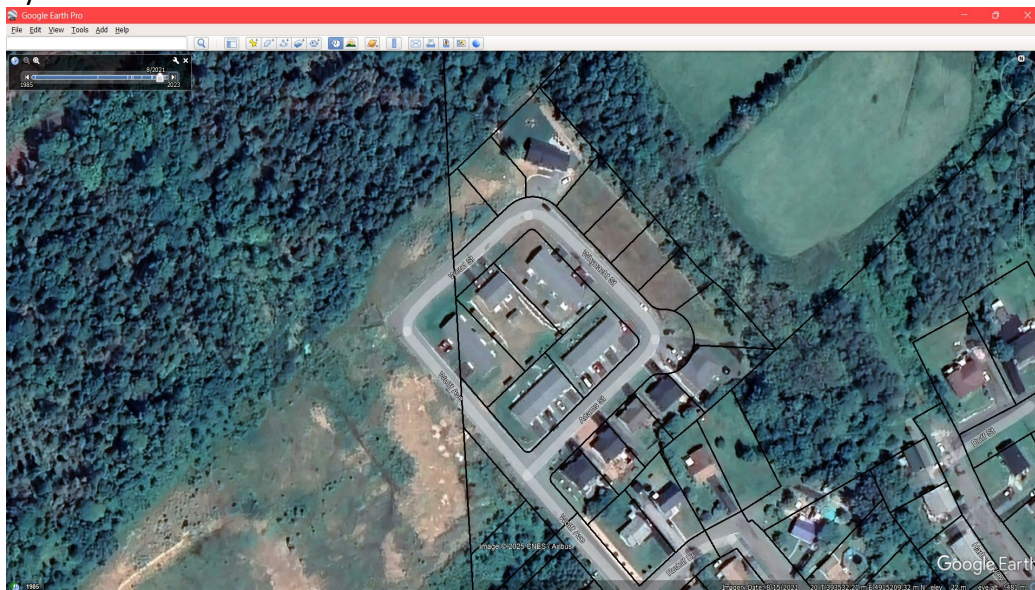


Figure 2 – Google Earth Image from August 2021.

Since that time, two additional multi-unit buildings have been constructed on the existing fabric. These dwellings contain 4 dwelling units, plus an accessory unit each.

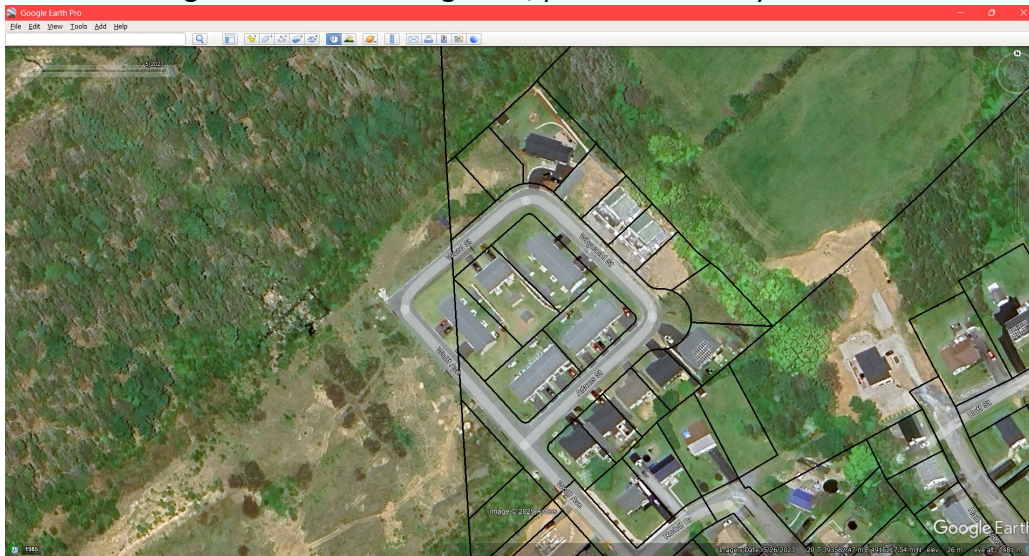


Figure 3 – Google Earth Image showing current build-out (May 2023)

Staff acknowledge that the density in this area was likely set too high at medium density.

This neighbourhood has previously been identified as a gentle growth area (infill development), which, at the time, was intended to address future housing needs. Staff note that reducing the density of this area will reduce the number of homes that can potentially be made available in the future, in this area of town.

### **Proposed Mapping Change**

The proposed mapping change to the Use Zone Map of the LUB can be found in Attachment C. The proposal is a rezoning only, requiring no text changes to the LUB.

Policy 6-10 (Attachment B) anticipates requests like this one. This policy identifies three avenues to rezone properties notwithstanding Policy 4-2. This application satisfies Policy 6-10.

Policy 6-11 of the MPS allows Council to consider an amendment to the Use Zoning Map, Schedule C, of the Land Use By-law (LUB) if the proposed amendment is consistent with this MPS and the general evaluation criteria for amending the LUB, as set out in Policy 6-19. Policy 6-10, 6-11 and 6-19 are reviewed in Attachment D.

### **Public Feedback Summary**

A Public Participation Meeting was held on September 24, 2025, to gather input on the proposed rezoning. Five residents provided verbal feedback during the meeting, and two written submissions were received.

Verbal feedback from the Public Participation Meeting reflected strong neighbourhood support for the

proposed rezoning. Residents emphasized that the subdivision was designed and serviced for low-density residential use, and that the current Medium Density Residential zoning permits development that exceeds what the area's infrastructure and lot fabric can reasonably accommodate.

Written submissions received following the meeting expanded on these themes and added further context:

- One submission reinforced concerns about infrastructure limitations, highlighting increased traffic volumes, electrical load, drainage issues, and the impact of construction debris on nearby streets.
- The other submission reflected a development perspective, acknowledging the need to balance resident concerns with broader housing and growth objectives. It emphasized the value of clearer planning processes and collaboration between the Town and the development community to achieve sustainable, appropriately scaled growth.

Overall, the feedback received demonstrates broad support for the proposed rezoning to Lower Density Residential.

#### **Relevant Legislation**

The *Municipal Government Act* (MGA) outlines the required process for amendments to the Land Use By-law.

#### **Financial**

The Town has initiated this process, and all costs relating to the rezoning are to be borne by the Town.

#### **Attachments**

- A. Policy 4-2
- B. Evaluation of Policy 6-10, 6-11 and 6-19
- C. Amendments to the LUB – Use Zone Map
- D. Review of Provincial Interest Statements and Lunenburg Accessibility Plan

## Attachment A

### MPS Policy 4-2

**Policy 4-2:** Council shall establish, on the Future Land Use Map, a series of Land Use Designations to guide the evolution of Use Zone placement over time. The Designations and the Use Zones permitted for consideration in each Designation are as follows:

(a) The Residential Land Use Designation permits:

- i. Lower Density Residential Use (RL) Zone
- ii. Medium Density Residential Use (RM) Zone
- iii. Higher Density Residential Use (RH) Zone
- iv. Rural Use (RUR) Zone
- v. Institutional Use (INS) Zone
- vi. Parks and Recreation Use (PR) Zone

(b) The Main Street Land Use Designation permits:

- i. Commercial Mixed Use (CM) Zone
- ii. Institutional Use (INS) Zone
- iii. Parks and Recreation Use (PR) Zone

(c) Downtown Commercial Land Use Designation permits:

- i. General Commercial Use (CG) Zone
- ii. Institutional Use (INS) Zone
- iii. Parks and Recreation Use (PR) Zone

(d) Waterfront Designation permits:

- i. Waterfront Use (W) Zone
- ii. Marine Industrial Use (MM) Zone
- iii. Parks and Recreation Use (PR) Zone

(e) Industrial Designation permits:

- i. Industrial Use (M) Zone
- ii. Institutional Use (INS) Zone
- iii. Parks and Recreation Use (PR) Zone

(f) Parks and Institutional Designation permits:

- i. Institutional Use (INS) Zone
- ii. Parks and Recreation Use (PR) Zone

## Attachment B

### Evaluation of Policy 6-10, 6-11 and 6-19

#### 6.3.3 Amending the Text and Use Zoning Map of the Land Use By-law

Council recognizes it cannot foresee all possible types of development that might be acceptable in the Town in general, or on a specific piece of land. As such, there will be times when the Land Use By-law needs to be amended to accommodate a new development trend or specific development proposal.

Council also recognizes that it is possible to inadvertently make mapping errors in preparing the maps that accompanying this Plan and the Land Use By-law. Such errors may be in conflict with the policies in this Plan. Where such errors are discovered, Council may consider correcting them through amendments to the Use Zoning Map of the Land Use By-law.

**Policy 6-10:** Council shall consider amendments to the Use Zoning Map of the Land Use By-law when the proposed map amendment is not specifically prohibited within this Plan and at least one of the following three conditions is true:

- (a) the proposed Use Zone is enabled by this Plan for use within the same Future Land Use Map designation;
- (b) a non-conforming use appears to have been created by an inadvertent administrative oversight in the Municipal Planning Strategy and Land Use By-law preparation process, resulting in a property being zoned inconsistent with stated policies in this Plan; or
- (c) notwithstanding the Use Zones permitted within a Future Land Use designation, the land to be rezoned is under 1,000 square metres in area and is abutting a Future Land Use Map designation that permits the proposed Use Zone. For clarity, land that abuts a right-of-way, such as a street, is considered to be abutting the designation on the other side of the right-of-way.

*Evaluation:* The proposed Use Zone Change will be enabled by this Plan in keeping with Policy 6-10(a).

**Policy 6-11:** Council shall not amend the Use Zoning Map of the Land Use By-law unless Council is satisfied that:

- (a) the proposal is consistent with the description of the Use Zone in Policy 4-1 and any specific policies, if any, directing where it is appropriate to place the proposed Use Zone; and

- (b) the proposed Use Zone and the uses it permits meet the general criteria for amending the Land Use By-law, set out in Policy 6-19.

*Evaluation: The proposed rezoning meets the general criteria for amending the Land Use By-law, set out in Policy 6-19 as reviewed below:*

### 6.5.1 Amending the Land Use By-law & Entering into Development Agreements

Amendments to the Land Use By-law and the entering into of development agreements are processes that require careful thought. As such, Council has established a set of general criteria to consider when evaluating all Land Use By-law amendments and development agreement proposals.

**Policy 6-19:** Council shall not amend the Land Use By-law or enter into a development agreement unless Council is satisfied the proposal:

- (a) is consistent with the intent of this Municipal Planning Strategy;  
*The proposed rezoning is considered to be consistent with the intent of the MPS pursuant to Policy 6-10 (a).*
- (b) does not knowingly conflict with any Town or Provincial programs, by-laws, or regulations in effect in the municipality;  
*Staff do not believe the amendment is in any conflict with the above.*
- (c) is not premature or inappropriate due to:
- i. the ability of the Town to absorb public costs related to the proposal;  
*No public costs are anticipated with the proposed amendments.*
  - ii. impacts on existing drinking water supplies, both private and public;  
*No new development proposals are anticipated at this time.*
  - iii. the adequacy of central water and sewage services or, where such services are not available, the suitability of the site to accommodate on-site water and sewage services;  
*The proposal is not premature or inappropriate due to the adequacy of central water and sewage services.*
  - iv. the creation of excessive traffic hazards or congestion on road, cycling, and pedestrian networks within, adjacent to, or leading to the proposal;  
*The proposed rezoning is considered a less intensive use of land and will have less of an impact than development proposals permitted as-of-right under the current Medium Density Residential (RM) use zone.*
  - v. the adequacy of fire protection services and equipment;  
*The proposal is not premature or inappropriate due to the adequacy of fire protection services and equipment.*

- vi. the adequacy and proximity of schools and other community facilities;  
The proposal is not premature or inappropriate due to the adequacy and proximity of schools and other community facilities.
- vii. impacts on UNESCO World Heritage Site statements of outstanding value;  
The rezoning is reasonably expected to have negligible impact on the Statements of OUV.
- viii. the creation of a new, or worsening of a known, pollution problem in the area, including, but not limited to, soil erosion and siltation of watercourses;  
The proposed rezoning will not cause any new, or worsening of any known, pollution problems.
- ix. site-specific climate change risks;  
The proposed rezoning will not cause or increase any known site-specific climate change risks.
- x. the potential to create flooding or serious drainage issues, including within the proposal site and in nearby areas;  
The rezoning will not cause any known flooding or drainage issues.
- xi. impacts on known habitat for species at risk;  
The proposed rezoning will not have any impact on known habitat.
- xii. impacts on the navigability and environment of Lunenburg Harbour;  
The proposed rezoning will not have any impact on navigation or have any impact on Lunenburg's Harbour.
- xiii. the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to rights-of-way; and  
The proposal is not premature or inappropriate due to the suitability of the site in terms of grades, soil and geological conditions, the location of watercourses and wetlands, and proximity to rights-of-way.
- xiv. land use conflicts that could place limits on existing operational procedures at existing businesses.  
The proposed rezoning are considered a type of "downzoning" from "Medium Density Residential" to "Lower Density Residential". As a result, the proposal should have less land use conflicts through a lower development density.

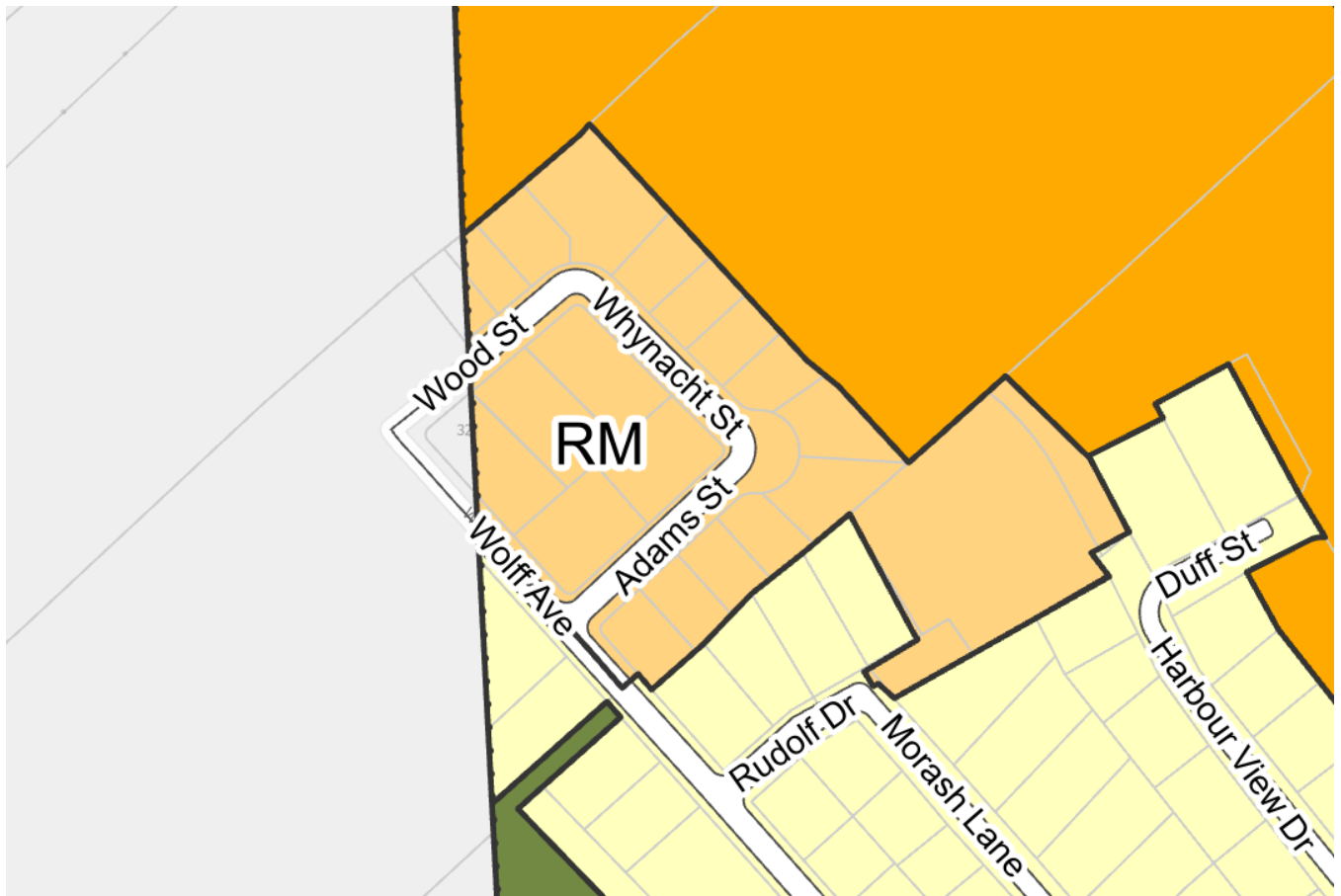
## Attachment C

### Amendments to Land Use By-law – Use Zone Map, Schedule “C”

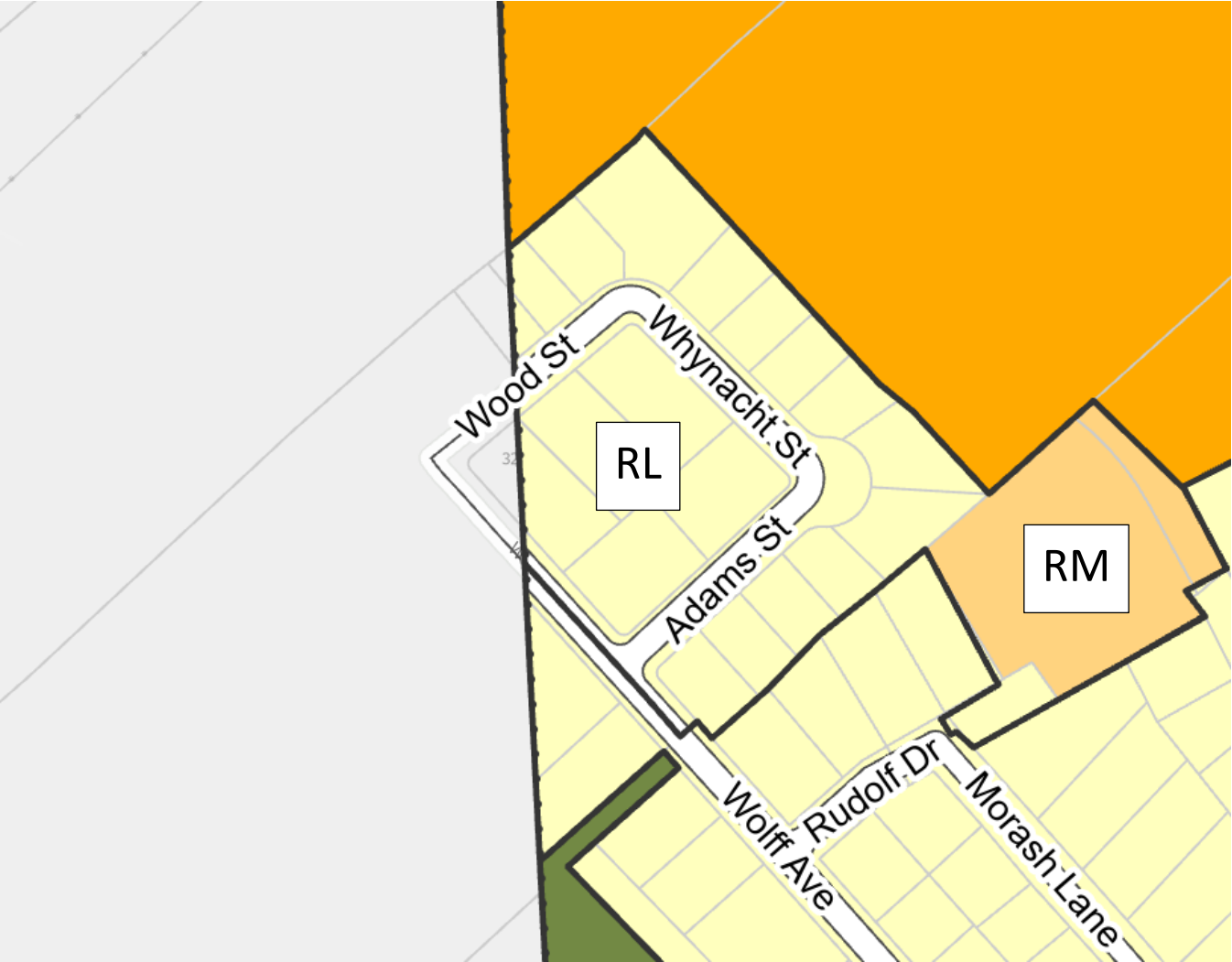
- 1) An amendment to the Land Use By-law, in particular the Use Zoning Map, Schedule “C”, thereby rezoning the lands as per table and maps shown below:

Property:	Application:
All of Salt Meadows Neighbourhood	Rezone from the Medium Density Residential (RM) Use Zone to the Lower Density Residential (RL) Use Zone

Existing Use Zoning Map, Schedule “C”:



Proposed Use Zoning Map, Schedule "C":



## Attachment D

### Review of Provincial Interest Statements and Lunenburg County Accessibility Plan

Provincial Interest Statements	
<p>Statement 1: Drinking Water</p> <p>Goal: To protect the quality of drinking water within municipal water supply watersheds.</p>	<p>The proposed rezoning of the subject lands will not affect Provincial Interest Statement 1. The quality of Dares Lake Watershed will not be affected by the proposed rezoning.</p>
<p>Statement 2: Flood Risk Areas</p> <p>GOAL: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.</p>	<p>The proposed rezoning will not have a direct impact on the Flood Risk Areas as identified on the Flood Risk Area Map, Schedule E, of the Land Use By-law and will not affect Provincial Interest Statement 2. The lands are located outside of the Flood Risk Area as identified on the Flood Risk Area Map.</p>
<p>Statement 3: Agricultural Land</p> <p>GOAL: To protect agricultural land for the development of a viable and sustainable agriculture and food industry.</p>	<p>The proposed rezoning of the subject lands will not affect Provincial Interest Statement 3.</p>
<p>Statement 4: Infrastructure</p> <p>GOAL: To make efficient use of municipal water supply and municipal wastewater disposal systems.</p>	<p>The proposed rezoning will not affect Provincial Interest Statement 4. The rezoning to “residential” is considered a less intensified use of land and should have less of an impact on Town infrastructure, with regards to water supply and wastewater disposal.</p>
<p>Statement 5: Housing</p> <p>GOAL: To provide housing opportunities to meet the needs of all Nova Scotians.</p>	<p>The rezoning is to reduce future residential housing density, potentially limiting future housing opportunities in this specific area.</p>

Review amendment through an accessible lens	
<p>Review amendment with a focus on equity, diversity, and inclusion.</p>	<p>This amendment is a rezoning of the density of land.</p>

**INFORMATION REPORT**



**Subject:** Planning Priorities and Work Plan Update  
**From:** Marc Kiely, Director of Community Development  
**Date:** November 3, 2025

**Purpose:** Info report and update on staff approach to carry out planning-related priorities identified by Council.

**Background**

At the May 13, 2025 Council meeting, Council adopted the identified goals in the *Immediate Strategic Priorities* document as Council’s official priorities until a formal strategic plan is approved. Planning related Objectives and Intermediate steps identified within that document are as follows:

**‘Objective 4:** Initiate a comprehensive review of the Municipal Planning Strategy (MPS) and Land Use By-law (LUB)

**Intermediate step 1:** Begin foundational work for a holistic review of the MPS and LUB by consolidating previously directed amendments, such as short-term rental regulations, Main Street Form Zone revisions, and on-site parking, into a coordinated planning framework.

**Intermediate step 2:** Proceed with the Salt Meadow zoning amendment separately as a distinct, time-sensitive priority.

**Indicators:** Staff develop a work plan outlining the scope, stages, and resource needs of the full review.’

Additionally, further clarification and Council direction has been given as part of Council’s Motion Action List prioritization exercise at September 2, 2026 COTW meeting with four planning related items updated as follows:

Short Term Housing Report	April 1, 2025	Bring back a report on what amendments might look like to the MPS and LUB, including options to: <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>	Community Development	<b>PRIORITY A</b> Work in tandem with Marketing Levy	
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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	<b>PRIORITY A</b>	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone & on-site parking	2024 /2025	Form Zone: 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  Parking: Original (Feb. 27, 2024) : 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 Jan. 28, 2025: 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	<b>PRIORITY A</b>	As a part of comprehensive MPS/ LUB Review
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	<b>PRIORITY A (in progress)</b>  Nov. 2025	Public Hearing scheduled for Nov. 3 2 <sup>nd</sup> reading scheduled for Nov. 12

## **Discussion**

All related planning items have been identified as Priority A items by Council, meaning that related work should be prioritized by staff as action items by the end of the year.

### **Salt Meadows Rezoning Update (Immediate)**

Currently, the LUB Amendment: Salt Meadows Subdivision has proceeded to the Public Hearing and Second Reading stage. If approved, this amendment item planning work would be substantively complete this month.

### **Short-term Rental Report (Immediate)**

Council has requested a Short-Term Rental report reviewing options for further regulation of short-term rentals, and this is slated to be prepared in tandem with ongoing work related to the drafting of a Marketing Levy Bylaw. Staff feel this remains an appropriate choice given that impacted operators will be the same and the application of a Marketing Levy will change depending on decisions made to add or change regulations. Staff plan to prepare a report for Council to this effect in the coming weeks.

### **Main Street Form Zone and On-site Parking (Initiation January 2026)**

The LUB amendments relating to revisions of the Main Street Form Zone and on-site parking have been identified as items to be reviewed as part of a comprehensive MPS/LUB review. Staff continue to support this approach as we will look to contextualize and measure related impacts of proposed variations across the Town. Staff note that concerns have been raised relating to Form zones beyond the Main Street Form Zone (see table below) and with this approach will be able to analyze the

appropriateness of the existing form zones generally, providing significant efficiencies of scale for staff resources and added value for the Town.

Table 9: Main Building Form Requirements

Form Zone	Max. Height	Min. Height	Min. Ground Floor Height	Min. Streetwall Height	Max. Streetwall Height	Min. Stepback Above Streetwall	Max. Building Footprint
Old Town 1	10.5 m (34 ft)	6 m (20 ft)	-	-	-	-	-
Old Town 2	10.5 m (34 ft)	-	-	-	-	-	-
Old Town/New Town 1	10.5 m (34 ft)	-	-	-	-	-	-
Old Town/New Town 2	10.5 m (34 ft)	-	-	-	-	-	-
New Town 1	19.5 m (63 ft)	-	-	-	-	-	1,500 m <sup>2</sup> (16,145 ft <sup>2</sup> )
Main Street	20.5 m (67 ft)	10 m (33 ft)	4 m (13.2 ft)	10 m (33 ft)	16 m (52 ft)	3 m (10 ft)	3,000 m <sup>2</sup> (32,291 ft <sup>2</sup> )
Marine	19.5 m (63 ft)	-	-	-	-	-	-
Community	10.5 m (34 ft)	-	-	-	-	-	-
Industry	13.5 m (44 ft)	-	-	-	-	-	-
Rural	10.5 m (34 ft)	-	-	-	-	-	-
Shoreline	8 m (26 ft)	-	-	-	-	-	47 m <sup>2</sup> (505 ft <sup>2</sup> )

**Streetwall Width**

7.7.3. Main buildings constructed in the Main Street Form Zone shall have a streetwall width a minimum of 40 metres (132 feet) or 60% of the lot frontage, whichever is less.

**Onsite Parking Review (Initiation January 2026)**

Since onsite parking has been a noted topic of concern beyond the Salt Meadows subdivision, staff are adopting a similar approach for the review of ‘Form zoning’ with consideration given to reintroducing minimum parking requirements as part of the holistic MPS/LUB review. There is potential for differentiation of parking standards in different areas of Town and so the interaction of parking and zoning changes would benefit from an integrated approach.

### **Development Agreement/Site-specific Development Control (Immediate Initiation)**

When the current planning documents were adopted in 2021, the Town limited the use of DAs in favour of a more permissive as-of-right zoning system. Presently, DAs are used only for a few specific purposes, such as larger bed and breakfasts, adaptive re-use of institutional buildings, conversion of non-conforming uses, and heavy industrial development.

Staff experience since 2021 has shown that this framework is less effective for complex or larger-scale proposals. The Town has increasingly relied on rezonings to address unique projects, leading to administrative inefficiencies and less predictability for applicants and staff.

Expanding the use of DAs could provide a practical middle-ground approach, offering flexibility for site-specific developments while maintaining Council oversight. A DA is a legal contract between the Town and a property owner that establishes what can be built, how it must be designed, and under what conditions it may operate. This approach allows the Town to manage development impacts such as traffic, design, landscaping, and servicing.

Staff recommend initiating amendments to broaden the circumstances under which DAs may be used. This would enable their application to larger or more complex developments, such as mixed-use, multi-unit, or heritage infill projects, and serve as an interim tool pending completion of the full planning document review.

This initiative also supports the Town's commitments under the Housing Accelerator Fund (HAF), which requires the introduction of DAs on Town-owned lands. Expanding their use more broadly would help meet HAF funding conditions and establish a consistent tool for both public and private lands.

#### *Next Steps:*

Staff will draft proposed amendments to enable broader DA application, prepare supporting materials for Committee work and Council consideration, and coordinate this work with the HAF implementation schedule and the upcoming planning document review.

#### **Overall Sequence:**

1. *Immediate initiation - Proposal for Expansion of Development Agreements* – Proposal requires MPS and LUB amendment
  - Steps required: Planning Advisory Committee input, Public Participation Meeting, Council 1<sup>st</sup> and 2<sup>nd</sup> reading, Public Hearing, Provincial Planning approval
2. *Immediate initiation – Short-term rental report* – staff bring initial report and potential options directly to Council – Next steps required could involve LUB amendment, PAC input, PPM, Council 1<sup>st</sup> and 2<sup>nd</sup> reading, Public Hearing

3. *Initiation January 2026 - Holistic Planning Document Review (includes form zone and onsite parking review)* – Timing to align project with expected increase in staff planning capacity and expertise.

**Relevant Legislation**

The *Municipal Government Act* (MGA) outlines the required process for amendments.

**Financial**

N/A

Subject: Livestreaming and Recording Meetings  
 From: Kayla Byrne, Municipal Clerk  
 Date: Oct. 7, 2025 – COTW Discussion  
 Nov. 3, 2025 – COTW/ Notice  
 Nov. 12, 2024 – Decision



**Recommendation**

That Committee of the Whole recommend that Council approve the Meeting Recording and Livestreaming Policy as presented; and that this serve as official notice of the new policy.

**Alternatives**

Propose edits to the draft policy.

**Background**

At its Aug. 19, 2025, meeting, Council made a motion directing staff to prepare a report for reviewing the Town’s current practices for livestreaming and recording Council and committee meetings, identifying which types of meetings should be livestreamed, and including a scan of livestreaming practices in other Nova Scotia municipalities.

This report was presented at the Oct. 7 COTW meeting, and at that meeting a motion was made to direct staff to prepare a policy on live streaming and archiving meetings based on the recommendations outlined in the staff report.

**Discussion**

The attached proposed policy is mostly the same as what was presented in the October 7 COTW report, with one change. Staff had originally recommended that Public Participation Meetings (PPMs) not be livestreamed. However, after a PPM which was held on Oct. 15, several residents shared that they found the meeting helpful for learning more about the proposed planning amendments. To help keep that flow of information going on planning matters, staff have adjusted the recommendation: PPMs should be livestreamed.

The proposed policy sets the following meeting rules:

Meeting type	Livestreamed	Archived on YouTube
Regular Council & COTW	Yes	Yes
Public Hearings *a part of Council or COTW meetings	Yes	Yes
Special & Additional Council Meetings	Yes	Yes

Planning-related intro presentations *a part of Council or COTW meetings	Yes	Yes
Advisory Committees of Council	No	No
Public Participation Meetings (PPMs)	Yes	No *The presentation will mimic the intro presentation – a recording of which is available. Those providing input have expressed discomfort with being published on YouTube.
Working Groups / Task Forces *These are staff led and are not public meetings	No	No

*Recordings:* For public meetings that are not archived on YouTube, the policy notes that all meetings are audio-recorded for accurate minute-taking purposes and recordings of these meetings are available to the public upon request.

*Exceptions:* The policy allows Council to apply, suspend, or modify the standard livestreaming, recording, or archiving rules for a specific meeting or portion of a meeting.

*Meeting location:* The policy also notes that the rules for meetings held outside of Council Chambers will depend on the technical capacity of the venue.

**Legislative Requirements**

There is no requirement to livestream meetings or to make audio/video recordings of them.

**Financial**

There is no direct financial impact. However, livestreaming evening meetings typically requires an additional staff person to operate audio/visual equipment.

**Attachments**

- Draft policy

## Meeting Recording and Livestreaming Policy

Date adopted by Council: TBD



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### 1. POLICY STATEMENT

The Town of Lunenburg recognizes the importance of transparency and accessibility in local governance. Livestreaming, recording, and archiving will be applied in a manner that balances public access with operational capacity and legislative requirements.

### 2. PURPOSE

The purpose of this policy is to establish consistent procedures for the livestreaming, recording, and archiving of Council, Committee, and public meetings of the Town of Lunenburg.

### 3. SCOPE

This policy applies to all meetings of Council, its Committees, and any other public meetings organized or hosted by the Town of Lunenburg.

### 4. DEFINITIONS

*Archiving* means making a recording publicly available after a meeting concludes through a publicly accessible format or platform (such as the Town's website, YouTube channel, or an equivalent service).

*Livestream* means the real-time broadcast of a meeting through an online platform or technology determined by the Town to best meet its operational needs.

*Public Hearing* means a meeting held in accordance with the *Municipal Government Act* to receive public input on a proposed bylaw or bylaw amendment, planning document, or any other matter for which a hearing is required by legislation.

*Public Participation Meeting (PPM)* means a meeting held for the purpose of gathering public input on planning matters, including but not limited to those required under the *Municipal Government Act*, or other meetings of a similar nature convened by Council or staff to support community engagement.

*Recording* means the capture of audio and/or video of a meeting for documentation purposes.

*Working Group or Task Force* means a time-limited, staff-led body created to provide expertise, input, or feedback on a defined municipal project or initiative.

## **5. RULES BY MEETING TYPE**

**5.1 Regular Council Meetings:** Regular Council meetings will be livestreamed, recorded, and archived on a publicly accessible platform.

**5.2 Committee of the Whole Meetings:** Committee of the Whole meetings will be livestreamed, recorded, and archived on a publicly accessible platform in the same manner as regular Council meetings.

**5.3 Public Hearings:** All Public Hearings will be held as part of a regular or Committee of the Whole meeting of Council – they will follow the same livestreaming, recording, and archiving rules that apply to those meetings.

**5.4 Special and Additional Meetings of Council:** When Council calls a special or additional meeting, the meeting will follow the same livestreaming, recording, and archiving rules that apply to regular Council and Committee of the Whole meetings.

**5.5 Advisory Committees of Council:** Advisory Committee meetings will not be livestreamed or publicly archived. To support accurate minute-taking, these meetings may be audio-recorded by staff. Audio recordings are retained for administrative purposes and are available to the public upon request.

**5.6 Planning-related presentations:** All planning-related presentations required to be considered by Council under provincial or municipal legislation, including development applications or proposed amendments to the *Municipal Planning Strategy (MPS)*, *Land Use By-law (LUB)*, or other related planning documents as defined by the *Municipal Government Act*, will be held as part of a regular or Committee of the Whole meeting of Council.

These presentations are intended to capture the applicant's proposal and staff overview before public input and will follow the same livestreaming, recording, and archiving rules that apply to Council and Committee of the Whole meetings.

**5.7 Public Participation Meetings (PPMs):** Public Participation Meetings will be livestreamed, but will not be archived. To ensure the accurate capture of public input, these meetings may also be audio recorded by staff. Audio recordings are retained for administrative purposes and are available to the public upon request.

If Council or staff choose to host a Public Participation Meeting or Public Information Session outside of or in addition to the Town's planning public engagement program, the meeting will follow the same livestreaming, recording, and archiving rules outlined in this section.

**5.8 Working Groups and Task Forces:** Working Groups and Task Forces are not public meetings and will not be livestreamed, recorded, or publicly archived.

Official public updates on the progress or outcomes of Working Groups and Task Forces may be shared through reports or presentations to Council, or through public meeting summaries published via the Town's official communication channels.

## **6. OTHER OR UNSPECIFIED MEETING TYPES**

Meetings that are similar in structure, purpose, or public function to those identified in this policy will follow the same livestreaming, recording, and archiving rules that apply to the most comparable meeting type.

Where a meeting does not clearly align with any of the meeting types described in this policy, the Chief Administrative Officer, in consultation with Council, will determine the appropriate approach to livestreaming, recording, and archiving.

## **7. VIRTUAL PUBLIC PARTICIPATION**

For any public meeting, regardless of whether it is livestreamed or archived, members of the public may request to participate virtually.

Virtual participation is intended for individuals who wish to speak or present during a meeting (such as part of Public Input, a Public Hearing, or a Presentation). Members of the public do not need to register to observe a meeting through the livestream.

Members of the public may register to participate virtually by contacting staff up to the day before the meeting, in accordance with the Town's established procedures for public participation. Staff will provide appropriate access details to confirmed participants before the meeting.

## **8. EXCEPTIONS TO STANDARD LIVESTREAMING AND ARCHIVING RULES**

Through a motion of Council, or if time does not allow, by call of the Mayor in consultation with the Deputy Mayor and the Chief Administrative Officer, Council may decide to apply, suspend, or modify the standard livestreaming, recording, or archiving rules for a specific meeting or portion of a meeting.

Decisions to vary these rules shall consider the following parameters:

- The subject matter is expected to generate significant community attention or affect a large number of residents.

- Livestreaming, recording, or archiving would enhance public understanding of the matter.

If a motion is provided at a Council meeting, public notice will be given in accordance with the Town's standard meeting notice procedures.

If the Mayor exercises this discretion on short notice, all members of Council will be notified as soon as practicable, and the public will be informed with as much notice as possible through the Town's website, social media platforms, and any other appropriate communication channels.

#### **9. MEETING LOCATION, TECHNICAL LIMITATIONS, AND OFFICIAL RECORDS**

Meetings outlined in this policy are typically held in the Town of Lunenburg Council Chambers at Town Hall.

Should Council choose to hold any type of public meeting outside of Council Chambers, the ability to livestream, record, and archive the meeting will depend on the technical capacity of the selected venue.

When livestreaming or recording is not feasible, the official record of all meetings will be the approved minutes. For meetings that do not typically have formal minutes, the public record may consist of a summary of discussions or be compiled within a staff report to Council to ensure key points and outcomes are documented.

#### **10. POLICY PRECEDENCE**

The rules outlined in this policy shall supersede any livestreaming, recording, or archiving provisions contained in other Town of Lunenburg policies, administrative procedures, committee Terms of Reference, or related municipal documents.

Where discrepancies arise, the provisions of this policy shall apply unless otherwise directed by Council through formal resolution.