

TOWN OF LUNENBURG
COUNCIL MEETING AGENDA
Tuesday, May 12, 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 May 12, 2026 Council Meeting Agenda

Recommendation: That Council approve the agenda for the May 12, 2026 meeting as presented.

5. APPROVAL OF MINUTES

5.1 April 28, 2026 Regular Meeting Minutes

Recommendation: That Council approve the April 28, 2026 meeting minutes as presented.

6. PRESENTATIONS

6.1 Town of Lunenburg RCMP Quarterly Reports (Q3 & Q4) – *David Ferguson, RCMP Commander*

6.2 Public Realm Alteration Proposal: Lunenburg Opera House (*Staff Report & Applicant Presentation*)

Recommendation: That Council support the proposed public-realm changes within the public street right-of-way adjacent to 290 Lincoln Street to enable barrier-free access to the Lunenburg Opera House, subject to technical staff approvals for an encroachment licence.

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 Menstrual May – United Way of Lunenburg County

9. PUBLIC HEARINGS, PUBLIC INFORMATION MEETINGS AND APPEALS

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

Virtual Participation: *Members of the public wishing to participate virtually must register by 12:00 p.m. on the business day before the meeting by contacting adminsupport@townoflunenburg.ca or 902-634-4410 ext. 225.*

Public Hearing Process:

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

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

9.1 Public Hearing: Paid Parking By-law

Recommendation: *That the public hearing for the Paid Parking By-law be closed, as all persons wishing to speak have been heard.*

10. BUSINESS ARISING AND UNFINISHED BUSINESS

11. NEW BUSINESS

11.1 Policy Approval: Inclement Weather Policy

Recommendation: That Council approve the Inclement Weather Policy as presented.

11.2 Grant Application: Climate Ready Plans and Processes Grant

Recommendation: Whereas the Town of Lunenburg has the following interests:

- To understand and plan for climate risks with a strong emphasis on building the analytical, organizational, and decision-making foundations required for effective long-term climate adaptation;
- To strengthen Lunenburg's ability to identify climate hazards, assess risk and vulnerability, and translate this information into coordinated, equitable, and evidence-based planning frameworks; and
- To support the town in advancing early-stage climate adaptation planning and integration across governance systems;

Whereas the Town of Lunenburg is undertaking "Resilience Planning through Adaptation and Asset Management in the Town of Lunenburg;

Be it resolved that Council direct staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for "Resilience Planning through Adaptation and Asset Management in the Town of Lunenburg".

11.3 Information Reports: Potable Water and Wastewater Quality Reports (October – December 2025)

12. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

13. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE

The next Committee of the Whole meeting is scheduled for Tuesday, June 2, 2026. **Due to Council and Staff availability, this meeting may be cancelled.**

14. MOTION ACTION LIST

15. CLOSED SESSION

15.1 Personnel Matter

Recommendation: That Council move in closed session to discuss agenda item 15.1.

16. ADJOURNMENT

**COUNCIL MEETING AGENDA
TOWN OF LUNENBURG**

Tuesday, April 28, 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
Shania MacLeod, By-law Enforcement Officer
Kayla Byrne, Municipal Clerk
Jamie Deans, Communications and Events Coordinator

Call to Order The Chair called the meeting to order at 6:15 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 28, 2026 meeting as presented.

Motion carried unanimously

Approval of Minutes Moved and seconded that Council approve the April 14, 2026 meeting minutes as presented.

Motion carried unanimously

Nova Scotia Health Presentation Council received a presentation from Louise Hopper, Health Promoter with Nova Scotia Public Health Services, providing an overview of Public Health’s role and mandate, including its focus on population health, prevention, and addressing the social determinants of health.

The presentation outlined key areas of work such as community health assessment, policy development, community mobilization, and partnership building, along with examples of current initiatives on the South Shore, including homelessness counts, housing policy work, and regional collaboration efforts.

The presenter highlighted the alignment between public health priorities and municipal responsibilities, such as housing, land use planning, equity, and community well-being, and identified opportunities for collaboration with the Town of Lunenburg.

Public Input Council heard from Yvonne Mosley, who encouraged continued efforts to address racism in the community and supported exploring a

collaborative approach with neighbouring municipalities, with a focus on practical, action-oriented work.

Council heard from Deb Beers, who referenced her experience contributing to a local film on systemic racism and spoke to the importance of continuing anti-racism efforts in the community. She encouraged Council to demonstrate its commitment by supporting ongoing work, including exploring opportunities for regional collaboration, and emphasized the role of education and community involvement in addressing racism.

Proclamation Request

Moved and seconded that Council proclaim May 2026 Lyme Disease Awareness Month in the Town of Lunenburg.

Motion carried unanimously

SSODA Monthly Data Report

Council received the monthly data report from South Shore Open Doors Association (SSODA).

ARADAC Agreement

Council received a staff report regarding the Lunenburg County Anti-Racism and Anti-Discrimination Advisory Committee, noting that the Municipality of the District of Lunenburg, the Municipality of the District of Chester, and the Town of Bridgewater had withdrawn from the regional model, resulting in the dissolution of the regional committee.

Council acknowledged the contributions of the volunteer members who served on the committee.

Council further noted that, while the regional structure is no longer in place, the work of addressing anti-racism and anti-discrimination remains a priority and is required under provincial legislation. Council expressed its intent to continue this work locally while maintaining positive working relationships with neighbouring municipalities and collaborating regionally where appropriate.

Moved and seconded that Council direct staff to engage with the Town of Mahone Bay and any other interested municipalities to explore the potential for a restructured regional Anti-Racism and Anti-Discrimination Advisory Committee (ARADAC), or an alternative advisory or resource-sharing model.

Motion carried unanimously

Recess

The Chair called a recess from 7:02 p.m. until 7:04 p.m.

Updated Paid Parking Meter By-law – 1st reading

Moved and seconded that Council approve first reading of the Parking Meter By-law as presented.

Motion carried unanimously

Before the second (final) reading, Council noted it would like the following changes made to the by-law:

- Add exemptions for Accessible Parking Permits & Plates
- Change the 15-minute loading exemption to 30 minutes

Community Grants
Ad-Hoc Committee

Moved and seconded 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:

- Deputy Mayor Bailey
- Councillor Strachan
- Councillor Greek

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

Motion carried unanimously

Moved and seconded 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.

Motion carried unanimously

Policy
Amendments: Low
Income Exemptions
Policy

Staff noted that, following approval of the 2026/27 Town Operating Budget on April 14, 2026, updates to the Low Income Property Tax Relief Policy are required to reflect the approved income thresholds and exemption amounts.

Moved and seconded 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

Motion carried unanimously

Lease Renewal:
Lunenburg Walking
Tours

Moved and seconded 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.

Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports	Council members provided brief updates, noting recent activities and a busy period of meetings and events. Several members referenced attendance at the upcoming NSFIM Conference in Yarmouth. Council also acknowledged a recent Day of Mourning ceremony and expressed appreciation for staff involvement. One member offered condolences on the passing of a community member.
Motion Action List	Council reviewed the Motion Action List and agreed to remove the following items, deeming them as complete: <ul style="list-style-type: none">• Creation of the Short-Term Rental Accommodation Levy By-law• Updated Hack and Trolley By-law• Water System Modelling Report
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 7:35 p.m. for agenda item 14.1 Personnel Matter. <p>Motion carried unanimously</p>
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.



Quarterly Police Report
Town of Lunenburg
2025/2026 Fiscal Year
Third Quarter
October – December 2025

1. LUNENBURG DISTRICT ORGANIZATIONAL STRUCTURE

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

1.1 FULL TIME EQUIVALENT UTILIZATION FOR ESTABLISHED POSITIONS

- A new Detachment Services Assistant commenced work at Cookville Detachment following the deployment of one of the other Detachment Services Assistants to Chester Detachment as a result of a vacancy.
- Sgt. Patrick FRENETTE (Chester Operations Manager) promoted to the District Commander position in Queens effective November 24th. In the interim, Cpl. Dominic LAFLAMME has been appointed as the acting operations manager for Chester Detachment.

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

- Four Constables remain off duty on medical leave throughout this quarter.
- Four of these Constables are in the process of discharging from the RCMP.
- Two Constables are subject to restricted duties for medical reasons.
- One Constable remains subject to a suspension with pay.
- One Sergeant/Ops NCO has been off duty on medical leave starting in December.

2. LUNENBURG DISTRICT FLEET

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

Two marked general duty police vehicles were involved in collisions during this quarter. Based on the estimated repair cost, vehicle age, condition and odometer the vehicles were identified for replacement versus repair.

Two new marked general duty police vehicles were received during this quarter for vehicles previously identified for replacement.

3. LUNENBURG DISTRICT DETACHMENTS/FACILITIES

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

4. CALLS FOR SERVICE

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

Lunenburg District

2024/2025 FYTD	2025/2026 FYTD	3rd Quarter 2024/2025	3rd Quarter 2025/2026
8,153	9,846	2,809	3,026

Town of Lunenburg

2024/2025 FYTD	2025/2026 FYTD	3rd Quarter 2024/2025	3rd Quarter 2025/2026
473	574	130	131

5. TOWN OF LUNENBURG CRIME STATISTICS

Caveat for the following Data Table:

All data are working data and are subject to change through ongoing investigations and data quality measures.

*Statistics represent first line scoring, consistent with Stats Can. Files marked unfounded and unsubstantiated have been removed. Files marked insufficient evidence to proceed are **included**. Detachment information is parsed from the "Notes" field in the PROS data. If the location was not properly entered in this field, the stat will not be included in the dashboards.*

Total for 2025 is based on calendar year versus fiscal year.



Town of Lunenburg Quarterly Statistics
(Includes Traffic Services)

Protected "A"

Type of Crime & Occurrence Type	2025	2024	Amount of Change	Total for 2025
	Q3	Q3		
	Current	Previous		
Crimes Against Persons				
Offences Related to Death	0	0	0	0
Sexual Offences	0	2	-2	3
Assault	6	1	5	14
Kidnapping/Hostage/Abduction	0	0	0	1
Robbery	0	0	0	0
Extortion / Intimidation	0	0	0	0
Criminal Harassment	1	0	1	3
Indecent Harassing Comm.	1	2	-1	5
Uttering Threats	3	2	1	7
Property Crime				
Arson	0	0	0	0
Break and Enter	0	0	0	1
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	1
Theft of Motor Vehicle	0	0	0	0
Theft of Other MV / Motorcycle	0	0	0	1
Take MV w/o Consent	0	0	0	0
Theft Under	1	5	-4	26
Shoplifting	0	2	-2	4
Theft (mail, bicycle, et al)	0	0	0	2
Theft from Motor Vehicle	0	2	-2	1
Possession of Stolen Goods	0	1	-1	0
Fraud	4	3	1	14
Identity Theft	0	0	0	1
Mischief	3	3	0	15
Drug Enforcement				
Possession	0	0	0	0
Trafficking	0	1	-1	1
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0



Town of Lunenburg Quarterly Statistics
(Includes Traffic Services)

Protected "A"

Type of Crime & Occurrence Type	2025	2024	Amount of Change	Total for 2025
	Q3	Q3		
	Current	Previous		
Traffic				
Dangerous Op of MV	0	1	-1	0
Distracted Driving	0	0	0	1
Impaired by Alcohol	1	2	-1	10
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	0
Driving while Disqualified	0	0	0	1
Fail to Stop or Remain	2	3	-1	10
Seatbelt Violation	0	0	0	0
Intersection Violation	0	0	0	4
Speeding Violation	3	1	2	10
Insurance Violation	0	0	0	1
Road Side Suspension (Alcohol)	1	0	1	3
Road Side Suspension (Drug)	1	0	1	1
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	0	0	1
Collision - Reportable	12	1	11	29
Collision - Non Reportable	2	6	-4	21
Off-Road Vehicle Collision	0	0	0	0
Municipal By-laws	0	1	-1	0
Other Traffic Offence/Violation	18	7	11	66
Other Traffic Related Duties	2	0	2	2
Checkstop	6	0	6	6
Other				
911 Call	6	7	-1	16
Breach of Court Order	1	0	1	4
Liquor Act	1	0	1	3
Mental Health Act	9	13	-4	45
Missing Person	0	0	0	2
Municipal Bylaw - Other	0	3	-3	4
Other	30	44	-14	153
Sudden Death	2	2	0	5
Suspicious P V P	4	2	2	21
Wellbeing Check	3	8	-5	31
Trespass At Night	2	0	2	2
Total Founded & SUI Occurrences	127	125	2	554
Total Occurrences*	131	130	1	574

**Includes Unfounded and Unsubstantiated*

6. ROAD SAFETY REPORT

- Lunenburg District RCMP Members conducted forty-five check stops at various locations throughout Lunenburg District this quarter.
- Lunenburg District RCMP Members issued one hundred fifty-four summary offence tickets and two hundred twenty-three written warnings throughout the entirety of Lunenburg District during this quarter.
- Members responded to or dealt with two hundred seventy-eight motor vehicle collisions during this quarter. One collision resulted in a fatality, twenty-eight involved injuries. One hundred sixty-two collisions resulted in property damage and eighty-five were non-reportable. Two of these were off road vehicle collisions.
- Strategic Traffic Enforcement Plans have been completed during this quarter with a focus on impaired driving, school zones and off-road vehicle enforcement.
- Lunenburg District members apprehended and charged fifteen individuals for operating a motor vehicle while impaired by alcohol and/or drugs.
- In addition, four roadside, administrative suspensions were issued under the Motor Vehicle Act to drivers operating a motor vehicle with a BAC% between 50mgs% and 80mgs% or impairment by drug.
- One proactive trail enforcement patrol was conducted during this quarter. S/Sgt. FERGUSON continues to work with the trail associations related to an education and awareness campaign.
- Cst. Garret FANCY represented Lunenburg District RCMP in Halifax for the Operation Christmas launch with MADD Canada.



Cst. FANCY, Safety Bear & Cpl. GIFFIN with Lunenburg Queens MADD Chapter

7. GENERAL INVESTIGATION SECTION

- Lunenburg District General Investigation Section co-ordinates and investigates the more complex and serious criminal offence allegations within Lunenburg District. These investigations are typically serious persons offences and/or investigations that require co-ordination between multiple jurisdictions or police agencies.
- Lunenburg District GIS is comprised of a Corporal, Supervisor/Investigator, one full-time Constable and a second full-time Constable on a one-year, developmental basis.
- These specialized investigative resources alleviate a significant amount of work that would otherwise be required from general duty resources to investigate the more serious offences. In addition, it ensures a timely, quality investigation.
- Lunenburg District GIS has assisted General Duty resources by providing oversight and guidance on multiple investigations throughout this quarter. In several instances GIS investigators have assisted with completing judicial authorizations where there was an immediate timeline or the matter was more complex in nature. This enhances the timeliness and quality of these investigations.
- In November Lunenburg District GIS assisted with the take down of a yearlong investigation in Meteghan led by the Southwest Nova Street Crime Enforcement Unit.
- Lunenburg District GIS is the lead in relation to a human death that occurred in November. The investigation was initially supported by Southwest Nova Major Crimes Unit, Forensic Identification Service and the Mobile Command Post.
- Lunenburg District GIS continues to investigate sexual offence allegations reported in June of this year involving multiple victims and the same offender. This investigation continues to be multi-jurisdictional with multiple agencies involved. The matter remains under investigation.

8. SCHOOL SAFETY RESOURCE OFFICER

Cst. Ted BAILEY remains active within Lunenburg County Schools.

- Cst. BAILEY continues to maintain a positive presence within Lunenburg County schools and is responsible for dealing with most occurrences that originate within the schools.
- As a result of his dedication to the community Cst. BAILEY was selected to represent Nova Scotia and the RCMP at the Boston Tree Lighting ceremony this year which was fitting given the tree came from Lunenburg County this year.

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

- The South Shore Integrated Street Crime Enforcement Unit is comprised of an RCMP Corporal Supervisor/Investigator, and RCMP Constable and a Bridgewater Police Service Constable.
- Southwest Nova District RCMP continues to operate under a regionalized model to address organized crime within Southwest Nova District.
- Operation Hammertime – RCMP SCEU team members assisted with the takedown of a crime group in the Meteghan area associated to organized crime, illicit drug trade, and unlawfully harvested/sold lobsters. This was a year long investigation that culminated in the arrest of multiple suspects. The investigation was assisted by units and partner agencies such as Major Crimes Unit, the Interview Assistance Team, Department of Fisheries and Oceans and Canada Revenue Agency. This highlights the accomplishments of a focused enforcement effort as well as the benefits of the larger Southwest Nova Street Crime Enforcement Unit model.
- Southwest Nova SCEU, assisted by Lunenburg District GIS and General Duty members served a search warrant at a residence in New Russell as part of a drug trafficking investigation. As a result, 4.4 kilograms of cocaine and two hundred sixty-five thousand dollars in Canadian currency was seized. Three adults were arrested with one being released on conditions pending a future court appearance to answer to drug trafficking and Excise Act charges. The seizure of this quantity of cocaine will have a significant impact on the supply of cocaine within Lunenburg District and surrounding communities.

10. SIGNIFICANT / NOTEWORTHY

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

- The Lunenburg District General Duty Policing Resource Model Process is nearing completion. The RCMP's Operational Strategy Branch has forwarded the report for review and final approvals prior to meeting with our Municipalities related to the outcome and recommendations.
- S/Sgt. FERGUSON met with Paul Shakotko (Nova Scotia Safer Trails) along with local trail Associations, local conservation officer and Western Regional Manager in relation to developing a provincial safe trails plan for multi-use trails. This initiative will make recommendations back to the province in relation to establishing and maintaining safer trails. S/Sgt. FERGUSON was able to facilitate contact with RCMP representatives within Halifax Regional Municipality and Northeast Nova District.

- The RCMP's Proactive Recruiting Unit attended the Bridgewater Mall and New Germany High School for career presentations in November.
- Staff Sergeant FERGUSON continues to liaise with the Regional Emergency Management Co-Ordinator & the Fire Service Co-Ordinator for the Municipality of the District of Lunenburg. The RCMP will be participating in various REMO exercises and training to ensure clarity of roles and continuity of service during significant incidents.
- S/Sgt. FERGUSON was invited to a community meeting in Cherryhill with emergency service partners, and Nova Scotia Transportation & Infrastructure Renewal Public Works Regional Manager relation to emergency services access to multiple communities in the event of a significant weather event. Contingency plans in place with responsible partner agencies.
- Lunenburg District members dealt with two hundred ten calls for service related to mental health or wellbeing checks. This is an increase over the previous quarter, however consistent with the same quarter of the previous year.
- Staff Sergeant FERGUSON continues to work with and support the Lunenburg County Seniors' Safety Partnership Society. During this quarter Cst. SRITHAYAKUMAR partnered with the Senior Safety Coordinator and conducted multiple presentations related to scams and fraud prevention.
- In November Lunenburg District members responded to a sudden human death. Additional support service units were brought in to supplement the investigation based on the circumstances initially presented. Southwest Nova Major Crime, RCMP Forensic Identification Services assisted with the initial investigation supported by the Mobile Command Post. The investigation is ongoing, however not believed to be criminal in nature at this time.
- During this quarter Southwest Nova District has created reviewer positions to provide oversight for high-risk investigations such as sexual offence and intimate partner violence investigations. These positions support local supervisors with specialized oversight throughout the course of these investigations.

- On the lighter side.....”A Mountie always gets their.....Emu.” Lunenburg District Members were alerted to an Emu creating a traffic hazard on a local road. Members attended, ensuring both motorist and emu safety until the owner arrived.



Respectfully Submitted,

David L. FERGUSON

Staff Sergeant David FERGUSON
District Commander
Lunenburg District RCMP



Quarterly Police Report
Town of Lunenburg
2025/2026 Fiscal Year
Fourth Quarter
January – March 2026

1. LUNENBURG DISTRICT ORGANIZATIONAL STRUCTURE

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

1.1 LUNENBURG DISTRICT ESTABLISHED POSITIONS TRACKING

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

- One Sergeant/Ops NCO has been off duty on medical leave throughout this quarter.
- One Sergeant/Ops NCO position remained vacant during this quarter awaiting reclassification. Both Sergeants/Ops NCO positions have members temporarily assigned through acting appointments to fulfill the duties of the position.
- One Corporal/Supervisor has been off duty on medical leave throughout this quarter. A member has been temporarily assigned through an acting appointment to fulfill the duties of the position.
- One Corporal commenced temporary duty related restrictions on February 26th.
- One Constable is off duty on medical leave as of February 16th. A staffing process is underway to fill this position as the member is not expected to return.
- One Constable commenced a gradual return to work during this quarter.
- One Constable had temporary duty related limitations and restrictions throughout this quarter
- Five Constables discharged from the RCMP during this quarter.

Note: All Constable positions have been filled except for two. Members have been identified for the remaining two positions and are awaiting transfers from their current post. Four positions were filled with members graduating from the RCMP Training Academy and are completing their Field Coaching Program.

2. LUNENBURG DISTRICT FLEET

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

Two new marked general duty police vehicles were received during this quarter that replaced vehicles involved in collisions during the last quarter. Lunenburg District now has it’s full complement of police vehicles.

3. LUNENBURG DISTRICT DETACHMENTS/FACILITIES

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

4. CALLS FOR SERVICE

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

Lunenburg District

2024/2025 FYTD	2025/2026 FYTD	4th Quarter 2024/2025	4th Quarter 2025/2026
10,220	11,960	2,067	2,114

Town of Lunenburg

2024/2025 FYTD	2025/2026 FYTD	4th Quarter 2024/2025	4th Quarter 2025/2026
577	605	116	140

Note: An increase in False Alarm related calls for service account for 20 occurrences difference between 2024/25 and 2025/26 Fiscal Years.

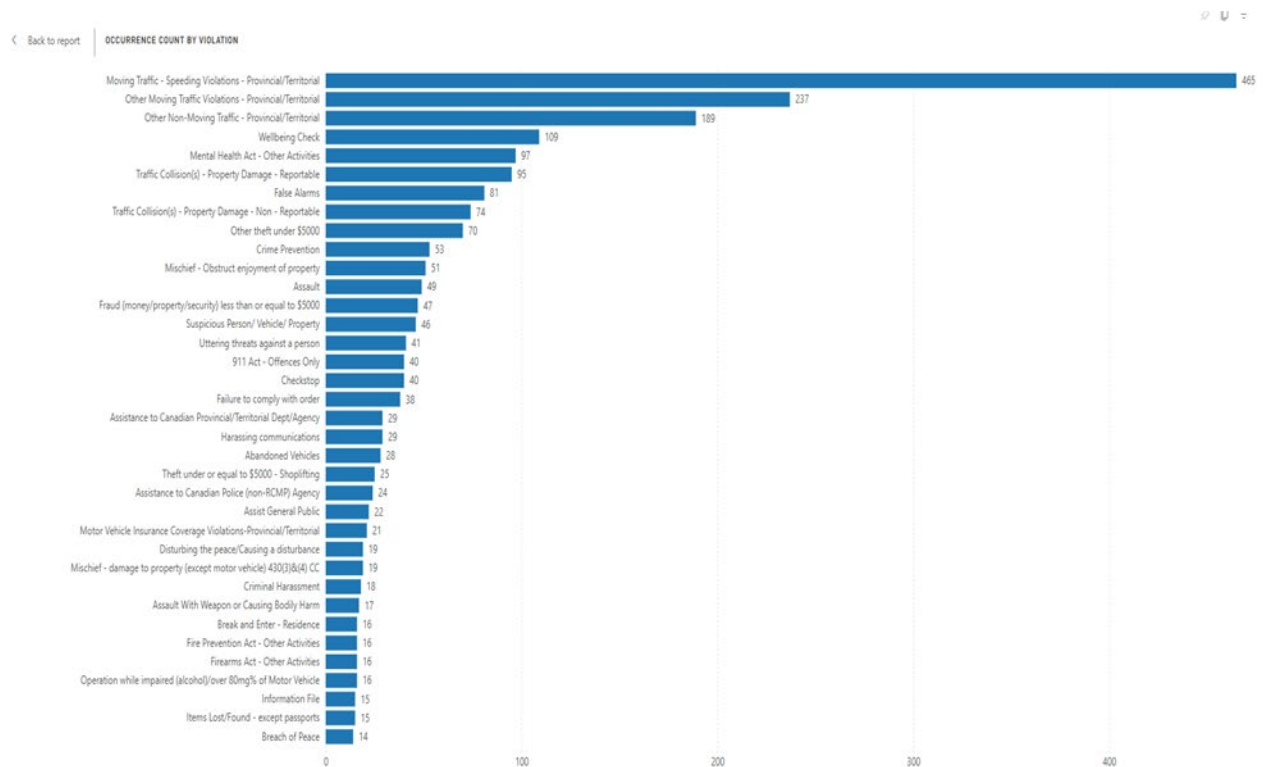
5. LUNENBURG DISTRICT CRIME STATISTICS

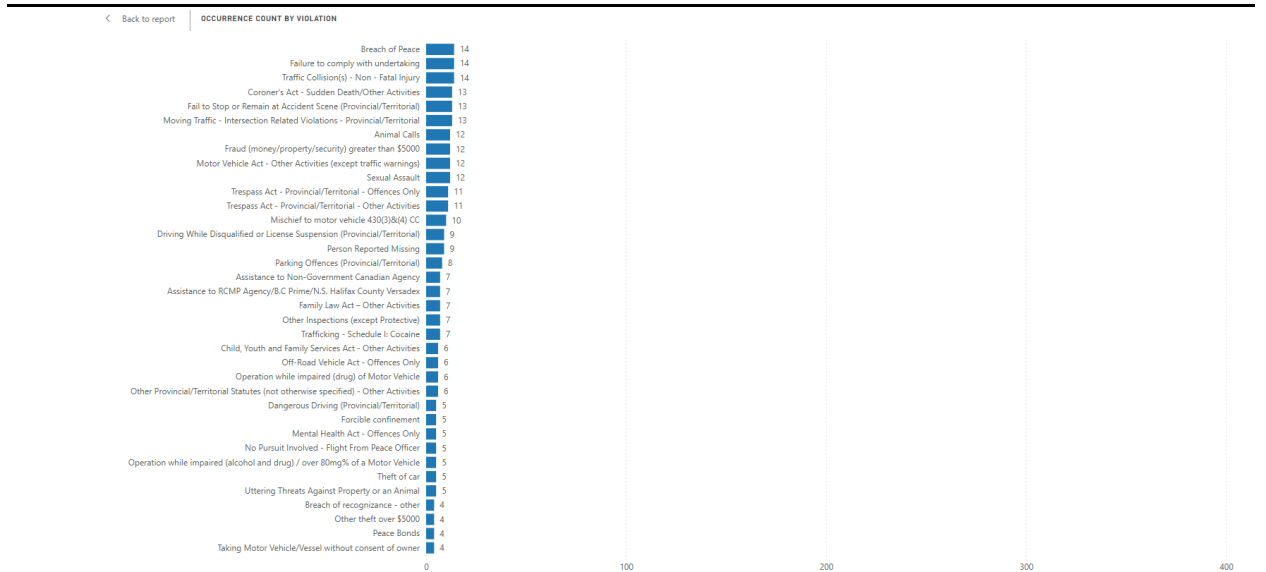
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Detachment information is parsed from the "Notes" field in the PROS data. If the location was not properly entered in this field, the stat will not be included in the dashboards. Total for 2025 is based on calendar year versus fiscal year.





6. TOWN OF LUNENBURG

- Two Break & Enters were reported this quarter in Lunenburg Town. Both remain under investigation.
- There were fourteen theft-related occurrences reported in Lunenburg Town this quarter. Most of these occurrences are associated with thefts from local businesses with eight associated with two specific businesses. Suspects were identified in five occurrences with charges being laid or the complainant not wanting to proceed with charges. In eight instances there was insufficient evidence to proceed with charges.
- One impaired driver was apprehended in Lunenburg Town this quarter.
- Lunenburg District Members dealt with thirteen calls for service related to mental health or wellbeing checks during this quarter.
- A proactive traffic enforcement initiative specific to impaired driving detection and apprehension was completed in Lunenburg Town this quarter.
- Lunenburg members responded to multiple calls for service where criminal offences were committed with a nexus to mental health where the matter became complex. S/Sgt. Ferguson worked with the Town of Lunenburg to provide additional context and ensure calls for service were thoroughly investigated. Several of these investigations are ongoing.

7. ROAD SAFETY REPORT

- Lunenburg District RCMP Members conducted twenty-four check stops at various locations throughout Lunenburg District this quarter.
- Lunenburg District RCMP Members issued one hundred fifty-five summary offence tickets and two hundred fifty-one written warnings throughout the entirety of Lunenburg District during this quarter.
- Members responded to or dealt with one hundred eighty-seven motor vehicle collisions during this quarter. One collision resulted in a fatality, fourteen involved injuries. Ninety-eight collisions resulted in property damage and seventy-six were non-reportable.
- Members responded to or dealt with two off-road vehicle collisions involving property damage this quarter.
- Strategic Traffic Enforcement Plans have been completed during this quarter with a focus on impaired driving, school zones and speed enforcement, which strategically targeted high-risk areas identified in consultation with the community and/or the police advisory boards.
- Lunenburg District members apprehended and charged thirteen individuals for operating a motor vehicle while impaired by alcohol and/or drugs.
- In addition, two roadside, administrative suspensions were issued under the Motor Vehicle Act to drivers operating a motor vehicle with a BAC% between 50mgs% and 80mgs% or impairment by drug.
- One proactive trail enforcement initiative was completed during this quarter. Lunenburg District RCMP partnered with Conservation Enforcement Officers conducting a checkpoint during the Shore Riders annual Fish n Chips Rally. S/Sgt. FERGUSON continues to work with the towns; municipalities & trail associations related to an education and enforcement strategy.

8. GENERAL INVESTIGATION SECTION

- Lunenburg District General Investigation Section co-ordinates and investigates the more complex and serious criminal offence allegations within Lunenburg District. These investigations are typically serious persons offences and/or investigations that require co-ordination between multiple jurisdictions or police agencies.
- Lunenburg District GIS is comprised of a Corporal, Supervisor/Investigator, one full-time Constable and a second full-time Constable on a one-year, developmental basis.

- These specialized investigative resources alleviate a significant amount of work that would otherwise be required from general duty resources to investigate the more serious offences. In addition, it ensures a timely, quality investigation.
- Lunenburg District GIS has assisted General Duty resources by providing oversight and guidance on multiple investigations throughout this quarter. In several instances GIS investigators have assisted with completing judicial authorizations where there was an immediate timeline or the matter was more complex in nature. This enhances the timeliness and quality of these investigations.
- In January 2026 officers from the Lunenburg District General Investigation Section, Southwest Nova RCMP Street Crime Enforcement Unit (SWN SCEU), Nova Scotia RCMP Explosives Disposal Unit (EDU) and general duty officers served a search warrant at Chester Basin residence. During the search, officers seized nine firearms including restricted firearms, ammunition and magazines, improvised incendiary devices (IIDs), and unassembled parts for the construction of IIDs. An adult male was subsequently arrested. The male was released from custody on an undertaking and subsequently charged with multiple firearms offences.
- Lunenburg District GIS continues to investigate sexual offence allegations reported in June of 2025 involving multiple victims and the same offender. This investigation continues to be multi-jurisdictional with multiple agencies involved. The investigation was completed and referred to the appropriate Agency of Jurisdiction through Interpol.
- Lunenburg District GIS also assisted General Duty investigators with investigating sexual offences against a youth. As a result, an adult male was arrested, charged with multiple sexual offences and released by the court on a Release Order.

9. SCHOOL SAFETY RESOURCE OFFICER

- As of February 2026, one of the Lunenburg District School Safety Resource Officers is on medical related leave with an expected retirement. A staffing process is already underway to identify a new member for this position prior to the beginning of the next school year in September.
- The second School Safety Resource Officer has commenced a Gradual Return to Work after a period of medical leave.

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

- The South Shore Integrated Street Crime Enforcement Unit is comprised of an RCMP Corporal Supervisor/Investigator, and RCMP Constable and a Bridgewater Police Service Constable.
- Southwest Nova District SCEU Teams continue to operate under a regionalized model to address organized crime within Southwest Nova District.
- SWN SCEU team investigators along with Lunenburg District General Investigation Section investigators assisted Bridgewater Police Service with the investigation of an armed Robbery that occurred at a Bridgewater business in January.

11. SIGNIFICANT / NOTEWORTHY

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

- The Lunenburg District General Duty Policing Resource Model Process has been completed. The RCMP's Operational Strategy Branch continues to work with the Nova Scotia Department of Justice prior to meeting with our Municipalities related to the recommendations and implementation strategy. Municipal partners will be engaged through consultation by both the Nova Scotia Department of Justice and the RCMP's Operational Strategy Branch in relation to the implementation plan.
- In January 2026 Lunenburg District RCMP officers and fire services responded to a report of an active fire in Chester Grant. Upon arrival at the scene, first responders found a camper trailer fully engulfed in flames. After the fire was extinguished, the remains of an adult were located at the scene. Investigators from the Nova Scotia Office of the Fire Marshal and Nova Scotia Medical Examiner Service attended the property. Based on the investigation, criminality is not believed to be a factor.
- On February 12, 2026, Lunenburg District RCMP officers were investigating a report of an abandoned vehicle on Mill Lake Rd. in Hubbards. Officers determined that the vehicle had been reported stolen. While officers were on scene, a second vehicle approached. Two men fled the vehicle on foot upon observing the officers. Officers safely arrested one of the men immediately. Additional officers, including RCMP Police Dog Services and Remotely Piloted Aircraft System (RPAS) operators, attended to support the search for the second man. He was located approximately one hour later and safely arrested near Hwy. 103 around exit 6. Officers determined the second vehicle had also been reported stolen. During a subsequent search of the Elantra, investigators located and seized

a firearm inside the car, which had also been reported stolen. Two males who are not residents of Nova Scotia were charged with multiple offences including Possession of Property Obtained by Crime, Obstruction, and multiple weapons offences.

- In March 2026, “H” Division’s Critical Incident Program supplemented by Lunenburg District General Duty, GIS and SCEU investigators assisted Bridgewater Police Service with a high-risk warrant service at a Canaan Road address in relation to an armed robbery investigation involving firearms. The suspect was safely taken into custody and turned over to Bridgewater Police Service investigators.
- In March 2026 Lunenburg District RCMP hosted an initial critical incident response workshop and training exercise. The training was supported by “H” Division Emergency Management Section, “H” Division Training Section and the Critical Incident Program. This workshop is focused on assessing risks, identifying threats and coordinating the appropriate initial response.
- Lunenburg District members dealt with two hundred six calls for service related to mental health or wellbeing checks. This was only a decrease of four occurrences over the previous quarter.
- Staff Sergeant FERGUSON continues to work with and support the Lunenburg County Seniors’ Safety Partnership Society. An application for funding was submitted through the RCMP under the Family Violence Intervention Fund in relation to an initiative that will be managed by the Senior Safety Co-Ordinator.

Respectfully Submitted,

David L. FERGUSON

Staff Sergeant David FERGUSON
District Commander
Lunenburg District RCMP

RECOMMENDATION REPORT

Subject: Lunenburg Opera House - Public Realm Alteration Proposal

Prepared by: Marc Kiely – Director, Community Development

Date: May 12, 2026



Recommendation

That Council support the proposed public-realm changes within the public street right-of-way adjacent to 290 Lincoln Street to enable barrier-free access to the Lunenburg Opera House, subject to technical staff approvals for an encroachment licence.

Alternatives

1. Council support the recommendation with additional direction.
2. Defer the matter pending additional information.
3. Decline to support the proposed public-realm alteration.

Background

The Lunenburg Opera House (290 Lincoln Street) is located within the Old Town Lunenburg Heritage Conservation District and the UNESCO World Heritage Property.

Although the building itself is relevant to this report because the proposed public-realm alteration is intended to enable barrier-free access to the Opera House, the request before Council is focused on whether Council supports the proposed alteration to the public realm through the encroachment of an accessibility plaza/ramp and related hardscape improvements.

The overall permit application scope includes an enclosed elevator and stair addition on the east side of the building and accessibility-related works at the building front.

As described by the applicant, the project is a proposed streetscape enhancement for equitable access to the building, with an accessible main entrance being critical to the project's overall success and also to ensure public funding for the extensive renovations.

The current public-realm concept includes a new ramp, barrier-free turnaround areas, granite paver-finished space to accommodate crowds, granite stairs with wood or metal handrails, a 1.8 metre sidewalk extension, a 5.5 metre new clear street width, passenger drop-off areas, bench seating, and planting to be maintained by the building owner.

The existing public-realm condition has steps at the main entrance and limited staging space for crowds during events.

A Certificate of Appropriateness has already been issued by the Heritage Officer for the building alteration, specifically the enclosed elevator/stair addition at 290 Lincoln Street. That approval

addresses the heritage review of the building alteration under the Heritage Conservation District By-law.

The Heritage Advisory Committee reviewed the Opera House enclosed elevator addition and accessible entrance at its November 13, 2025 meeting ([Minutes](#)), with discussion of the encroachment/'bumpout', accessibility benefits, neighbouring impacts, the principle of 'living heritage', the building's cultural tourism value, and the importance of accessibility to the long-term sustainability and full continued use of the building; and agreed that the proposed alterations support the long-term use and accessibility of the Opera House and can be undertaken without compromising its significant heritage values.

Discussion

This application is before Council because the proposal would result in a significant alteration to the public realm within the Lincoln Street right-of-way. The request is meant to inform whether the Town is prepared to support a public-realm change in this location.

The impact that extends into the public right-of-way, would result in the removal of 3 existing street parking spaces, would affect the streetscape, and would change how the street frontage functions for pedestrians, vehicles, event arrivals, maintenance, and public access.

General Considerations

**Please refer to the applicant's presentation material for a visual illustration of the proposed and current conditions*

Street Encroachment By-law Process

The Street Encroachment By-law applies to Town-owned streets, sidewalks, and other property, and allows abutters to apply for an Encroachment Licence to provide building access, including barrier-free access, within the street right-of-way. The By-law requires an indemnity agreement in favour of the Town and preserves the Town's ability to require removal of encroachments in accordance with the By-law.

- *Status of the Encroachment Licence review*

The applicant and Town staff are currently working through all details necessary for the Town to be able to issue an Encroachment Licence. Staff approval is still pending.

Public benefit and Accessibility

There is a public benefit in the creation of barrier-free access to a significant civic and cultural building. The applicant identifies universal accessibility as central to the project and that the proposed streetscape enhancement is intended to provide equitable access to the building. The applicant also identifies accessibility as necessary to the future of the building and to public funding for extensive restoration work.

The proposal responds to a constrained site condition: the existing door threshold is higher than the abutting street level, and the entrance has only steps for access, the building has significant space limitations to accommodate a conventional ramp outside the right-of-way, and event arrivals and departures create periodic crowding pressure along the current sidewalk and street frontage.

Nova Scotia's Built Environment Accessibility Standard Regulations

The Regulations are relevant to the overall review as they define pedestrian facilities to include sidewalks, streets, curbs, curb ramps, pedestrian rights-of-way, and other pedestrian pathways. They also establish requirements related to barrier-free paths of travel, curb ramps, exterior ramps, exterior stairs, sidewalks, temporary sidewalks, accessible parking, on-street accessible parking, snow and ice control, and plans for accessible entrances.

Public realm and street function

The proposal would introduce a hardscape accessibility plaza/ramp and sidewalk extension into the Lincoln Street roadway as it currently exists. The proposal identifies a 1.8 metre sidewalk extension on the south side of Lincoln Street and reducing the adjacent road width to approximately 5.5 metres, which represents a meaningful change to the public realm. Council should be aware that the proposal would change the relationship between the building frontage, sidewalk, drop-off activity, pedestrian queuing, vehicle movement, parking, and winter maintenance.

The design is subject to the Town Engineer's review and approval. Key technical considerations include street width, traffic movement, emergency access, pedestrian movement, accessible parking, signage and related functionality, curb alignment, drainage and stormwater management, water and sewer infrastructure, snow clearing/winter maintenance, construction standards, materials, and reinstatement if municipal infrastructure work is required.

Heritage Conservation District (HCD) and UNESCO World Heritage Property considerations (also refer to Section 4 of the HCD Bylaw and UNESCO Preliminary Screening, Attachment D)

The proposed encroachment is located within the Old Town Lunenburg HCD in the Commercial heritage character area where commercial, civic, cultural, pedestrian, and public-facing activity are expected components of the streetscape.

The Opera House itself is also identified as a locally significant 'Character-Defining Civic Structure' in the Town's HCD Plan and Bylaw (Attachment B). A Character-Defining Structure is a structure 'that exemplifies Lunenburg's vernacular architectural tradition or otherwise significantly contributes to the heritage value of the Old Town Lunenburg Heritage Conservation District'. This is relevant because the proposed public-realm improvements are intended to support the continued use, accessibility, and long-term viability of a building that contributes to the heritage value of the district.

The Town's Heritage Officer has issued a Certificate of Appropriateness for the enclosed elevator/stair building alteration component of the project, however, the HCD Plan and Bylaw remain relevant to Council's consideration of the public-realm.

For Council awareness, the Heritage Advisory Committee (HAC) considered the proposal on November 13, 2025. The Committee agreed that the proposed alterations support the long-term use and accessibility of the Opera House and can be undertaken without compromising significant heritage value. Members noted similar concrete bumpouts in Lunenburg at King Street and Montague Street and viewed the proposal as a positive precedent and opportunity for the Town to advance accessibility and leadership in that realm. The Committee emphasized the need to consider neighbouring properties and potential impacts. Members also highlighted that the proposal exceeds minimum accessibility requirements, enables inclusive use of the main historic entrance, and respects the building's heritage aesthetics, and further recognized that enhanced accessibility is essential to the long-term sustainability and full continued use of the building. Members referenced the principle of 'Living Heritage' and emphasized a holistic approach that keeps heritage relevant, evolving, and rooted in the community.

Based on the information submitted by the applicant and preliminary World Heritage OUV Screening exercise (Attachment D), staff support that the proposed public-realm alteration would not materially impact the Outstanding Universal Value of the Old Town Lunenburg UNESCO World Heritage Property. The proposal is localized to the Opera House frontage and would not alter the historic grid plan, lot pattern, street alignment, street network, or broader spatial organization of Old Town Lunenburg. It supports the continued civic and cultural use of the Opera House and advances a 'living-heritage' outcome by enabling equitable access while supporting the building's ongoing public-facing function.

Ownership, funding, maintenance, responsibility, and public use Considerations

As per the applicant's email to staff dated April 7, 2026 (Attachment E), the following framework for management of the alteration was submitted:

- the Town would retain full ownership of all improvements within the public right-of-way, including the plaza, ramp, stairs, and modified sidewalk;
- the building owner would fully fund design and construction of all improvements within the right-of-way, with no municipal capital funding requested;
- the Town would maintain the public sidewalk as per standard practice;
- the building owner would maintain everything else, including snow clearing and upkeep to support safe, accessible use;
- the Town would retain overall responsibility as owner of the right-of-way, with responsibility for specific issues aligning with maintenance and control;
- the works within the right-of-way would remain fully public at all times, with no exclusive use;
- the Opera House may use the area for queueing, provided pedestrian movement and public access are maintained; and

- future changes by the building owner would require advance discussion with the Town, while the Town may alter the works if required, provided barrier-free access to the existing main entrance is maintained and the works are reinstated in coordination with the building owner.

The proposal above will be addressed through the Encroachment Licence application process administered by Staff with its related Bylaws and Policies.

Strategic Planning Relevance

The proposal supports overarching guiding principles of improving accessibility, supporting continued cultural and civic use of a significant heritage building and advancing a living-heritage approach within Old Town Lunenburg.

Financial

No municipal capital contribution is requested to support this project.

Attachments

Attachment A – Old Town Lunenburg HCD Statement of Significance

Attachment B – Lunenburg Opera House Statement of Significance

Attachment C – Old Town Lunenburg WHS - Statement of Outstanding Universal Value

Attachment D- UNESCO WHS Preliminary Screening

Attachment E – Applicant correspondence- Proposal



Appendix H: Old Town Lunenburg Heritage Conservation District Statement of Significance

Description

Old Town Lunenburg Heritage Conservation District is located on Nova Scotia's South Shore in the Town of Lunenburg in Mi'kma'ki, traditional unceded Mi'kmaq territory. It includes approximately 44.1 hectares bounded by Kaulback Street, Kissing Bridge Road, Kempt Street, and Lunenburg Harbour's Waterfront. It also consists of a 47.5-hectare transition area, stretching West along Lincoln Street, South along Falkland Street, and East along Blockhouse Hill Road, Lincoln Street, Pelham Street, and Montague Street. The district comprises the Town's original urban core and approximately 550 civic, commercial, and residential buildings, in addition to engineering works, monuments, parks, and public spaces. Founded in 1753 to plans by Surveyor General Charles Morris, Old Town Lunenburg retains its original grid plan and continues to function following Morris's layout. A rich vernacular architectural tradition profoundly shaped by Lunenburgers' connections to the sea, especially the offshore fishery, complements Morris' vision, filling in the Town's regular blocks. Today, Lunenburg's vernacular architectural tradition continues, and the Town maintains close cultural and economic ties to the Atlantic through a combination of new and historic marine-related activities.

Heritage Value

Old Town Lunenburg is recognized as a Municipal Heritage Conservation District because it is:

- The best-preserved example of a planned colonial settlement in North America;
- Home to a well-preserved continuing vernacular architectural tradition; and
- An exceptional example of a culture based on, and an urban community designed for, marine activities.

Character-Defining Elements

Elements that evidence British colonial planning, in particular surveyor General Charles Morris's design, include:

- The geometrically regular gridiron plan comprising seven north-south streets, 48 feet wide (except for King Street, which is 80 feet wide), intersected at right angles by nine east-west streets, each 40 feet wide;
- The lack of encroachment into the streets mentioned above, providing unobstructed north-south and east-west sightlines;
- The minimal setbacks of structures from the street visually reinforcing the street plan's regularity and rectilinearity;
- Old Town's topography, especially its steep streets that evidence Morris's commitment to using a rectilinear grid plan regardless of the Town's sloping site;
- The distinction between urban and non-urban areas;
- The grandeur of King Street, including its width relative to other North-South streets (50% increase in width) and its location relative to public space, marking the middle of the four public lots set aside for public functions in Morris' original plan;
- Archaeological remains of Old Town Lunenburg's original fortifications;
- Unobstructed views over Old Town Lunenburg Heritage Conservation District and out towards Lunenburg Harbour from the location of the Town's four original blockhouses;

- Physical attributes that delimit the four blocks that Morris set aside for public use, including:
 - The siting of the four blocks in the centre of Old Town, marking their importance;
 - The exclusion of non-civic buildings and functions from these four blocks;
 - The lower density of buildings on these four blocks relative to the surrounding contiguous and near-contiguous residential and commercial structures;
 - The public landscaped grounds between public buildings;
 - The scale of public and civic buildings, approximately four and a half storeys in height (approximately 16 metres), signaling their importance relative to surrounding commercial and residential buildings of approximately one and a half to three storeys in height (approximately 5 meters to 11 meters);
 - The intactness of these four blocks compared to the other blocks in the district, which were initially divided into 40-foot by 60-foot lots. The lots in blocks outside the four civic blocks have continued to evolve to meet the needs of property owners;
 - Landmark public buildings, including St. John's Parish Hall, St. John's Anglican Church, Lunenburg Town Hall, and the Armouries; and
 - Physical elements at the centre of public activities, such as memorials; and
- Its continued social and economic functioning along Charles Morris' original Plan, in particular:
 - The civic area's continuing civic and public functions, which includes public use of structures and the open spaces between and surrounding structures.

Elements that evidence and support Lunenburg's continuing vernacular architectural tradition include:

- Adaptations of imported styles, especially those fashionable in settlers' home countries, such as, but not limited to Georgian, Classical, Gothic, Second-Empire, and Dutch Colonial - Throughout Lunenburg's history, styles and architectural conventions have been adapted to the local environment and culture. This includes any evidence of accommodating local terrain, using local materials, changing decorative schema to reflect local values, and adapting trends to better suit the local climate;
- Wooden construction and decoration, reserving stone and brick for select public and civic buildings, including wooden windows, trim, and clapboard and shingle cladding;
- Architectural elements unique to Lunenburg, especially the 'Lunenburg Bump' in all its iterations;
- Refined carpentry skills, especially those derived from marine-related industries such as vessel construction; and
- Individual vernacular structures, including but not limited to vernacular
 - Marine buildings and engineering works;
 - Public, Civic or Institutional buildings;
 - Commercial buildings;
 - Residential buildings;
 - Ecclesiastic buildings; and
 - Outbuildings.

Elements that evidence Lunenburg's historical and continued cultural and economic relationship with the Atlantic, especially the offshore fisheries, include:

- Old Town Lunenburg Heritage Conservation District's location on Lunenburg Harbour;
- The working waterfront's continual use in support of the fisheries, shipbuilding and retrofitting, and other marine-industrial activities;



- Waterfront warehouses and other buildings that reflect Lunenburg's history of economic dependence on the shipbuilding and fishing industries, especially Marine vernacular buildings;
- The interrelationship between buildings, spaces, structures, and the harbour, illustrating the functional nature of the waterfront associated with marine, shipbuilding and fishery activities;
- The Fishermen's Memorial and Fishermen's Memorial Ceremony; and
- Clear sightlines down North-South streets that visually connect the commercial-residential and civic areas to Lunenburg Harbour.



Lunenburg Opera House

290 Lincoln Street

Construction Date(s): 1908

Alternate Name(s): Capitol Theatre; Odd Fellows' Hall

Description of Historic Place:

The Lunenburg Opera House is a large, three-storey performing arts venue on Lincoln Street between King Street and Prince Street in Old Town. It is prominently located between Central United Church and Knaut-Rhuland House National Historic Sites.

Heritage Value:

The Lunenburg Opera House is of local significance and a character-defining element of Old Town Lunenburg Heritage Conservation District.

- It is locally and nationally significant as part of Lunenburg's vernacular architecture tradition.
Constructed in 1908 by the Independent Order of Odd Fellows, old European Music Halls inspired the Lunenburg Opera House's design. The final building, however, incorporates shipbuilding techniques and is a testament to the ingenuity of the town's skilled shipbuilders and artisans. The Lunenburg Opera House has excellent acoustics due to careful planning and construction. The builders' attention to detail and use of unique architectural features have contributed to the building's remarkable acoustics and overall aesthetic appeal.
- It is locally and nationally significant as part of Lunenburg's cultural history.
The Lunenburg Opera House served as a multipurpose space, with the upper floor utilized as a meeting place for the Independent Order of Odd Fellows, highlighting its significance as a social and cultural hub in Lunenburg's history. The Lunenburg Opera House has been an arts and entertainment venue for over a hundred years. The first concert was held in 1909. The ground floor theatre was used as a Vaudeville concert hall until the 1940s when it became a cinema, the Capitol Theatre. Today, the Lunenburg Folk Harbour Festival owns and operates the building as a performing arts venue.

Character-Defining Elements:

Elements that evidence the Lunenburg Opera House's significance include its:

- Compact rectangular form and peaked roof;
- Symmetrical façade composition and division into three tiers using moulded belt courses ;
- Architectural detail, including its mouldings, centerboards, pilasters, window and door trim, and pediment with raking cornice, cornice, dentils, and window;
- Ground floor shopfront-type windows and doors; and
- Wooden sash windows on all façades.

Old Town Lunenburg

[Description](#) [Maps](#) [Documents](#) [Gallery](#) [Video](#) [Indicators](#)

Old Town Lunenburg

Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern drawn up in the home country. The inhabitants have managed to safeguard the city's identity throughout the centuries by preserving the wooden architecture of the houses, some of which date from the 18th century.

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Outstanding Universal Value

Brief synthesis

Old Town Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern drawn up in the home country. The inhabitants have safeguarded the town's identity throughout the centuries by preserving the wooden architecture of the houses and public buildings, some of which date from the 18th century and constitute an excellent example of a sustained vernacular architectural tradition. Its economic basis has traditionally been the offshore Atlantic fishery, the future of which is highly questionable at the present time.

Criterion (iv): Old Town Lunenburg is a well-preserved example of 18th century British colonial urban planning, which has undergone no significant changes since its foundation, and which largely continues to fulfil the economic and social purposes for which it was designed. Of special importance is its diversified and well-preserved vernacular architectural tradition, which spans over 250 years.

Criterion (v): Old Town Lunenburg is an excellent example of an urban community and culture designed for and based on the offshore Atlantic fishery which is undergoing irreversible change and is evolving in a form that cannot yet be fully defined.

Integrity

Within the boundaries of the 33.85 ha property are located all the elements necessary to express the Outstanding Universal Value of Old Town Lunenburg. The property encompasses the intact original town plan in its entirety, missing only the fortifications that surrounded the town in its early years, but of which there are no surviving above-ground remains. Its boundaries adequately ensure the complete representation of the features and processes that convey the property's significance, and there is a 32.44 ha buffer zone. The property does not suffer unduly from adverse effects of development and/or neglect.

Authenticity

Old Town Lunenburg is authentic in location and setting, forms and designs, materials and substances, and uses and functions. The original British colonial town plan remains evident, including the regular layout of property parcels in a grid pattern with geometrically regular streets, central public spaces, and key community structures, with a functioning waterfront as its focus. In terms of forms and materials, there is a harmony of scale, siting and materials (predominantly wood) throughout the property, and a regional architectural vocabulary that includes the 'Lunenburg bump', an indigenous five-sided dormer. While a continuing vernacular architectural tradition is integral to the property's Outstanding Universal Value, there has been very limited infill in the modern era. Many of the property's historic uses and functions survive.

Most of the recent changes to the property are renovations to specific buildings, some of which have better conveyed the heritage value of Old Town Lunenburg than others. Due to long-term economic circumstances, there are also ongoing pressures on property owners in terms of rising property values, maintenance costs, and the challenges of retaining historical accuracy in restoration planning.

Protection and management requirements

Old Town Lunenburg, which is almost entirely in private ownership, is commemorated by the Government of Canada as a National Historic Site (1991) and protected under two key pieces of provincial legislation, the *Municipal Government Act* (1998) and the *Heritage Property Act* (1989), which enable the municipality to create, respectively, land-use and heritage bylaws. In this context, the municipality adopted the *Heritage Conservation District Plan, Bylaw and Guidelines* in 2000 (consolidated in 2001). In order to better manage the community as a World Heritage property and ensure the continuing protection of the town's heritage resources, the Town of Lunenburg Heritage Sustainability Strategy (2010) has been developed to guide its development, including the identification of heritage, culture and tourism prospects that may produce economic opportunities for the community.

Sustaining the Outstanding Universal Value of the property over time will require managing, to the degree possible, ongoing pressures on property owners related to rising property values, maintenance costs, and the challenges of retaining historical accuracy in restoration planning. It will also require developing and implementing mechanisms to encourage building

renovations that fully respect the heritage value of Old Town Lunenburg. Special attention will be given over the long term to monitoring and taking appropriate actions related to a number of factors in and near the property. Specifically, these include the potential impacts of climate change, and the impacts of tourism and visitation.

Links

- [Old Town Lunenburg](#)
 - [Canadian Sites on the World Heritage List](#)
 - [Heritage Services - Town of Lunenburg](#)
-

Activities ①



World Heritage Cities Programme

News 🇨🇦 ①

Nova Scotia Provincial Government buys 17 waterfront properties in the Town of Lunenburg, Canada

23 September 2005

Media

- ▶ [Old Town Lunenburg \(UNESCO/NHK\)](#)

 **Canada**

Date of Inscription: 1995

Criteria: (iv)(v)

Property : 33.85 ha

Buffer zone: 32.44 ha

Dossier: 741

Nova Scotia
N44 22 34 W64 18 33

+ 3D

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Disclaimer

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Preliminary UNESCO World Heritage Site Screening

The purpose of the screening is to determine whether there is a reasonable expectation of negative consequences to the Old Town Lunenburg World Heritage Site’s Outstanding Universal Value and whether a further standalone Heritage Impact Assessment is required. The screening evaluates the known project details against the Statement of Outstanding Universal Value, and its attributes. This approach is consistent with the guidance from UNESCO and its Advisory Bodies on Impact Assessments in a World Heritage context.

For this proposal, the preliminary screening staff conclusion is that there is no expectation of negative impacts to the Outstanding Universal Value of the Old Town Lunenburg UNESCO World Heritage Property, based on the information submitted. Therefore, staff do not recommend pursuing a standalone Heritage Impact Assessment.

Preliminary UNESCO World Heritage Site OUV Screening Table

Old Town Lunenburg World Heritage Site

SOUV Attribute / Component	Staff Screening Comment	Potential for Negative Impact
Generally: ‘best surviving example of a planned British colonial settlement in North America’	The proposal is localized to the Opera House frontage on Lincoln Street. It does not alter the planned settlement structure, the broader urban form, or the legibility of Old Town Lunenburg as a planned colonial settlement.	No expected negative impact.
Original layout and overall appearance	The proposal would alter a localized portion of the public realm at the Opera House frontage, but it would not alter the original town layout, lot pattern, street network, or broader spatial organization of Old Town Lunenburg.	No expected negative impact.
Regular grid pattern	Lincoln Street remains in place and the historic street alignment is not altered. The proposal would reconfigure part of the street edge but would not change the grid pattern.	No expected negative impact.
Wooden architecture of houses and public buildings	The proposed public-realm alteration does not remove or alter the wooden architecture that contributes to the SOUV. The related building alteration has already been addressed through the Certificate of Appropriateness process.	No expected negative impact.
Reference - Criterion (iv): well-preserved example of 18th-century British colonial urban planning, including diversified and well-preserved vernacular architectural tradition	The proposal does not alter the planned colonial urban structure or the vernacular architectural tradition identified in the SOUV. It is a localized accessibility intervention within the public realm and does not affect the overall form of the planned town.	No expected negative impact.
Reference - Criterion (v): urban community and culture	The proposal is not located on the waterfront and does not affect marine-industrial functions, the working waterfront, or the historic relationship	No expected negative impact.

SOUV Attribute / Component	Staff Screening Comment	Potential for Negative Impact
designed for and based on the offshore Atlantic fishery	between the town and the offshore Atlantic fishery identified in the SOUV.	
Integrity	The proposed public-realm alteration is limited to a localized frontage condition. It would not compromise the intactness of the World Heritage Property or the elements necessary to express its OUV. The proposal remains subject to the Town's established encroachment, technical, and administrative approval processes.	No expected negative impact.
Authenticity	The proposal does not change the location or setting of Old Town Lunenburg, does not alter the historic grid, and does not undermine the forms, designs, materials, or substances that express the property's OUV. It supports continued use and public access to a civic/cultural building, which is consistent with maintaining active use and function.	No expected negative impact.
Protection and management requirements	The proposal remains subject to the Town's Heritage Conservation District regulatory framework, Street Encroachment By-law process. The related permitting mechanisms provide the local management framework for considering and controlling the proposed intervention.	No expected negative impact.

Lunenburg Opera House Approach to proposed public realm enhancements

Dear Marc,

Thank you for your continued communication regarding the proposed public realm enhancements on Lincoln Street to allow barrier-free access to the main entrance of the Lunenburg Opera House. This work is a critical piece of the project to revitalize and upgrade the building for continued use. Ensuring barrier-free access to the main entrance will allow the Opera House to continue operating as a civic institution for years to come. With the new Built Environment Accessibility Standard in effect, now is an excellent time to do this work—which we propose will meet or exceed the regulations, and which will contribute to our efforts to seek Rick Hansen Foundation Accessibility Certification. We are confident that the proposed public realm enhancement is a win-win-win for the building owners, the Town of Lunenburg, and everyone who visits the Opera House.

Our proposed approach to the project allows for enhanced access for the public while meeting Town infrastructure requirements and maintaining long-term flexibility. We believe the project provides a significant net benefit to the Town.

The proposed approach is as follows:

- 1 Ownership**
The Town will retain full ownership of all improvements within the public right-of-way, including the plaza, ramp, stairs, and modified sidewalk.
- 2 Construction funding**
The property owner will fully fund design and construction of all improvements within the right-of-way. No municipal capital funding is requested.
- 3 Maintenance responsibilities**
The Town will maintain the public sidewalk as per standard practice.
The property owner will maintain the raised plaza, ramp, stairs, and landscaping, including snow clearing and upkeep to support safe, accessible use.
Accessibility is an ongoing act that extends beyond initial construction.
- 4 Responsibility for damage and incidents**
The Town will retain overall responsibility as owner of the right-of-way.
Responsibility for specific issues will align with maintenance and control: the Town for the sidewalk, the owner for the elements they maintain, and third parties for damage they cause. Municipal work that requires removal will include coordinated reinstatement.

5 Control of use

The space will remain fully public at all times, with no exclusive use. The Opera House may use the area for incidental queueing, provided pedestrian movement and public access are maintained.

6 Future Changes

Any future modifications to the plaza, ramp, or related improvements will require municipal review and approval. The Town may alter or remove the works as needed, provided barrier-free access to existing street-facing doors is maintained.

We welcome your response to this proposed approach, and would like to stress that these do not constitute a contract. We would like to see an appropriate written agreement between both parties.

By allowing the construction of the proposed public realm enhancement, the Town may enable a clearer and more equitable future for the Opera House. We look forward to seeing a lively crowd of patrons benefiting from this shared endeavour in the near future.

Sincerely,



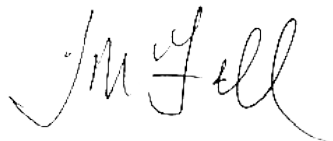
Charlie Bourne

Project Architect
charlie.bourne@fathomstudio.ca
902-461-2525 x 122



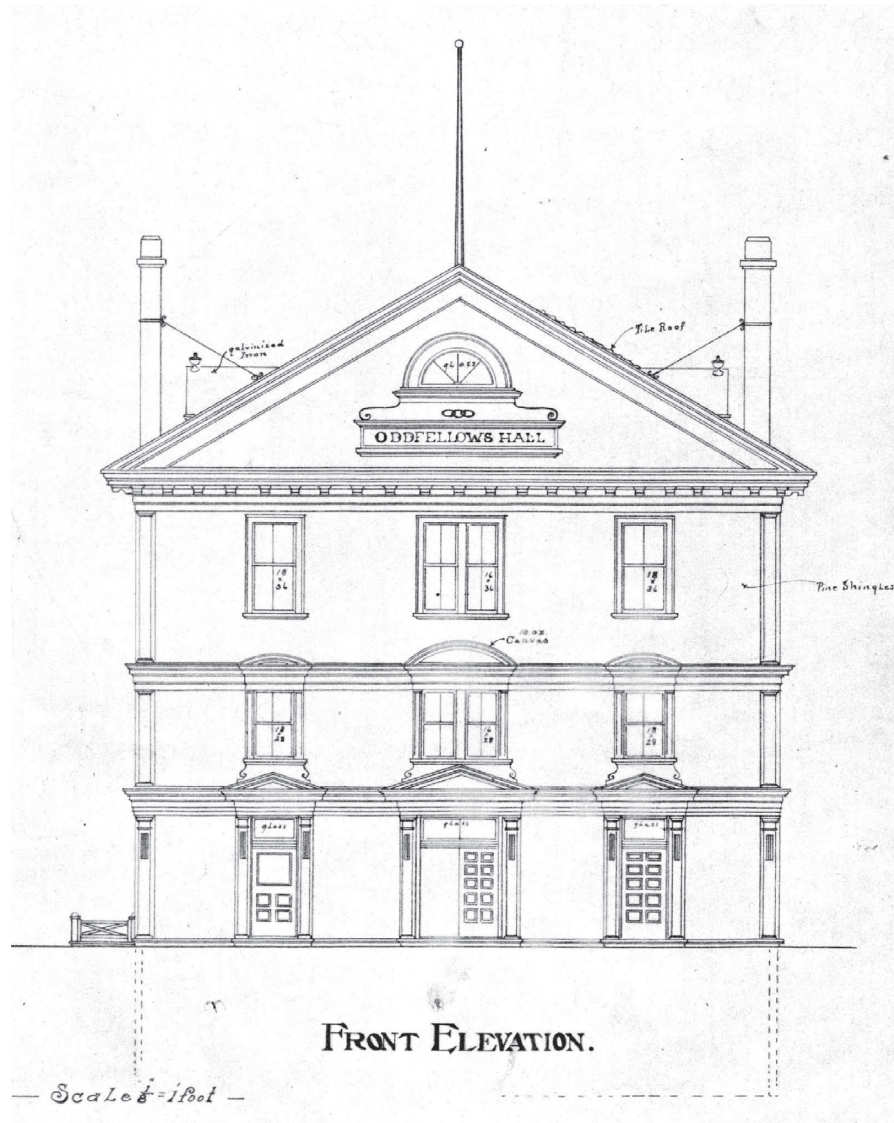
Iliah Lorenz-Luca

Managing Principal—Architecture
iliah.lorenzluca@fathomstudio.ca
902-877-0950



Tom Mcfall

Chair, Opera House Committee
Lunenburg Folk Harbour Society
tom.e.mcfall@gmail.com
902-298-2060





Lunenburg Opera House

Lunenburg Heritage Advisory Committee

Rationale &
Background

Fathom

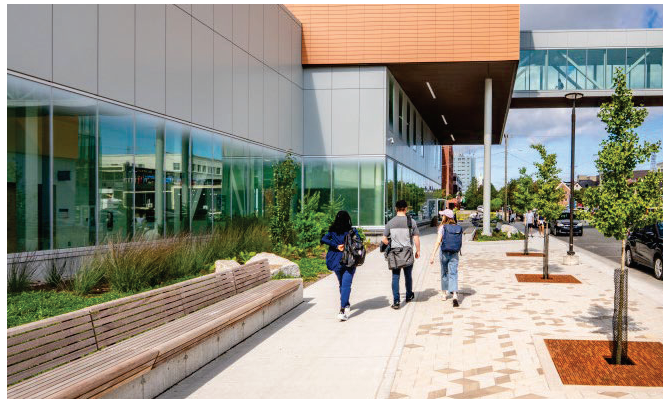


We are Fathom Studio

- A highly capable team of 50 architects, landscape architects, planners, civil engineers, wayfinding experts, graphic designers, and heritage professionals.
- Over 25 years working in Atlantic Canada.
- 5 years working with Opera House team.
- Active membership with Canadian Association of Heritage Professionals (CAHP).
- Several Rick Hansen Foundation Accessibility Certified Professionals.



—
We are
Fathom Studio
—



- Designers of award-winning streetscapes from Yarmouth to Sydney to Bridgewater, and across the Maritimes.



5 — Lunenburg Opera House — Heritage Advisory Committee — November 2025



—
**We are
Fathom Studio**
—

- Designers of groundbreaking heritage and re-use projects, including office-to-residential conversions making headlines globally.
- Creators of cutting-edge new builds at all scales, including the new Mi'kmaw Native Friendship Centre in Halifax.

Project overview

Saving a cultural and historical gem, extending its life span, and making it sustainable and **equitable**.

- With a long history as an arts venue, the building brings communities together, and is an important living piece of the town's built history and active arts community.
- This civic use is protected in the Heritage Conservation District Land Use By-Law.
- Used about 50 days per year in summertime and shoulder seasons.

Image credit: Fathom Studio



Issues & risks

Immediate risks to continued use and integrity

The LOH needs urgent, extensive updates to meet building code for fire & life safety and occupant comfort:

- Structural upgrades
- A second exit stair
- A sprinkler system
- Additional washrooms
- Adequate heating, ventilation, and air conditioning



Image credit: Fathom Studio

Fathom Studio

Issues & risks

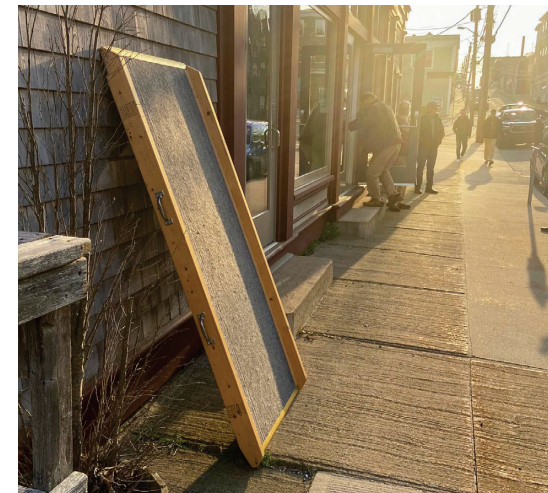
Immediate risks to continued use and integrity



Image credits: Tom McFall, Fathom Studio

To meet code, the LOH must meet modern standards for accessibility:

- A fully accessible main entrance
- A new elevator to allow barrier-free internal movement for the first time



Fathom Studio

Issues & risks

Immediate risks to continued use and integrity

Due to these issues, the building operates at 50% capacity and on a temporary occupancy permit, presenting risks:

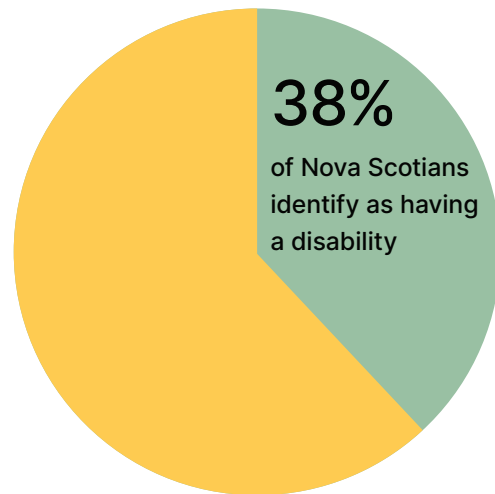
- Risk to operational sustainability, with few opportunities for revenue.
- Risk of being closed at any time by the fire marshal.



Image credit: Fathom Studio

Accessibility is justice

Taking care of our families, our neighbours, and our future selves



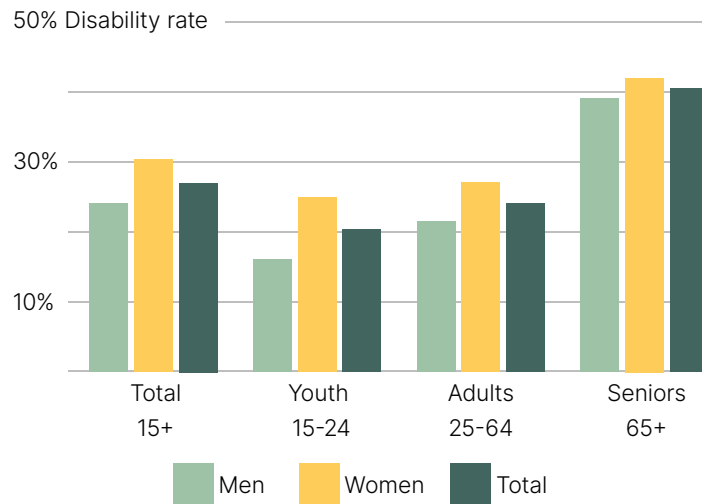
Nova Scotia has the highest rate of disability in Canada.

38% of Nova Scotians identify as having one or more disabilities.

(Adapted from Canadian Survey on Disability 2022)

Accessibility is justice

Taking care of our families, our neighbours, and our future selves



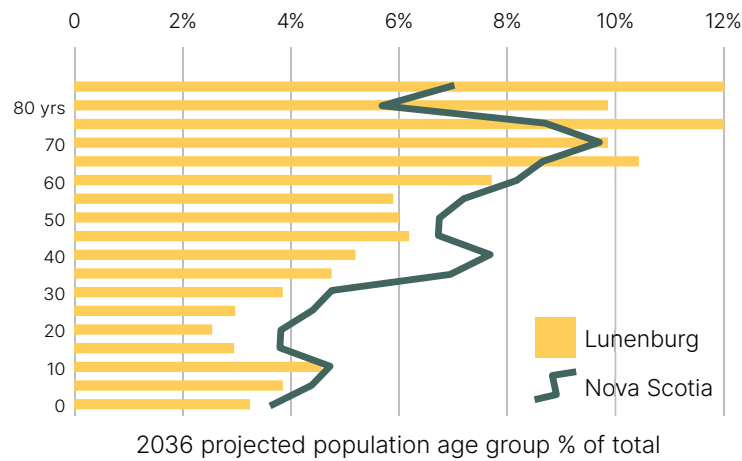
Disability rates increase with age.

Older adults experience higher rates of disability than any other population group.

(Adapted from StatsCan New Data on Disability in Canada, 2022)

Accessibility is justice

Taking care of our families, our neighbours, and our future selves



Lunenburg’s older folks are projected to grow more than 20% in the next 10 years—faster than the rest of the province.

(Adapted from Lunenburg Community Profile, 2019.)

Accessibility is justice

Taking care of our families, our neighbours, and our future selves

“

Preservation is and always has been about justice. About enabling people to see themselves, their stories, and their values reflected in the built environment.

To [evaluate] how preservation policy is performing in relation to people, and how it might evolve, we should ask:

**Who benefits from, or is burdened by, preservation?
How can preservation correct past wrongs?**

”

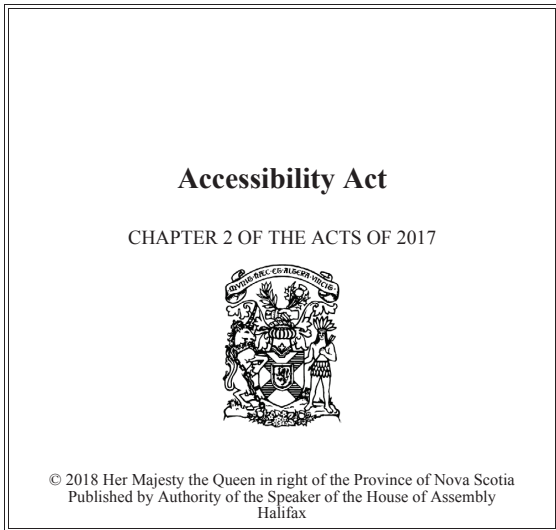
Image credit: National Trust for Canada

13 — Lunenburg Opera House — Heritage Advisory Committee — November 2025



Erica Avrami
Associate Professor of Historic Preservation, Columbia University

Fathom Studio



Accessibility is justice law

Taking care of our families, our neighbours, and our future selves



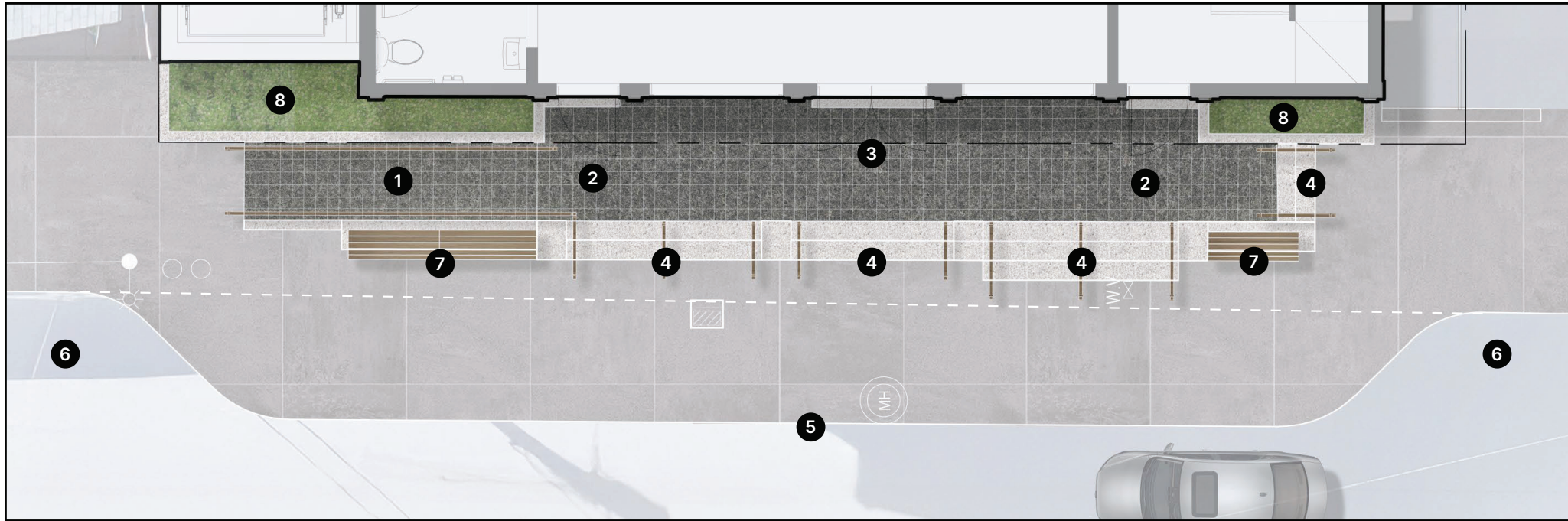
Providing for equitable access in our built environment is rapidly becoming required in Nova Scotia, requiring clever solutions and diligent planning by designers, owners, and municipalities.

Proposed solutions

Equitable access for all,
long-term safety,
and economic sustainability

The revitalization project envisions universal access for all visitors, life safety upgrades, and long-term economic sustainability to the building and the public-oriented arts institutions that call it home.





The revitalization project envisions universal access for all visitors, life safety upgrades, and long-term economic sustainability to the building and the public-oriented arts institutions that call it home.

1. New ramp designed to CSA B651-23
2. Barrier-free turnaround areas designed to CSA B651-23
3. Granite paver-finished crush space to accommodate crowds
4. Granite stairs with wood or metal handrails designed to CSA B651-23
5. 1.8m sidewalk extension (5.5m new clear street width)
6. Dropoff areas for people arriving by passenger vehicle
7. Wood bench seating
8. Planting to be maintained by building owner

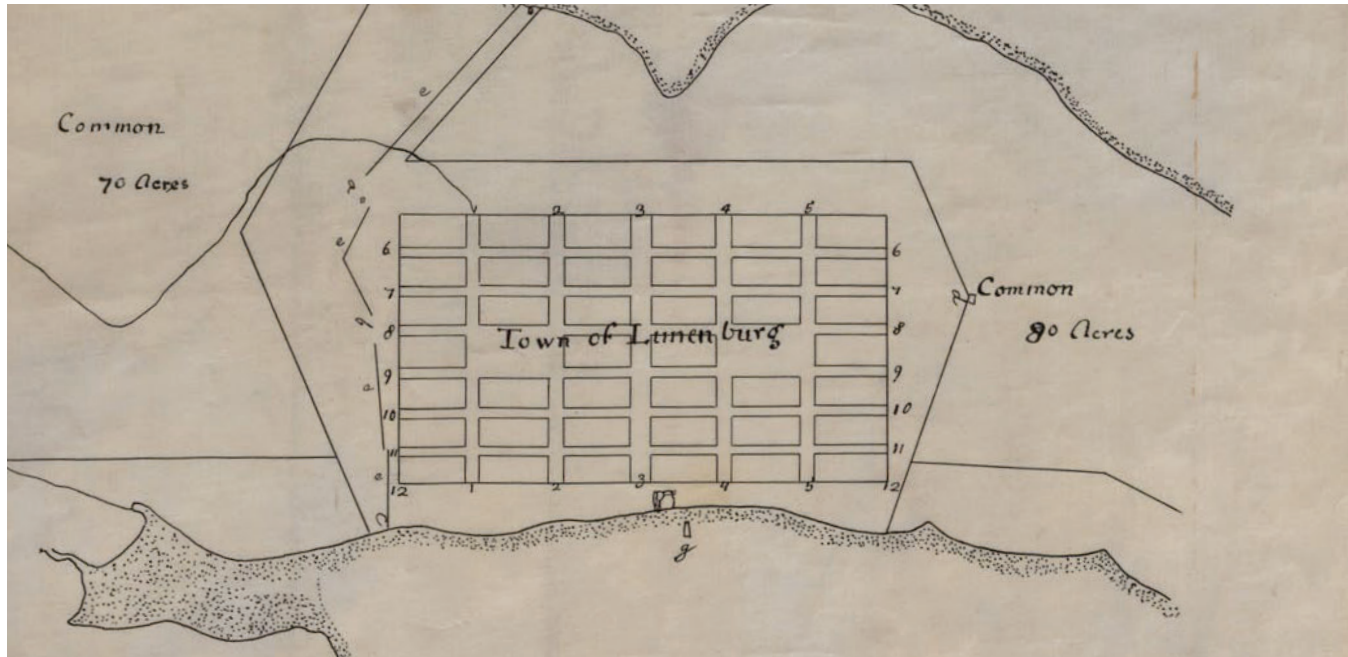
Proposed solutions

Equitable access for all,
long-term safety,
and economic sustainability

Other proposed outcomes

- Conserve the building's heritage and protected use
- Stabilize from further deterioration
- Address life safety risks
- Provide equitable access to the building's history
- Provide equitable access to arts programming
- Improve economic sustainability
- Draw more visitors on more days per year, to:
 - Communicate heritage
 - Increase visitorship
 - Grow capacity for the arts
 - Enhance Lunenburg for residents





Streets, heritage, and equity

What intersections exist between justice, access, and heritage?

The Town of Lunenburg's UNESCO designation depends on its...

- Integrity:
Intact layout with geometrically-arranged lots
- Authenticity:
The continued presence of cultural heritage (uses and functions, traditions, techniques, management systems, sense of place, etc.)

From Old Town Lunenburg Statement of Universal Value

"The original British colonial town plan remains evident, including the **regular layout of property parcels in a grid pattern with geometrically regular streets**, central public spaces, and **key community structures**, with a functioning waterfront as its focus."

Image credit: Public Archives of Nova Scotia



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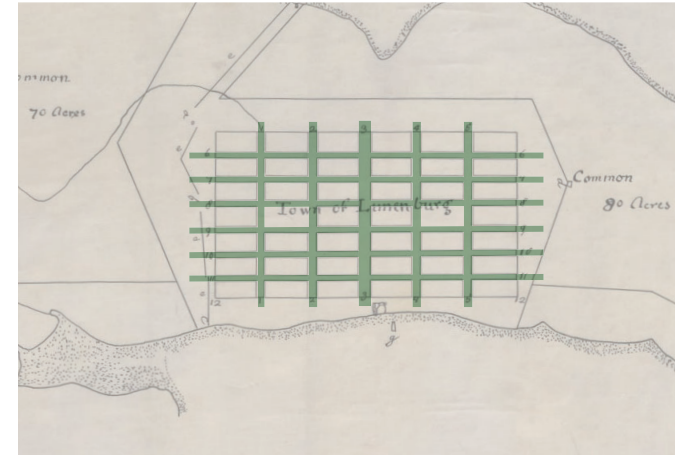
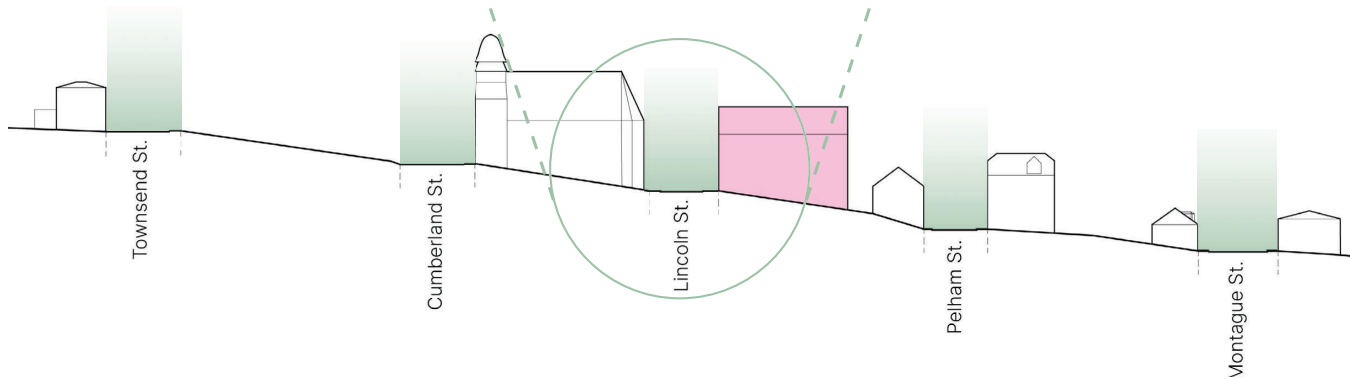
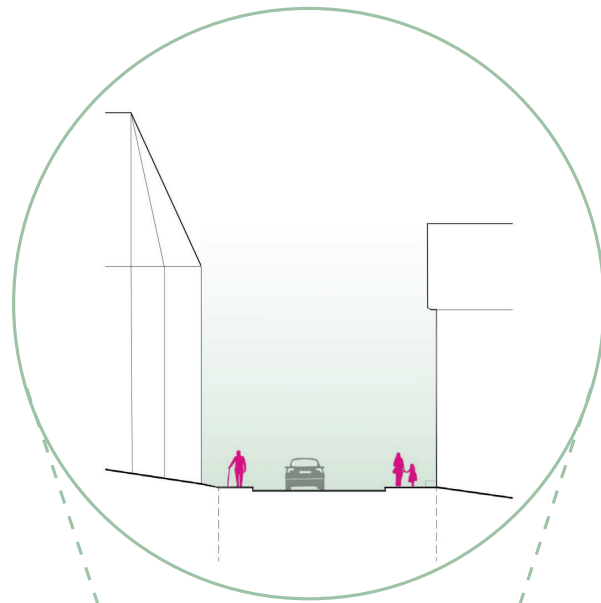
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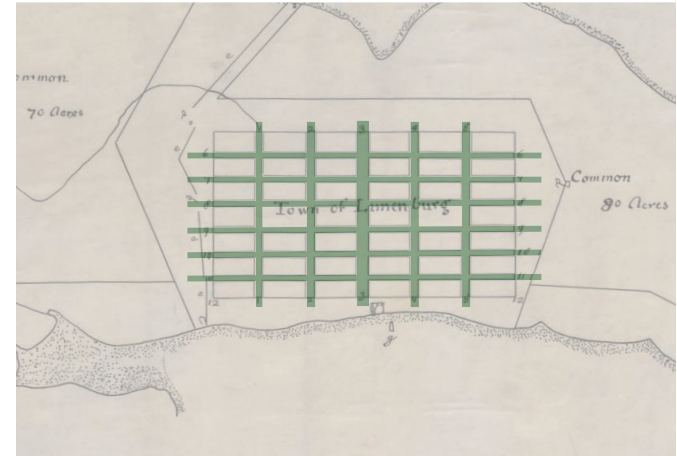
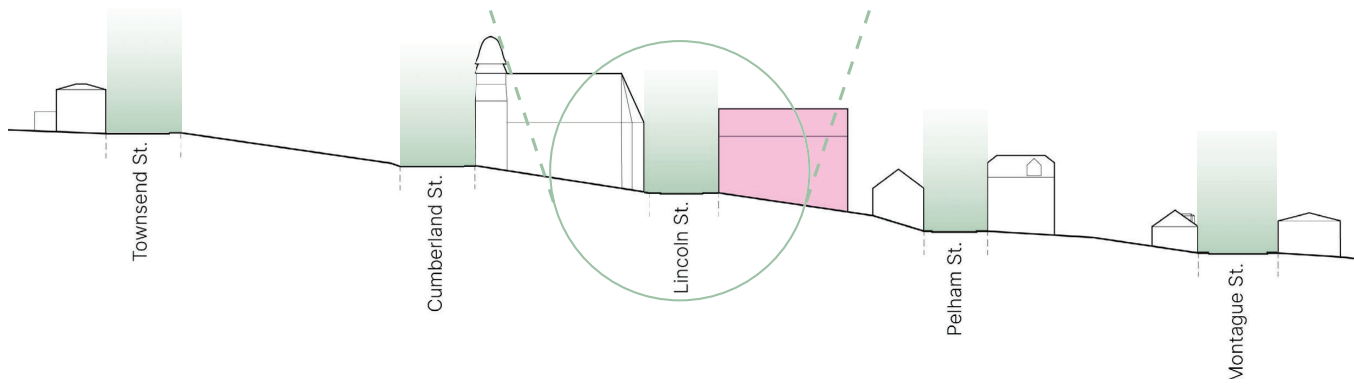
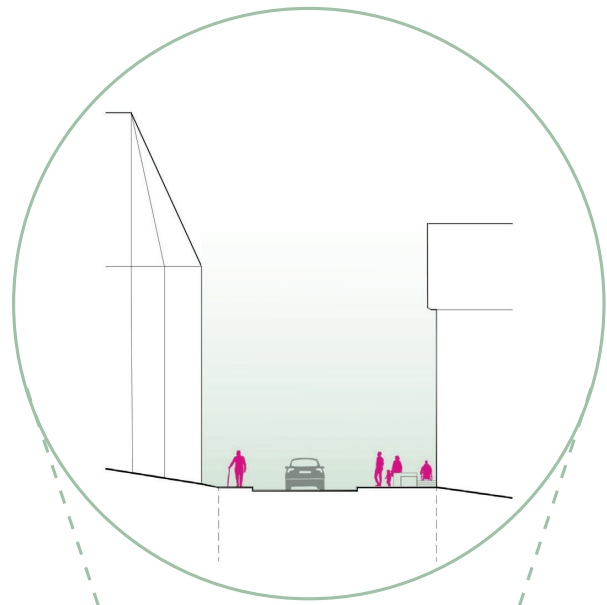
1995-2025

From inscription to today



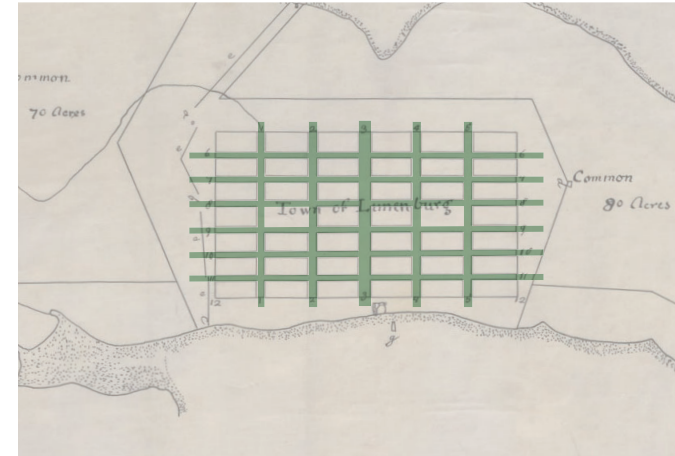
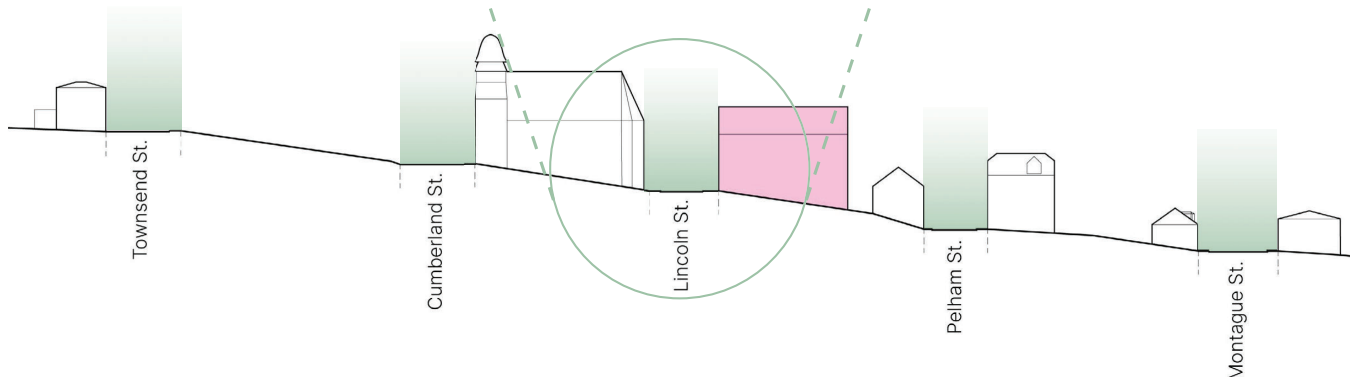
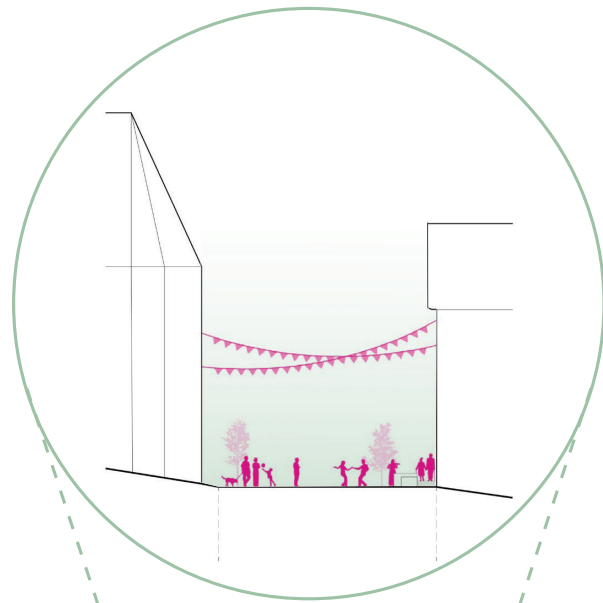
- Right-of-way (street)
- Lunenburg Opera House

2025-2050
With accessible entrance



- Right-of-way (street)
- Lunenburg Opera House

2050-
A living streetscape



- Right-of-way (street)
- Lunenburg Opera House



Streets, heritage, and equity

What intersections exist between justice, access, and heritage?

What will the street feel like with the new accessible entrance and bump-out?

Before

Image credit: Fathom Studio



Streets, heritage, and equity

What intersections exist between justice, access, and heritage?

What will the street feel like with the new accessible entrance and bump-out?

After

Image credit: Fathom Studio

Fathom Studio



Left:

Lincoln Street c. 1975.

Credit: Public Archives of Nova Scotia.

Below:

Aerial view of Lunenburg, c. 1966.
Note huge street trees near the Opera House.

Credit: Public Archives of Nova Scotia.



Streets, heritage, and equity

What intersections exist between
justice, access, and heritage?

What do Lunenburg's streets represent?

- The Town was inscribed in 1995:
 - What were social values at the time?
 - What was favoured, and what was ignored?
 - What has changed since then?
(civil engineering, street design standards,
thinking on the value of public space, complete
communities, parking, and active transportation)
- So who is served by preserving the status quo?



Left:
Lincoln Street c. 1975.
Credit: Public Archives

Below:
Aerial view of Lunenburg
Note huge street
Credit: Public Archives

Who benefits from, or is burdened by, preservation?



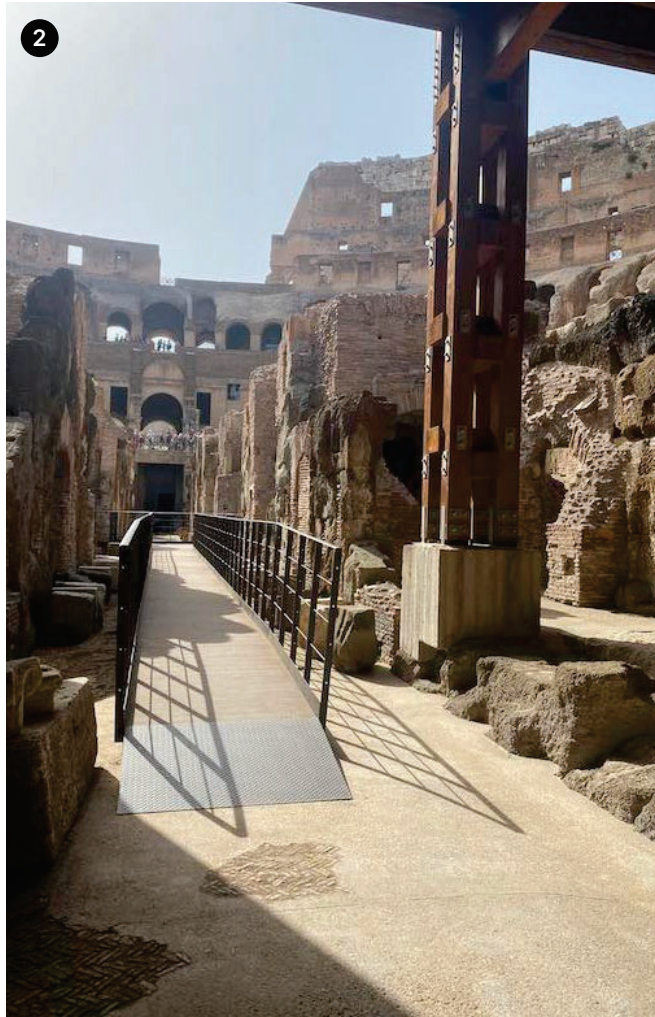
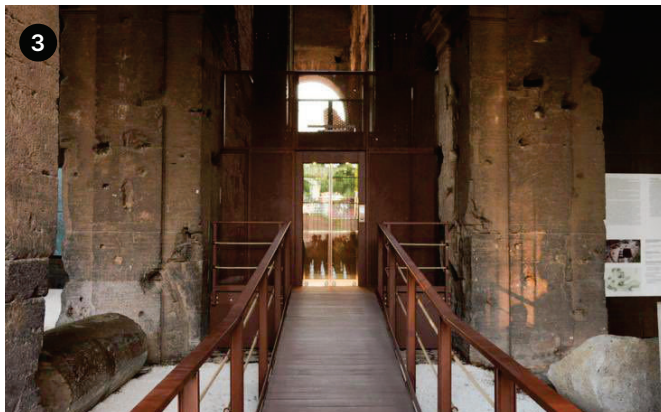
Streets, heritage, and equity

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Precedents

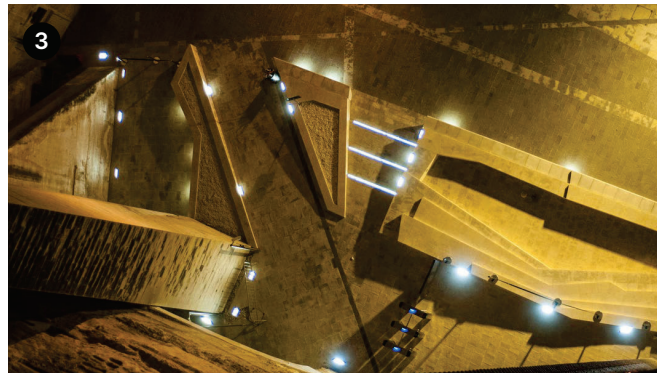
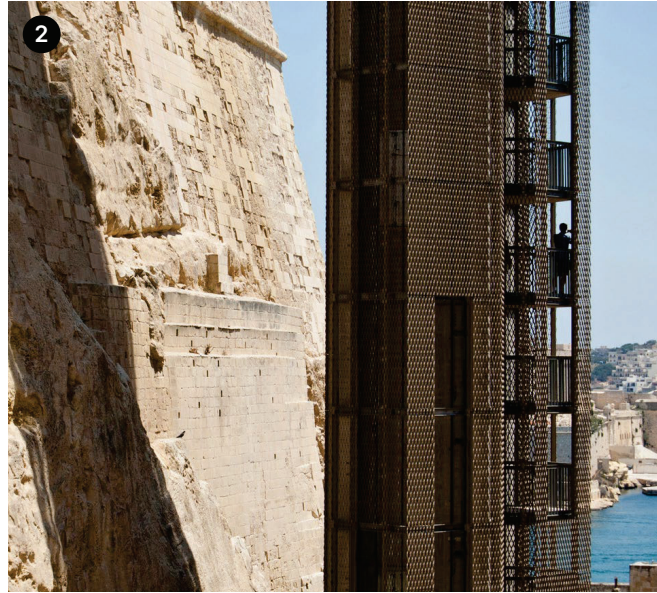
Other UNESCO locations where similar work is happening

Rome:

Public realm accessibility in a ~2000 year-old UNESCO World Heritage site

1. The Colosseum aims to accommodate people of all ages and abilities at one of the most visited UNESCO sites in the world.
2. Ramps and floor transitions permit walking and rolling on uneven floors.
3. A new glass and steel elevator enhances barrier-free access through the site.

Image credits: FeaturedPics via Wikipedia, Lyssy in the City, Turismo 12 AR



Precedents

Other UNESCO locations where similar work is happening

Valletta, Malta:

Public realm accessibility in a hilly 16th-century UNESCO World Heritage Site

1. The lift is obvious as a new structure next to ancient character-defining walls.
2. Differentiating new from old was the preferred strategy, accepting that it would be impossible to hide.
3. Contemporary ramps and stairs leading to the elevator viewed from above.

Image credits: Archdaily



Precedents

Other UNESCO locations where similar work is happening

Lunenburg:

Public realm accessibility in Old Town Lunenburg

1. A concrete bump-out in front of Foodland, creating a more spacious front door.
2. A corner concrete bump-out at Montague & King Streets. One of several concrete bump-outs at Lincoln & King Streets.
3. One of several concrete curb bump-outs on Bluenose Drive.

Image credits: Google

New precedent...?

A positive example for the future in Lunenburg, for Nova Scotians, and for all other UNESCO sites

Lunenburg:

- The Town has its own accessibility goals
- This project is an opportunity

Nova Scotia:

- Nova Scotia aims to be fully accessible by 2030
- Will Lunenburg be a leader in the province?

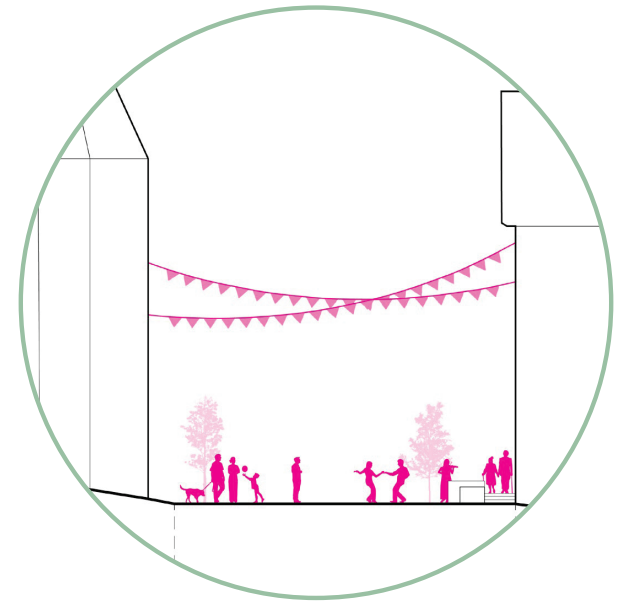
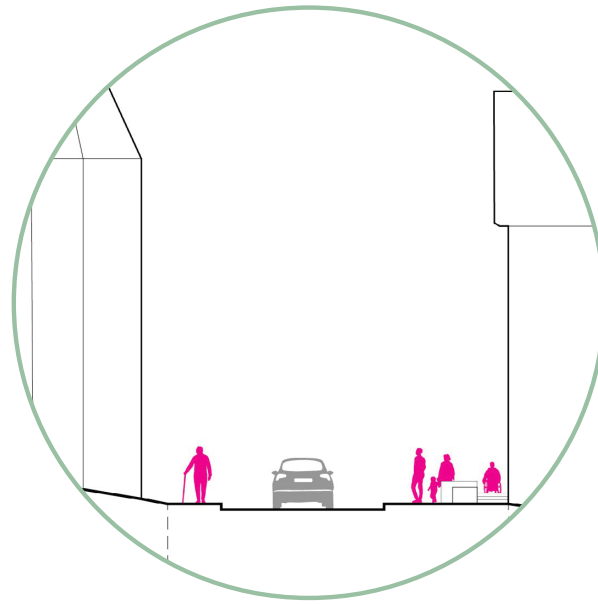
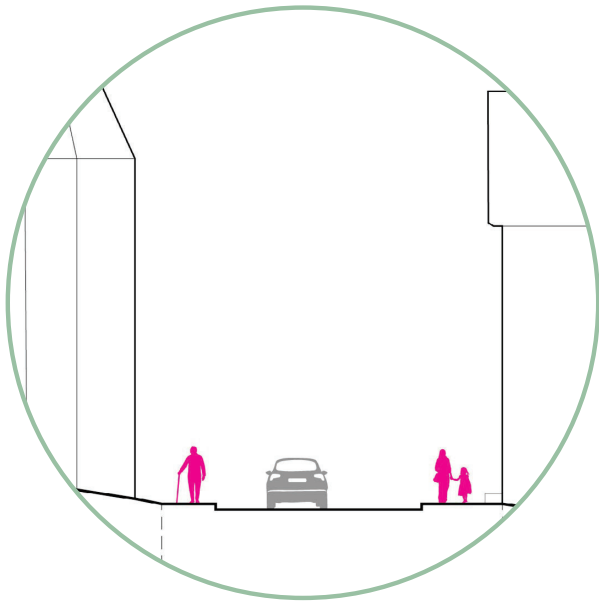
Global:

- UNESCO sites are adapting to make accessibility and equity a priority
- Will Lunenburg be a leader for the world?



The honourable Kevin Murphy was the first Speaker in the Commonwealth with a physical disability.
Credit: Government of Nova Scotia

What kind of future?



What kind of future?





From: [Kayla Byrne](#)
To: [Kayla Byrne](#)
Subject: FW: United Way of Lunenburg County
Date: May 5, 2026 12:26:38 PM
Attachments: [Outlook-aurytiz1.png](#)
[Outlook-sdna25g4.png](#)

From: Michael Graves <michael.graves@unitedwaymaritimes.ca>
Sent: Monday, April 27, 2026 1:19 PM
To: Paul Nopper <pnopper@townoflunenburg.ca>
Subject: Re: United Way of Lunenburg County

CAUTION: THIS IS AN EXTERNAL MAIL

Hi Paul,

Thanks for quick follow up—and that’s a great question.

We’re flexible in how the Town of Lunenburg participates and would welcome involvement at whatever level works best for you. There are two main options:

1. Internal Team Collection (This would be the easiest.)

Town staff and Council could collect products within your workplace over the month of May.

2. Public Drop-Off Location

Town Hall could serve as a community collection point, helping promote the drive and making it easy for residents to contribute.

Of course, you’re welcome to do one or both.

In terms of distribution, all products collected in Lunenburg County will stay local and be shared through trusted community partners. This includes organizations like Second Story Women’s Centre, WE feed Lunenburg, The Food Bank and other agencies that directly support individuals and families experiencing barriers to accessing these essential items.

I’m happy to provide signage and arrange pickup at the end of the campaign to keep things simple.

Please let me know what might work best for your team—and thanks again for considering being part of Menstrual May.

Also, I would love the time to meet, introduce myself and tell you a little about the United Way and our role here in Lunenburg County.

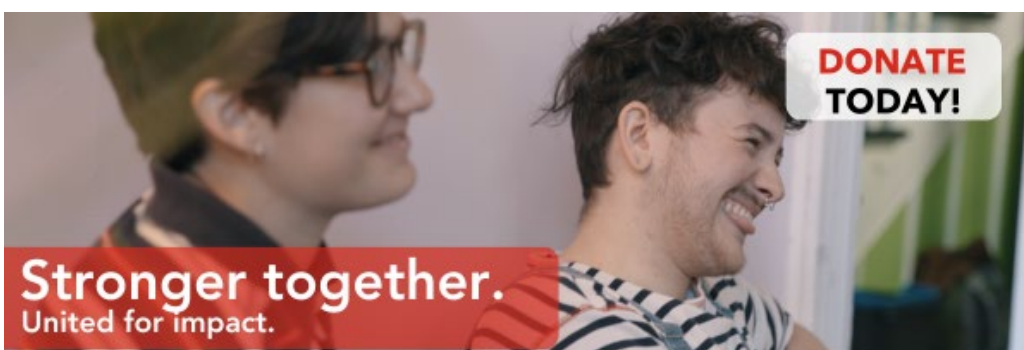
Best regards,



Michael Graves (He/Him)
Executive Director

United Way Lunenburg County

O: 902.530.3072 | **C:** 902.521.4704
michael@lunenburgcounty.unitedway.ca
www.lunenburgcounty.unitedway.ca



135 North Street, Bridgewater, NS B4V 2W9

Located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. We are all treaty people.

United Way Lunenburg County is proud to be a part of the United Way Maritimes serving Central & Southwestern NB, PEI & Mainland NS. Learn more: www.unitedwaymaritimes.ca

From: Michael Graves <michael.graves@unitedwaymaritimes.ca>

Sent: Monday, April 27, 2026 10:23 AM

To: CAO Town of Lunenburg <cao@townoflunenburg.ca>

Subject: United Way of Lunenburg County

CAUTION: THIS IS AN EXTERNAL MAIL

Hi Paul,

The United Way of Lunenburg County is inviting municipal and town staff to take part in **Menstrual May**, a community-wide collection drive running from **May 6 to May 31**.

This initiative focuses on addressing **period poverty**—a growing barrier that affects many individuals and families across our communities. In Canada, **17% of people who menstruate have experienced period poverty**, rising to **25% in households earning under \$40,000**. These are essential items, yet for many, they remain out of reach.

We're asking departments and workplaces to consider hosting a simple collection of menstrual hygiene products (pads, tampons, liners) throughout the month of May.

We'll make participation easy:

- Provide printable materials (attached)
- Arrange pickup at the end of the campaign
- Recognize participating teams through our social media channels

All products collected in Lunenburg County will stay local and be distributed through trusted community agencies, helping ensure dignity, health, and inclusion for those who need it most.

This is a small, practical way for public sector teams to make a meaningful difference in the communities you serve every day.

If your team is interested in participating, I'd be happy to help get you set up.

Thank you for your continued commitment to our community.

Sincerely,



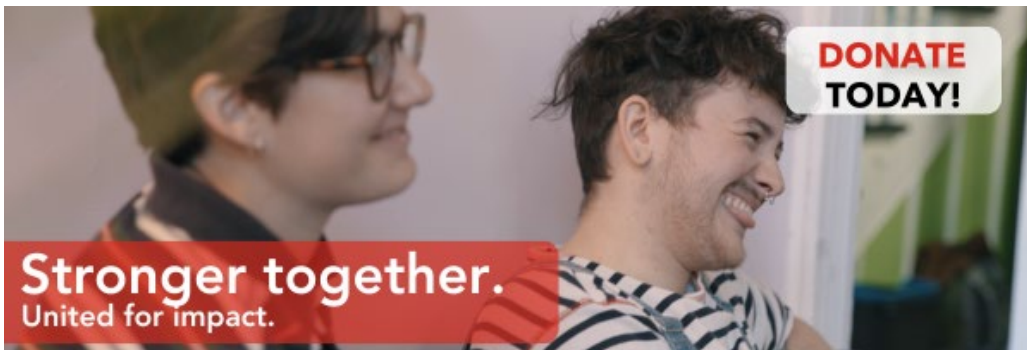
Michael Graves (He/Him)
Executive Director

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michael@lunenburgcounty.unitedway.ca

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INFORMATION REPORT – PUBLIC HEARING

Subject: Paid Parking By-law Updates
From: Kayla Byrne, Municipal Clerk
Date: Feb. 3, 2026 – COTW
March 17, 2026 – COTW
April 28, 2026 – 1st reading
May 12, 2026 – public hearing
May 26, 2026 – 2nd reading



Recommendation

This report is here to accompany the public hearing for the proposed by-law. No decisions are expected at this meeting.

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.

April 28, 2026 – First Reading Update:

Council gave first reading to the proposed by-law at its April 28, 2026 meeting. Council directed the following changes:

- Remove daily parking permit
- Add exemptions for Accessible Parking Permits & Plates
- Change the 15-minute loading exemption to 30 minutes

Staff also recommend changes to section 9 to clarify that parking time limits apply to all time-restricted spaces, not only those requiring payment, and how this will be enforced.

These proposed changes are highlighted in yellow.

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 & those with accessible permits:** 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.

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
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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

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:

1. Title

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

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. Parking Time Expired/ Time Limit Exceeded

No person shall park a vehicle in a parking space subject to a time limit for a period longer than the maximum time permitted for that space.

For the purposes of this section, a vehicle is deemed to have exceeded the permitted parking time where:

- (a) the time limit has expired in a space subject to a maximum parking duration; or
- (b) payment has expired or has not been made in a space where payment is required,

as determined by a parking meter, pay station, mobile payment application, chalk marking, licence plate recognition, observation by an enforcement officer, or other system authorized by the Town.

10. 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.

11. Exemption for Veterans, Volunteer Firefighters, and Accessible Parking Permits and Plates

A vehicle that is lawfully displaying a Nova Scotia veterans licence plate, a Nova Scotia volunteer firefighter licence plate, or a valid accessible parking permit or licence plate issued by or recognized under the laws of any province, territory, state, or country, and recognized for use in Nova Scotia, 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.

12. 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 thirty (30) 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.

13. Enforcement

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

14. 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.

15. 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.

16. Repeal

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

Town of Lunenburg

Paid Parking By-law – SCHEDULE A

1. Parking Fees

Hourly Parking: The parking fee for on-street and municipal parking spaces where payment is required is \$2.00 per hour.

2. 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.

3. 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.

4. Penalty Amounts

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

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

Subject: Draft Inclement Weather and Temporary Facility Closure Policy Report
From: Paul Nopper, Chief Administrative Officer
Date: March 17, 2026 – COTW
April 14, 2026 – Regular Discussion
May 12, 2026 – Proposed Approval



Recommendation

That Council approve the Inclement Weather Policy as presented.

Alternative

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

Background

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

Administrative Procedures are included with the draft policy for Council's information. In accordance with the Town's [Policy Development and Review Policy](#), Council is responsible for approving policies, which establish the Town's high-level direction (the "what"), while Administrative Procedures are approved by the CAO and outline how staff implement and operationalize the policy (the "how").

This approach allows Administrative Procedures to be updated as needed to reflect operational changes or evolving best practices without requiring amendments to the policy or approval by Council.

Discussion

Attached to this report is a new draft of the Inclement Weather and Temporary Facility Closure Policy. This policy is developed in two parts: the policy and the administrative procedures for the Town to implement. This policy would delegate the authority of decision-making to the Chief Administrative Officer for closure of facilities, evaluation criteria of closures, how communication

of Council occurs, communications with staff, and with the public. This policy has been reviewed by all departments and highlights essential services, staff processes for hybrid work, and for staff who do not have this option.

April 14, 2026 update: At its April 14, 2026 meeting, Council deferred a decision on the proposed policy to allow for clarification and minor revisions to the Administrative Procedures, which support implementation of the policy. Revisions have been made to reflect Council's discussion and are highlighted in yellow.

Financial

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

Inclement Weather & Temporary Facility Closure Policy

Date adopted by Council:



1. POLICY STATEMENT

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

2. PURPOSE

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

3. SCOPE

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

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

4. DEFINITIONS

For the purposes of this policy:

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

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

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

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

5. AUTHORITY AND APPLICATION

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

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

6. EXCLUSIONS

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

7. MEETINGS

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

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

8. RESPONSIBILITIES

8.1 Council

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

8.2 Chief Administrative Officer (CAO)

The Chief Administrative Officer is responsible for:

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

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



1. PURPOSE

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

2. CONSIDERATIONS

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

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

2.1 Types of Operational Decisions

For the purposes of these procedures, operational decisions may include:

- **Delayed Opening: Facilities open later than normal operating hours.**
- **Full Closure: Facilities are closed for the full day.**
- **Partial Closure / Early Closure: Facilities close after opening or operate reduced hours.**
- **Service Reduction: Facilities remain open but with limited services.**

3. ESSENTIAL AND NON-ESSENTIAL SERVICES

3.1 Essential Services

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

Where essential services must continue:

- Directors are responsible for ensuring service coverage;

- Staffing may be adjusted or cycled as required; and
- Employees designated as essential may be required to report to work, subject to safety considerations.

3.2 Non-Essential Services

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

4. EMPLOYEE WORK EXPECTATIONS

4.1 Reporting to Work

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

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

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

4.2 Hybrid and Remote Work

Where operationally feasible, employees whose positions allow for remote work are expected to work from an alternate location during a delayed opening or facility closure. Employees working remotely are expected to remain available during regular working hours and maintain communication with their supervisor.

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

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

4.3 Early Departures and Late Arrivals

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

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

5. PAY AND LEAVE ADMINISTRATION

5.1 Closures

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

Storm days are not considered a leave entitlement.

5.2 Operational Disruptions

Where unplanned operational disruptions occur that affect the safe or feasible operation of a municipal facility or service (such as power outages, utility failures, or mechanical issues), the Chief Administrative Officer may, in consultation with the appropriate Director(s), determine that the affected facility will be closed, opened late, or operate with reduced services.

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

5.3 Partial Closures

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

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

5.4 Overtime

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

5.5 Employees on Leave

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

6. INTERNAL COMMUNICATIONS

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

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

7. ROLES AND RESPONSIBILITIES

7.1 Chief Administrative Officer

The CAO is responsible for:

- Making operational decisions under the Policy;
- Ensuring consistent application of these procedures;
- Directing internal and external communications related to closures or service changes; and
- Ensuring consistent administration of employee work expectations, pay, and leave provisions, including obtaining internal or external advisory support as required.

7.2 Directors/Supervisors

Directors are responsible for:

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

7.3 Communications

Communications staff are responsible for:

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

7.4 Human Resources

Human Resources is responsible for:

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

7.5 Employees

Employees are responsible for:

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

8. MEETINGS

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

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

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

9. REVIEW

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

Subject: Federation of Canadian Municipalities' (FCM) Green Municipal Fund under the Climate Ready Plans and Processes (CRPP) Program Grant Resolution Request

From: Paul Nopper, Chief Administrative Officer

Date: May 12, 2026



Recommendation

Be it resolved that at the regular meeting of the Town of Lunenburg Council on (Tuesday, May 12, 2026), Council approved (by unanimous vote) the following:

Whereas the Town of Lunenburg has the following interests:

To understand and plan for climate risks with a strong emphasis on building the analytical, organizational, and decision-making foundations required for effective long-term climate adaptation;

To strengthen Lunenburg's ability to identify climate hazards, assess risk and vulnerability, and translate this information into coordinated, equitable, and evidence-based planning frameworks; and

To support the town in advancing early-stage climate adaptation planning and integration across governance systems.

Whereas the Town of Lunenburg is undertaking "Resilience Planning through Adaptation and Asset Management in the Town of Lunenburg",

Be it resolved that Town of Lunenburg Council directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local

Leadership for Climate Adaptation initiative for "Resilience Planning through Adaptation and Asset Management in the Town of Lunenburg".

Alternative

That Council does not support the grant application by the Clean Foundation.

That Council tables the discussion on the grant application by the Clean Foundation.

Background

The Town of Lunenburg is collaborating with the Clean Foundation through a three-year Community Climate Capacity Program agreement to advance climate change adaptation at the

municipal level. The primary objective of this partnership is to integrate climate risk considerations into asset management and municipal planning systems in order to support risk-informed decision-making and long-term infrastructure resilience.

Outlined below is the proposed scope of work for a grant application to the Federation of Canadian Municipalities' (FCM) Green Municipal Fund under the Climate Ready Plans and Processes (CRPP) program. As a prerequisite to submission, Council approval is required through a Resolution of Council endorsing both the grant application and the proposed work program.

Through this project, the Town of Lunenburg aims to:

1. Improve understanding of local climate hazards, risks, and asset vulnerabilities.
2. Reduce long-term infrastructure and service delivery risk through climate-informed governance.
3. Embed climate resilience and equity into asset management and capital planning systems.
4. Build organizational capacity to support sustained climate adaptation implementation.

Discussion

The Town of Lunenburg is a small, coastal municipality located on Nova Scotia's Atlantic shore, with a population of fewer than 2,500 residents. As a UNESCO World Heritage Site, Lunenburg supports a tourism- and marine-based economy rooted in a historic downtown and active working waterfront. These assets are highly exposed and sensitive to climate hazards, including sea level rise, storm surge, coastal flooding, and increasingly severe weather events.

The heritage district is characterized by compact, high-value development along steep streets, with historic stone and brick buildings integrated directly into the public right-of-way. Outside the historic core, post-war and newer development areas are serviced by aging water, stormwater, and electrical infrastructure that was not designed to withstand projected future climate conditions. The waterfront area, which accommodates a dense mix of marine industry, commercial uses, residences, accommodations, and retail, represents a significant concentration of climate exposure and economic risk.

This convergence of coastal location, valuable and irreplaceable heritage assets, aging infrastructure, and reliance on climate-sensitive economic systems creates heightened climate vulnerability. It also underscores the urgency of strengthening the Town's ability to understand climate risks and incorporate them systematically into planning, asset management, and governance processes.

Project Description and Alignment with CRPP Objectives

This project is focused on early-stage climate adaptation planning and governance integration, consistent with the objectives of FCM's Climate Ready Plans and Processes program. The emphasis is on building the analytical, organizational, and decision-making foundations required to support effective and equitable long-term climate adaptation, rather than on implementing physical or capital interventions.

The proposed work will strengthen the Town's capacity to:

- Identify priority climate hazards;
- Assess climate risks and vulnerabilities across municipal assets and services; and
- Embed climate risk, equity, and adaptation considerations into planning and asset management frameworks.

The project directly supports CRPP goals by enabling Lunenburg to develop implementation-ready adaptation plans, improve internal coordination, and integrate climate considerations across municipal departments and decision-making structures.

Deliverables and Capacity Building Approach

Building on existing municipal policy and planning resources—including the Climate Action Plan (2022) and the Comprehensive Community Plan (2023)—this project addresses a critical gap between Council-endorsed policy direction and the internal capacity required to operationalize risk-informed climate adaptation.

Through the grant process, the Town will retain a Community Resilience Coordinator within the Planning Department to lead the project. This role will be responsible for foundational research, stakeholder and community engagement, and cross-departmental coordination. Key deliverables will include:

- A community-wide Climate Risk Assessment that identifies and prioritizes climate hazards, vulnerabilities, and impacts across municipal services, infrastructure, and community systems;
- A Climate Adaptation Implementation Plan that establishes clear actions, responsibilities, and governance pathways to move from assessment to implementation; and
- An integrated asset management framework that embeds climate risk and equity considerations into infrastructure planning, lifecycle management, and capital investment decision-making.

Particular attention will be paid to aligning adaptation actions with asset management practices and ensuring that equity considerations—including impacts on equity-deserving populations—are incorporated into planning and prioritization processes.

By strengthening internal coordination, improving access to actionable climate risk information, and embedding adaptation into existing planning systems, the project will advance Lunenburg from high-level climate commitments toward practical, Council-endorsed, and implementation-ready outcomes.

Expected Outcomes

Through this targeted investment in climate risk understanding and organizational capacity, the Town of Lunenburg will be better positioned to make informed, transparent, and defensible decisions related to infrastructure investment, land use planning, and municipal service delivery. The project will also establish a strong foundation for subsequent phases of adaptation implementation beyond the CRPP funding period, including future capital and resilience investments.

Project Objectives

Through this project, the Town of Lunenburg aims to:

1. Improve understanding of local climate hazards, risks, and vulnerabilities
2. Strengthen municipal readiness and governance capacity for climate change adaptation
3. Integrate climate risk and equity considerations into municipal asset management and planning systems
4. Build internal staff capacity and organizational alignment to support long-term adaptation implementation

Financial Considerations

The FCM Green Municipal Fund grant application includes a base contribution covering 60% of eligible project costs, with additional stackable incentives available that can increase total funding to up to 100% of eligible expenses.

In consultation with the Clean Foundation, it has been identified that the application would be strengthened by a \$10,000 financial commitment from the Town of Lunenburg, demonstrating organizational buy-in and readiness to advance the project.

Stackable incentives available under the program include:

- +20% for Indigenous, Northern, or remote communities, or municipalities with populations below 10,000
- +10% for municipalities with populations between 10,001 and 50,000
- +5% for municipalities with populations between 50,001 and 100,000
- +15% for projects that meaningfully address reconciliation, equity, anti-racism, and inclusion
- +5% for projects involving collaboration between multiple municipal governments or partnerships with an Indigenous community

Subject: Potable Water, Quality Test Results: October to December 2025
From: Tyson Joyce, P.Eng, PMP, Town Engineer
Date: April 30, 2026



Recommendation

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

Background

The Nova Scotia Environment and Climate Change (NSECC) Approval documents to operate for the Water Treatment Plant (WTP) require that certain tests be carried out to verify the quality of treated potable water. There are also Federal testing standards that must be followed. Routine testing is conducted in the Town of Lunenburg (TOL) lab at the WTP, and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly summary of these results.

The timing of this document follows from the testing schedule at the WTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the WTP and filed with the Provincial and Federal governments.

Discussion

1.0 Water Quality

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval #2010-071794-02)
 - Updated Approval to Operate effective May 4, 2022
- Approval to Withdraw Water – Dares Lake (Approval #2011-079411-01)

The Approval to Operate document requires the following water quality sampling:

- Weekly total coliform and fecal coliform tests for water entering the distribution system and various water distribution system sample points (maximum none/100 mL).
- Quarterly tests for Manganese (maximum 0.12 mg/L).
- Quarterly tests for disinfection by-products:
 - Trihalomethanes (maximum 0.1 mg/L).
 - Haloacetic acids (maximum 0.08 mg/L).

- Lead and Copper testing performed in accordance with the “Requirements for Lead and Copper Management Municipal Public Drinking Water Supplies” which requires 10 samples taken between May 1st and September 30th each year (maximum of 0.005 mg/L).
- Turbidity measured continuously at each filtration unit shall not exceed 0.1 NTU 99% of the time and shall not exceed 0.3 NTU at any time.
- Chlorine residual must be between 0.2-4.0 mg/L measured continuously.
- The Province can also request virus testing for *Giardia* and *Cryptosporidium* at any time. Treatment efficiencies are required to meet:
 - 3-log reduction (99.9%) of *Giardia* and *Cryptosporidium*.
 - 4-log reduction (99.9%) of viruses.
- Treatment must also limit corrosion of water distribution and/or plumbing systems and reduce odors.

Federal Guidelines for Monitoring Public Drinking Water Supplies require annual testing of raw water and treated water for compliance. A more in-depth assessment is required every five years.

Results

From October to December 2025, all weekly, monthly, and quarterly regulatory testing and in-house daily testing complied with the Approval requirements.

The following table summarizes the sampling results for this quarter, including parameters identified in the Approval to Operate. This table reports periodic turbidity and chlorine residual testing, but not continuous testing. Turbidity and chlorine residual are continuously monitored and recorded on the WTP Supervisory Control and Data Acquisition (SCADA) system. There are safeguards in place that automatically raise alarms for the operator and shut down equipment when the required conditions are not met.

Parameter Tested	Approval Limit	Exceeded Approval Limit
Lead	<0.005 mg/L	None
Manganese	<0.12 mg/L	None
Trihalomethanes	<0.1 mg/L	None
Haloacetic Acids	<0.08 mg/L	None
Turbidity	<0.1 NTU 99% of the time, and not to exceed 0.3 NTU	None
Chlorine Residual	0.2-4.0 mg/L	None
Total Coliforms	None/100 mL	None
Fecal Coliforms	None/100 mL	None
Comment: None		

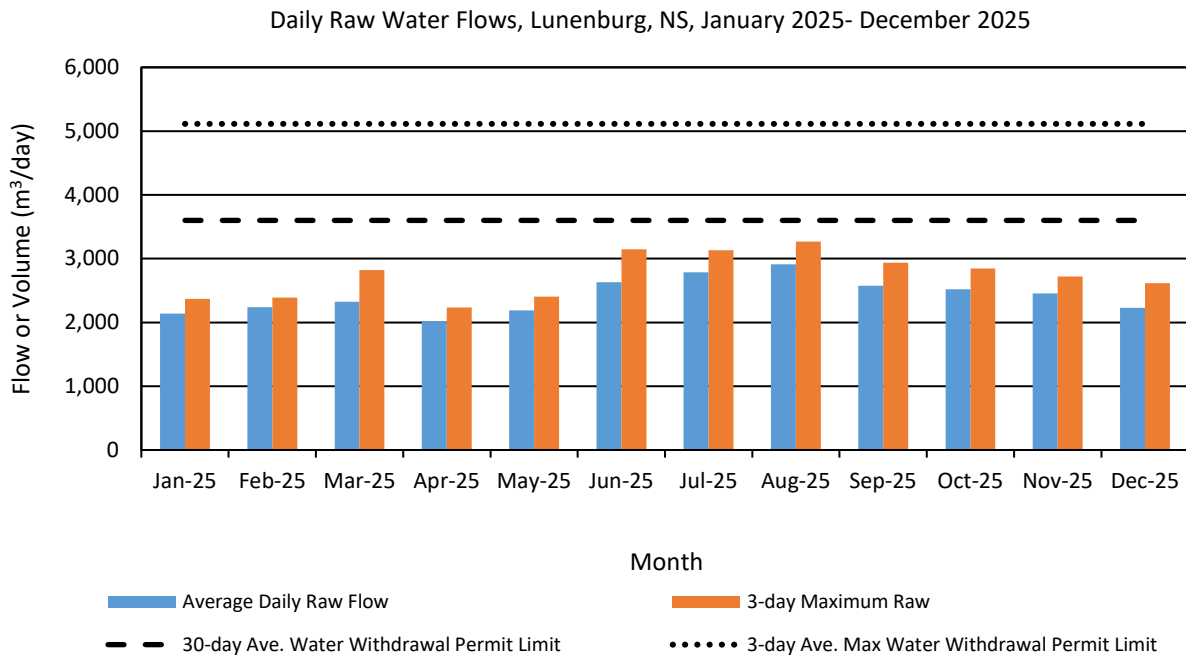
2.0 Raw and Treated Water Flows

The WTP withdraws water from Dares Lake and can withdraw water at a rate outlined in the Approval to Withdraw Water. The approved rates of withdrawal as of July 31, 2022, are as follows:

- Average rate of withdrawal: 3,600,000 L/day (averaged over 30 days).
- Maximum rate of withdrawal: 5,114,000 L/day (averaged over 3 days).

Average and Maximum Daily Flow of Raw Water:

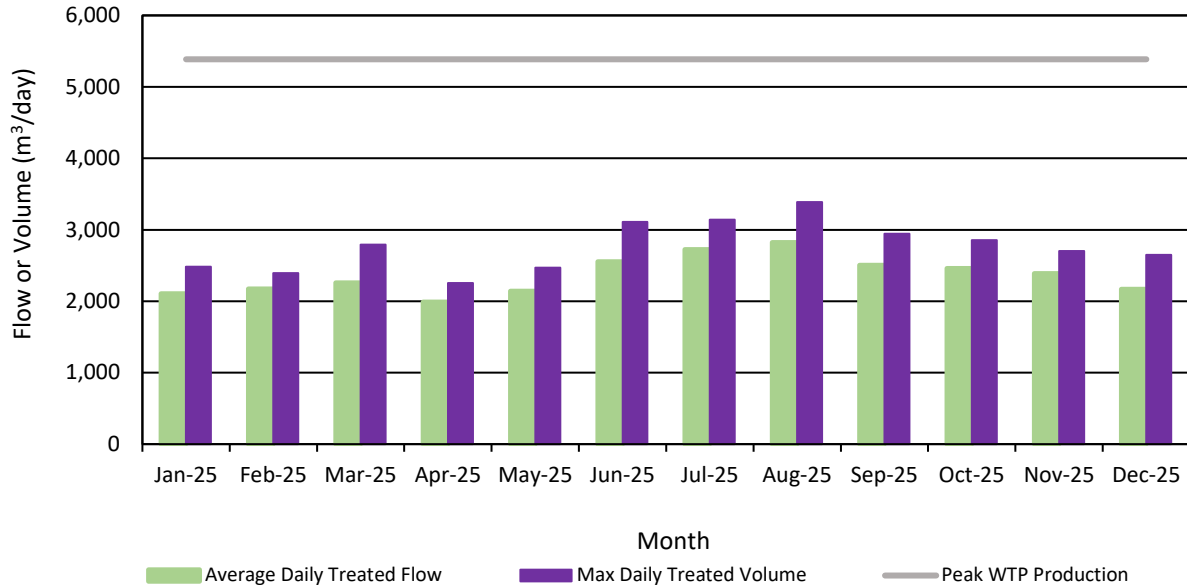
The following graph shows the historical monthly flows and the 3-day maximum flows for the raw water entering the WTP over the past year, inclusive of this quarter:



Average and Maximum Daily Flow of Treated Water:

The following graph shows the historical average daily flows and the maximum daily flow for the treated water from the WTP over the past year, inclusive of this quarter:

Daily Treated Water Flow, Lunenburg, NS, January 2025- December 2025



Results

The average daily raw water flow did not exceed the 30-day average Water Withdrawal Permit Limit during this quarter.

The 3-day maximum average withdrawal limit was not exceeded this quarter.

The treated water flow did not exceed the peak production rate within this quarter.

3.0 Water Main Breaks and Repairs:

There were two reported water main break and repair this quarter, which is detailed in the following table:

Month	Date	Street	Address or Block	Problem or Cause
November	8	Masons Beach Rd	101	Leak in line. Repaired the line with clamp
December	17	Masons Beach Rd	101	Leak in line. Repaired the line with clamp

4.0 Complaints

The were no complaints reported this quarter

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Relevant Legislation/Approvals

The TOL water system operates according to two Nova Scotia Environment Approvals:

- Approval for Operation – Water Treatment Facility (Approval # 2010-071794-02)
- Approval to Withdraw Water – Dares Lake (Approval # 2011-079411-01)

Financial

Funds are included in the WTP operating budget to pay for these water quality tests.

Subject: Wastewater, Quality Test Results: October to December 2025
From: Tyson Joyce, P.Eng, PMP, Town Engineer
Date: April 30, 2026



Recommendation

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

Background

The Nova Scotia Environment “Approval” documents to operate for the Wastewater Treatment Plant (WWTP) (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated wastewater at the plant. There are also Federal testing standards that must also be followed. Routine testing is conducted both in the Town of Lunenburg (TOL) labs at the WWTP and independently by accredited laboratories to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards, then explanations are provided. This report provides a monthly and quarterly summary of these results.

The timing of this document follows from the testing schedule at the WWTP, which is performed on a quarterly cycle. The next Council report will be prepared at the end of the next quarter.

At the end of each year an annual report is also prepared for the treatment plant and filed with the Provincial and Federal governments.

Discussion

The Lunenburg WWTP was issued an amended Approval to Operate by Nova Scotia Environment and Climate Change (NSECC) in 2023. The requirements of this Approval, as well as the Federal Requirements are summarized in the following tables:

Provincial Approval 2012-082710-03 Testing Requirements

Treated wastewater must be tested a minimum of five times per month (once per week) for:

- Carbonaceous Biochemical Oxygen Demand (CBOD, maximum 20 mg/L)
 - Suspended Solids (SS, maximum 20 mg/L)
 - *E. coli* (maximum 1000 counts/100 mL)
 - pH (acceptable pH is in the range 6.0 - 9.0)
- The facility is considered to be in “compliance with the treated effluent discharge criteria if the average value calculated for the averaging period meets the specified limits. All average residuals shall be the arithmetic mean with the exception of *E. coli*, which shall be the geometric mean.” The averaging period is defined as quarterly.

Federal Wastewater Systems Effluent Regulations Testing Requirements

Treated wastewater must be tested every two weeks for:

- Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L)
 - Total Suspended Solids (TSS maximum 25 mg/L)
 - Un-ionized ammonia (maximum 1.25 mg/L) and
 - pH (between 5.5 - 9.5)
- Acute Lethality Tests are mandated to be conducted quarterly. In this test, rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period. According to the regulations, if four consecutive Acute Lethality Tests pass when taken quarterly (over a year), then the testing for acute lethality can be reduced to once per year. The WWTP is currently on the reduced program of one lethality test per year.

Results

The required number of tests per month for CBOD, SS, *E. coli*, and pH were carried out, and all pH tests were within the required ranges.

Quarterly Averages:

Quarterly averages for this reporting period are summarized in the following table. As per the Approval, an arithmetic mean is used for CBOD and SS, and a geometric mean is used for *E. coli*.

Quarter	Quarterly Average		
	CBOD (20 mg/L)	TSS (20 mg/L)	<i>E. coli</i> (1000 counts/100 mL)
Qtr. 4 2025	8.9	16.4	380

All CBOD test results met the Provincial and Federal requirements this quarter. TSS results exceeded both Provincial and Federal limit in three instances ranging from 32 mg/L to 53 mg/L. However, TSS concentration met the Provincial and Federal requirements when assessed on a quarterly average basis, consistent with the compliance criteria outlined in the Provincial Approval and Federal Wastewater Systems Effluent Regulations.

E. coli test results were above the Provincial requirements in seven instances this quarter ranging from 1,300 to 2,500 counts/100mL. Nonetheless, on a quarterly basis, which is the basis for meeting the requirements in the Provincial Approval, *E. coli* test results met the Provincial requirements this quarter.

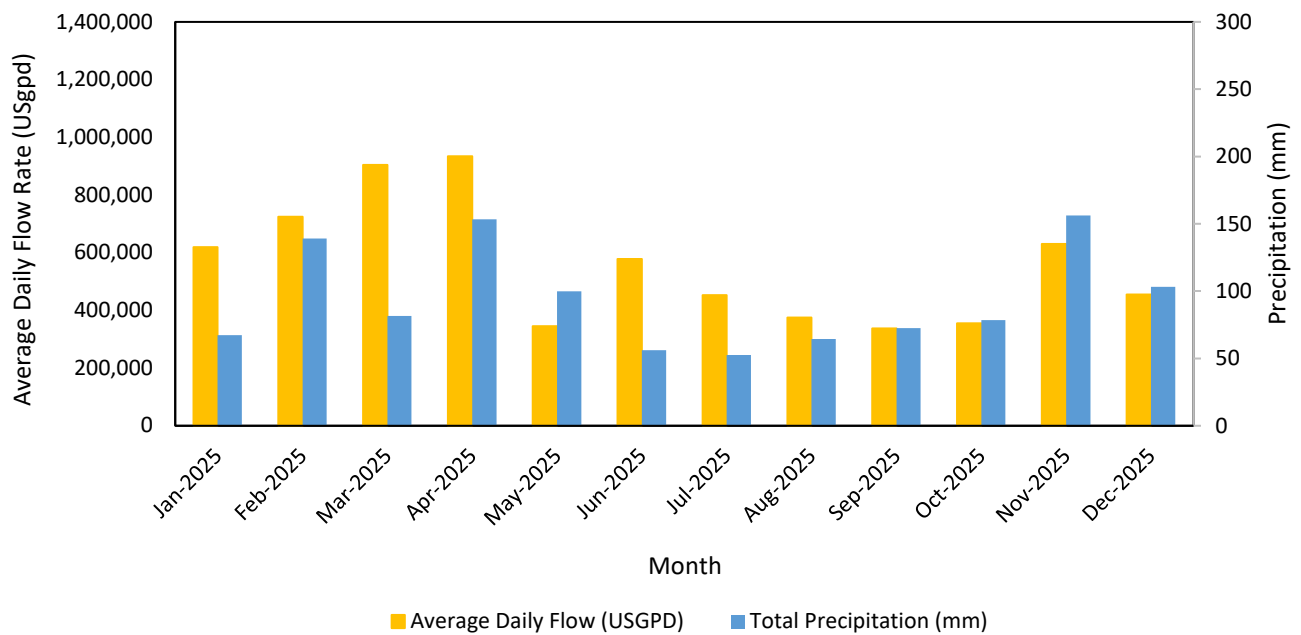
Lethality Testing:

Based on the *Wastewater Systems Effluent Regulations*, acute lethality testing of the effluent is only required annually as the previous six consecutive samples passed the test requirements. An acute lethality test was performed on December 22, 2025, and the effluent was determined to be not acutely lethal. The next acute lethality test is scheduled to be performed in October 2026.

Average Monthly Daily Flow of Wastewater with Total Monthly Precipitation:

The following graph shows the monthly flows for the wastewater treatment plant over the past year, along with the total monthly precipitation. Total precipitation data was taken from Western Head, Nova Scotia.

Average Daily Flow of Treated Wastewater, Lunenburg, NS,
January 2025 – December 2025



Sewer Breaks and Repairs:

There were no sewer breaks recorded this quarter. The break/repairs below are from the previous quarter but were omitted from that Report in error.

Date	Location	Problem/Cause
August 21, 2025	215 Rudolf	Blockage in sewer lateral at Morash/Rudolf intersection. Rock through transite section of lateral, remove and replace with PVC.

Complaints:

There were no complaints recorded this quarter. The complaints below are from the previous quarter but were omitted from that Report in error.

Date	Location	Problem/Cause
August 1, 2025	Back Harbour	Complaint about what complaine concluded is sewer in the Back Harbour. Call into NSECC to discuss further.
August 7, 2025	86 Hebb	Complaint about stinky smell coming from sewer manhole. Public Works went and flushed water through system to try to suppress.

Overflows:

There were a few overflow events reported this quarter, which are detailed in the following table:

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
October 31, 2025	Back Harbour	171 Prince St	4,062	Rain Event
October 31, 2025	Bluenose Drive	176 Bluenose Dr	40,282	Rain Event
October 31, 2025	Rous Brook	344 Pelham St	350	Rain Event
October 31, 2025	Brook Street	3 Brook St	9,475	Rain Event
November 10, 2025	Knickle Road	40 Knickle Rd	6,666	Rain Event
November 10, 2025	Back Harbour	171 Prince St	9,478	Rain Event
November 10, 2025	Fisherman's Wharf	34 Bluenose Dr	479	Rain Event
November 10, 2025	Bluenose Drive	176 Bluenose Dr	72,252	Rain Event
November 10, 2025	Rous Brook	344 Pelham St	453	Rain Event

Date	Lift Station	Address	Estimated Overflow (USg)	Problem or Cause
November 10, 2025	Brook Street	3 Brook St	9,475	Rain Event
December 3, 2025	Knickle Road	40 Knickle Rd	18,442	Rain Event
December 3, 2025	Back Harbour	171 Prince St	16,654	Rain Event
December 3, 2025	Fisherman's Wharf	34 Bluenose Dr	1,955	Rain Event
December 3, 2025	Bluenose Drive	176 Bluenose Dr	102,304	Rain Event
December 3, 2025	Rous Brook	344 Pelham St	2,896 US	Rain Event
December 3, 2025	Brook Street	3 Brook St	58,312	Rain Event

Strategic Plan Relevance

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

Financial

Funds are included in the Wastewater Treatment Plant operating budget to pay for these effluent quality tests.

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					
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	TO BE UPDATED FOLLOWING MAY 5 COTW DIRECTION
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. TO BE UPDATED FOLLOWING MAY 5 COTW DIRECTION

<p>LUB Amendments: Main Street Form Zone & on-site parking</p>	<p>2024 /2025</p>	<p>Form Zone: Prepare a report with recommendations for revising the Land-Use By-law’s Main Street Form Zone requirements, with the aim of encouraging more varied development within this zone</p> <p>Parking: Original (Feb. 27, 2024): That Council direct staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards.</p> <p>Expanded Jan. 28, 2025: That staff to expand their review beyond the motion passed on February 27, 2024, which directed staff to work on a proposed amendment to the Land Use By-law (LUB) to enable up to five on-site parking spaces in front yards, and further explore additional options to address parking challenges in the Salt Meadow subdivision and the apartment buildings in that neighbourhood.</p>	<p>Community Development</p>	<p>PRIORITY A</p>	<p>As a part of comprehensive MPS/ LUB Review – Work expected to start in early 2026</p> <p>TO BE UPDATED FOLLOWING MAY 5 COTW DIRECTION</p>
<p>Housing Market Study</p>	<p>Jan. 14, 2025</p>	<p>Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market information and address known data gaps that will support affordable housing within the region.</p>	<p>Community Development</p>	<p>PRIORITY A (in progress)</p>	<p>MODL presentation was provided in Feb. 2026</p> <p>REMOVE TOL presentation was received on May 5, 2026. No further action directed.</p>
<p>Reducing Speed Limits</p>	<p>April 15, 2025</p>	<p>Prepare a report on reducing speed limits from 50 km/h to 40 km/h on Linden Avenue, Pelham Street, and Creighton Street, based on available traffic study data and exploring the possibility of including adjoining streets, in an application to the Province for a speed limit reduction; and that a</p>	<p>Public Works</p>	<p>PRIORITY A (in progress)</p>	<p>Feb 2026 update: Staff have learned the new Traffic Safety Act is yet to be proclaimed by</p>

		<p>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 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	
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:	Public Works Community	PRIORITY B Early in 2026; align	First two items addressed in July 15, 2025 staff

		<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 	Development Finance	with the budget cycle)	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
Vending By-law	March 10, 2026	<p>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.</p> <p>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.</p>	Municipal Clerk/ 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 Lunenburg.	Municipal Clerk	PRIORITY C 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	