

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, March 3, 2026 | 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 March 3, 2026 Council Meeting Agenda **Please note: This meeting was initially scheduled for Feb. 24, 2026, but was postponed due to weather.*

Recommendation: That Council approve the agenda for the March 3, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 February 2, 2026 Special Council Meeting Minutes (Budget)

Recommendation: That Council approve the February 2, 2026 meeting minutes as presented.

5.2 February 10, 2026 Regular Meeting Minutes

Recommendation: That Council approve the February 10, 2026 meeting minutes as presented.

6. PRESENTATIONS

7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter
- **Virtual Participation:** Members of the public wishing to participate virtually in

this agenda item must register in advance by 12:00 p.m. on the business day before the meeting by contacting adminsupport@townoflunenburg.ca or 902-634-4410 ext. 225. When registering, please include a brief description of the agenda item you wish to speak to.

8. CORRESPONDENCE

Correspondence items included on the agenda have been submitted for Council's information and do not imply endorsement by the Town. The content of correspondence reflects the views of the author and has not been independently verified. Should Council wish to take action on an item, a motion must be made.

8.1 Vending By-law

- Amy Funk
- Rhiannon Visser

8.2 Proclamation Request: Kidney Month (March 2026)

Recommendation: That Council proclaim March 2026 as Kidney Month in the Town of Lunenburg, in recognition of the importance of kidney health and to support the awareness efforts of the Kidney Foundation of Canada, including World Kidney Day on March 12, 2026.

8.3 Sponsorship Request: Gary L. Wentzell March Break Hockey Tournament

8.4 Old Train Station / Municipal Heritage Designation – Townsend Anderson

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

Public hearings are held to receive public input on planning and development matters, as well as new bylaws or amendments to existing bylaws. Anyone may participate by attending in person or submitting written comments, in accordance with the process outlined below.

Public Hearing Process:

- Staff and/or the applicant will provide an overview of the agenda item.
- Council may ask questions of staff and/or the applicant.
- The Chair will open the public hearing for questions and comments from the public.
- Each speaker is limited to five (5) minutes.
- Speakers must state their name before speaking.
- All questions and comments must be directed through the Chair.

Once the public hearing is closed, no further questions or comments on the matter will be received as part of the public hearing process.

Virtual Participation: Members of the public wishing to participate virtually must register by 12:00 p.m. on the business day before the meeting by contacting

adminsupport@townoflunenburg.ca or 902-634-4410 ext. 225.

9.1 Public Hearing: Tour and Horse-Drawn Vehicle By-law

9.2 Public Hearing: Marketing Levy By-law

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Information Report: Recommendations from Water & Wastewater System Modelling Reports

11.2 2026/27 Region 6 Solid Waste Management Budget

Recommendation: That Council approve the Town of Lunenburg's required municipal contribution of \$ 3,839 to the 2026/27 Region 6 Solid Waste Management Budget, as outlined in the Region 6 Inter-Municipal Committee Budget.

11.3 2025/26 Budget Variance (Capital & Operating) to Dec.31, 2025

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, March 3, 2026.

14. MOTION ACTION LIST

15. CLOSED SESSION

16. ADJOURNMENT

**SPECIAL COUNCIL MEETING (CAPITAL BUDGET) MINUTES
TOWN OF LUNENBURG**

Monday, February 2, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
Also present	Paul Nopper, CAO Tyson Joyce, Director of Public Works Marc Kiely, Director of Community Development Kayla Byrne, Municipal Clerk Jamie Deans, Communications and Events Coordinator Kristi Tibbo, Director of Recreation Kathleen Rafuse, Deputy Director of Finance Jacob McGuigan, Accountant
Call to Order	The Chair called the meeting to order at 6:02 p.m.
Moment of Silence	Council held a moment of silence to honour those who lost their lives in the sinking of the fishing vessel <i>Lily Jean</i> of Gloucester.
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 February 2, 2026 Special Council meeting as presented. Motion carried unanimously
Approval of Minutes	Moved and seconded that Council approve the minutes from the January 12, 2026 Special Council meeting as presented. Motion carried unanimously
Public Input Session on Proposed Budgets	None.
Information Report: Recreation Master Plans	Council received an overview of what is typically included in a Recreation Master Plan, including its scope, purpose, and components. Council members expressed differing perspectives. Some members noted the value of a Recreation Master Plan in providing long-term

direction, identifying opportunities, and incorporating public input into the future of recreation services and assets. Other members raised concerns about the timing of the plan, emphasizing current financial pressures, the need for capital upgrades to existing facilities, and the importance of aligning recreation planning with broader strategic planning work underway. Council also discussed the potential benefits of exploring a more regional approach to recreation planning, given that a portion of users of Town recreation facilities reside outside the municipality.

Information Report: Council received an information report regarding the Town's general
2026/27 Town capital and operating reserve.
General Capital and
Operating Reserves

2026/27 Draft Following an overview of the 2026/27 Draft Water Utility Capital
Water Utility Budget and some clarifying questions by Council, Council made the
Capital Budget following motion:

Moved and seconded that Council approve the 2026/27 Water Utility
Capital Budget as presented, totalling \$777,000.

Motion carried unanimously

2026/27 Draft Council reviewed the draft 2026–27 Town General Capital Budget,
Capital Budget including revisions made following the January 12, 2026 Special Budget
Town General Meeting. Staff outlined changes to the proposed vehicle purchases for
By-law Enforcement and Recreation, noting that a shared vehicle was
not operationally feasible. Budgets for both vehicles were reduced by
\$10,000 each, and it was confirmed that the electric utility would
compensate the Town when the By-law vehicle is used for utility
operations.

Council discussed several capital projects in detail, including sidewalk
renewal projects, wastewater utility funding and reserves, major
equipment purchases, and overall debt financing. Discussion focused
on accessibility considerations, coordination of projects with future
infrastructure work, asset management and long-term equipment
planning, financial sustainability, and debt ratios. Council also
discussed the importance of prioritizing projects that address
immediate needs and align with available funding opportunities, as
well as the timing of certain planning initiatives.

Council expressed concern about proceeding with the Recreation
Master Plan at this time and discussed alternative priorities, including
advancing accessibility improvements to existing trail infrastructure.
Council also discussed the proposed gravel pad preparation for

washroom facilities at the Academy, noting uncertainty around future funding for other capital work.

During discussion, staff clarified that the proposed By-law Enforcement vehicle purchase is contingent on the hiring of a second By-law Enforcement Officer, and that if the position is not approved, the vehicle would not be purchased.

Moved and seconded that the Recreation Master Plan be removed from the 2026–27 capital budget and replaced with \$20,000 for the Back Harbour Maple Street stairway removal and accessibility improvements. **Motion carried unanimously**

Moved and seconded that the 2026–27 capital budget be amended to remove the gravel pad preparation for the Academy washroom facilities. **Motion carried unanimously**

Moved and seconded that the amended 2026–27 Town General Capital Budget, in the amount of \$3,815,000, be approved as presented. **Motion carried unanimously**

Adjournment

There being no further business, the Council meeting adjourned at 7:05 p.m.

Minutes were read and approved.

**COUNCIL MEETING MINUTES
TOWN OF LUNENBURG**

Tuesday, February 10, 2026 | 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
Kayla Byrne, Municipal Clerk
Jamie Deans, Communications and Events Coordinator
Shania MacLeod, By-law Enforcement Officer
- 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.
- Power Outage Message** The Mayor acknowledged the frustration many residents experienced during the recent power outage, particularly during winter conditions.
- The Mayor also addressed reports that frontline utility workers restoring power were verbally harassed. While frustration with outages is understandable, abuse directed at workers in the field is not acceptable.
- Utility crews are not responsible for corporate or infrastructure decisions and often work long hours in difficult conditions to restore service as quickly and safely as possible.
- Approval of Agenda** Moved and seconded that Council approve the agenda for the February 10, 2026 meeting as presented.
Motion carried unanimously
- Approval of Minutes** Moved and seconded that Council approve the January 27, 2026 meeting minutes as presented.
Motion carried unanimously
- Presentation: Lunenburg County Wheels** Council received a presentation from Lunenburg County Wheels, which provided Council with an update on the organization’s operations, service expansion, and future planning.

Council also heard about the organization’s recent strategic planning process, which identified goals such as extending service hours into evenings, adding Saturday service, and offering trips to destinations outside the region for medical and other essential appointments.

Public Input and Questions

Lisa Clark, owner of the Lunenburg Inn, addressed Council regarding the proposed Marketing Levy By-law. Ms. Clark indicated that while she was initially opposed to the levy, she is now supportive of increased investment in tourism marketing, provided appropriate safeguards and accountability measures are in place. She emphasized the importance of collaboration with local accommodation operators, transparency in how funds are used, and fairness among operators, including addressing non-compliance.

Sponsorship Request: Lunenburg County Music Festival

Moved and seconded that Council approve a \$200 Platinum-level sponsorship for the Lunenburg County Music Festival, to be funded from the remaining funds in the 2026 grants budget.

Motion carried unanimously

Nova Scotia Quality of Life Survey

Council received an update on the upcoming Nova Scotia Quality of Life Survey, which will be advertised through the Town’s communication channels.

1st reading: Marketing Levy By-law

Moved and seconded that Council approve first reading of the Marketing Levy By-law, with amendments to update the by-law title and to clarify collaborative decision-making respecting the use of levy funds.

Motion carried unanimously

1st reading: Tour and Horse-Drawn Vehicle By-law

Moved and seconded that Council approve first reading of the Tour and Horse-Drawn Vehicle By-law as presented.

Motion carried unanimously

Sponsorship Request: Jennifer Collins Classic Hockey Tournament

Before any discussions or decisions took place on this item, Mayor Myra declared a conflict of interest and left the Council table. Deputy Mayor Bailey assumed chairing responsibilities for this item.

Moved and seconded that Council approve a Diamond sponsorship contribution of in-kind support for the next 3 years, 2026, 2027, and 2028, for the Jennifer Collins Classic Hockey Tournament, consisting of:

- The waiver of non-prime time and weekend morning War Memorial Arena rental fees totalling \$3,030.00 in 2026, \$3,120.90 in 2027 (3% increase), and \$3,214.53 in 2028 (3% increase).

- The waiver of the rental fee for the Community Centre totalling \$387.00 in 2026, \$398.61 in 2027 (3% increase), and \$410.57 in 2028 (3% increase).
- The promotion of the Jennifer Collins Classic through the Town of Lunenburg’s communication channels, including social media and newsletters; and
- That Council authorize the Chief Administrative Officer to finalize and sign the 3-year waiver of fees agreement.

Motion carried unanimously

Mayor Myra returned to the Council table.

Notices of Motion,
Information
Requests and
Councillor Reports

It was clarified that comments made at a previous meeting regarding noise complaints, noting that while residents are free to express concerns publicly, complaints related to the Noise By-law should be directed through the Town’s By-law Enforcement Officer to ensure appropriate follow-up.

Councillors also reported on recent committee activities, including a Planning Advisory Committee workshop focused on education and role clarity for committee members, and a meeting of the Lunenburg County Accessibility Advisory Committee, which highlighted positive accessibility-related initiatives underway across participating municipalities.

Council emphasized the importance of residents using established communication channels to provide input on municipal matters, including public meetings, written correspondence, and direct email to Council members, noting that these channels are the most effective way to ensure concerns are received and considered.

Items for COTW

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

Motion Action List

Council received the motion action list for information.

Closed Session

Moved and seconded that Council move into closed session for agenda item 15.1. at 6:56 p.m.

Revert to Public
Session

Council reverted to public session at 7:35 p.m.

Adjournment

There being no further business, the Council meeting adjourned at 7:36 p.m.

Minutes were read and approved.

Dear Council of the Town of Lunenburg,

February, 2026

My name is Amy Funk. I am a chef and local female entrepreneur.

In April of 2022 I stood in front of the former council members and requested an amendment to the vending section of the town's bylaws. It was approved. After waiting patiently 4 years for a proper vending bylaw to be written, one that entails criteria beneficial for the entire community and does not have countless errors in judgement like the one written in 2023, I am prepared to light the fire once again and get the wheels in motion to save my livelihood.

The problem with amending the mobile vending bylaw in Lunenburg stems from its current placement in the Land Use By-Law (LUB). In 2021 Lunenburg passed that vending could only take place on Commercial Mixed-Use Land. This excludes private property owners from allowing vendors to park on their own private property. No other town in Nova Scotia has done this. By removing it from specific zoning and instead allowing parking permission from private land owners like the other towns in this province we could solve this problem more easily with a much shorter time window. I would also like to see a minimum of 2 - 3 town distributed spots that fall under regulation standards that are a fair distance and have menu diversity from brick and mortar establishments.

Why my appeal is pressing:

I have been successfully running my business, Shore Lunch Food Truck, for 4.5 years now and have become a beloved staple in this community. Alas, there is only so much money I can make on the outskirts of town without the flow of tourism and I have come to a crossroads. The imminent construction at the Old Lunenburg Foundry, where I have parked for the past 3 years, will prevent me from using that one and only Commercial Mixed-Use Land I am allowed to park on outside of Victoria Rd which is not only further from tourism but home to Independent Grocery, Tim Hortons, Irving Oil, BMR, and other businesses whose land I cannot park on. I have primarily sustained myself on regulars these past few years, but this does not allow my business to grow. It also defeats the purpose of my business ~ which is to help feed the mass amounts of visitors a quick, affordable, healthy, locally sourced, dietary friendly food source for both locals and tourists in the busy summer months when the line ups for restaurants are long. As I am mobile and only looking to be open in Lunenburg for lunch on Thursdays and Fridays; as I am a completely green business running on a lithium battery system that gets topped up from solar panels so I don't make any noise; as I only use compostable take-away materials and do not give patrons any single use plastic; as I am built to beautifully match the town with a mural painted by a professional artist; as I am owned and operated by a passionate female entrepreneur; as I have been well established for over 4 years and am loved and trusted by the community ~ I thought maybe this council would finally address the issue from 4 years ago and give me a fighting chance to thrive.

When my amendment was passed in April 2022 there seemed to be a great many questions from council and local restaurant owners about food trucks. As I stated at the time, there are vending bylaws in nearly every town and municipality in Nova Scotia that answer every single one of these questions. With the answers at our fingertips regarding waste disposal, fair financial compensation/permit fees, location specifics, penalties, noise regulations, etc. we need not worry about how it could work because we have ample material displaying how it does work. I encourage council to read the bylaws from our neighbouring towns and will attach my own carefully written suggestions that have years of education and research behind them.

Solving the problem:

It is important for a tourist destination to feed the public properly. This town is currently known for having summertime lunch line ups down the block with 45+ minute wait times and few quick food options made with local ingredients. There are beautiful restaurants in Lunenburg and having a food truck to help feed the overflow will in no way jeopardize their immense income. A food truck is supposed to be the easy alternative to restaurants, not an out-of-the-way destination spot. As I said 4 years ago ~ someone who is looking to sit on a patio or in a lovely air conditioned room and have a drink while eating lunch will not come to a food truck. People who can't wait in line might. Parents with kids might. We have fabulous pubs, we have incredible seafood platters, we have fish and chips, we have Subway, we have cafes, we have sitdown sushi, we have 4 pizza places ~ but we don't have much that is fast, fresh and local made for people on the go. I can make a sushi bowl in under 4 minutes, all my veggies come from local farms and my protein is all ethical.. We need healthy food options for locals on their lunch break, for parents with screaming kids, for gluten free, dairy free vegans, patrons who can't wait in long lines and people on a budget. Well run, ethical food trucks that leave when the day is over seem like a very logical answer.

What we need is a regulated food truck bylaw that fits the town's needs. Food trucks do co-exist with restaurants in thousands of other places - it is possible. There is no evidence that food trucks lead to restaurants closing or new ones opening. Even the Federal Competition Bureau of Canada knows this and explicitly states that food trucks are not unfair competition to restaurants because they represent a different service. You never see restaurants closing and opening food trucks - they simply are not as profitable and are a pain in the butt to run. They are on the other hand a low overhead option for chefs with a small budget and a lot to offer. Lunenburg could become a catalyst to the food truck industry by necessitating *green* food trucks. Shore Lunch isn't the only one, there is another battery powered truck in Bedford that doesn't use a generator. By creating this rule Lunenburg could help instigate change across the industry in our existential fight against climate change. And it would solve the formidable noise issue with generators. Perhaps the town could even use food truck fees to install town-wide compost bins as a green initiative in the summer months to combat the overflowing garbage.

What went wrong and what we can do better:

The town's carelessly written amendment from 2023 was a massive backfire with countless errors in judgement that took none of the carefully laid-out fundamental issues into account. These issues were primarily noise regulation and the distance / relative to existing establishments. Do we want a greasy fish and chips truck parked in front of the fish shack or a garish ice cream truck right on the corner with two brick and mortar stores that sell ice cream? Of course not. This is obviously not an option and my amendment in no way asked for such a thing. All we need is a well established vetting process to make sure food trucks pass town regulations and respectfully contribute to food diversity. Moving forward I can only hope the town does not once again skip the consultation process.

The 2023 amendment had *8 downtown food truck placements*, some directly across from the 5 restaurants owned by the Lunenburg Board of Trade's president, and the 4 restaurants owned by the Lunenburg Board of Trade's vice president. I had been very careful to warn against such a thing as these 9 establishments, along with the others sprinkled around them, have obvious proprietary entitlement as the brick and mortar culinary businesses of this town. For those reading this who did not attend what was possibly the town's most heated council meeting in recent history, the local restaurant owners showed up furious at the proposal and sank my only ship of possibility. I worked very hard to get that amendment through, and the only attempt at writing it was done so with complete ignorance to how this town functions. As I stated at the meeting for this unfortunate amendment ~ *there are not 8 food trucks around locally* to park in 8 spots, so freaking people out with such a high number seemed unnecessary. Mahone Bay and Bridgewater both allow food trucks and you don't see them overrun. In Mahone Bay you can park on any private property, as long as you have permission from the land owner and a permit from the town. Same in Bridgewater, but there you can also park in any town parking spot with your permit. I'm not saying that is what is right for Lunenburg, but it is an example of how our neighboring towns are going about it. Again, the only thing preventing food trucks from being allowed to park on private property in Lunenburg is that "mobile food vending" is inside the zoning law here. I would like to move forward in the 4-year-long process of amending this bylaw with a well informed individual who is willing to listen to owners of local businesses, such as myself and the brick and mortar food establishments. I don't want to be hated by my fellow industry owners! I would like to work harmoniously together to make this town the best it can be.

To address the financial debate of the brick-and-mortar's rebuttal in 2023:

To start, the current vending permit fee in the Town of Lunenburg is \$500 +tax for a year permit. As I stated 4 years ago, I think this is way too low and propose \$1350 +tax for a *6 month permit* for within UNESCO town limits. This fee is *5 times higher per month than the current permit*. Subsequently it could be higher for single month permits ~ my suggestion is \$400/month. And day vending permit set at \$50/day, which is double what Mahone Bay charges.

Food trucks only pay fees to the town and the land owner whose property they sell on, where brick and mortar businesses pay property taxes, which are obviously much more. This is for a very obvious reason ~ a vendor doesn't own anything in town. A vendor sells goods for a few hours a day and then leaves. Mobile vendors do not own the property they park on and do not use any of the town's services. A brick and mortar owns the land it is on and has equity in town. A mobile vendor has no asset in town and therefore does not pay for an asset in town. I agree that a more fair vending permit fee is in order, but do not see it as an inequitable advantage, as a mobile business has no equity.

In conclusion:

When I started this business in August of 2021 I definitely did not foresee parking as the utter most difficult aspect of my job. It is an incredibly labour intensive business to run and I do it all on my own. I make food with love and I know how much it means to my patrons. To serve this community I hitch onto a 5000lb industrial kitchen and haul myself to wherever I am allowed to be. I have always assumed that would be the Lunenburg waterfront, and that is where I am hoping to park this season. I have attached my own ideas for a bylaw amendment and encourage council to look at the vending bylaws for Mahone Bay, Bridgewater, Chester and the Municipality of Lunenburg to hopefully answer any questions. I will also include some photos of the food truck and my food for those on council who have yet to experience it.

Please do not hesitate to contact me with questions. My very livelihood hinges on this amendment so I am at your beck and call. I very much hope that when this bylaw is reviewed those in charge take the time to ask the local businesses for their input, as I believe that is the only way for us to come to a fair and practical conclusion.

Thank you for taking the time to read my words. I appreciate it from the bottom of my heart.

~ Amy Funk

Business Name : **Shore Lunch Food Truck**

Phone Number: **902.440.7721**

Email: **hello@eatshorelunch.ca**

Website: **eatshorelunch.ca**

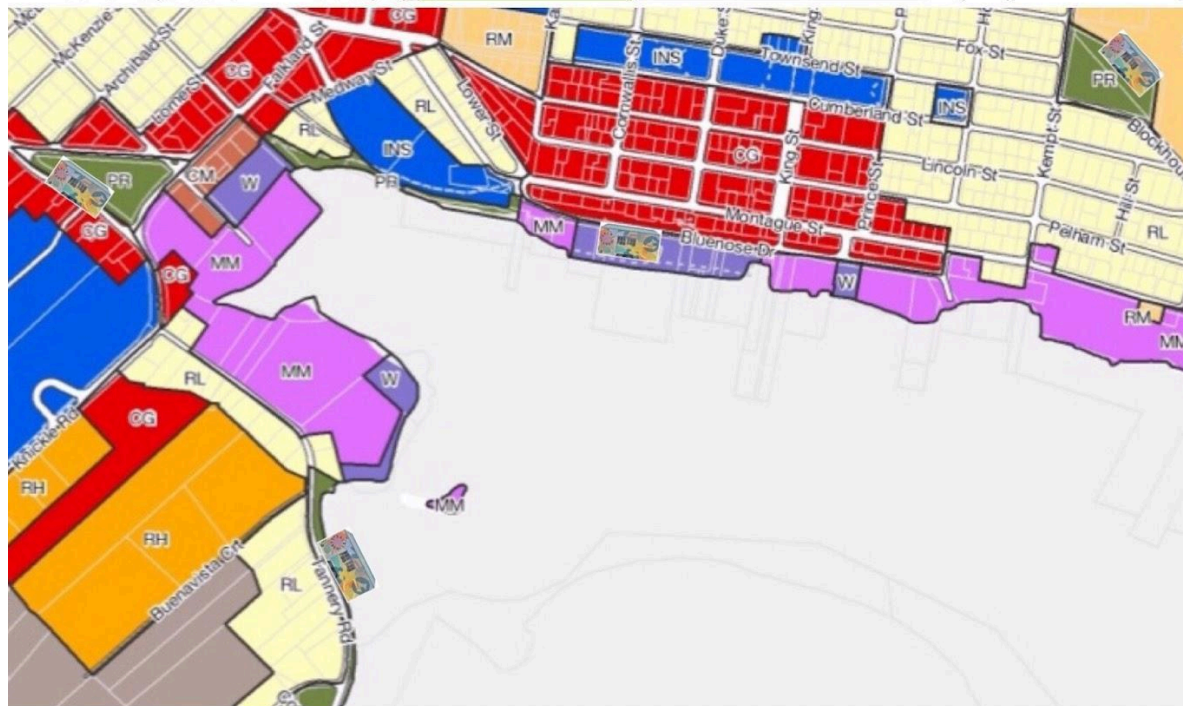
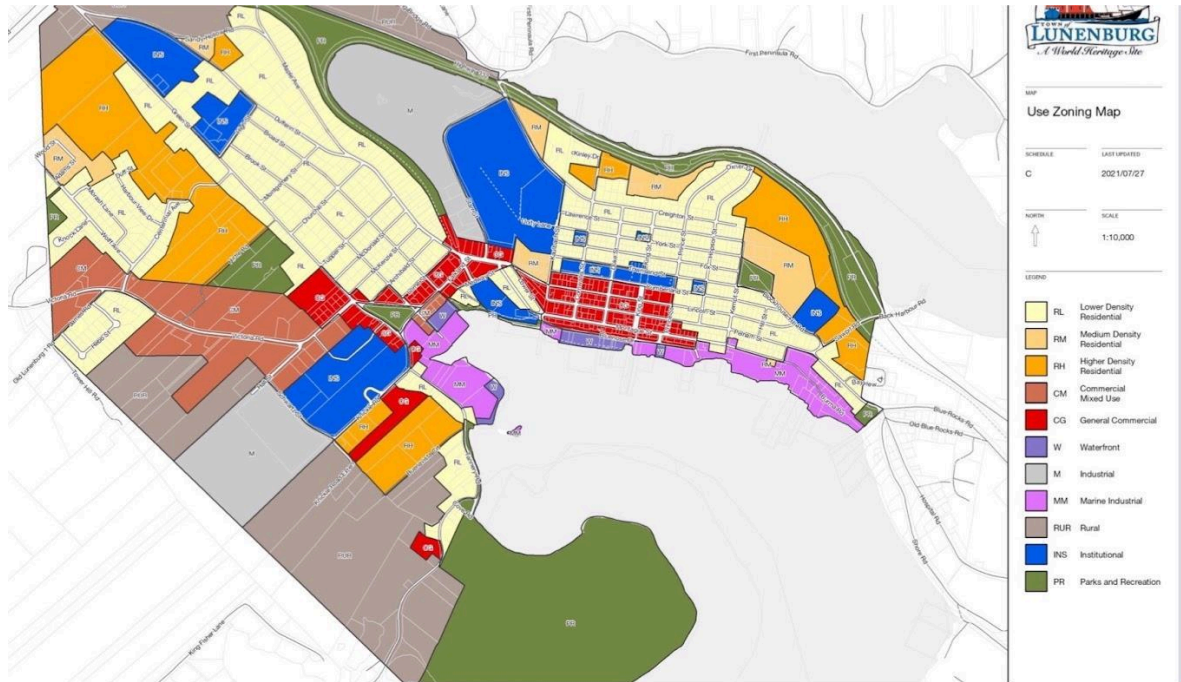
Instagram: **@shore.lunch**







Zoning Map of Lunenburg:



As a current Food Truck operator in Lunenburg I have identified a list of restrictions / rules that I recommend for consideration into any vending bylaw for the Town of Lunenburg. They've been organized to address specific concerns and maximize the benefits of having food trucks.

To clarify some specifics that were of concern at the heated town meeting of 2023:

1. **Noise.** As a resident of Lunenburg I too am concerned with the typical noise levels of food trucks. As someone who parks next to them at food truck rallies I am well acquainted with the amp levels and gas smells of generators. That is why my green food truck runs on a lithium battery system that gets topped up from solar panels on the roof so I don't make any noise. Seeing as we are writing a completely new mobile food vending bylaw and have complete power over what to include, I propose a green food truck initiative that prohibits gas generators. Another solution would be to create electrical hookups from the power poles at the specific approved sites if there are any town designated sites formed.
2. **Distance from brick and mortar food establishments.** In most cities mobile food vendors must stay 50 metres away door to door from restaurants that sell a similar food product, concept, or theme. This respectful distance allows permanent establishments the main food area, while having food trucks close by enough to feed the people the restaurants do not.
3. **Similar menu items to current brick and mortar food establishments.** As this is a brand new bylaw and the town is able to create any enforcement it likes, why not go ahead and make it law that no mobile food vendor may sell the same product as any permanent restaurant in town. I believe this will help those local business owners that came to the previous town meeting with heated loathing for the idea of food trucks in Lunenburg feel less threatened by the public having options.

More in depth ideas:

Location Restrictions (safety/practicality):

- Vending spots should have ample perimeter space for vehicles and pedestrians to move around safely.
- All vendors must provide their own disposal containers, i.e. garbage, recycling & compost receptacles.
- Permitted locations shall be 15 feet from any fire hydrant.
- Permitted locations shall be 5 feet away from any driveway, sidewalk, utility box or vault, handicapped ramp, building entrance/exit or emergency call box.
- Permitted locations should be readily accessible to the public and should have a safe space within walking distance to sit and enjoy their food.

Reduce Impacts to Residents:

- To obtain a mobile vending permit all food trucks must adhere to noise ordinance regulations. ~> The exposure limit for continuous noise in Nova Scotia is 85 dB. This is aimed at generators.
 - We believe the town could go one step further and set an example for sustainability and only allow food trucks that do not use an emissions creating gas/diesel generator. We know of two trucks in Nova Scotia that have that capability and others could do so. Otherwise, a high efficient, quiet generator with less than 60dB measured 15 meters away could solve that issue.

Another solution would be to create electrical hookups from the power poles at the specific approved sites.

- Prohibit overnight parking and late-night/early morning operation to reduce the disturbance to residents and other businesses. Time restrictions could prohibit vendors from being open before 10am or staying open past 9pm, for example.
- To operate within UNESCO old town, it's possible that a higher standard of aesthetics might be required. A minimum standard of aesthetic quality and non-offensive truck design could be applied. Allowing this kind of subjectivity would not benefit food trucks but could be necessary for old-town sites. This could be addressed within the permit approval system described below.

Reduced Impacts to Businesses:

- No vending spot shall be within 50m door-to-door of another food establishment that primarily sells the same food product / concept / theme.
 - Example: A food vendor is parked less than 50 meters from a juice business.
 - Not allowed: The vendor sells only juice. This food concept or theme is too similar to the juice business.
 - Allowed: The vendor sells breakfast items including juice. The juice menu item is the only similarity to the juice business
 - Example: A food vendor is parked less than 50 meters from a restaurant that sells general Canadian fare (pizza, burgers, fish n chips etc)
 - Not allowed: The vendor sells the same variety/mix of food.
 - Allowed: The vendor focuses on any one of those items (only artisan burgers, pizza, or fish n chip nachos).
 - This could be addressed within the permit approval system described below
- Permits for mobile food vending could be for 6 months per year, May 1st - October 31st. This ensures that food trucks are not operational during the low season and competing with other businesses during this time

Permitting and Location Costs:

- The goal of the permitting system should be to encourage a diversity of food trucks such that they are accessible to locals *and* tourists so that they are financially viable. The current limitation of commercial mixed-use zoning is too limited because there are too few willing property owners in areas that are commercially viable. We would like to see changes that allow for:
 - A) A limited number of town regulated street parking spots - 2 or 3 options.
 - B) Expanding the zones that allow food trucks on private property to General Commercial - Old Town Z3 and Marine Industrial. These non-street parking locations would be subject to town approval. The permits for these should be a limited number per year.
 - C) Another option is to designate and develop a certain area for food trucks. This would need to be supported and promoted by the town and provide some security for its continued existence. An example area would be on Montague across from the Ironwork Distillery.
 - The total number of permits should be limited such that there is a maximum number of Food trucks in town each day. This should start low at 2-3 and can be revised after the pilot period.
 - Remove the current permit fee of \$500 per year and replace it with \$1350 for a *6 month permit* within UNESCO town limits. This fee is *5 times higher per month than the current permit*. Subsequently it could be higher for single month permits ~ my suggestion is \$400/month. And day vending permit set at \$50/day, which is double what Mahone Bay charges.

Permit Approval System:

- The benefits of expanding the availability for food trucks in Lunenburg are to A) create more food diversity B) relieve peak demand that current establishments cannot sustain and C) enable low-entry entrepreneurial opportunities for local chefs. To maximize the benefits the following could be done:
 - A) Increasing food diversity may require a vetting process to ensure food trucks are offering something beneficial to the town instead of simply copying a current business. There could be some process that is fair and transparent to encourage food trucks that benefit the culinary tapestry of Lunenburg. This is a tricky subject as too tight of controls will stifle food trucks creativity.
 - B) Relieving peak demand will occur through allowing food trucks into town but they must be accessible to tourists, either by location or through heavy promotion of an out-of-the way group site.
 - C) There could be a process to encourage locally owned and operated trucks and discourage franchise trucks or trucks already associated with established businesses
 - One way to achieve these things is to do what Vancouver does. They have a scoring system that mobile vendors receive based on:
 - Sustainability - generator used? Compostable items?
 - Uniqueness - diversity of menu compared to current offerings in town? Does it offer anything different?
 - food sourcing - locally sourced?
 - business plan - are they local business owners? Independent or part of larger restaurant franchise? Is it an established restaurant or a first-time entrepreneur?
 - Applicants are chosen based on the highest scoring by an independent panel. If there less applicants than available spots it could be said that a minimum threshold of points must be achieved. By creating an approval process like this it will create bias and give power to certain individuals in town. This might be the tradeoff that a town like Lunenburg needs in order to move things forward.

Despite these fairly intricate rules, there are very few food trucks on the South Shore of Nova Scotia. Even with new bylaws, there will not be a fleet invading our town any time soon. We do have the power to create a bylaw that allows the right kind of food trucks in and also promotes the creation of local trucks. We look forward to collaborating on what best works for everyone :)

~ Amy Funk
Shore Lunch Food Truck
hello@eatshorelunch.ca
@shore.lunch
eatshorelunch.ca

From: [Rhiannon Visser](#)
To: [Kayla Byrne](#)
Subject: Regarding Seasonal Food Trucks in Lunenburg 2026
Date: February 4, 2026 3:59:05 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor and Members of Council,

I am writing as a resident of a neighbouring town to share some thoughts in support of a thoughtful, limited approach to allowing food trucks in Lunenburg. As someone who lives nearby and regularly visits, shops, and spends time in Lunenburg, I care deeply about its vibrancy, character, and long-term sustainability.

Seasonal businesses are a defining part of coastal communities like Lunenburg. Many brick-and-mortar restaurants already operate seasonally, closing during the winter and reopening during the busy summer months. While these businesses are valued, the intensity of the high season can sometimes limit access and flexibility for both locals and repeat visitors. Allowing a small number of well-regulated food trucks could help complement the existing food scene during peak months without undermining it.

I understand concerns around oversaturation, congestion, and fairness to established businesses. Before concluding that food trucks are not workable in Lunenburg, I believe there are several policy tools worth considering that could effectively mitigate these concerns.

Cap the number of seasonal food-truck permits issued by the town—perhaps in the range of three to six per season, depending on the quality and suitability of applications. Once those permits are filled, no additional trucks would be permitted for that season, offering predictability for residents, businesses, and operators alike.

Juried application process could also be an effective tool. Involving both the Town of Lunenburg and Lunenburg Tourism in the review process would help ensure that approved food trucks align with community values, tourism goals, and quality standards, rather than operating on a first-come basis.

Within that process, I believe it would be reasonable to give **clear consideration to local applicants**, including Lunenburg residents or town-based operators, as well as those with strong ties to the community. This recognizes the investment local people make in the town year-round while still allowing space for high-quality operators from neighbouring areas when capacity allows.

Quality-based criteria - operators who demonstrate a commitment to fresh ingredients, thoughtful menus, strong design, and local or regional ingredient sourcing where possible. This approach supports local producers and ensures food trucks add value to the overall culinary landscape.

Clear **local and quality standards** could further support this approach, including expectations around waste management, visual presentation, professionalism, and hours of operation.

Finally, limiting food trucks to **designated locations and operating hours**—aligned with the same bylaws and expectations applied to brick-and-mortar businesses—would help ensure fairness and consistency. This framework could allow flexibility for certain operators, such as morning-only vendors, while still respecting town standards. Requiring food trucks to be brought to and removed from approved locations daily would prevent permanent use of public space. Additionally, restricting food-truck operations on weekends could help ensure existing brick-and-mortar businesses retain a meaningful advantage during their busiest periods.

While I am writing in support of *Shore Lunch* specifically, I want to be clear that my intent is not to advocate for a one-off exception. Rather, I am supportive of a broader framework that would allow *Shore Lunch*—and other like-minded operators who meet the same standards—to operate within Lunenburg. *Shore Lunch* stands out as an example of the type of food truck that aligns with the principles outlined above, including thoughtful menu development, local ingredient sourcing, strong visual design, responsible waste management, and an evident commitment to operating in a way that respects the community. A policy built around these values would create space not only for *Shore Lunch*, but for future operators who demonstrate the same level of care and quality.

These measures would allow Lunenburg to benefit from added vibrancy during peak months while maintaining the balance and charm that makes the town so special.

Thank you for your time and consideration.

Sincerely,
Rhiannon
Mahone Bay Resident



PROCLAMATION

Kidney Month March 2026

Whereas: One in ten Canadians live with chronic kidney disease. CKD affects one in three indigenous. Survival will depend on dialysis treatments or a kidney transplant. Kidney disease is the tenth leading cause of death in Canada. Kidney disease accounts for approximately 71% of the national organ transplant waitlist.

Whereas: The Kidney Foundation of Canada is the only national health charity serving the needs of people living with kidney disease through funding research, educational and emotional support programs, promotes access to high quality health care, and, actively promoting awareness of and commitment to kidney health and organ donation.

Whereas: March 12th, 2026, is World Kidney Day the Kidney Foundation, Atlantic Branch aims to raise awareness of the importance of our kidneys to our overall health and to reduce the frequency and impact of kidney disease and its associated health problems.

GLW MINOR HOCKEY TOURNAMENT 2026

Dear Community Partner,

On behalf of the Tournament Planning Committee for the **Gary L. Wentzell March Break Hockey Tournament**, we are excited to announce that preparations are underway for another successful year! The tournament will take place **March 16-22, 2026**, and we're looking forward to welcoming players, families, and fans once again.

Each year, more than **35 teams** participate—representing communities across Nova Scotia and beyond. With approximately **1,000 visitors** in our area throughout the week, the tournament is a wonderful opportunity to showcase how welcoming and supportive our community is toward minor hockey families.

We are reaching out to our valued local businesses to invite your support through a sponsorship or donation. Your contribution helps make this event possible and provides your business with great visibility throughout the tournament.

Sponsorship Levels

Platinum Sponsor – \$1,000

- 10-inch color logo on tournament banner (displayed at all arenas: LCLC, Lunenburg Arena & Queens Place Emera Centre)
- Logo on championship banner for each division within the level sponsored
- Name announced during all games played at your sponsored level
- Name announced during medal ceremonies for championship games at your level

Gold Sponsor – \$750

- 8-inch color logo on tournament banner
- Name announced during all games played at your requested level

Silver Sponsor – \$500

- 6-inch color logo on tournament banner
- Name announced during all games played at your requested level

Friend of the Tournament – \$250

- Business name listed on tournament banner

Player of the Game Sponsor (*minimum value: \$250 – gift certificate, promotional item, T-shirt, etc.*)

- Business name on tournament banner
- Name announced during relevant Player of the Game presentations

Snack Sponsor (*minimum value: \$150 – granola bars, fruit, sports drinks, etc.*)

- Business name included on the “Thank You” list posted in dressing rooms throughout the week

We are also accepting **donations for our online auction**. If you would like to contribute, please email us — your support will be recognized during the auction as well.

We truly appreciate the generosity of our local community and businesses in making this event a success each year. If you have any questions or would like to contribute in another way, please don't hesitate to contact us.

Thank you for your continued support, and we look forward to hearing from you soon!

Warm regards,

Gary L. Wentzell Tournament Committee

 gwtournamentssmha@gmail.com

February 10, 2026

Mayor Jamie Myra
Deputy Mayor Rachel Bailey
Councillors:

Renea Babineau
Debbie Dauphinee
Gale Fullerton
Alex Greek
Alison Strachan

RE: Governance Performance of Town Council and Staff regarding the
Administration of Lunenburg's Heritage Conservation District Plan & Bylaw

Via email

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

Your February 3, 2026, Committee of the Whole discussion regarding Agenda Item 9.1, *Voluntary Application for Municipal Heritage Designation: Train Station* left me wondering, "what if ...?" What if the interim CAO at the time had answered the two questions under #5 of the *Public Land Profile Evaluation Tool* correctly (after conferring with the appropriate Town staff which I am told did not happen)?

Yes, it has architectural and historical value, and yes, the Town has a role in preserving these values because there are no other means that would provide protection equal to those afforded under the Provincial Heritage Property Act as it is embedded in the 2024 Heritage Conservation District Plan and Bylaw.

Would this have made a difference in Council's decision-making regarding the terms under which it would sell the CNR Lunenburg Station? Or would Council have continued to put the interests of the purchaser ahead of those of the citizens it represents?

Instead, what should have been a simple acknowledgement of an incorrect assessment followed by due process, turned into a saga of attempts to disprove the station's historic significance despite solid evidence to the contrary.

Among many similar sentiments conveyed to me, this one sentence speaks volumes to many of us Lunenburg heritage property owners: **“We [Council] don't want to impede some of their reno[vation]s but for the most part it will be done right.”**

- 1) It tells us that Council opaquely admits the station does, in fact, have historical significance, but seems not to approve of the heritage property regulations, and therefore does not want to subject the purchaser to them.
- 2) It casts aside the Heritage Advisory Committee, delegitimizing its role and duties as affirmed by Council.
- 3) It reinforces negative connotations for designated heritage properties, further eroding support for one of the core values of a UNESCO community.
- 4) It demonstrates a failure of leadership which has a duty to promote Lunenburg’s internationally acclaimed brand by upholding, advocating for, and abiding by the Provincial Heritage Property Act and the HCDP & B, all of which are essential elements in sustaining and protecting Lunenburg’s UNESCO World Heritage Site designation.

Which brings us to the February 3, 2026, Committee of the Whole meeting. Mr. Nopper’s information report entitled “Voluntary Application for Municipal Heritage Designation: Train Station”, set the stage for the Council’s discussion. However, the information report contained incorrect information:

- 1) Mr. Nopper requested Council “to affirm the decision from the August [19,] 2025 Council Meeting not to designate the Old Train Station with a Municipal Heritage Designation.” **There is no record that Council voted on designation.** The minutes, as approved, state:

Moved and seconded that Council approve the sale of the Old Train Station located at 18 Dufferin Street to the Second Story Women’s Centre at a below market value price of \$383,403, with the conditions as discussed applied.

Motion carried unanimously

- 2) Council did not make a decision on the voluntary Application which I submitted at the August 19 meeting. From the minutes:

Townsend Anderson expressed concerns over the proposed sale of the Old

Train Station and expressed an interest in applying to register the property as a municipal heritage property.

- 3) The same application – not “another request for designation” – was completed after several unsuccessful attempts to obtain documentation from Town staff, and it was submitted on November 10, 2025, not December.
- 4) I did not request “that the process move through the Heritage Advisory Committee for recommendation to Council.” I asked what the next step would be, and was told that it would be forwarded to the HAC for review.
- 5) Mr. Nopper writes that “...the application may [his emphasis] be reviewed by the HAC”, with the apparent intent to rationalize the CAO’s recommendation “to affirm the decision ... not to designate the Old Train Station with a Municipal Heritage Designation.”

- a. First, the application is to register the station as a Municipal Heritage Property.
- b. Second, “may be reviewed”, as we all know, is legalese. A citizen should be able to reasonably rely on [the process detailed here](#).

Excerpt:

A Municipal Registry of Heritage Property is similar to the Provincial Registry. The main difference is that it lists properties that have heritage value on a local or community level. Properties may be on both municipal and provincial registries.

*To register a property, **submit an application to the appropriate municipal office for review by the municipality’s heritage advisory committee.** The decision to place (designate) a property on a municipal registry is made by the municipal council. (Emphasis added)*

- c. The Town created a form entitled *Evaluation Criteria for Reviewing Applications for the Registration of Municipal Heritage Properties in the Town of Lunenburg*. It is a table of two columns, one listing the Criteria and the other tabulating the “Points Awarded by Heritage Advisory Committee.” In other words, HAC is tasked with evaluating a property for its historic significance, a prerequisite to a

recommendation to list a property on a Municipal Registry of Heritage Properties. Council does not have the expertise nor the authority to evaluate a property for historic significance. However, Council does have the authority, upon receiving a recommendation from the HAC, to “refuse to register the property.” (“Refuse” is the term used in the Act. A “Not to designate” decision is to refuse, which Council may decide at this final step in the application process to register a heritage property.) I ask each of you, would you not be offended if the Town governing board quashed an application you submitted voluntarily, following the rules to the best of your ability?

- 6) Mr. Nopper further rationalizes the premature (and incorrectly recollected) decision by explaining that, “This was to ensure the SSWS [sic] had the opportunity to renovate the building to meet their current and upcoming needs”, and justified this by assuring Council that the Purchase and Sale Agreement would include covenants protecting the character-defining elements, and “The SSWS [sic] has noted to staff and Council that they will protect these elements as they proceed with renovations.” These assurances have been made repeatedly. However, nothing intended to protect a nonregistered property can equal the protection of the Certificate of Appropriateness (HCDP, 10.1, page 19. The train station listed on the Municipal Registry of Heritage Properties, located outside the HCD, would be included through Policy #48, page 23.)

This brings us full circle to my first question, “What if the interim CAO at the time had answered the two questions under #5 of the *Public Land Profile Evaluation Tool* correctly? And it begs another question, “**Why did Council, rather than make an effort to verify the evidence presented to them at and following the Public Hearing, choose to seek evidence to disprove the historic significance?** Choosing the latter is why it has come to this, and Council has exacerbated the situation by circumventing the Town’s duly adopted plans, policies, and bylaws it swore to uphold, further undermining trust and confidence in our elected leaders, and doing a tremendous disservice to the voting citizens of Lunenburg.

Some brief observations of the Council discussion on the evening of February 3:

- 1) From Deputy Mayor Bailey: Benefits of Municipal Heritage Registry? Clarity on why designation is significant and desirable. *This was a perfect opportunity for staff to reference key sections of the HCDP, such as Section 9, “Incentives and Threat Mitigation”;* to remind Council that

support for heritage property owners is written into the HCDP, some of it aspirational, for sure; Heritage Preservation is a continuum, Properties will be added as they become eligible, either by enlarging the HCD (proposed in 2023, rebuffed by Council) or by registering properties significant in their own right (CNR Lunenburg Station). I could go on ...

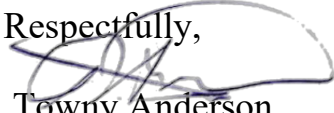
- 2) From Councillor Strachan: Coming out of the woodwork at 11th hour. *The issue came to light only at the June 24, 2025, Public Hearing. See above. As for the timing of the Application, I notified Council at its August 19 meeting, and I was unaware of any deadline that had to be met for submitting a voluntary application. Because there is a process spelled out in the HCDP & B, Council should have no concern about “this happening with the sale of any building.” The Station is under public ownership, not private, and thus this saga is really about the attitude adopted by Council upon being presented with facts material to its status. I agree, there is a legal concern, but not the concern I suspect you may have.*
- 3) From Councillor Babineau: Putting HAC in a precarious position. *This is based upon misinformation. No decision was made about the application or designation at the August 19 Meeting. The information given to Council conflates determination/ evaluation of historic significance (HAC) with registering (designation of) a heritage property (Council).*
- 4) From Councillor Dauphinee: Perturbed that I had not talked to the owners of the Station and consulted with them. *I believe Councillor Dauphinee was referring to the prospective buyers. I did reach out a Board member, the Executive Director, and more than one friend of the SSWC. I received no responses. (I naively thought that the SSWC Board might be persuaded to tell Council that they would be honored to buy a registered heritage property).*

Looking forward, I truly hope something good can come out of this saga. CNR Lunenburg Station is a textbook case of what can happen when the checks and balances break down in a perfect storm – an interim CAO, turnover of staff in the department that should have been consulted, the loss of institutional knowledge, and a new Council that so wanted to do right by a tenant who was mistreated by a previous Council that it disregarded contradictory evidence and external perspectives. There is a term for this: epistemic closure.

Please, at the very least, let this voluntary application be seen and reviewed by the Heritage Advisory Committee as established by the Provincial Heritage Property Act and Lunenburg’s Heritage Conservation District Plan and Bylaw. This would go a long way toward re-establishing trust and fleshing out improvements to the HC DP & B that would reinforce the checks and balances that broke down.

I ask that this letter be included in the official record documenting the divestiture of 18 Dufferin Street.

Respectfully,



Towny Anderson
55 Townsend St.

Cc: Paul Nopper, CAO
Marc Kiely, Director of Community Development
Laura LeGresley, Heritage Officer
HAC citizen members:

[Redacted]
[Redacted]
[Redacted]
[Redacted]

INFORMATION REPORT

Subject: Tour and Horse-Drawn Vehicle By-law

From: Kayla Byrne, Municipal Clerk
Shania MacLeod, Bylaw/Special Constable Officer
Feb. 3, 2026 – COTW

Date: Feb. 10, 2026 – 1st reading
Feb. 24, 2026 – Public Hearing
March 10, 2026 – Proposed Second Reading



Recommendation

This report serves as information for the Public Hearing. No decision is requested at this time.

Alternatives

- Refer the proposed by-law back to a future Committee of the Whole meeting for further discussion
- Direct staff to make amendments to the draft by-law prior to first reading
- Take no further action

Background

During the summer of 2025, the Town received several complaints and inquiries from members of the public regarding the welfare of horses used in horse-drawn carriage operations during periods of hot and dry weather. Under the existing [Hack and Trolley By-law](#), Town staff investigated the concerns raised and worked with the licensed operator to ensure that horses were not being overworked and that appropriate care measures were in place.

The current Hack and Trolley By-law contains provisions intended to protect animal welfare, including requirements that horses not be used when unfit for work and authority to require veterinary examinations where concerns arise. However, the by-law would benefit from clearer language and more tangible parameters to support consistent, timely decision-making, particularly in relation to climate-related risks and extreme weather conditions.

At its August 19, 2025 meeting, Council directed staff to review the Hack and Trolley By-law with a specific focus on climate-related considerations and animal welfare.

Feb. 3 COTW update:

Council reviewed the draft Tour and Horse-Drawn Vehicle By-law at its February 3, 2026 Committee of the Whole meeting and referred the by-law to a regular meeting of Council for first reading.

During the Committee of the Whole discussion, Council identified some areas for refinement and clarification, including:

- provisions allowing for the use of alternative draft animals, where appropriate;
- clearer parameters addressing false or misleading tour commentary;
- a requirement for certification from a licensed veterinarian confirming that a horse (or other approved draft animal) is fit to work prior to the issuance or renewal of a licence; and
- the ability for the Town to consult a veterinarian or other qualified professional to review and confirm elements of an operator's Safety, Animal Welfare, and Emergency Management Plan.

These changes have been incorporated into the draft by-law and are highlighted in yellow for ease of reference.

Feb. 10 update

Council approved 1st reading of the Short-Term Accommodation Levy By-law at its Feb. 10, 2026 meeting. No changes were requested at this time.

Discussion

The proposed draft strengthens animal welfare protections for horse-drawn carriage operations by providing clearer authority, expectations, and tools for staff, while avoiding rigid or overly prescriptive rules.

Where animal welfare is addressed:

- **Purpose (Section 3):** Identifies the protection of horse health, safety, and welfare as a core objective of the by-law.
- **Application Stage (Section 9.4):** Allows the Town to require proof that horses are fit for work, including veterinary confirmation, where appropriate.
- **Safety, Animal Welfare, and Emergency Management Plan (Section 23):** Requires operators to submit a written plan addressing: animal care, rest, and hydration, procedures for removing a horse from service, extreme weather and environmental risks, and emergency response protocols.
- **General Animal Welfare Standards (Section 24):** Establishes baseline expectations for humane treatment, access to water, rest periods, and limits on overworking horses.
- **Extreme Weather and Environmental Conditions (Section 25):** Prohibits operation when weather conditions pose a risk to animal welfare.

- **Fitness for Work (Section 26):** Clearly prohibits the use of horses that are unfit for work and provides observable indicators (lameness, dehydration, sores, exhaustion). Requires immediate removal from service when concerns arise.
- **Veterinary Care and Oversight (Section 27):** Allows the Town to require veterinary assessment where there are reasonable grounds for concern regarding fitness for work.

Jurisdictional Scan:

In preparing the draft by-law, staff reviewed animal welfare and safety provisions used by other Canadian municipalities that regulate horse-drawn carriage operations, including municipalities in Ontario (Niagara Region and Central Elgin), PEI (Charlottetown), and British Columbia (Victoria).

Overall, the draft by-law is consistent with, and in several respects strengthens, common municipal practices, while taking a more flexible, outcome-based approach tailored to Lunenburg's context.

The draft by-law aligns with other Canadian municipal approaches in the following key areas:

- Licensing and enforcement model
- Fitness-for-work standards
- Veterinary oversight
- Water, rest, and humane treatment
- Authority to intervene in unsafe conditions

Key Differences and Rationale

While aligned in principle, the draft by-law differs from some municipal examples in some intentional ways:

- **Outcome-Based Welfare Standards vs. Fixed Numerical Thresholds**

Some municipalities prescribe specific temperature cut-offs or maximum work hours (prohibiting operation above or below a set temperature).

The draft by-law instead adopts a principles-based approach, allowing staff to consider:

- temperature, humidity, and wind;
- workload and duration of work;
- availability of shade or shelter; and
- the individual condition of the horse.

Rationale: Staff determined that rigid numerical thresholds may not reflect real-world risk in all circumstances and can result in operations continuing up to an arbitrary limit even where conditions are clearly unsafe. The draft allows the Town to act earlier and more responsively to protect animal welfare.

- **Safety, Animal Welfare, and Emergency Management Plan Requirement**

Unlike some municipalities, the draft requires Operators to submit a written plan addressing:

- animal care practices;
- procedures for removing horses from service;
- extreme weather response; and
- emergency incidents.

Rationale: This approach shifts responsibility to Operators to proactively plan for foreseeable risks, rather than relying solely on enforcement after issues arise. It also provides staff with a clear, documented basis for oversight and enforcement.

Other Proposed Amendments

While Council’s direction focused on climate and animal welfare, staff also used this opportunity to review the Hack and Trolley By-law as a whole. The proposed draft updates the by-law, makes requirements clearer, and brings together rules that are currently spread across the by-law, application forms, and Council resolutions.

The below are proposed changes not related to animal welfare:

Area	Current Hack & Trolley By-law	Proposed Draft By-law	Why Staff Recommend This Change
Overall structure	By-law has been amended multiple times since 2002; requirements are spread across the by-law, application forms, and Council resolutions	Consolidates requirements into a single, modern by-law with clear sections and schedules	Improves clarity, transparency, and ease of administration
Fees	Licence fees are not set in the by-law and are established by Council resolution and referenced through application forms	Licence fees are set out in Schedule “B” to the by-law	Allows Council to adjust fees by resolution while keeping them transparent and easy to reference
Licence limits / capacity	Maximum number of hacks is established by Council resolution; selection methods (lottery	Operational limits are set out in Schedule “A” , with clear direction on how	Provides clarity and predictability while preserving Council oversight

Area	Current Hack & Trolley By-law	Proposed Draft By-law	Why Staff Recommend This Change
	or tender) are determined at Council’s discretion	competing applications are handled	
Handling competing applications	Council selects a method (lottery or tender) when applications exceed available licences	Competing applications are referred to Council with clear factors to consider (safety, congestion, saturation, fairness)	Improves transparency and defensibility of Council decisions
Traffic Authority vs. Council roles	Authority for routes, inspections, suspensions, and operational decisions is shared or duplicated between Council and the Traffic Authority	Traffic-related decisions (routes, loading zones, operational adjustments) are clearly assigned to the Traffic Authority; Council retains policy-level oversight	Aligns with the Municipal Government Act and reduces Council involvement in operational decisions
Tour vehicles (“trolleys”)	Trolleys are included but regulated less clearly and inconsistently than horse-drawn carriages	Tour vehicles are regulated under the same licensing and operational framework as horse-drawn vehicles (excluding animal welfare provisions)	Ensures consistency, fairness, and modern safety expectations
Licensing clarity	Distinction between Hack Licences, Hack Operator Licences, vehicles, and horses is embedded across multiple sections and forms	Establishes a clear Operator Licence with separate authorization for each vehicle	Improves administration and allows proportionate enforcement

Overall, the proposed draft improves clarity, fairness, and enforceability, while reducing risk to the Town and better aligning the by-law with how operations are managed in practice.

Relevant Legislation

Sections 171 and 171A of the Municipal Government Act confirm that the Town’s authority to license includes the ability to regulate and, where necessary, prohibit activities. Section 172 further authorizes Council to make by-laws for municipal purposes.

Financial

It is recommended that licence fees be set out in Schedule “B” of the proposed by-law. The recommended fees are generally consistent with amounts charged in the past, but simplify the previous fee structure. Historically, fees included a base amount of \$500 per vehicle or carriage, along with an additional per-driver charge. Staff are recommending a simplified approach consisting of a flat annual Operator Licence fee of \$100, plus an additional \$500 fee for each authorized tour vehicle or horse-drawn carriage.

Communications & Public Engagement

Notice of the public hearing was posted on the Town’s website and social media channels and shared directly with operators on February 12, 2026. Eleven written public hearing submissions were received by the deadline – these submissions are attached to this report, but key themes include:

- **Animal welfare concerns**
Submissions consistently raised concerns about the physical and mental wellbeing of horses used for carriage tours, particularly related to working on paved, sloped roads, pulling heavy loads, and prolonged periods of standing and work.
- **Heat, weather, and rest conditions**
Many contributors highlighted the impact of heat and humidity during peak summer months, noting limited access to shade, water, and rest. Several suggested clearer limits on operating conditions or suspending operations during extreme weather.
- **Length and structure of workdays**
Concerns were raised about long working hours and cumulative fatigue. Suggestions included shorter workdays, mandatory breaks, or rotating horses to reduce physical strain.
- **Traffic and public safety risks**
Submissions frequently referenced the challenges of operating horse-drawn carriages in traffic, including noise, congestion, steep hills, and braking limitations, with perceived risks to horses, passengers, and the public.
- **Adequacy of oversight and enforcement**
Some contributors questioned whether the proposed regulatory framework provides sufficient clarity, independence, and enforcement tools to consistently protect animal welfare.
- **Ethical tourism and community values**
Many submissions framed the issue as part of broader societal shifts toward ethical tourism and higher animal welfare standards, expressing concern about the Town’s image and alignment with evolving public expectations.

- **Calls for alternatives or phase-out**

While some supported stronger regulation, a significant number of submissions urged Council to consider phasing out or prohibiting horse-drawn carriage tours altogether and exploring non-animal alternatives.

- **End-of-service care for horses**

A smaller number of submissions raised concerns about what happens to horses once they are no longer fit to work, suggesting the need for clearer retirement or transition provisions.

In addition, staff have met with the licensed operator currently affected by this by-law and have kept the operator informed throughout the review process to help ensure that the proposed changes are operationally realistic and clearly understood.

Through these discussions, the operator raised concerns about the inclusion of rigid or prescriptive animal welfare standards, particularly fixed temperature thresholds. As outlined elsewhere in this report, the proposed by-law is intentionally structured to avoid static thresholds and instead relies on a flexible, professional-judgment-based framework. This includes requirements for documented Safety, Animal Welfare, and Emergency Management Plans, veterinary certification and oversight, and the ability for the Town to require a licensed veterinarian to assess fitness for work where concerns arise.

Attachments

- Proposed draft by-law
- Written public hearing submissions

Town of Lunenburg

TOUR AND HORSE-DRAWN VEHICLE BY-LAW

Adopted by Council: X

1. TITLE

1.1 This By-law may be cited as the Tour and Horse-Drawn Vehicle By-law.

2. Authority

2.1 This By-law is enacted pursuant to the authority of the Municipal Government Act and all other applicable provincial legislation.

3. Purpose

3.1 The purpose of this By-law is to regulate the operation of commercial tour transportation services within the Town of Lunenburg to:

- a) promote the safety of passengers, pedestrians, and other road users;
- b) ensure orderly and safe operation of commercial tour vehicles on Town streets;
- c) establish a clear and transparent licensing framework for commercial tour operations;
and
- d) protect the health, safety, and welfare of horses used in horse-drawn vehicle operations.

4. Definitions

4.1 For the purposes of this By-law:

- “Authorized vehicle” means a tour vehicle or horse-drawn vehicle approved by the Town for operation under an Operator Licence in accordance with this By-law.
- “By-Law Officer” means a person appointed by the Town to administer and enforce this By-law.
- “Council” means the Council of the Town of Lunenburg.
- “Draft animal” means a horse or other domesticated animal traditionally used for pulling vehicles, including oxen or mules, where approved by the Town for use in a horse-drawn vehicle operation under this By-law.
- “Horse-drawn vehicle” means a carriage, wagon, or cart pulled by one or more horses and used to transport passengers for compensation.

- “Operator” means a person who operates, drives, or is in care and control of a tour vehicle or horse-drawn vehicle, whether as the licence holder or on behalf of the licence holder.
- “Public place” means any street, sidewalk, trail, park, right-of-way, or other place to which the public has access, whether publicly or privately owned.
- “Public Address System” means any device or apparatus, whether electrical, mechanical, or otherwise, that reproduces or amplifies sound audible on a street, public place, or in a building.
- “Tour vehicle” means a motorized vehicle used to transport passengers for compensation on a fixed or semi-fixed route for sightseeing or tour purposes within the Town, including vehicles commonly referred to as trolleys, but does not include a taxi or public transit vehicle.
- “Town” means the Town of Lunenburg.
- “Traffic Authority” means the person or body authorized by the Town to regulate traffic, routes, and related matters on Town streets.

5. Authorization to Operate

5.1 No person shall operate a tour vehicle or horse-drawn vehicle for hire within the Town, or allow one to be operated, unless the Operator holds a valid Operator Licence and the vehicle is authorized under this By-law.

6. Alternative Draft Animals

6.1 The Town may approve the use of a domesticated animal other than a horse for drawing a vehicle, where the Town is satisfied that:

- a) the animal is traditionally and appropriately used for drawing vehicles;
- b) the use of the animal is permitted under all applicable provincial and federal legislation, including animal welfare and wildlife legislation; and
- c) all provisions of this By-law that apply to horses apply equally to the approved animal.

7. Operator Licence

7.1 No person shall operate, or permit the operation of, a tour vehicle or horse-drawn vehicle for hire on any street within the Town unless the person holds a valid Operator Licence issued under this By-law.

7.2 An Operator Licence shall be issued by the By-Law Officer or designate upon receipt of a completed application in the prescribed form.

7.3 An Operator Licence is valid for one (1) year from the date of issuance, expires annually on April 1, and must be renewed to continue operations, unless sooner suspended or revoked.

7.4 An Operator Licence is not transferable.

7.5 An Operator Licence authorizes the licensee to operate a commercial tour business within the Town, subject to compliance with this By-law and the authorization of individual vehicles under this By-law.

7.6 As a condition of holding an Operator Licence, the Operator shall:

- a) ensure that all individuals operating tour vehicles or horse-drawn vehicles on behalf of the Operator hold all required and valid provincial or federal driver's licences or certifications and comply with all applicable laws;
- b) ensure that all operations are conducted in compliance with this By-law, all other applicable Town by-laws, and all applicable provincial and federal legislation, including the Motor Vehicle Act and regulations respecting vehicle equipment, lighting, braking, and safe operation;
- c) not distribute pamphlets, solicit business, display advertising signs, or place any structure or object on Town property for advertising or attracting customers, except where authorized by the Town;
- d) ensure that all tour commentary and any public address system comply with the Town of Lunenburg Noise By-law and that tour commentary is conducted in a respectful manner and is factually accurate to the best of the Operator's knowledge, and not misleading or deceptive. For the purposes of verifying compliance with this section, the Town may require the Operator to provide information or materials reasonably necessary to assess the accuracy of tour commentary.
- e) operate only on routes approved by the Town's Traffic Authority and comply with any temporary closures, detours, or route restrictions, including those related to special events, construction, or public safety.
- f) if the Operator intends to operate horse-drawn vehicles, ensure that each horse used in operations is examined by a licensed veterinarian, at the Operator's expense, and certified as fit for work, and provide the veterinary certification to the Town with the

Operator Licence application and each renewal.

7.7 The fees payable under this By-law include:

- a) a base annual Operator Licence fee; and
- b) an additional annual fee for each tour vehicle or horse-drawn vehicle authorized to operate under the Operator Licence, as set out in Schedule "B".

8. Vehicle Authorization and Fees

8.1 No tour vehicle or horse-drawn vehicle shall be operated for hire within the Town unless the vehicle is authorized by the Town under this By-law.

8.2 Vehicle authorization shall be issued to an Operator for each tour vehicle or horse-drawn vehicle to be used in operations.

8.3 Vehicle authorization applies only to the specific vehicle identified and is not transferable.

8.4 As a condition of vehicle authorization, the Operator shall ensure that each vehicle is properly maintained, inspected, and insured in accordance with this By-law and all applicable legislation.

8.5 The applicable fee for each authorized vehicle shall be as set out in Schedule "B".

9. Conditions on Licences and Vehicle Authorization

9.1 An Operator Licence and any vehicle authorization issued under this By-law may be issued subject to reasonable terms and conditions imposed by the Town or the By-Law Officer, where such conditions are necessary to protect public safety, traffic safety, animal welfare, accessibility, or the orderly use of streets and public places.

9.2 Failure to comply with a condition imposed under this section constitutes a contravention of this By-law.

10. Application Processing and Capacity

10.1 The By-Law Officer shall review all applications for an Operator Licence to determine whether the application meets the requirements of this By-law.

10.2 Where an application complies with all applicable requirements of this By-law and does not exceed any limits established by Council, the By-Law Officer may issue the Operator Licence.

10.3 Where an application would exceed any limit established by Council under this By-law, or where multiple qualified applications exceed available capacity, the By-Law Officer shall refer

the matter to Council for direction.

11. Vehicle Suitability and Safety

11.1 All tour vehicles and horse-drawn vehicles authorized under this By-law shall be suitable for operation on public streets and for the safe transport of passengers.

11.2 Without limiting subsection 9.1, a vehicle authorized under this By-law shall:

- a) be mechanically and structurally sound and maintained in safe operating condition;
- b) not include features, modifications, or equipment that create a safety risk to passengers, pedestrians, cyclists, horses, or other road users; and
- c) be of a size, weight, and configuration that can be safely operated on approved routes, as determined by the Town's Traffic Authority.

11.3 The Town may refuse, suspend, or revoke vehicle authorization where a vehicle is unsafe, materially altered in a manner that affects safety, or no longer complies with this By-law.

12. Maintenance and Safety Responsibilities

12.1 The Operator is responsible for ensuring that all vehicles, horses (where applicable), harnesses, tack, equipment, and related items used in operations are maintained in a safe, sanitary, and serviceable condition at all times.

12.2 The Operator shall establish and follow regular inspection and maintenance procedures and shall immediately remove from service any vehicle, horse, or equipment that is unsafe, damaged, or unfit for use.

12.3 The Town does not assume responsibility for the inspection, maintenance, or condition of any vehicle, horse, or equipment operated under an Operator Licence.

13. Cleanliness and Nuisance Prevention

13.1 An Operator shall conduct operations in a manner that maintains cleanliness and does not create a nuisance in any public place.

13.2 An Operator of a horse-drawn vehicle shall ensure that each horse used in operations is equipped at all times with a properly fitted and maintained waste containment system designed to capture horse manure.

13.3 Where horse manure is deposited in any public place, including on a roadway, sidewalk, or other area accessible to the public, the Operator shall immediately take all reasonable steps to

ensure that the manure is promptly removed and properly disposed of.

13.4 Where immediate removal by the Operator is not possible, the Operator shall promptly notify another employee or designate and shall ensure that clean-up personnel are dispatched without delay to remove the manure before it is spread, tracked, or creates a nuisance or safety concern.

13.5 An Operator shall ensure that horse manure and other solid waste generated as part of horse-drawn vehicle operations are properly collected and disposed of at the Operator's expense.

13.6 Horse manure or other operational waste shall not be deposited in Town garbage receptacles or litter containers.

13.7 An Operator shall take all reasonable steps to promptly address and clean any accumulation of horse urine in a public place where it creates a nuisance, odour, or safety concern.

14. Insurance

14.1 As a condition of issuing or renewing an Operator Licence, the licensee shall provide proof of commercial general liability insurance satisfactory to the Town.

14.2 The insurance required under this section shall:

- a) cover bodily injury, death, and property damage arising from the operation of any tour vehicle or horse-drawn vehicle operated under the Operator Licence;
- b) provide coverage of not less than Two Million Dollars (\$2,000,000) per occurrence, or such higher amount as Council may establish by resolution;
- c) name the Town of Lunenburg as an additional insured; and
- d) remain in full force and effect for the duration of the Operator Licence term.

14.3 Failure to maintain the required insurance shall result in the immediate suspension of the Operator Licence.

15. Indemnification

15.1 As a condition of holding an Operator Licence under this By-law, the Operator shall indemnify and save harmless the Town of Lunenburg, its officers, employees, agents, and elected officials from and against any and all claims, demands, actions, losses, costs, damages, or expenses, including legal fees on a solicitor-and-client basis, arising out of or related to:

- a) the operation of any tour vehicle or horse-drawn vehicle under this By-law;
- b) the conduct or negligence of the Operator or any person acting on behalf of the Operator; or
- c) any breach of this By-law or any condition of an Operator Licence or vehicle authorization,

except to the extent caused by the negligence of the Town.

16. Approved Routes

16.1 As part of an application for an Operator Licence, the applicant shall submit the proposed operating route or routes for all tour vehicles and horse-drawn vehicles to be operated under the licence.

16.2 All proposed routes must be reviewed and approved by the Town's Traffic Authority before the issuance or renewal of an Operator Licence.

16.3 An Operator shall operate only on routes approved by the Town's Traffic Authority and shall comply with any temporary closures, detours, or route restrictions, including those related to special events or construction.

16.4 Approved routes may be amended by the Town's Traffic Authority from time to time for safety, operational, or traffic management reasons, and Operators shall comply with any amended route approvals.

17. Loading Zones

17.1 As part of route approval, the Town's Traffic Authority may establish, assign, relocate, or modify loading zones for tour vehicles and horse-drawn vehicles.

17.2 An Operator shall use only the loading zones assigned or approved by the Town and shall comply with any conditions related to their use.

18. Stopping, Standing, and Parking

18.1 An Operator shall not stop, stand, park, or stage a tour vehicle or horse-drawn vehicle in a manner that obstructs traffic, interferes with pedestrians, cyclists, accessibility, or emergency vehicles, or unreasonably interferes with the use of adjacent properties, except where authorized by the Town or required for safety or emergency reasons.

18.2 An Operator shall comply with all applicable traffic laws, parking regulations, traffic control devices, and any directions of a police officer or traffic authority.

18.3 Tour vehicles and horse-drawn vehicles shall load and unload passengers only at approved loading zones or locations authorized by the Town, except where required for safety or emergency reasons.

19. Control and Supervision of Horses

19.1 An Operator shall ensure that any horse used in horse-drawn vehicle operations is under effective supervision and control at all times while in a public place.

19.2 A horse shall not be left unattended in a public place, except where the horse is securely hitched or otherwise restrained in a manner that ensures the safety of the horse and the public, and the Operator remains in the immediate vicinity and able to respond promptly.

20. Hitching Posts and Restraint Infrastructure

20.1 Where an Operator proposes to install a hitching post or other fixed restraint for horses on Town property or within a public right-of-way, the installation shall be at the Operator's expense and subject to prior approval by the Town.

20.2 Approval under this section may consider location, design, public safety, accessibility, and compatibility with surrounding uses.

20.3 Nothing in this section obligates the Town to permit the installation of a hitching post or similar infrastructure.

20.4 Hitching posts approved under this section do not relieve an Operator of the obligation to maintain effective supervision and control of horses under this By-law.

21. Hours of Operation

21.1 An Operator shall operate a tour vehicle or horse-drawn vehicle only between sunrise and one (1) hour after sunset, unless Council authorizes otherwise by resolution.

22. Schedule of Operational Limits

22.1 The maximum number of Operator Licences, vehicles, and horses permitted to operate under this By-law shall be as set out in Schedule "A".

22.2 Schedule "A" may establish different limits for tour vehicle operations and horse-drawn vehicle operations and may be adopted, amended, or replaced by resolution of Council from

time to time.

22.3 Council may provide direction respecting the allocation of available licences under this By-law.

23. Safety, Animal Welfare, and Emergency Management Plan

23.1 As a condition of issuing or renewing an Operator Licence for horse-drawn vehicle operations, the applicant shall submit a written Safety, Animal Welfare, and Emergency Management Plan, in a form acceptable to the Town.

23.2 The Plan shall, at a minimum, address:

- a) general animal care and welfare practices, including watering, feeding, rest, shelter, and monitoring for signs of distress;
- b) procedures for removing a horse from service when the horse becomes unfit for work;
- c) safe operation of the horse-drawn vehicle in traffic, around pedestrians, and in crowded areas;
- d) procedures for managing extreme weather or environmental risks, including heat, cold, and other conditions that may affect animal welfare;
- e) emergency response procedures for incidents including, but not limited to, horse illness or injury, equipment failure, traffic collisions, or public safety concerns; and
- f) communication and coordination with emergency services and the Town when required.

23.3 The Town may, at any time and at the Operator's expense, require that a Plan, or any portion of the Plan, be reviewed or certified by a licensed veterinarian or other qualified professional acceptable to the Town, to confirm that the Plan aligns with recognized best practices for animal care, safety, and welfare.

23.4 The Town may require amendments to a Plan as a condition of issuing or renewing an Operator Licence where reasonably necessary to protect public safety or animal welfare.

23.5 Failure to comply with an approved Plan constitutes a contravention of this By-law and may result in suspension or revocation of an Operator Licence.

24. General Animal Welfare

24.1 An Operator shall ensure that every horse used in horse-drawn vehicle operations is kept, handled, housed, transported, and worked in a manner that protects the horse's health, safety, and welfare and prevents pain, injury, distress, exhaustion, or unnecessary suffering.

24.2 Without limiting anything within this section, general animal welfare includes, but is not limited to, ensuring that each horse:

- a) has access to fresh, potable water;

- b) is provided with appropriate rest periods during the workday;
- c) is treated humanely at all times and is not subjected to cruel, abusive, or neglectful behaviour; and
- d) is not worked, stressed, or otherwise required to perform beyond its physical capacity.

25. Extreme Weather and Environmental Conditions

25.1 An Operator shall not operate a horse-drawn vehicle where extreme weather or environmental conditions pose a risk to the health, safety, or welfare of a horse.

25.2 Extreme weather or environmental conditions may include, but are not limited to, excessive heat or humidity, extreme cold, heavy precipitation, high winds, poor air quality, or any combination of conditions that may reasonably cause distress, injury, or exhaustion to a horse.

25.3 In determining whether conditions are unsafe, consideration may be given to factors including temperature, humidity, wind, duration of work, workload, availability of shade or shelter, and the individual condition of the horse.

25.4 Where the By-Law Officer has reasonable grounds to believe that extreme weather or environmental conditions present a risk to animal welfare, the By-Law Officer may require an Operator to immediately modify or suspend operations.

26. Fitness for Work

26.1 No horse shall be used in horse-drawn vehicle operations if the horse is unfit for work.

26.2 Indicators that a horse may be unfit for work include, but are not limited to:

- a) lameness, stiffness, or injury affecting mobility;
- b) open sores, wounds, or skin conditions caused by or aggravated by tack, harnesses, or equipment;
- c) signs of exhaustion, dehydration, emaciation, or poor body condition;
- d) loose, missing, or unsafe shoes; or
- e) illness, infection, or any condition likely to cause pain or distress.

26.3 Where a horse shows signs of being unfit for work, the Operator shall immediately remove the horse from service and shall not return the horse to service until the horse is fit for work, as verified by a veterinarian where required by the Town.

27. Veterinary Care and Oversight

27.1 Where the By-Law Officer has reasonable grounds to believe that a horse may be unfit for work or that animal welfare requirements are not being met, the By-Law Officer may require

the Operator, at the Operator's expense, to obtain a veterinary examination.

27.2 The Operator Licence may be suspended until satisfactory confirmation is provided that the horse is healthy and fit for work.

27.3 Operators shall provide veterinary records or certifications reasonably required to demonstrate compliance with this By-law, including records related to fitness for work where applicable.

28. Complaints and Investigations

28.1 Any person may make a complaint to the Town regarding an alleged contravention of this By-law.

28.2 The By-Law Officer is responsible for receiving, reviewing, and investigating complaints and for determining whether a contravention of this By-law may have occurred.

28.3 The By-Law Officer may also initiate an investigation on their own initiative where the Officer has reasonable grounds to believe that a contravention of this By-law may have occurred.

28.4 In carrying out an investigation, the By-Law Officer may require an Operator to provide records, documentation, or information reasonably necessary to determine compliance with this By-law, including, where applicable, proof of insurance, maintenance and inspection records, veterinary records, approved plans, or route approvals.

28.5 Where the By-Law Officer determines that a contravention of this By-law has occurred, the Officer may take enforcement action in accordance with this By-law and applicable legislation, including issuing orders, suspending or revoking licences, or commencing a prosecution.

29. Records and Retention

29.1 An Operator shall maintain and retain records reasonably necessary to demonstrate compliance with this By-law, including, where applicable:

- a) proof of insurance;
- b) Operator Licence and vehicle authorization documentation;
- c) vehicle inspection, maintenance, and repair records;
- d) veterinary certifications or records related to fitness for work; and
- e) any Safety, Animal Welfare, and Emergency Management Plan approved under this By-law.

29.2 Such records shall be retained for a minimum period of three (3) years and shall be made available to the By-Law Officer upon request for the purposes of administration or enforcement of this By-law.

30. Suspension, Revocation, and Appeal

30.1 Where the By-Law Officer determines that a licence holder has failed to comply with this By-law, any other applicable Town by-law, or applicable provincial or federal legislation, the By-Law Officer may suspend or revoke an Operator Licence.

30.2 A suspension may be lifted by the By-Law Officer where the Officer is satisfied that the contravention has been remedied and compliance with this By-law has been achieved.

30.3 A decision made under subsection 30.1 may be appealed to Council by delivering written notice of appeal to the Clerk within fourteen (14) days of the decision.

30.4 Upon receipt of a notice of appeal, the Clerk shall place the appeal on the agenda of a regular meeting of Council as soon as practicable.

30.5 Unless Council directs otherwise, a licence remains suspended during the appeal process.

30.6 Council may confirm, vary, or rescind the decision of the By-Law Officer.

30.7 A decision of Council under this section is final for the purposes of this By-law.

30.8 Revocation of a licence does not prevent a person from applying for a new Operator Licence in the future, unless Council directs otherwise.

31. Enforcement

31.1 Compliance with this By-law shall be enforced primarily through licensing and administrative measures, including the imposition of conditions, orders, suspensions, or revocations issued under this By-law.

32. Offence & Penalty

32.1 Any person who fails to comply with an order, condition, suspension, or revocation issued under this By-law is guilty of an offence.

32.2 Any person convicted of an offence under this By-law is liable, on summary conviction, to a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1,000.00).

32.3 Where an offence under this By-law continues for more than one day, each day the offence continues constitutes a separate offence.

33. Repeal

33.1 Upon coming into force, this By-law repeals and replaces By-law No. 56, being the Hack and Trolley By-law, and any amendments thereto.

SCHEDULE "A" – OPERATIONAL LIMITS

1. Tour Vehicles

The maximum number of tour vehicle Operator Licences permitted to operate within the Town at any one time is three (3) tour vehicles.

2. Horse-Drawn Carriage Operations

(a) The maximum number of horse-drawn carriage Operator Licences permitted to operate within the Town at any one time is four (4) carriages.

(b) Each authorized horse-drawn carriage may be operated using a maximum of two (2) horses per carriage.

3. Competing Applications and Allocation

Where the number of qualified applications for Operator Licences or vehicle authorizations exceeds the limits set out in this Schedule, the matter shall be referred to Council for determination.

In determining the appropriate number of licences to be issued and the manner in which available licences are allocated, Council may consider factors including, but not limited to:

- (a) public safety and traffic impacts;
- (b) pedestrian congestion and accessibility;
- (c) animal welfare considerations;
- (d) the cumulative impact of tour operations on Town streets and public places;
- (e) the risk of over-saturation of commercial tour services; and
- (f) the fair and reasonable allocation of available licences among competing applicants.

SCHEDULE "B" – LICENCE FEES

1. Operator Licence Fee

Every application for an Operator Licence under this By-law shall be accompanied by a non-refundable annual licence fee of One Hundred Dollars (\$100.00).

2. Per Vehicle Authorization Fee

In addition to the Operator Licence fee, an annual fee of Five Hundred Dollars (\$500.00) shall be payable for each tour vehicle or horse-drawn carriage authorized to operate under an Operator Licence.

3. Fee Term

All fees set out in this Schedule are payable annually and are non-refundable.

From: [Susan M Walker](#)
To: [Kaylee Jensen](#)
Subject: Horse drawn vehicle by law
Date: February-18-26 11:26:05 AM

CAUTION: THIS IS AN EXTERNAL MAIL

I'm pleased that council is considering a more respectful and compassionate bylaw for the horses who I believe are being exploited for profit. I watch with sadness overloaded wagons on very hot days going through the streets of our fine town. There have been moments when I even considered putting up our house for sale as it was negatively affecting my mental health. Sometimes I said things to the drivers of the carriages to determine the welfare of the horses but of course was quickly "put in my place". I have seen horses struggle on hot days and it is deeply disturbing. I often prayed for cool rainy weather just so the horses could have a break.

I researched how other tourist places were managing and discovered that progressive, caring places no longer permit such exploitation of animals. One often justifies it by saying horses are meant for that and even like it. Oddly enough no horse has expressed that sentiment to me.

Please, please council consider the welfare of these lovely animals in the realization or desire that Lunenburg is not just a place for naive tourists but also a modern forward thinking progressive town.

Thank you for letting us express our views!

Susan Walker

Sent from my iPhone

From: [Stephanie Gustys](#)
To: [Kaylee Jensen](#)
Subject: proposed bylaw
Date: February-17-26 10:02:48 PM

CAUTION: THIS IS AN EXTERNAL MAIL

I'm writing to show support for the animal welfare regulations proposed in the bylaw regarding horse drawn carriages. What would be best would be a complete ban as it is barbaric in this day and age. But, since that won't happen, ensuring these horses are fit to work, have adequate vet care and breaks is the bare minimum we can ask for. I only hope that someday the town will see that horse drawn carriages are cruel and unnecessary.

Stephanie Gustys

From: [sheridan.petty](#)
To: [Kaylee Jensen](#)
Subject: Lunenburg Horse Drawn Carriage Bill
Date: February-17-26 9:16:33 PM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Sir or Madam,

Since moving to Lunenburg a year ago as of Feb , 2026 I've witnessed on a nearly daily basis the appalling horse drawn carriages that are utilized here for approximately seven months of the year. These horses are forced to deal with traffic congestion during tourist season, one horse hauling as many as eight people's weight, the weight of the carriage, as well as the livery weight they are strapped into, up and down paved roads in high humidity and heat for numerous days on end. Seeing them eating hay with bits in their mouths while standing without shade until the next group piles into the carriage is highly distressing.

I've heard people in Lunenburg write these horses' plights off by referring to them as working horses, normalizing this. Horses are flight animals by nature and one can only wonder if this is how they're treated! How does an older outdated tradition with a profit bottom line justify the rigours these horses must endure each day? If the hills are too much for people to climb, to enjoy sight seeing, I urgently recommend banning the horse drawn carriages, replacing them with cabs as has happened in numerous cities and locales. Victoria BC is one such example, with no more collapsed horses on the roadway, no more vehicle horse carriage accidents, no more cruelty in all its guises to them.

Thank you for listening to my concerns and recommendations.

Sheridan Petty

Lunenburg NS

Sent from my iPhone

From: [Terry Stanislow](#)
To: [Kaylee Jensen](#)
Subject: Input on By-Laws Carriage Horses
Date: February-18-26 11:00:19 AM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Lunenburg Council:

I am writing in regard to the recent by-law activity on the carriage horse issue in Lunenburg.

In the text on your webpage, it is mentioned that you are attempting to have a new 'modern' approach to this business. I don't believe that is possible. The 'modern' approach would be to follow the good work of numerous municipalities that have stepped up to set precedent by banning this horrible practice. Ethical tourism is a modern construct, whereas animal cruelty is as old as the hills that those unfortunate horses are forced to labour on.

I have seen the photos, talked to people on the scene, been on the scene and am on several active chat portals where details about the welfare of the horses is shared continuously throughout the season. Many of us know the reality of their daily lives and even if your municipality can convince the general public and tourists, who only see the horses as momentary recreational equipment and a photo op, that everything is OK, we will continue to understand that is not the case. What a shame that we are still compelled to fight for basic, humane approaches. However, we continue to see the exploitation and the reluctance to end it in Lunenburg.

Therefore, my input into your by-law process is to express how disappointed I am that your town is going to such great lengths to support this archaic and inhumane business practice while so many other municipalities are making the more ethical choice. There remains an element of equine neglect and abuse in every corner of the world, but to have it sanctioned by one of our municipalities for profit is a hard pill to swallow. I would implore you to consider your own family pets and ask yourselves if you would be fine to put them in the same situation.

What we need right now is compassionate, just and courageous leadership to stand up for humane values. We don't see those values in your town at the moment. For those of us who truly respect and care for other sentient beings, it's an ugly summer scene. For us, Lunenburg is 'the horse-abusing town' and that image will become more common as public consciousness moves forward into a truly 'modern' age. So, this season, for many, your town will continue to be known for red buildings, charming scenery, beautiful boats and animal cruelty. I know I can speak for others when I ask - When will Lunenburg sail into the 21st Century and turn this into a good-news story that Nova Scotians can be proud of?

Sincerely,

Terry Stanislow
Stewiacke

From: [Shania MacLeod](#)
To: [Kaylee Jensen](#)
Cc: [Kayla Byrne](#)
Subject: FW:
Date: February-18-26 10:07:49 AM
Attachments: [text_0.txt](#)

Please see below in regards to the Hack and Trolley By-Law.

Shania MacLeod (*she/her*)
Bylaw/Special Constable Officer
Town of Lunenburg
T 902-634-4410 x226
C 902-521-6434

From: 9025410073@txt.bell.ca <9025410073@txt.bell.ca>
Sent: February 18, 2026 9:25 AM
To: Shania MacLeod <bylaw@townoflunenburg.ca>
Subject:

CAUTION: THIS IS AN EXTERNAL MAIL

Good Morning, I congratulate your council on finally attempting to control working conditions for the carriage horses . I was manager at the Bluenose Company Store for a number of years and heard and saw many dangerous and some painful events while the horses were passing along Bluenose Dr . Now I avoid the Town because it's just too distressing to see the horses working under unsafe conditions every day . It is beyond barbaric to force horses to maneuver through the dense traffic while pulling a cart - never mind the panic of truck horns blasting and people running out in front of them . I have seen very heavily loaded carts with a horse sliding as it tried to go slowly down the steep hills and not have the carriage push it - absolutely disgusting situation . The heat is not their only stressor . I am not unfamiliar with horses . I have been around them most of my life and have owned and cared for two for more then 20 years . They prove to me every day that they are intelligent and sensitive creatures but also flight animals and as such the Town will be responsible when there is another accident which is almost certain . Fortunately none have injured riders to date . Consider ending this operation - there are better options and ones that people will not find offensive . Barb Kehoe Masons Beach Rd

This message was sent from a Bell mobile phone.



From: [stephanie kirkham](#)
To: [Kaylee Jensen](#)
Subject: Horse Drawn Carriages
Date: February-18-26 8:23:18 AM

CAUTION: THIS IS AN EXTERNAL MAIL

I'd like to express my concern over the use of horse drawn carriages as tourist attractions within Lunenburg by sharing a disturbing event I witnessed last summer. One of the riders was trying to get the horse to back up not far from the ramp that leads down to the small wharf on Bluenose Drive near the harbour walk. The terrain is uneven there and the horse with good reason was skittish and nervous, felt unsafe. It was a major lack of judgement on the part of the rider, who thankfully at some point gave up on the endeavour. The changing of the cart's direction in the streets is tortuous, the horses seemingly uncomfortable with the tight turns.

This pains me to see, as does seeing them stand hours in the baking sun, even if they change them out in the day. I believe the use of horse carriages is an unnecessary anachronism that profits from the exploitation of horses. It isn't charming or quaint, but just emphasizes the lack of awareness of and adherence to the rights of animals. Lunenburg can do better.

Thank you.

Sincerely,
Stephanie Kirkham

From: [Rachel Therrien](#)
To: [Kaylee Jensen](#)
Subject: Comment on Proposed By-law Replacement – Horse & Carriage Rides
Date: February-18-26 9:33:30 AM

CAUTION: THIS IS AN EXTERNAL MAIL

Dear Mayor and Members of Council,

I am writing to provide comment on the proposed by-law replacement concerning horse and carriage rides in Lunenburg.

I respectfully urge Council to carefully consider the welfare implications for the horses involved. Working in traffic, on hard pavement, and in varying weather conditions raises legitimate concerns regarding stress, heat exposure, physical strain, and overall wellbeing. As public understanding of animal welfare continues to evolve, many communities are reassessing whether such activities align with contemporary standards of care and ethics.

I encourage Council to prioritize policies that reflect compassion, precaution, and leadership in animal welfare. If tourism experiences are being considered, I hope alternatives that do not involve the use of animals can be explored and promoted instead.

Thank you for the opportunity to provide input on this matter. I appreciate your time and thoughtful consideration.

Sincerely,

Rachel Therrien

To: "steph
Sent: Wednesday, February 18, 2026 at 01:12:29 PM AST
Subject: Failure Notice

Sorry, we were unable to deliver your message to the following address.

<adminsupport@townoflunenburg.ca>:

No mx record found for domain=townoflunenburg.ca

----- Forwarded message -----

I am very sorry for the late submission. I hope this letter can be put forward even though it is an hour late.

I know that Lunenburg is a very special town and that you do not wish to be associated with any negative press. In this day and age, the treatment of animals (including working animals) has greatly changed. The carriage horses in Lunenburg work long hours in the heat with very heavy loads. Although they get some water, they do not have access to water when needed. They do not have shade from the heat. They pull a carriage without hand brakes. Their life is not easy- and for what... so a few tourists can be chauffeured around your beautiful (and hilly) town. I know that although some people choose to do this, many others are silently judging the condition of these living souls.

We want the best for your town and for the horses. In this day and age I do not believe that people can make a good living at this without the Biden being put on the horses to do more most days.

Please see attached a little list of countries no longer allowing horse drawn carriage rides. This is the way of the future and I hope you will consider an alternative for your special town.

Thanking you in advance for your time.

Stephanie Forsythe, RHN

From: [Margot Christie](#)
To: [Kayla Byrne](#)
Subject: Carriage tours by laws
Date: February 18, 2026 11:59:22 AM

CAUTION: THIS IS AN EXTERNAL MAIL

The majority of times horse abuse/ misuse is not addressed clearly and determinedly. I commend the town council in going the elegant route by accepting that things are off the rails and then setting about legislation to protect the horses welfare and thus also that of citizens. I expect insurance companies will be pleased too.

I have suggestions:

All wagons must have working manual breaking systems as the horse have a finite limit to what they provide on slopes. The better wagons of yore did have simple brakes.so no rocket science needed.

With the severe heat and humidity of last summer you do need to negotiate rest and shade and total work hours. such as 15 minutes break between the ours so they can drink and rest and eat a bit. On days 24C or over that ideally should be in shade. You should also consider suspending tours between 12 and 2 pm to spare the horses and staff on the 25-30C hot and humid days .

The provincial vet has recommended a less than 8 hour workday for another company. Perhaps staggering the start times of the various teams would produce shorter days for the horses.... And humans .

Best of luck enforcing your very good intentions. Margot Christie

From: [Mami Gent](#)
To: [Kaylee Jensen](#)
Subject: Carriage Horse Bylaws.
Date: February-18-26 11:01:24 AM

CAUTION: THIS IS AN EXTERNAL MAIL

To the members of Town Council,
Thank you for addressing this vital issue.

I have read thoroughly your proposed changes and there are some that are most commendable. There are a lot of people who are grateful for that and I am one of them. There are still points that are easy to resolve at no great cost or inconvenience and would make the world of difference to those horses if they are still going to be walking the streets of Lunenburg.

One concern is their hoof and leg health. Having heavy horses dragging even heavier carriages around a hilly town with paved roads and wearing metal shoes is a recipe for great pain, stress... and danger. And the danger is not only to the horses, but also the staff and tourists who are in the carriages. It would be a great benefit to the horses if they had shoes that had cork included which will help them from slipping and also soften the impact on their legs. I have included a photograph of such footwear that is used elsewhere in this province for horses who exercise on roads.

Another point that no one can ignore is the fact that their hours are far too long. They should be required to do shifts rather than 10 to 12 hour days many days in a row. And by shifts I don't just mean one, two, or three days on duty for these 12 hours. I also mean the work day itself. They could easily be swapped out for a second horse midday. The owners have a small exercise cart that they use and they could tack up a replacement horse and exchange them down at their workstation. That would be humane.

The other problem is the lack of shade. For decades I had offered to the original owner to work with him, the town, and the museum to provide seasonal shade, that being maple trees planted in nicely painted wooden boxes that could be brought in at springtime by the town forklift and removed at the end of the season in the same fashion so that they are not in the way of winter road maintenance. There would be 3 of them and they would be kept cropped off at the top so that they would develop a thick canopy that would provide the needed shade for the horses, for people walking, for sitting down along that part of the street, and not affecting the view of the harbour from any of the restaurants. What they would do would be block out the view of the parking lot, which is not exactly a visual draw. I would be more than happy to donate, if needed, to the cost of such a venture which I feel would be a win for the horses, the tourists, and the townspeople who would also enjoy the beauty of the trees.

Thank you for taking the time to read my letter. There are other issues that need attention but for me, at this point, I think these are some of the most vital.

We have a gorgeous little town but those horses standing there and working in such misery does not go unnoticed by the lovely tourist who like to come here and enjoy the peace of Lunenburg.



Thank you again.
Most sincerely,
Marni Gent.

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>> Sent from my iPhone

February 18, 2026

Mayor and City Council
City of Lunenburg
119 Cumberland Street, P.O. Box 129
Lunenburg, Nova Scotia B0J 2C0

Via email: adminsupport@townoflunenburg.ca

Dear Mayor Myra and Councillors,

Re: Comments on Proposed Tour and Horse-Drawn Vehicle By-law

Please accept the enclosed comments on behalf of Animal Justice – Canada's leading national animal law organization. We submit these comments for Council's consideration regarding the proposed Tour and Horse-Drawn Vehicle By-law ("**the proposed By-law**"), which would replace Lunenburg's existing Hack and Trolley By-law.

We commend Council's leadership in directing a review of the existing By-Law, which has remained static for over two decades, in response to animal welfare concerns expressed by the public on behalf of the horses used in horse-drawn carriage rides in Lunenburg. While the proposed By-law would introduce several significant improvements, it simultaneously introduces new risks and fails to include provisions regarding the retirement of "spent" horses.

The potential for stress, injury and premature death of horses used to pull carriages has resulted in prohibitions on the practice in many cities in Canada and the US, including Montreal, Toronto, and Chicago.

Animal Justice recommends that horse-drawn carriages be prohibited for the reasons set out below, or at the very minimum, that the proposed By-law be amended to contain robust provisions which address independence of veterinarians, retirement plans for horses used to pull carriages, and a "safety floor" approach that combines both hard limits on temperature and/or weather conditions with discretion for By-Law officers to step in when required before hard limits are reached. Inclusion of "alternative draft animals" should also be removed from the proposed By-law.

Horse-Drawn Carriage Operations Risk Significant Harm to Horses

Horses used to pull carriages spend much of their working lives in the immediate vicinity of vehicles emitting exhaust. The constant exposure to carbon monoxide and other toxic

particulates is linked to chronic airway disease, including bronchitis, rhinitis, and inflammatory airway disease.¹ While heavier traffic is seasonable in Lunenburg, idling vehicles and traffic in summer months creates poor air quality that these animals cannot escape from.

Additionally, horses suffer musculoskeletal damage and disorder from constant labor on paved roads, especially when pulling heavy loads.² While horseshoes offer some mitigation, they do not compare to the natural shock absorption of natural terrain, and any mitigation relies heavily on the quality of trimming and shoeing. Horses used for pulling carriages also often lack adequate access to rest areas with soft surfaces, leading to injury and lameness.³

As sensitive flight animals, horses used to pull carriages also suffer chronic stress as they contend with the noise and other stimuli of a busy urban environment, posing risk not only to the horses themselves, but to pedestrians, cyclists, drivers, and carriage operators.⁴ Traumatic accidents have led to complete bans in Montreal,⁵ Chicago,⁶ and Salt Lake City,⁷ and a phase-out ban in San Antonio.⁸

If Lunenburg continues to allow horse-drawn carriages, designating horse-drawn carriages for tourism purposes as a proscribed activity is the most effective way to protect horses from exploitation while upholding public safety. Even in New York City, where horse-drawn carriage rides have been viewed as an iconic fixture of Central Park, former Mayor Eric Adams worked to implement a phase-out of horse-drawn carriages following a series of tragic incidents and accidents involving the deaths of multiple over-worked horses and bolting horses causing injuries.⁹

In Brussels, Belgium, horse-drawn carriages have been replaced with elegant electric alternatives, demonstrating both that cities can honor their history without animal labor and that potential exists for current operators to transition to an alternative business model that benefits both operators and tourism.¹⁰

¹ See [Horse Drawn Carriages](#), Animal Welfare Institute

² See [Welfare and locomotor system disorders in active draft horses](#)

³ See [Urban Carriage Horses Out of Step with Responsible Horse Welfare](#), Animal Welfare Institute

⁴ See [Urban Horse Communities](#), Public Health Behaviour Solutions

⁵ See [Montreal's calèche ban is long overdue](#), The Gazette

⁶ See [Era of Horse-Drawn Carriages in Chicago Ends With Whimper](#), WTTW

⁷ See <https://friendsofanimals.org/news/thankful-for-slc-horse-drawn-carriage-ban/>

⁸ San Antonio will phase out horse-drawn carriages over 5 years

<https://sanantonioreport.org/san-antonio-bans-horse-drawn-carriages/>

⁹ See [Executive Order no. 56](#), The City of New York Office of the Mayor; see also [Central Park horses break free, causing multiple injuries as carriage driver breaks wrist: 'Thankfully I was not killed'](#), New York Post; see also [Ryder, the carriage horse who collapsed on a New York City street in August, has died](#), CBS News; see also [Carriage horse collapses, dies in NYC's Hell's Kitchen](#), CBS News; see also [Carriage riders jump out of speeding buggy as spooked Central Park horse runs wild](#):video, New York Post.

¹⁰ See How Brussels transitioned from horse-drawn to electric carriages

<https://www.fastcompany.com/91165340/inside-brussels-new-electric-carriages-and-how-they-replaced-horses-for-good>

Provisions of Concern in the Proposed By-Law and Recommendations

While the proposed By-law introduces significant positive improvements, including complaint, investigation and enforcement mechanisms in Section 28, as well as enhanced oversight and expanded protective language, we urge Council to further strengthen the draft provisions.

i) Alternative Draft Animals

Section 6 of the proposed By-law allows for use of alternative draft animals in drawing carriages, which is defined in Section 4 as including oxen and mules. Oxen and mules have welfare needs no less complex than that of horses, and are at increased risk in the context of pulling carriages due to their stoicism and physiology.¹¹

Oxen and mules, both prey species, are known to mask their pain and exhaustion until reaching their breaking points, which leads to overworking and delay in veterinary intervention, as well as difficulty in the subjective judgement of individual animals' level of pain, distress, or injury.¹²

Oxen and mules' physiology also puts them at increased risk in the context of pulling carriages. Oxens' cloven hooves are evolutionarily designed for soft and uneven ground, with the impact of hard, paved roadways leading to uneven wear and lameness.¹³ Mules have differently angled hooves than horses, and paved roads cause more force to travel up their legs to their joints, leading to increased risk of joint disease.¹⁴

Inclusion of alternative draft animals that could be used to pull carriages is a regressive step away from increased animal welfare that would put oxen and mules unnecessarily at risk, and should be removed from the draft provisions.

ii) Extreme Weather and Environmental Conditions

Section 25 of the proposed By-law does not include hard limits on temperature or other environmental conditions, and instead relies solely on the subjective judgement of Operators or By-law Officers using an open list of factors including excessive heat or humidity, cold, and air quality.

To provide fulsome protection, a "safety floor" approach should be implemented, with hard limits on temperature and/or weather alongside the inclusion of authority for By-law

¹¹ Oxen/mules more vulnerable

¹² See [Pain pathophysiology and pharmacology of cattle: how improved understanding can enhance pain prevention, mitigation, and welfare](#); see also [Gastrointestinal disorders of donkeys and mules](#)

¹³ See [Biomechanics of the bovine foot](#)

¹⁴ See [External Hoof Measurements of Untrimmed and Unshod Mules](#)

Officers to halt operations below the limits if an individual animal exhibits signs of distress, or the environment poses a threat, even when hard limits have not been reached.

For example, a hard limit requiring ceasing of operations when the heat index reaches 80 degrees Fahrenheit (26 degrees Celsius), at which horses' cooling mechanisms become significantly compromised.¹⁵

iii) Veterinary Certification, Care and Oversight

Sections 7, 23, and 27 of the proposed By-law address requirements of veterinary examination of horses before licensure to ensure fitness, for Safety, Animal Welfare, and Emergency Management Plan certification, and for additional examination where a By-law Officer determines reasonable grounds exist that a horse may be unfit or welfare requirements are not being met.

These provisions should include that an independent veterinarian appointed or approved by the city must be used, rather than operators' regular attending veterinarian, to avoid conflict of interest and ensure horses' true fitness status is determined.¹⁶

iv) Ambiguity in Supervision Language

Section 19 of the proposed By-law requires that a horse shall not be left unattended in a public place unless the operator remains in the "immediate vicinity" and is "able to respond promptly". This provision requires greater precision, in order to decrease risk for horses and the public.

We recommend including the following definition for "immediate vicinity":

"Immediate vicinity" means being watched constantly by the Operator, who is physically near enough to intervene immediately.

v) Lack of Provision for Retirement Plan

The proposed By-law does not include consideration of retirement plans for "spent" horses, and provides no protection for horses when they are no longer considered fit to pull carriages.

A requirement for a Retirement Plan should be implemented for every horse, including a prohibition on selling retiring horses for slaughter, killing them upon retirement, or their use for labour in a different context, and which generally ensures the safety and dignity of each horse. This builds upon and codifies the precedent set by Montreal in ensuring horses used to pull carriages had an option for a safe retirement.¹⁷

¹⁵ See <https://madbarn.ca/equine-heat-index/>

¹⁶ See [Audit Faults City on Care of Carriage Horses](#)

¹⁷ See [The City of Montreal is developing a support measure related to horse-drawn carriage activities](#)

Sample provision for requirement of Retirement Plans:

26A. Retirement Plan

26A.1 An Operator shall submit a retirement plan for each draft animal, identifying a specific location (such as a farm or sanctuary) where the animal will reside when no longer fit for service.

26A.2 No draft animal used under this By-law shall be:

- a) sold or transferred for the purpose of slaughter or entry into the commercial food chain;
- b) sold or transferred for further commercial labor; or
- c) euthanized, unless a licensed veterinarian certifies it is medically necessary to prevent suffering.

26A.3 Within 30 days of an animal's retirement, the Operator must provide the By-Law Officer with proof of the animal's placement at the specified retirement location. Failure to comply may result in a fine and the immediate revocation of the Operator's Licence.

Conclusion

Council has already demonstrated a commendable commitment to animal welfare in initiating review of the existing by-law. Please protect horses used in horse-drawn carriage operations and help prevent suffering, injury, and death by considering implementing a ban with phase-out that supports transition for business owners.

Bans across Canada and the US show that the practice of using horses to pull carriages is no longer compatible with evolving societal values and our more sophisticated understanding of animal welfare and the serious risks and suffering these sensitive animals experience.

At a minimum, please consider our recommended changes and inclusions to the proposed By-law to further reduce the risk of harm to horses used to pull carriages in Lunenburg.

Thank you again for your leadership on this important issue. Please do not hesitate to contact me should you require further information about the concerns outlined above.

Sincerely,



Kaitlyn Mitchell
Director of Legal Advocacy, Animal Justice
kmitchell@animaljustice.ca

INFORMATION REPORT

Subject: Short-Term Accommodation Levy By-law
From: Kayla Byrne, Municipal Clerk
Date: Feb. 3, 2026 – COTW
Feb. 10, 2026 – 1st reading
Feb. 24, 2026 – Public Hearing
March 10, 2026 – Proposed Second Reading



Recommendation

This report serves as information for the Public Hearing. No decision is requested at this time.

Alternatives

- Refer the draft By-law back to Committee of the Whole
- Conduct additional targeted engagement with operator
- Do not proceed with a marketing levy

Background

At its Dec. 9, 2025, meeting, Council directed staff to proceed with drafting a Marketing Levy By-law, with an effective date of Jan.1, 2027. It was determined that approving a by-law early in 2026, but having an enactment date of early 2027 would give operators more time to adjust their systems. Attached to this report is the proposed by-law for Council's consideration.

It is important to distinguish between the purpose of this by-law and other regulatory frameworks. The Marketing Levy By-law is a financial by-law that enables the Town to collect a levy on short-term accommodations under the Municipal Government Act. It is not a short-term rental licensing or enforcement tool.

Compliance with zoning, land-use rules, and provincial registration requirements is addressed through the Land Use By-law and the Short-Term Rentals Registration Act. Those systems govern whether an accommodation may operate. This by-law governs only the collection and use of the marketing levy once accommodation is being sold.

The draft By-law sets out the framework for how the marketing levy will be collected and administered. All short-term accommodation operators in Lunenburg are required to collect a 3% levy on the purchase price of each stay. The levy is paid by the guest at the time of booking and held by the operator on behalf of the Town.

Operators are responsible for submitting the collected levy to the Town, along with a simple monthly remittance form provided by the Town. If an operator does not have any bookings in a given month, they may submit a "nil" return, including in advance for seasonal closures. Monthly remittance is being proposed because it was the option most supported by operators

in the November survey. Six respondents selected monthly reporting, compared to five who preferred quarterly. Monthly remittance is also consistent with how many other municipalities administer their marketing levies.

The By-law also gives the Town the authority to verify compliance through records and, if necessary, inspections or audits.

Feb. 3 COTW update:

Council reviewed this by-law at its February 3, 2026 Committee of the Whole meeting and referred the by-law to a regular meeting of Council for first reading.

During the Committee of the Whole discussion, the committee recommended a refinement to the Records Section (Section 11) to make it clear that Operators would not need to have a separate record system specifically for the levy. This change has been made and is highlighted in yellow.

Feb. 10 update

Council approved 1st reading of the Short-Term Accommodation Levy By-law at its Feb. 10, 2026 meeting. At that meeting, Council requested the following changes be made before second reading:

- That the name of the by-law be updated to more clearly reflect its application to short-term accommodations
- That a new clause be added to ensure operators are engaged and collaborated with when determining how marketing levy funds are spent

These changes have been made and are highlighted in the attached by-law.

Discussion

In developing the draft Marketing Levy By-law, staff have also considered several questions and themes that have been raised by Council through earlier discussions:

- Does it need to be called a “Marketing Levy”?
No. The short title of the by-law could be more descriptive, such as “Short-Term Accommodation Marketing Levy By-law,” to reflect the application of the levy clearly.
- Can the marketing levy be expanded beyond short-term rental accommodations (for example, to other tourism-related businesses)?

No. The Town does not have the authority to implement a general tourism tax. Council’s authority to apply a marketing levy comes from the *Municipal Government Act* and is limited to accommodation as defined in the Act.

While the Town cannot impose a broader tourism tax, it may charge user fees for the use of municipal assets and services. Common examples include designated tour bus parking or fees for the use of municipal facilities or public spaces for events, where charges are based on service use, space, or cost recovery rather than tourism activity itself.

Any consideration of additional user fees would be separate from the marketing levy and would require specific direction from Council to explore options, costs, and implications.

- What can the funds be used for?

The *Municipal Government Act* restricts the use of marketing levy funds to purposes authorized by provincial legislation, which currently include tourism promotion. The Town does not have authority to use these funds for other purposes unless the Act is amended by the Province.

This may include, but is not limited to, the following types of activities:

- Marketing and advertising campaigns to promote the Town as a tourism destination
- Destination branding, visitor guides, and promotional materials
- Digital marketing, website content, and social media promotion related to tourism
- Support for festivals, events, or initiatives that attract visitors and promote tourism
- Research, data collection, or studies related to tourism promotion and visitor trends
- Visitor information services and wayfinding related to tourism
- Grants or contributions to organizations formed to promote tourism, whether non-profit or otherwise, as determined by Council

Council may choose to deliver tourism promotion directly or allocate some or all of the marketing levy funds to a tourism organization.

In November 2025, all registered short-term rental operators received a short survey about the levy. Of the 49 registered operators, 24 completed the survey. One of the questions asked operators to pick their top three choices for the use of the funds.

The top three choices were:

- Festivals, events, or cultural programming (10 votes)
- Marketing and advertising to attract visitors (8 votes)
- Supporting local tourism or cultural organizations (7 votes)

Staff recommend collecting the levy for at least one year to get a clearer picture of how much funding it generates. That will give Council a stronger basis for deciding how the funds should be used. Staff also recommend continuing to engage operators during this time to help shape how the funds are spent.

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 & Public Engagement

So far, notices and a survey have been circulated to all registered operators. Further, whenever the levy is included in a Council agenda, the operators are notified.

Notice of the public hearing was posted on the Town's website and social media channels and shared directly with operators on February 12, 2026. Since the proposed By-law was introduced to Council in early February, staff have received correspondence from three operators. One operator indicated support for the proposed By-law. Two operators indicated that they were not in favour of the proposed By-law; however, one inquired whether online remittance would be available, and the other asked for clarification on the rationale for a monthly remittance schedule.

Online remittance: Staff will explore online remittance options similar to paying a bill online.

Monthly remittance: A monthly remittance schedule is recommended based on the following considerations:

- Survey results: Monthly remittance received the highest level of support among the November respondents, with six (6) votes. By comparison, quarterly remittance received five (5) votes, twice-yearly remittance received five (5) votes, and annual remittance received four (4) votes.
- Consistency with other municipalities: Most municipalities in Nova Scotia that have implemented a marketing levy require monthly remittance, providing a consistent and well-established approach.
- Administrative oversight and risk management: More frequent reporting supports timely monitoring and compliance. Longer remittance periods may result in larger outstanding balances, which can be more difficult to identify, track, and recover if an operator fails to remit as required.

Only one formal submission for the public hearing was received and it is attached to this report.

Attachments

- Draft By-law
- Public Hearing Written Submissions

Town of Lunenburg
Short-Term Accommodation Levy By-law
Adopted by Council:
Effective Date:

Town of Lunenburg

Short-Term Accommodation Levy By-law

1. TITLE

This By-law may be cited as the *“Short-Term Accommodation Levy By-law”*.

2. PURPOSE

The purpose of this By-law is to establish the collection, administration, and use of a marketing levy on short-term accommodations in accordance with Section 75A of the *Municipal Government Act*.

3. DEFINITIONS

“Accommodation” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Inspector” means a person appointed by the Town to carry out inspections or audits under this By-law.

“Levy” means the marketing levy authorized under Section 75A of the *Municipal Government Act*.

“Nil Remittance Return” means a remittance return submitted for a reporting period in which no levy is collected.

“Operator” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Purchase Price” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Platform Operator” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Remittance” means the payment of Levy funds collected by an Operator to the Town in accordance with this By-law.

“Reporting Period” means the monthly period for which a levy return is required to be submitted under this By-law.

“Town” means the Town of Lunenburg, Nova Scotia.

4. APPLICATION OF BY-LAW

Town of Lunenburg
Short-Term Accommodation Levy By-law
Adopted by Council:
Effective Date:

This By-law applies to short-term accommodation, as defined in Section 75A of the *Municipal Government Act*, that is located within the Town of Lunenburg.

A levy of three per cent (3%) applies to the purchase price of short-term accommodation in the Town.

The operator must collect the levy from the purchaser at the time the accommodation is purchased, regardless of how payment is made, and must remit the levy to the Town in accordance with the timelines and procedures set out in this By-law.

If a third party processes or collects payment on behalf of an operator, the operator remains responsible for ensuring that the levy is properly collected and remitted in accordance with this By-law.

Any person who collects an amount from a purchaser that is described as, or intended to be, a levy under this By-law must remit that amount to the Town in accordance with this By-law.

5. EXEMPTIONS FROM THE LEVY

The levy does not apply to:

- a) accommodation with a daily purchase price of \$20.00 or less;
- b) students accommodated in housing owned or operated by a post-secondary institution while registered and attending that institution;
- c) accommodation provided to a person for more than 30 consecutive days;
- d) a person and their immediate family accommodated while the person or a member of their family is receiving medical treatment at a hospital or provincial health-care centre, or is seeking specialist medical advice, where the person provides reasonable confirmation of entitlement to the operator, in a form acceptable to the Town.

Where requested by the Town, an operator must be able to demonstrate that an exemption applies.

6. REMITTANCE OF LEVY

The Town may require an operator to provide records or other information reasonably necessary to verify accommodation sales and the amount of the levy collected for any reporting period.

A separate remittance return must be submitted for each place of business, unless the Town has approved a consolidated return.

Each remittance must be submitted with a completed remittance return, in the form provided by the Town.

Town of Lunenburg
Short-Term Accommodation Levy By-law
Adopted by Council:
Effective Date:

Operators shall remit the levy monthly, no later than 30 days after the end of each month, in accordance with this By-law.

Where an operator does not operate during a reporting period, the operator may submit a nil remittance return, including a nil return submitted in advance for a period of non-operation.

If no levy is collected during a reporting period, the operator shall still submit a nil return using the prescribed remittance form.

If an operator stops operating or sells a business, the operator must submit a final remittance return and pay any levy collected within 15 days of the date operations end or the business is sold.

7. CALCULATION OF LEVY FOR PACKAGED ACCOMMODATION

Where accommodation is sold as part of a package that includes meals or other services, the levy applies only to the accommodation portion of the package price.

The accommodation portion shall be calculated based on the standard price the accommodation would be sold for on its own, without meals or other services, at the same facility.

8. INTEREST

If an operator fails to remit the levy by the required due date, interest shall be charged on the outstanding amount at a rate of 1.5% per month and shall continue until the amount owing is paid in full.

9. REFUND OR ADJUSTMENT OF LEVY

If an operator has remitted a levy to the Town for a sale that is later written off as uncollectible, the Town may allow the operator to recover the levy by adjusting a future remittance, in a manner acceptable to the Town.

If the Town determines that a levy, or a portion of a levy, has been paid in error, whether as a result of a request by an operator or otherwise, the Town shall refund the overpaid amount to the person entitled to receive it. No interest shall be paid on any refund.

10. CLAIM FOR REFUND

To request a refund under this By-law, a person must:

- a) submit a written request to the Town, signed by the person who paid the amount being claimed; and
- b) provide information or documentation sufficient to show that the person is entitled to the refund.

Town of Lunenburg
Short-Term Accommodation Levy By-law
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If the person who paid the amount is a corporation, the refund request must be signed by a director or an authorized employee of the corporation.

11. RECORDS

Every operator shall keep accurate and complete records sufficient to allow the Town to verify:

- a) accommodation sales;
- b) the amount of levy collected; and
- c) the amount of levy remitted to the Town.

Records relating to the levy shall be maintained in a manner that allows the Town, upon review or audit, to determine whether the levy has been properly charged, collected, and remitted, without requiring the creation of separate or standalone records.

An operator shall retain all books of account, records, and documents required under this section for a period of five (5) years.

Where a receipt, invoice, bill, or similar document is issued for the sale of accommodation, the levy must be clearly identified as a separate line item and must not be included in the accommodation price.

12. INSPECTION, AUDIT AND ASSESSMENT

The Town may appoint an inspector for the purpose of verifying compliance with this By-law as it relates to the calculation, collection, reporting, and remittance of the levy.

Except where immediate access is reasonably necessary, the Town shall provide reasonable advance notice to an operator before conducting an inspection or audit under this By-law.

An inspection or audit shall be conducted during normal business hours, or at another time agreed to by the operator and the Town.

For the purposes of an inspection or audit, an inspector may enter a place of business or any location where relevant records are kept in order to review and verify:

- a) accommodation sales subject to the levy;
- b) the amount of levy collected; and
- c) the amount of levy reported and remitted to the Town.

An inspector may examine books, records, and other documents reasonably required to verify compliance with this By-law.

An operator shall provide reasonable assistance and information required to allow the inspector to carry out an inspection or audit under this By-law.

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Adopted by Council:
Effective Date:

If an inspection or audit indicates that the levy has not been properly calculated, collected, reported, or remitted, the Town may calculate the amount of levy and any applicable interest owing based on the information available.

If an operator fails to provide reasonable assistance or information, the Town may estimate the amount of levy and interest that should have been collected and remitted.

Where the Town calculates or estimates that a levy is owing, the Town shall provide written notice to the operator setting out the amount payable.

An operator must remit the amount identified in the notice, including any applicable interest, within 30 days of receiving the notice, whether or not the operator objects to the amount.

An operator who disagrees with the amount payable may, within 15 days of receiving the notice, submit a written objection to the Town, signed by the operator or an authorized representative, together with information supporting the objection.

After reviewing an objection, or on its own initiative, the Town may confirm, revise, or cancel a previous calculation or estimate. The operator shall remit any final amount determined by the Town.

The reasonable costs associated with inspections or audits conducted under this By-law may be paid from levy funds as part of the administration of the levy.

13. ALLOCATION OF LEVY FUNDS

In accordance with the *Municipal Government Act*, as amended from time to time, Council may use, by resolution, levy funds for purposes authorized under the Act, including the promotion of tourism, and may allocate all or a portion of those funds to organizations engaged in activities authorized under the Act.

14. ENGAGEMENT AND DECISION-MAKING

Prior to allocating or expending levy funds, Council shall engage with short-term accommodation operators and other relevant stakeholders to seek input on priorities and approaches for the use of the funds.

The allocation and expenditure of levy funds shall be authorized by resolution of Council. While operator input shall be considered as part of Council's decision-making, the final determination respecting the use of levy funds rests with Council.

15. ADMINISTRATION

The Chief Administrative Officer may establish administrative procedures, directives, or orders to support the administration and implementation of this By-law, provided that such

Town of Lunenburg
Short-Term Accommodation Levy By-law
Adopted by Council:
Effective Date:

procedures, directives, or orders are consistent with this By-law and the Municipal Government Act, as amended from time to time.

Without limiting the above subsection, administrative procedures or directives may address interim processes for the collection, reporting, and remittance of the levy, including processes to be followed pending the implementation of any centralized or provincial remittance system.

Nothing in this By-law relieves a platform operator of any obligation imposed under the Municipal Government Act.

16. OPERATOR CONTACT INFORMATION

An operator must notify the Town without delay of any change to the operator's contact information, business name, or accommodation details that could affect the administration, reporting, or remittance of the levy.

17. NOTICE

Any notice required under this By-law shall be in writing and may be delivered personally, sent by regular mail, or sent by email to the most recent contact information provided to the Town by the operator.

A notice delivered personally or sent by email is deemed to have been received on the day it is delivered or sent, unless the Town receives notice that delivery was unsuccessful.

A notice sent by regular mail is deemed to have been received five (5) days after mailing.

18. COMPLIANCE WITH OTHER LAWS

Nothing in this By-law authorizes the operation of short-term accommodation. Operators remain responsible for complying with all applicable provincial legislation and municipal by-laws, including the *Short-Term Rentals Registration Act* and municipal land-use by-laws.

19. OFFENCES AND PENALTIES

The Town may address non-compliance with this By-law through administrative and legal measures, including requiring payment of amounts owing and recovering unpaid levy amounts as a debt owing to the Town.

A person who knowingly fails to comply with this By-law may be subject to prosecution under the *Summary Proceedings Act*.

20. SEVERABILITY

If any provision of this By-law is held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

21. EFFECTIVE DATE

Town of Lunenburg
Short-Term Accommodation Levy By-law
Adopted by Council:
Effective Date:
This By-law shall take effect January 1, 2027.

From: [Tyler](#)
To: [Kayla Byrne](#)
Subject: Re: Marketing Levy Update (Town of Lunenburg)
Date: February 9, 2026 7:54:51 AM

CAUTION: THIS IS AN EXTERNAL MAIL

Hi Kayla,

I would like to put a submission forth to be included in the public records as follows:

"Of the 24 registered operators that completed the survey, 6 selected monthly reporting and 5 selected quarterly reporting. What did the other 13 select? It is understandable that the Town would want more frequent reporting for planning purposes but if the survey indicates a clear preference for less frequent reporting, that should be honored.

Tyler"

Let me know if you need anything else from me for this

Thanks

On Thu, Feb 5, 2026 at 3:30 PM Kayla Byrne <kbyrne@townoflunenburg.ca> wrote:

Hi everyone,

You are receiving this email because you are a registered short-term rental operator in the Town of Lunenburg. If you no longer wish to receive these updates, please let me know. If you are new to this distribution list and would like more information about the items below, feel free to reach out.

I'm writing to share an update on the proposed Marketing Levy By-law.

Council reviewed the draft by-law at its February 2 Committee of the Whole meeting, and it is now moving forward for first reading at the February 10 Council meeting.

What does this mean?

Under Nova Scotia legislation, all municipal by-laws must receive two readings to be approved.

- If Council approves first reading on February 10, the by-law will move forward to

INFORMATION REPORT

Subject: Recommendations from Water & Wastewater System Modelling Reports

From: Tyson Joyce, P.Eng., PMP, Town Engineer

Date: February 13, 2026



Recommendation

This is an information report only.

Background

At the January 12, 2026, Special Council Meeting for the review of the proposed 2026/27 Town and Water Utility Capital Budgets, Staff were requested to prepare a report outlining the recommendations included in the Water and Wastewater System Modelling Reports written in 2023 by CBCL.

The System Modelling Reports looked at the existing infrastructure networks that the Town has for water and wastewater respectively, and modelled its existing performance based on its specific characteristics. Field investigations and measurements were conducted as part of the project to verify and/or enhance the accuracy model. The Reports also looked at several areas within the Town of Lunenburg for anticipated population growth within Section 3.2 of the Comprehensive Community Plan (CCP) from the current level of approximately 2,400 up to approximately 3,500 people. The projected future development areas included Upper King Street, Blockhouse Hill, Hirtle Road, Hall Street, Green Street and Harbourview Drive and a portion of densification of the Town's existing development.

The intention of this Staff Report is to provide Council with explanation of the recommendations included in the Water and Wastewater System Modelling Reports, and any further necessary information.

Discussion

1. Water Distribution System Modelling Report Recommendations

The Town of Lunenburg's Water Treatment Plant (WTP) supplies treated water to a water storage tank located on the WTP site on Northwest Road. Water is fed to the distribution system by gravity from the WTP storage reservoir via a 1.7 km long, 300mm transite transmission main that runs along Northwest Road and connects to the northwest end of the Town's distribution system. The 300mm transite transmission main continues through the entirety of the distribution system. The rest of the distribution system consists of mains ranging from 100-300mm. The 300mm diameter transmission

main continues from the southeast side of the distribution system to the Garden Lots standpipe. The reservoir tank located at the WTP is the primary storage for the Town and the standpipe at Garden Lots acts as a balance to the system and storage back to the Town in the event of a pressure drop in the Town (such as for fire flow, or if water was unable to be produced at the WTP). The standpipe at Garden Lots handles all flow to Highliner, which can at times can have substantial demand.

The Water Distribution System Modelling Report contains several recommendations based on the existing infrastructure and projected future expansion within Lunenburg:

- Water consumption rates were noted to be relatively high. Reductions in overall water consumption can help to either defer or reduce the need for water distribution system upgrades.
- The existing 300mm diameter transmission main is approximately 70 years old and nearing the end of its design life. The Town should be planning for its replacement or rehabilitation.
- Replacement of the existing 300mm diameter transmission main with the same size pipe is not shown to adequately improve the hydraulic performance of the system. Increasing the transmission main to 400mm diameter is recommended, although twinning it (either partially or fully) may also lead to system improvements.
- Fire flows should be considered for existing customers and any future developments. Present day available fire flows are adequate for single family homes for the majority of the system, but there would be a benefit in protecting historical buildings by increasing these available flows.
- Future developments at higher elevations (above elevation 35m) in Lunenburg should consider the adequacy of available service pressures and fire flows. Pressure boosted zones (introducing pumps to the water distribution system) may need to be considered if these developments are allowed to proceed.
- If future developments at higher elevations are to include multi unit high rise, the 400mm distribution main upgrade is recommended. Further local water main upgrades may also be necessary to support these development areas.

The estimated cost for the project to upgrade the existing 5.2km transmission main upgrade to a 400mm diameter main is in the order of \$15M. The separate scope of creating pressure boosting zones using pumps to increase flow at higher elevations is estimated to cost approximately \$1M per zone.

It should be noted that since the Water Distribution System Modelling Report was completed in 2023, the Water Utility has upgraded a section of watermain on Victoria Road (2023/24) and installed the watermain loop between Harbourview Drive and Morash Lane (2024/25) amongst our Water Utility Capital work. Both these projects have improved the hydraulic performance of the water system. In addition, the water metering project commenced late in 2025 and currently remains in progress.

2. Wastewater Collection System Modelling Report Recommendations

The Town's wastewater collection system (sanitary and storm sewer) is mainly a combined system with some areas of separation and nine lift station sewersheds. The system has approximately 4 km of forcemain leading from the Sewage Lift Stations (SLs) to the Wastewater Treatment Plant (WWTP),

and from the WWTP to the outfall into Lunenburg Front Harbour at Fisherman's Wharf. Some of the collection system in Old Town still contains gravity sewers mostly of clay material and hand-crafted brick manholes. The sanitary and storm sewer pipe ranges in size from 150 mm to 1800 mm and the force main ranges in size from 100 mm to 300 mm.

The heavily combined nature of the wastewater system means that its performance is quite different in dry weather and wet weather conditions. There are also items such as saltwater intrusion that impact sections along Lunenburg's waterfront and groundwater intrusion within the Brook Street sewershed.

The Wastewater Collection System Modelling Report includes the following recommendations relating to the Town's system:

- The Town employ baseflow reduction strategies to minimize the amount of wastewater entering the collection system. Examples of this would be introducing water meters, and to identify and correct the sources of dry weather inflow and infiltration, particularly within the Brook Street sewershed.
- To ensure storm separation is coordinated and outfalls are adequately sized, a Sewer Separation Plan should be developed.
- Possible sewer separation and upgrade projects were identified (including order of magnitude estimated costs):
 - i) Montague Street Separation (\$745K) – storm separation on Montague from the intersection with Cornwallis to the existing outfall at Fisherman's Wharf to take advantage of the existing separation on Cornwallis.
 - ii) Kempt Street Outfall (\$700K) – adding a storm line on Kempt from Pelham to the Front Harbour to build off previous storm separation performed on Lincoln and Pelham.
 - iii) Hopson Street Separation (\$1.025M) – separation on Hopson Street towards the Back Harbor to remove these flows from the Back Harbour SLS.
 - iv) Prince Street Separation (\$1.365M)– creation of a trunk sewer servicing a section of Old Town draining towards the Back Harbour to help remove the burden from Back Harbour SLS.
 - v) Brook Street Catchment Lower (\$4.175M) – storm separation for along Broad (from Falkland to McKenzie) and Dufferin (from Lincoln to Tupper) to prevent this from flowing to the Brook St SLS.
 - vi) Brook Street Catchment Upper (\$3.05M) – building on existing storm separation to include Churchill and Dufferin up to High to prevent this from flowing to the Brook St SLS.
 - vii) Tannery Road Separation (\$65K) – removing any catch basins tied into the sewer main and re-routing them to outfall into the Front Harbour.
 - viii) Knickle Road Storm Sewer (\$5.1M) – renewal of the existing storm sewer from Knickle Road to the Front Harbour
 - ix) Centennial Avenue Check Valve (\$15K) – an overflow for the sewer system on Centennial was observed to potentially acting as an inlet. Installing a check valve to restrict the inflow may be an improvement to the system.

Staff note that since the Modelling Report was completed, a condition assessment for the full length of Tannery Road culvert has been performed (2023/24) and the Storm Separation Plan (2025/26) final report has been drafted for Staff review. Sewer upgrades and storm separation were also included in the scope of the Pelham Street Road Reconstruction Project performed in the Fall of 2025. Ditching along Churchill was also performed operationally to aid in getting surface water to the storm separated portion of the wastewater system at Churchill & Broad.

Strategic Plan Relevance

The water distribution and wastewater collection systems 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

Within the recently approved 2026/27 Water Utility and Town Capital Budgets, the following projects were included (and provisionally included) related to these topics within the next five years:

Water

- Water Meter Rollout – project in progress and to be completed in fiscal 2026/27.
- Transmission Main Renewal – multi-year project commencing in fiscal 2026/27 and needing external financial support for construction to proceed.

Storm System

- Tannery Road Culvert – multi-year project commencing in fiscal 2026/27 and needing external financial support for construction to proceed.
- Pelham Street – Hopson to King – second phase of construction in 2026/27.
- Storm Separation Project – Kempt – provisionally planned for design in 2027/28 and construction in 2028/29.
- Storm Separation Project – Prince & Hopson – provisionally planned for design in 2030/31 and constructed at some point following that.

Sanitary System

- Pelham Street – Hopson to King – second phase of construction in 2026/27.

Strategically, the Town can benefit from opportunities to combine scopes to include multiple disciplines (where appropriate) – water, sanitary, storm, roadworks, etc. so that work can be performed cost effectively and minimize the construction impact to sections or neighborhoods within the Town.



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Paul Nopper
Town of Lunenburg
PO Box 129
119 Cumberland St
Lunenburg, NS B0J 2C0

December 10, 2025

RE: Budget Approval 2026-27

Dear Mr. Nopper,

On Friday, November 28, 2025 Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2026 – March 31, 2027.

The following motion was passed:

MOTION: to recommend approval of the 2026-27 Region 6 Inter-Municipal Committee Budget to member units, as circulated at \$147,885. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 13, 2026 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Acting Chair, Scott McLean at 902 790 3100.

If you require my attendance at the council meeting when the budget is up for discussion, please feel free to contact me by phone or email.

Regards,

A handwritten signature in black ink that reads "Christine H. McClare". The signature is written in a cursive style.

Christine H. McClare BA Psych
Regional Coordinator

encl. Region 6 2026-27 Budget Report and R6 Coordinator Annual Report for 2025.

BUDGET REPORT 2026-27



Christine McClare, Regional Coordinator
Region 6 Solid Waste Management
November 28 2025
Christine.McClare@Region6SWM.ca

MUNICIPAL DETAILS:

Region 6 Solid Waste-Resource Management serves 12 municipalities.

- Town of Clark's Harbour
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- Town of Shelburne
- Town of Lockeport
- Region of Queens Municipality
- Municipality of the District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg
- Municipality of the District of Chester
- West Hants Regional Municipality



Facilities:

Within our jurisdiction, we have:

- 3 second generation municipal solid waste landfills
- 1 compost facility
- 1 material recovery facility (processes blue bags) **Queens Closing Dec 2025**
- 1 Construction and Demolition (Only) landfill
- 2 organics transfer stations
- 2 construction and demolition transfer stations **Shelburne possibly closing Dec 2025**
- 1 waste transfer station

Presented for information only as Region 6 has no responsibility in operations or administration of the facilities.

ADMINISTRATION:

1. Distribute funds Regionally:
 - a. Diversion Credits
 - b. Dairy Stewardship
 - c. Enforcement
 - d. Hazardous Waste grant
 - e. Municipal Approved Program
2. Datacall – Assist with Municipal data input and output to Nova Scotia Environment/Divert NS
3. R6RECYCLES – Manage and maintain ReCollect waste app
4. @Region6SWM – Manage and maintain social media
5. Voice on provincial initiatives:
 - a. Divert Nova Scotia –
 - i. Municipal Approved Programs
 - ii. Enforcement
 - iii. Municipal Adoption Funding
 - iv. Municipal Efficiency Funding
 - b. Nova Scotia Environment –
 - i. Policy review, Act review, Regulations review
 - ii. Materials markets
 - iii. Stewardship liaison
 - iv. Packaging/Extended Producer Responsibility
 - v. 300 kg/capita goal

EDUCATION:

1. Deliver the Divert Nova Scotia Contract (this is the funding source for our education programs)

Complete required focus area delivery to:

 - a. Institutions – Schools, hospitals and colleges
 - b. Offices
 - c. Food Services – Grocery stores, farm markets, restaurants
 - d. Specific initiatives (such as waste reduction campaign)
 - i. Other: Community Halls, business visits, compliance promotion, public spaces, information booths, council presentations, community group presentations
 - ii. Special Events – Waste Reduction Week, Compost Awareness Week, Environment Week
2. Maintain existing programs:
 - a. Schools – Compliance promotion (are they sorting properly? do they have bins/signs?), curriculum-based presentations, how to sort properly presentations, composting presentations, presentations at staff meetings
 - b. Public spaces – checking for types of containers in public spaces and the signage on the containers, working with municipal/provincial and federal parks,
 - c. Public Relations – Newspaper ads, Education/outreach, webinars, contests, media outreach
 - d. Ongoing support to Municipal outreach –assisting in the delivery of tailored education messages to whomever our stakeholders want

FINANCES

Region 6 has several goals outlined in the Inter-Municipal Agreement (Sept 2018). Two of these goals:

"To strive for an optimum balance between maximizing the long-term benefits achievable by diversion from disposal and minimizing Costs, both operating and capital, associated with implementation of the SWRM system;"

AND

"To conduct its operations equitably and in a fiscally responsible manner."

Revenues

Coordinator Funds	<p>ABOUT Each region is provided a stipend in exchange for contract services that support the role of a liaison on behalf of the Region and partners; Nova Scotia Environment, Divert Nova Scotia, Stewards and other regions and municipalities.</p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED An equal amount per year. Currently at \$43,286. This money offsets some of the costs associated with employing a coordinator, the office, travel and overhead expenses.</p> <p>WHEN AND HOW OFTEN A one-year extension (2025-26) to the last 3-year contract (2022-2025) has been signed. Quarterly deposits are made to the Region 6 account. New 3 year contract expected in 2026-27</p>
Education Funds	<p>ABOUT Each region must deliver a set amount of program deliverable hours to residents, businesses and schools on proper waste management and promoting its environmental benefits. A portion of the contract is reserved for provincial strategic areas and a stipend was assigned. Started in F2022, the stipend was an extra \$20,000.</p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Deliverables to specific target areas, which are revised annually, are required to be completed. An approved work plan includes an allowance for Region specific goals. Total NS funding is \$770,000 distributed as a Stipend of \$25,000 per region and remainder distributed on % of population. Currently, \$79,090.</p> <p>WHEN AND HOW OFTEN A plan is submitted in April for approval. The contract is drafted and issued with a 15% advance in May each year. The remainder is released based on meeting contract obligations for deliverables; 50% mid-year and 35% at year end.</p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Municipal Approved Programs (MAP)</p>	<p>ABOUT Solid Waste-Resource Regulations Section 8(1) (b) <i>paying out of the Fund money to provide financial assistance and incentives under an approved program.</i></p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Distributed based on the % of tonnes of solid waste diverted in the province and eligible only towards program costs that keep waste from going to landfill. This money is not permitted to be used to offset any costs associated with the disposal of waste. The estimated revenue issued to member units is approximately \$0.69 per person.</p> <p>WHEN AND HOW OFTEN An amount is advanced to Region 6 following the AGM for Divert Nova Scotia and is distributed after the final contribution is made in February/March.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Diversion Credits</p>	<p>ABOUT Solid Waste-Resource Regulations Section 8(1) (a) <i>paying a minimum of 50% of the net revenues in the Fund to provide financial support, to be divided between or among municipalities or regions based on the solid waste diverted by the municipality or region;</i></p> <p>FROM Divert Nova Scotia</p> <p>HOW IS IT CALCULATED Based on the solid waste diverted by the member municipal units. Some areas share services; in these cases, the total is paid to the service area, i.e. Municipal Joint Services and Shelburne Shared Services. Three-year average = \$20.25 per tonne diverted</p> <p>WHEN AND HOW OFTEN Diversion payments are made to each area following final confirmation of the datacall numbers to Nova Scotia Environment. Typically, after January.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Dairy</p>	<p>ABOUT A voluntary stewardship agreement that was developed in 2001 and has been renegotiated between the Atlantic Dairy Council and the Municipalities (Chairman of Regional Chairs) every year since. Agreement to end with EPR for PPP Dec 1, 2025.</p> <p>FROM Atlantic Dairy Council</p> <p>HOW IS IT CALCULATED Based on the total tonnes of fluid milk containers¹ sent to market each year. Three-year average = \$755 per tonne</p> <p>WHEN AND HOW OFTEN The amount is negotiated each June (based on previous year data) and a cheque issued in August or early September</p>

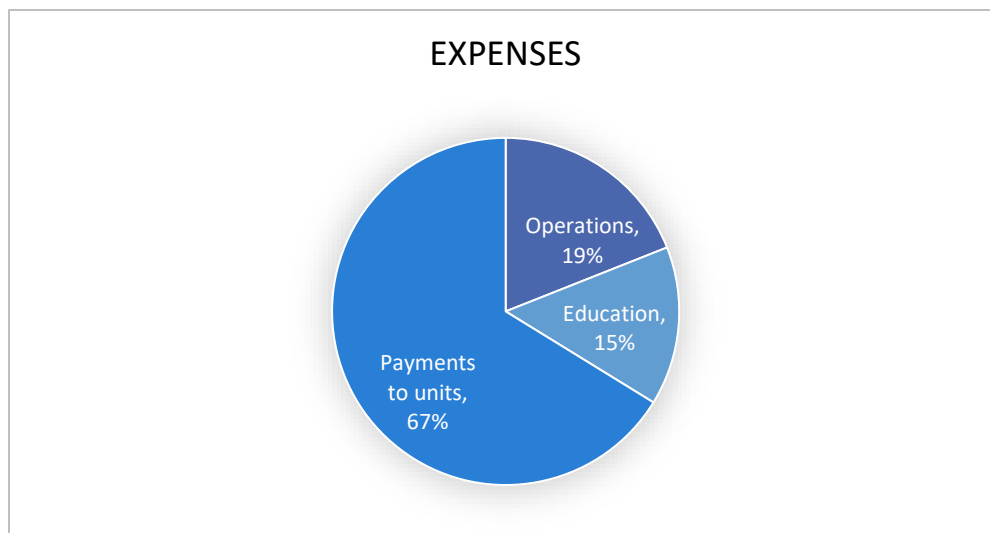
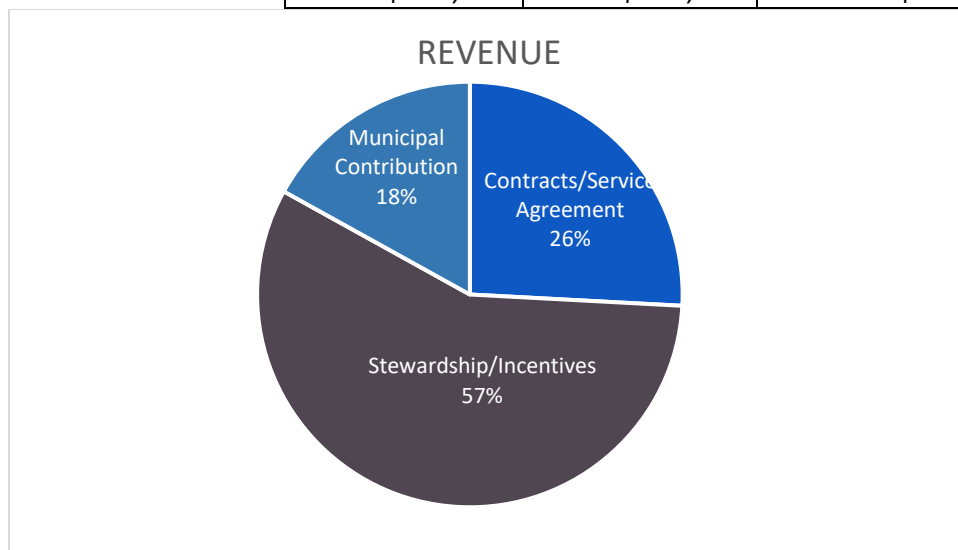
¹ Fluid milk – yogurt, ice cream, butter and other similar containers are not part of the program. Likewise, soy, almond and milk replacement products are also not part of the program.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Enforcement Fund</p>	<p>ABOUT This program began in 2009 in response to the increasing demand for support to help fund compliance outreach as more enforcement was required to supplement the education programs. Several employees within Region 6 are partially paid using this fund.</p> <p>FROM Divert Nova Scotia.</p> <p>HOW IS IT CALCULATED The region receives between \$88-\$89,000 based on a stipend (base funding plus a % for our portion of provincial population plus a percent for our portion of the land area). Within the region, it is distributed based on regional population. Each unit must demonstrate meeting the contract eligibility requirements to release the funds both from Divert Nova Scotia and within the region. Deliverables of how many complaints were followed up on and warnings or tickets issued as well as proof of expenditures for staff and equipment to complete the contract deliverables.</p> <p>WHEN AND HOW OFTEN A progress report must be submitted mid-year and a final report at year-end after which funds are released to area participants based on eligible expenses.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Inter-Municipal Fund</p>	<p>ABOUT This account was generated on the inception of Region 6 with \$100,000 grant from the province. That money was used to pay for a study and support the formation of the region. Since that time, a few grants had been earned (based on surplus at the RRFB at the time) and added to the account. This is a reserve fund and can be accessed based on motion of the Inter-Municipal Committee.</p> <p>FROM Region 6 - Reserves</p> <p>WHEN AND HOW OFTEN On an as needed basis and only on motion of the Inter-Municipal Committee. Past uses: Public Bins Program, Compost transport and Processing study, R6RECYCLES waste app</p>

BUDGET (Summary)

REVENUE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Revenue
Contracts/Service Agreement	\$213,103	\$213,103	\$210,998	26%
Stewardship/Incentives	\$483,000	\$483,000	\$467,000	57%
Municipal Contribution	\$149,942	\$129,858	\$147,885	18%

EXPENSE SUMMARY	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget	% of Expenses
Operations	\$154,090	\$154,090	\$156,659	19%
Education	\$119,530	\$119,530	\$121,967	15%
Payments to units	\$572,425	\$572,425	\$555,622	67%



REVENUE	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
Contracts/Service Agreements			
Education Contract	80,392	80,392	79,090
Coordinator Agreement	43,286	43,286	43,286
Enforcement Contract	89,425	89,425	88,622
	\$		\$
Sub-total	213,103	\$ 213,103	210,998
Stewardship/Incentives			
Dairy Stewardship	53,000	53,000	37,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Programs	80,000	80,000	80,000
Interest	0	0	0
Sub-total	\$ 483,000	\$ 483,000	\$ 467,000
Municipal Contribution			
Municipal Billing ²	149,942	129,858	147,885
Sub-total	\$149,942	\$129,858	\$147,885
TOTAL	\$ 846,045	\$ 825,961	\$ 825,883

EXPENSES	2025-26 Projection	2025-26 Budget	2026-27 Proposed Budget
OPERATING EXPENSE			
Admin Salaries and Benefits	108,025	108,025	109,969
Administration (host)	9,390	9,390	9,390
Travel	2,500	2,500	2,500
Training and conference	2,000	2,000	2,000
Office Rental	9,500	9,500	9,500
Office supplies/computer	8,300	8,300	8,300
Insurance	4,050	4,050	4,500
Legal & Auditor	10,325	10,325	10,500
Sub-total	\$ 154,090	\$ 154,090	\$ 156,659
EDUCATION			
Education salaries and benefits	87,030	87,030	88,597
Education travel	14,000	14,000	14,000
Program materials ⁴	4,000	4,000	3,500
Advertising	1,000	1,000	1,000
R6 Recycles	13,500	13,500	14,870
Inter-Municipal program expenses ³	0	0	0
Sub-total	\$ 119,530	\$ 119,530	\$ 121,967

PAYMENTS TO UNITS

Enforcement Contract	89,425	89,425	88,622
Dairy Agreement	53,000	53,000	37,000
Diversion ¹	350,000	350,000	350,000
Municipal Approved Program	80,000	80,000	80,000
Sub-total	\$ 572,425	\$ 572,425	\$ 555,622
TOTAL	\$ 846,045	\$ 846,045	\$ 834,248

Revenue/Expenditure	\$	-	-\$	20,084	-\$	8,365
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Notes to **BUDGET**:

1. Dairy Credits - Dairy containers marketed is down from 71 tonnes to 49 tonnes. Queens material has been stockpiled.
2. Diversion Credits - Expected decrease provincially from \$6.6 million available last year. Projections not available yet.
3. Municipal Billing - this now includes two lines, the first line pays for the operations that are not covered through grant and contracted services. The second line, shows the surplus for 2024-25 which is subtracted from the first line resulting in the subtotal, showing the required Municipal Billing (see Table 1 for details).

<i>Municipal Area Serviced:</i>	<i>2021 Population</i>	<i>% of Region</i>	<i>2026-27</i>
Shelburne Shared Services	6,456	6.99%	\$ 10,344.16
Town of Bridgewater	8,790	9.52%	\$ 14,083.83
Town of Mahone Bay	1,064	1.15%	\$ 1,704.80
Municipality of Lunenburg	25,545	27.68%	\$ 40,929.62
Municipality of Barrington	6,523	7.07%	\$ 10,451.51
Town of Clark's Harbour	725	0.79%	\$ 1,161.64
Municipality of Chester	10,804	11.71%	\$ 17,310.77
Town of Lunenburg	2,396	2.60%	\$ 3,839.00 *
Region of Queens Municipality	10,486	11.36%	\$ 16,801.25
West Hants Regional Municipality	19,509	21.14%	\$ 31,258.41
Total	92,298	100.00%	\$ 147,885.00

*2025/26 budget = \$3,371



Region 6 Activities Summary 2025-26

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Outreach and presentations for contract work through Divert NS continues in schools, businesses, apartments, community groups and events.
- Collaboration continues with various partners on litter reduction in Parks, at schools, public event spaces, along roads, on beaches and coastlines.
- Use of social media posts and videos (What Goes Where, Let's Be Clear Litter Doesn't Belong Here and many more) aim to reduce litter, improve sorting and educate on proper waste management. New contests and themed weeks are used to continue to engage residents.

Enforcement

Many By-Laws have been updated to reflect new sorting requirements (2 bag recycling). Other areas touched on are privacy bags, bag limits and preparations for EPR for PPP. We assisted, collaborated and reviewed on amended by-laws for Shelburne Shared Service, Region of Queens and West Hants Regional Municipality.

Facilitated Enforcement Officer training for MJSB and Shelburne Shared Services. This training is an important step to have staff appointed for by-law enforcement.

Private road collection and misuse of the collection locations has presented issues for Queens, Chester and West Hants. Region 6 staff have provided support and recommendations to address the issues. This is an ongoing issue throughout the province.

Administration

Work continues to implement EPR for PPP with every municipality registering for the program. Most municipalities decided to Opt-In or continue collecting curbside recyclables. Region of Queens (and 3 other municipalities in NS) chose to Opt-Out whereby Circular Materials will take over the recyclables program and assume the associated costs.

Other aspects of the EPR for PPP program include service for apartments, campgrounds, schools and optional small ICI collection. Much collaboration has taken place with Circular Materials and all levels of government to ensure a smooth transition.

The Queens recycling facility has closed as a suitable agreement could not be arranged for the continued operation under the new EPR for PPP program. The Shelburne C&D transfer station (Regional MRF) has also met with challenges to meet changes in site regulations. The required site upgrades seem to be beyond what is a reasonable cost to the residents in the Shelburne Shared Service. The site is expected to close before the end of 2025-26.

Work continues on other EPR programs (batteries, lights, electronics, paint, tires) and litter abatement. The Recollect Waste App provides a valuable method to help residents to seek sorting information, get reminders of collection and service interruptions and get updates of

Subject: 2025/26 Budget Variance (Capital & Operating) to Dec.31, 2025

Prepared by: Lisa Dagley, Finance Director

Date: February 24, 2026



Recommendation

This is an information report. No decision of Council is required.

Financial

Please find enclosed the budget variance report to **December 31, 2025**. The period ended December 31st represents 75% (9 months) of the fiscal year. Town General expenditures are 68.5%.

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**TOWN CAPITAL
PROJECT EXPENDITURES TO DECEMBER 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>
Town Hall-Exterior Restoration	\$700,000	\$3,978	\$696,022	0.6%
Old Fire Hall- Roof Membrane Removal and Replacement	\$250,000	\$0	\$250,000	0.0%
Lunenburg Academy-Roof Repairs	\$750,000	\$95,516	\$654,484	12.7%
Lunenburg Academy- Public Washroom Site Preparation	\$10,000	\$0	\$10,000	0.0%
Beautification- Urban Forest	\$40,000	\$13,782	\$26,218	34.5%
Equity, Diversity & Inclusion- Interpretive Panels for Parks	\$20,000	\$0	\$20,000	0.0%
New Sidewalks-Starr St - changed to Pelham (Shipyards Hill to Town Limits)	\$36,000	\$13,333	\$22,667	37.0%
Street Reconstruction-Pelham Street Hopson to King Street	\$300,000	\$222,070	\$77,930	74.0%
Street Accessibility Improvements	\$20,000	\$0	\$20,000	0.0%
Street Improvements-Flashing Beacon Lights (pre-approved CF)	\$44,000	\$41,497	\$2,503	94.3%
Street-Downtown Traffic Improvements	\$50,000	\$18,125	\$31,875	36.3%
Equipment-New Salt Truck (09 Replacement preapproved CF)	\$250,000	\$0	\$250,000	0.0%
Public Works Tools	\$20,000	\$3,390	\$16,610	17.0%
Waste Water Plant-Biofilter Media	\$170,000	\$0	\$170,000	0.0%
Waste Water Plant-Various Items	\$35,000	\$4,266	\$30,734	12.2%
Storm System-Storm Separation Plan (pre-approved Jan 28, 2025)	\$127,000	\$76,715	\$50,285	60.4%
Storm System-Pelham St. Hopson St to King St	\$65,000	\$35,013	\$29,987	53.9%
Sanitary System-Brook St. Stn Upgrades	\$230,000	\$8,737	\$221,263	3.8%
Sanitary System- Pelham Street- Hopson St to King St.	\$155,000	\$152,982	\$2,018	98.7%
Bandstand Restoration & Accessible Walkway (pre-approved)	\$345,000	\$321,044	\$23,956	93.1%
Recreation-Baseball Field Repairs (CF 2024/25)	\$10,000	\$0	\$10,000	0.0%
Recreation -Community Centre Accessible Entrance, (CF 24/25)	\$40,000	\$0	\$40,000	0.0%

**TOWN CAPITAL
PROJECT EXPENDITURES TO DECEMBER 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>
Recreation-Community Centre-Exterior (CF 24/25)	\$20,000	\$0	\$20,000	0.0%
Recreation -Community Centre Gym Floor Refinish (CF 24/25)	\$10,000	\$0	\$10,000	0.0%
Fire Department Fleet-GMC Tanker (02) #6 Replacement (pre-approved)	\$798,000	\$770,040	\$27,960	✓ 96.5%
Fire Department Fleet-Boat #8 - Motor Replacement	\$50,000	\$39,083	\$10,917	✓ 78.2%
Fire Department-Other-Concrete Apron Replacement (Bay Doors), <i>budget increased July15/25</i>	\$212,100	\$182,607	\$29,493	✓ 86.1%
<i>Multi-Year Project</i>				
WWTP Plant Upgrade with SBR	\$12,075,000	\$5,280,823	\$6,794,177	43.7%

**WATER UTILITY CAPITAL
PROJECT EXPENDITURES TO DECEMBER 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>
Chlorine Scales Upgrades	\$60,000	\$40,153	\$19,847	66.9%
Repair Spillway (Preapproved)	\$1,319,000	\$718,553	\$600,447	54.5%
Raw Water Pumphouse Waterproof Foundation	\$25,000	\$5,163	\$19,837	20.7%
Armouries Exterior Improvements	\$25,000	\$0	\$25,000	0.0%
New Services	\$20,000	\$2,070	\$17,930	10.4%
Replacement Hydrants	\$20,000	\$0	\$20,000	0.0%
Plant/Water Production Tank Bypass Line - Carry Forward	\$13,000	\$4,602	\$8,398	35.4%
Various Renewals	\$26,000	\$0	\$26,000	0.0%
Transmission Main Renewal	\$100,000	\$0	\$100,000	0.0%
<i>Multi-Year Project</i>				
Water Meter Rollout	\$1,048,000	\$345,627	\$702,373	33.0%

**ELECTRIC UTILITY CAPITAL
PROJECT EXPENDITURES TO DECEMBER 31, 2025**

<u>Project</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Balance</u>	<u>% of Budget</u>
Meters	\$10,000	\$0	\$10,000	0.0%
Overhead Conductors	\$230,000	\$184,000	\$46,000	80.0%
Poles & Fixtures	\$105,000	\$84,000	\$21,000	80.0%
Services	\$65,000	\$42,250	\$22,750	65.0%
Transformers-Line	\$250,000	\$150,000	\$100,000	60.0%
Street Lighting	\$10,000	\$0	\$10,000	0.0%
Green Street New Double Circuit	\$652,000	\$586,800	\$65,200	90.0%
Feeder Upgrade/Extension of 81W-233 to Dufferin St	\$1,721,000	\$1,548,900	\$172,100	90.0%
Substation Design/redesign	\$100,000	\$0	\$100,000	0.0%
New Substation -land on Green St.	\$100,000	\$0	\$100,000	0.0%

Town of Lunenburg Operating Financial Statements

December 31, 2025

Summary Information

(YTD Pro-rated Budget = 75.0%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
Taxes	\$9,211,970	\$9,481,300	97.2% 1.	\$269,330	\$9,374,400	99%
Grants In Lieu Of Taxes	-	343,900	0.0% 2.	343,900	343,900	100%
Sale of Services	191,297	243,200	78.7%	51,903	238,400	98%
Sale of Service Arena/Community Centr	224,582	338,600	66.3%	114,018	338,900	100%
Other Revenue/Own Sources	519,990	536,800	96.9%	16,810	561,800	105%
Unconditional Transfers/Other Gov'ts	50,129	50,100	100.1%	(29)	50,100	100%
Conditional Transfers/Fed or Prov Gov't:	20,489	79,800	25.7%	59,311	84,000	105%
Conditional Transfers/Other Local Gov'ts:	244,524	244,500	100.0%	(24)	225,800	92%
	<u>\$10,462,981</u>	<u>\$11,318,200</u>	<u>92.4%</u>	<u>\$855,219</u>	<u>\$11,217,300</u>	<u>99%</u>
Expenditures						
General Government Services	\$1,091,667	\$1,225,300	89.1%	\$133,633	\$1,179,300	96%
Protective Services	1,567,991	2,129,600	73.6%	561,609	2,108,700	99%
Transportation Services	1,174,391	1,568,600	74.9%	394,209	1,534,100	98%
Environmental Health Services	1,164,300	1,748,700	66.6%	584,400	1,670,000	95%
Public Health Services - Cemetery	7,717	14,100	54.7%	6,383	2,700	19%
Community Development	487,094	849,400	57.3%	362,306	758,000	89%
Recreation & Cultural Services	209,447	294,900	71.0%	85,453	231,100	78%
Arena/Community Centre	541,177	773,500	70.0%	232,323	783,600	101%
Fiscal Services	1,504,899	2,714,100	55.4%	1,209,201	2,949,800	109%
	<u>\$7,748,683</u>	<u>\$11,318,200</u>	<u>68.5%</u>	<u>\$3,569,517</u>	<u>\$11,217,300</u>	<u>99%</u>
TOWN SURPLUS (DEFICIT)**	<u>\$2,714,298</u>	<u>\$ -</u>			<u>\$ -</u>	

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue is at 92.4% and 68.5% of expenditures have occurred as of December 31, 2025.**

Legend:

- Both the interim and final property and sewer tax bills have been issued.
- Provincial grants are received February 17, 2026.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
Revenue	\$1,367,805	\$1,783,800	76.7% 1.	\$415,995	\$1,818,600	101.95%
Expenditures	\$1,207,886	\$1,783,800	67.7%	\$575,914	\$1,818,600	101.95%
WATER SURPLUS (DEFICIT)	<u>\$159,919</u>	<u>\$ -</u>			<u>\$ -</u>	

Legend:

- Three quarterly billings issued.

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD %</u>	<u>Balance</u>	<u>Year End Projection</u>	<u>% of Budget</u>
Revenue	\$5,246,020	\$7,646,500	68.6% 1.	\$2,400,480	\$8,181,900	107.00%
Expenditures	\$5,785,401	\$8,505,900	68.0%	\$2,720,500	\$8,392,900	98.67%
ELECTRIC SURPLUS (DEFICIT)	<u>(\$539,381)</u>	<u>\$ (859,400)</u>			<u>\$ (211,000)</u>	

Legend:

- Electric consumption billings are highly seasonal in nature. GRA approved effective October 1, 2025.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
December 31, 2025

DEED TRANSFER TAX REPORT

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
Capital Purposes	\$325,000		\$23,625		\$227,024	\$97,976
Operating Purposes	\$162,500		\$11,813		\$113,512	\$48,988
	<u>\$487,500</u>	(5)	<u>\$35,438</u>	(42)	<u>\$340,536</u>	70% <u>\$146,964</u>

TAX AND SEWER CHARGES REPORT

	Balance 31-Mar-25	2025/26 Tax Billings	Collected To Date	Balance
2024/25 Taxes & Sewer and Prior	813,277	-	574,012	239,265
2025/2026 Tax & Sewer billings	-	8,832,913	8,320,192	512,721
	<u>813,277</u>	<u>8,832,913</u>	<u>8,894,204</u>	<u>751,986</u>
Interest				83,412
Total Outstanding	9.46%			<u>835,398</u>

Prepayments for 2026/27 Tax & Sewer \$189,849

PARKING METER REVENUE AND FINES

	Budget 2025/26	Actual to 31-Dec-25	Variance to Budget	% of Budget
Parking Meter Revenue	\$155,000	\$137,655	\$17,345	88.81%
Parking Meter Fines	12,000	9,503	2,497	79.19%
Court Fines	2,500	1,565	935	62.60%
Total	<u>\$169,500</u>	<u>\$148,723</u>	<u>\$20,777</u>	<u>87.74%</u>

SNOW AND ICE CONTROL

Public Works Labour & Salt Purchases

	Actual 2020/21	Actual 2021/22	Actual 2022/23	Actual 2023/24	Actual 2024/25	Budget 2025/26	Actual to 7-Feb-26
April to October	\$ 3,085	\$ -	\$ 49	\$ 1,706	\$ 510		\$ 820
November	27	264	-	-	-		-
December	4,212	4,492	5,771	2,109	3,481		17,688
January	9,224	823	6,004	1,925	10,654		27,753
February	8,854	13,237	18,116	6,515	19,683		8,222
March	1,736	4,545	19,885	17,860	6,257		-
Labour Cost	<u>27,138</u>	<u>23,361</u>	<u>49,825</u>	<u>30,115</u>	<u>40,585</u>	72,000	<u>54,483</u>
Salt Purchases	71,083	39,862	102,349	48,583	96,944	85,000	64,881
Contractors/Rentals/ Electric (Salt Shed)	230	258	1,886	242	243	500	179
	<u>\$ 98,451</u>	<u>\$ 63,481</u>	<u>\$ 154,060</u>	<u>\$ 78,940</u>	<u>\$ 137,772</u>	<u>\$ 157,500</u>	<u>\$ 119,543</u>
						% Budget Used	75.9%
						BUDGET VARIANCE UNDER (OVER)	\$ 37,957

25/26 Approved Grants

Council Motion July 9, 2025

Account #01-2-19-5100	2025-26 Grant Notes	Approved Grant Amount	Actual
Nova Scotia 55+ Games	Funding has been requested from each municipal unit to support the implementation and hosting of this event.	\$1,000	\$1,000
Lunenburg County Pride	Funds to be used for Kick-Off event and surrounding week of celebrations with a focus to ensure accessibility and inclusivity for all attendees, and professional fees for performers to increase community outreach.	\$600	\$600
Lunenburg and District Swimming Pool	To assist with operating expenses and toward purchase of pool equipment, including for training and recreation.	In Kind Rental	
Lunenburg Foundation for the Arts	The Lunenburg Foundation for the arts is requesting support from the TOL to fund three major fundraising events: Cranberry Crush, , Cheese Please, and March Melt.	\$500	\$500
Capella Regalis Choirs	To provide support for Capella Regalis South Shore Singing Program which offers Free singing and general music education to local children ages 8-12. Based in Lunenburg. Free transportation program allows children in outlying rural communities to benefit too.	\$250	\$250
Boxwood Festival Society	Waterfront ceilidh on July 24, 2025 free and open to the community. Funds will be used toward staffing, security, sound, lights, travel and artist fees for caller and musicians.	\$500	\$500
South Shore Sexual Health Society	Requesting funds to support our operations in the TOL. This consists of monies towards mileage and services at Bluenose Academy, as well as free condoms, pregnancy tests, HIV self-tests, and gender-affirming gear. We also support folks in emergencies with the morning after pill.	\$500	\$500
Saint Vincent De Paul	Funds received from the TOL will be used for Helping Neighbours-in-Need program to assist vulnerable residents of the TOL, who have been adversely affected by hard times, the housing crisis and the increasing cost of living, that affects the cost of rent, food, heating oil, power and prescriptions	\$1,000	\$1,000
South Shore Public Libraries	The Lunenburg Lit Festival, planned, created and hosted by SSPL will use the requested funds to pay performance fees for 3 of the 9 authors who will present at this year's festival	\$900	\$900
Canadian Dory Racing Association	Funding would be used to host our International Awards Reception. This event is open to the public. The event is the closing for the Dory races which has been happening on the Lunenburg waterfront since 1952	\$600	\$600
Rossini Opera Festival NS/LAMP	Tunes on Tuesday is a free, hour-long noon concert presented weekly at the Lunenburg Academy of Music Performance by young Canadian and international musicians.	\$250	\$250
We Feed Lunenburg	Seeking support for containers and supplies for stocking the Community Food Pantry, which has become an essential service in Lunenburg to address the ongoing food insecurity needs of the community and surrounding area.	\$500	\$500
Lunenburg Academy Foundation	To assist in events costs for "A Celebration of unity" during Citizenship week.	\$1,500	\$1,500
Navy League of Canada, Lunenburg Branch	Requested funds will be allocated to essential operating and training activities	\$600	\$600
Lunenburg and Area Garden Club	The funding will be used to revive and restore gardens around the Fishermen's Memorial Hospital	\$600	\$600
Lunenburg Community Garden	Funds will be used to replace compost bin and three garden plot boxes. The group is also seeking in kind use of the storage shed.	\$600	\$600
Lunenburg County Daycare Centre	Funds will be used to purchase a 6-seat stroller.	\$750	\$750
Lunenburg County Dog Park Society	Funds are used to assist in the purchase of insurance coverage. The organization is also requesting in-kind garbage collection.	\$600	\$600
Lunenburg Farmers Market	The funds will be utilized for the 40th anniversary event for the Market.	\$1,000	\$1,000
Lunenburg Folk Harbour Society-Festival Sponsorship	The funding requested is to assisting in the costs of the 40th annual Lunenburg Folk Harbour Festival.	\$1,500	\$1,500

25/26 Approved Grants

Council Motion July 9, 2025

Account #01-2-19-5100	2025-26 Grant Notes	Approved Grant Amount	Actual
Lunenburg Heritage Society	Funding will be used for marketing and promotion of the 2025 Lunenburg Heritage House Tour.	\$1,000	\$1,000
Second Story Women's Centre	The funding will be used for art supplies, healthy food supplies, resources for environmental and growing workshops and local artist and practitioner honorariums.	\$750	\$750
South Shore Minor Hockey	To assist with the cost of ice rental, referee fees and welcome packages for the Gary Wentzell Memoria Tournament	\$500	\$500
South Shore Public Libraries-Lunenburg Branch	The Lunenburg Library will be offering a free and inclusive workshops and gardening to provide instructions, support and supplies to start growing food locally.	\$250	\$250
The Lunenburg Theatre Collective	Support venue rentals.	\$500	\$500
Golf for Fisherman's Memorial Hospital	Sponsorship request	\$500	\$500
Nova Scotia Sea School	The Sea School are requesting funds to assist with the promotion and running the experiential summer sailing and wilderness program for 2025.	\$600	\$600
Bridgewater Sports and Cultural Association	Thangram Lunenburg are requesting funds to assist with travel costs for the attendance at the Missauga Chedamelan celebration in Missauga Ontario.	\$500	\$500
Subtotal		\$18,350	\$18,350
Lunenburg County Wheels		\$10,000	\$10,000
Navy League-Purchase of add in the 2025 Annual Cadet Review Event Program		\$175	\$175
Lunenburg Music Festival		\$200	\$200
Brighter Days Capital Campaign		\$4,000	\$4,000
Traffic Control		\$8,000	\$5,471
		<u>\$40,725</u>	<u>\$38,196</u>
			Balance
Lunenburg Students Attending Events			\$2,000
Unallocated Grant			-\$725
Unallocated Traffic Control			<u>\$2,529</u>
			<u><u>\$42,000</u></u>

Town of Lunenburg Motion Action List

PRIORITY A = Action within 3 months (Jan. 2026 – March 2026)

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

PRIORITY C = Longer-term (Beyond Sept. 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 to be approved in early 2026. Effective date to take place Jan. 1, 2027	1 st Reading: Feb. 10 Public Hearing: Feb. 24
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 Implications to Marketing Levy	

MPS Amendments: DAs on Town Land	Original motion: July 16, 2024 Updated motion: Jan. 7, 2025 COTW	Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill. Jan. 7, 2025 COTW motion: Refer the proposed amendments to the Municipal Planning Strategy (MPS), as outlined in Attachment A, to Council for consideration, enabling the use of development agreements on lands throughout the Town.	Community Development	PRIORITY A	This is a milestone that needs to be achieved for HAF agreement.
LUB Amendments: Main Street Form Zone & on-site parking	2024 /2025	Form Zone: Prepare a report with recommendations for revising the Land-Use By-law's Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone Parking: Original (Feb. 27, 2024): That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards. Expanded Jan. 28, 2025: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.	Community Development	PRIORITY A	As a part of comprehensive MPS/ LUB Review – Work expected to start in early 2026
Housing Market Study	Jan. 14, 2025	Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.	Community Development	PRIORITY A (in progress)	Presentation scheduled by MODL Feb. 2026
Reducing Speed Limits	April 15, 2025	Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street,	Public Works	PRIORITY A (in progress)	Jan. 2026 update: Recent changes to

		<p>based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a recommendation of a town-wide reduction may result if appropriate and cost-effective.</p> <p>Bring back a report exploring the installation of four-way stop signs at the intersections of Creighton Street with Prince Street and Creighton Street with Cornwallis Street.</p>			<p>provincial regulations require staff to review how the updated framework applies to Town streets, particularly on roads with shared or provincial jurisdiction. Staff are reviewing the new rules before bringing forward next steps.</p>
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	PRIORITY A	Request for Direction expected Feb 2026
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	By-law Enforcement	PRIORITY A	<p>1st Reading: Feb. 10</p> <p>Public Hearing: Feb. 24</p>
PRIORITY B					
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	<p>Staff presented an information report on this on June 24, 2025. No motion was made, but a general consensus to revisit the idea of portable washrooms in the Spring of 2026.</p>	Public Works	PRIORITY B Early in 2026; align	Council voted to remove the preparation site

				with the budget cycle)	from the 2026/27 Capital Budget Remove or place to priority C?
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	
Traffic and Parking Budget Considerations	March 4, 2025 COTW	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: <ul style="list-style-type: none"> • Reconfiguration of the Community Centre parking lot • Accessible parking considerations • Paid parking options *if this is too much perhaps this considered in a different year per Council discussion • 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
Cemetery Review	Dec. 9, 2025	Council received an information report on Hillcrest Cemetery operations and reached consensus to schedule a future Committee of the Whole discussion to undertake a comprehensive review of cemetery care, rates, and future needs.	Multiple Departments	PRIORITY B	Expected Spring 2026
Water System Modelling	Jan. 13, 2026	Council indicated that it would like to receive a presentation at a future Committee of the Whole meeting on the Water System Modelling completed in 2023, including the	Public Works	PRIORITY B	

		recommendations that inform the proposed Transmission Main Renewal project.			
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 Lunenburg.	Municipal Clerk	PRIORITY C Prior to next election cycle	