

**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.

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Minutes were read and approved.