

TOWN OF LUNENBURG  
**COUNCIL MEETING AGENDA**  
Tuesday, May 26, 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 26, 2026 Council Meeting Agenda

**Recommendation:** That Council approve the agenda for the May 26, 2026 meeting as presented.

**5. APPROVAL OF MINUTES**

5.1 May 12, 2026 Regular Meeting Minutes

**Recommendation:** That Council approve the May 12, 2026 meeting minutes as presented.

**6. PRESENTATIONS**

**7. PUBLIC INPUT AND QUESTIONS – 20 MINUTES**

- Each person is limited to 3 minutes
- Each person must state their name
- Questions or comments are directed to the Chair
- Comments and questions are open to any municipal matter
- **Virtual Participation:** Members of the public wishing to participate virtually in this agenda item must register in advance by 12:00 p.m. on the business day before the meeting by contacting [adminsupport@townoflunenburg.ca](mailto: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 South Shore Open Doors Association (SSODA) April Update

## **9. BUSINESS ARISING AND UNFINISHED BUSINESS**

## **10. NEW BUSINESS**

11.1 Paid Parking By-law – 2<sup>nd</sup> (final reading)

**Recommendation:** That Council approve the second and final reading of the Paid Parking By-law, thereby repealing By-law #20 – the Parking meter By-law.

11.2 Budget Increase Request: Town Hall Roof Replacement

**Recommendation:** That Council approve a \$50,000 increase to the Town Hall Roof Replacement Budget to raise it to \$360,000 (including net HST), with funding from Deed Transfer Tax.

11.3 Request to Waive Nova Scotia Power Installation Fees: Lunenburg Day Care Centre

**Recommendation 1:** That Council approve the waiver of fees associated with the Nova Scotia Power (NSP) installation and related site upgrades for the Lunenburg Day Care Centre expansion project.

**Recommendation 2:** That Council approve a letter of support for the Lunenburg Day Care Centre project in their pursuit of grant funding.

11.4 Community Grants Allocation: PIEMunchers

**Recommendation:** That Council approve an expedited grant allocation under the Community Grants Program to PIEMunchers in the amount of \$500 to support their participation in the Canada Cup of Robotics in Niagara Falls, Ontario.

11.5 Upcoming Council Meeting Schedule

**Recommendation:** That Council cancel the June 2, 2026 Committee of the Whole meeting and the June 9, 2026 Regular Council meeting.

## **11. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS**

## **12. ITEMS FOR CONSIDERATION AT COMMITTEE OF THE WHOLE**

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

**13. MOTION ACTION LIST**

Recommendation: That Council remove the Housing Market Study from the Motion Action List.

**14. CLOSED SESSION**

**15. ADJOURNMENT**

**COUNCIL MEETING AGENDA  
TOWN OF LUNENBURG**

Tuesday, May 12, 2026 | 6 pm  
Lunenburg Town Hall - Council Chamber



- 
- Present Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Alex Greek, Debbie Dauphinee, Renea Babineau, Gale Fullerton, and Alison Strachan
- Also present Paul Nopper, CAO  
Shania MacLeod, By-law Enforcement Officer  
Tyson Joyce, Director of Public Works  
Marc Kiely, Director of Community Development  
Kayla Byrne, Municipal Clerk  
Jamie Deans, Communications and Events Coordinator
- Call to Order The Chair called the meeting to order at 6:00 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 May 12, 2026, meeting as presented, with the order amended to move Public Input ahead of Presentations.  
**Motion carried unanimously**
- Approval of Minutes Moved and seconded that Council approve the April 28, 2026 meeting minutes as presented.  
**Motion carried unanimously**
- Public Input Oliver Osmond spoke in favour of the Public Realm Alteration Proposal for the Lunenburg Opera House.
- RCMP Quarterly Reports (Q3 & Q4) Staff Sergeant Ferguson presented the RCMP Quarterly Reports for October–December 2025 and January March 2026 and responded to questions from Council.
- Public Realm Alteration Proposal: Lunenburg Opera House Council received a staff report regarding the proposed public realm alteration adjacent to the Lunenburg Opera House at 290 Lincoln Street, including a proposed accessibility plaza and ramp within the public right-of-way to support barrier-free access to the building. Staff noted the accessibility benefits of the proposal, considerations related to the Heritage Conservation District and UNESCO World Heritage Site, and that the improvements would be funded by the property owner through an encroachment licence process.

Representatives from Fathom Studio and the Lunenburg Folk Harbour Society provided a presentation on the broader Opera House revitalization project.

Council discussed accessibility requirements, impacts on the public realm and parking, liability and maintenance considerations through the encroachment agreement process, heritage and UNESCO considerations, traffic and pedestrian safety, and the importance of maintaining the Opera House as an active and accessible community facility.

Moved and seconded 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.

**Motion carried unanimously**

Recess The Chair called a recess from 7:31 p.m. until 7:41 p.m.

Menstrual May Council received correspondence from the United Way of Lunenburg County regarding the Menstrual May collection drive. Staff acknowledged that the Town of Lunenburg will participate through staff collections and by serving as a public drop-off location at Town Hall.

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

Public Hearing: Paid Parking Meter By-law Council held a public hearing regarding the proposed Paid Parking By-law amendments. Staff provided an overview of the proposed changes, including updates to reflect digital payment systems, formalization of parking exemptions, adjustments to time limits in certain areas, proposed short-term parking spaces, and amendments intended to support parking turnover within the downtown core.

Council discussed the purpose of paid parking in supporting turnover and access to local businesses and services, public education related to the HotSpot parking system, operational flexibility for future parking adjustments, and seasonal exemptions from paid parking.

One member of the public spoke during the hearing and provided comments regarding parking availability in the downtown core, including suggestions for potential future parking areas within Town-owned or underutilized spaces.

Moved and seconded the public hearing for the Paid Parking By-law be closed, as all persons wishing to speak have been heard.

**Motion carried unanimously**

This item is scheduled to return to Council for approval at its next regular meeting.

Policy Approval:  
Inclement Weather  
Policy

Council considered the updated Inclement Weather and Temporary Facility Closure Policy and related administrative procedures.

Council deferred making a decision on this item and directed staff to bring the policy back with minor revisions related to communication and coordination provisions.

Grant Application:  
Climate Ready  
Plans and Processes  
Grant

With respect to a grant application, Council made the following motion:

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;

Moved and seconded 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".

**Motion carried unanimously**

Potable Water and  
Wastewater Quality  
Reports

Council received the Potable Water and Wastewater Quality Test Results reports for October to December 2025. Staff advised that all potable water testing complied with regulatory requirements and provided an overview of wastewater testing, overflow events during significant rain events, and operational matters related to the wastewater system.

	Council discussed wastewater overflow events, regulatory testing exceedances assessed on a quarterly average basis, and the relationship between rainfall events and system performance.
Notices of Motion, Information Requests and Councillor Reports	Council members provided reports on recent meetings, conferences, and community activities, including attendance at the Nova Scotia Federation of Municipalities conference in Yarmouth, regional committee meetings, accessibility initiatives, heritage and community engagement activities, and regional economic development discussions.
Motion Action List	Council received the Motion Action List for information.
Items for Consideration at COTW	The next Committee of the Whole meeting is scheduled for Tuesday, June 2, 2026. However, it was noted that this meeting will be officially cancelled due to other Council and staff engagements.
Closed Session	Moved and seconded that Council move into closed session at 8:37 p.m. for agenda item 14.1 Personnel Matter. <b>Motion carried unanimously</b>
Revert to Open Session	Council reverted to open session at 9:08 p.m.
Adjournment	There being no further business, the Council meeting adjourned at 9:10 p.m.

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Minutes were read and approved.

**927** Unique intakes completed to date

**12** New Intakes completed this month

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

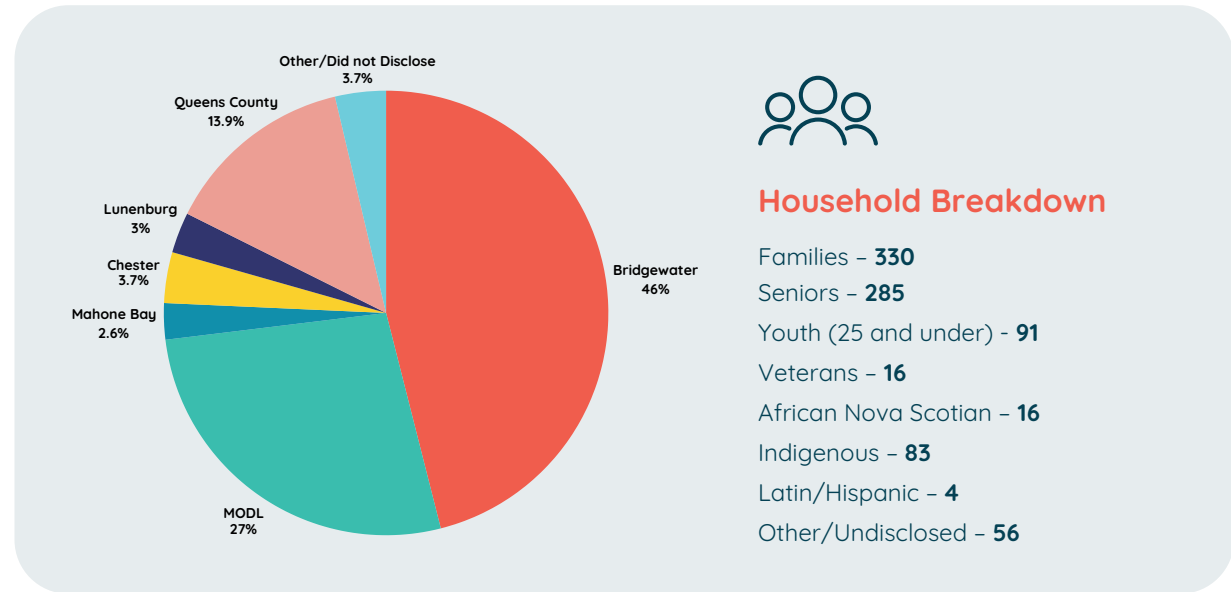
**52** Number of **children** identified as currently experiencing **homelessness/housing insecurity**

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

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

**5** Average **number of months** experiencing homelessness

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



**Household Breakdown**

- Families – **330**
- Seniors – **285**
- Youth (25 and under) – **91**
- Veterans – **16**
- African Nova Scotian – **16**
- Indigenous – **83**
- Latin/Hispanic – **4**
- Other/Undisclosed – **56**



**Energy Poverty**

SSODA has identified **345** households experiencing energy poverty. Totalling **\$328,603.52** in N.S Power Arrears.



**Top sleeping arrangements**

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



**Top reasons for housing loss**

- Eviction due to relationship breakdown with partner or family
- Left due to domestic violence
- Eviction - Building Sold

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



### **Recommendation**

That Council approve the second and final reading of the Paid Parking By-law, thereby repealing By-law #20 – the Parking meter By-law.

### **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.

### **May 12, 2026 – Public Hearing Update**

Council held a public hearing at its May 12, 2026 Council meeting. One member of the public spoke during the hearing and provided comments regarding parking availability in the downtown core. The only change made to the by-law is a change to the purpose to acknowledge rationale for paid parking by emphasizing parking availability, turnover, and support for municipal parking infrastructure. This change is highlighted in yellow.

### **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:

<b>Municipality</b>	<b>Fine Amount</b>
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.~~

The purpose of this By-law is to regulate paid parking within the Town of Lunenburg to support the availability and turnover of parking spaces in commercial and high-demand areas, establish parking fees and time limits, support the administration and maintenance of municipal parking infrastructure, and create offences and penalties respecting the use of paid 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.

"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 up to 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:** Town Hall Roof Replacement – Budget Increase  
**From:** Lisa Kendall, P.Eng., Municipal Engineer  
**Date:** May 14, 2026



## Recommendation

That Council approve a \$50,000 increase to the Town Hall Roof Replacement Budget to raise it to \$360,000 (including net HST), with funding from Deed Transfer Tax.

## Alternatives

- That Council approve a \$22,000 increase to the Town Hall Roof Replacement Budget to raise it to \$332,000 (including net HST), with funding from Deed Transfer Tax (this would leave no contingency for the remainder of the Project).

## Background

The Town Hall Roof Replacement Project is the first phase to improve the condition of the Town Hall exterior, starting with repairs to the roof.

The scope of construction includes the following:

- Removal and replacement of the modified bitumen roofing, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of asphalt shingles, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of sheet metal roofing at dormers, including all flashing, detailing, sealant, electrical, mechanical, and other items to provide a completed roofing system.
- Removal and replacement of deteriorated sheathing.

Acadia Roofing & Contracting Limited was awarded the Tender at the September 22, 2025 Council Meeting, for the amount of \$228,367+HST. At this meeting, Council revised the budget for the Town Hall Roof Replacement from \$700,000 to \$310,000 with funding from the Deed Transfer Taxes. The following is the breakdown of the current project budget.

Item	Cost Including Net HST
Engineering (Tender development, Construction Inspection/Support)	\$ 22,000
Tender for Construction Work	\$ 240,000
Contingency (20%)	\$ 48,000
<b>Budget</b>	<b>\$ 310,000</b>

## Discussion

The work for this project began in January 2026. Early in the process of removing the existing roofing materials and preparing for the new materials to be installed, it was determined that the fascia boards on the dormers were completely rotten and were coming off when the copper was being removed. It was determined by Town Staff that due to Heritage requirements, the fascia boards need to be replaced with in-kind material; being custom molded wood, to match the original design of the building. The Contractor has been able to source the custom wood pieces.

The supply and installation of the new fascia boards has been quoted at \$66,443 +HST. The following is an overview of the additional work that is required:

- Set-up of on-site safety required to replace the fascia boards.
- Remove rotten wood around designated dormers where new metal roods are being installed.
- Inspect rafters and report on strength and integrity to apply new wooden fascia.
- Supply and install custom molded wood to match original design. Wood to be primed and painted black.
- Complete a general clean-up of work area.
- Provide a 2 year Workmanship Warranty.

Staff are proposing that the revised budget for this project be increased to \$360,000. This will however allow for a smaller contingency allowance to be retained if further unforeseen circumstances arise.

**Strategic Plan Relevance**

Capital Construction Projects are part of the Servicing and Facilities Strategic Direction of the Town’s Comprehensive Community Plan; a town where the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

**Financial**

The amount approved in the 2026/27 Capital Budget as a carry over project for the Town Hall Roof Replacement is \$310,000 including Net HST, with funding from Deed Transfer Taxes. Staff are proposing that the budget now be revised to \$360,000 as broken out below:

<b>Item</b>	<b>Cost Including Net HST</b>
Engineering (Tender development, Construction Inspection/Support)	\$ 22,000
Tender for Construction Work	\$ 240,000
Additional Work for Dormer Fascia Boards	\$ 70,000
Remaining Contingency	\$ 28,000
<b>Revised Budget</b>	<b>\$ 360,000</b>

The \$50,000 budget increase being requested would also be sourced from Deed Transfer Taxes.

**Subject:** Lunenburg Day Care Centre – Request to Waive Nova Scotia Power Installation Fees

**From:** Paul Nopper, Chief Administrative Officer

**Date:** May 26, 2026



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## **Recommendation**

- That Council approve the waiver of fees associated with the Nova Scotia Power (NSP) installation and related site upgrades for the Lunenburg Day Care Centre expansion project.
- That Council approve a letter of support for the Lunenburg Day Care Centre project in their pursuit of grant funding.

## **Other Recommendations**

- Table the discussion on a letter of support for grant applications and waiver of fees associated with the Nova Scotia Power (NSP) installation and related site upgrades for the Lunenburg Day Care Centre expansion project.
- Deny the letter of support for grant applications and waiver of fees associated with the Nova Scotia Power (NSP) installation and related site upgrades for the Lunenburg Day Care Centre expansion project.

## **Background**

The Town has received correspondence from the Lunenburg Day Care Centre (LDCC) requesting Council consider waiving costs associated with Nova Scotia Power (NSP) work and related site servicing tied to its facility expansion. LDCC, a long-standing non-profit provider serving Lunenburg for over 50 years, is currently licensed for 113 childcare spaces and is undertaking a \$6.5 million expansion and modernization project to increase capacity. The organization has requested that any waiver of NSP-related installation and upgrade costs be recognized as a formal municipal contribution to strengthen its overall funding position with provincial and other partners.

## **Discussion**

The Lunenburg Day Care Centre expansion directly addresses a critical and well-documented community need. The Centre currently maintains a waitlist of approximately 325 children, demonstrating a significant gap between childcare demand and available capacity. The project will increase childcare capacity from 113 to approximately 190 licensed spaces, representing a transformational expansion in service availability for Lunenburg and surrounding communities.

**From a municipal perspective, the request to waive NSP installation and site servicing costs can be considered in the context of:**

#### **Community and Economic Benefits**

- Supports workforce participation by enabling parents to access reliable childcare.
- Strengthens local economic activity and labour force retention.
- Positions Lunenburg as a family-supportive community, aiding population growth and retention.
- Creates approximately 15 new jobs through expanded operations.

#### **Municipal Partnership and Funding Leverage**

- Demonstrates tangible municipal support, strengthening provincial funding applications.
- Aligns with best practices in leveraging municipal in-kind contributions to secure senior government investment.
- Increases the likelihood of project completion by helping address funding gaps.

#### **Service and Infrastructure Considerations**

- NSP-related work is required to service the expanded facility and support modern building standards.
- The expansion addresses aging infrastructure, including outdated electrical systems and capacity constraints.
- Improved infrastructure contributes to long-term service reliability and safety.

This request is consistent with past municipal practices where strategic in-kind contributions are used to advance high-priority community infrastructure projects with broad public benefit.

#### **Resource Relevance**

Council has noted the strategic importance of the Lunenburg Daycare Centre and the key role it plays in supporting residents and workers in the community. The expansion helps support population growth, business growth, and housing growth opportunities. The Daycare is an attractor for the community and part of the working fabric. In the fall of 2025, Council supported the most recent Daycare request of waiving fees for Development and Building permits valued at approximately \$14,000.00

#### **Financial**

The requested waiver represents foregone municipal revenue or recoverable costs associated with NSP installation and site servicing works. The exact value of the waiver should be clearly quantified and recorded. Financial impacts should be incorporated into annual reporting, capital program tracking and external reporting where leveraged for funding. The value of the work quoted is approximately \$28,363.13. Please see the attached Quote of Work to the Lunenburg Daycare Renovations that was provided to the Lunenburg Daycare.

## **Attachments**

- Quote of Work
- Lunenburg Daycare Project Proposal
- Letter to Council

# Quote



Date: **March 30, 2026**

Customer Name: **Lunenburg Daycare Renovation**

Customer Code:

Service Location (Civic Address): **26 Lincoln St**

Labour	\$10,515
Material	\$ 6,523.83
Contracts	\$ 6,090.75
Engineering Costs	<u>\$ 1,750.00</u>
Subtotal	\$ 24,879.94
HST 14%	<u>\$ 3,483.19</u>
<b>Total Quote</b>	<u><u>\$ 28,363.13</u></u>

**Attention Customer:**

Customer Contribution - Payment of the estimated amount is required prior to material being ordered or work being scheduled. Payment is to be submitted to the address below.

Contract costs: Hydro vac, Traffic Control, Pole contractors, Material: -,service poles, 26 Meters of 4/0 Quad, upgrade 400 amp service. Relocate comms, street lights - Outages required to feed 322

Please make cheques payable to **Town of Lunenburg**

Mailing Address: **PO Box 129, 119 Cumberland St, Lunenburg, NS, B0J 2C0**



# LUNENBURG DAY CARE CENTRE

PREPARED BY  
MACKENZIE FRASER  
MAY 2026

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# ABOUT THE LUNENBURG DAY CARE CENTRE

The Lunenburg Daycare Centre has been a cornerstone of our community since February 12, 1973. For over 50 years, we have been dedicated to nurturing and educating the youngest members of our community, operating at our current location since 1991. We are a non-profit, government-subsidized facility licensed to care for 113 children, providing a safe, happy, and stimulating environment for all.

At Lunenburg Daycare Centre, we believe that children learn best through play and exploration. Our curriculum is designed to foster growth across all areas of development, including social, emotional, cognitive, and physical. With a daily schedule that includes Circle Time, arts and crafts, sensory and science activities, music, and imaginative play, we ensure each child has the opportunity to thrive.

Our professionally trained teachers are committed to providing quality education in a stimulating environment, encouraging children to make positive choices and express their thoughts and ideas freely. Outdoor play is a staple of our program, with each classroom enjoying time outside both in the morning and afternoon.





**113**

licensed childcare spaces

**25**

trained staff

**50+**

years of operation

**325**

children on current waitlist

**5,000+**

children over entire operation

**NON-PROFIT**

registered charity, government  
subsidized

**\$6.5 M**

project cost

**\$4.5 M**

final stages of funding  
approval



## NEED FOR A EXPANSION

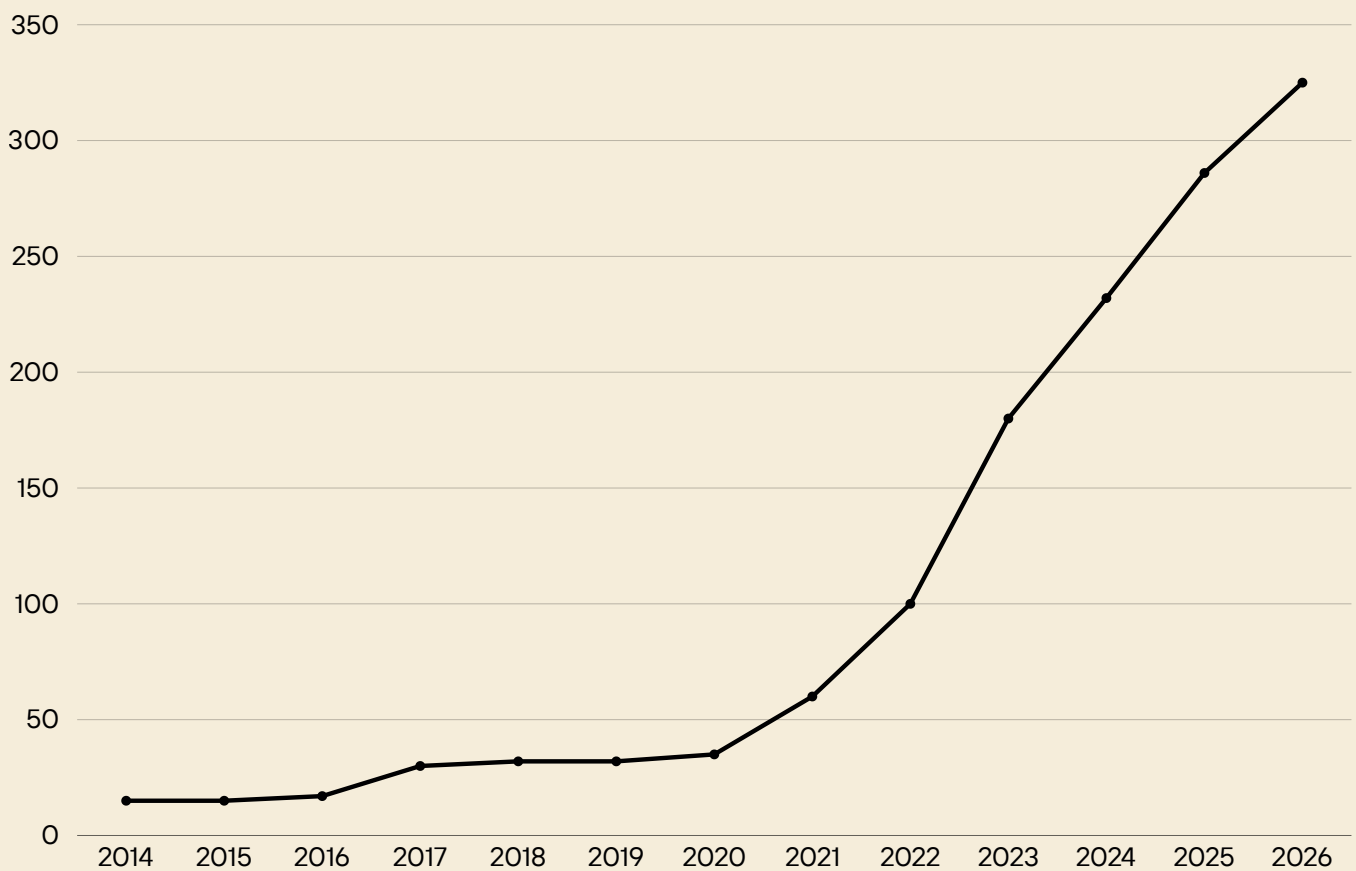
Our current facility, while cherished by the community, is increasingly inadequate for our needs and no longer meets the standards required for a safe and supportive childcare environment. While it remains operational due to grandfathered regulatory permissions, the building itself poses several challenges that impact the quality of care we can provide. Many areas, including classroom spaces, are located in the basement, which limits natural light and restricts fresh airflow. Outdated heating, electrical, and plumbing systems not only increase maintenance costs but also fall short of energy-efficiency standards. With a current capacity limited to just 113 children and an overwhelming waitlist of 325 families hoping for placement, the urgency for expansion is unmistakable. Our existing space restricts our ability to meet the community's growing needs, leaving many families without access to the reliable, high-quality childcare they require. Rather than building a new standalone facility, we are expanding and renovating our existing home — the place our community has known and trusted for decades. This addition and renovation project will add purpose-built spaces that bring improved natural light, modern systems, and compliance with today's regulatory standards, all while preserving the character and continuity of the centre families already love.

# COMMUNITY NEED

The waitlist for child-care spaces at the Lunenburg Day Care Centre has been steadily increasing, with current figures showing 325 children awaiting placement. This upward trend in demand reflects the persistent shortage of child-care options in Lunenburg and underscores the urgent need for additional capacity. The scarcity of child-care spaces and lengthy waitlists have significant implications for family well-being, including increased stress and anxiety for parents juggling work and caregiving responsibilities. Access to reliable, high-quality childcare is essential for supporting parental employment, promoting economic stability, and fostering children's healthy development. Lunenburg serves as a regional hub for employment opportunities, attracting workers from surrounding areas, including Mahone Bay. Parents commuting to Lunenburg for employment face additional challenges in securing reliable childcare near their workplace, as existing facilities are at capacity. The scarcity of child-care options is not limited to Lunenburg but extends to neighbouring communities such as Mahone Bay, increasing the demand on centres such as ours.



Changing demographics and a steadily increasing population in Lunenburg have contributed to long waitlists for childcare services. As more families move to the area and the community experiences growth, the demand for high-quality childcare continues to exceed available spaces. This demographic shift, combined with the town's appeal to young families, has created a childcare shortage that impacts family well-being, limits parents' workforce participation, and stresses the need for expanded facilities to meet the evolving needs of the community. We gathered feedback from families currently using our services and those on our waiting list. This feedback highlighted the need for more spaces and inclusive programs. Parents also emphasized the importance of having child-care facilities close to home and work. The community has expressed overwhelming support for expanding child-care services in Lunenburg, with stakeholders including local businesses, community organizations, and municipal authorities all recognizing the importance of investing in child-care infrastructure to support economic growth and community well-being



Lunenburg Day Care Waitlist  
Source: LDCC

# OUR GOAL

## *Addition & Renovation*

Our dedicated staff and board members are working tirelessly to bring the vision of an expanded child-care facility to life. Construction has now begun. Working with RHAD Architecture of Halifax on design, and local contractor Rissers managing construction, we are building an addition and undertaking a comprehensive renovation of our existing space. This collaboration is crucial for ensuring the expanded facility meets the needs of our community and aligns with the town's development goals. The project will add 77 new licensed spaces, growing our capacity from 113 to 190 licensed childcare spaces – a transformative increase that will make a real difference for hundreds of families on our waitlist. The renovation will also address long-standing infrastructure challenges, delivering brighter, healthier environments with modern heating, electrical, and ventilation systems.

This project will also create an estimated 15 new jobs in the community. Investing in child-care infrastructure strengthens community resilience by reducing family stress, alleviating financial burdens, and fostering social cohesion and connectedness. Our facility will serve as a community hub, creating stronger relationships between families and educators. By working together with the Town of Lunenburg and our funding partners, we can fulfill this shared goal, delivering lasting benefits for children, families, and the entire community



# PARENT LETTER



I am a parent of a child who attended daycare & who now attends the aftercare program. I had my daughter on the waitlist for many months & still didn't get a spot in daycare until my daughter was about 22 months old. If I wasn't able to get a spot for my daughter in daycare I wouldn't have been able to go back to work after maternity leave. Without a spot in aftercare, I wouldn't be able to work full time. I know families who have wanted to move to Lunenburg but didn't because they weren't going to be able to get their child into daycare, families who couldn't get their child into daycare, and struggled to work with a baby at home with them, and a single mother who had to move away because she couldn't get her child into daycare. Generally when childcare isn't accessible it is women who sacrifice their professional lives to cover childcare gaps. Many families can't afford not to have two parents work full time and many families don't have two parents so access to daycare is essential for gender equality, a healthy economy, and to support a good quality of life for Lunenburg's children. Ready access to daycare is essential for the sustainability & growth of Lunenburg & the surrounding communities.

Ideally, a new daycare would be within walking distance of the school, as many parents have children and both daycare and school.

The location the town chose to rezone from industrial to institutional for Harborview Haven, being one block from the school, would have been an ideal spot for a daycare. Given the acreage of this property, perhaps there is still room for a daycare facility. Having a daycare facility on this property next to the long-term care facility would be complementary, as studies suggests it is beneficial for children and seniors to have relationships, and convenient parallel locations can encourage visiting.

Many of the families who attend the Lunenburg daycare come from surrounding communities, and commute, which isn't ideal for families or for the environment. The problem may not be that there are not enough spots in the daycare for Lunenburg, as much as there are not enough daycares in the surrounding area. So, along with supporting building a new daycare with more spots in Lunenburg, I would advocate for their being a daycare built in Mahone Bay, along with other underserved areas, such as Blockhouse.

*Jillian Demmons*

# PARENT LETTER



The Lunenburg daycare and their staff are absolutely phenomenal in all aspects of providing a safe, inclusive and educational environment for children to prosper, involvement in the community and strong communication- which to me, are all very important aspects when considering someone to spend time with my children. The staff at this centre go above and beyond to make each and every day special for all children, all while educating them, feeding them healthy and full meals and providing them the utmost care. I feel 110% confident with where my child is during the day and the happy and smiling faces that surround them. The growth my child has shown since attending daycare, shows how beneficial it is. It is also extremely affordable and I feel grateful every day that my children have spots to attend this daycare- and hope that with talk of a future expansion, that more families will have the opportunity to see what a difference this centre makes! Thank you to all of the incredible staff for making the Lunenburg Daycare Centre what it is- we are lucky to have it (and all of you) in our little community.

*Alexandra Greek*

# PARENT LETTER



The Lunenburg Daycare has been a vital part of my daughter's life since she was 6 months old. As a parent, having access to the daycare in the town I live and work in has allowed us to function better as a family unit such as less travel time means more family time spent together before and after work. A fully functional daycare also gives me the peace of mind that it is available everyday regardless of who calls in sick and how bad the weather is that a home daycare cannot. My daughter benefits socially through developing life skills from learning to play with others to getting exposed to different cultures and what the community has to offer through our daycare taking the children to these activities and inviting local organizations to the daycare.

As someone who has managed a business in the town, I can verify that an accessible, reliable daycare is needed, especially in a community with an aging workforce and many businesses already struggling to recruit and maintain employees. Younger, long term workers are going to move to a town that has the services they require to raise a family. Without access to affordable, reliable childcare, this town and its business community will be missing out on opportunities to recruit those who want to work in all sectors of employment in the area.

*Lindsay Miller*

# PARENT LETTER



My sons have both been in the Lunenburg Daycare since they were each 12 months old. They are now 8 & 9. Lunenburg daycare was the only daycare with the hours that would allow me to get to work on time & took 12 month olds. Over the almost 9 years that they have provided our childcare, the staff has become like family to us. They have gone above and beyond so many times, including helping us navigate a new autism diagnosis with our 2 year old. Their support and love over these 9 years has been immeasurable to our family and I can't imagine not having had them during these important young years of our boy's lives.

*Kelly Jackson*

# PARENT LETTER



## The Importance of Community and Quality Childcare

Community is not only about the residents that make up a town, but also the businesses and services that support them. Lunenburg Daycare has provided much more than just a service—it has offered a sense of family for my four children since July of 2014. Access to quality daycare allows both parents and the broader community to thrive.

As a parent of a child with special needs, I know first-hand how difficult it can be to find appropriate, inclusive childcare. Lunenburg Daycare has gone above and beyond to ensure my children feel safe, valued, and included. The daycare offers more than just care; it fosters social, emotional, and cognitive development in a supportive environment.

Children who attend daycare are exposed to a variety of social situations, helping them develop better social skills and better preparing them for school. Quality daycare systems give children the foundational skills they need to succeed later in life, including greater likelihoods of pursuing post-secondary education or attending college.

Beyond the cognitive and developmental benefits, daycare also has a practical impact. Without access to daycare, my family would struggle financially. In today's world, living on a single income is simply not feasible, and the daycare plays a crucial role in supporting our family's ability to survive and thrive.

I am deeply grateful for the care and support Lunenburg Daycare provides, not just for my family, but for the entire community.

*Dacia Rankin*



# LUNENBURG DAY CARE CENTRE

*A Good Place to Grow*

Lunenburg, Nova Scotia | [www.lunenburgdaycare.ca](http://www.lunenburgdaycare.ca)

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May 8, 2026

## **Mayor and Members of Lunenburg Town Council**

Town of Lunenburg

Lunenburg, Nova Scotia

### **Re: LDCC Expansion Project – Update & Requests for Council Support**

Dear Mayor and Members of Council,

I am writing on behalf of the Board and Staff of the Lunenburg Day Care Centre to provide an update on the progress of our expansion project and to respectfully bring two requests to Council's attention.

First and foremost, we want to express our sincere and heartfelt gratitude for the Town's continued support of this initiative. Your partnership has been foundational to moving this project forward, and it is deeply valued by our organization, by the families we serve, and by the 325 children currently on our waitlist who are counting on us to create more spaces.

We are pleased to report that we are now in the final stages of negotiating a funding agreement with the Province of Nova Scotia. This process has taken longer than originally anticipated, primarily due to the complexity of defining terms around our current funding gap. We are, however, optimistic that we are nearing a resolution and remain committed to bringing this project to completion.

With that context in mind, we respectfully bring two requests forward for Council's consideration:

#### **1. Forgiveness of Payment – NSP Work & Site Upgrades**

We kindly ask that the Town of Lunenburg consider forgiving payment for the Nova Scotia Power (NSP) work and on-site upgrades completed in connection with our expansion project. This in-kind contribution would be formally recognized as a donation to the Lunenburg Day Care Centre expansion and added to our official record of community contributions and donations.

Such a gesture would represent meaningful, active municipal support for a project that directly benefits the families, children, and economic vitality of Lunenburg and the surrounding region. It

would also strengthen our position with provincial and other funders who look for demonstrated community investment in projects such as ours.

## **2. Letter of Support from the Town of Lunenburg**

We would also kindly request a formal letter of support from the Town of Lunenburg to be included in our ongoing grant and funding applications. A letter from Council carries considerable weight with funding bodies and would meaningfully strengthen our ability to close our remaining funding gap and secure the resources needed to complete this project.

We have attached our updated Community Needs Report for Council's reference. It outlines the critical and growing demand for expanded childcare in our region, including our current waitlist of 325 children. We believe the data speaks clearly to the urgency of this project for Lunenburg and its surrounding communities.

We would welcome the opportunity to present to Council or to answer any questions at your convenience. Please do not hesitate to reach out at any time.

Thank you sincerely for your time, your consideration, and your ongoing commitment to the children and families of Lunenburg.

Warm regards,

### **Nicole Stevens**

Executive Director, Lunenburg Day Care Centre  
(902) 634-4789 | [ldcc@ns.sympatico.ca](mailto:ldcc@ns.sympatico.ca)

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*Attachment: LDCC Community Needs Report (April 2025)*

**Subject:** Community Grants Allocation: PIEMunchers  
**From:** Jamie Deans, Communications & Events Coordinator  
**Date:** May 26, 2026



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### **Recommendation**

That Council approve an expedited grant allocation under the Community Grants Program to PIEMunchers in the amount of \$500 to support their participation in the Canada Cup of Robotics in Niagara Falls, Ontario.

### **Alternatives**

- Deny the request.
- Modify the request.

### **Background**

At its March 24, 2026 meeting, Council considered the following request and referred it to the Community Grants Ad Hoc Committee:

Four students from the Bluenose Academy's Grade 4 class attended the First Annual Lego Robotics Provincial Championships at Acadia University. The PIEMunchers competed against many students from around the province and students much older than them. From the event, they are now Provincial Champions. As such, they will be competing in the Canada Cup of Robotics at Brock University this June in Ontario. The cost to attend the Nationals is \$12,000. Currently, they have a GoFundMe page to help with fundraising for this event. The Town received the following letter from Sarah Meisner on behalf of the PIEMunchers:

*Dear Town of Lunenburg, dear Mr Myra,*

*Thank you again for taking the time to speak with us yesterday. We truly appreciate your willingness to listen and your encouragement to submit a formal request for support.*

*I am writing on behalf of our local LEGO Robotics team, the PIEMunchers. The students have been working incredibly hard and have been actively fundraising within the community to support their*

*participation in upcoming robotics events and related expenses. The experience provides them with valuable opportunities to develop skills in science, technology, teamwork, and problem-solving.*

*Our children have already taken impressive initiative. They successfully persuaded a local print shop to sponsor the printing of our flyers and have begun visiting local businesses in town to*

*raise funds. Thanks to their efforts and the generosity of community members, we have raised \$2,201 as of now.*

*We are, however, still a long way from what we need to help cover the remaining costs associated with the team's participation. We would like to respectfully request financial support from the town. Any contribution would directly support the students and help ensure they are able to fully participate in this valuable educational opportunity.*

*Thank you very much for considering this request and for supporting youth initiatives in our community. Please let me know if you require any additional information.*

*I have also attached the link to our [GoFundMe page](#).*

## **Discussion**

The Community Grants ad hoc committee met on May 15, 2026, to review applications received under the Community Grants Program. Significant progress was made during the review process, with staff directed to follow up with several organizations to clarify needs and address questions related to in-kind support requests.

One application, submitted by PIEMunchers, requires consideration in advance of Council's next scheduled meeting due to the timing of the Canada Cup of Robotics event in early June.

All remaining Community Grants Program applications will be brought forward for Council's consideration at a future meeting.

## **Resource Relevance**

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

## **Financial Implications**

The Community Grant Fund has an approved budget of \$20,000 for the 2026/27 fiscal year.

**Subject:** Upcoming Council Meeting Schedule  
**From:** Kayla Byrne, Municipal Clerk  
**Date:** May 26, 2026



**Recommendation**

That Council cancel the June 2, 2026 Committee of the Whole meeting and the June 9, 2026 Regular Council meeting.

**Alternatives**

- Maintain the approved meeting schedule with no changes.
- Cancel only one of the identified June meetings.
- Reschedule one or both meetings to alternate dates.

**Background**

At its annual Organizational Meeting in October 2025, Council approved the 2025–2026 Council Meeting Schedule, with Regular Council meetings scheduled for the second and fourth Tuesday of each month and Committee of the Whole meetings scheduled for the first Tuesday of each month. The approved schedule already includes a reduced summer meeting schedule, with only one Regular Council meeting taking place in both July and August.

**Discussion**

The Chief Administrative Officer and Mayor are both expected to be attending conferences during the weeks of June 2 and June 9, 2026. Therefore, staff are recommending cancellation of the June 2, 2026 Committee of the Whole meeting and the June 9, 2026 Regular Council meeting. At this time, staff do not anticipate any urgent business requiring consideration at either meeting.

To accommodate time-sensitive agenda items, such as Community Grant requests, staff may recommend scheduling an additional Regular Council meeting on June 16, 2026, if required.

This report also provides Council with an opportunity to review the upcoming summer meeting schedule and identify any concerns in advance of the summer months. Administration is seeking confirmation that the reduced summer schedule of one Regular Council meeting in July and August continues to meet Council’s needs. Please note that additional meetings may be scheduled, if required, provided notice is given in accordance with the Council Procedural Policy.

Upcoming Schedule:

Meeting Date	Type of Meeting	Comments
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<del>2026-06-02</del>	<del>Committee of the Whole</del>	CANCEL: CAO & Mayor Away
<del>2026-06-09</del>	<del>Council</del>	CANCEL: CAO & Mayor Away
POSSIBLE MEETING: 2026-06-16	Council	Could be used to make up for the cancelled June 6 meeting
2026-06-23	Council	
2026-07-14	Council	Only one Regular Meeting in July
2026-08-11	Council	Only one Regular Meeting in August

**Financial**

There are no financial implications associated with this report.

**Communications**

If approved, the updated meeting schedule will be posted on the Town website and reflected in future Council agendas and public notices.

**Attachments**

N/A

# 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
<b>PRIORITY A</b>					
Comprehensive MPS/LUB Review and Amendments	Original directions 2024–2025; updated May 5, 2026 COTW	Committee of the Whole directed staff to proceed with a comprehensive review and potential amendments to the Municipal Planning Strategy and Land Use By-law, including: discretionary planning tools such as development agreements and site plan approval; parking provisions including parking requirements and cash-in-lieu options; short-term rental regulations including consideration of primary residence restrictions and licensing approaches; Main Street Form Zone considerations; and staff-identified housekeeping amendments outlined in Schedule B of May 5 Staff report, <b>inclusive of additional amendments identified by staff</b> . Committee of the Whole further directed staff to proceed with Option 2 as outlined in Schedule C of May 5 staff report, consisting of housekeeping and Council motion amendments.	Community Development	This is an ongoing long-term project: Estimated end date July 2027	
Housing Market Study	Jan. 14, 2025	<del>Collaborate with MODL on commissioning a comprehensive housing market study to provide updated housing market</del>	Community Development	<b>PRIORITY A (in progress)</b>	MODL presentation was provided in Feb.

		<del>information and address known data gaps that will support affordable housing within the region.</del>			2026  REMOVE TOL presentation was received on May 5, 2026. No further action directed.
Reducing Speed Limits	April 15, 2025	<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 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>	Public Works	<b>PRIORITY A (in progress)</b>	Feb 2026 update: Staff have learned the new Traffic Safety Act is yet to be proclaimed by the Province, so the new regulations do not yet apply. Considered best to wait to see if this progresses as it is expected in early 2026.
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	<b>PRIORITY A</b>	

PRIORITY B					
Cornwallis Street Renaming	Dec. 10, 2024	Cease work on the renaming of Cornwallis Street subject to Council re-evaluation.	Community Development	PRIORITY B	
Banner Installation and possible program	July 15, 2025	Explore options for banner installation, taking into consideration the current requests, including potential logistics, responsibilities, and costs, and how similar requests may be accommodated in the future.	Public Works Municipal Clerk	PRIORITY B	
Traffic and Parking Budget Considerations	March 4, 2025 COTW	Staff to bring forward cost estimates for the following initiatives as part of the 2025/26 budget deliberations: <ul style="list-style-type: none"> <li>• <del>Reconfiguration of the Community Centre parking lot</del></li> <li>• <del>Accessible parking considerations</del></li> <li>• <del>Paid parking options *if this is too much perhaps this considered in a different year per Council discussion</del></li> <li>• Consistent signage improvements</li> </ul>	Public Works Community Development Finance	PRIORITY B  Early in 2026; align with the budget cycle)	First two items addressed in July 15, 2025 staff report. Other items to come at a future meeting
Cemetery Review	Dec. 9, 2025	Council received an information report on Hillcrest Cemetery operations and reached consensus to schedule a future Committee of the Whole discussion to undertake a comprehensive review of cemetery care, rates, and future needs.	Multiple Departments	PRIORITY B	Expected Spring 2026
Vending By-law	March 10, 2026	Direct staff to review the current vending rules and bring forward options for increased flexibility and modernization, and that this report be presented at a future COTW Meeting.	Municipal Clerk/ Community Development	PRIORITY B	

		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.			
Property Tax Relief Policy	March 9, 2026	Develop a policy to guide Council consideration of property tax relief and exemptions under Section 71 of the Municipal Government Act. Direction arose during Council discussion respecting the Lunenburg Curling Club tax relief request.	Finance / CAO / Municipal Clerk	<b>PRIORITY B</b>	
<b>PRIORITY C</b>					
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	<b>PRIORITY C</b> 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	<b>PRIORITY C</b>	
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	<b>PRIORITY C</b>	
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	<b>PRIORITY C</b>	

				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	<b>PRIORITY C</b>  In consideration of next budget cycle	