

TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, March 17, 2026 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



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

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 17, 2026 Committee of the Whole Meeting Agenda

Recommendation: That Committee of the Whole approve the agenda for the March 17, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 February 3, 2026 Committee of the Whole Meeting Minutes

Recommendation: That Committee of the Whole approve the minutes from the February 3, 2026 meeting as presented.

6. PRESENTATIONS

7. CORRESPONDENCE

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

8. BUSINESS ARISING AND UNFINISHED BUSINESS

9. NEW BUSINESS

9.1 Request for Direction: Community Grants Policy

9.2 Introduction: Updated Parking Meter Bylaw

Recommendation: That the Committee of the Whole refer the Updated Parking Meter Bylaw to a Regular Council Meeting for First Reading.

9.3 Introduction & Notice: Inclement Weather & Temporary Facility Closure Policy

Recommendation: That the Committee of the Whole refer the Inclement Weather and Temporary Facility Closure Policy to a Regular Council Meeting for consideration, and that this referral serve as official notice of Council's intent to consider the policy.

10. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

10.1 Direction for Council on the proposed changes to the Vending By-Law and timeline based on the Motion Action List

11. CLOSED SESSION

12. ADJOURNMENT

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

Tuesday, February 3, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber



Present	Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, Alison Strachan
Also present	Paul Nopper, CAO Tyson Joyce, Director of Public Works Marc Kiely, Director of Community Development Kayla Byrne, Municipal Clerk Jamie Deans, Communications and Events Coordinator
Call to Order	The Chair called the meeting to order at 6:02 p.m.
Land Acknowledgment	The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.
Additions to the Agenda	Moved and seconded that Committee of the Whole add the following item to today's agenda: - Waste Water Treatment Plant Update Motion carried unanimously
Approval of Agenda	Moved and seconded that Committee of the Whole approve the agenda for the February 3, 2026 meeting as amended. Motion carried unanimously
Approval of Minutes	Moved and seconded that Committee of the Whole approve the minutes from the November 3, 2025 meeting as presented. Motion carried unanimously
Waste Water Treatment Plant Update	Council received an update on planned equipment replacement work at the Wastewater Treatment Plant as part of the ongoing upgrade and expansion project. Staff advised that the work is anticipated to take place in March, subject to weather conditions, and will involve temporary interruptions to normal wastewater treatment operations. Council was informed that the Town is required to notify regulators, the public, and key stakeholders in advance of the work in order to obtain the necessary permits. Staff outlined that mitigation measures will be in place to minimize impacts and that public communications will include information on expected timelines and steps residents can

take to reduce strain on the system during the work period.

Council emphasized the importance of proactive and direct communication with waterfront businesses and industries that may be most directly affected.

Municipal Heritage Designation: Train Station

Council received a follow-up report regarding a voluntary application for Municipal Heritage Designation of the former train station property, following Council's earlier decision in August to proceed with the sale of the property without designation. Council was reminded that, at that time, heritage protections were instead incorporated into the purchase and sale agreement through the identification and protection of heritage-defining and character-defining elements.

Council indicated consensus to maintain its previous decision not to pursue Municipal Heritage Designation for the property at this time.

Update: Housing Accelerator Fund

Council received an update on the Town's Housing Accelerator Fund (HAF) agreement with CMHC, including progress on approved initiatives and timelines for completion. Staff highlighted that one remaining initiative requires the identification of town-owned land for housing purposes and that completion of this initiative is necessary to maintain eligibility for remaining program funding.

Council discussed constraints related to the availability of town-owned land, the importance of following the Town's land divestiture process, and the need for timely action given program deadlines. Members emphasized the value of understanding all potential options before making decisions.

Moved and seconded that Committee of the Whole direct staff to identify one to two Town-owned properties for consideration under Initiative 2: Town-owned Land Divestiture with Agreements for Housing, and to report back to Council with findings and options.

Motion carried unanimously

Introduction: Marketing Levy By-law

Council received a draft Marketing Levy By-law for discussion. Staff provided an overview of the by-law framework, including the proposed levy on short-term accommodations, remittance requirements, and compliance provisions, noting that targeted engagement with registered operators had been undertaken.

Council discussed administrative considerations, including record-keeping requirements, enforcement mechanisms, and the anticipated capacity of staff to administer the levy. Members also discussed the importance of continued engagement with accommodation operators,

transparency around how levy revenues would be used, and the broader context of tourism-related pressures on municipal infrastructure. Council acknowledged that permitted uses of levy revenues are defined by provincial legislation.

During discussion, Council requested that staff review and refine the wording of the records and record-keeping provisions to ensure they are clear and not unnecessarily onerous.

Moved and seconded that Committee of the Whole refer the Marketing Levy By-law to a Regular Council meeting for First Reading.

Motion carried unanimously

Request for
Direction: Parking
Meter By-law

Council received an update on proposed housekeeping amendments to the Parking Meter By-law in preparation for the introduction of the HotSpot paid parking app. Staff advised that the current by-law is outdated and primarily focused on coin-operated meters, and sought Council's input on potential areas for modernization.

Council discussed a range of considerations, including parking time limits, the potential use of short-term or daily passes, accessibility and short-term parking near key services such as the post office, enforcement and fine amounts, and the balance between parking turnover and availability in the downtown core.

Council provided direction for staff to proceed with updating and modernizing the Parking Meter By-law, including:

- exploring limited permit or short-term parking options where appropriate,
- formalizing exemptions for volunteer firefighters,
- reviewing parking fine amounts for consistency and effectiveness, and
- look at short term parking for residents and accessibility near downtown businesses such as the Post Office and the Pharmacy

By-law Updates:
Hack & Trolley By-
law

Council received a draft update to the Tour Vehicle and Horse-Drawn Vehicle By-law, formerly known as the Hack and Trolley By-law. Staff advised that the update is intended to modernize the by-law, clarify animal welfare provisions, and consolidate administrative matters such as licensing limits and fees into schedules, while maintaining the viability of tour operations in the Town.

Council discussed animal welfare and public safety considerations, including extreme weather conditions, cleanliness and nuisance prevention, insurance requirements, and enforcement mechanisms. Council emphasized the importance of having clear authority to respond to complaints and unsafe conditions, while allowing appropriate discretion for enforcement.

During discussion, Council indicated general support for the draft by-law and provided direction for refinements prior to first reading, including:

- incorporating a requirement for veterinary sign-off as part of the licensing process, and
- considering additional clarity around standards related to tour operations, including accuracy of information provided to visitors, without prescribing rigid scripts.

Moved and seconded that Committee of the Whole refer the proposed Tour Vehicle and Horse-Drawn Vehicle By-law to a regular meeting of Council for first reading.

Motion carried unanimously

Information Report: Council received the annual review report on the Noise By-law adopted in June 2025. Staff reported that since implementation, noise complaints have decreased significantly and the by-law has been clearer and easier to apply.

Noise By-law
Annual Review

Council discussed the need for clearer public communication on how to submit noise complaints in real time, particularly during evenings and weekends, and noted that complaints raised informally (including via social media) do not support timely enforcement. Staff advised that the previous website reporting method was not functioning and that a direct contact number is available for immediate reporting.

(REMO) Advisory
Committee Budget
Proposal for
Council Discussion

Council received an overview of the Regional Emergency Management Organization (REMO) budget, noting that recent changes to the budget approval process provide partner councils with an earlier opportunity to review and comment before final approval.

Council representatives advised they were comfortable with the proposed budget and funding model. It was noted that while the Town's contribution has increased compared to prior years, the revised funding formula was described as more equitable across participating municipalities. Council acknowledged the value of REMO services as a form of regional risk management and emergency preparedness that would not be feasible for the Town to deliver independently.

Notices of Motion, Information Requests and Councillor Reports Council members shared brief updates and community acknowledgements, including expressions of sympathy following a recent tragedy affecting Gloucester. Council also recognized local achievements and community initiatives, highlighted awareness campaigns and upcoming community events, and encouraged residents to stay engaged and reach out to Council with questions or concerns arising from matters discussed at the meeting.

Adjournment There being no further business, the Committee of the Whole meeting adjourned at 7:59 p.m.

Minutes were read and approved.

Subject: Proposed Changes to the Community Grants Policy
From: Jamie Deans, Communications & Events Coordinator
Date: March 17, 2026



Recommendation

That Council provide direction on the proposed changes to the Community Grants Policy and direct staff to return with a revised policy for Council consideration.

Alternatives

Council can

- Deny the request.
- Modify the request.
- Refer the request to a committee.

Background

The current Community Grants Program lacks clarity regarding the process used to assess grant applications and determine funding amounts. The policy would benefit from the inclusion of additional guidelines to improve transparency and consistency - most notably, the establishment of a maximum eligible request amount, along with a more detailed description outlining the intended purpose of the grants and clearly defining what activities and expenses are not eligible for funding.

Discussion

The Town operates a very popular Community Grants Program that routinely sees multiple applicants year after year. The past two years have seen a significant jump in applications – going from an average of 17.5 for the four years between 2020-2023 to an average of 29 in 2024-2025. All while the total available for distribution has remained fairly static around \$19,000.

Presently, there is no mention of a maximum amount for requested funds, and as such, we have received requests ranging from \$250 to \$10,000. Given the desire to assist with as many eligible requests as possible, and to set expectations for the applicants, it is recommended that a cap be added to the policy, with a caveat that organizations can apply for more than the cap should they have an extraordinary situation (ie: an anniversary, significant milestone, a one-off event).

Requests exceeding the standard maximum may be considered only where the initiative represents a one-time or exceptional community event and is not anticipated to recur annually.

Introducing a standard maximum request amount would help establish consistent expectations for applicants and allow funding to be distributed more equitably among a growing number of requests.

Based on recent application volumes, a standard maximum grant of \$500 per organization annually would allow the Town to support a greater number of community initiatives while still maintaining flexibility to respond to exceptional circumstances.

Another item that should be addressed is the process of determining how the grants will be disbursed. It is recommended that a Community Grants Committee be assigned this task. This group would evaluate grant requests and provide Council with recommendations for the allocation of funds.

The composition would be a combination of Councilors (up to three), the CAO, a member of the Community Development department, and the Communications & Events Coordinator.

Some additional inclusions to the policy might include:

- Organizations are only eligible for one grant from the Town per fiscal year.
- The maximum amount available to any one organization is \$500 annually, unless there are extraordinary circumstances, such as a major milestone or anniversary.
- Organizations can make a presentation to Council through the Town's standard presentation process.
- Community Grants are intended to assist or enhance the organization's operations but are not intended to be used as ongoing support.

Establish a Reserved Allocation for In-Year Requests

That the Town set aside a defined portion of the Community Grants budget (e.g. \$2,000 annually) to respond to eligible, time-sensitive or unanticipated community grant requests that arise outside the regular intake periods. This would give flexibility to some of the requests we receive throughout the year and that Council still may want to support. Recent examples include the Lunenburg County Music Festival (\$200) and the Gary L. Wentzell March Break Hockey Tournament (\$500).

Expand Eligibility to Community Events

Expand eligibility to include community events and initiatives that are not registered charities but demonstrate a meaningful contribution to the community, while maintaining the spirit and intent of the Community Grants Program.

This change is intended to recognize community-led initiatives and events that may not have formal charitable status, and does not extend eligibility to for-profit or commercial activities

Establish Clear Evaluation Criteria

Introduce simple, transparent evaluation criteria to guide the assessment and prioritization of Community Grant applications, including:

- Demonstrated community impact, including benefits to specific groups such as youth, adults, or community wellness initiatives.
- Alignment with Council's strategic priorities, including cultural, heritage, and community-building objectives.
- Breadth and diversity of community reach.
- Organizational capacity and sustainability.
- Local connection, including whether the applicant is based in Lunenburg, whether the initiative takes place in Lunenburg, and the number of Lunenburg residents expected to participate.
- Community Grant history, including consideration of consecutive years of funding to support fairness and equitable distribution.

Applications will be reviewed using the established criteria, with recommendations brought forward to Council for final approval.

Clarify that Community Grants are Cash-Based

For administrative clarity and transparency, it is recommended that the Community Grants Program provide direct monetary grants only and not include in-kind municipal support as part of the program.

Under this approach, approved organizations would receive a cash grant that they may use toward eligible expenses associated with their initiative. This may include costs related to municipal services such as facility rentals, equipment rentals, or other Town services where applicable. Organizations would book and pay for these services through the Town's normal processes.

Providing grants as direct monetary contributions simplifies administration, ensures consistent treatment of applicants, and provides clearer tracking of the Town's financial contributions through the program.

In-Kind Support Outside the Community Grants Program

Organizations may occasionally request in-kind municipal support outside of the Community Grants Program, such as waived facility fees, equipment use, or staff assistance. While the Town may choose to support initiatives in this manner on a case-by-case basis, these requests should be considered carefully.

In-kind support represents a real cost to the municipality, including staff time, operational resources, equipment use, and potential foregone revenue. These requests also require coordination across departments and must be balanced against operational priorities, staff availability, and safety considerations.

For this reason, requests for in-kind support should generally be evaluated outside of the Community Grants Program and may require staff review and, in some cases, Council direction depending on the scope and nature of the request.

Separating in-kind requests from the Community Grants Program helps maintain clarity regarding the Town’s financial contributions while ensuring that operational impacts are properly considered.

Existing Municipal Support for Community Events

In addition to the Community Grants Program, the Town also provides support to several longstanding annual community events through its [Special Events Policy](#).

Under that policy, Council may approve the waiving of fees for Town services and facility rentals associated with specific events. These contributions are provided as in-kind support up to a defined maximum value.

The current policy includes the following annual allocations:

Annual Event	Maximum Cost of In-Kind Town Services
Lunenburg Board of Trade – StreetFest (Summer)	\$2,500
Lunenburg Royal Canadian Legion – Remembrance Day Event	\$1,000
Lunenburg Royal Canadian Legion – Battle of the Atlantic Event	\$1,000
Christmas Tree Lighting	\$500
Light Up Lunenburg Festival (LBOT & Fisheries Museum of the Atlantic)	\$2,500
Lunenburg Folk Harbour Festival	\$1,500

Clarify Purpose of Funding

Add language clearly stating that Community Grants are intended to **supplement or enhance** existing projects or initiatives, and are not intended to serve as an organization’s primary revenue source.

Post-Event Recognition

Recipients will acknowledge, where appropriate, the Town's contribution to their event/program. This can be done through social posts, recognition on signage, a letter to Council, etc. The Town will provide appropriate branding items and guidelines to make the process easy for the organization.

Financial

These recommendations would not impact the overall financial commitment to the Community Grants Program.

Communications

Any changes to the program will be communicated to the public via the Town's website and through social posts promoting the overall program.

Rational

In 2025/26 Council approved 28 requests for funding throughout the year. As noted they averaged approximately \$500 on average. Council tries to support as many organizations as possible, but as noted, this is a grant of support and not an operational grant. From the allocations of funding from 2025/26:

- \$28,000 was given as support in total
 - \$10,000 to Lunenburg Wheels
 - \$18,000 distributed to 28 organizations
 - Note this does not include the Bridgewater Hospital Campaign.

By creating a level of expectation for a maximum amount of funding that each organization can apply for, this will allow Council to help organizations in some capacity but also not to be solely relied on for support. Organizations are encouraged to seek other funding sources to support their program, event, or initiative. Additionally, based on suggestions in this report, Council could still consider a higher value of a grant based on the need of the organization but would need further justification and review by Council.

Subject: Parking Meter By-law Updates
From: Kayla Byrne, Municipal Clerk
Date: Feb. 3, 2026 – COTW
March 17, 2026 – COTW



Recommendation

That Committee of the Whole refer the proposed Paid Parking By-law to Council for first reading.

Alternatives

Update the by-law to only modernize language related to alternative payment options and take no other action at this time.

Background

The Town is preparing to move to a modern paid parking system that will allow people to pay for parking through a mobile app and physical parking meters. The current [Parking Meter By-law](#) was written around a coin-based system and no longer reflects how parking will be managed once HotSpot is introduced.

In preparation for this transition, staff reviewed the existing by-law and are recommending an updated by-law. Options were discussed at the February 3, 2026, Committee of the Whole meeting, where Council directed staff to explore a daily parking pass, short-term parking in certain areas, an increase to the parking penalty amount, and formalizing free parking for volunteer firefighters.

Discussion

The new proposed by-law does the following:

- 1) **Modernizes language (Authorized Methods of Payment):** Updates the by-law to reflect a modern paid parking system rather than tying compliance solely to the deposit of coins into a physical meter.
- 2) **Explores a daily parking permit:** At the February Committee of the Whole meeting, Council discussed the possibility of introducing parking permits, including daily, monthly, and annual options. While parking permits could be seen as a positive gesture for residents, staff identified concerns given the limited availability of parking in the downtown area. Regular use of permits by residents or employees could reduce parking turnover and limit availability for visitors.

Staff explored the option of a daily parking permit intended primarily for visitors. However, daily permits cannot currently be purchased through the HotSpot system and would require in-person purchase at Town Hall. As Town Hall is not open on Saturdays, this could lead to confusion and accessibility challenges for visitors.

For these reasons, staff do not recommend introducing a daily parking permit at this time. That said, the option of an in-person, physical permit purchased at Town Hall could be considered if Council still wanted to explore this option.

- 3) **Exemption for volunteer firefighters:** The current by-law includes an exemption from parking fees for vehicles displaying a Nova Scotia veterans licence plate. While not explicitly referenced in the existing by-law, this exemption has also been applied in practice to vehicles displaying a Nova Scotia volunteer firefighter licence plate.

The proposed by-law formalizes this existing practice.

- 4) **Addition of Schedule A:** The proposed by-law introduces Schedule A as a single, easy-to-reference place for parking fees, hours of payment, time limits, exemptions, and penalty amounts.

Under the current by-law, some of these details are spread throughout the by-law and, in some cases, were set or adjusted through separate Council resolutions. Using Schedule A creates a one-stop shop for parking fees, time limits, exemptions, and penalties. It keeps all of the changeable details in one place, making the by-law easier to understand and easier for Council to update by resolution as needed.

Breaking Down Schedule A:

1) Parking Hours and Time Limits

The current Parking Meter By-law does not set specific parking time limits by location. Instead, parking time limits are established through signage on individual parking meters. Over time, this has resulted in a mix of two-hour and four-hour parking limits in different areas of Town.

- **Areas with no maximum parking time limit:** Staff are proposing that no maximum parking time limit apply on Bluenose Drive, Pelham Street, and Montague Street. These areas are well-suited to longer stays and are commonly used by visitors.
- **Two-hour parking areas:** Staff recommend retaining a two-hour maximum parking time on King Street, Duke Street, and Lincoln Street to support local businesses, services, and shorter visits.

- **Short-term parking (30-minute free spaces):** At Council’s request, Schedule A introduces two free 30-minute parking spaces on Lincoln Street, located in front of the Post Office and Kinley’s Pharmacy. These spaces are intended to support residents who need quick access to essential services. These 30-minute spaces would require the removal of parking meters and the installation of clear signage indicating the time limit and free parking period. This approach is consistent with the existing 30-minute customer parking located outside Town Hall on Cumberland Street.

2) Fee exemptions

The existing parking fee exemptions are not changing under the proposed by-law. These exemptions are already in place under the current by-law and are simply being moved into Schedule A so they are easier to find and review in one place.

What’s new? Staff are suggesting that Council consider removing paid parking for the months of January and February. While limited parking capacity makes it difficult to introduce resident or employee parking passes, January and February are typically slower months. Removing paid parking during this period could be a small but meaningful gesture for residents while having minimal financial impact.

By comparison, parking revenues during most months generate thousands of dollars. For context, total parking revenue for January and February 2024/25 was \$96 and \$107 for the same period in 2023/24. The two years before that also had similar revenue amounts. Given these figures, staff see an opportunity to provide no paid parking during two slower months without materially affecting parking revenue.

3) Penalty amounts

Staff are recommending that the voluntary parking meter penalty be increased from \$15 (current by-law) to \$25.

This recommendation is based on a jurisdictional scan of parking meter penalties across Nova Scotia municipalities.

Municipality	Fine Amount
Halifax	For the first five or less convictions within a period of 12 months, not less than \$45.00
Bridgewater	\$15 if paid in 7 days; \$25 if paid after 7 days
Town of Yarmouth	Not less than \$25; not more than \$100
Mahone Bay	\$15 if paid within 60 days; \$61.60 if paid after 60 days
Cape Breton Regional Municipality	\$25 as default
Region of Queens	\$25 for parking meter violation
Truro	\$15
Town of Antigonish	\$56.60

4) Parking Fees

As discussed at the February Committee of the Whole meeting, parking fees are not proposed to change at this time. Under Schedule A, the hourly parking rate remains \$2.00 per hour.

Since the February discussion, staff have confirmed that all existing parking meters can be updated to support future rate changes if Council chooses to consider them. Including parking fees in Schedule A means that, should Council wish to review parking rates at a later date, any changes could be made by resolution of Council, without requiring a full by-law amendment.

Relevant Legislation

- Section 172(1) of the MGA gives Council broad power to make by-laws for municipal purposes.
- Section 79 of the MGA authorizes Council to impose user charges for services or the use of municipal property.
- Section 172(1)(l)(vii) provides that a person who contravenes a by-law may pay an amount established by by-law and, if the amount is paid, the person will not be prosecuted for the contravention (voluntary payment to the Town and not the courts)

Financial

The proposed Paid Parking By-law is not expected to have a material impact on the Town's operating budget.

If Council chooses to proceed with the introduction of two free 30-minute parking spaces outside the Post Office and Kinley's Pharmacy, there would be minor, one-time costs associated with the removal of existing parking meters and the installation of new signage.

As noted above, should Council decide to remove paid parking during the months of January and February, the financial impact would be limited, given historically low parking revenues during this period.

Communications

Any proposed amendments to the Parking Meter By-law would be advertised in accordance with legislative requirements and posted on the Town's website. A public hearing would be held before Council considers the adoption of any by-law or by-law amendments.

Town of Lunenburg
Paid Parking By-law
Adopted by Council:

Town of Lunenburg

Paid Parking By-law

WHEREAS the Council of the Town of Lunenburg is authorized pursuant to Sections 172(1)(c), (e), (f) and (l) of the *Municipal Government Act*, SNS 1998, c.18, as amended, to make by-laws respecting persons, activities and things in or near public places, transport and transport systems, businesses, and the enforcement of by-laws;

BE IT ENACTED by the Council of the Town of Lunenburg that the following By-law is made:

Title

This By-law may be cited as the “Paid Parking By-law”.

Purpose

The purpose of this By-law is to regulate paid parking within the Town of Lunenburg, establish parking fees and time limits, provide for the issuance of parking permits, and create offences and penalties respecting the use of parking spaces.

Definitions

In this By-law:

“commercial vehicle” means a motor vehicle that is clearly marked or identifiable as being used for commercial purposes, including the delivery or pickup of goods, materials, or services.

“daily parking permit” means a permit issued by the Town authorizing parking in accordance with this By-law and Schedule A for a specified day.

“mobile payment application” means a Town-approved electronic application used to make payment for parking by reference to a vehicle’s licence plate.

“parking meter” means a mechanical or electronic device, including a pay-and-display parking station, used to regulate paid parking in a parking space.

“parking space” means a space designated by the Town for the parking of a vehicle and identified by signage, markings, or other Town-authorized means.

“permit” means a parking permit issued by the Town under this By-law.

“vehicle” means a motor vehicle as defined in the Motor Vehicle Act, R.S.N.S. 1989, c. 293.

Parking Space Designation

Each parking meter, pay and display parking station, or other Town-authorized parking payment

system used in the Town shall clearly identify the parking space or spaces to which it applies by signage, markings, digital display, mobile application, or other means authorized by the Town.

A vehicle shall be parked wholly within a designated parking space and shall not obstruct or block the use of another parking space.

Authorized Methods of Payment

Where payment is required for the use of a parking space, payment shall be made using a method authorized by the Town, which may include:

- (a) payment at an individual parking meter;
- (b) payment at a pay-and-display parking station; or
- (c) payment through a Town-approved mobile payment application for the vehicle occupying the space, as identified by the vehicle's licence plate.

Where a vehicle occupies more than one parking space, payment must be made for each space used.

Payment made through a mobile payment application shall be deemed valid only for the vehicle licence plate entered at the time of payment.

Only mobile payment applications approved by the Chief Administrative Officer or designate may be used to make payment under this By-law.

Parking Fees, Hours, and Time Limits

Parking fees, required hours of payment, maximum parking time limits, and any areas where no fees or time limits apply, shall be set out in Schedule A to this By-law.

Schedule A forms part of this By-law and may be amended by resolution of Council from time to time.

Where payment is required, information respecting parking fees, required hours of payment, applicable time limits, and accepted methods of payment shall be clearly communicated by parking meters, pay stations, signage, mobile payment applications, or other means authorized by the Town.

Parking Permits (General)

Notwithstanding any other provision of this By-law, the Town may issue parking permits authorizing the use of one or more parking spaces with or without the requirement to make payment, and with or without compliance with otherwise applicable parking time limits, subject to the terms of the permit.

Parking permits may be issued where reasonably necessary to support municipal operations, events, or short-term parking needs.

The Chief Administrative Officer or designate may establish administrative procedures respecting the issuance, use, and enforcement of parking permits.

Daily Parking Permit

The Town may issue a daily parking permit that authorizes parking in parking spaces regulated under this By-law in accordance with Schedule A for the period for which the permit is valid.

A valid daily parking permit shall be deemed to satisfy the requirement to pay parking fees and comply with any applicable parking time limits during the period of validity of the permit.

The Chief Administrative Officer or designate may establish administrative procedures respecting the issuance, use, and enforcement of daily parking permits.

Display of Parking Permits

A parking permit must be displayed or registered in the manner required by the Town.

Authorized Use of Parking Meters

No person shall deposit, or attempt to deposit, any object or currency into a parking meter except in accordance with the instructions provided by the Town.

Parking Time Expired

No person shall park a vehicle in a parking space subject to payment for a period longer than the period of time for which payment has been made.

For the purposes of this section, a vehicle is deemed to have exceeded the permitted parking time where payment has expired or has not been made, as determined by a parking meter, pay station, mobile payment application, or other system authorized by the Town.

Proof of payment may be verified electronically or by other means authorized by the Town.

Liability of Registered Owner

The registered owner of a motor vehicle is liable for an offence under this By-law in respect of the vehicle.

Exemption for Veterans and Volunteer Firefighters

A vehicle that is lawfully displaying a Nova Scotia veterans licence plate or a Nova Scotia volunteer firefighter licence plate is exempt from the requirement to pay parking fees under this By-law.

This exemption applies only to parking fees and does not exempt a vehicle from applicable parking time limits unless otherwise provided in Schedule A.

Commercial Loading Exemption

A commercial vehicle that is clearly marked and actively engaged in the delivery or pickup of goods may park in a paid parking space for a period not exceeding fifteen (15) minutes without payment, provided that the vehicle does not obstruct traffic and complies with all posted signage and time restrictions.

The burden of establishing that the vehicle was actively engaged in loading or unloading rests with the driver.

Enforcement

This By-law may be enforced by a by-law enforcement officer, police officer, or other person authorized by the Town.

Penalty

A person who contravenes any provision of this By-law is guilty of an offence.

A person who is alleged to have committed an offence under this By-law may, in lieu of prosecution, pay to the Town the applicable penalty set out in Schedule A, and upon payment of the penalty, the person shall not be prosecuted for the offence.

The penalty amounts set out in Schedule A form part of this By-law and may be amended by resolution of Council from time to time.

Where a person fails to pay the applicable penalty within sixty (60) days of the date the ticket is issued, the Town may proceed with prosecution of the offence as a summary offence under the Municipal Government Act.

Nothing in this section prevents the Town from prosecuting an offence under this By-law where the applicable penalty is not paid.

Severability

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

Repeal

The *Town of Lunenburg By-law No. 20, Parking Meter By-law*, is repealed upon the coming into force of this By-law.

SCHEDULE A

Parking Fees

- Hourly Parking: The parking fee for on-street and municipal parking spaces where payment is required is \$2.00 per hour.
- Daily Parking Permit: A valid daily parking permit authorizes parking, in accordance with the terms of the permit, in lieu of paying the hourly parking fee. Daily permits are valid only in areas where no maximum parking time limit applies, unless otherwise specified in this Schedule, and do not apply in short-term (30-minute) parking spaces.

The fee for a daily parking permit shall be \$12 per day.

Parking Hours and Time Limits

General

Parking time limits, where applicable, are established by location as set out in this Schedule and may be further identified by signage or other Town-authorized means.

Areas with No Maximum Parking Time Limit

No maximum parking time limit applies in the following locations:

- Bluenose Drive
- Pelham Street
- Montague Street

Parking fees, where applicable, continue to apply in these areas in accordance with this Schedule.

Two-Hour Parking Areas

The maximum parking time in the following locations is two (2) hours, unless otherwise indicated:

- King Street
- Duke Street
- Lincoln Street, except where otherwise specified in this Schedule

Short-Term Parking – Thirty (30) Minute Limit

Short-term parking spaces are designated to support quick access to nearby businesses and services.

The maximum parking time in the following spaces is thirty (30) minutes, with no parking fee required:

Lincoln Street – two (2) spaces located near:

- 242 Lincoln Street
- 264 Lincoln Street

These spaces shall be clearly identified by signage or other Town-authorized means.

Interpretation

Where no maximum parking time limit is specified for a location in this Schedule, parking is permitted without time restriction, subject to any applicable parking fees and other provisions of the By-law.

Fee Exemptions

- Parking fees do not apply from the last week of November to December 31 of each year.
- The months of January and February?
- Parking fees do not apply on statutory holidays, Sundays, or between 5:00 p.m. and 10:00 a.m.

Penalty Amounts

The voluntary payment amount for an offence under this By-law is \$25.00. The voluntary payment amount applies to each offence.

Payment of the voluntary penalty within the time specified in the ticket satisfies the offence, and no prosecution shall proceed.

Subject: Draft Inclement Weather and Temporary Facility Closure Policy Report
From: Paul Nopper, Chief Administrative Officer
Date: March 17, 2026



Recommendation

That the Committee of the Whole refer the Inclement Weather and Temporary Facility Closure Policy to a Regular Council Meeting for consideration, and that this referral serve as official notice of Council's intent to consider the policy.

Alternative

That Council provide direction to staff on the Inclement Weather and Temporary Facility Closure Policy and to bring back to the Committee of the Whole.

Background

The Town of Lunenburg currently does not have a policy that outlines when facilities need to be temporarily closed and considerations for public and staff safety during inclement weather events. Based on the winter season of 2025/26, there have been several occasions where the weather conditions have contributed to a partial or full closure of recreational facilities and Town Hall. As such, through discussions with Council, it was noted that there needs to be clear direction and an established policy for Council, staff, and the public as it relates to facility closures due to weather or hazardous conditions.

Discussion

Attached to this report is a new draft of the Inclement Weather and Temporary Facility Closure Policy. This policy is developed in two parts: the policy and the administrative procedures for the Town to implement. This policy would delegate the authority of decision-making to the Chief Administrative Officer for closure of facilities, evaluation criteria of closures, how communication of Council occurs, communications with staff, and with the public. This policy has been reviewed by all departments and highlights essential services, staff processes for hybrid work, and for staff who do not have this option.

Financial

As staff wages are budgeted in the Operations Budget yearly, we have outlined different options within the policy for wages, vacations, sick days, hybrid work, and essential workers. Overall, with the limited situations this policy addresses, what is proposed seems reasonable in light of safety.

Inclement Weather & Temporary Facility Closure Policy

Date adopted by Council: TBD



1. POLICY STATEMENT

The Town of Lunenburg is committed to maintaining the continuity of municipal services while prioritizing the safety of employees and the public during periods of inclement weather or hazardous conditions. The Town recognizes that such conditions may affect access to municipal facilities and the ability of employees to report to work safely.

2. PURPOSE

The purpose of this policy is to establish a clear framework for managing Town operations during periods of inclement weather or hazardous conditions. This policy provides guidance to employees, Council, and the public to support consistent, safe, and transparent decision-making.

3. SCOPE

This policy applies to non-unionized employees of the Town of Lunenburg and to municipal facilities and operations affected by inclement weather or hazardous conditions, or other temporary operational disruptions.

Unionized employees are subject to the terms and conditions set out in their applicable collective agreements.

4. DEFINITIONS

For the purposes of this policy:

“Closure” means the temporary suspension of non-essential municipal operations and the closure of non-essential Town facilities due to inclement weather or hazardous conditions.

“Delayed Opening” means a temporary postponement of the start of normal operations at Town facilities due to inclement weather or hazardous conditions.

“Inclement Weather” means severe or adverse weather conditions that may pose a risk to public safety or affect access to municipal facilities, including but not limited to snowstorms, ice storms, hurricanes, flooding, or similar weather events.

“Hazardous Conditions” means temporary conditions that may pose a risk to safety, including power outages, road conditions, public safety advisories, or other circumstances that affect the safe operation of municipal facilities or services.

5. AUTHORITY AND APPLICATION

Through this policy, Council delegates authority to the Chief Administrative Officer to temporarily alter municipal operations during periods of inclement weather or hazardous conditions, or other unplanned operational disruptions that affect the safe or feasible operation of municipal facilities, including delaying openings, closing municipal facilities, or reducing services, where necessary to protect the safety of employees and the public.

Unless otherwise declared by the Chief Administrative Officer, Town facilities and services will continue to operate.

6. EXCLUSIONS

This policy does not apply to employees on approved leaves, previously scheduled vacations, or sick leave.

7. MEETINGS

Inclement weather or hazardous conditions may affect the ability to safely hold meetings organized by the Town of Lunenburg, including Council and committee meetings.

Decisions regarding the conduct of Council meetings, including format and scheduling, will be made in accordance with the Town's Council Procedural Policy and any applicable legislation.

8. RESPONSIBILITIES

8.1 Council

Council is responsible for approving this policy and delegating authority to the Chief Administrative Officer to make decisions related to municipal operations during periods of inclement weather or hazardous conditions.

8.2 Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for:

- Exercising the authority delegated by Council under this policy to temporarily alter municipal operations during periods of inclement weather or hazardous conditions; and
- Overseeing the implementation of this policy, including employee-related operational decisions, in accordance with approved administrative procedures.

ADMINISTRATIVE PROCEDURES
Inclement Weather & Temporary Facility Closure Policy
Date approved by CAO: TBD



1. PURPOSE

These administrative procedures provide direction for implementing the Town of Lunenburg's Inclement Weather & Temporary Facility Closure Policy. They outline operational decision-making, employee expectations, service continuity, and communications during periods of inclement weather or hazardous conditions.

2. CONSIDERATIONS

In making a determination to delay the opening of facilities, close municipal facilities, or reduce municipal services due to inclement weather or hazardous conditions, the Chief Administrative Officer may consider factors including, but not limited to:

- Weather forecasts and warnings;
- Road and travel advisories;
- Public safety information from emergency management agencies;
- Conditions in adjacent municipalities; and
- The ability to safely maintain municipal operations and essential services.

3. ESSENTIAL AND NON-ESSENTIAL SERVICES

3.1 Essential Services

Essential services are those required to ensure public safety, infrastructure protection, or continuity of critical municipal functions. Essential services and positions are designated by each department and may be adjusted as operational needs require.

Where essential services must continue:

- Directors are responsible for ensuring service coverage;
- Staffing may be adjusted or cycled as required; and
- Employees designated as essential may be required to report to work, subject to safety considerations.

3.2 Non-Essential Services

During delayed openings or closures, non-essential services may be reduced or suspended for all or part of the day.

4. EMPLOYEE WORK EXPECTATIONS

4.1 Reporting to Work

During periods of inclement weather or hazardous conditions, employees should not assume the workplace is closed unless an official notification has been issued. Employees are expected to report to work unless the workplace has been declared closed or a delayed opening has been announced.

Employees whose duties require travel will follow direction from their Director or designate.

Employees are responsible for monitoring Town email and official communication channels for updates during periods of inclement weather or hazardous conditions.

4.2 Hybrid and Remote Work

Where operationally feasible, employees whose positions allow for remote work are expected to work from an alternate location during a delayed opening or facility closure.

Employees should follow any additional direction provided by their Director or designate regarding work expectations, availability, and service continuity.

If an employee is unable to work remotely due to circumstances such as power outages, internet disruptions, or other conditions beyond their control, they must notify their Director or designate as soon as possible and follow directions regarding work expectations.

4.3 Early Departures and Late Arrivals

Employees who choose not to report to work, arrive late, or leave early due to weather conditions, where the workplace remains open, must:

- Make up the time at another date; or
- Use vacation, banked time, or have the time deducted from pay.

5. PAY AND LEAVE ADMINISTRATION

5.1 Closures

When a workplace is closed, employees scheduled to work will receive regular pay for the period of closure.

Storm days are not considered a leave entitlement.

5.2 Operational Disruptions

Where unplanned operational disruptions occur that affect the safe or feasible operation of a municipal facility or service (such as power outages, utility failures, or mechanical issues), the

Chief Administrative Officer may, in consultation with the appropriate Director(s), determine that the affected facility will be closed, opened late, or operate with reduced services.

Any closure, delayed opening, or service reduction resulting from an operational disruption will be administered in accordance with the applicable employee work expectations and pay and leave provisions set out in these procedures.

5.3 Partial Closures

If the workplace closes after the workday has commenced, employees will be compensated at regular pay for the remainder of the scheduled day.

If the workplace reopens at 12:00 p.m. (noon) or later, lunch breaks will not be provided.

5.4 Overtime

Where overtime is required to maintain essential services or address immediate safety concerns during inclement weather or hazardous conditions, such overtime must be authorized by the Chief Administrative Officer.

5.5 Employees on Leave

Employees on approved vacation, sick leave, banked time, or leave of absence at the time of a closure are not entitled to reinstatement of leave time.

6. INTERNAL COMMUNICATIONS

Following a decision by the Chief Administrative Officer to delay opening, close facilities, or reduce services due to inclement weather, hazardous conditions, or service disruptions, the CAO will communicate the decision by email to their direct reports.

Individuals receiving the notification are responsible for promptly sharing the information with staff within their areas of responsibility and/or providing any additional operational direction as required.

7. ROLES AND RESPONSIBILITIES

7.1 Chief Administrative Officer

The CAO is responsible for:

- Making operational decisions under the Policy;
- Ensuring consistent application of these procedures; and
- Directing internal and external communications related to closures or service changes.

7.2 Directors

Directors are responsible for:

- Ensuring staff are aware of the Policy and Procedures;
- Designating essential positions and ensuring service continuity;
- Providing direction to staff regarding reporting to work, remote work, or early departure; and
- Communicating operational decisions to staff within their departments.

7.3 Communications

Communications staff are responsible for:

- Preparing and distributing public notices regarding delayed openings or closures;
- Posting updates on the Town’s website, social media platforms, local radio stations, and other channels as required; and
- Coordinating messaging with emergency management agencies, where applicable.

7.4 Human Resources

Human Resources is responsible for:

- Providing guidance on the application of these procedures;
- Supporting consistent administration of pay and leave provisions; and
- Addressing concerns or issues related to employee compliance.

7.5 Employees

Employees are responsible for:

- Monitoring Town communications for updates during inclement weather events;
- Following direction from their Director or designate; and
- Complying with these procedures and applicable workplace expectations.

8. MEETINGS

Where a Council meeting is scheduled on a day affected by inclement weather or hazardous conditions, the Mayor and Chief Administrative Officer will review whether the meeting can be safely held.

Where practicable, a decision to proceed, delay, postpone, or otherwise adjust the meeting will be made by 12:00 p.m. (noon) on the day of the meeting.

Once a meeting has been delayed or postponed, the Chief Administrative Officer will inform Council and staff, and Communications staff will issue a public notice regarding the change.

9. REVIEW

These administrative procedures may be reviewed and updated by the Chief Administrative Officer as required to ensure effectiveness and alignment with operational needs.