

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, Dec. 9, 2025 | 6 pm
Lunenburg Town Hall – Council Chambers
120 Townsend Street



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

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

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

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

3. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 December 9, 2025 Council Meeting Agenda

Recommendation: That Council approve the agenda for the December 9, 2025 meeting as presented.

5. APPROVAL OF MINUTES

5.1 November 25, 2025 Regular Meeting Minutes

Recommendation: That Council approve the November 25, 2025 meeting minutes as presented.

6. PRESENTATIONS

6.1 RCMP Quarterly Report July – September 2025

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter

8. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence

reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Initiating MPS and LUB Amendments for Expanded Development Agreements and Introducing Site Plan Approvals

Recommendation 1: That Council direct staff to prepare draft amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to expand the circumstances under which Development Agreements may be considered.

Recommendation 2: That Council direct staff to prepare draft amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to introduce Site Plan Approvals as a planning tool consistent with Provincial guidance.

11.2 Information Report: Marketing Levy By-law Survey Results

11.3 Information Report: Hillcrest Cemetery Operations Discussion

11.4 Removing Lands from Surplus: Blockhouse Hill and King Street

Recommendation: That Council approve removing the following Town-owned lands from their surplus designation: PIDs 60057460, 60057395, 60057387, 60057379: Upper Duke Street (north of Creighton Street) and Upper King Street (north of Creighton Street, excluding the first 42.5 metres from Creighton Street north), as shown in Attachment F; and PIDs 60056991, 60056900, 60671427: Blockhouse Hill lands, as shown in Attachment A – Lands to Declare Surplus Following Option 2: Out of Sight Blockhouse Hill.

11.5 Rent Relief Request: Lunenburg Academy of Music Performance

Recommendation: That Council provide rent relief support to Lunenburg Academy of Music Performance for 2025/2026 and 2026/2027 under the negotiation of the Chief Administrative Officer.

11.6 REMO Inter-Municipal Services Agreement (IMSA) Review

Recommendation: That Council approve the amendments to the REMO Inter-Municipal Service Agreement as presented.

11.7 Information Report: Paid Parking Infrastructure Town of Lunenburg

11.8 Lunenburg Academy Roof Repairs Pre-approval for 2026/27

Recommendation: That Council pre-approve the Lunenburg Academy Roof Repairs Project for fiscal 2026/27 in the amount of \$1,039,000.

11.9 Grant Application: Safe and Active School Routes Funding

Recommendation: That Council confirm the Town of Lunenburg's commitment and financial support for the Safe and Active School Routes Project and its funding application.

11.10 Information Report: Status Updates for November 2025: Town & Water Utility Capital Projects

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Tuesday, February 3, 2026.

14. MOTION ACTION LIST

15. CLOSED SESSION

16. ADJOURNMENT

**COUNCIL MEETING
TOWN OF LUNENBURG**

November 25, 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 and Alison Strachan
- Also present Paul Nopper, CAO
Marc Kiely, Director of Community Development
Tyson Joyce, Director of Public Works
Jamie Deans, Communications & 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.
- Approval of Agenda Moved and seconded that Council approve the agenda for the November 25, 2025 meeting as presented.
Motion carried unanimously
- Approval of Minutes Moved and seconded that Council approve the November 12, 2025 meeting minutes as presented.
Motion carried unanimously
- Public Input and Questions George Case spoke about concerns related to short-term rentals, particularly the impact of absentee-operated units on housing availability and neighbourhood stability. He encouraged Council to establish a clear definition and regulatory approach tailored to Lunenburg and noted the importance of ensuring that new developments support long-term housing rather than functioning as short-term accommodations.
- Heather Langille raised questions regarding the proposed rezoning of the Brook Street properties. She asked Council to consider whether zoning amendments are necessary given that buildings of similar height and scale could already be constructed under existing zoning. She also questioned how the proposed Marine Form designation aligns with the Municipal Planning Strategy, particularly the policies intended to protect the character of the working waterfront.
- LUB Amendment First Reading: Following staff’s report on the rezoning application submitted by Solterre Inc., Council engaged in discussion regarding policy alignment,

Rezoning of PIDs
60703881 &
60703899 (Brook
St)

scale, community feedback, the future land use map, form zone intent, and impacts on character, traffic, and the working waterfront.

Moved and seconded that Council deny the rezoning request for PIDs 60703881 and 60703899, as the request fails to meet the requirements of the Municipal Planning Strategy (MPS) policy intent.

Motion carried unanimously

Letter of Support:
LAF Application to
Community
Capacity Fund
(ACOA)

Moved and seconded that Council endorse a letter of support for the Lunenburg Academy Foundation's application to the Atlantic Canada Opportunities Agency's (ACOA) Community Capacity Fund and approve the Town's participation in the project, including a financial contribution of up to \$2,500, subject to successful approval of the grant.

Motion carried unanimously

Letter of Support:
LAF Application to
Nova Scotia
Cultural Innovation
Fund (ACOA)

Moved and seconded that Council endorse a letter of support for the Lunenburg Academy Foundation's application to the Atlantic Canada Opportunities Agency's (ACOA) Cultural Innovation Fund.

Motion carried unanimously

Information Report:
2025/26 Budget
Variance

For information, Council received the 2025/26 Budget Variance Report (Capital & Operating) to Sept.30, 2025

Lease Amendment:
Lunenburg Board of
Trade Campground

Moved and seconded that Council approve the amendments to the lease agreement between the Town of Lunenburg and the Lunenburg Board of Trade for the operation of the tourist bureau and campground, as outlined in the staff report.

Motion carried unanimously

Notices of Motion,
Information
Requests and
Councillor Reports

With respect to Councillor Dauphinee's report on the Lunenburg County Seniors' Safety Partnership Society. The following motions were made:

Moved and seconded that Council waive notice to consider a letter of support for the Lunenburg County Seniors' Safety Partnership Society.

Motion carried unanimously

Moved and seconded that Council approve issuing a letter of support for the Lunenburg County Seniors' Safety Partnership Society's request to the Department of Seniors and Long-Term Care for continued and enhanced funding, and direct the Mayor to sign the letter on behalf of Council.

Motion carried unanimously

Council members also provided updates on upcoming community events and activities for the holiday season.

Items For
Consideration at
COTW

It was noted that the Committee of the Whole meeting scheduled for Tuesday, December 2, 2025 has been cancelled.

Motion Action List

The Motion Action List was provided for information.

Closed Session

Moved and seconded that Council move into a closed session at 6:49 p.m. in accordance with the Municipal Government Act for agenda items 15.1 and 15.2.

Motion carried unanimously

Revert to Open
Meeting

Council reverted to open meeting at 7:54 p.m.

Adjournment

There being no further business, the Council meeting adjourned at 7:55 p.m.

Minutes were read and approved.



Quarterly Police Report
Town of Lunenburg
2025/2026 Fiscal Year
Second Quarter
July – September 2025



1. LUNENBURG DISTRICT ORGANIZATIONAL STRUCTURE

- 1 Staff Sergeant
- 2 Sergeants
- 7 Corporals
- 33 Constables
- 1 Reservist
- 7 Public Service Employees (Detachment Services Assistants)
- Senior Safety Coordinator (Jointly Managed with Bridgewater Police Service)

1.1 FULL TIME EQUIVALENT UTILIZATION FOR ESTABLISHED POSITIONS

Throughout this quarter Lunenburg District has managed the following impacted positions:

- Five Constables have been off duty for medical reasons throughout this quarter
- One of the five Constables has voluntarily discharged from the RCMP. The position was filled in anticipation of the member discharging and the new member arrived in Lunenburg District in September.
- One Constables is subject to restricted duties for medical reasons
- One Constable has been subject to a suspension with pay that commenced during the previous quarter.

2. LUNENBURG DISTRICT FLEET

- (18) Marked General Duty Police Vehicles
- (4) Unmarked Police Vehicles
- (1) Patrol Vessel
- (1) All Terrain Utility Vehicle
- (2) Patrol Bicycles

Two marked General Duty Police Vehicles were involved in a wildlife collision during this quarter requiring extensive repairs.



Town of Lunenburg Quarterly Statistics

Protected

Type of Crime & Occurrence Type	2025	2025	Amount of Change	Total for 2025
	Q3	Q3		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	1	1	0	3
Assault	4	4	0	8
Kidnapping/Hostage/Abduction	0	0	0	1
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	1	1	0	2
Indecent Harassing Comm.	1	1	0	4
Uttering Threats	1	1	0	4
Property Crime				
Arson	0	0	0	0
Break and Enter	1	1	0	1
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	1
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	0	0	1
Take MV w/o Consent	0	0	0	0
Theft Under	8	8	0	25
Shoplifting	1	1	0	4
Theft (mail, bicycle, et al)	0	0	0	2
Theft from Motor Vehicle	0	0	0	1
Possession of Stolen Goods	0	0	0	0
Fraud	2	2	0	10
Identity Theft	0	0	0	1
Mischief	4	4	0	12
Drug Enforcement				
Possession	0	0	0	0
Trafficking	0	0	0	1
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0

Royal Canadian Mounted Police Lunenburg District
 Quarterly Police Report
 July – September 2025

Type of Crime & Occurrence Type	2025	2025	Amount of Change	Total for 2025
	Q3	Q3		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	0	0	0
Distracted Driving	0	0	0	1
Impaired by Alcohol	3	3	0	9
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	1	1	0	1
Fail to Stop or Remain	4	4	0	8
Seatbelt Violation	0	0	0	0
Intersection Violation	3	3	0	4
Speeding Violation	1	1	0	7
Insurance Violation	0	0	0	1
Road Side Suspension (Alcohol)	2	2	0	2
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	0	0	1
Collision - Reportable	9	9	0	17
Collision - Non Reportable	12	12	0	19
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	0	0	0	0
Other Traffic Offence/Violation	29	29	0	48
Other Traffic Related Duties	0	0	0	0
Checkstop	0	0	0	0
Other				
911 Call	5	5	0	10
Breach of Court Order	2	2	0	3
Liquor Act	0	0	0	2
Mental Health Act	10	10	0	35
Missing Person	0	0	0	2
Municipal Bylaw - Other	3	3	0	4
Other	48	48	0	124
Sudden Death	3	3	0	3
Suspicious P V P	9	9	0	17
Wellbeing Check	12	12	0	28
Trespass At Night	0	0	0	0
Total Founded & SUI Occurrences	180	180	0	427
Total Occurrences*	182	182	0	444

**Includes Unfounded and Unsubstantiated*

3. LUNENBURG DISTRICT DETACHMENTS/FACILITIES

- Bridgewater Office (Cookville Detachment) – 14 Cooks Lane, Cookville, NS
- Lunenburg Office (Lilydale Detachment) – 88 Lilydale Road, Lunenburg, NS
- Chester Office (Chester Detachment) – 625 Highway 14, Chester Road, NS

4. CALLS FOR SERVICE

Calls for Service Include unfounded and unsubstantiated Criminal Code, Federal & Provincial Statutes as well as Assistance to other agencies and by-law enforcement within Lunenburg District. Calls for service also includes those investigations managed by the Street Crime Enforcement Unit funded by the province through the Additional Officer Program.

Lunenburg District

2024/2025 FYTD	2025/2026 FYTD	2nd Quarter 2024/2025	2nd Quarter 2025/2026
5,351	6,828	2,805	3,713

Town of Lunenburg

2024/2025 FYTD	2025/2026 FYTD	2nd Quarter 2024/2025	2nd Quarter 2025/2026
341	328	168	182

5. TOWN OF LUNENBURG CRIME STATISTICS

Caveat for the following Data Table:

*All data are working data and are subject to change through ongoing investigations and data quality measures.
 Statistics represent first line scoring, consistent with Stats Can. Files marked unfounded and unsubstantiated have been removed. Files marked insufficient evidence to proceed are included.*

Detachment information is parsed from the "Notes" field in the PROS data. If the location was not properly entered in this field, the stat will not be included in the dashboards. Traffic stats and stats coded to Traffic Units have been removed.

6. ROAD SAFETY REPORT

- Lunenburg District RCMP Members conducted fifteen check stops at various locations throughout MODL during this quarter.
- Lunenburg District RCMP Members issued two hundred sixty-two summary offence tickets and three hundred seventy-six written warnings throughout the entirety of Lunenburg County during this quarter.
- Members responded to or dealt with one hundred forty-seven motor vehicle collisions during this quarter. Two of these collisions involved fatalities, eighteen involved injuries. Eighty-two collisions resulted in property damage and forty-one were non-reportable. Four of these were off road vehicle collisions.
- Strategic Traffic Enforcement Plans have been completed during this quarter with a focus on impaired driving, seatbelts, distracted driving and off-road vehicle enforcement.
- Lunenburg District members apprehended and charged fifteen individuals for operating a motor vehicle while impaired by alcohol and/or drugs.
- In addition, eight roadside, administrative suspensions were issued under the Motor Vehicle Act to drivers operating a motor vehicle with a BAC% between 50mgs% and 80 mgs%.
- During this quarter Lunenburg District trained additional members as UTV/ATV operators. This has enhanced our ability to conduct proactive patrols on the trail systems within Lunenburg District. Two proactive enforcement patrols were conducted during holiday long weekends during this quarter. S/Sgt. FERGUSON is also working with the trail associations related to an education and awareness campaign.

7. GENERAL INVESTIGATION SECTION

- Lunenburg District General Investigation Section co-ordinates and investigates the more complex and serious criminal offence allegations within Lunenburg District. These investigations are typically serious persons offences and/or investigations that require co-ordination between multiple jurisdictions or police agencies.

- Lunenburg District GIS is comprised of a Corporal, Supervisor/Investigator, one full-time Constable and a second full-time Constable on a one-year, developmental basis.
- These specialized investigative resources alleviate a significant amount of work that would otherwise be required from general duty resources to investigate the more serious offences. In addition, it ensures a timely, quality investigation.
- A significant amount of time has been invested into the analysis of mobile devices and additional disclosure in relation to an attempted murder that occurred in January 2025.
- Lunenburg District GIS continues to investigate sexual offence allegations reported in June of this year involving multiple victims and the same offender. This investigation continues to be multi-jurisdictional with multiple agencies involved. The matter remains under investigation.
- Lunenburg District GIS and Street Crime Enforcement Units assisted Halifax Regional Police with a Firearms/Weapons investigation where the suspect was determined to be in Lunenburg District. “H” Division Critical Incident Program was deployed, and the suspect was safely taken into custody. “H” Division Explosives Disposal Unit assisted with processing the scene due to suspected improvised explosives devices being present.
- Lunenburg District GIS was tasked with investigating a matter involving the harassment of a justice system participant. Multiple enforcement agencies involved due to the nature of the incident. The matter remains under investigation.

8. SCHOOL SAFETY RESOURCE OFFICER

Cst. Ted BAILEY remains active within Lunenburg County Schools.

- Cst. BAILEY continues to maintain a positive presence within Lunenburg County schools and is responsible for dealing with most occurrences that originate within the schools.
- Cst. BAILEY was temporarily reassigned to general duty for the summer months to assist with supplementing resources during summer leave.
- Throughout the summer months Cst. BAILEY and Cpl. GIFFIN assisted with coordinating Lunenburg Districts involvement in multiple community events such as Canada Day celebrations and the South Shore Exhibition.
- Cst. BAILEY updated all school S.A.F.E. plans immediately upon students returning to class in September. Cst. BAILEY has participated in and observed multiple emergency plans being practiced at various schools throughout the district.



Lunenburg District RCMP Employees and Camp Kadimah Staff Softball Game

9. SOUTH SHORE INTEGRATED STREET CRIME ENFORCEMENT UNIT (SCEU)

- The South Shore Integrated Street Crime Enforcement Unit is comprised of an RCMP Corporal Supervisor/Investigator, and RCMP Constable and a Bridgewater Police Service Constable.
- Southwest Nova District RCMP has commenced a process to implement a regionalized SCEU model to address organized crime within Southwest Nova District. This model has already recognized multiple successful investigations throughout the district in addition to developing the skill set of investigators who are exposed to project-based investigations and co-ordinated events.
- South Shore Integrated SCEU took the lead on an investigation into an incident that occurred in August where a firearm was discharged at a residence. A suspect was quickly identified and arrested. A search subsequent to the arrest led to the seizure of a loaded firearm, other prohibited weapons and illicit drugs. An adult male and female were charged with multiple drug and weapons offences.
- During this quarter South Shore Integrated SCEU was assisted by “H” Divisions Critical Incident Program with serving high risk warrants on three occasions at different locations throughout the district. In each instance the suspect(s) were arrested without incident. The subsequent searches of the locations resulted in the seizure of illicit drugs, weapons and contraband tobacco.

- Lunenburg District GIS and Street Crime Enforcement Units assisted Halifax Regional Police with a Firearms/Weapons investigation where the suspect was determined to be in Lunenburg District. “H” Division Critical Incident Program was deployed, and the suspect was safely taken into custody. “H” Division Explosives Disposal Unit assisted with processing the scene due to suspected improvised explosives devices being present.

10. SIGNIFICANT / NOTEWORTHY

Some significant and noteworthy items this past quarter include the following:

- Throughout the summer Lunenburg District RCMP liaised with MODL and the Department of Transportation and Infrastructure Renewal regarding the parking issues near multiple beaches within the Municipality of the District of Lunenburg. An awareness campaign followed by enforcement was completed near the Sand Dollar Beach location.
- Staff Sergeant FERGUSON continues to liaise with the Regional Emergency Management Co-Ordinator & the Fire Service Co-Ordinator for the Municipality of the District of Lunenburg.
- Lunenburg District members dealt with one hundred thirty-two calls for service related to mental health or wellbeing checks. This is the exact same number of calls for service as in the previous quarter. Most well-being checks continue to have a nexus to mental health.
- Sergeant FRENETTE & S/Sgt. FERGUSON continue to meet with the Lunenburg County Seniors’ Safety Partnership Society monthly.
- In July Lunenburg District members responded to an incident involving a firearm where a female was being forcibly confined. This incident was determined to be related to an earlier incident that occurred in the Town of Bridgewater. A motor vehicle stop in Rhodes Corner led to the arrest of the suspect and a firearm and ammunition being seized from the vehicle. Lunenburg District Members liaised with Bridgewater Police Service in relation to their investigation where the suspect was identified and firearms seized.
- On July 7th a Lunenburg District RCMP Member was struck by a vehicle as it fled from a traffic stop. A multi-member response and brief pursuit led to the apprehension of two suspects off Highway 103. The male driver was charged with multiple Criminal Code Driving offences including driving while prohibited, Assault Police and Resist Arrest. The female had multiple outstanding warrants. Both were taken into custody and held for court. The officer sustained minor injuries and returned to duty.

- Lunenburg District Members have participated in multiple community events throughout this quarter including Canada Day Activities, Wasoqopa'q First Nation Pow Wow and a Softball game against the camp staff at Camp Kadimah.
- Lunenburg District RCMP ensured adequate resources throughout the summer months dedicated to various events, concerts and festivals throughout the county.

Respectfully Submitted,

David L. FERGUSON

Staff Sergeant David FERGUSON
District Commander
Lunenburg District RCMP

Subject: Initiating MPS and LUB Amendments for Expanded Development Agreements and Introducing Site Plan Approvals
From: Marc Kiely, Director of Community Development
Date: December 9, 2025



Recommendation

1: Development Agreements (DAs)

That Council direct staff to prepare draft amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to expand the circumstances under which Development Agreements may be considered.

2: Site Plan Approvals (SPAs)

That Council direct staff to prepare draft amendments to the Municipal Planning Strategy (MPS) and Land Use By-law (LUB) to introduce Site Plan Approvals as a planning tool consistent with Provincial guidance.

Note: the recommended motions signal Council's intent to proceed with refinements to planning tools, a requirement for the Town's commitments under the CMHC Housing Accelerator Fund (HAF) and recognize this as an initial step that will be further developed through the full MPS/LUB review process already endorsed by Council.

Alternatives

1. That Council decline to proceed with amendments related to Development Agreements and Site Plan Approvals.
2. That Council postpone initiating the amendment process pending completion of the full MPS/LUB review.

Report Summary

This report recommends that Council initiate amendments to expand the use of Development Agreements (DAs) and introduce Site Plan Approvals (SPAs) as additional planning tools in the Town of Lunenburg.

The Town's current planning documents include only limited DA opportunities and do not include SPA mechanisms at all. This results in a system that relies on fixed, as-of-right standards, limiting the Town's ability to manage complex development or respond flexibly to Council's evolving priorities.

Expanding DAs and adding SPAs will provide Council and staff with a broader toolkit to ensure development is appropriate and consistent with community expectations, while also supporting the Town's commitments under the Housing Accelerator Fund.

This step will begin the amendment process, which would then include Planning Advisory Committee

(PAC) consideration and a statutory public participation process, prior to returning to Council.

Background & Context

Development Agreements (DAs)

What are they?

A negotiated, legally binding agreement between the municipality and a property owner that can regulate:

- Building form and design
- Uses and mix of uses
- Phasing
- Servicing and infrastructure
- Environmental requirements
- Heritage or view-plane considerations
- Construction or operational conditions

DAs provide flexibility and tailored oversight for developments that exceed or differ from as-of-right standards.

Current Use of Development Agreements in the Town of Lunenburg

Under the current MPS the Town may consider Development Agreements in the following circumstances: Heavy Industrial uses, Larger Bed and Breakfast permissions, Adaptive reuse of former institutional buildings, Nonconforming use expansion, and legacy DAs from prior planning regimes.

Many Nova Scotia municipalities commonly use DAs for:

- Larger multi-unit residential buildings
- Mixed-use developments
- Heritage-sensitive or waterfront developments

Under current Town policy, many development scenarios cannot be considered by DA even when appropriate, leaving as-of-right standards or full zoning amendments as available options.

Site Plan Approvals (SPAs)

What are they?

An administrative staff approval process used where:

- A use is already permitted in the zone, but
- The municipality wishes to ensure site design meets defined criteria

SPAs can regulate:

- Access, parking, and circulation
- Landscaping and buffers
- Lighting and screening
- Loading and waste management

Site Plan Approvals in Current Documents

Site Plan Approval is a standard planning tool in Nova Scotia, supported by the Municipal Government Act and Provincial guidance which requires additional administrative review process to ensure development meets pre-set criteria related to things like: access, buffering, parking, lighting, stormwater, compatibility, and site design.

SPAs do not permit uses—they only regulate how an already-permitted use is arranged on a site.

The Town of Lunenburg currently does not include SPA provisions in its MPS or LUB, limiting staff's ability to:

- Ensure predictable, consistent site design
- Address technical matters such as screening, lighting, or access
- Manage design outcomes without requiring Council-level approvals

SPAs are commonly used by municipalities such as Bridgewater, Mahone Bay and MODL, among others.

SPAs do not require Council approval and do not allow negotiation outside the LUB criteria. They are administered by the Development Officer.

Provincial Planning Guidance

These suggested changes are in keeping with broader provincial planning guidance that emphasizes:

- Expanding non-discretionary, administrative tools
- Reducing dependency on full rezonings
- Enabling predictable and consistent regulatory pathways
- Using SPAs for site-level design, buffering, and access management
- Allowing DAs for complex development where tailored terms are needed

Why Consider Expanded DAs and New SPAs Now?

1. The MPS and LUB rely almost exclusively on:

- Prescriptive as-of-right rules
- Rezoning as the only discretionary tool

This framework lacks gradation between administrative and Council-level review.

2. The Town Needs More Flexible Tools to Support Housing and Development

Expanding DAs and introducing SPAs can assist with:

- Multi-unit housing
- Mixed-use buildings in appropriate areas
- Adaptive reuse of underutilized sites
- Coordinated development of large parcels
- Sensitive redevelopment consistent with the Town's character

3. Council's Direction for a Full MPS/LUB Review

Council has already indicated its intention to undertake a full review.

Expanding planning tools now is a logical first step that:

- Improves the effectiveness of the existing documents
- Supports Housing Accelerator Fund requirements
- Establishes a more flexible toolbox for the full review to build upon

Possible Application Scenarios

These examples illustrate some examples where expanded DA use or SPAs could be used (but currently cannot):

Development Agreements

- A multi-unit residential building in a zone where only modest expansion is permitted as-of-right
- Cluster housing initiatives
- A comprehensive redevelopment of a 'brownfield' site
- Redevelopment where phasing or servicing coordination is needed

Site Plan Approvals

- Site layout and buffering for commercial development adjacent to residential
- Parking, circulation, and access review for medium-density residential projects
- Screening requirements for outdoor storage in commercial/industrial settings
- Lighting, landscaping, and pedestrian access refinement for new developments
- Managing compatibility between mixed-use buildings and surrounding properties

Conclusion

Expanding Development Agreements and introducing Site Plan Approvals will provide additional tools to support housing and economic development, align with Provincial guidance, and help the Town meet commitments under the Housing Accelerator Fund. This report recommends initiating the amendment process so that detailed considerations can be reviewed through PAC and statutory public participation before returning to Council.

Next Steps

If Council approves the motions:

1. Staff will compile a comprehensive review and analysis on the topic in a Town of Lunenburg context
2. Staff will seek guidance from the Planning Advisory Committee to review and provide recommendations.
3. The Town will initiate the statutory public participation program.
4. Staff will return to Council with:
 - amendment wording
 - PAC recommendation
 - Public input summary
5. Council may then consider First Reading, followed by a Public Hearing, and finally Second

Reading.

Financial Implications

No direct financial implications are anticipated.

INFORMATION REPORT

Subject: Marketing Levy By-law Survey Results

Prepared by: Kayla Byrne, Municipal Clerk

Date: Dec. 9, 2025



Purpose

The purpose of this report is to share the results of the Marketing Levy Operator Survey and outline the key concerns raised by operators. The report also includes other factors that may affect timing, such as the Province's work on a centralized collection system and Council's previous direction on short-term rental (STR) policy work.

This information is meant to give Council a high level understanding of issues raised with the proposed levy. While this is an information report, Council may provide direction on next steps or preferred timing for the proposed 3% marketing levy if it wishes.

Alternatives

That Council approve the Marketing Levy By-law in 2026, but direct staff to delay the start date to January 1, 2027.

Background

Earlier this year, Council provided direction that it would like a Marketing Levy By-law in place by April 1, 2026.

As of November, there were 49 short-term rentals registered for Lunenburg through the required provincial STR registry. About 25 of these are non-traditional accommodations, such as apartments, secondary suites, or full houses, likely operating mainly through third-party platforms like Airbnb. The remaining units are "traditional" businesses, such as hotels, inns, and bed and breakfasts.

Discussion

Official notice of the proposed marketing levy went out to all registered operators on September 9.

On November 6, all registered short-term rental operators received a survey seeking their feedback on the proposed 3% marketing levy. The survey asked for input on several areas, including overall support for the levy, potential challenges with implementing it by April 1, and preferred remittance schedules. The survey remained open until November 21. Of the 49 registered operators, 24 completed the survey.

Some highlights of the survey are as follows:

GENERAL SUPPORT OF LEVY

Support for the proposed levy was mixed.

Several operators expressed strong opposition, citing affordability concerns, cumulative taxes and fees (including existing platform charges), lack of perceived benefit to small operators, administrative burden, and a belief that tourism is already at capacity during peak season.

A number of respondents expressed conditional or cautious support, noting that their support depends on:

- Transparent use of funds
- Continued involvement of operators
- Contributing to off-season marketing rather than peak-season promotion
- Clarity on how the levy integrates with Airbnb collections

A smaller group of respondents expressed clear support for the levy, noting potential benefits such as coordinated marketing and improved visitor services.

FORESEEN CHALLENGES WITH LEVY IMPLEMENTATION (APRIL 1, 2026)

Operator responses highlighted several potential challenges with being ready to collect and remit the levy by April 1, 2026:

- 1) Administrative Capacity and Clarity: Many operators expressed concern about the added bookkeeping, reporting, and system changes required. Several noted they are unsure what the process will involve and emphasized the need for clear, simple instructions and an easy remittance process. A few indicated they may only be able to comply if Airbnb or other platforms collect the levy automatically.
- 2) Existing Bookings for 2026 and Beyond: Multiple operators already have confirmed reservations into 2026 and even beyond. They noted they cannot retroactively (or would prefer not to) charge guests who have booked under current pricing. Some suggested the levy apply only to new reservations after April 1, 2026, or that implementation be deferred to 2027 to avoid impacts on pre-booked stays.
- 3) Third-Party Platform Integration: Operators who rely on third-party booking platforms like Airbnb raised questions about how these platforms will handle the levy and whether the Town intends to receive remittances directly from them.
- 4) Pricing and Guest Reactions: A few operators noted that adding the levy may result in higher prices for guests and potential pushback.

No Anticipated Challenges: Several operators indicated they expect no difficulty meeting the 2026 timeline.

STAFF RECOMMENDATIONS AND NOTES BASED ON SURVEY RESULTS

- 1) Administrative Capacity and Clarity: To help with this, the by-law would be supported with a simple education and information package, similar to what [Annapolis County](#) offers.

This would include:

- Clear, easy-to-follow instructions on what operators need to collect and how to remit it.
 - A simple reporting and remittance form
 - Basic guidance for third-party platforms like pointing operators to where the levy can be activated in Airbnb's settings. Staff can provide general direction, but it is ultimately the operator's responsibility to manage their own booking software and make sure the levy is applied correctly.
- 2) Existing Bookings for 2026 and Beyond: Operators will not be expected to absorb the levy cost or request additional payment from guests who booked before April 1, 2026. The levy would apply only to new reservations made on or after April 1, 2026, should Council approve the by-law.

Some operators noted that their booking software may automatically apply new charges to all open reservations. One operator referenced the 2024 HST reduction, where their system updated the rate on all existing bookings automatically. While a reduction wasn't an issue for guests, an automatic increase could create challenges. Staff acknowledge this depends on the software each operator uses and is outside the Town's control.

To address these logistical challenges, staff recommend that, if Council adopts the by-law, it be implemented with a soft rollout in the first year. Operators would still be expected to begin collecting and remitting the levy on April 1, 2026; however, staff recommend a flexible, education-focused approach rather than strict enforcement during the first year.

While the Town cannot adjust or troubleshoot booking systems on behalf of operators, staff can clarify expectations, answer questions, and be flexible where software limitations create temporary barriers. Year one would function as a transition period. By year two, once operators have had time to adjust their systems, the Town would move toward more formal compliance expectations.

This is the same approach other municipalities used when they started their levy in 2025.

- 3) Third-Party Platform Integration: While the MGA does state that these platforms are supposed to collect and remit the levy on behalf of operators, this is not currently happening in practice. The Province and AMANS are working on a centralized system that would allow platforms to remit directly to municipalities, but this is not expected to be ready any time soon.

Because of this, many municipalities have had to put the responsibility back on the host (operator). In practice, this means the levy may appear on Airbnb as a fee charged to the guest, but Airbnb does not send that money to the Town. The operator must set the levy aside and remit it themselves, which several survey respondents noted will add to their administrative workload.

This was communicated to Lunenburg operators during the survey and will continue to be part of future education and communication materials.

- 4) Pricing and Guest Reactions: Some operators mentioned that adding the levy could increase prices for guests and might lead to pushback. Staff understand this concern. At the same time, marketing levies are now common across Canada, including in many Nova Scotia municipalities, so most travellers are used to seeing this type of fee when they book accommodations.

While the Town can't control how guests react, the fact that these levies are becoming standard in other communities should help make the fee feel less out of the ordinary for visitors.

OTHER CONSIDERATIONS

- 1) Short-term Rental Regulations: At its May 1, 2025 Committee of the Whole meeting, Council directed staff to explore possible MPS and LUB amendments that could further restrict short-term rentals. These changes could affect who is allowed to operate a short-term rental in Town.

Council has also identified short-term rentals and the marketing levy as items it would like to consider together. Because upcoming decisions on short-term rental rules may change the number or type of operators in Lunenburg, Council may wish to consider whether the levy is implemented before or after those decisions are made.

- 2) Regional Context: Among nearby municipalities, Chester is the only one currently moving forward with a marketing levy on a similar timeline. At its October 30 meeting,

the Municipality of Chester voted to amend its by-law to change its effective date from January 1, 2026, to January 1, 2027, due to the ongoing uncertainty around the Province's work on a centralized collection and remittance system. This example may be helpful context for Council as it considers timing for Lunenburg's levy.

Financial

It is difficult to estimate how much revenue the marketing levy would generate accurately. However, if approved, it is expected to create a new income stream for the Town that can support tourism promotion. The actual amount will depend on seasonal demand, nightly rates, and overall occupancy levels.

Communications

As noted, an initial notice and survey have already been circulated to all registered operators. As a part of the survey, operators were given the opportunity to schedule one-on-one meetings with staff. Six of the survey respondents have requested a follow-up.

Attachments

The survey had 11 questions, but staff are attaching the four most relevant questions and their responses to this report, and the full results will be made available to Council.

How would you describe your overall support for introducing a marketing levy in Lunenburg? Please briefly explain or provide additional comments

Accommodation is already over-priced here, and this does not help. I believe it will at least partially end up coming out of the profits of proprietors so they can keep their already high rates competitive. So I am not in favour of the levy at this time of increasing prices in every sector. This just adds to the pain for everyone. Let the province of NS market Lunenburg as it is one of the primary draws to the province. The town does not have the experience nor resources to do this properly or in a cost-effective way in-house.

We don't support marketing levy at all

Mixed. The combined fees with AirBNB (15%), HST (14%) and New Marketing Levy (3%) translates to 32% to the incoming guest/ tourist. This makes it less attractive to current hosts/ travellers in a town that has limited accommodation options. Less accommodation means less tourism dollars during a time when costs have significantly increased.

We don't need any more tourists. We are full to the brim. Restaurants and accommodations in short supply in the summer. I don't want to collect money for the town and have to submit id. It is more accounting fees with no benefit to our town.

I'm fine with a marketing levy. I hope it does not cost more to collect in technology and staff time, than is collected. Perhaps a county wide system including all the municipalities might be efficient.

moderately concerned about losing overnight visitors

Very Happy that this is finally happening in Lunenburg.

We live in Lunenburg year round with kids in school. We rent out a basement suite to help offset the costs of living and paying taxes here - which we do so happily. How does this levy get collected on the airbnb platform? It needs to state clearly what it is for the customer.

The fact that so many homes here are bought up and used as rentals and not available for families trying to live in towns disheartening. We wish the town would adress this concern.

I do not support this. Just another tax that will most likely not benefit small short term rental business. The town already taxes more than enough through property tax, they don't deserve more tax.

We feel overtaxed and over regulated and don't support additional interventions.

I am fully supportive of introducing a marketing levy in Lunenburg. Tourism is at the core of the town and being able to raise additional funds through STR platforms will help improve services and bring more attractions to Lunenburg.

I don't support it

I don't agree with it. Our visitors pay enough tax and it limits the amount I can increase my prices. My property taxes are already too high and I don't get any support from the town on any level. I spend a lot on marketing and I already promote the town. If there is a levy, it should be extended to restaurants, tour companies, etc. it should not be solely rested on accommodations. If you are going to collect a tax it should be extended to day and overnight visitors.

Visitors have indicated that they feel this tax levy in other municipalities is unfair and they question what it is for. Just because other municipalities are collecting it, doesn't mean we should . Perhaps we should be looking at other ways to even the playing field for accommodation owner and make Airbnb owners pay commercial taxes. This is not the solution and I haven't heard any plan for the money, perhaps that should be the first step.

Not sure what I would get for that 3 percent. What support?

Against the proposed use of funds - tourism is alive and well here. Money should be used to help residents!

Given that Airbnb and other third-party operations already charge each guest with a reservation at **REDACTED** the 3% occupancy fee, the proposed marketing levy makes sense in terms of consistency.

We are continuously nicked and dined to no end. I offer my home as a short term rental to be able to keep my home as I'm retired , and as we all know things are very expensive, food, gas, taxes, and electricity.

I don't think you need to collect for tourism. But the town needs to look at more parking areas.

Why is it deemed necessary when we already pay for our tourism license? It seems like gouging tourists.

I agree with a levy.

I would like a separate Committee to control the revenue, not the board of trade or the town. A representative from each group plus individuals from the hotels ,inns and airbnb. They're the group that is collecting all the money. The town should receive a small administration fee.

zero, it means an extra cost to the customer and extra work to process. Not attractive

Personally, I think there needs to be consideration for size of operation. (Levy) Taxes will need to be applied to the guest costs and may impact tourism. The smaller the operation, the greater the impact as we are doing all roles ourselves and this will become another role (tax determination and payment) on our plates. We would also want transparency in how the tax is being used to support tourism and particularly attracting into our small operation.

I think it's a great idea, provided the money gets spent on things that affect the tourism experience in Lunenburg.

While there levy on our one unit won't critically hamper our operations, I would assume that it could greatly impact a business focussed on tourism and rentals.

Conditional support. Waiting to hear how the funds raised are to be spent. If they are to be spent promoting visits to Lunenburg in the months of June/July/August/September then NO SUPPORT AT ALL. We are sold out then and don't need support selling rooms. If the goal is to help find ways to extend the season into April/May/October/November/December then this is a great initiative.

Further - if this levy is intended to support anything OTHER than promoting overnight stays in Lunenburg, then other businesses and operators (tourist sites/restaurants/giftshops/galleries) should also be required to participate in the mandatory levy!!

The marketing levy is proposed to take effect on April 1, 2026. Do you foresee any challenges with being ready to collect or report the levy by that date? If you do anticipate challenges, please describe

No challenges with collection other than appearing to increase prices for renters.

It's going to be a major headache to collect it and report it especially during the peak season.

No. AirBNB is already collecting on my summer 2026 bookings. Not sure where they plan on sending it if not set up yet by the town.

The challenge is that this is on us to do. We have to do the collection and the accounting and the distribution to the agency.

No

Feedback from our tour travel partners is this is not enough notice as their tour packages have been developed and marketed already for 2026. therefore 2027 would be better.

I cannot foresee any challenges.

I have no idea how hard this will be because I don't know what is required?

I don't have time as a busy business owner to deal with more fees to be paid, so most likely will not be paying unless Airbnb automatically collects this fee.

If introduced, it should be simple to administer.

The only challenge would be adding the 3% to existing reservations. I already have 6 reservations after April 1st. I think the town should consider only the levy on new reservations after April 1st 2026.

No

I will need to incur additional costs to set up my system to account for it.

I have no idea of what is expected of me. So yes I am confused So yes I anticipate challenges. Clear direction would help I guess. I'm not in Nova Scotia most of the time and I I'm not real busy with renting. I think this 3% charge should be saved for people who are making a good buck. Is it before expense deductions. Heat pumps etc. the province didn't help us out due to us being from Ontario even though the house is in Lunenburg. So maybe we should be exempt from the 3% since we do t live there. We let musicians stay at our house for free when they come to town. We help out for free whenever possible. This whole levy thing is a slap in the face.

YES! Guests have already booked for 2026. We cannot go back to them and ask for more money. Our 2026 rates have not foreseen this additional cost so it will come out of owners pockets. If you intend to impose the tax- do it for 2027!!!

Not really applicable in my case since a 3% occupancy fee is already being collected by Airbnb.

This should be added to the fees on the Airbnb & Vrbo sites. The town can collect from them. All other fees are done this way.

No

I don't see any problems with being ready for April 2026.

no, except my attitude:)

Remember that we are a small, family run operation and need clarity on how to pay, when to pay, process to pay. This needs to be clearly identified and with a focus on reducing the work on the operators.

No

As with any changes, new accounting and submitting levies will come with some trial and error. Grace periods or reminders will be offered?

We are practically sold out for the June/July/August/September 2026 period. In fact, a BIG part of our 2027 and 2028 season is already booked. None of those reservations have been told about this levy and there will likely be some pushback from these reservations. We anticipate difficulty managing the messaging on why room rates are higher than originally quoted and documented in confirmation emails.

How often should the levy be remitted? Other municipalities require operators to remit monthly, but we want to understand what schedule works best for Lunenburg operators.

Twice a year (every six months)

Once a quarter (every three months)

Once a month

Not at all

Once a quarter (every three months)

Once a month

Once a month

Twice a year (every six months)

Levy should be cancelled

Once a year

Once a quarter (every three months)

Once a year

Once a quarter (every three months)

Not at all.

Once a year

Not sure

Twice a year (every six months)

Once a month

Once a month

Twice a year (every six months)

Open to discussion around timelines

Either monthly or quarterly

Twice a year (every six months)

Once a quarter (every three months)

Do you have any additional thoughts, comments, or suggestions you'd like to share about the proposed marketing levy or how it could work best for operators?

If building a dedicated website for promotion, use someone local who lives in Lunenburg. Keep the money here.

I am worried about introducing the levy to guests who already booked for 2026. When they booked, they weren't aware of it and they will complain to us.

Another HST that increases our rates and the responsibility falls on us. I'm not for it, as you can tell.

None, other than comment above on making this most efficient in terms of net revenue to TOL
Thanks also for this survey.

In the interest of fairness how are other tourism operators, day visitors contributing to the levy. Example what do buses pay?
Is there a levy on restaurants, gift stores? Or is it only overnight visitors?

cancel it!

Ideally, this would be collected and remitted through the Airbnb platform. The operator would only have to fill a quarterly report confirming STR use. Overall, I believe greater transparency about the long-term vision for short-term rentals in Lunenburg would be very important. If the Town is considering future restrictions on STRs, that would be unfortunate given the important role they play in supporting local tourism and generating revenue for the community. Has the Town considered implementing a grandfather clause, similar to what has been done in other popular tourism destinations such as Prince Edward County (Ontario), to allow existing operators to continue their activity under fair and stable conditions? Curious to know which limitations the town is considering.

If this is to occur, all businesses should have input on where the money is spent

I don't think so. I think you get my jist

Thanks for your good work!

I honestly don't think this charge is necessary. This is my home , it does not belong to the town of Lunenburg. I pay my taxes, my electricity and my water bills.

already sent my opinion. I think this is just another money grab and we have enough of those.

Engagement with local operators, realistic processes to manage payment, evaluation to determine how tax levy has improved occupancy/demand for operators.

Only what I mentioned above in question 7

In general I support collective tourism marketing and promotion. I feel VERY strongly that this levy, as currently proposed, is disproportionately hitting tourists who stay overnight. The vast majority of tourists who visit Lunenburg each year come for daytrips. They should also be included in some sort of levy participation. I have quite a few thoughts on this.

INFORMATION REPORT

Subject: Hillcrest Cemetery Operations Discussion
From: Tyson Joyce, P.Eng., PMP, Town Engineer
Date: November 19, 2025



Recommendation

This report is for information only.

Should Council wish to pursue any changes to cemetery service levels, operational practices, budget allocations, or amendments to the *Management of the Lunenburg Cemetery Bylaw*, a motion of Council would be required to direct staff to undertake further review or prepare proposed updates.

Background

The Town of Lunenburg owns and is responsible for the operations of the Hillcrest Cemetery. These operations are subsidized by the Town after revenues generated from burial lot sales, foundation installations, burials and interest revenue. Previously, the Cemetery had two full-time seasonal (May-November) employees who looked after burials and general maintenance of the grounds, but that practice was discontinued and employees and equipment were reassigned to other Town operations in fiscal 2019/20.

The Town also has an existing Bylaw – “Management of the Lunenburg Cemetery Bylaw” that defines roles and responsibilities and details for specific items relating to Hillcrest Cemetery (as attached).

This Report is intended to provide clarity on the role the Town currently performs at Hillcrest Cemetery and potential options for changes to this level of service and impacts.

Discussion

The 2025/26 Operating Budget for the Cemetery is attached to this Report. It provides the forecast breakdown for revenues and expenditures relating to the Cemetery operations.

1. Public Works Roles and Responsibilities

The Public Works crew performs the following roles directly at Hillcrest Cemetery:

- Primary site contact for showing burial lots related to burial lot sales (with administration support from the Finance Department);
- Layout of lots for the purpose of excavation relating to burials;
- Updating records for burial lots (with administrative support from the Finance Department);
- Excavation, backfill and landscaping reinstatements for burial services;
- Maintenance and repairs to the two existing storage buildings;

- Miscellaneous landscaping and maintenance tasks such as road maintenance, tree trimming, loose limb clean up, etc.

Costs associated with the above tasks are allocated to the *Labour and Equipment/Building Maintenance and Repairs* items within the Operating Budget, with a forecast annual cost of \$20,000 and \$4,000 respectively. The cost incurred through the performance of tasks is monitored throughout the fiscal year, and Public Works looks for opportunities to widen this scope for improvements to Hillcrest if the Budget allows this.

An option for increasing the level of service associated with Public Works would be increasing the allocation to one or both line items. While the costs directly associated with the sales of lots and burials cannot be altered, it may facilitate more regular maintenance for buildings, roads and the general grounds around Hillcrest Cemetery.

Without the addition of personnel or equipment to Public Works forces, increasing the commitment to the Cemetery would result in a reduction in the level of service to another component or components of Public Works' current scope. Adding a seasonal employee would be likely to add \$30,000 to the Operating Budget in itself, and a half ton truck could be a direct addition in the \$30,000-\$40,000 range.

2. Mowing Contract for Hillcrest Cemetery

Mowing at the Cemetery is performed by a Contractor between May and November each year. Due to Hillcrest Cemetery's physical characteristics (clay material, slope, topography, size, etc.), mowing proves to be an especially challenging task during wet periods for anyone performing this task.

With the current level of funding for the Cemetery Mowing Contract at \$30,000 including net HST, it tends to be restrictive for Staff when selecting a Contractor for the seasonal performance of mowing. If the value of this line was able to increase, it may provide some more discretion to evaluate the level of service and value that Contractors are offering rather than potentially keeping us at the lowest bidder for this work.

In addition, if consideration is being provided to re-establishing a Town Cemetery maintenance crew to perform this task within their scope, the Town would be looking at two seasonal employees (approximately \$60,000), and a likely equipment cost in the range of \$50,000 to \$100,000 for vehicles, mowers, etc.

3. Revision or Revisions to the Existing Cemetery Bylaw

Sections 7 & 13 of the existing Cemetery Bylaw cover Memorials and Foundations & Repair and Maintenance to burial sites:

7. (7) The Town shall not be responsible for the maintenance and/or repair of any foundation or memorial installed by either the Town or others.

13. (1) All grave lot owners are required to keep in proper Maintenance care at their own cost and to the satisfaction of Council all memorials or other erections upon such grave lots, and must remove all garbage occasioned by the putting up or repairing of such memorials or other erections to such places of deposit as provided for that purpose.

13. (2) Any grave lot owners with memorials and other erections which are in need of repair in the Town Engineer's opinion, may be notified that the same must be put in proper repair to the Town Engineer's satisfaction. If any owner after three (3) months of the issuance of such notice, refuses or neglects to put such memorial or erection in proper repair, the Town Engineer may repair, remove or otherwise deal with same at the grave lot owner's expense.

Based on the content of the Bylaw, repair and maintenance to burial sites is the responsibility of the individual owners rather than the Town or Public Works. As time passes, there certainly is a risk that burial sites may come into disrepair, and family members or delegates may not be able to frequent the Cemetery or become difficult to contact.

Public Works has the skills and equipment to perform at least some of this maintenance in the newer sections of Hillcrest Cemetery (such as leveling tipping or tipped headstones), but there would need to be a revision made to the Bylaw and a greater allocation within the Budget to facilitate this increase in scope unless this was to be back charged to the individual owners.

Consideration would need to be provided to the restorative work in the older sections of the Cemetery to ensure its integrity as a site of historical significance remains in place.

The options identified above are not an exhaustive list, but act as a starting point for Council discussion. If there are additional items Council wishes Staff to explore, we would be happy to do so. Public Works also wishes to acknowledge the volunteers that make contributions to the maintenance of Hillcrest Cemetery, such as delegates from the South Shore Genealogical Society and the Lunenburg Academy Foundation.

Strategic Plan Relevance

Cemetery 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 2025/26 Operating Budget for the Cemetery shows the current forecast for revenues and expenditures at Hillcrest. If the level of service offered is to rise, it is likely to require a greater contribution from the Town to subsidize the existing revenue levels.

Attachments

Management of the Lunenburg Cemetery Bylaw

2025/26 Operating Budget Cemetery Revenue and Expenditures Breakdown

TOWN OF LUNENBURG

MANAGEMENT OF THE LUNENBURG CEMETERY BY-LAW #27

The Council of the Town of Lunenburg under the authority vested in a special Act of the Legislature, respecting a Public Cemetery for the Town of Lunenburg, of 1935, Chapter 68, and all other relevant legislation, enacts the following By-law:

Short Title 1. This By-law shall be known as and may be cited as the "Cemetery By-law".

Name 2. The name of the Cemetery of the Town of Lunenburg shall be the "Hillcrest Cemetery".

Definitions 3. In this By-law:

"Cemetery" means the Hillcrest Cemetery located in the Town of Lunenburg.

"Council" means the Town Council of the Town of Lunenburg;

"Flower" includes real and artificial flowers;

"Grave lot" means a place for the permanent placement of human remains at the Hillcrest Cemetery;

"Mayor" means the Mayor of the Town of Lunenburg;

"Memorial" means a memorial, marker, monument, headstone, footstone, tombstone, plaque, tablet or plate marking a grave lot and includes an inscription of letter or ornamentation, or both, on the front or back of a memorial and includes a vault for the permanent placement of human remains;

"Plants" include real or artificial trees, shrubs, flowering or other forms of vegetation;

"Purchaser" includes the heirs, administrators, successors and assigns of the purchaser and the agent of them;

"Town" means the Town of Lunenburg;

"Town Engineer" means the Town Engineer of the Town of Lunenburg and includes their designated Public Works Superintendent; and

"Town Manager/Clerk" means the Town Manager/Clerk of the Town of Lunenburg and includes their designated Deputy.

Sale, Use and
Transfer of Grave
Lots

4. (1) Grave lots for burial purposes may be sold at such prices and on such terms as Council may determine from time to time by Resolution and according to the plans of the Cemetery on file at the Town Engineer's office.

(2) No grave lot shall be sold, transferred or assigned by the Town of Lunenburg until the purchase price of same has been paid in full and the endorsement of the Mayor and Town Manager/Clerk on the said transfer or assignment has been given.

(3) No owner of any grave lot shall have the right to sell, transfer or assign any grave lot or part of any grave lot to any other person, without the consent and the endorsement of the Mayor and Town Manager/Clerk.

(4) Purchasers of grave lots have the right and privilege of burial of the human dead and erecting memorials only subject to the provisions of this By-law.

(5) The conveyance of grave lots to a purchaser shall be made evident by the delivery of a deed and executed by the Mayor and Town Manager/Clerk. Any such deed shall be subject to the provisions set out in this By-law and such rules and regulations as embodied in such deed.

(6) The Town retains the right of passage over every grave lot so that Cemetery operations and maintenance may be efficiently performed.

No
Renumeration

5. Grave lot owners shall not allow interments to be made in their lots for renumeration.

Work by Town

6. (1) Town employees may work on any grave lot in the Cemetery or the Town Engineer may make alternative arrangements as deemed necessary.

(2) The Town may levy a charge for any work done on any grave lot which has not been previously paid for.

Memorials
and
Foundations

7. (1) There shall not be more than one above ground monument and/or one ground-level footstone on any one grave lot except in the designated cremation section as described in subsection (2) herein.

(2) In the designated cremation section of the Cemetery only one ground level flat marker on any one grave lot shall be permitted. No above ground memorials, containers or any other objects are permitted in the cremation section of the Cemetery.

(3) Flat markers in the section of the Cemetery specifically designated for cremated remains shall not be any wider than 914 mm (36") by 533 mm (21") in depth.

(4) No memorial or base shall be installed within 75 mm (3") of the any grave lot boundary.

(5) The Town Engineer shall approve the location of all memorials and their foundations prior to installation.

(6) The Town Engineer may authorize Town staff to install a foundation at a price to be determined by the Town Engineer.

(7) The Town shall not be responsible for the maintenance and/or repair of any foundation or memorial installed by either the Town or others.

(8) No memorial shall be delivered to the Cemetery until the foundation is complete and the supplier is ready to install the memorial.

(9) The Town Engineer may authorize the temporary removal of a memorial and/or foundation to enable work to be performed in the Cemetery that could not otherwise be carried out in the Town Engineer's opinion. The memorial and/or foundation will be reinstalled thereafter at the expense of the person requesting the work.

(10) Council may change the position of any memorial erected on any grave lot prior to the passing of the By-law or to do any work as, in the opinion of Council, maybe necessary for the purpose of uniformity and to conform with the general plans and the within By-law as adopted by Council for the regulation of the Cemetery.

(11) The bases of all memorials shall be smooth at the surface.

(12) Lettered bars designating graves are prohibited.

(13) All memorials shall be made of cut stone, granite or marble or such other materials as approved by the Town Engineer.

Interments
and
Disinterments

(14) Forty eight (48) hours prior notice shall be given to the Town Engineer before any memorial work is carried out in the Cemetery unless permission to do so has been given in advance by the Town Engineer.

8. (1) The Town Engineer or other person acting under the direction of the Town Engineer may be in attendance at each interment and disinterment.

(2) The Town shall be responsible for preparing grave lots for interments in the Cemetery. Disinterments and the burial of human remains in vaults shall be the responsibility of a person who requests such a service.

(3) Notice shall be given to the Town Engineer at least forty-eight (48) hours prior to any interment and at least one (1) week prior to any disinterment. Such notice shall be given during regular working hours. The Town Engineer shall not be required to prepare any grave lot for an interment or disinterment unless such notice has been given or directed by Council.

(4) No interment shall be made unless a burial permit has been issued by the Town Manager/Clerk.

(5) No disinterment shall be made unless the Town Engineer receives satisfactory proof that the immediate family and Provincial Medical Officer of Health or equivalent have been notified and approve of the disinterment.

(6) In each case of interment, notification to the Town Engineer is required giving the deceased's name, last residence, name of the grave lot owner, the interment date and time, where the service is to be held, whether a cremation or conventional burial, billing information, the grave lot in which the body is to be interred and the name of the funeral director and officiating minister (if applicable) in order that an accurate register thereof maybe made.

(7) No grave lot or vault shall be open for interment or disinterment by any person unless authorized by the Town Engineer to carry out this work.

(8) Any person ordering the opening of any grave lot for an interment or disinterment shall be responsible for the cost incurred in respect thereof as determined by resolution of Council from time to time.

(9) The Town shall not be liable for any damage caused when opening a grave lot for either an interment or disinterment due to the nature of this work. The Town, its officers and employees are not liable for any loss or damage for anything pursuant to this By-law.

Graves

9. (1) The standard sizes for grave lots are:
- (a) single grave lot - 1219 mm x 3505 mm (4' x 11' ½");
 - (b) double grave lot - 2438 mm x 3505 mm (8' x 11' ½"); and
 - (c) single grave lot in the designated cremation section - 1219 mm x 1753 mm (4' x 5' 8").
- (2) Normally one burial shall be made in any single grave lot with the following exceptions:
- (a) in areas designated for double burials, the first interment in a double grave lot must be made at the lower level as established by the Town Engineer;
 - (b) four (4) cremated human remains may be buried in a single grave lot under the direction of the Town Engineer; and
 - (c) cremated remains may be placed above the remains of the deceased as long as the total number of interred in the single grave lot does not exceed four (4).
- (3) Council may determine from time to time specific areas within the Cemetery for double burials and the burial of cremated remains.

No Trees,
Flowers, etc.

10. (1) Trees, shrubs or other plants are not permitted to be cultivated on grave lots.
- (2) The Town reserves the right to exercise entire control over every tree, shrub, vine, flower, or other form of vegetation, real or artificial within the Cemetery, whether planted or placed there by any grave lot owner or otherwise and may remove, cut, trim or otherwise deal with same as it may determine from time to time. The Town is not responsible for the deterioration, damage or loss of any vegetation or any other articles.

(3) No person shall except as provided in subsection (2), take flowers or plants from grave lots in the Cemetery without prior authorization from Council , or take any flowers either wild or cultivated, or break any tree, shrub or plant, or any real or artificial material, or write upon, deface or damage any memorial or other structure in or belonging to the Cemetery.

(4) No flower boxes or other similar floral or plant containers shall be placed on the ground in the Cemetery.

(5) A maximum of two real or artificial flower arrangements may be placed on a memorial, but none shall be permitted on the ground subject to subsection (6).

(6) No real or artificial flowers, trees, shrubs, any type of container, device, or similar articles may be placed in the designated cremation section of the Cemetery.

No Fixtures
or Land-
scaping

11. (1) The erection or placing of cut stones, copings, boarders, fences, wheelings, walls, hedges, chairs, trellis, iron rods or any other fixtures on or around grave lots is prohibited unless approved by the Town Engineer.

(2) No person shall construct any walkway, cut any sod or move any corner posts or grave markers in the Cemetery.

Vehicles

12. No motor vehicle shall travel on the roadways located in the Cemetery at a rate faster than twenty kilometres per hour.

Repair and
Maintenance

13. (1) All grave lot owners are required to keep in proper care at their own cost and to the satisfaction of Council all memorials or other erections upon such grave lots, and must remove all garbage occasioned by the putting up or repairing of such memorials or other erections to such places of deposit as provided for that purpose.

(2) Any grave lot owners with memorials and other erections which are in need of repair in the Town Engineer's opinion, may be notified that the same must be put in proper repair to the Town Engineer's satisfaction. If any owner after three (3) months of the issuance of such notice, refuses or neglects to put such memorial or erection in proper repair, the Town Engineer may repair, remove or otherwise deal with same at the grave lot owner's expense.

Notices

14. All notices required to be given to grave lot owners, may be given personally to the owners or mailed by ordinary mail to such owners or their legal representatives at their last known mailing address.

Penalty 15. (1) Any person who violates any provision of this By-law shall on summary conviction be liable to a penalty of not more than \$1,000.00 or, in default of payment of the penalty, imprisonment for a term not exceeding ninety days.

(2) Where the Town Engineer or Council is required to do any corrective work as a result of a violation of this By-law, the cost of this work may be billed to the violator of this By-law for payment.

Repeal 16. All former Cemetery By-laws of the Town are hereby repealed and this By-law substituted therefor.

Effective Date 17. The effective date of this By-law is December 11, 2007.

<u>Clerk's Annotation For Official By-law Book</u>	
Date of first reading:	<u>October 25, 2007</u>
Date of advertisement of notice of intent to consider:	<u>November 6 and 20, 2007</u>
Date of second and third/final readings:	<u>November 29, 2007</u>
Date of advertisement of passage of By-law:	<u>December 11, 2007</u>
Date of mailing to Minister a certified copy of By-law:	<u>December 17, 2007</u>
I certify that this CEMETERY BY-LAW was adopted by Council and published as indicated above.	
_____	_____
Clerk	Date

Cemetery Budget					
ACCOUNT #	Notes	DESCRIPTION	2025/26 Budget	2024/25 Budget	2023/24 Actual
		<u>Operating Revenue</u>			
04-1-95-0010	1	Sale of Lots	\$ 3,900	\$ 3,900	\$ 4,169
04-1-95-0020	1	Burials	36,000	29,500	34,212
04-1-95-0030		Bases, etc. - Head Stones	500	500	-
04-1-95-0040	2	Interest on Cemetery Trusts	14,000	6,000	15,630
04-1-95-0060	3	Appropriation from Town	14,100	25,000	(6,566)
		Total Revenue	\$ 68,500	\$ 64,900	\$ 47,445
		<u>Operating Expenditures</u>			
04-2-95-0020	4	Labour	20,000	20,000	9,099
04-2-95-0030	5	Workers Compensation	600	600	1,200
04-2-95-0040	6	Employment Benefits/EAP	5,600	4,100	838
04-2-95-0055	7	Mowing Contract	30,000	28,000	25,968
04-2-95-0080	8	Water	400	400	387
04-2-95-0090		Electricity	1,000	1,000	1,095
04-2-95-0100		Insurance	1,500	1,400	2,283
04-2-95-0110	9	Supplies	4,500	4,500	4,425
04-2-95-0115		Audit Fees	900	900	939
04-2-95-0120	10	Equipment/Building-Maint. & Repairs	4,000	4,000	1,211
		Total Expenditures	\$ 68,500	\$ 64,900	\$ 47,445
		Budget Change	\$ 3,600		
			5.5%		

NOTES TO CEMETERY BUDGET

1. #04-1-95-0010/#04-1-95-0020

In 2021-22 rates were adjusted to incorporate more of the Cemetery's operating costs. **Approved budget has no adjustment to rates for fiscal 2025/26.**

APPROVED 2025/26 Rates (NC from 2024/25)			
Sale of Lots	Lot Price	Perpetual Care Charge	Total Cost of Lot
1 Cremation Lot	\$316	\$437	\$753
1 Grave Lot	\$632	\$874	\$1,506
2 Grave Lot	\$1,201	\$1,661	\$2,862
Mausoleum	\$961	\$1,328	\$2,289

Burials	2025/26 Rates
Ashes (Cremation) – Resident*	\$688
Ashes (Cremation) – Non-resident	\$1,376
Infant or Child	\$688
Traditional – Resident*	\$1,514
Traditional - Non-resident	\$3,028

* A resident is a person who resides in Lunenburg at the time of death or was born in Lunenburg residing in a Home for Special Care elsewhere, or resided in Lunenburg for 50% of their life.

2. #04-1-95-0040 Perpetual Care Fund

As of March 31, 2024 the Perpetual Care Reserve had a balance of \$244,624. Which includes an inter-departmental capital loan balances of \$117,536.

Town General (Capital Funding)	\$2,500
Interest earned on Bank balances (estimate)	11,500
Budgeted Interest Earned	<u>\$14,000</u>

Analysis of Perpetual Care Fund

	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>Budget 2024/25</u>
Perpetual Care Fund	\$228,025	\$235,580	\$234,930	\$239,892	\$244,624	\$245,000
Interest Earned	\$7,007	\$6,186	\$6,023	\$6,289	\$15,630	\$6,000

3. #04-1-95-0060 Appropriation from Town

This is the budgeted grant required from the Town.

4. #04-2-95-0020 Labour

This budgeted amount reflects the estimated costs for Public Works staff to complete maintenance, aside from mowing, at the Cemetery. This estimated labour amount also reflects estimated time for burials.

5. #04-2-95-0030 Workers Compensation

Based on the Town's current rate and allocated labour.

6. #04-2-95-0040 Employment Benefits/EAP

Based on an allocation of benefits in relation to the Public Works labour required at the Cemetery.

7. #04-2-95-0055 Mowing Contract

Mowing of the Cemetery is now completed through an annual contract.

8. #04-2-95-0080 Water

Estimate based on approved rates.

9. #04-2-95-0110 Supplies Include:

Cemetery Markers	\$1,000
Topsoil	1,900
Lawn Care Products	600
Class A gravel	500
Chains, lifting straps, gas cans, rakes, shovels, etc.	500
	<u>\$4,500</u>

10. #04-2-95-0120 Equipment/Building-Maintenance & Repairs

Miscellaneous Parts/Repairs	\$2,500
Gasoline/Fuel for Equipment	500
Building Maintenance	<u>1,000</u>
	<u>\$4,000</u>

Subject: Removing Lands from Surplus: Blockhouse Hill and King St.

From: Paul Nopper, Chief Administrative Officer

Date: December 9, 2025



Recommendation

That Council approve removing the following Town-owned lands from their surplus designation:

- PIDs 60057460, 60057395, 60057387, 60057379: Upper Duke Street (north of Creighton Street) and Upper King Street (north of Creighton Street, excluding the first 42.5 metres from Creighton Street north), as shown in Attachment F;

And

- PIDs 60056991, 60056900, 60671427: Blockhouse Hill lands, as shown in Attachment A – Lands to Declare Surplus Following Option 2: Out of Sight Blockhouse Hill.

Alternative

That Council maintain the surplus designation for Blockhouse Hill and Upper King Street lands.

Background

- January 23, 2023: Council designated the following parcels as surplus for housing development opportunities: PIDs 60056991, 60056900, 60671427 (Blockhouse Hill), as shown on Attachment A.
- November 28, 2023: Council designated the following parcels as surplus for housing development opportunities: PIDs 60057460, 60057395, 60057387, 60057379 (Upper Duke Street and Upper King Street), as shown on Attachment F.

Discussion

The purpose of this recommendation is administrative. There are currently no plans to proceed with housing or other development projects on these lands. Removing these parcels from the surplus list will allow Council to revisit and reconsider their status at a future date when development opportunities arise.

Motion Action List – Priority B:

Buffer Zone and Rescinding a Motion: Review and report back on UNESCO World Heritage context for development in the Old Town buffer zone, including the 1994 nomination document

and recommendations from Zzap Architecture related to Upper King Street. Following receipt of the report, Council will reconsider its November 28, 2023, motion declaring Upper King Street lands as surplus.

Similarly, for Blockhouse Hill—although not referenced in the Motion Action List—it is recommended that these lands also be removed from surplus until Council is prepared to move forward with a specific project.

Financial Impact

There is no financial cost to the Town to remove these lands from the surplus list. Council retains the ability to declare these lands surplus at a later date if desired.

Policy Alignment

- CCP – Section 3.4 (g): Explore forming a municipal land bank to provide surplus land or property to non-profit bodies, maximizing community benefit.
- CCP – Section 5.5 (c): Right-size vehicle roadways and dedicate surplus lands to other transportation modes.
- CCP – Section 10.3 (d): Conduct a regional recreation inventory to assess current infrastructure and identify surplus or missing assets for future investment.

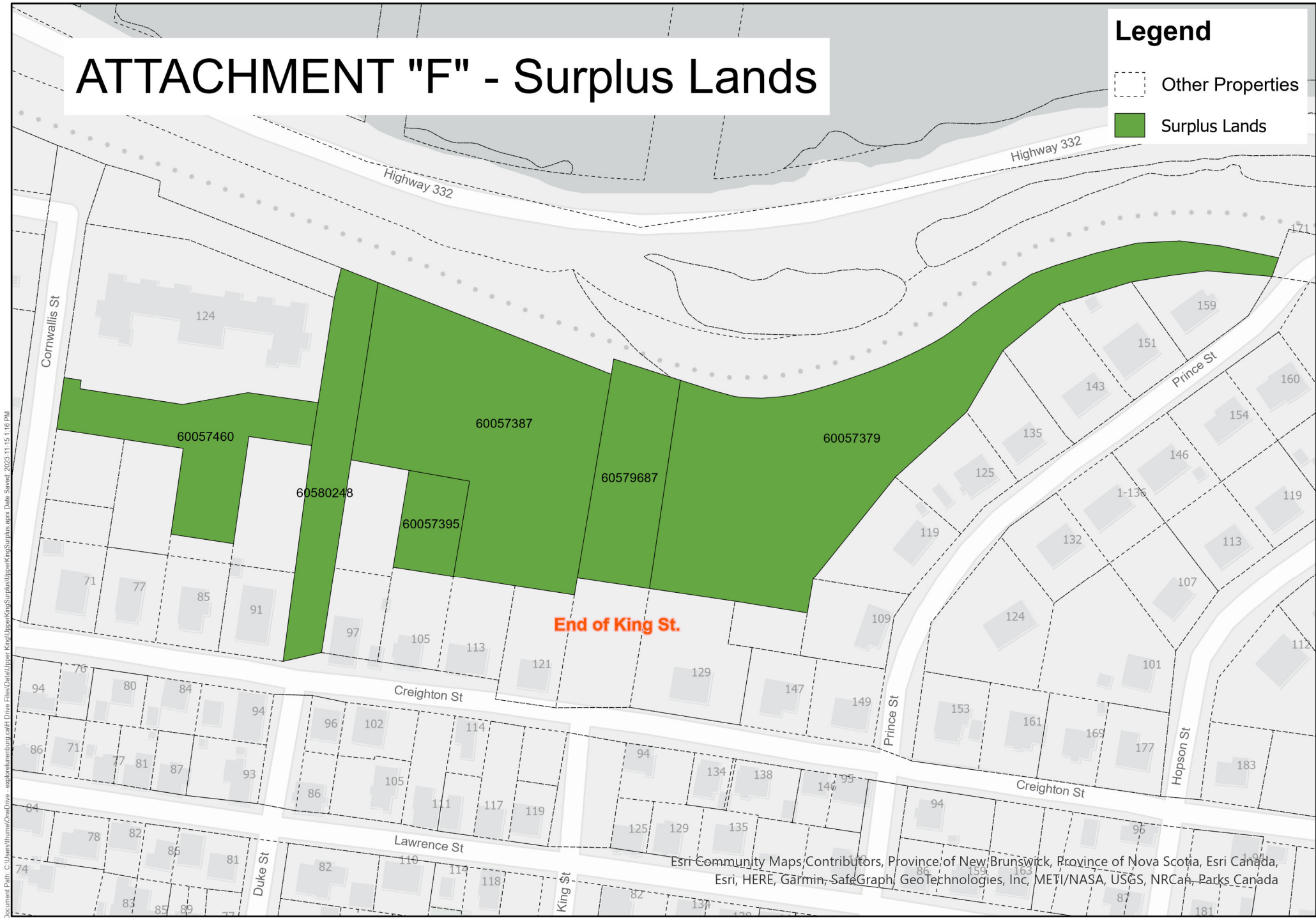
Attachments

- Attachment A: Lands to Declare Surplus Following Option 2 – Out of Sight Blockhouse Hill
- Attachment F: King Street Surplus Lands

ATTACHMENT "F" - Surplus Lands

Legend

- Other Properties
- Surplus Lands



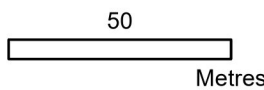
End of King St.

Esri Community Maps/Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada



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TOWN OF LUNENBURG Surplus Lands - Upper King Street



Subject: LAMP Rental Relief Request to Town of Lunenburg

From: Paul Nopper, CAO
Lisa Dagley, Finance Director

Date: December 9, 2025



Recommendation

That Council provide rent relief support to Lunenburg Academy of Music Performance for 2025/2026 and 2026/2027 under the negotiation of the Chief Administrative Officer.

Alternative

That Council does not provide rent relief support to the Lunenburg Academy of Music Performance.

That Council requests the Chief Administrative Officer to provide Council with alternative options for rent relief for the Lunenburg Academy of Music Performance.

Background

The Lunenburg Academy of Music and Performance (LAMP) has requested support from the Town of Lunenburg for rent relief for the 2025/2026 and 2026/2027 years to the end of their current lease contract. In 2024, LAMP underwent significant changes to its programming, Board of Governors, and financial structures. A combination of significant program reduction, emergency funds from CCTH, and pro bono work on the part of many individuals allowed LAMP to transition into 2025. LAMP has made a commitment to maintain a no-deficit budget for 2025/2026. LAMP is seeking rental relief support for the next two years as it works on the transition towards a more sustainable strategic model.

Discussion

LAMP has been a tenant of the Lunenburg Academy since 2014. In this 11-year span, there have been other requests for rental relief and extended payment terms.

Beyond revenue for rentals at the Lunenburg Academy, LAMP provides additional economic development, cultural and community impacts. When events are hosted, attendees generally spend funds in our community visiting shops and restaurants. Additionally, having world-class musicians in the community adds to the cultural fabric of the community. At times this can be difficult to quantify, but there is value added by LAMP.

LAMP is also going through a round of change at the Board and staff level. Recently, they have

added new Board members with a vision of further expansion and partnering within the community and enhancing their more regional and provincial offerings for music and arts. Additionally, they have hired a new Executive Director who is working on a strategy with the Board to bring them forward in a new direction.

Financial

Excerpt from 2025/26 Budget notes (page 40)

Lunenburg Academy, 97 Kaulbach Street

The Lunenburg Academy building was turned over to the Town on March 19, 2012. Rental revenue includes rental agreements that are in place or pending to offset the operating costs of this building.

Est. Revenue	
Tenant Leases	\$244,000
Library Lease Allocation	\$36,000
	\$280,000
Expenditure Budget	\$234,200
(Net Estimated Operating Cost)	\$45,800

*Does not include debt financing payments

Net Estimated Operating Costs or Profit	\$45,800
Less Principal Debt Payments	<u>\$59,900</u>
Deficit or Loss	\$14,100
Less Rental Reduction	?
Revised Projected Deficit/Loss	\$(depending on rental reduction)

Note that LAMP has recently been notified that they will be receiving a Canada Arts Training Fund (CAFT) grant for the next three years. Funds will be allocated to the following supports of LAMP:

- artistic and administrative salaries, fees and benefits
- curriculum development and training delivery
- student support
- audition fees/admission fees

- travel expenses, which must not exceed the rates permitted for travel on government business
- marketing and publicity
- fundraising
- administrative expenses
- facility costs such as rent/mortgage
- maintenance fees
- office supplies
- professional development

LAMP is heavily reliant on this funding from CATF to be able to keep their doors open (it is their largest grant funding by \$75k when broken down by year).

Resource Relevance

Comprehensive Community Plan

Section 10.7 Arts Management and Promotion

Maximizing the development of arts and culture requires focused and intentional management and promotion geared towards building community capacity. Unlike sport, leisure and conventional recreation offerings, arts and culture are also a significant local economic sector. Further development of this sector is an indirect responsibility of a municipality and leadership is most effective when shared among local government and community leaders. Partnerships and shared management will better enable the delivery of inclusive programming and arts based tourism, and ensure the conditions that enable working arts are in place, contributing to a robust overall system of arts that will benefit all residents.

Implementation and Monitoring

4.6a and 4.8c

The Town currently owns a number of buildings and facilities that can be leveraged toward future goals. There are two primary facility needs for the Town of Lunenburg: A centralized, modern public works building; and new spaces for community and recreation events and programs, including meetings space and arts and cultural space.

10.2 Arts Facilities

The vitality of the arts is closely linked to the quality and availability of facilities and locations where these activities take place. Facilities include a wide range of public, private and community-based spaces, both indoor and outdoor. Lunenburg already has many excellent arts and cultural

facilities, including museums, galleries and performance venues. Protecting these spaces, as well as creating and enabling new ones, will be an essential part of achieving the town's objectives.

10.3d,e

The quality of arts and recreation is dependent on adequate facilities, which may serve multiple purposes or may need to be designed for one particular purpose. This task must incorporate findings from a Recreation Needs Assessment and input from local arts bodies before contributing to the development of a Municipal Assets and Facilities Strategy and a Recreation and Community Facilities Recapitalization Strategy. This will be a participatory process in collaboration with the local community, in order to ensure the needs of all residents are met by arts and recreation facilities. Inclusion and accessibility principles will be incorporated throughout the planning stages.

Upcoming Culture Tourism Strategy

Note that the Town has been working towards a Cultural Tourism Strategy that will further prioritize arts, culture, and tourism as an economic arm of the community. By providing a variety of opportunities in the community to support arts and culture, this will have indirect support for economic development in the community, i.e. restaurants, shops, overnight stays, etc.

Attachments

Rental Relief Letter of Request from LAMP



Dear Mayor Myra, Deputy Mayor Bailey, Interim CAO MacDonald and Communications and Events Coordinator Deans,

As requested, please consider our proposal for rent relief for the 25/26 and 26/27 fiscal years.

LAMP requests \$40,000 in rent relief from the Town of Lunenburg for each of Fiscal 2025 and Fiscal 2026. This relief will allow us to further stabilize LAMP as an on-going cultural institution, making a significant contribution to the cultural life of Lunenburg and the South Shore.

LAMP is a cross-generational centre of music performance and collaboration. Housed on the top floor of Lunenburg's historic Lunenburg Academy, young, emerging and career-established musicians collaborate, rehearse and perform together in ticketed and free-of-charge concerts. In addition, since 2023 LAMP Residents have given free-of-charge performances to over 8,000 audience members in schools, daycares, and government supported retirement facilities throughout the South Shore. This includes over 6,000 school-aged children and youth in Lunenburg and surrounding areas.

LAMP currently enjoys its home on the third floor of the Lunenburg Academy. It's a wonderful space, and our tenancy there is consistent with the wishes of the Academy Foundation to respect the past and ensure the future use of the Lunenburg Academy as a centre of learning. While LAMP uses its space for Academies, rehearsals, collaborations and performances by LAMP residents and faculty, we also share our space with other community organizations. These organizations include the Lunenburg County Music Festival, Boxwood Festival, Lunenburg Community Orchestra, "Tharangam Lunenburg" Chenda Melam drumming group, and Sage Choir. LAMP Resident Artists often give free lessons and public masterclasses to local music students in addition to outreach, enhancing music education in the region. LAMP also hosts community events including the yearly "Welcome to Lunenburg" ceremony and collaborates with the Lunenburg Academy Foundation in presentations such as *Christmas at the Castle*, celebrating local writers and Citizenship ceremonies for new Canadian citizens.

In 2024 LAMP underwent significant changes. Programming, planned by LAMP's previous artistic/executive director Burt Wathen, meant LAMP was facing a deficit of over \$400,000 for Fiscal 2023-24, including a debt of over \$45,000 to the Town of Lunenburg for back rent. The Board of Directors stepped in, becoming a *de facto* operational board which began cutting programming. A combination of significant programming reduction, emergency funds from CCTH, and pro bono work on the part of many involved, allowed LAMP to weather a significant and difficult transitional year. In March 2024 Burt Wathen resigned and LAMP's Board appointed new Artistic Directors (The Verona Quartet), and a new Education Director (Anna Han).

LAMP's operational board did much over Fiscal 2024-25 to put LAMP on stable footing and committed to maintain a no-deficit budget for Fiscal 2025-26. Unfortunately, that is proving to be difficult. We have cleared all outstanding debt from Fiscal 2023-24, except for the ongoing CEBA loan (paid down at \$1,000/month) and a loan from our former Artistic Director (interest paid at \$2,860/year). Despite the continuing pro bono work of our new Artistic Directors, Education Director and Board members, LAMP's ongoing deficit for Fiscal 2025-26 stands at just over \$132,000. While this is a significant reduction from Fiscal 2023-24's deficit of over \$400,000, it remains a challenge. Programming reduction, at first glance, seems a simple solution as we cannot continue to operate without at least two paid staff members. Unfortunately, if we reduce the programming LAMP risks losing its status as a charitable organization, as any further reduction in programming drops us below the budgetary ratio requirements to maintain our charitable status. Our eligibility for federal and provincial grants, essential to our survival, is also at risk if we continue to make programming cuts.

LAMP proposes the following solution; one that will allow us to maintain a no-deficit budget for Fiscal 2025-26, while keeping our charitable status:

Grants	\$20,000
Corporate/private donations	\$45,000
Rent relief, town of Lunenburg	\$40,000
Fundraising events	\$30,000
Total	\$135,000

On behalf of LAMP and the Board of Directors, we thank you for considering this proposal and eagerly look forward to partnering more closely with the Town of Lunenburg to help with joint marketing and community development endeavors.

Supplementary Documents

The following documents are included to offer further information about LAMP's activities and artists.

1. Free Programming and Outreach - a more detailed overview of LAMP's free performances and outreach partnerships.
2. Alumni with Careers in the Arts - a list of recent alumni who have gone on to international performance and teaching careers.
3. Faculty and Alumni Achievements - a list of major awards and achievements by recent faculty and alumni.

Free Programming and Outreach at LAMP

Outreach: Since 2023, LAMP Residents and Faculty reached over **8,000 community members** in **50 free-of-charge** outreach events. Outreach events are held in pre-primary/daycare facilities, public schools, and senior homes throughout the South Shore, reaching audiences members who are often denied access to the performing arts. Outreach events also take place on site with students from the SSRCE pre-primary classes in the building.

Partners

Lunenburg Daycare	Devi School – Mill Village
South Shore Regional Center for Education	Harbour View Haven Senior Home -
Bluenose Academy- Lunenburg	Lunenburg
Bridgewater Elementary	Hillside Pines- Bridgewater
Bridgewater Junior High	Mahone Bay Rest Home
Waldorf School - Blockhouse	Queens Manor Nursing Home - Liverpool
Chester District School	Von Adult Day Program
Chester Area Middle School	Rosedale Home for Special Care - New Germany
Bayview Community School - Mahone Bay	

Tunes on Tuesday: Beginning in October 2024, LAMP has presented weekly free concerts every Tuesday at noon during its fall and spring seasons (September-December, February-June), resulting in **33 free concerts** in 2024-2025. As LAMP expands its programming to include January and August, LAMP will average **44 free concerts per year** in coming seasons through this initiative.

Lectures/Light Music: LAMP provides two additional free series, lecture performances and A Little Light Music. Both involve performers communicating with audience members about music, their careers, and all aspects of music performance in informal, accessible presentations designed to welcome new audience members. LAMP provided **17 free lecture-performances** in 2024-2025.

Lunenburg Academy of Music Performance

Former Students With Careers in the Arts

Composers

Gavin Fraser

Roydon Tse

Matthais McIntire

Danial Shebani

India Gailey

Pianists

Chris Au

Michał Biel

Marika Bournaki

Geoffrey Conquer

Isabelle David

Pierre-André Doucet

Jonathan Ferrucci

Godwin Friesen

Anna Han

Simon Karakulidi

Dorothy Khadem- Missagh

Janice Yun Lu

Elisabeth Pion

David Potvin

Nicholas Van Poucke

Ian Tomaz

Tong Wang

Vocalists

Jillian Bonner

Trevor Elliot Bowes

Josue Ceron

Adanya Dunn

Rachel Fenlon

Xavier Flory

Paulina Francisco

Ellita Gagner

Simona Genga

Enrique Guzman

Yusuke Kobori

Ekatherina Kotcherguina

Jenavieve Moore

Bruno Roy

Rachel Tremblay

Tamar Simon

Charles Sy

Violin/Viola

Yolanda Bruno

Rebecca Benjamin

Soyoung Choi

Daniel Dastoor

Ryan Davis

Leonard Fu

Ami-Louise Johnsson

Catherina Lee

Maitreyi Muralidharan

Rosemary Nelis

Adam Newman

Katya Poplyanski

Tristan Siegel

Teresa Wang

Frankie Carr

Jeffrey Ho

Leland Ko

Madelyn Kowalski

Mon Puo Lee

Edward Luengo

David Liam Roberts

Julian Schwarz

Macintyre Taback

String Quartets

Dior Quartet

Dover Quartet

Griffon Quartet

Kodak Quartet

Poiesis Quartet

Quatuor Despax

Verona Quartet

Cello

LAMP Recent Faculty and Alumni Awards and Achievements

Faculty/Alumni	Name	Award(s)	Year(s)
----------------	------	----------	---------

Faculty	Barbara Hannigan	<p>Polaris Music Prize</p> <p>Musical America Artist of the Year</p> <p>Juno Nomination, Classical Album-Solo</p> <p>Chief Conductor, Artistic Director of Iceland Symphony</p>	<p>2025</p> <p>2025</p> <p>2025</p> <p>Announced 2024, begins August 2026</p>
Faculty	Dinuk Wijeratne	<p>Premiere of <i>Identity</i> song cycle, funded by National Arts Centre, Azrieli Foundation, Canada Council and Ontario Arts Council</p> <p>SOCAN Jan V Matejcek New Classical Music Award</p> <p>Juno Nomination, Classical Composition</p>	<p>2025</p> <p>2024</p> <p>2024</p>
Faculty/Alumni	Verona Quartet	<p>Tour of Singapore, Japan and China</p> <p>Release of album <i>Ligeti String Quartet</i>, Naxos Critics Choice Award Winner</p> <p>Release of album <i>Shatter</i>, debuting no.1 on Billboard Classical Charts</p>	<p>2025</p> <p>2024</p> <p>2023</p>

Faculty/Alumni	Roydon Tse	Performance of <i>Yellow Crane tower</i> by Philadelphia Orchestra and Marin Alsop	November 2024
		Performance of <i>Black Waltz</i> by Royal Scottish National Orchestra	October 2024
Faculty	Joel Quarrington	Inducted into the Order of Canada	2023
Faculty	Gidon Kremer	International Classical Music Awards Lifetime Achievement Award	2025
Faculty	Suzie Leblanc	Juno Nominee, Classical Album of the year	2024
		Awarded France's Knight of the Order of Arts and Letters by the Ambassador of France to Canada	2024
Faculty	Jinjo Cho	Appointed Associate Professor of Violin at Northwestern University	2024
Faculty	Marc Andre Hamelin	Juno Award Win, <i>Messiaen: Turangalila-Symphony</i> with the TSO	2025
		BBC Award Nominee, <i>New Piano Works</i> Album	2025
		German Critics Choice Award (Preis der Deutschen Schallplatten Kritik)	2024

Alumni	Anna Han	2 nd Place, Naumburg International Piano Competition Winner, National Federation of Music Clubs Competition	2023 2023
Alumni	Leland Ko	Winner, Naumburg International Cello Competition Winner, Concert Artists Guild Louis and Susan Meisel Competition Winner, Orchestre Symphonique de Montréal Compétition	2024 2024 2023
Alumni	Dior Quartet	Winner, Concert Artists Guild Competition	2023
Alumni	Poiesis Quartet	Winner, Concert Artists Guild Competition	2024
Alumni	Rilan Trio	1 st Prize, Audience Prize, Commission Prize at Trondheim International Chamber Music Competition	2023
Alumni	Daniel Dastoor	Winner, 2023 Musical Instrument Bank Competition Named Performance Today Young Artist in Residence	2023 2023-2024

Alumni	Jonathan Ferrucci	Debut Album, Bach Complete Toccatas Nomination, German Critics Choice Award (Preis der Deutschen Schallplatten Kritik) for Bach Toccatas	2025 2025
Alumni	Ian Tomaz	1er Prix ex aequo, Centre Nadia et Lili Boulanger Bourse « Nguyen Thien Dao » Harriet Halley Woolley Award, Fondation des Etats Unis (first recipient of consecutive awards in competition's history)	2024 2023, 2024
Alumni	Elisabeth Pion	2 nd prize, Blanca Uribe International Piano Competition Pierre-Mantha Award, Fondation Père-Lindsay 3rd Prize, Rio Piano Festival	2024 2024 2023
Alumni	India Gailey	Juno Nomination, <i>Butterfly Lightning Shakes the Earth</i>	2025
Alumni	Paulina Francisco	Debut at La Scala- The Fairy Queen	2024
Alumni	Rachel Fenlon	Debut Album, Winterreise	2024

		Named Album of the Week by CBC Canada and BBC Radio 3 Named Album of the Month by Classic 106 FM	
Alumni	Madelyn Kowalski	Artist, Classeek Ambassador Programme Winner, André Hoffmann prize at the Sommets Musicaux de Gstaad	2024 2023
Alumni	Ami-Louise Johnsson	3 rd Prize, Lionel Tertis International Viola Competition	2025
Alumni	Edward Luengo	Appointed Adjunct Faculty of Cello and Chamber Music at the University of South Florida	2025
Alumni	Rebecca Benjamin	Winner, Principal Viola chair of the Richmond Symphony Commissioned Prize Winner, Lionel Tertis International Viola Competition	2025 2025
Alumni	Simon Karakulidi	1 st Prize and five Special Awards, International Piano Campus Competition	2023

Subject: Amendment to REMO Inter-Municipal Service Agreement

From: Paul Nopper, CAO

Date: December 9, 2025



Recommendation

That Council approve the amendments to the REMO Inter-Municipal Service Agreement as presented.

Alternative

Table the amendments to the REMO Inter-Municipal Service Agreement.

Reject the amendments to the REMO Inter-Municipal Service Agreement.

Background

The municipalities of Lunenburg County signed the Inter-Municipal Service Agreement on January 18, 2017. The purpose of this initiative was to establish a joint emergency response force to support regional emergencies. This process involves planning, staff training, and preparing for emergencies. Additionally, REMO organizations are now mandated by the Province of Nova Scotia.

Discussion

Over the course of the last year, REMO, staff, and Councils have been working on amendments to the Inter-Municipal Service Agreement. Please see the attached document for details. Major changes include:

- Funding model
- Structure of REMO and Municipal Resources
- Minimum staffing levels.
- Sanctions for non-participation.

Financial

The new funding model will be as follows:

- Municipal Unit Contribution = Base Rate (20% of Budget) + Municipal Units percentage of Total Uniform Assessment of the Partner Units (80% of Budget)
 - Base Rate = 20 % of Total REMO Budget

- % of Uniform Assessment = Total Uniform Assessment of the Municipal Units,
Municipal Unit UA

Resource Relevance

CCP – Section 11.4 Joint Services

(a) Deepen work with local and regional partners in the provision of shared services.

(b) Monitor and evaluate existing joint and shared service agreements to ensure they are adequately designed and administered.

(c) Explore and seek out additional joint and shared services opportunities with the Town.

Attachments

REMO Inter-Municipal Service Agreement Amendment Document

Current Agreement



Municipality of the District of Lunenburg

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

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

November 27, 2025

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

Dear Mayor Myra:

RE: REMO Inter-Municipal Services Agreement (IMSA) Review

At the November 18, 2025, Regional Emergency Management Organization (REMO) Advisory Committee meeting, the Committee passed the following motion:

“REMO Advisory Committee direct staff to submit final draft of the IMSA to individual Councils for approval and submit for legal review.”

Please forward this document outlining the proposed changes your Council for review and approval. Once approved, please forward a copy of Council's motion approving the changes to Rebecca Baccardax, Community Readiness Coordinator to rebecca.baccardax@lunenburgREMO.ca.

Sincerely,

Tom MacEwan
Chief Administrative Officer

cc: Rebecca Baccardax, REMO

Amend the Inter-Municipal Emergency Services Agreement entered into on January 18, 2017, as follows:

******Note:** the following are text amendments to show changes in the Agreement. Legal Counsel will put in proper form. ****

Structure and Municipal Resources

Amend

8.1 The REMO shall consist of:

- a) a Regional Emergency Management Advisory Committee.
- b) a Regional Emergency Management Planning Committee.
- c) Regional Emergency Management Coordinator and other staff ,as may be required and as approved by the parties, to assist the Regional Emergency Management Organization,
- d) A Chief Administrative Officer or delegate with decision making authority from each municipal unit party to this agreement
- e) Assistant Emergency Management Coordinator, one from each municipal unit party to this agreement;
- f) An additional minimum of four staff from each municipal unit party to this agreement who are adequately trained in the Incident Command System and able to assist REMO during an activation of the Emergency Coordination Centre by assuming an ICS role in the ECC. (See appendix A for ICS structure /roles)

Add

8.2 To ensure REMO is adequately resourced for Emergency preparedness and the coordination of response and recovery of an emergency, each party to this Agreement shall provide the resources as required in Clause 8.1. Where a party fails to provide the resources specified in clause 8.1, resulting the inability of REMO to effectively prepare and respond to an emergency and ensure recovery, the matter shall be referred to the Regional Emergency Management Advisory Committee for consideration and application of sanction.

Add

8.3 The Chief Administrative Officers shall advise the Advisory Committee of a municipal units failure to meet the requirements of Clause 8.1 and 8.2.

In consideration a sanction pursuant to Clause 8.2, the Advisory Committee shall have regard for:

- a. the degree to which a party has failed to meet its obligation
- b. the intentions of the party to meet its obligation and the associated time frame to do so

Sanctions that the Advisory Committee may consider include:

- A written request from the parties impacted to the offending party, requesting that the municipal unit provide the required resources so as to ensure a regional approach to emergency management; or
- A monetary sanction sufficient to compensate the parties for having to provide sufficient resources in planning or response, as set out in Appendix B .

Amend

11. All parties agree that the staff of the Regional Emergency Management Coordinator Organization as approved by the parties shall be an employee of the Municipality of the District of Lunenburg and shall serve as the a staff member of REMO

Amend

20. 1 The parties shall share the cost of operations of the REMO based on an annual budget funded by the municipal units as follows:

Municipal Unit Contribution= Base Rate (20% of Budget) + Municipal Units percentage of Total Uniform Assessment of the Partner Units (80% of Budget)

Base Rate = 20 % of Total REMO Budget

% of Uniform Assessment = $\frac{\text{Total Uniform Assessment of the Municipal Units}}{\text{Municipal Unit UA}}$

Amend

20.2 The Advisory Committee, after consultation with each municipal unit party to the Agreement, shall recommend an Operating and Capital Budget by March 15 th of the fiscal year prior to the fiscal year of the recommended budget. The approval of the Operating and

Capital Budget will be subject to the approval of a minimum of **three (3)** municipal units containing at least **40%** of the total Uniform Assessment of the municipal units.

Renumber 20(c) and (d) as 20.3 and 20.4

Appendix A- Incident Command Structure

Appendix B- Monetary Sanctions

The following monetary sanctions shall be used by the REMAC when considering Sanctions for failure of a partner municipal unit in providing resources, as provided for in Clause 8.3 of this Agreement. :

1.0 **Failure to appoint staff to REMO as required in Clause 8.1**, being a CAO (or designate), AEC and four municipal staff , without justification satisfactory to the REMAC, shall result in a monetary sanction equal to:

A. \$520 per person per month that a unit has less than the minimum allocated, with the sanction to be applied commencing the month of the written notice from REMAC to the offending municipal unit.

Funds received by the REMAC as a result of these sanctions shall be placed in a REMO contingency account.

2.0 **Failure to ensure appointed staff attend REMO training and or exercises**, without justification satisfactory to the REMAC, and upon having received a previous notice from the REMAC of the non-attendance:

A) \$520 per instance of non-attendance (per person and per event)

Funds received by REMAC as a result of these sanctions shall be placed in the REMO contingency account.

3.0 **Failure to have staff attend the ECC during an activation**, without justification acceptable to REMAC:

A) \$520 per staff per shift missed;

Funds received by REMAC as a result of these sanctions shall be allocated to the unit or units that had to fill the gap. If not applicable, the funds received shall be placed in the REMO contingency account.

4.0 Sanction rates are based on a day rate per staff. This rate shall be adjusted annually by CPI as calculated in the Host Municipal Units Personnel Policy.

AN INTER-MUNICIPAL EMERGENCY SERVICES AGREEMENT

THIS AGREEMENT is made in seven copies this 18th day of January 2017.

AMONG:

The **MUNICIPALITY OF THE District of Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **MUNICIPALITY OF THE District of Chester**, a municipal body corporate pursuant to the *Municipal Government Act*;

- and -

The **TOWN OF Bridgewater**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **TOWN OF Mahone Bay**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **TOWN OF Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*.

WHEREAS 4 of the 5 the parties hereto previously entered into an inter-municipal emergency services agreement, effective on August 1, 2005;

AND WHEREAS 4 of the 5 parties previously entered into a new inter-municipal emergency services agreement effective on April 1, 2011;

AND WHEREAS all parties now wish to enter a new inter-municipal emergency services agreement to be effective March 21, 2016.

NOW THEREFORE witness in consider of the mutual promises and covenants contained herein the parties hereto agree as follows:

General

1. The Purpose of this inter-municipal services agreement, hereafter called (Agreement) is

to provide for a coordinated response to an emergency occurring within Lunenburg County, including the Municipality of the District of Lunenburg, the Municipality of the District of Chester, the Town of Bridgewater, the Town of Mahone Bay, and the Town of Lunenburg referred to in this Agreement as the (region).

2. This Agreement also provides for the parties to render mutual aid with respect to personnel and equipment during an emergency.
3. This Agreement is to provide for the joint provision of services and facilities by the municipal units in the region pursuant to Part III – 60 (1) of the *Municipal Government Act* and section 10 (2) (c) of the *Emergency Management Act*.
4. The planning for and coordination of emergency service delivery during a real or imminent emergency as defined by the *Emergency Management Act*, shall be provided by the Regional Emergency Measures Organization, referred to in this Agreement as the (REMO).

Host Municipality

5. The Municipality of the District of Lunenburg is hereafter called the Host Municipality, and as such, will provide a communications room and the Regional Emergency Operations Centers (REOC). The District of Chester shall also provide an EOC site for the REMO.
6. The Host Municipality will be responsible for all administrative functions including financial, record keeping, minute taking and reporting on behalf of REMO during non-emergency situations.
7. The Host Municipality will include the Regional Emergency Management Coordinator, assets and activities on their Municipality's liability insurance policy.

Structure

8. The REMO shall consist of a Regional Emergency Management Advisory Committee, a Regional Emergency Management Planning Committee and the Regional Emergency Management Coordinator and Assistant Emergency Management Coordinators from each unit.

Regional Advisory Committee

9. The Regional Emergency Management Advisory Committee shall be responsible for the direction and management of emergency preparedness activities within the region and to advise the appointing Councils pursuant to section 10 (1) (d) of the *Emergency Managements Act*.
 - a. Each party to this agreement shall appoint to the Regional Emergency Management Advisory Committee two (2) members of its Council, one of

whom shall be the Mayor or Warden. Each party shall further appoint an alternate to act in the place of a member if absent.

- b. Members of the Regional Emergency Management Advisory Committee are appointed for the same term of office as the Council that appoints them and hold office until their successors are named. (subject to a. above)
- c. In the event of a vacancy occurring, the Council that appointed the member shall appoint a replacement within six weeks after the vacancy occurs.
- d. The Regional Emergency Management Advisory Committee shall annually name one of its members to be chair and one to be vice-chair, to act in the absence of incapacity of the chair.
- e. The chair or other person presiding shall vote on every question before the Regional Emergency Management Advisory Committee.
- g. Quorum for the Regional Advisory Committee shall be 50% plus one.
- h. The Chief Administrative Officers/Managers and the Assistant Emergency Coordinators for each Municipal unit as well as the Regional Emergency Management Coordinator shall be non-voting members of the Regional Advisory Committee

Regional Planning Committee

10. The Regional Emergency Management Planning Committee shall be responsible for recommending policy and procedures to the Regional Emergency Management Advisory Committee for maintaining a reasonable state of preparedness for emergencies and shall consist of representatives of emergency services and other agencies which may have direct operational responsibilities in an emergency.
 - a. Each party to this agreement shall appoint the respective Assistant Emergency Management Coordinator, staff members, and where it is appropriate volunteer agency representatives, to the Regional Emergency Management Planning Committee.
 - b. The Regional Emergency Management Coordinator (REMC) shall chair the Regional Emergency Management Planning Committee.

Regional Emergency Management Coordinator

11. All parties agree that the Regional Emergency Management Coordinator shall be an employee of the Municipality of the District of Lunenburg and shall serve as the staff member of REMO. The Regional Emergency Management Coordinator (REMC) shall be appointed by the Advisory Committee to act as the REMC.
 - a. Should the position of the Regional Emergency Management Coordinator become

vacant, it will be the responsibility of the CAO of the Municipality of the District of Lunenburg to fill the vacancy in accordance with the hiring policies of the Municipality of the District of Lunenburg. The selection committee shall consist of the CAO's of the participating municipalities.

Assistant Emergency Management Coordinators

12. The parties agree that each Municipality shall appoint a staff member as an Assistant Emergency Management Coordinator to act as a liaison with the REMC.

Emergency Operations

13. The REMO shall be the organization directly responsible for the control and conduct of emergency response operations according to the plans and procedures adopted by the parties from time to time. When the capacity of REMO is exceeded, or is likely to be exceeded, REMO will activate support from other agencies in accordance with formal or informal arrangements.
14. The REMO is authorized to operate, maintain and manage physical facilities for emergency activities both at the scene of the emergency and at a centralized coordination facility.
15. The host Municipality is empowered to acquire or contract for the use of equipment, facilities and personnel necessary or advisable to carry out the responsibilities assigned to REMO by this Agreement.
16. The host Municipality may contract with any person or organization, including a municipal unit and a municipal unit which is party to this agreement, for the provision of any service of facility necessary or advisable to carry out the responsibilities assigned to the REMO by this Agreement.
17. Any capital asset created or acquired by the REMO shall be owned jointly by the parties in the proportion they contributed at the time of purchase except for assets contributed solely by a particular municipality and those assets shall remain the property of that municipality.
18. The REMO shall establish its own Concept of Operations to guide the Regional Emergency Operations Center.
19. The parties recognize that an emergency may require the sharing or redeployment of personnel and equipment in order to save lives or minimize damage to property or the environment, and undertake to provide personnel and equipment as deemed appropriate by the Regional Emergency Management Advisory Committee and recommended by the Regional Emergency Management Planning Committee.
 - a. Any cost eligible for DFA funding and associated with the deployment of resources of a responding municipality during a present of imminent emergency will be borne by the requesting municipality.

- b. Other extraordinary costs incurred in the provision or assistance of a municipality shall be borne by the requesting Municipality. Extraordinary costs are defined as including, but not limited to, costs that are above and beyond the usual day to day expenses, including payment of overtime, payment of travel expenses (meals, accommodations and mileage), repairs to equipment damaged while rendering aid and any other items which would be mutually agreed to by the parties to this Agreement.
20. The parties shall share the cost of operations of the REMO based on an annual budget divided proportionally based upon current uniform assessment.
 - a. The Advisory Committee shall recommend to the parties of this Agreement an Operating and Capital Budget by February 1 of the fiscal year prior to the fiscal year of the recommended budget. The approval of the Operating and Capital Budget will be subject to the approval of a minimum of two municipal units containing at least 51% of the uniform assessment.
 - b. Actual dollar contribution of the Municipalities shall be based on the annual budget of the REMO.
 - c. The host municipality will invoice the other contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution. Billing after year end to be adjusted to reflect actuals.
 - d. In the event the REMO requires additional money for capital or operating purposes, any such increase shall be approved by the parties in accordance with clause 20(a).
21. The fiscal year of the REMO shall be from April 1 to March 31 of the following year.
22. This Agreement is conditional on the parties passing a complementary by-law respecting the coordinated response to an emergency pursuant to the *Emergency Management Act*.

Termination of Agreement

23. This Agreement has effect commencing March 21, 2016, and replaces the former Agreement which was effected on April 1, 2011.
24. This Agreement has effect from year to year until terminated by the agreement of all parties.
25. This Agreement continues in force until notice of termination is given by the Council of any party to the Councils of the other parties not less than one (1) year prior to the intended termination date, which shall be the 31st day of March in a year to be specified in the notice of termination.
26. Any party withdrawing from this Agreement remains responsible for its share of any liabilities of the REMO incurred up to the date of the withdrawal and any severance,

penalty or other costs necessarily incurred by the REMO as a result of the withdrawal.

27. Upon dissolution of the REMO by unanimous consent of the parties, the assets of the REMO are vested in the parties and the parties are responsible for the liabilities of the REMO in proportion to the amounts contributed by the parties at that time. The Host Municipality shall reimburse the other units based on an appraised value of the assets multiplied by their percent contribution at the time of purchase. This excludes the assets of the alternative EOC which the Municipality of the District of Chester shall reimburse the other units based upon the appraisal of the assets multiplied by their percent contribution at the time of purchase.

Indemnification

28. Each party shall indemnify its representatives from any liability that may arise as a result of that member acting as a member of the REMO.

Dispute Resolution

29. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.
30. The parties acknowledge and agree that all headings are inserted for convenience only and do not form part of the agreement.
31. This Agreement is governed by the laws of Nova Scotia.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the hands of their duly authorized officers and the affixing of their respective seals the day and year first above written (see 15).

DATED this 21st day of March, 2016 A.D.

SIGNED, SEALED AND DELIVERED

in the presence of:

Per: Joanne Powers
Witness

)
)
)
THE MUNICIPALITY OF THE District of Lunenburg
)
Per: Cathy Doliva Atson
Mayor

)
)
Per: Sheryl Connard
Municipal Clerk

THE MUNICIPALITY OF THE District of Chester

Per: [Signature]
Witness

)
)
Per: [Signature]
Warden

)
)
Per: [Signature]
CAO

THE TOWN OF Bridgewater

Per: [Signature]
Witness

)
)
Per: [Signature]
Mayor

)
)
Per: [Signature]
CAO

THE TOWN OF Mahone Bay

Per: [Signature]
Witness

)
)
Per: [Signature]
Mayor

)
)
Per: [Signature]
CAO

THE TOWN OF Lunenburg

Per: [Signature]
Witness

)
)
Per: Rachel Bailey
Mayor

)
)
Per: [Signature]
CAO/Clerk

Kelly Jardine
Witness: Kelly Jardine

-7- (as per Council April 26, 2016 motion.)



Subject: Paid Parking Infrastructure Town of Lunenburg

From: Paul Nopper, CAO

Date: December 9, 2025



Recommendation

For information to Council. Staff are proceeding with upgrades to the parking meter system.

Background

The Town currently operates coin-only parking meters in Old Town, which do not accept credit cards, debit cards, or online payment options. As digital payment methods become increasingly common, the Town is missing revenue opportunities from residents and visitors who prefer cashless transactions. Implementing a more versatile payment system will improve customer convenience and increase parking revenue.

Under the Motion Action List – Priority B, Council directed staff to prepare a report on parking infrastructure that accommodates multiple payment options for consideration during the 2025/2026 budget deliberations.

Discussion

Staff have reviewed several options for upgrading the parking payment system:

1. Replace all parking meter heads with units that accept credit and debit cards.
Estimated cost: \$250,000.
2. Install digital payment kiosks on each street.
Challenges: Requires sidewalk space (limited in downtown) and electrical connections.
3. Implement the HotSpot parking system using QR codes and a mobile app.
Advantages: Minimal installation, low cost, widely adopted in other municipalities (e.g., Halifax, Bridgewater), and user-friendly for residents and visitors.
Estimated cost: \$10,000 (includes integration with Finance and By-Law Enforcement systems).

The HotSpot system will allow users to pay via QR code or mobile app while retaining coin payment options. It will streamline enforcement, reduce coin collection burdens, and provide flexibility for future enhancements such as long-term parking permits.

HotSpot Implementation Package Includes:

- 42 QR code signs for downtown locations.
- 250 QR code stickers and numbered labels for parking meters.
- A device for By-Law Enforcement.
- Online and in-person staff training.
- Integration with Finance Department systems.
- Capability for future long-term parking permit functionality.

Staff are finalizing procurement and plan to implement the HotSpot system in 2026. Communications will be developed to inform the public on how to use the new system. Existing meters will continue to accept coins, and a maintenance budget will be retained.

Financial Impact

The HotSpot Parking Meter program can be implemented within the 2025/2026 budget without additional funding requests.

- Cost: Implementation \$10,000, plus a 2.99% monthly processing fee on deposits.
- HotSpot will collect funds and remit to the Town via monthly direct deposit.

Resource Relevance

This initiative aligns with the Motion Action List – Priority B, which directed staff to explore parking infrastructure improvements that support multiple payment options during the 2025/2026 budget deliberations.

Subject: Lunenburg Academy Roof Repairs Pre-approval for 2026/27
From: Lisa Dagley, Director of Finance
Tyson Joyce, Director of Public Works
Date: December 9, 2025



Recommendation

That Council pre-approve the Lunenburg Academy Roof Repairs Project for fiscal 2026/27 in the amount of \$1,039,000.

Alternatives

- Defer a decision to the Capital Budget approval process.
- Deny the request.

Background and Discussion

At the August 19, 2025 Council meeting the following motion was approved:

That Council defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget and proceeding with the tender process as soon as possible.

The 2026/27 Capital Budget approval process is set to begin on January 12, 2026; however, staff wish to release the tender for this project prior to that date. Staff are seeking pre-approval of a revised capital budget amount of \$1,039,000 for this project.

Currently, staff have received confirmation from the Board of the Lunenburg Academy Foundation to support this work up to a limit of \$250,000. We are also continuing to move ahead on the assumption that the Parks Canada funding application will be successful (with an upper limit of \$300,000).

Based on the two partners identified above, this would leave the remaining \$489,000 of the budget to be sourced from the Town's Capital Debt, and potentially this amount could be as high as \$789,000 if the Town's grant application is unsuccessful. Capital Debt funding of this project to the upper limit of \$789,000 is not anticipated to impact the Town's overall capital borrowing plan.

Staff are continuing efforts, in partnership with the Lunenburg Academy Foundation, to seek additional grant opportunities for this project. Should any additional grants be secured those amounts will reduce any Capital Debt financing amount required by the Town.

Strategic Plan Relevance

Capital Construction Projects are part of the Servicing and Facilities Strategic Direction of the Town's

Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

Financial

As noted above.

Subject: Grant Application: Safe and Active School Routes Funding
From: Tyson Joyce, P.Eng., PMP, Town Engineer
Date: November 28, 2025



Recommendation

That Council confirm the Town of Lunenburg's commitment and financial support for the Safe and Active School Routes Project and its funding application.

Background

Staff previously made Council aware of the funding opportunity available through Efficiency Nova Scotia & Federation of Canadian Municipalities and their Safe and Active School Routes Program. Our pre-application was approved by the Program, and the Town has been invited to submit a full Application.

The aim of the Program is to provide new or improved active transportation infrastructure in your community including quick-build or permanent features such as pathways, sidewalks, bike lanes, crossing and safety enhancements – along with knowledge and capacity to implement these improvements effectively. The Program offers a maximum award of \$125,000 (up to 80% of the eligible costs) and is available to Canadian Municipal Governments. The Town of Lunenburg's population (less than 10,000) also potentially boosts the allowable contribution from 50% to 80% of costs, but the same \$125,000 cap would apply.

Discussion

Staff's pre-application focused on advancing the Capital Budget Project of the Victoria Road Sidewalk Renewal (currently design/construction span fiscals 2027/28 to 2029/30). Also included in the scope were safety improvements at the Green/Victoria intersection (shortening the crosswalk at the one-way opening) and within the short one-way section of Green Street.

The forecasted cost of the sidewalk renewal included within the 2025/26 Capital Budget document was \$650,000 spread over three years. The extra safety improvements outlined above would be likely to increase this amount.

As part of the application process, where this Project is not identified in an approved plan, policy or strategy document, a Council resolution describing your organizational commitment to, and financial support for, the project and its related funding application to GMF.

Strategic Plan Relevance

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

Financial

As stated in our previous Staff Report , this project is currently incorporated in the five-year capital plan in years three to five (2027/28 to 2029/30) there is no approved budget amount for this project. However, as staff projects funding for the future years of the five-year capital plan it is anticipated if approved to be \$50,000 from Deed Transfer Taxes and the balance for construction for Debt financing. Should the Town be awarded this grant funding it could potentially save the Town from incurring \$125,000 in Debt to complete this project.

INFORMATION REPORT

Subject: Status Updates for November 2025: Town & Water Utility Capital Projects

From: Tyson Joyce, Director of Public Works

Date: November 28, 2025



Recommendation

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

Background

The Town and Water Utility Capital Budgets for Fiscal Year 2025/26 were approved by Council on May 27, 2022. This Report is intended as a progress update from Public Works in the period since the passing of the Budgets for Council's information.

Discussion

A brief summary of budget items based on their progress in late November is outlined below (items with * indicate no change from the September Capital Status Update Report):

1. Completed Projects

Town Budget

- ***Flashing Beacon Lights** – Four sets of rapid flashing beacons were installed at locations on Victoria Road, Green Street and Dufferin Street. Project successfully completed in June.
- ***Fire Hall – Concrete Apron Replacement** – New reinforced concrete apron in front of the bay doors is in place and available for use.
- **Bandstand Restoration & Accessible Walkway** – Structural restoration and new accessible walkway to replace pathway and steps was completed in late November.

Water Budget

- ***Chlorine Scale Upgrades** – Six additional scales have been installed and configured with our SCADA system to provide more accurate information for Operators.
- **Repair Spillway** – Reported previously that the new spillway construction and dam strengthening have been completed. Eel ramp has now also been installed. This secures a key piece of infrastructure for the Water Utility.

2. Projects In-Progress

Town Budget

- **Storm Separation Plan** – Expecting a draft Report at any time to review including the proposed pipe network and estimated costs for key components.
- **Wastewater Treatment Plant (WWTP) Upgrades & Expansion** – SBR Tank continues and is expected to be completed in 2025. Foundation for the additional electrical room has also been constructed. Roofing, HVAC and mechanical work have all proceeded within the existing building, with electrical to start soon. Expected completion in Summer 2026.
- **Brook Street Lift Station Upgrades** – Exterior improvements to roof and building shingles being made by Public Works continues. Expected completion for exterior work in December 2025. Wet well work planned for first quarter of 2026.
- **Pelham St Reconstruction** – Sanitary main and lateral upgrades, storm separation components, road reconstruction and reinstatement work nearing completion in late November.
- **Old Fire Hall Roof Membrane Replacement** – Roof repairs including insulation and membrane replacement commenced late in November. Expected completion prior to the Holidays.
- **Urban Forest** – With the dry conditions encountered this Summer, planting started a little later than usual. Expected completion in Fall 2025.
- **Pelham St Sidewalk Design** – Staff have recently received the 50% design documents to review. Tender ready package expected in the first quarter of 2026.
- **Downtown Traffic Improvements** – Following a Request for Quotations (RFQ), four new speed monitoring signs have been purchased and should be able to be positioned around Town in the New Year.

Water Budget

- **Water Meter Rollout** – Staff and the Contractor have been working to assess the Water Utility’s network, communication items to customers, etc. Customers can expect to receive correspondence from the Contractor in the near future, and the project is expected to be in full swing by January and finishing up some time in April/May 2026.

3. Projects in Preliminary Stages

Town Budget

- **Town Hall Roof Repairs** – Contractor is ready to perform the work but is awaiting the supply of materials for the work. Roof repairs expected to be completed in the first quarter of 2026.
- ***Lunenburg Academy Roof Repairs** – As per direction received from Council on August 19, Public Works is working with the Consultant to prepare alternative documents for a revised smaller scope. Expected completion in Fall 2025 to allow the Tender for the roof repairs to proceed in early 2026.

4. Projects Facing Possible Deferral or Postponement

Town Budget

- ***Lunenburg Academy Public Washroom Site Preparation** – Council directed Staff at Committee of the Whole on June 24 to revisit the temporary washroom item at the Academy in Spring 2026.

- ***New Salt Truck** – An RFP was issued earlier in the year, closing in May. Due to a supply chain issue, none of the options were in accordance with Public Works preferences and all Proposal were significantly in excess of the allocated budget.
- ***WWTP – Biofilter Media** – Public Works has had a subject matter expert review the condition of the existing biofilter material, and along with the current scope for the WWTP Upgrades & Expansion Project, it has been decided that Spring 2026 is a better time for this work to proceed.

Strategic Plan Relevance

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

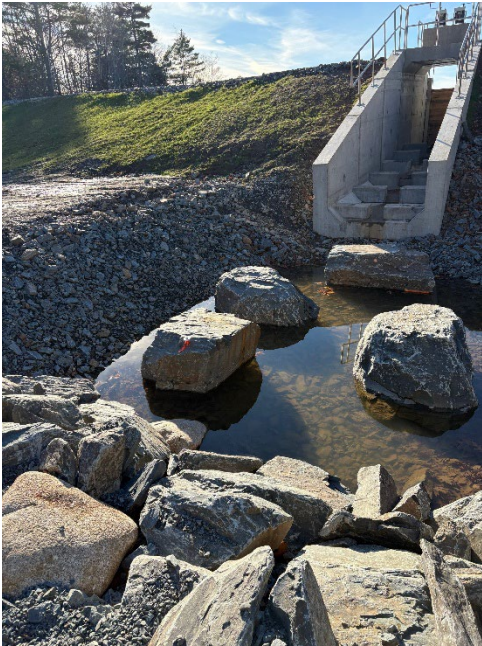
Financial

The details in the Report are based on the Approved Capital and Town Budgets for fiscal 2025/26 (as passed on May 27, 2025) and subsequent directions provided by Council.

Attachments

Photographs of Capital Projects for fiscal 2025/26:

1. Dares Lake Dam and Spillway Repairs



2. Wastewater Treatment Plant Upgrades & Expansion – SBR tank construction (preparing for second wall concrete pour)



Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Sept. 2025 – Dec. 2025)

PRIORITY B = Action within 6 months (Sept. 2025 – March 2026)

PRIORITY C = Longer-term (Beyond March 2026)

MOTION ACTION LIST					
TITLE	REQUESTED DATE	COUNCIL MOTION OR DESCRIPTION	RESPONSIBLE	TARGET DATE	STATUS & UPDATES
PRIORITY A					
Marketing Levy By-law	2024	Draft a Marketing Levy By-law.	Municipal Clerk	PRIORITY A (in progress) By-law in place by April 2026	Initial notice sent to operators on Sept. 10 Operator Survey sent out early Nov. Survey results shared Dec. 9
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"> • Restrict short-term rentals to primary residences; • Restrict short-term rentals to commercial-use zones; • Evaluate the merits of a short-term rental business licensing by-law. 	Community Development	PRIORITY A Work in tandem with Marketing Levy	

<p>MPS Amendments: DAs on Town Land</p>	<p>Original motion: July 16, 2024 Updated motion: Jan. 7, 2025 COTW</p>	<p>Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill.</p> <p>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.</p>	<p>Community Development</p>	<p>PRIORITY A</p>	<p>This is a milestone that needs to be achieved for HAF agreement.</p> <p>Initial report on Dec. 9</p>
<p>LUB Amendments: Main Street Form Zone & on-site parking</p>	<p>2024 /2025</p>	<p>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</p> <p>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.</p> <p>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.</p>	<p>Community Development</p>	<p>PRIORITY A</p>	<p>As a part of comprehensive MPS/ LUB Review – Work expected to start in Jan. 2026</p>
<p>Housing Market Study</p>	<p>Jan. 14, 2025</p>	<p>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.</p>	<p>Community Development</p>	<p>PRIORITY A (in progress)</p>	<p>In early November, a draft report was provided for staff review.</p>

Reducing Speed Limits	April 15, 2025	<p>Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective.</p> <p>Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.</p>	Public Works	PRIORITY A (in progress)	Comments received from Provincial Traffic Authority. Aiming to have a follow up report for December COTW meeting.
PRIORITY B					
Community Grants Policy Amendment	Aug. 19, 2025	<p>Review and propose any possible edits to the policy.</p> <p>Sept. 2, 2025: Council indicated a desire to have a Grants Committee.</p>	Communications & Events Coordinator Municipal Clerk	PRIORITY B Early in 2026; align with the budget cycle)	
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.	Public Works Bylaw Enforcement Finance	PRIORITY B Early in 2026; align with the budget cycle)	
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Municipal Clerk Community Development	PRIORITY B	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW	Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026.	Public Works	PRIORITY B Early in 2026; align	

				with the budget cycle)	
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	PRIORITY B	Removing lands from surplus scheduled for Dec. 9
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	PRIORITY B	
Review Hack & Trolley By-law	Aug. 19, 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	PRIORITY B (Spring 2026)	
Wastewater Treatment and Harbour Water Quality	Aug. 19, 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	PRIORITY B	Staff Report delivered to Council at October 28 Meeting. No subsequent direction provided from Council.
Lunenburg Academy Roof	Aug. 19, 2025	Defer the Lunenburg Academy Roof Repairs Project, with the intention of Staff keeping the same scope for the 2026/27 Town Capital Budget and proceeding with the tender process as soon as possible.	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	

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 	Public Works Community Development Finance	PRIORITY B Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting
PRIORITY C					
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	PRIORITY C Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	PRIORITY C	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	PRIORITY C	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of	Municipal Clerk	PRIORITY C	

		Lunenburg.		Prior to next election cycle	
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