

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, April 28, 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 April 28, 2026 Council Meeting Agenda

Recommendation: That Council approve the agenda for the April 14, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 April 14, 2026 Regular Meeting Minutes

Recommendation: That Council approve the April 14, 2026 meeting minutes as presented.

6. PRESENTATIONS

6.1 Working Together to Support Community Well-Being - Louise Hopper, Public Health – Western Zone, Nova Scotia Health

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 Proclamation Request: Lyme Disease Awareness Month

Recommendation: That Council proclaim May 2026 Lyme Disease Awareness Month in the Town of Lunenburg.

8.2 South Shore Open Doors Assoc. (SSODA) Monthly Data Report (March 2026)

9. BUSINESS ARISING AND UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Updated Paid Parking Meter By-law – 1st reading

Recommendation: That Council approve first reading of the Parking Meter By-law as presented.

10.2 Community Grants Ad-Hoc Committee

Recommendation 1: That Council approve the establishment and composition of the Community Grants Ad Hoc Committee for the 2026/27 funding cycle, to include three (3) members of Council and one (1) staff member, tasked with reviewing grant submissions and providing funding recommendations to Council; and that Council appoint the following members of Council to the Committee:

- Councillor _____
- Councillor _____
- Councillor _____

and further, that the staff member be appointed by the CAO.

Recommendation 2: That Council direct that any Community Grant applications received after the primary 2026/27 intake deadline be considered subject to the availability of remaining funds within the approved Community Grant budget; and that the Community Grants Ad Hoc Committee be reconvened, where practicable, to review such applications and provide funding recommendations to Council.

10.3 Policy Amendments: Low Income Exemptions Policy

Recommendation: That Council amend Policy #71, the Low Income Property Tax Relief Policy, to update the income brackets and exemption amounts as follows:

Gross Household Income Exemption

\$37,532 or less	\$1,500
\$37,533 to \$43,371	\$750
\$43,372 to \$49,210	\$375
\$49,211 or more	Nil

10.4 Lease Renewal: Lunenburg Walking Tours

Recommendation: That Council approve the Lease Extension Agreement with Travel Lunenburg Ltd. respecting municipal premises located at 97 Kaulbach Street, Lunenburg, Nova Scotia, including a five (5) year term with two (2) optional one (1) year extensions.

10.5 Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee & Agreement

Recommendation: That Council indicate its support for the Town of Lunenburg's continued participation in the regional Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC), should the majority of participating municipalities choose to continue the agreement.

11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

12. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Tuesday, May 5, 2026.

13. MOTION ACTION LIST

14. CLOSED SESSION

14.1 Personnel Matter

Recommendation: That Council move in closed session at _____ p.m. to discuss agenda item 14.1.

15. ADJOURNMENT

**COUNCIL MEETING AGENDA
TOWN OF LUNENBURG**

Tuesday, April 14, 2026 | 6 pm
Lunenburg Town Hall - Council Chamber



Present Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek (via Zoom), Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan

Also present Paul Nopper, CAO
Kathleen Rafuse, Deputy Finance Director
Jacon McGuigan, Accountant
Kayla Byrne, Municipal Clerk
Jamie Deans, Communications and Events Coordinator
Alan Howell, Senior Planner

Call to Order The Chair called the meeting to order at 6:03 p.m.

Land Acknowledgment The Chair recognized Lunenburg’s location on the unceded territory of the Mi’kmaq people.

Approval of Agenda Moved and seconded that Council approve the agenda for the April 14, 2026 meeting as presented.

Motion carried unanimously

Approval of Minutes Moved and seconded that Council approve the minutes of March 24, 2026, as amended to correct the wording of the amendment to the March 9, 2026 minutes, such that the Residential Tax Rate increase is described as a “2.9 cent increase,” not a “2.9% increase.”

Motion carried unanimously

Moved and seconded that Council approve the March 17, 2026 Special Meeting Minutes as presented.

Motion carried unanimously

Approval: 2026/27 Town General Draft Operating Budget Staff reviewed the 2026/27 Town General Draft Operating Budget documents.

Council asked clarifying questions regarding the proposed operating budget, including CPI impacts, key cost drivers (e.g., policing, education, insurance, and fuel), and the calculation of education funding. Discussion also addressed reserve contributions, long-term financial planning, and borrowing capacity, as well as specific budget items such as staffing, equipment reserves, and revenue sources.

Council further considered affordability impacts on residents and the alignment of the budget with strategic priorities and organizational capacity.

The Chair called a recess from 6:47 p.m. until 6:51 p.m.

Moved by Councillor Babineau that Council not establish a New Infrastructure Reserve in fiscal 2026/27 and approve the Town General Operating Budget totalling \$11,826,300, with a residential increase of 2.9 cents and a commercial increase of 7.1 cents, representing a 2.1% CPI adjustment to the tax rates, resulting in a residential tax rate of \$1.405, a commercial tax rate of \$3.429, and a seasonal tax rate of \$2.572 per \$100 of assessment, and approve the sewer rates as presented.

Motion died for lack of a seconder

Moved and seconded that Council approve the 2026/27 Town General Operating Budget, totalling \$12,054,200, with the following tax rates:

- Residential Tax Rate of \$1.455 per \$100 of assessment
- Commercial Tax Rate of \$3.479 per \$100 of assessment
- Seasonal Tourist Tax Rate of \$2.609 per \$100 of assessment
- Residential Sewer Rate of \$750.82 per dwelling unit
- Non-Residential Sewer Rate of \$0.7175 per \$100 of assessment
- Church Sewer Rate of \$440.98 per quarter

FOR	AGAINST
4 Councillors	3 Councillors (Babineau, Fullerton & Myra)

Motion carried

Tour and Horse-Drawn Vehicle By-law – 2nd (final) reading

Moved and seconded that Council approve second and final reading of the Tour and Horse-Drawn Vehicle By-law, as amended, to:

- clarify that any shade structures permitted under Section 21 are at the operator’s cost and subject to Town approval; and
- revise Schedule B, Section 2, to exempt vehicles used solely for training purposes from the per vehicle authorization fee, while still requiring authorization and compliance with the by-law;

and further that By-law 56 – the Hack and Trolley By-law be repealed.

Motion carried unanimously

Inclement Weather & Temporary Facility Closure Policy

Council discussed the Inclement Weather and Temporary Facility Closure Policy and identified the need for further clarification. By consensus, Council agreed to defer consideration of the policy to a future Council meeting.

Carry Over Projects from 2025/26 Moved and seconded that Council approve the carryover of the Interpretive Panels for Parks amount of \$20,000 from the 2025/26 Town Capital Budget into the 2026/27 Town Capital Budget, funded from Operating Reserves.

Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports Council members shared brief updates on recent meetings, upcoming community events, and opportunities for public participation, including accessibility initiatives, waterfront planning sessions, and volunteer recognition. General community reminders and acknowledgements were also noted.

Items for Consideration at COTW The next Committee of the Whole meeting is scheduled for Tuesday, May 5, 2026.

Closed Session Moved and seconded that Council move into closed session at 7:18 p.m. for agenda item 14.1 Contract Negotiations.

Motion carried unanimously

Revert to Open Session Council reverted to open session at 8:17 p.m.

Adjournment There being no further business, the Council meeting adjourned at 8:18 p.m.

Minutes were read and approved.



WORKING TOGETHER TO SUPPORT COMMUNITY WELL-BEING

Louise Hopper, Health Promoter
Public Health – Western Zone, Nova Scotia Health
April 28th, 2026

Who's Who in Public Health on the South Shore

Healthy Communities

Promoting health and identifying needs and opportunities within communities to support health and wellness.

- **Health Promoters**
- School Health Promoters
- Youth Engagement Coordinators
- Youth Health Centre Coordinators
- Dental Hygienists
- Nutritionists

Health Protection

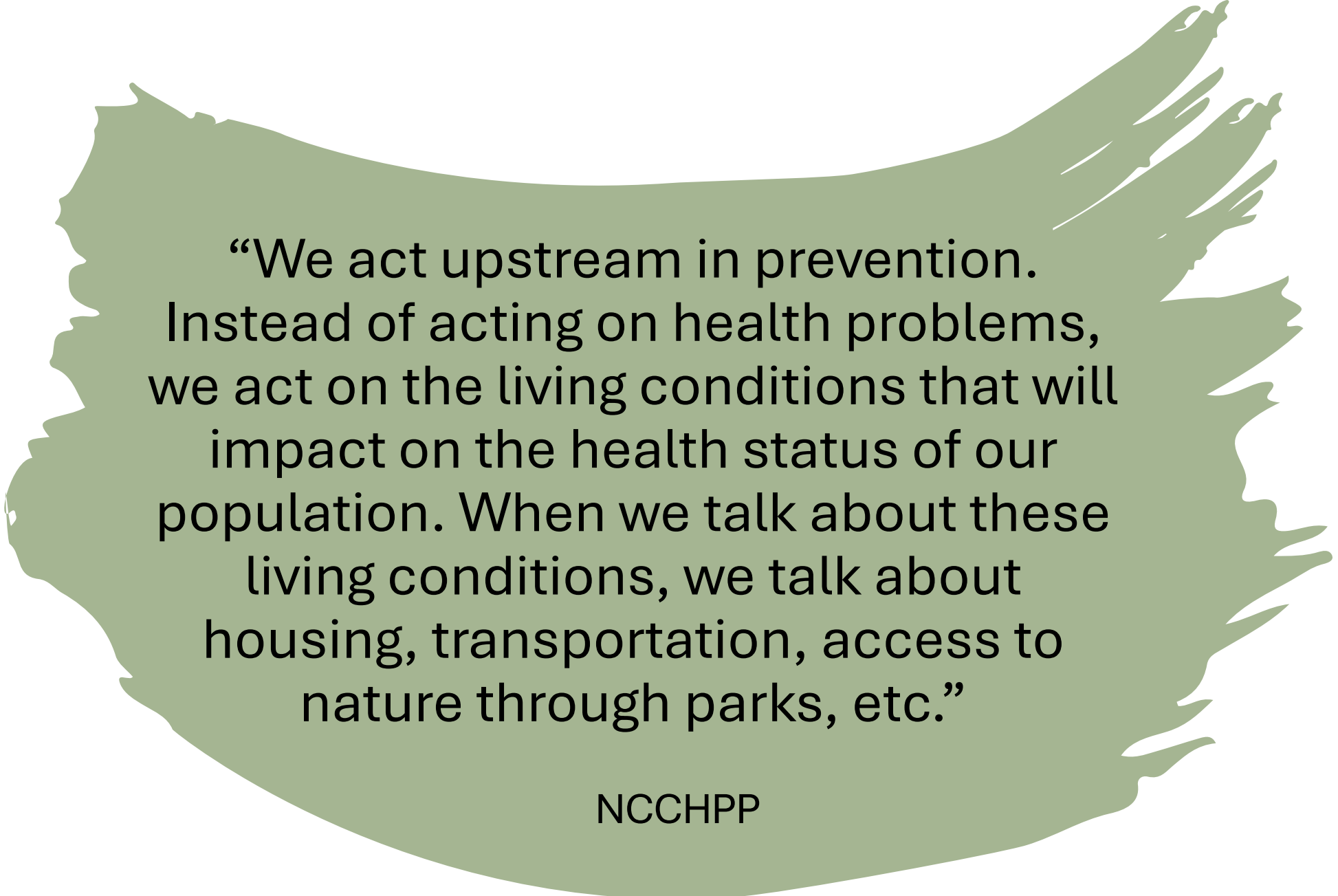
Providing immunization services and support and preventing the spread of infectious diseases in NS.

- Public Health Nurses
- Licensed Practical Nurses

Early Years

Supporting families from pre-natal to early childhood.

- Public Health Nurses
- Community Home Visitors
- Enhanced Home Visiting Coordinators
- Community Outreach Workers



“We act upstream in prevention. Instead of acting on health problems, we act on the living conditions that will impact on the health status of our population. When we talk about these living conditions, we talk about housing, transportation, access to nature through parks, etc.”

NCCHPP

Transforming the conditions in which people are **BORN, GROW, LIVE, WORK and AGE** for optimal health, mental health & well-being.



Our Work in Community

Community Mobilization and Engagement

- Engage & support individuals, organizations, municipalities through community development strategies to build understanding of, and act on, health-related issues that affect them.

Develop Strategic Partnerships

- Collaborating with a broad set of partners to support action on health determinants through healthy public policy (Eg, SSHAC, CHBs, Schools, municipalities, non-profits)

Advocacy/Develop Public Policy

- Conduct analysis and seek policy change to influence social, economic, and physical environments to better support health. Share information required by policy makers to support evidence-based decision-making.

Assess Community Health

- Assess population's health and report on the health of populations emphasizing: the existence and impact of inequalities/inequities and priority populations; and the extent there exist social, economic, and physical environments to support health.

Our Work in Community - Examples

Community Mobilization and Engagement

- Beyond Band-Aids Initiative – Working Towards Sustainable Solutions
- Queens Community Connections

Develop Strategic Partnerships

- South Shore Housing Action Coalition
- Community Health Boards
- Municipalities – Staff and Councillors
- Schools and RCEs
- NGO/Non-profit Sector
- Local, provincial and national

Advocate/Develop Public Policy

- Lunenburg County Accessibility Advisory Committee – Plan Development
- Input into Osprey Village Re-zoning
- ‘Housing and Health’ evidence brief for ToB
- ToL Sponsorship Policy, Social Media Policy

Assess Community Health

- Community and Service-based Homelessness Count
- Community Health Board Planning

Strategic Directions – Comprehensive Community Plan

Community Structure/Urban Design

- Provide recommendations and input into MPS, LUB and re-zoning based on public health evidence and best practices.
- Support the use of a health equity lens in relation to urban planning – eg accessibility, impacts on vulnerable populations, etc.

Environment and Sustainability

- Review policies and strategies using a climate and equity lens.
- Support the implementation of Climate and Sustainability Plans.
- Bring an equity lens to emergency planning.

Economic Development

- Support capacity building and evidence around well-being economies to promote health and mitigate negative health and environmental impacts.

Strategic Directions – Comprehensive Community Plan

Housing

- Support conversations and planning related to housing options in the town and county (eg Housing Strategies, SSHAC).
- Support the Community and Service-based Homelessness Count (2027) and other data and evidence collection processes.
- Provide input into municipal zoning/re-zoning and other land-uses related to housing.

Mobility

- Support the development and implementation of Active Transportation Plans.
- Provide an equity lens to road design and safety/harm reduction.
- Provide evidence and support for public transit/transportation.

Culture and Recreation

- Work with Town to ensure protection of community/public spaces for community well-being.
- Support the use of an equity lens in planning for culture and recreation in the Town.

Ask to Council:

Acknowledge Public Health as a key stakeholder/partner

Request Public Health input/support for evidence-based decision-making

Louise Hopper, Health Promoter
Louise.hopper@nshealth.ca



MUNICIPALITIES & HEALTH



Health is largely determined by the daily conditions and environments where people live, grow, learn, work, play, and age. Municipalities in Nova Scotia play an essential role in shaping individual and community health, and are uniquely positioned to engage with community members and partners to understand local issues and take action across a variety of settings.

When health, well-being, and equity are at the center of decision-making about community planning and infrastructure, policies and by-laws, and the facilities, programs, and services that are offered to residents, it creates vibrant, healthy municipalities where everyone can thrive.

PUBLIC HEALTH, HEALTHY COMMUNITIES

Public Health, Healthy Communities staff work in collaboration with partners to improve population health and advance health equity. This includes identifying, understanding, and addressing the drivers of community health and the related historical and current policies and practices that create inequities in how power, money, and resources are distributed across communities.

Healthy Communities team members focus on a broad range of topics that are important to municipalities, such as school health, housing, income, climate change, food insecurity, healthy eating environments, active transportation, recreation, social and built environments, substances, injury prevention, oral health, health equity and more.

WORKING TOGETHER TO CREATE HEALTHY MUNICIPALITIES

Public Health can support municipalities by contributing health promotion expertise, sharing best practice evidence and data, and supporting the monitoring of factors that impact the health of a population and create differences in health outcomes.

Below are some examples of how Public Health and municipal staff and council members can collaborate to support policies and initiatives that are powerful influencers of community health and well-being.

EQUITY, INCLUSION & ANTI-RACISM

Addressing the racism and discrimination that underpins inequities in health outcomes. For municipalities, this can include:

- Anti-racism and discrimination policies
- Equity, inclusion, and diversity strategies
- Accessibility plans
- Local and regional committees and partnerships that include first voice

SUBSTANCES

Reducing community exposure, access, and marketing of substances that are harmful to health.

For municipalities, this can include:

- Municipal alcohol policies
- Smoke-free spaces by-laws
- Municipal planning and land use by-laws for businesses (such as retail density)
- Marketing and sponsorship policies
- Evidence-based harm reduction policies

MUNICIPALITIES & HEALTH



ACTIVE COMMUNITIES

Improving physical activity through planning, designing, and building active communities. For municipalities, this can include:

- Open and green space (parks, trails, and protected areas) plans and strategies
- Active transportation plans, including designing safe roadways for all users
- Main street initiatives
- Equitable access to recreation programs

CLIMATE & SUSTAINABILITY

Taking action to protect the natural environment and mitigate the health impacts of climate change. For municipalities, this can include:

- Environmental sustainability plans
- Funding programs for homeowners
- Coastal protection regulations
- Emergency preparedness
- Municipal planning strategies and land use by-laws

FOOD ENVIRONMENTS & LOCAL FOOD SYSTEMS

Advancing community food security through healthy, sustainable, and just food systems. For municipalities, this can include:

- Local food system strategies
- Healthy eating policies in recreation and municipal spaces
- Community plans that consider access and availability of healthy food outlets
- Marketing and sponsorship policies

HOUSING

Improving access to housing that is secure, affordable, safe, and connected to community. For municipalities, this can include:

- Affordable housing plans and policies
- Municipal planning that promotes equitable housing development
- Energy poverty initiatives
- Supporting data collection and reporting on housing needs

INCOME & FOOD INSECURITY

Supporting actions that improve costs of living and help to ensure all people have access to an adequate income that meets their needs. For municipalities, this can include:

- Poverty reduction plans
- Employment opportunities and standards
- Supporting living wages and basic income

From: [Donna Lugar](#)
To: [Kayla Byrne](#)
Subject: Lyme Disease Awareness Month - May 2026
Date: April 6, 2026 2:51:25 PM
Attachments: [Lyme Disease Awareness Month 2026 Town Lunenburg.doc](#)

CAUTION: THIS IS AN EXTERNAL MAIL

Good afternoon,

I am reaching out to inquire as to whether the Town of Lunenburg could proclaim May as Lyme Disease Awareness Month. It is very important to keep this issue at the forefront of residents' minds so that proper precautions are undertaken, and a quick diagnosis and treatment can be obtained.

If you have any facilities that could be lit in lime green for all, or a portion, of Lyme Disease Awareness Month, it would be very much appreciated. If so, the Pantone colour is Green: PMS 368c.

Although May is generally known as Lyme Disease Awareness Month around the world, ticks can be active anytime temperatures are above freezing. In Nova Scotia, this means that ticks can be active for 12 months of the year. Year-round awareness would be very helpful in reducing the number of annual cases. For your information, the number of reported Confirmed/Probable cases of Lyme disease in Nova Scotia has been published for 2024 - <https://novascotia.ca/dhw/populationhealth/documents/Annual-Notifiable-Disease-Surveillance-Report-2024.pdf>.

As an FYI, In 2023, three more tick-borne diseases were added to the Notifiable Diseases reporting - Babesiosis, Anaplasmosis, and Powassan virus. Word needs to get out that it isn't just Lyme that we should be concerned about, and it isn't just blacklegged ticks. Other ticks can transmit infections as well. The number of cases of Anaplasmosis are steadily climbing and many cases result in trips to the ER and a stay in the hospital.

I have attached a template to assist you with the development of a proclamation.

Please let me know if you would like me to provide any additional information/clarification.

Thank you.

Donna Lugar

Founder, NS Lyme Support Group

Founder, NS Lyme Advocacy Group

Vice-President, Nova Scotia Lyme & Tick-Borne Diseases Association

41 Brentwood Drive, Bedford, NS B4A 3S2

902-718-9000

donna.lugar@outlook.com

PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2026

WHEREAS Lyme disease is a serious illness caused by the bite of a blacklegged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS blacklegged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick-borne diseases;

THEREFORE, be it resolved that I, Mayor Jamie Myra, on behalf of the Town of Lunenburg, do hereby proclaim May 2026 as “Lyme Disease Awareness Month”.

Dated at Nova Scotia
this day of May, 2026

Mayor Jamie Myra

915 Unique intakes completed to date

21 New Intakes completed this month

80 Number of those intaked that are currently **actively homeless** or living at **risk of homelessness**

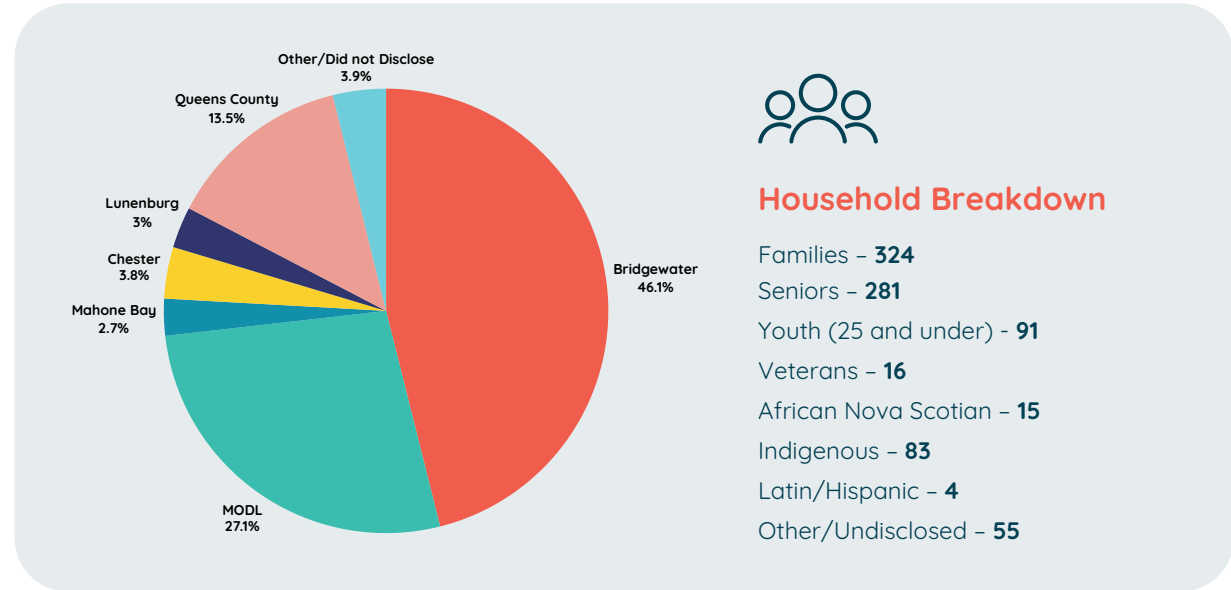
47 Number of **children** identified as currently experiencing **homelessness/housing insecurity**

35 Number of **individuals** currently experiencing **chronic homelessness**

27 Number of **seniors** currently experiencing **homelessness/housing insecurity**

5 Average **number of months** experiencing homelessness

188 **Individuals/households** matched to housing from the By-Name-List



Energy Poverty
SSODA has identified **341** households experiencing energy poverty. Totalling **\$322,900.35** in N.S Power Arrears.

Top sleeping arrangements

- Renting - Pending Eviction
- Couch Surfing - Safe
- Renting - Unsafe

Top reasons for housing loss

- Eviction due to relationship breakdown with partner
- Left due to domestic violence
- Eviction/relationship breakdown with parents or family

Subject: Parking Meter By-law Updates
From: Kayla Byrne, Municipal Clerk
Date: Feb. 3, 2026 – COTW
March 17, 2026 – COTW
April 28, 2026 – 1st reading
May 5, 2026 – public hearing
May 12, 2026 – 2nd reading



Recommendation

That Council approve first reading of the Parking Meter By-law as presented.

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 has moved forward with 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 is managed under HotSpot.

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.

March 17, 2026 COTW direction: Council was generally supportive of the updated Parking Meter By-law and supported moving it forward to first reading, noting it reflects prior discussions. Members expressed support for key elements, including increased fines, short-term parking spaces, longer parking durations in select areas, and a daily permit option.

Council also identified areas to monitor, including potential misuse of daily permits, impacts in high-demand areas without time limits, and the need for consistent enforcement. No substantive changes were requested at that time.

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) **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.

- 3) **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.

Daily Parking Permit (Not Recommended at This Time): At the March 17 Committee of the Whole meeting, Council generally supported the concept of a daily parking permit, particularly for visitors.

Staff have since reviewed this option and are not recommending it at this time. The proposed by-law already provides flexibility through a low hourly rate (\$2.00), limited paid parking hours, and the removal of maximum time limits in key areas (Bluenose Drive, Pelham Street, and Montague Street). As a result, a daily permit would provide limited additional benefit.

There are also operational challenges. Daily permits are not supported through the HotSpot system and would need to be purchased in person at Town Hall, which is closed on Saturdays.

This option could be revisited in the future if 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.

Attachments

Draft By-law

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: Community Grants Ad-Hoc Committee 2026/27
From: Paul Nopper, Chief Administrative Officer
Reviewed By: Kayla Byrne, Municipal Clerk
Date: April 28, 2026



Recommendations

That Council approve the establishment and composition of the Community Grants Ad Hoc Committee for the 2026/27 funding cycle, to include three (3) members of Council and one (1) staff member, tasked with reviewing grant submissions and providing funding recommendations to Council; and that Council appoint the following members of Council to the Committee:

- Councillor _____
- Councillor _____
- Councillor _____

and further, that the staff member be appointed by the CAO.

That Council direct that any Community Grant applications received after the primary 2026/27 intake deadline be considered subject to the availability of remaining funds within the approved Community Grant budget; and that the Community Grants Ad Hoc Committee be reconvened, where practicable, to review such applications and provide funding recommendations to Council.

Alternative Motions

That Council:

- Table the motion to establish a Community Grants Ad-Hoc Committee; or
- Decline to establish a Community Grants Ad-Hoc Committee; or
- Direct staff to explore and report back on alternative committee structures or processes for determining Community Grant allocations.

Background

The Town of Lunenburg provides community grants to eligible organizations and individuals to support the social, cultural, and civic well-being of the community. These grants support programs, events, and initiatives that deliver public benefit and strengthen the social fabric of the municipality. The program is administered in accordance with [Town of Lunenburg Procedure Policy #74 – Community Grants Program](#).

While the current policy outlines eligibility requirements, evaluation criteria, and approval authority, it does not explicitly contemplate the use of an Ad-Hoc committee structure. Based on previous discussions with Council, staff were requested to bring forward a proposal to establish an Ad-Hoc selection committee to review Community Grant applications and provide funding recommendations to

Council.

Discussion

Committee Structure and Membership

Staff are proposing the establishment of a Community Grants Ad-Hoc Committee comprised of three volunteer members of Council and one staff member. The recommended staff representative is Jamie Deans, Communications and Events Coordinator.

As the current Community Grants Policy does not prescribe a process for the formation of an Ad-Hoc committee, staff recognize the importance of addressing committee composition and process in advance to ensure procedural clarity and efficiency during the public meeting. Staff recommend that Council determine its preferred method of committee formation prior to, or at the outset of, consideration of this item.

Potential approaches may include:

- A call for volunteer Councillors;
- A nomination process; or
- Another Council-directed approach deemed appropriate.

This advance clarification is intended to avoid uncertainty during the public meeting and to determine whether Council interest in serving on the committee is competitive or limited.

It is also emphasized that Councillors who are not members of the Ad-Hoc Committee will retain full opportunity to provide input. Non-committee Councillors may share feedback with committee members during the review process and will have the opportunity to debate and vote on the final grant allocation recommendations when they are presented to Council. Decision-making authority remains with Council.

Review Process and Reporting

The Ad-Hoc Committee will review all applications received during the primary intake in accordance with the criteria and guidelines set out in the Community Grants Program policy. The Committee will develop a draft recommendation outlining proposed funding allocations.

This draft recommendation will be circulated to all members of Council and the Chief Administrative Officer (CAO) for review and comment. Any feedback received will be provided to the Ad-Hoc Committee for consideration, and revisions may be made as appropriate. Once finalized, staff will prepare a report for presentation at a Regular Council Meeting for formal consideration and ratification.

This structured approach is intended to promote transparency, consistency, and accountability, while supporting informed Council decision-making.

Late-Year Applications

Staff note that additional Community Grant applications may be submitted after the primary intake. To ensure consistency and clarity in administering such requests, the Recommendation includes a resolution clearly establishing how late-year applications are to be reviewed, either through reconvening the Ad-Hoc Committee where practicable or through an administrative review by staff with final approval by Council.

Future Policy Considerations

Staff welcome feedback arising from the implementation of this process and note that observations and outcomes from the 2026/27 funding cycle may inform future updates to the Community Grants Program policy, including the potential formalization of an Ad-Hoc committee model.

Resource Relevance

- Town of Lunenburg Procedure Policy #74 – Community Grants Program

Financial Implications

The Community Grant Fund has an approved budget of \$20,000 for the 2026/27 fiscal year. Staff recommend that Council consider earmarking a portion of the available funding for applications received later in the year. It is noted that the current intake represents the primary application period for the 2026/27 fiscal cycle.

Subject: Low Income Property Tax Relief

Prepared by: Lisa Dagley, Finance Director and
Kathleen Rafuse, Deputy Finance Director



Date: April 28, 2026

Reviewed: Paul Nopper, CAO, Kayla Byrne, Municipal Clerk

Recommendation

That Procedural Policy #71 be updated to reflect changes to the income brackets and exemption amounts of:

Gross Household Income	Exemption
\$37,532 or less	\$1,500
\$37,533 to \$43,371	\$750
\$43,372 to \$49,210	\$375
Over \$49,211	Nil

Alternative:

Not update Procedural Policy #71 and hold the income brackets and exemption amounts to the annual NS-CPI adjusted amounts.

Discussion and Financial

With the approval on April 14, 2026 of the Town Operating Budget for 2026/27 the amounts in the Town's Low Income Property Tax Relief Policy need to be updated to reflect those considered in Option E. Staff acknowledge that notice has been given to update the Low Income Property Tax Relief Policy, as per the MGA, per the April 14th budget decision.

The chart following has been updated from the report on April 14, 2026 to provide Council a quick glance at last fiscal (2025/26) and removed the other options.

Currently there are no other changes recommended to the policy.

For Council's reference there were 37 exemptions in 2025/26 totally \$30,920 out of the \$40,000 budget. The 2026/27 budget was increased to \$60,000 in anticipation of the increased exemptions and bracket amounts.

Low-Income Exemption Chart

From 2025/26 Approved Budget		Adjusted for 2.1% NS-CPI		For Option E	
Gross Household Income	Exemption	Gross Household Income	Exemption	Gross Household Income	Exemption
\$34,311 or less	\$1,000	\$35,032 or less	\$1,000	\$37,532 or less	\$1,500
\$34,312 to \$40,030	\$500	\$35,033 to \$40,871	\$500	\$37,533 to \$43,371	\$750
\$40,031 to \$45,749	\$250	\$40,872 to \$46,710	\$250	\$43,372 to \$49,210	\$375
Over \$45,750	Nil	Over \$46,711	Nil	Over \$49,211	Nil

Attachments

[Procedural Policy #71 – Low Income Property Tax Relief](#)

Subject: Lease Renewal Travel Lunenburg Ltd.
From: Paul Nopper, Chief Administrative Officer
Reviewed By: Kayla Byrne, Municipal Clerk
Lisa Dagley, Director of Finance
Date: April 28, 2026



Recommendation

That Council approve the Lease Extension Agreement with Travel Lunenburg Ltd. respecting municipal premises located at 97 Kaulbach Street, Lunenburg, Nova Scotia, including a five (5) year term with two (2) optional one (1) year extensions.

Alternative

- Table the motion respecting the lease renewal; or
- Decline to approve the lease renewal; or
- Direct staff to explore and report back on alternative lease renewal options.

Background

The Town of Lunenburg entered into a lease agreement for rental space at Lunenburg Academy with Sea Spot Travel Ltd., operating as Lunenburg Walking Tours, in 2023. As part of the Town's ongoing administrative review of municipal leases, existing agreements are being assessed to determine whether renewal or amendment is appropriate.

The lease agreement for Sea Spot Travel Ltd. expired at the end of 2025. While the tenancy has continued on a holdover basis, the agreement requires formal extension to reflect updated terms and conditions and to provide longer-term certainty for both the tenant and the Town.

Discussion

Staff met with the tenant to discuss a lease extension. As a result of these discussions, staff are recommending approval of an amended lease extension with the following key terms:

- A five (5)-year lease term, with two (2) optional one-year extensions;
- Maintenance of the current monthly rental rate, adjusted annually in accordance with the Nova Scotia Consumer Price Index (CPI);
- An amendment to the Early Termination Clause, permitting termination for hardship with 90 days' written notice; and

- An update to reflect the tenant's corporate name change from *Sea Spot Travel Ltd.* to Travel Lunenburg Ltd.

As the proposed lease extension exceeds a one-year term, **Council approval is required**. Staff are satisfied that the proposed terms are reasonable, provide stability for the tenant, and remain consistent with the Town's interests as landlord. Accordingly, staff recommend that Council approve the lease extension as outlined.

Financial

Travel Lunenburg Ltd. currently pays a per annum rent of \$2,841.96 plus applicable taxes. The proposed financial terms of the amended lease include:

- A five (5)-year lease term, with two (2) optional one-year extensions; and
- Annual rent adjustments based on the Nova Scotia Consumer Price Index (CPI).

There are no additional financial implications for the Town beyond those contemplated within the current lease structure.

Attachments

Draft Lease Extension Agreement

THIS LEASE EXTENSION AGREEMENT made as of this ____ day of _____, 2026

BETWEEN:

TOWN OF LUNENBURG, a municipal body corporate (hereinafter called the "**Landlord**")

OF THE FIRST PART

- and -

Travel Lunenburg Ltd. a body corporate, incorporated pursuant to the laws of the Province of Nova Scotia, with a registered office at P.O BOX 111, 97 Kaulbach St, Lunenburg, Nova Scotia, (called the "**Tenant**")

OF THE SECOND PART

WHEREAS by lease commencing on the 30th day of April 2026, the Landlord did lease to the Tenant certain real property located on 97 Kaulbach St, Lunenburg, Nova Scotia (the "**Premises**") for a term of five (5) years expiring on the 29th day of April 2031 (the "**Lease**");

AND WHEREAS the Landlord and the Tenant have agreed to extend the Lease for a further term of two (2) one (1) year terms commencing on the

- 30th day of April 2031 and expiring on the 29th day of April 2032; and
- 30th day of April 2032 and expiring on the 29th day of April 2033.

WITNESSETH THAT:

IN CONSIDERATION of the mutual covenants contained in this Lease Extension Agreement, the parties hereto agree as follows:

1. The Lease shall be extended as specified by this Lease Extension Agreement, the Landlord and the Tenant otherwise reaffirm all the terms and conditions of the Lease and agree that all other terms and conditions of the Lease shall remain the same except as herein expressly agreed.
2. The rent payable by the Tenant during the Extended Term shall be the sum of Two Thousand Six Hundred and Fifty Dollars (\$2,650.00) per annum plus applicable taxes, increasing each year, of the five (5) year agreement and the two (2) one (1) year renewal years, by the Consumer Price Index for the Province of Nova Scotia.
3. That the Landlord and the Tenant agree to an amendment to the Early Termination Clause to allow for termination due to hardship of the Lease Agreement with 90 days' written notice by either party. Hardship refers in this instance as to health-related issues that may arise from the Tenant.
4. All other terms and conditions of the Lease shall remain binding and enforceable upon the parties;

All capitalized terms used herein shall have the meanings given them in the Lease if not otherwise defined herein.

This Agreement is binding on the parties hereto, their successors and assigns.

This Agreement may be executed electronically and/or in any number of counterparts and by different parties in separate counterparts. A party may send a copy of its executed counterpart to each other by electronic means instead of delivering a signed original of that counterpart. Each executed counterpart (including each copy sent by electronic transmission) shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

[SIGNATURE PAGES TO FOLLOW]

Subject: Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC)

From: Paul Nopper, Chief Administrative Officer

Reviewed By: Kayla Byrne, Municipal Clerk

Date: April 28, 2026



Recommendations

Primary Decision: Regional Participation

That Council indicate its support for the Town of Lunenburg's continued participation in the regional Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC), should the majority of participating municipalities choose to continue the agreement.

Secondary Direction: Local and Partnership Approach (if withdrawal occurs)

- That Council direct staff to advance the Town's anti-racism and diversity initiatives through a locally managed approach, consistent with provincial requirements and Council priorities.
- That Council direct staff to engage with the Town of Mahone Bay and other interested municipalities to explore the potential for a restructured advisory or resource-sharing model.

Background

The purpose of this report is to provide Town of Lunenburg Council with an assessment of the effectiveness and sustainability of the current regional anti-racism governance framework in Lunenburg County and to seek Council direction regarding the future of the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC) and the associated Inter-Municipal Agreement.

This report does not question the importance of anti-racism and anti-discrimination work. These commitments are legislated, reflected in Council policy, and strongly supported by Council, Town staff, and the community. Rather, this report focuses on whether the current regional structure remains the most effective, sustainable, and locally accountable method to deliver this work for the Town of Lunenburg.

While this report identifies challenges with the current governance model, it is also acknowledged that the implementation of a new, multi-municipal initiative of this scale is complex. The experiences to date reflect both structural limitations and the realities of coordinating across five municipalities with varying priorities, capacities, and stages of readiness.

On January 12, 2024, the Municipality of the District of Lunenburg, Municipality of the District of Chester, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay entered into an Inter-Municipal Regional Anti-Racism and Diversity Agreement.

The regional framework included:

- An Inter-Municipal Agreement;
- The establishment of the Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC);
- A shared Anti-Racism and Diversity Coordinator position; and
- Development of a regional Anti-Racism & Diversity Action Plan.

The Agreement was originally scheduled to expire on April 1, 2026 and was later extended to September 30, 2026.

Discussion / Analysis

Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC)

The ARADAC was established to advise participating Municipal Councils on identifying and addressing systemic racism and inequities within municipal policies, programs, and services. The Committee's Terms of Reference allow for dissolution by resolution of a majority of participating Councils.

Anti-Racism and Diversity Coordinator

The Regional Coordinator role was intended to provide subject-matter expertise and administrative coordination for the initiative. Experience has shown this model to be challenging:

- The first Regional Coordinator resigned, citing the difficulty of supporting five municipalities in a single role.
- The second Regional Coordinator expressed similar concerns regarding workload and sustainability.
- The Regional Coordinator has been on leave since late 2025 and is expected to remain on leave until the contract end date of September 30, 2026.
- All regional municipalities are responsible for continuing to cover the cost of the leave of the Regional Coordinator until the contract end date of September 30, 2026.

While staffing challenges have contributed to delays and limitations, these issues also reflect broader structural constraints associated with supporting multiple municipal partners through a single shared role, particularly where municipalities are at different stages of policy development and implementation. This differs from other regional service models, such as Accessibility or REMO, where roles, mandates, and operational structures are currently more clearly defined.

Anti-Racism & Diversity Action Plan

The Draft Lunenburg County Strategy for Belonging: Anti-Racism & Diversity Action Plan was adopted to meet the provincial deadline of April 1, 2025. The Plan:

- Was developed prior to the formal establishment of the Committee;
- Identifies approximately 50 draft actions subject to Committee review;
- Anticipated collaboration between the Committee and the Plan's author.

The ARADAC was designed to support a coordinated regional approach, including the development and refinement of a shared action plan and alignment across municipal priorities. As participating municipalities have progressed at different rates and with varying priorities, this original intent has become increasingly difficult to achieve within the current structure.

Provincial legislation requires municipalities to maintain and update anti-racism plans every three years, with the first update due April 1, 2028. There is no requirement for a regional advisory committee to fulfill this obligation.

ARADAC Position

The ARADAC has advised participating CAOs that it recommends continuation of a regional advisory structure while municipalities manage their own plans. Please see the attached Minutes from the April 1, 2026, meeting for information. While this recommendation is appreciated, some municipal units do not support continuation of the regional governance model as it is governed today. The proposed alternative by the Committee has value and should be considered on an individual municipal basis.

Town of Lunenburg staff sees the value in the ARADAC as an advisory and resource structure as we pursue the development of a finalized plan. Current committee members have lived experiences, and their expertise can provide valuable insight into the ongoing development of policies, programs, and services offered by the Town.

Structural Challenges Identified

Issue 1 – Regional Staffing Model

Supporting five municipalities within a single position has proven unsustainable and has resulted

in staffing instability. There are successes for regional collaboration, including Accessibility and REMO. With each municipality at a different stage and process as it relates to the development and implementation of a plan, divergent priorities have emerged that have created difficulties in developing a regional plan. This has put a strain on the direction and processes of how to effectively implement a regionalized plan.

Issue 2 – Committee Capacity

The absence of the Regional Coordinator limits the Committee's ability to review, craft, and develop the Action Plan to fulfill its responsibilities. It needs to be acknowledged that there is lived experience and expertise that should not be dismissed and should be harnessed to continue supporting the Town of Lunenburg in its process for the plan. The Town of Lunenburg can support an advisory/resource committee with current staffing resources available within the Town.

The Town of Mahone Bay has noted its interest in continuing its level of support for the advisory/resource committee, and an avenue for partnership should be explored. Council should note that the Municipality of the District of Chester and the Municipal District of Lunenburg have already provided notice to withdraw from the regional agreement. The Town of Bridgewater will be discussing the regional agreement on April 27, 2026. If the majority of municipalities leave the agreement, this will end the agreement.

With the Municipality of the District of Chester providing notice of withdrawal as the Host Municipality, the governance and administrative structure defined in the Agreement will no longer be in place, requiring either a reconstitution of the model or a transition to an alternative approach.

Go-Forward Strategy

Based on the challenges outlined above, staff conclude that the current regional governance structure, based on the information provided and decisions of other municipal regional Council's, is no longer effective or sustainable. A Town of Lunenburg managed approach provides improved accountability, flexibility, and capacity to advance this work meaningfully.

Should Council support dissolution or withdrawal, staff will advance the Town's anti-racism and diversity efforts through a locally managed approach, using the Town's approved internal framework.

This approach supports and includes:

- Clear accountability to Council;

- Alignment with local priorities and capacity;
- Direct engagement with underserved and underrepresented communities; and
 - Exploring options of partnering with municipalities that are willing to participate in a joint advisory/resource group.
 - If no partnership is wanted, the Town of Lunenburg should try to establish a pathway forward with members of the current ARADAC to support the processes of the Town.
- Measurable progress on actions within the Town's control.

This transition also provides an opportunity for the Town to reflect on lessons learned through the regional model and to apply those insights in strengthening future approaches to equity, diversity, and inclusion work.

Resourcing Options

The recommendation to dissolve or withdraw reflects a governance and capacity assessment, not a change in values. The Town of Lunenburg remains committed to advancing anti-racism, equity, diversity, and inclusion in alignment with:

- *The Accessibility for Nova Scotians Act;*
- *The Dismantling Racism and Hate Act;*
- *Count Us In: Nova Scotia's Action Plan;* and
- *The Truth and Reconciliation Commission's Calls to Action.*

The Department of Public Health and the Office of Anti-Racism and Equity of the Province of Nova Scotia have contacted the Town of Lunenburg to draw on their resources, expertise, and experience to help develop our plan. The support is recognized to be for either the regional or local plan.

Communications

Given the public interest in anti-racism and anti-discrimination initiatives, staff will develop a communications approach to inform the community of Council's decision and outline the Town's continued commitment to this work. This will include clear messaging regarding any transition in approach and opportunities for ongoing engagement with residents and community partners.

Attachments

- Inter-Municipal Agreement

- ARADAC Terms of Reference
- ARADAC Draft April 1 Meeting Minutes

AN INTER-MUNICIPAL REGIONAL ANTI-RACISM AND DIVERSITY AGREEMENT

THIS AGREEMENT is made in five copies this on (DATE) January 12, 2024

AMONG:

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

-and-

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

- and -

The **Town of Bridgewater**, a municipal body corporate pursuant to the *Municipal Government Act*;

-and-

The **Town of Mahone Bay**, a municipal body corporate pursuant to the *Municipal Government Act*.

-and-

The **Town of Lunenburg**, a municipal body corporate pursuant to the *Municipal Government Act*.

WHEREAS the parties wish to jointly support and advance anti-racism and anti-discrimination initiatives and promote equity, diversity and inclusion initiatives to identify and address systemic racism and inequity in government policy, legislation, programs and services in Lunenburg County.

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

General

1. The Purpose of this inter-municipal services agreement, hereafter called (Agreement) is to provide for coordinated Anti-Racism and Diversity services referred to in this Agreement as the (region).

Host Municipality

2. The Municipality of the District of Chester is hereafter called the Host Municipality, and as such, will provide office space and support.
3. The Host Municipality will be responsible for all administrative functions including financial, record keeping, minute taking and reporting on behalf of the Lunenburg County Anti-Racism & Anti-

training and other forms of support.

Anti-Racism and Diversity Coordinator

1. All parties agree that an Anti-Racism and Diversity Coordinator shall be hired for a term ending March 31, 2026.
2. All parties agree that the Anti-Racism and Diversity Coordinator shall be a contractor of the Municipality of the District of Chester and shall serve as the coordinator and administrative support for the Lunenburg County Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) and shall provide support for the development of local anti-racism and diversity plans to each Municipal Unit based on additional hours purchased by each unit.
3. The Anti-Racism and Diversity Coordinator will provide anti-racism and diversity expertise and inform municipal administrators of their professional responsibilities to ensure inclusive practices at each municipal unit.
4. The Anti-Racism and Diversity Coordinator may speak on behalf of the ARADAC and provide updates to respective councils. During the first year of the initiative, the Committee shall report to Councils once per quarter and thereafter, at least twice per year.
5. Not less than quarterly, the Anti-Racism and Diversity Coordinator shall meet with the CAO, or designate, of each municipal unit to assess overall service delivery in the preceding quarter and to plan for the anticipated needs of the upcoming quarter.
6. The Host Municipality is empowered to acquire or contract for the use of equipment, facilities, and personnel necessary or advisable to carry out the responsibilities assigned to the Anti-Racism and Diversity Coordinator by this Agreement.
7. Should the position of the Anti-Racism and Diversity Coordinator become vacant, it will be the responsibility of the CAO of the Municipality of the District of Chester to fill the vacancy in accordance with the hiring policies of the Municipality of the District of Chester. The selection committee shall be determined by the CAOs of the participating municipalities.
8. The parties shall share the cost of operations of the Anti-Racism and Diversity Coordinator based on an annual budget.
 - a. The cost sharing formula will be based on the Uniform Assessment of the previous year and will be adjusted annually. For 2023-24 budget year the following formula applies:

	22-23 Uniform Assessment	%
Town of Mahone Bay	\$145,777,562	2.52%
Town of Lunenburg	\$298,368,092	5.15%
Town of Bridgewater	\$715,142,664	12.35%
Municipality of the District of Chester	\$1,741,116,861	30.08%

Municipality of the District of Lunenburg	\$2,887,963,821	49.89%
TOTAL	\$5,788,369,000	100.00%

- b. The CAOs of the participating units shall recommend to the parties of this Agreement an Operating and Capital Budget by February 1 of the fiscal year prior to the fiscal year of the recommended budget. The approving parties must represent more than half of the approved budget.
 - c. Actual dollar contribution of the Municipalities shall be based on the annual budget of the Anti-Racism and Diversity Coordinator and Lunenburg County Anti-Racism and Anti-Discrimination Committee.
 - d. The Host Municipality will invoice the other contributing Municipality(s) for their portion of the actual costs that are additional to their annual contribution. Actual expenditures will be reviewed yearly and surplus funds, if any, will be credited against the participating units' following year's contribution, based on the cost sharing formula referenced to in this section herein.
 - e. In the event Anti-Racism and Diversity Coordinator requires additional money for capital or operating purposes, any such increase shall require the approval of all parties to the agreement.
9. The fiscal year of the Anti-Racism and Diversity Coordinator shall be from April 1 to March 31 of the following year.

Termination of Agreement

- 10. This Agreement has effect commencing August 1, 2023, and ending April 1, 2026.
- 11. By motion of each Council, the term of the agreement may be extended by mutual agreement.

Indemnification

- 12. Each party shall indemnify its representatives from any liability that may arise as a result of that member.

Dispute Resolution

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

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

Dated this 12 day of January, 2024 A.D.

Signed, sealed and delivered in the presence of;

Per: [Signature]
Witness

Per: [Signature]
Witness

Municipality of the District of Lunenburg

Per: [Signature]
Carolyn Bolivar-Getson, Mayor

Per: [Signature]
April Whynot-Lohnes, Municipal Clerk

Municipality of the District of Chester

Per: [Signature]
Witness

Per: [Signature]
Witness

Per: [Signature]
Allen Webber, Warden

Per: [Signature]
Pamela M. Myra, Municipal Clerk

The Town of Bridgewater

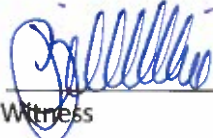
Per: [Signature]
Witness


Per: [Signature]
Witness

Per: [Signature]
David Mitchell, Mayor

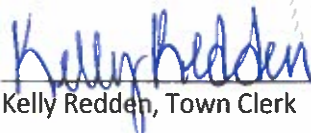
Per: [Signature]
Amanda Shupe, Municipal Clerk

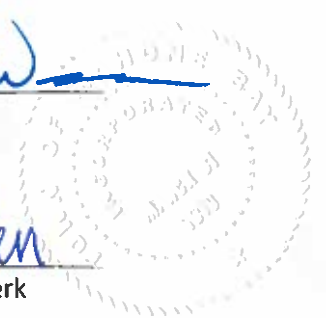
The Town of Mahone Bay

Per: 
Witness

Per: 
Witness

Per: 
David Devenne, Mayor

Per: 
Kelly Redden, Town Clerk



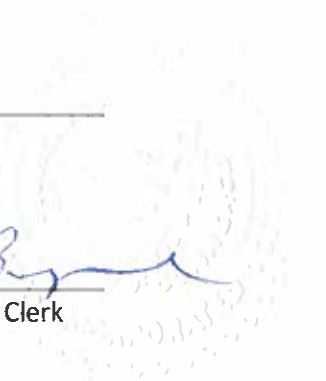
The Town of Lunenburg

Per: _____
Witness

Per: _____
Witness

Per: 
Jamie Myra, Mayor

Per: 
Kayla Byrne, Municipal Clerk



The Town of Mahone Bay

Per: [Signature]
Witness

Per: [Signature]
David Devenne, Mayor

Per: [Signature]
Witness

Per: [Signature]
Kelly Redden, Town Clerk

The Town of Lunenburg

Per: [Signature]
Witness

Per: [Signature]
Jamie Myra, Mayor

Per: [Signature]
Witness

Per: [Signature]
Kayla Byrne, Municipal Clerk

Terms of Reference

The Lunenburg County Anti-Racism & Anti-Discrimination Committee

Municipality of Chester

Municipality of the District of Lunenburg

Town of Lunenburg

Town of Bridgewater

Town of Mahone Bay



Section 1 - Purpose

The Lunenburg County Anti-Racism & Anti-Discrimination Advisory Committee (ARADAC) is established to advise the respective administrations and elected bodies of the Town of Lunenburg, Municipality of the District of Lunenburg, Municipality of Chester, Town of Bridgewater and Town of Mahone Bay to advance, strengthen, support, and unify the five municipal units in adopting and implementing Anti-Racism and Anti-Discrimination initiatives throughout the Region.

The ARADAC works with partners and communities to help lead and support anti-racism and anti-discrimination initiatives and promote equity, diversity and inclusion initiatives. They would work to identify and address systemic racism and inequity in government policy, legislation, programs and services.

Section 2 - Authority

The ARADAC shall be appointed by each Council upon recommendation of Mayors and Wardens by application process via the Regional Coordinator and advise the Councils, the Coordinator and Chief Administrative Officers (CAOs) for each respective organization.

The ARADAC is an advisory body and is an opportunity to provide valuable perspectives and recommendations for consideration of each respective Council. The ARADAC is supported by a Regional Coordinator who will directly report to the CAO (or designate) of the host unit and will also be responsible to the CAOs (or designate) of each of the five (5) Councils when working for each municipal unit.

ARADAC may submit proposed amendments or updates to the Terms of Reference to the Regional Coordinator for consideration by the five (5) Councils.

The ARADAC may be dissolved by way of resolution of majority of participating Councils.

Section 3 - Responsibilities

The ARADAC is responsible to:

- Provide ongoing advice, education, information and recommendations to the five Municipal Councils and staff on internal and external projects, initiatives, or policy via the Regional Coordinator.
- Develop and recommend to municipalities a regional action plan which will provide regional-level guidance and coordinated approaches and strategies on actions to be taken by the municipalities.
- Support the Regional Coordinator for Anti-Racism and Anti-Discrimination initiatives.
- Develop and propose an annual budget to the Regional Coordinator, to be reviewed and proposed to the five (5) Municipal Councils for consideration.
- Provide advice, when requested, on projects and policies undertaken by municipalities including municipal plans, development, human resource policies and other projects.



- Remain apprised and connected to new municipal, provincial and federal directives, regulations and initiatives that impact or intersect with Anti-Racism and Anti-Discrimination or funding opportunities.
- Collaborate with the Lunenburg County Accessibility Advisory Committee and Regional Accessibility Coordinator.
- Liaise with community members through regular engagement, maintain transparency, and provide a framework and platform for reporting back to the community.
- Collaborate and build relationships with community members and organizations that address Anti-Racism and Anti-Discrimination through events, programming, training and other forms of support.
- The Regional Coordinator may speak on behalf of the ARADAC and provide updates to respective councils. During the first year of the initiative, the Committee shall report to Councils once per quarter and thereafter, at least twice per year.

Municipalities are responsible to:

- Recruit and retain a Regional Coordinator.
- Adopt a cost-sharing model to assign budgetary commitments to each participating organization based on proposed budget from the Regional Coordinator.
- Identify and prioritize requests and recommendations and provide timelines for implementation, where applicable.
- Support and invest in the work of the ARADAC through staff and political participation.
- Consider and potentially implement recommendations from the ARADAC.
- Contribute ongoing budget and resources to the work of the ARADRC, as described in this Terms of Reference.
- Upon annual budget approval via municipalities, each CAO (or designate) will work with the Regional Coordinator to identify projects that will need to be reviewed or require input from the ARADRC.



Section 4 - Membership

The ARADAC should reflect the diversity of the region, where possible, having first voice and diverse representation from youth, elders, Indigenous Mi'kmaq, African Nova Scotian, members of 2SLGBTQ+ community as well as Immigrants and Newcomers and others on the ARADRC.

With an emphasis on anti-racism and diversity, it must include authentic strategic engagement – through public channels and known networks physically and digitally, via media, emails, engagements and social media and displayed on municipal websites.

The appointment process will consist of an intake document/questionnaire, to assess for alignment with the work.

The ARADAC will consist of up to thirteen (13) voting members.

- Five (5) Political Representation through appointment of one councillor from each municipality or community. Council/Commission appointments shall be for two-(2) year terms.
- Councils shall appoint each of six (6) community representatives' members, with a priority on members who live, work or are connected to the region. The appointments shall be made as follows:
 - Two (2) members to a three- (3) year term;
 - Two (2) members to a two-(2) year term; and
 - Two members to a one- (1) year term.
- Once a member has completed their term, all new terms will be for three (3) years. If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall promptly appoint a new member to the Committee to hold office for the unexpired term.
- If a Council/Commission member vacates the Committee for any reason at any time before that Council/Commission member's term would normally expire, the Council/Commission that the member represents shall promptly appoint a new member for the remainder of the term.
- The Committee will be supported by the Regional Anti-Racism & Diversity Coordinator and the Regional Staff Accessibility Coordinator (Non-Voting)
- Two positions (voting) will also be designated for representation from Acadia and Sipekne'katik First Nation, and an invitation shall be extended to each Nation to appoint a member.

Applications will be received by the Regional Coordinator. The Regional Coordinator may request and hold interviews, after which they submit recommendations for committee members to Mayors and Wardens, or their designate, for Council consideration and appointment.

Membership to conduct annual check-in and review of status, capacity and intent to continue into the following year. This is to ensure there is enough lead time to recruit and promote for the seat to be filled.



ARADAC Chair

The Committee will be chaired by one municipal councillor from one of the municipalities. Vice Chairs will be appointed through vote of the ARADAC at the inaugural meeting. The Chair will facilitate the meetings with support from the Regional Coordinator, who will organize logistics, take minutes and support agenda development.

Membership Changes

- Members may resign at any time by giving written notice to the ARADRC Chair and the Regional Coordinator.
- Missing three consecutive meetings a year without prior discussion and approval from the ARADRC Chair is deemed equivalent to a resignation.
- Membership may be terminated by the ARADAC Chair for violating the terms of reference, if recommended by the Committee.
- Meetings will be held at a frequency that is necessary to conduct the business of the ARADAC (approximately once per month) until such time as the ARADAC is dissolved. A meeting schedule will be discussed by the Committee at the first meeting and subsequent meetings will be confirmed at each meeting. Advance notice will be provided as soon as possible. In addition to regular meetings, additional means of communication, such as email or phone calls will be necessary to conduct the business of the Committee.

Section 5 Committee Procedures

- Committee meetings will be called by the Chair, as required, to fulfill the duties outlined.
- Subject to Section 22 of the Municipal Government Act, meetings of the committee are open to the public and advertised no less than one week in advance.
- A majority of the appointed voting members of the Committee constitutes a quorum.
- Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.
- The Committee may receive presentations from the public upon the approval of the Chair.
- The Committee may establish Working Groups to explore specific issues related to their workplan and/or other responsibilities. Members of a Working Group may consist of additional members of the community. A member of the ARADAC shall chair Working Groups. The Committee will be supported by municipal staff and consulting resources as required.

Membership Remuneration

Recognizing that this is a first voice, lived experience committee membership, Members will be compensated, in accordance with the approved budgeted amount.

Policy Review



- These Terms of Reference will be reviewed by each of the five (5) Councils and the Commissions at least every four years from the effective/amended date.



Minutes

Regional Anti-Racism Anti-Discrimination Advisory Committee (ARADAC)

April 1, 2026

6:00 pm

Committee Room, Town of Bridgewater

In Attendance: Renea Babineau (Chair), Councillor Town of Lunenburg
Alison Smith, Councillor Municipality of the District of Lueneburg
Astrid Seidel, Community Member
Penny Carver, Councillor Town of Mahone Bay
Kelly Goudie, Community Member
Caleb Weeldon, Community Member
Jennifer MacDonald, Deputy Mayor Town of Bridgewater
Meagan MacDonald, Community Member

Also in Attendance: Paul Nopper, CAO Town of Lunenburg
Mark Flint, Deputy CAO Town of Bridgewater

Regrets: Vernon Simms, Community Member
Sharon Church, Councillor, Municipality of Chester

1. **Meeting Called to Order:**

The Chair called the meeting to order at 6:03 pm.

2. **Acknowledgement:**

The Chair acknowledged that the Committee was meeting in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.

3. **Agenda Approval:**

The agenda was accepted as presented.

4. Discussion:

A brief historical recap of the 2022 legislation and the establishment of the Regional Committee was provided. There was also a discussion about how the Province's expectations have shifted and that the more recent interpretation is that anti-racism work can be incorporated into a municipality's strategic or ongoing plans.

A brief description was given of what staff initiatives are happening at the Town of Bridgewater (internal DEIA Committee, Accessibility and Diversity & Inclusion training). The Town of Lunenburg is currently at a different stage of this work. It was acknowledged that each municipality is approaching the work differently.

Concerns were raised regarding power imbalances and how municipal government structures impact the effectiveness of this work.

It was stated that there are several regional agreements that are succeeding, as evidenced by progress with REMO, regional accessibility, and building inspection services.

A recommendation was offered regarding offboarding of staff and the importance of capturing feedback that can be used to inform future decisions on how the Committee and municipalities approach Regional work and individual municipal work. It was further offered that a third party might be the most effective way to gather and present the information.

The Committee are keen to gather information, be a resource for municipalities as subject experts in varying fields, provide input from communities, support municipalities in the review of plans and processes, and provide equity for deserving people. The Committee acknowledged that municipalities are at different levels of development of plans, but feels that being an advisory body and resource for the development of plans is still important. The Committee is open to a change of scope to continue supporting municipalities.

Example Discussed: Municipalities have their internal Committees. Plans in draft development can be provided to the Advisory Committee for review, feedback, and recommendations to support strengthening plans, policies, and objectives. Recommendations back to internal committees for final review before being presented to Council. The Committee members noted they are open to helping to initiate goals from the plans.

The Committee also noted that a Coordinator for the Committee would not be needed at this time but could be recommended in the future after further review of needs. Support of municipal staff would be to host meetings and liaise with the Advisory Committee.

Motion

The ARADAC moved the following:

That the Committee recommend that a regional committee structure continue in a resource and advisory capacity, with individual units creating their own anti-racism plans as mandated by the Province.

Moved – Alison Smith

Seconded - Caleb Weeldon

Carried Unanimously

5. **Date of Next Meeting:** To be confirmed.
6. **Meeting Adjourned:** Upon conclusion of the agenda at 8:10 pm

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 REMOVE	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	1st Reading: Feb. 10 Public Hearing: March 3 Proposed 2nd reading: March 10 By-law approved on March 10, 2026
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)	MODL presentation was provided in 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)	Feb 2026 update: Staff have learned

		<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>the new Traffic Safety Act is yet to be proclaimed by the Province, so the new regulations do not yet apply. Considered best to wait to see if this progresses as it is expected in early 2026.</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> <p>March 17, 2026 update: It was noted that the current Community Grants Policy (Policy #74) should be used for this year's grant cycle and that staff proceed with the 2026 intake process while policy updates are developed.</p>	Communications & Events Coordinator	PRIORITY A	
<p>Review Hack & Trolley By-law</p> <p>REMOVE</p>	Aug. 19, 2025	<p>Review the Hack and Trolley By-law, taking into account regulations from other jurisdictions with similar climates and tourism activities</p>	By-law Enforcement Municipal Clerk	PRIORITY A	<p>1st Reading: Feb. 10</p> <p>Public Hearing: March 3</p> <p>Proposed 2nd reading: April 14</p>
PRIORITY B					

Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Community Development	PRIORITY B	
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 REMOVE	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 recommendations that inform the proposed Transmission Main Renewal project.	Public Works	PRIORITY B	For Information Report delivered at the March 3, 2026 Council Meeting with no further action

					requested by Council
Vending By-law	March 10, 2026	Direct staff to review the current vending rules and bring forward options for increased flexibility and modernization, and that this report be presented at a future COTW Meeting. March 17, 2026 COTW: Members noted the need for comprehensive consultation and agreed the work should not be rushed, particularly given seasonal considerations and engagement with the business community.	Community Development	PRIORITY B	
PRIORITY C					
NSUARB application to amend Regulation 5.14	April 23, 2024	Amend Electric Utility Regulations to include energy storage alongside renewable low-impact generators, limited to devices with a capacity of 27kW or less.	Finance	PRIORITY C Requires ABCO to follow-up with Town	This was a request from ABCO contingent on ABCO paying for the amendments, but no follow-up has been received yet.
Parking & Traffic Study Recommendation	Jan. 28, 2025	Work towards collaborating with the Municipality of the District of Lunenburg and the local MLA to work towards the recommendation identified in the Parking and Traffic Study regarding safety improvements at the intersection of Route 332 and Trunk 3.	CAO Public Works	PRIORITY C	
Laurie Fisher Art Project	April 22, 2025	Explore how the town could work with Eric Croft to explore options for maintaining and restoring the Laurie Fisher Fish Rehabilitation Project.	Staff TBD	PRIORITY C	
Election signs on public lands	May 13, 2025	Prepare a local rule governing the placement of election signs on public lands, specifically parklands, within the Town of	Municipal Clerk	PRIORITY C	

		Lunenburg.		Prior to next election cycle	
Washrooms at Lunenburg Academy	Initial Direction: March 4, 2025 COTW Moved to Priority C on March 3, 2026	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. Council voted to remove the preparation site from the 2026/27 Capital Budget, and possibly re-consider it the following year.	Public Works	PRIORITY C In consideration of next budget cycle	