

TOWN OF LUNENBURG
COMMITTEE OF THE WHOLE MEETING AGENDA
Tuesday, February 3, 2026 | 6 pm
Lunenburg Town Hall – Council Chamber
120 Townsend Street



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

Please note that all Council meetings are livestreamed through Zoom and meeting recordings are archived on the Town's [YouTube](#) channel.

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

This meeting takes place in the traditional and ancestral territory of the Mi'kmaq people. We are all Treaty people.

3. ADDITIONS/ DELETIONS TO AGENDA

4. APPROVAL OF AGENDA

4.1 February 3, 2026 Committee of the Whole Meeting Agenda

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

5. APPROVAL OF MINUTES

5.1 November 3, 2025 Committee of the Whole Meeting Minutes

Recommendation: That Committee of the Whole approve the minutes from the November 3, 2025 meeting as presented.

6. PRESENTATIONS

7. CORRESPONDENCE

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

8. BUSINESS ARISING AND UNFINISHED BUSINESS

9. NEW BUSINESS

9.1 Information Report: Voluntary Application for Municipal Heritage Designation: Train Station

9.2 Update: Housing Accelerator Fund

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

9.3 Introduction: Marketing Levy By-law

Recommendation: That Committee of the Whole refer the Marketing Levy By-law to a Regular Council meeting for First Reading.

9.4 Request for Direction: Parking Meter By-law Updates

9.5 By-law Updates: Hack & Trolley By-law

Recommendation: That Committee of the Whole refer the proposed Tour Vehicle and Horse-Drawn Vehicle By-law to a regular meeting of Council for first reading.

9.6 Information Report: Noise By-law Annual Review

9.7 (REMO) Advisory Committee Budget Proposal for Council Discussion

10. NOTICES OF MOTION, INFORMATION REQUESTS AND COUNCILLOR REPORTS

11. CLOSED SESSION

12. ADJOURNMENT

**COMMITTEE OF THE WHOLE
TOWN OF LUNENBURG**

November 3, 2025 | 6 pm
Lunenburg Town Hall - Council Chamber



Present Mayor Jamie Myra, Deputy Rachel Bailey, Councillors Debbie Dauphinee, Renea Babineau, Gale Fullerton and Alison Strachan

Absent Councillor Alex Greek

Also present Paul Nopper, CAO
Marc Kiely, Director of Community Development
Kayla Byrne, Municipal Clerk

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 Committee of the Whole approve the agenda for the November 3, 2025 meeting as presented.

Motion carried unanimously

Approval of Minutes Moved and seconded that Committee of the Whole approve the minutes from the October 7, 2025 meeting as presented.

Motion carried unanimously

Public Hearing: LUB Amendment – Rezoning of the Salt Meadows Council held a public hearing for the Land-Use By-law amendment. No members of the public participated in this hearing.

Subdivision Moved and seconded that Committee of the Whole close the public hearing at 6:04 p.m.

Motion carried unanimously

This item will return for decision at a regular meeting of Council.

Information Report: Planning Priorities and Work Plan Update Staff provided a high-level update on the status of Council’s planning-related priorities. All items remain active and are progressing as planned. Key initiatives currently underway include the Salt Meadows rezoning process, preparation of the short-term rental report, and the upcoming comprehensive review of the Municipal Planning Strategy and Land Use Bylaw scheduled to begin in January. Staff are also

advancing work on expanded use of development agreements to support more flexible management of complex development proposals.

Notice of New Policy:
Livestreaming and Recording Meetings

Moved and seconded that Committee of the Whole recommend that Council approve the Meeting Recording and Livestreaming Policy as presented; and that this serve as official notice of the new policy.

Motion carried unanimously

Notices of Motion, Information Requests and Councillor Reports

Councillor Strachan discussed ongoing public conversations about affordable housing and referenced the Town's 2023 housing needs assessment prepared by Turner Drake. They expressed interest in making clearer, accessible information available to the public regarding housing needs, current development activity, and approved housing units. They also highlighted that Turner Drake's upcoming Lunenburg County affordability study may offer additional data that could be distilled into Lunenburg-specific information for public use.

Councillor Strachan also reported attending a recent Cultural Tourism Working Group meeting and noted progress toward completing the group's work. Community announcements were also shared, including upcoming local cultural events and recognition of a resident's long-distance walking achievement.

Other councillors noted participation in the upcoming Nova Scotia Federation of Municipalities (NSFM) Fall Conference and acknowledged Municipal Awareness Week as an opportunity to highlight the role of municipal government and staff contributions. General reminders and personal updates were shared regarding community engagement and local events.

The Mayor reported on Municipal Awareness Week communications sent by NSFM, upcoming attendance at the NSFM Fall Conference, and shared a media mention related to a recent interview in the Globe and Mail.

Adjournment

There being no further business, the Council meeting adjourned at 6:26 p.m.

Minutes were read and approved.

Subject: Voluntary Application for Municipal Heritage Designation: Train Station

From: Paul Nopper, Chief Administrative Officer

Date: February 3, 2026



Recommendation

Staff are seeking direction from Council to affirm the decision from the August 2025 Council Meeting not to designate the Old Train Station with a Municipal Heritage Designation.

Alternative

That Council direct staff to bring forward the Voluntary Application for Municipal Heritage Designation on the Old Train Station for consideration.

Background

In August 2025, Council moved forward with the sale of the Old Train Station to the Second Storey Women's Shelter. Within the scope of the process, a member of the public filed a Voluntary application for Municipal Heritage Designation for this building. At the time, Council was not willing place a designation on the building. This was to ensure the SSWS had the opportunity to renovate the building to meet their current and upcoming needs. However, Council directed staff to ensure that, within the Purchase and Sale Agreement, one of the covenants was to ensure the protection of the character-defining elements of the building. Additionally, the Town has the first right of refusal to purchase the building if the SSWS ever sells it. The SSWS has noted to staff and Council that they will protect these elements as they proceed with renovations.

Discussion

In December 2025, the Town received another request for designation from the same member of the public for the Train Station. Their request was that the process move through the Heritage Advisory Committee for recommendation to Council. In review of the policies, procedures, and By-Laws that govern heritage in the community, the application may be reviewed by the HAC. However, as the Council has already made a decision on the application back in August 2025, this puts the Advisory Committee in a precarious position as Council has already made a decision on the application. It would be unfair and unjust in the processes to have the Heritage Advisory Committee review this file with a decision made.

Staff are coming before Council to note the application and seeking direction if you wish to reaffirm your stance on the decision in August 2025 or to change your decision. It is recommended that if you reaffirm your decision, this file does not come back before Council for a minimum of 1 year.

Financial Impact

N/A

Attachments

Copy of Voluntary Application for Municipal Heritage Designation on the Old Train Station – Townsend Anderson.



TOWN OF LUNENBURG

APPLICATION FORM FOR REGISTERING A MUNICIPAL HERITAGE PROPERTY

(Application Submitted by Volunteer)

Date: November 01, 2025

Civic Address: 18 Dufferin St. Lunenburg, NS B0J 2C0

Name of Property: CNR Lunenburg Station

PID: 603386232 AAN: _____ ZONE: General Commercial

Applicant Information:

Name: _____

Mailing Address: _____

Telephone: N/A Cell: _____ Fax: N/A

Email: _____

Property Owner Information: Same as applicant/owner

Name: Town of Lunenburg

Mailing Address: 119 Cumberland Street, P.O. Box 129, Lunenburg, NS B0J 2C0

Telephone: (902) 634-4410 Cell: _____ Fax: (902) 634-4416

Email: mkiely@townoflunenburg.ca; llegalresley@townoflunenburg.ca

Owner's authorization attached: letter email

Documentation attached:

- Site Plan (Attachment D)
- Building and Floor Plans (Attachment C)
- Photographs of All 4 Facades (Attachment B)
- Historical Documentation (Attachment A) & (A1)
- CCP, HCDP&B Documentation (Attachment A2)

Request to Designate:

- Building Only
- Building and Surrounding Lands (Entire Lot)

Signature of Owner: _____ Date: _____

Signature of Authorized Applicant: _____ Date: _____

Signature of Volunteer Applicant: _____ Date: November 1, 2025

**CNR Lunenburg Station
18 Dufferin Street
Lunenburg, NS B0J 2C0 Canada**

Historical Documentation

Alternate Name(s): Jaycee Station; New Train Station; Canadian National Railway Station (C.N.R./ CNR); CN Station: Lunenburg Police Station

Construction Date: 1923

Description of Historic Place

“C.N.R. Lunenburg Station (CNR Station) is a picturesque one-and-a-half-storey, wooden passenger station built by Canadian National Railway. It is located at the head of Lunenburg’s Back Harbour Trail off Lincoln Street [Dufferin St.]. At its longest, the railway stretched the length of the Back Harbour Trail to the C.N.R station, then down Linden Avenue and along Bluenose Drive to Government Wharf. The C.N.R Lunenburg Station is the best-preserved [and only above-ground] physical remains of Lunenburg’s railway history.”¹

Built in 1923, the CNR Lunenburg Station was constructed in the standard CNR Tudor Revival style (sometimes called “Stick” style), designed for smaller, rural towns. Characterized by faux half-timbering, stucco, and board and batten accents (gable ends), the Lunenburg station perimeter dimensions are as follows:

- ~88 feet, 9 inches long (North-South) by ~24 feet, 7” wide (East-West).
- Telegrapher bay/ ticket window that projects from the west façade ~4 feet, 1 inch by 15 feet; its north side is located ~43 feet, 4 inches from the NW corner of the core building.
- ~6-foot, bracketed roof that extends over the original train platform, which runs the length of the west façade.
- This covered platform continues ~15 feet past the south gable, terminating in a simple pediment, and it is posted and bracketed at ~12 feet.

Both the east and west façade roofs are fenestrated with three gable dormers each, the center dormer larger than the ones to each side. These dormers are centered on the southern approximately three-quarters of these eave facades. The baggage room, approximately the length of the fourth (north end) quarter of the eave facades, is contained within the core footprint rather than occupying a separate building. It was accessed by an overhead door ~8 feet, 11 inches wide by ~9 feet high, located on the east façade.

History

Constructed in 1923, the CNR Lunenburg Station replaced the first railway station built in 1889. Although steamships began passenger service to Lunenburg before the Nova

Scotia Central Railway, “after much refinancing, the inducements of government subsidies and changes in ownership”, the last rail was laid in 1889. South Shore Railway began operation in 1913, boosting Lunenburg’s nascent tourism industry with passengers coming from the Annapolis Valley and points up and down Nova Scotia.²

The first station was more ornate, built in the Carpenter Gothic style “with a soaring tower”. It was located on the site of Lunenburg’s current fire station, closer to the wharves that the freight trains serviced. Destroyed by fire on January 28, 1922³, the CNR Lunenburg station was relocated, designed, and constructed to accommodate the burgeoning demand for passenger service.

Although passenger service ended on October 25, 1969, the railroad continued until the early 1990s when the tracks were removed. In 1997-98, rehabilitation plans were developed by the Halifax engineering firm, Brandys, McBride, Richardson, and the CNR Lunenburg Station began a second life as the Lunenburg Police Station. Today, it is home to a regional nonprofit and visually serves as the trailhead for a walking trail that was built on the original railbed and spans Lunenburg’s Back Harbour. The CNR Lunenburg Station is the last vestige of the rail transportation heritage of Lunenburg.⁴

The following is a lightly edited (for clarity, full sentences) excerpt of Appendix F, *Individual Statements of Significance*, page 55, of the 2024 Old Town Lunenburg Heritage Conservation District Plan (See Attachment A2 for additional citations of heritage significance).

Heritage Value:

C.N.R. Lunenburg Station is of local significance.

- It is locally significant as the best-preserved physical feature of Lunenburg’s railway heritage.

Lunenburg has hosted many railways, including the Nictaux and Atlantic Railway (1873, heavily financed by Fletcher Wade of Bridgewater and local James D. Eisenhauer); the Nova Scotia Central Railway (1889); the Halifax and South Western Railway (1901); the Canadian Northern Railway (1906); and Canadian National Railways (C.N.R. 1918). Despite significant ballast, drainage, sleeper tie, rail, switch, and bridge upgrades under C.N.R., the line to Lunenburg had substantial curves because of Lunenburg and [the] area’s varied topography. Locals said the H, S and W of Halifax & South Western Railway line actually stood for “Hellish Slow & Wobbly.” Passenger service ended on October 25, 1969. The C.N.R. station has a strong contextual relationship with traces of Lunenburg’s railway system.

- It is locally significant as a well-conserved example of a Canadian National Railway station design.

The station was built by C.N.R. in 1923 to replace the Old Railway Station, which burned down c. 1920 [January 28, 1922, see endnote 3]. The heritage character of the Canadian National Railway Station rests in its standard plan, its domestic scale and proportions, its detailing, and its architectural woodwork. The C.N.R.'s Tudor-Revival exterior is stylistically unique in Lunenburg, betraying its lack of local or vernacular influence.

Character-Defining Elements:

Elements that evidence C.N.R. Lunenburg Station's significance include its:

- Location on Lunenburg's Back Harbour Trail, which corresponds to the Halifax and South Western Railway railbed;
- Irregular rectangular footprint and human scale;
- Gable roof with slightly bell-cast roof, especially on its west face, with dormers;
- Western overhanging eave and porte-cochere on its southern side;
- Shallow projecting telegrapher's bay on its western elevation;
- Rhythmic placement of its apertures and brackets; and
- Tudor Revival elements, especially its stucco and half-timbered exterior.

¹ *Old Town Lunenburg Heritage Conservation District Plan 2024*, Appendix F, Page 55.

² Brian Cuthbertson, *Lunenburg Then and Now*, (Formac Publishing Company Ltd. Halifax 2002), pages 50-51.

³ Halifax & South Western Railway Digital Preservation Initiative – Wiki.

https://hswdpi.ca/wiki/index.php?title=Lunenburg_Station

⁴ Stephen Ernst © 2020, *-Lunenburg A History in Pictures*, (MacIntyre Purcell Publishing Inc. 2020).; Pages 110-111;

Bibliography

1. Cuthbertson, Brian. *Lunenburg Then and Now*. (Formac Publishing Company Ltd., Halifax NS 2002)
2. Ernst, Stephen © 2020. *Lunenburg A History in Pictures*. (MacIntyre Purcell Publishing Inc., Lunenburg, NS 2020)
3. Halifax & South Western Railway Digital Preservation Initiative – Wiki. https://hswdpi.ca/wiki/index.php?title=Lunenburg_Station
4. *Old Town Lunenburg Heritage Conservation District Plan & Bylaw*. 2024

Theme – Category and Type

Developing Economies
Communications and Transportation

Function – Category and Type

Current

Office Rental
Nonprofit, Social Services

Historic

Transport-Rail
Station or Other Rail Facility

Architect/ Designer

N/A

Builder

N/A

"Event at the new Lunenburg train station, near Dufferin Street."

Note that there is no station sign mounted on the pediment post, indicating that this photo was taken at the opening celebration or soon thereafter.





Size of this preview: 800 × 542 pixels. Other resolutions: 320 × 217 pixels | 953 × 646 pixels.

[Original file](#) (953 × 646 pixels, file size: 278 KB, MIME type: image/jpeg)

Facebook Group post

Jim Simmons to Atlantic Rails

A rare shot of CNR (Halifax and South Western) in Lunenburg NS in 1940s

Photographer unknown/Jim Simmons collection

https://hswdpi.ca/wiki/index.php?title=Lunenburg_Station



Size of this preview: 800 × 524 pixels. Other resolutions: 320 × 210 pixels | 1,024 × 671 pixels.

Original file (1,024 × 671 pixels, file size: 111 KB, MIME type: image/jpeg)

Lunenburg Station on July 3, 1975.

Halifax & South Western Railway Digital Preservation Initiative - Wiki

https://hswdpi.ca/wiki/index.php?title=Lunenburg_Station

- Ian Pyatt photo.

Screenshot

Photograph, CNR Station at Lunenburg, Nova Scotia.

Photograph - [Northern Ontario Railroad Museum and Heritage Centre](#)

<https://hub.catalogit.app/northern-ontario-railroad-museum-and-heritage-centre/folder/entry/ff919c10-a3df-11ec-8661-15a11128de31>

Attachment A1 - 4 of 4



Location

Location

Location

Photo Archive (By Item Number)

Room

Dale Wilson Reference Library

Building

NORMHC Heritage Centre,
Northern Ontario Railroad Museum and
Heritage Centre

* Untyped Location

Capreol, Ontario

Date

March 10, 2022

Condition

Notes

Digital Copy Only (Matthew Gill 2015)

Created By

admin@catalogit.app

Create Date

March 14, 2022

Updated By

normhclibrary@gmail.com

Update Date

April 19, 2022

In addition to a new public works building, the Town will need to determine how to move forward with the existing community centre and arena, as well as potential for recreation use in other Town buildings. Many of the Town's current recreation assets are centralized around the community centre and arena facilities, and the property is identified as a current and future Recreation and Education Hub in section 2.0 Community Structure. A regional recreation needs assessment and concept plan for the site are identified in section 9.0 Parks and Recreation. The Town Hall could also be renovated or reconfigured to maximize usage of the building.

Old School, Angus Walters House and CN Station

These three buildings are high in value to the community, for their heritage significance and because of their role in providing space for important community organizations. However, these buildings are aging and are outside of the primary operational needs of the municipality. There may also be other locations for the Town to assist in accommodating community rentals. On the other hand, the Old School and Angus Walters House could also have potential as a municipal archive, town museum or visitor information centre (see section 7 Arts and Culture), contributing to the recreation and education hub and expanding visitor

destinations beyond Old Town. The CN Station is in good shape and could continue as a community rental; it might also be a good location for a visitor information centre, commercial uses related to the trail (cafe, bike shop, etc.) or sold as surplus. A decision is needed whether to renovate these buildings and develop a sustainable business case, or sell them as surplus.]

Armouries Building and Old Fire Hall

Similar to the Old School, Angus Walters House, and CN Station, these two buildings have heritage significance, but are also currently playing a somewhat practical role in Town operations. With consolidation of public works, the Armouries Building could be converted to be a space for storage and interim uses displaced by the disposal of the Blue Building and Old Fire Hall, renovated for community rental, or it could be sold as surplus. The Old Fire Hall is in a prime location within the town, and could be desirable for many residential or commercial uses. However the UNESCO heritage designation highlights the use of the Townsend-Cumberland block for public institutions and open space. It may therefore be judicious to ensure this property remains within Town ownership, or that any sale includes restrictions to maintain some form of public or non-profit use, whether that be seeing out the life of the building and demolishing it later, or retrofitting it for another purpose.

HERITAGE CONSERVATION DISTRICT PLAN

2023 (Draft, Appendix E, Pages 30-31)



Appendix E,

| | | | | |
|-----|------------|--------|----------|---|
| 0 | Cumberland | Street | 60060746 | Locally Significant Structure |
| 40 | Cumberland | Street | 60060803 | Residential Character-Defining Structure |
| 58 | Cumberland | Street | 60665668 | Residential Character-Defining Structure |
| 70 | Cumberland | Street | 60060860 | Residential Character-Defining Structure |
| 76 | Cumberland | Street | 60708641 | Residential Character-Defining Structure |
| 116 | Cumberland | Street | 60060894 | Residential Character-Defining Structure |
| 150 | Cumberland | Street | 60060936 | Residential Character-Defining Structure |
| 156 | Cumberland | Street | 60062189 | Residential Character-Defining Structure |
| 161 | Cumberland | Street | 60060712 | Residential Character-Defining Structure |
| 161 | Cumberland | Street | 60060712 | Residential Character-Defining Structure |
| 170 | Cumberland | Street | 60060951 | Residential Character-Defining Structure |
| 177 | Cumberland | Street | 60528155 | Civic Character-Defining Structure |
| 186 | Cumberland | Street | 60061009 | Residential Character-Defining Structure |
| 190 | Cumberland | Street | 60061017 | Residential Character-Defining Structure |
| 195 | Cumberland | Street | 60060654 | Supporting Structure |
| 196 | Cumberland | Street | 60061025 | Residential Character-Defining Structure |
| 201 | Cumberland | Street | 60060647 | Residential Character-Defining Structure |
| 202 | Cumberland | Street | 60061033 | Residential Character-Defining Structure |
| 205 | Cumberland | Street | 60060639 | Residential Character-Defining Structure |
| 206 | Cumberland | Street | 60061041 | Residential Character-Defining Structure |
| 211 | Cumberland | Street | 60060621 | Residential Character-Defining Structure |
| 217 | Cumberland | Street | 60060613 | Residential Character-Defining Structure |
| 225 | Cumberland | Street | 60060605 | Residential Character-Defining Structure |
| 229 | Cumberland | Street | 60060597 | Residential Character-Defining Structure |
| 235 | Cumberland | Street | 60060589 | Residential Character-Defining Structure |
| 4 | Dufferin | Street | 60604170 | Commercial Character-Defining Structure |
| 10 | Dufferin | Street | 60057932 | Residential Character-Defining Structure |
| 18 | Dufferin | Street | 60055951 | Locally Significant Structure (CNR Lunenburg Station) |
| 26 | Dufferin | Street | 60501210 | Residential Character-Defining Structure |
| 30 | Dufferin | Street | 60055977 | Residential Character-Defining Structure |
| 36 | Dufferin | Street | 60055985 | Residential Character-Defining Structure |
| 38 | Dufferin | Street | 60055993 | Residential Character-Defining Structure |
| 42 | Dufferin | Street | 60056009 | Residential Character-Defining Structure |
| 46 | Dufferin | Street | 60056017 | Residential Character-Defining Structure |
| 47 | Dufferin | Street | 60055589 | Residential Character-Defining Structure |
| 48 | Dufferin | Street | 60056025 | Residential Character-Defining Structure |
| 51 | Dufferin | Street | 60055571 | Residential Character-Defining Structure |
| 52 | Dufferin | Street | 60056033 | Residential Character-Defining Structure |
| 56 | Dufferin | Street | 60056058 | Residential Character-Defining Structure |
| 59 | Dufferin | Street | 60055522 | Residential Character-Defining Structure |
| 60 | Dufferin | Street | 60056066 | Residential Character-Defining Structure |

| | | | | |
|-----|----------|--------|----------|--|
| 61 | Dufferin | Street | 60055514 | Residential Character-Defining Structure |
| 64 | Dufferin | Street | 60056074 | Residential Character-Defining Structure |
| 67 | Dufferin | Street | 60055506 | Residential Character-Defining Structure |
| 70 | Dufferin | Street | 60056082 | Residential Character-Defining Structure |
| 72 | Dufferin | Street | 60056090 | Residential Character-Defining Structure |
| 75 | Dufferin | Street | 60055472 | Residential Character-Defining Structure |
| 76 | Dufferin | Street | 60056124 | Residential Character-Defining Structure |
| 80 | Dufferin | Street | 60056132 | Residential Character-Defining Structure |
| 82 | Dufferin | Street | 60056140 | Residential Character-Defining Structure |
| 83 | Dufferin | Street | 60055464 | Residential Character-Defining Structure |
| 88 | Dufferin | Street | 60056157 | Residential Character-Defining Structure |
| 90 | Dufferin | Street | 60056173 | Residential Character-Defining Structure |
| 95 | Dufferin | Street | 60642758 | Residential Character-Defining Structure |
| 96 | Dufferin | Street | 60056199 | Residential Character-Defining Structure |
| 102 | Dufferin | Street | 60056207 | Residential Character-Defining Structure |
| 34 | Duke | Street | 60060886 | Supporting Structure |
| 35 | Duke | Street | 60060878 | Residential Character-Defining Structure |
| 59 | Duke | Street | 60059946 | Residential Character-Defining Structure |
| 60 | Duke | Street | 60059953 | Residential Character-Defining Structure |
| 62 | Duke | Street | 60059433 | Residential Character-Defining Structure |
| 63 | Duke | Street | 60059425 | Residential Character-Defining Structure |
| 71 | Duke | Street | 60644374 | Residential Character-Defining Structure |
| 77 | Duke | Street | 60059250 | Residential Character-Defining Structure |
| 81 | Duke | Street | 60599115 | Residential Character-Defining Structure |
| 82 | Duke | Street | 60058963 | Residential Character-Defining Structure |
| 86 | Duke | Street | 60058468 | Residential Character-Defining Structure |
| 96 | Duke | Street | 60058476 | Supporting Structure |
| 1 | Falkland | Street | 60057957 | Supporting Structure |
| 10 | Falkland | Street | 60055688 | Residential Character-Defining Structure |
| 15 | Falkland | Street | 60055910 | Residential Character-Defining Structure |
| 18 | Falkland | Street | 60712387 | Residential Character-Defining Structure |
| 21 | Falkland | Street | 60055902 | Residential Character-Defining Structure |
| 26 | Falkland | Street | 60055704 | Supporting Structure |
| 26 | Falkland | Street | 60055704 | Residential Character-Defining Structure |
| 29 | Falkland | Street | 60055829 | Residential Character-Defining Structure |
| 32 | Falkland | Street | 60055712 | Residential Character-Defining Structure |
| 38 | Falkland | Street | 60055720 | Residential Character-Defining Structure |
| 42 | Falkland | Street | 60589751 | Residential Character-Defining Structure |
| 50 | Falkland | Street | 60055746 | Residential Character-Defining Structure |
| 0 | Fox | Street | 60059789 | Residential Character-Defining Structure |
| 0 | Fox | Street | 60059896 | Supporting Structure |

Map 1 Old Town Lunenburg Heritage Conservation District Boundary

Attachment A2 - 3a of 4

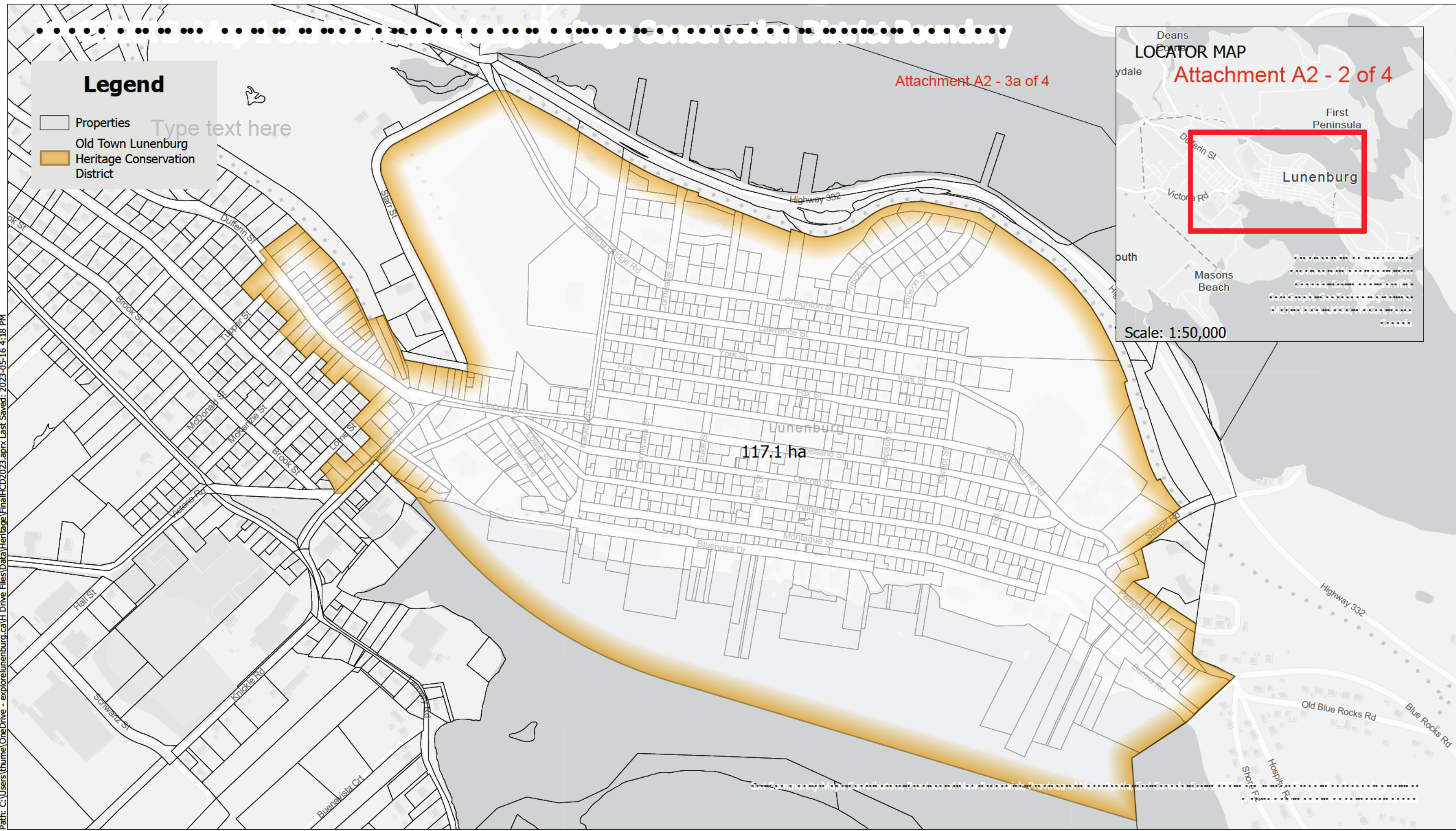
LOCATOR MAP
Attachment A2 - 2 of 4

Scale: 1:50,000

Legend

- Properties
- Old Town Lunenburg
- Heritage Conservation District

Type text here



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Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG Heritage Conservation District - Map 1 June 2023

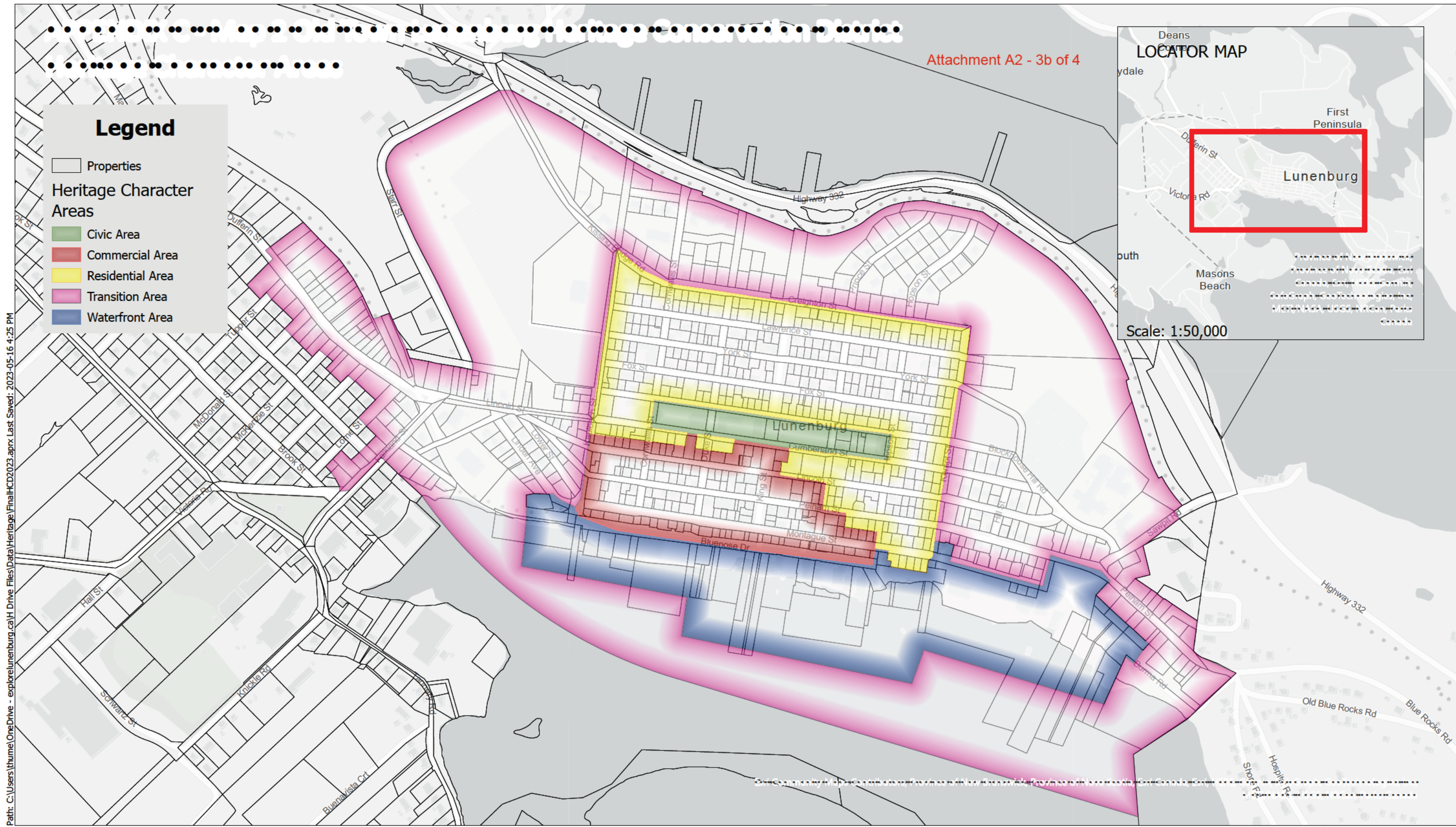
GN

Scale: 1:6,000

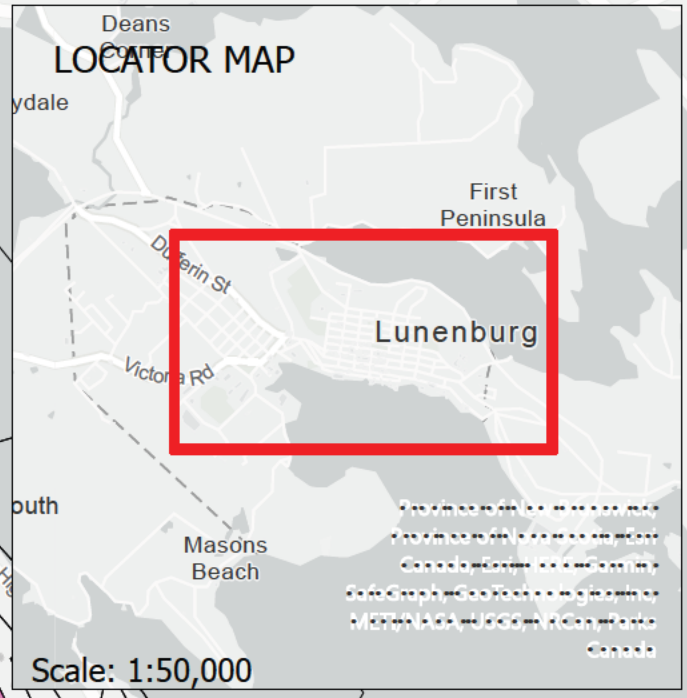
380

Metres

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Attachment A2 - 3b of 4



Legend

- Properties
- Heritage Character Areas**
- Civic Area
- Commercial Area
- Residential Area
- Transition Area
- Waterfront Area



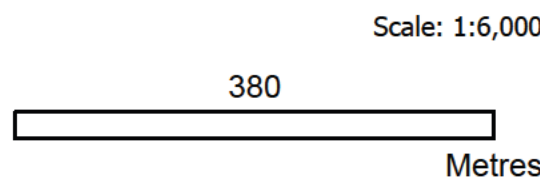
Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, The Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG

Heritage Conservation District - Map 2

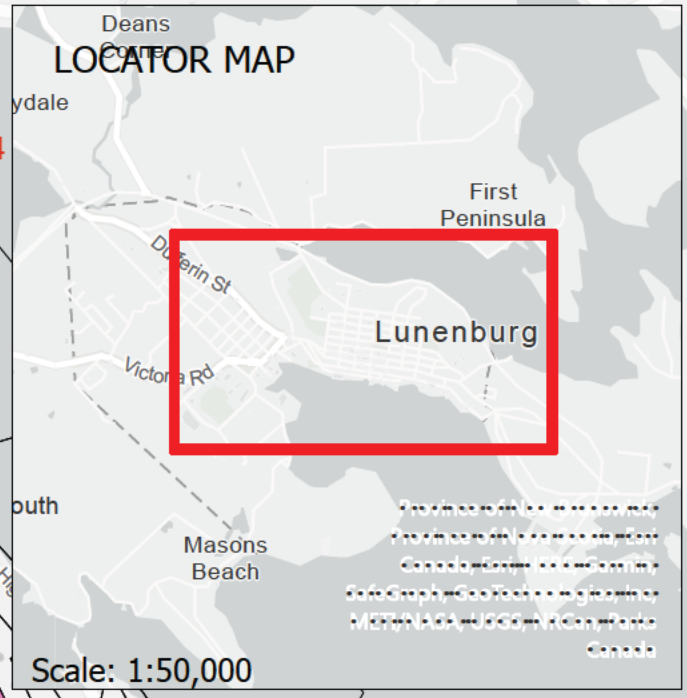
June 2023

GN



Locally Significant and Supporting Properties

Attachment A2 - 3c of 4



Legend

Properties

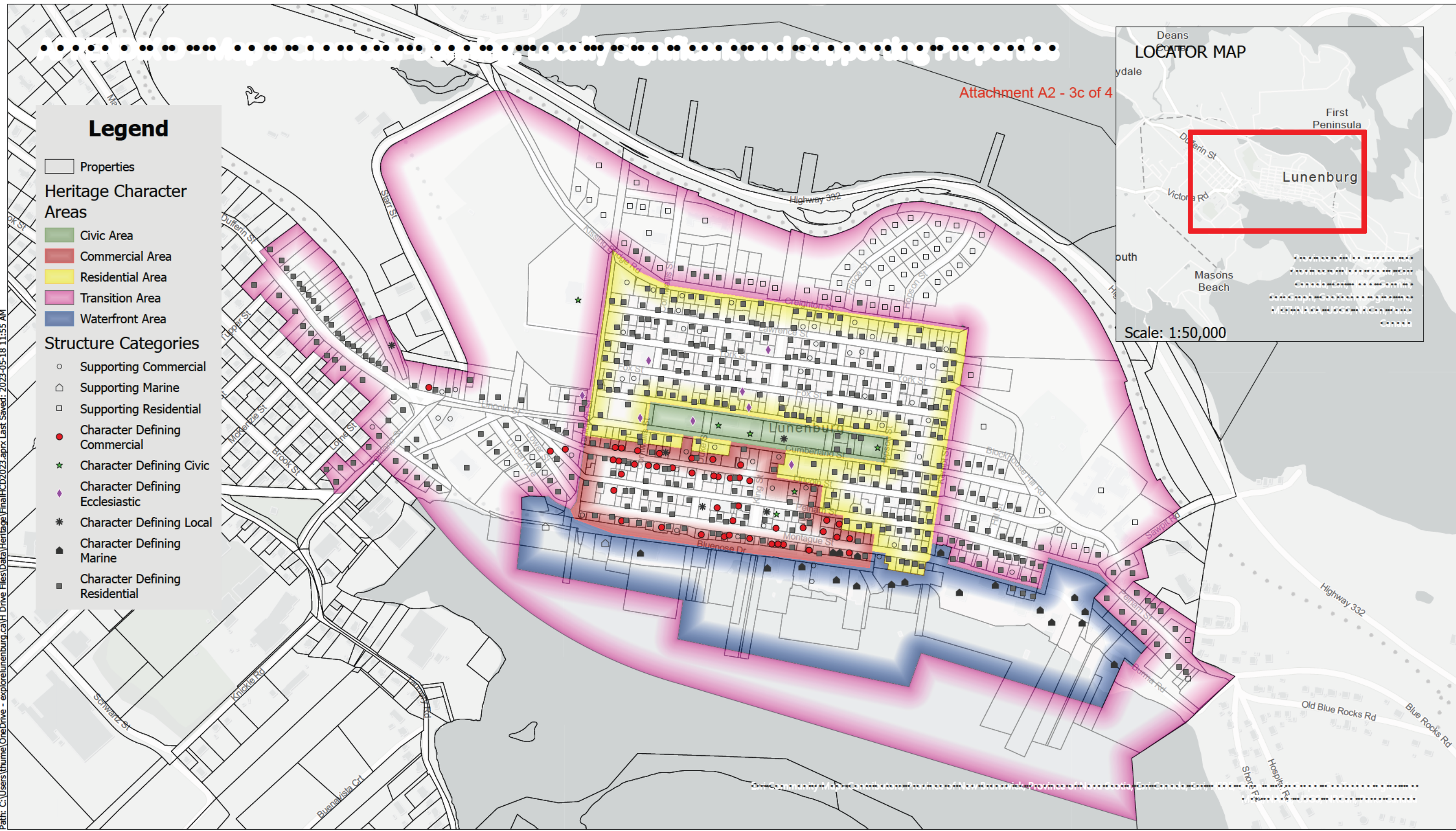
Heritage Character Areas

- Civic Area
- Commercial Area
- Residential Area
- Transition Area
- Waterfront Area

Structure Categories

- Supporting Commercial
- Supporting Marine
- Supporting Residential
- Character Defining Commercial
- Character Defining Civic
- Character Defining Ecclesiastic
- Character Defining Local
- Character Defining Marine
- Character Defining Residential

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TOWN OF LUNENBURG
Heritage Conservation District - Map 3
June 2023

GN

Scale: 1:6,000

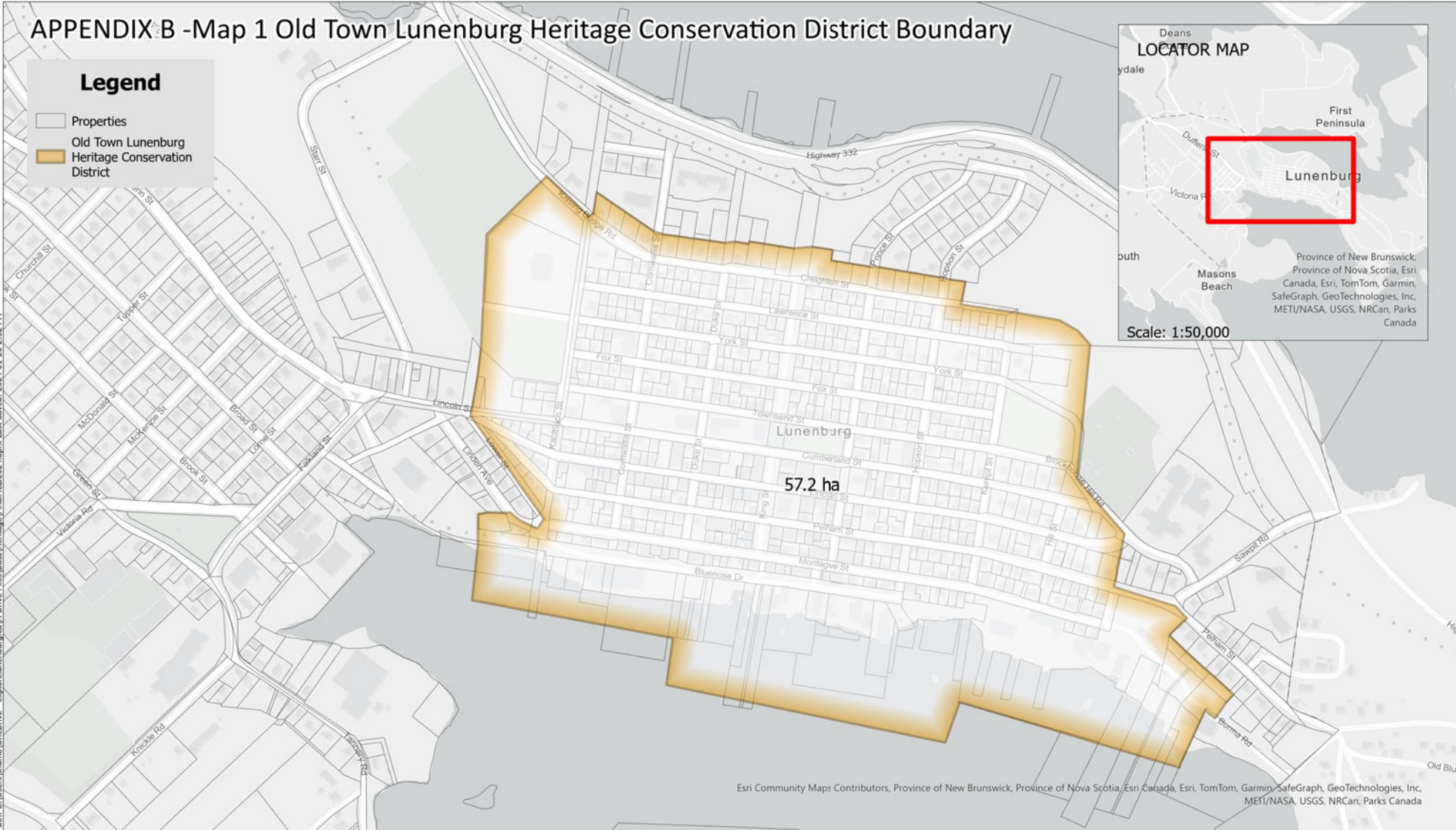
380

Metres

APPENDIX B -Map 1 Old Town Lunenburg Heritage Conservation District Boundary

Legend

- Properties
- Old Town Lunenburg Heritage Conservation District



LOCATOR MAP

The locator map shows the province of New Brunswick with a red rectangle highlighting the town of Lunenburg. Surrounding areas like Deans, First Peninsula, and Masons Beach are also labeled. Text at the bottom of the locator map reads: 'Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada'. The scale is noted as 'Scale: 1:50,000'.

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Esri Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada



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TOWN OF LUNENBURG Heritage Conservation District - Map 1

February 2024

GN

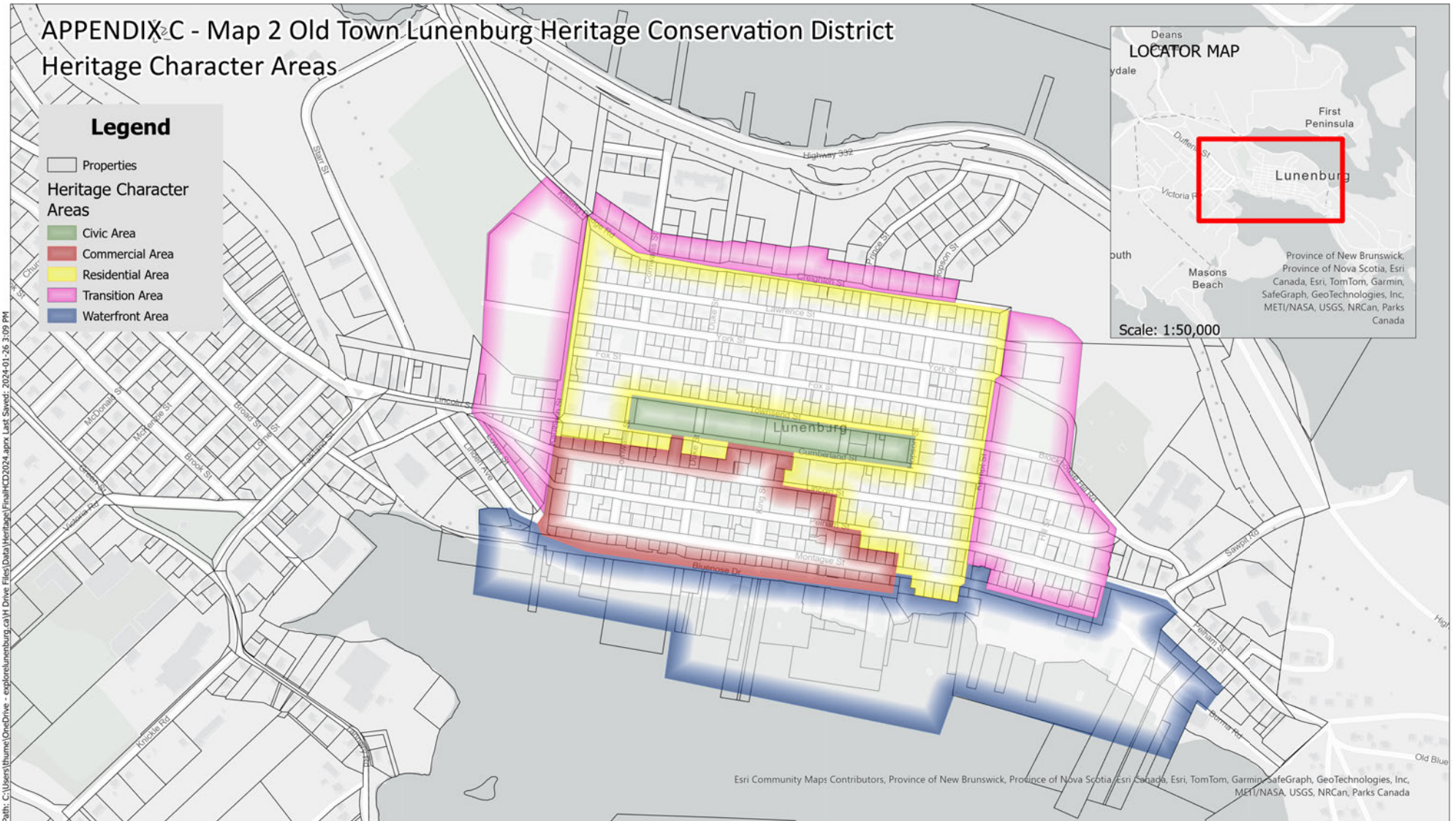
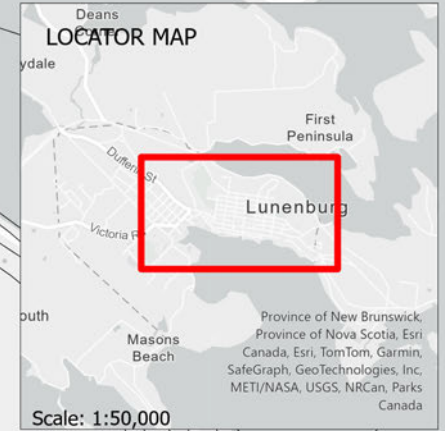
Scale: 1:5,000

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Metres

APPENDIX C - Map 2 Old Town Lunenburg Heritage Conservation District Heritage Character Areas

- Legend**
- Properties
 - Heritage Character Areas**
 - Civic Area
 - Commercial Area
 - Residential Area
 - Transition Area
 - Waterfront Area



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Esri Community Maps Contributors, Province of New Brunswick, Province of Nova Scotia, Esri Canada, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, NRCan, Parks Canada

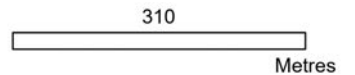


Maps are for graphical purposes only.
They do not represent a legal survey.
While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, the Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG Heritage Conservation District - Map 2

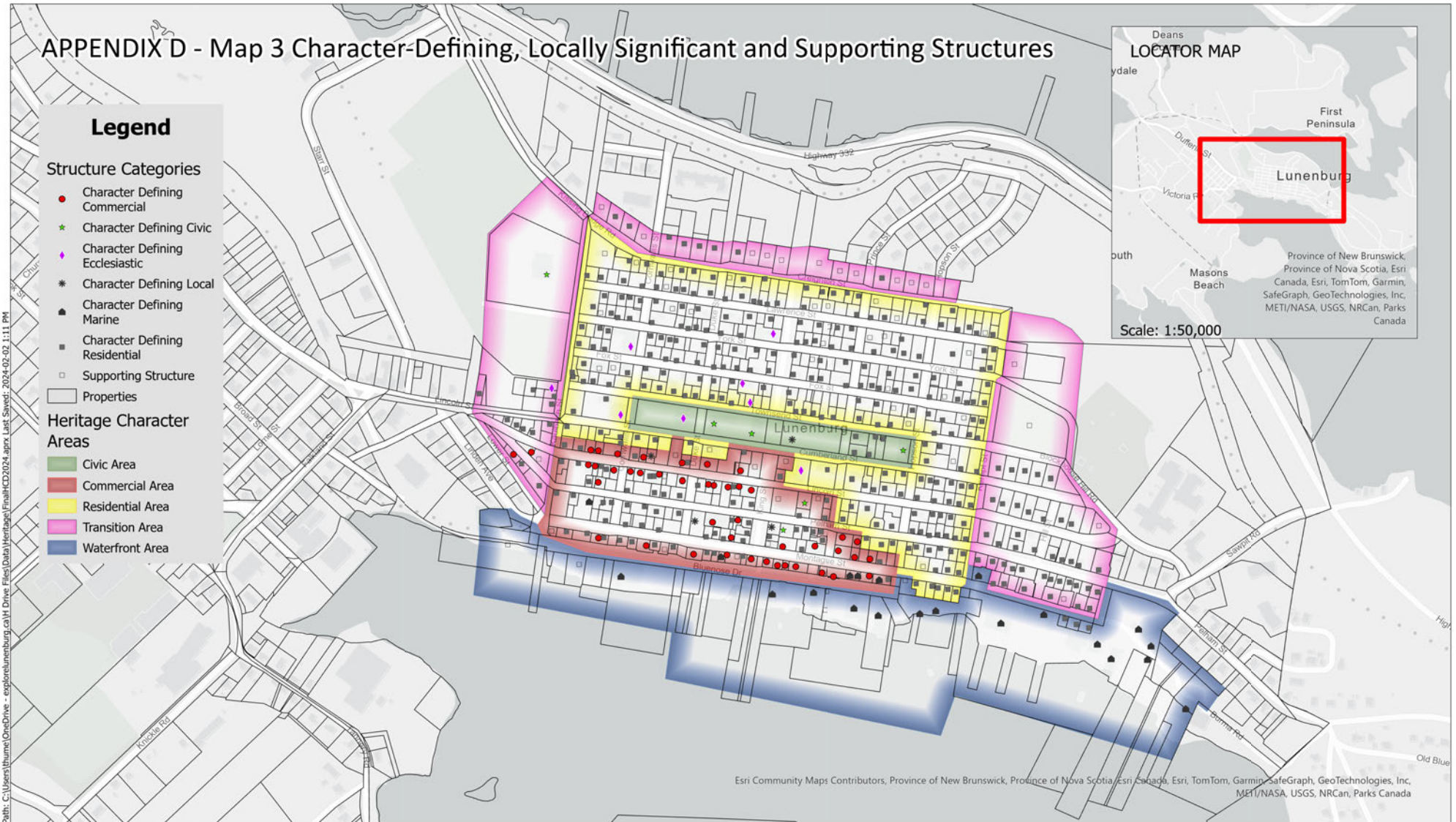


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February 2024

APPENDIX D - Map 3 Character-Defining, Locally Significant and Supporting Structures



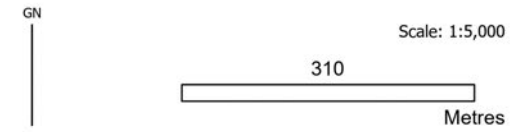
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Maps are for graphical purposes only. They do not represent a legal survey. While every effort has been made to ensure that these data are accurate and reliable within the limits of the current state of the art, the Town of Lunenburg cannot assume liability for any damages caused by any errors or omissions in the data. Users of our maps and other analysis products are solely responsible for interpretations made from these products.

TOWN OF LUNENBURG Heritage Conservation District - Map 3

February 2024



OLD TOWN LUNENBURG HERITAGE CONSERVATION DISTRICT PLAN

2024

Appendix F Page 55



Navigating the
Future, Together.

END OF



C.N.R. Lunenburg Station

6

18 Dufferin Street

Construction Date(s): 1923

NR

Alternate Name(s): Jaycee Station; New Train Station;

Canadian National Railway Station

Description of Historic Place:

C.N.R. Lunenburg Station is a picturesque one-and-a-half-storey wooden passenger station built by Canadian National Railway. It is located at the head of Lunenburg's back harbour trail off Lincoln Street. At its longest, the railway stretched the length of the back harbour trail to the C.N.R. station, then down Linden Avenue and along Bluenose Drive to Government Wharf. The C.N.R. Lunenburg Station is the best-preserved physical remains of Lunenburg's railway history.

Heritage Value:

C.N.R. Lunenburg Station is of local significance.

- It is locally significant as the best-preserved physical feature of Lunenburg's railway heritage.
Lunenburg has hosted many railways, including the Nictaux and Atlantic Railway (1873, heavily financed by Fletcher Wade of Bridgewater and local James D. Eisenhower); the Nova Scotia Central Railway (1889); the Halifax and South Western Railway (1901); the Canadian Northern Railway (1906); and Canadian National Railways (C.N.R. 1918). Despite significant ballast, drainage, sleeper tie, rail, switch, and bridge upgrades under C.N.R., the line to Lunenburg had substantial curves because of Lunenburg and area's varied topography. Locals said the H, S and M of Halifax & South Western Railway line actually stood for "Hellish Slow & Wobbly." Passenger service ended on October 25, 1969. The C.N.R. station has a strong contextual relationship with traces of Lunenburg's railway system.
- It is locally significant as a well-conserved example of a Canadian National Railway station design.
This station was built by C.N.R. in 1923 to replace the Old Railway Station, which burned down c. 1920. The heritage character of the Canadian National Railway Station rests in its standard plan, its domestic scale and proportions, its detailing, and its architectural woodwork. The C.N.R.'s Tudor-Revival exterior is stylistically unique in Lunenburg, betraying its lack of local or vernacular influence.

Character-Defining Elements:

Elements that evidence C.N.R. Lunenburg Station's significance include its:

- Location on Lunenburg's Back Harbour Trail, which corresponds to the Halifax and South Western Railway railbed;
- Irregular rectangular footprint and human scale;
- Gable roof with slightly bell-cast roof, especially on its west face, with dormers;
- Western overhanging eave and porte-cochere on its southern side;
- Shallow projecting telegrapher's bay on its western elevation;
- Rhythmic placement of its apertures and brackets; and
- Tudor revival elements, especially its stucco and half-timbered exterior.





Size of this preview: 800 × 532 pixels. Other resolutions: 320 × 213 pixels | 1,280 × 851 pixels.

East and North Facades
View from NE

[Original file](#) (1,280 × 851 pixels, file size: 318 KB, MIME type: image/jpeg)

Lunenburg Station on the former Halifax & South Western Railway (CNR). Alan Taylor photo August 12, 2011. ©2011 Alan

44°22'44.94"N

64°19'4.25"W

Halifax & South Western Railway Digital Preservation Initiative - Wiki

- [Alan Taylor photo](#)

https://hswdpi.ca/wiki/index.php?title=Lunenburg_Station

Attachment B - 3 of 6
East Facade





Attachment B - 5 of 6
West Facade, Porte
Cochere with
Pediment



View from SW

Flickr Mark Charlebois 130729



Size of this preview: 800 × 532 pixels. Other resolutions: 320 × 213 pixels | 1,280 × 851 pixels.

[Original file](#) (1,280 × 851 pixels, file size: 332 KB, MIME type: image/jpeg)

Lunenburg Station on the former Halifax & South Western Railway (CNR). Alan Taylor photo August 12, 2011. ©2011 Alan Taylor

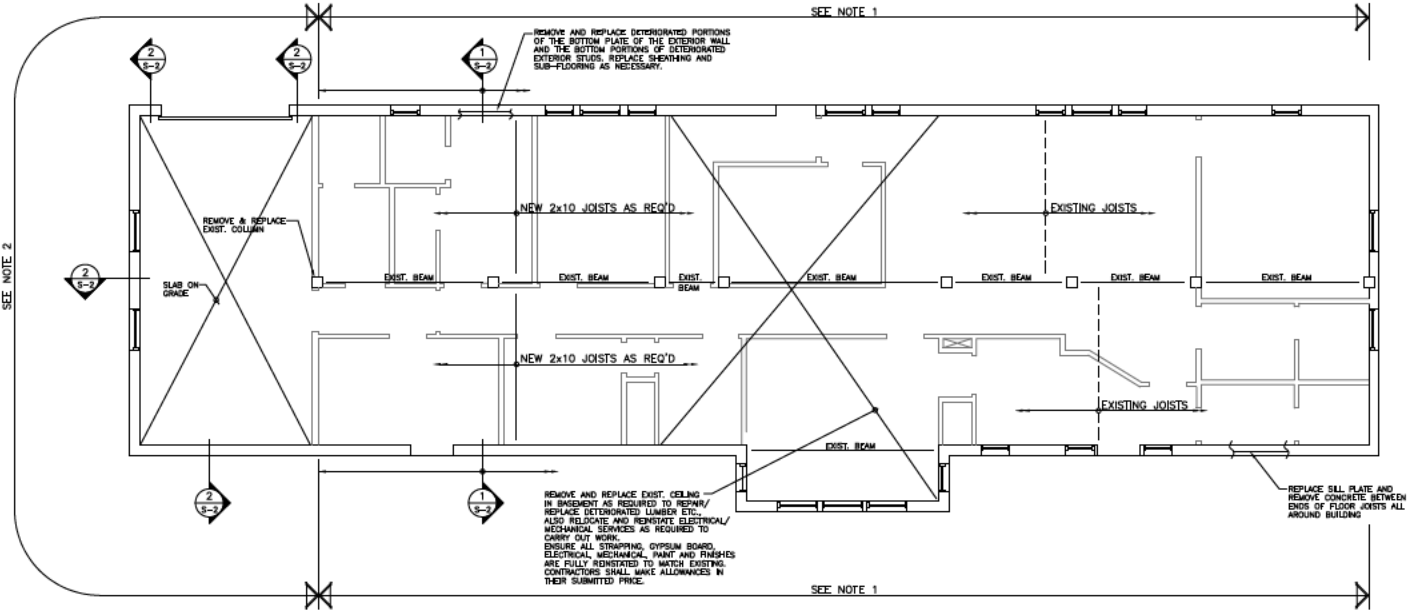
44°22'44.94"N
64°19'4.25"W

[Halifax & South Western Railway Digital Preservation Initiative - Wiki](#)
https://hswdpi.ca/wiki/index.php?title=File:Lunenburg_Station_09.jpg

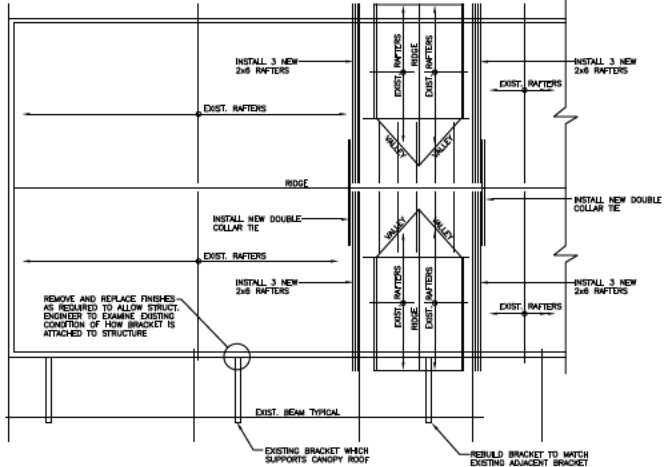
- [Alan Taylor photo](#)

Screenshot

| REVISIONS | | |
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MAIN FLOOR FRAMING PLAN
SCALE 1/4" = 1'-0"



PART ROOF FRAMING PLAN
SCALE 1/4" = 1'-0"

- MAKE ALLOWANCE IN PRICE FOR THE FOLLOWING REFER TO THE SCHEDULE OF QUANTITIES AND COSTS IN THE BID FORM
- INSTALLING 50 NEW FLOOR JOISTS BETWEEN EXISTING JOISTS. (PRICE PER JOIST)
 - REMOVE EXISTING BOTTOM PLATE AND INSTALL 75' OF NEW BOTTOM PLATE ON EXTERIOR STUD WALL. (PRICE PER FOOT)
 - REMOVE DETERIORATED PORTION OF 30 EXTERIOR WALL STUDS AND REPLACE WITH NEW MATERIAL AND REINFORCE AS INDICATED ON THE DRAWINGS. (PRICE PER STUD)
 - REMOVAL AND REPLACEMENT OF 250 SQ. FT. OF EXTERIOR SHEATHING
 - REMOVAL AND REPLACEMENT OF 200 SQ. FT. OF SUB-FLOORING

- NOTES**
- CONTRACTOR SHALL PROVIDE A SEPARATE PRICE IN THE BID FORM TO CARRY OUT THE FOLLOWING:
 - REMOVE INTERIOR FINISHES, INCLUDING ALL MILLWORK, MANSCOTTING, GYPSUM BOARD, ETC.
 - INSTALL 6 MIL VAPOUR BARRIER
 - INSTALL NEW 1/2" GYPSUM BOARD, TAPED, SANDED, PRIMED AND PAINTED.
 - REINSTATE ALL MILLWORK (DO NOT REINSTATE MANSCOTTING). NOTIFY OWNER IF NO INSULATION IS PRESENT IN ANY PART OF THE WALLS.
 - REMOVE AND DISPOSE OF EXISTING GYPSUM BOARD ON ALL 4 WALLS OF THE GARAGE. REPLACE DETERIORATED BOTTOM PLATE WHERE REQUIRED. REMOVE THE DETERIORATED PORTIONS OF THE STUDS AND REPLACE AND REINFORCE WITH NEW MATERIAL AS DETAILED ON THESE DRAWINGS. INSTALL VAPOUR BARRIER AND GEMENT BOARD ON ALL WALLS. TAPE ALL JOINTS AND APPLY BASECOAT AND FINISHCAT. REFER TO SPEC. AND DETAIL ON DWG. S-2.
 - CONTRACTOR SHALL ENSURE THAT THE FOLLOWING IS INCLUDED IN THEIR PRICE:
 - REPAIR TO ORIGINAL CONDITION ALL INTERIOR COMPONENTS REQUIRED TO CARRY OUT THE WORK INCLUDING INSULATION, GYPSUM BOARD, MANSCOTTING, MILLWORK, ELECTRICAL AND MECHANICAL, SUB-FLOORING, FINISH FLOORING, FIXTURES, ETC.
 - ALL NEW GYPSUM BOARD SHALL BE TAPED, SANDED, PRIMED AND PAINTED. PAINT SHALL MATCH EXISTING COLOURS.
 - REPAIR TO ORIGINAL CONDITION ALL EXPLORATORY OPENINGS THROUGHOUT THE BUILDING MADE BY THE ENGINEER (EXISTING)
 - REPAIR TO ORIGINAL CONDITION ALL OTHER DAMAGES MADE BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER.
 - REMOVAL AND REPLACEMENT OF ALL ELECTRICAL AND MECHANICAL SERVICES ETC., THROUGHOUT THE BUILDING AS REQUIRED TO PERFORM ALL WORK.

STAMP

BRANDYS
McBRIDE
RICHARDSON
ENGINEERING LTD.

5413 DOYLE ST.
HALIFAX, N.S.
B3J 1H8

PH. 429-3321
FAX 422-8050

PROJECT

LUNENBURG POLICE STATION
STRUCTURAL AND
CLADDING REPAIRS

LUNENBURG, NOVA SCOTIA

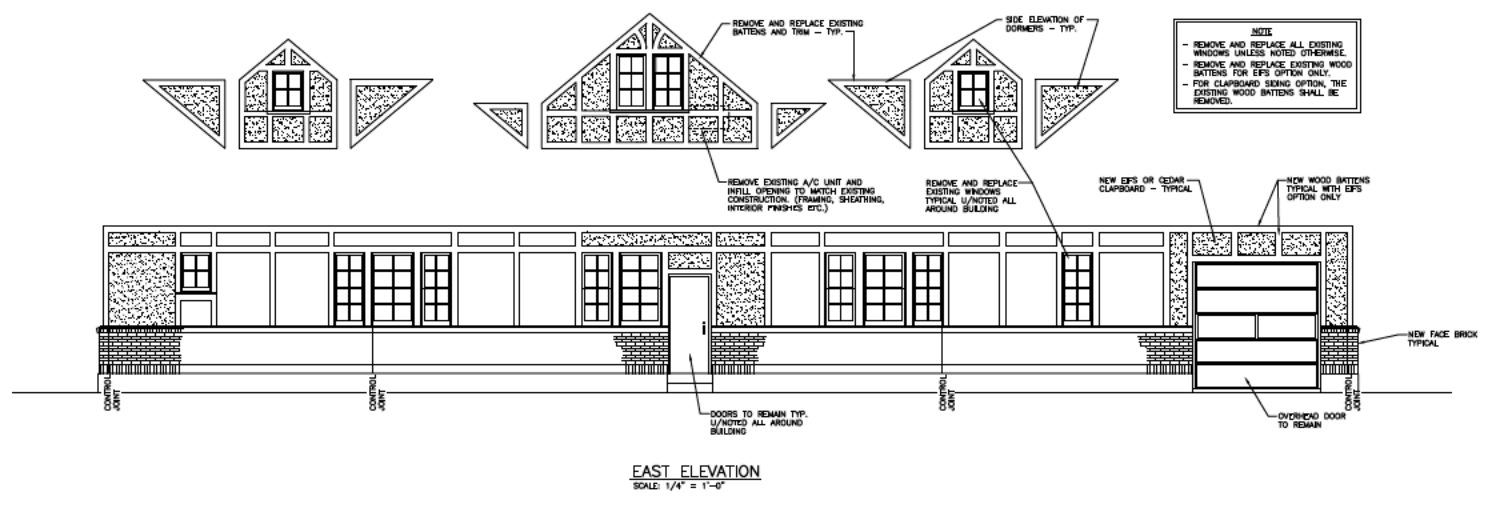
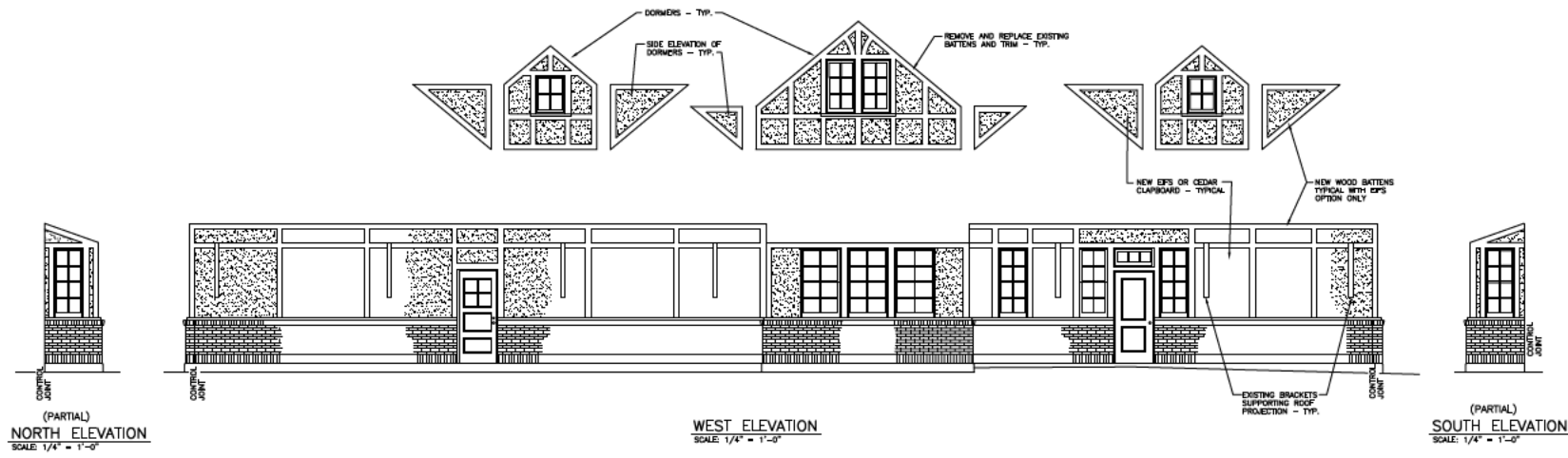
A SECTION OF DETAIL No.
B SHEET No. WHERE DETAILED

DESIGNED BY J. RICHARDSON
DRAWN BY P. RICHARDSON
CHECKED BY J. RICHARDSON
DRAWING

MAIN FLOOR &
ROOF FRAMING
PLANS

SCALE 1/4" = 1'-0"
DATE FEBRUARY 1998
PROJECT No. 97-287
SHEET No. S-1

| REVISIONS | | |
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| NO. | DESCRIPTION | DATE |
| 1 | ISSUED FOR TENDER | 98-03-04 |
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NOTE
 - REMOVE AND REPLACE ALL EXISTING WINDOWS UNLESS NOTED OTHERWISE.
 - REMOVE AND REPLACE EXISTING WOOD BATTENS FOR EPS OPTION ONLY.
 - FOR CLAPBOARD SIDING OPTION, THE EXISTING WOOD BATTENS SHALL BE REMOVED.

BRANDYS McBRIDE RICHARDSON ENGINEERING LTD.

5413 DOYLE ST.
 HALIFAX, N.S.
 B3J 1H9

PH. 429-3321
 FAX 422-8000

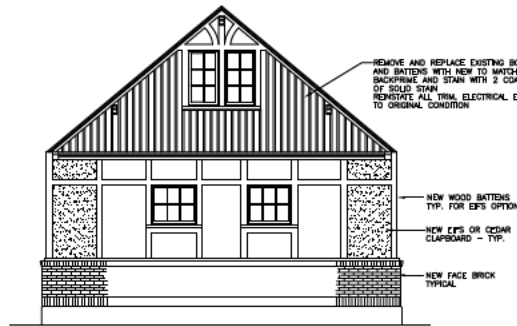
PROJECT: LUNENBURG POLICE STATION
 STRUCTURAL AND CLADDING REPAIRS
 LUNENBURG, NOVA SCOTIA

DESIGNED BY: J. RICHARDSON
 DRAWN BY: P. RICHARDSON
 CHECKED BY: J. RICHARDSON

EAST AND WEST ELEVATIONS

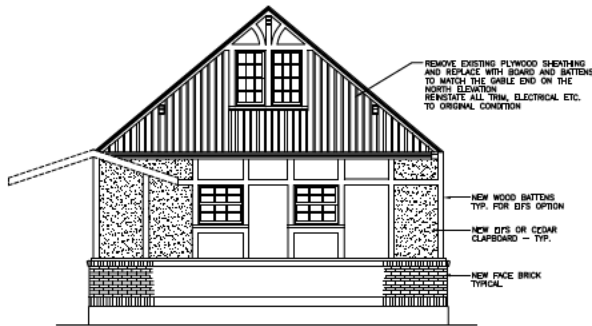
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 DATE: FEBRUARY 1998
 PROJECT No: 97-087
 SHEET No: S-3

| REVISIONS | | |
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| | ISSUED FOR TENDER | 98-03-04 |
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NORTH ELEVATION
SCALE: 1/4" = 1'-0"

NOTE:
WINDOWS ON THIS ELEVATION ARE TO BE REPLACED



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

NOTE:
WINDOWS ON THIS ELEVATION ARE TO REMAIN

- NOTE**
- REMOVE AND REPLACE ALL EXISTING WINDOWS UNLESS NOTED OTHERWISE.
 - REMOVE AND REPLACE EXISTING WOOD BATTENS FOR EPS OPTION ONLY.
 - FOR CLAPBOARD SIDING OPTION, THE EXISTING WOOD BATTENS SHALL BE REMOVED.
 - REMOVE EXISTING PLYWOOD & BOARD AND BATTENS ON EACH GABLE END AND PROVIDE NEW BOARD AND BATTENS TO MATCH THE EXISTING NORTH ELEVATION.

STAMP

**BRANDYS
McBRIDE
RICHARDSON**
ENGINEERING LTD.

5413 DOYLE ST.
HALIFAX, N.S.
B3J 1H9

PH: 429-3321
FAX: 422-8000

PROJECT

LUNENBURG
POLICE STATION
STRUCTURAL AND
CLADDING REPAIRS

LUNENBURG, NOVA SCOTIA

A SECTION OF DETAIL No.
B SHEET No. WHERE DETAILED

DESIGNED BY: J. RICHARDSON
DRAWN BY: P. RICHARDSON
CHECKED BY: J. RICHARDSON
DRAWING

NORTH AND SOUTH
ELEVATIONS

SCALE: 1/4" = 1'-0"
DATE: FEBRUARY 1998
PROJECT No.: 97-087
SHEET No.:

S-4

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| U: NAD83 | SOURCE: SHAPENET |
| SCALE FACTOR AT SRI: 0.9999999 | |

SKETCH

ROUTES ONLY
ARE SHOWN



Subject: Update: Housing Accelerator Fund
From: Alan Howell, Senior Planner
Date: February 3, 2026 – COTW



Recommendation:

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

Issues:

Staff have been meeting with CMHC staff (Cleo Corbett, RPP) regularly throughout the HAF period. Most recently Staff met with CMHC staff on January 14, 2026, to discuss progress on the Action Plan. In that meeting it was highlighted that two initiatives have not been advanced – Initiatives 2 & 3 – discussed in more detail below. In addition to these initiatives being delayed, the number of building permits issued has not kept pace with the projected levels identified in 2024. These two factors were identified as a potential risk to receiving further installments of HAF funds, or a general reduction in the amount of the funds received.

Community Development staff are seeing an abnormal level of applications of various types since mid-2025 as well as having an ambitious list of policy and planning amendment projects slated for this year. Additional staff resources would allow for more initiatives, both HAF and otherwise to proceed faster.

Background:

The Town of Lunenburg signed a contribution agreement with the Canada Mortgage and Housing Corporation (CMHC) under the Housing Accelerator Fund program on January 31, 2024 -Jan 31, 2028. However, all initiatives are required to be completed within the first three years of the agreement – January 2027. The contribution agreement spelled out an approved Action Plan to accelerate the approval and production of housing in the Town. The items in the Action Plan must be completed within three years of the signing of the contribution agreement.

The Action Plan outlined six initiatives:

1. Accelerating Affordable Housing Growth through Tax Forgiveness.
2. Town-owned Land Divestiture with Agreements for Housing.
3. Affordable Housing Grant Program.
4. Additional Accessible Unit Incentives
5. New Housing in a Heritage Context: Bringing together Densification & Conservation
6. Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning

The table below provides some further detail on each of the initiatives:

| Initiative | Outcomes | Current Situation |
|---|---|--|
| 1. Accelerating Affordable Housing Growth through Tax Forgiveness. | COMPLETE: Affordable Housing Tax Relief Policy was adopted on October 14, 2025 | No applications |
| 2. Town-owned Land Divestiture with Agreements for Housing. | INCOMPLETE: Under the timeline of the HAF the discussion regarding the use of Development Agreements on Town owned land has occurred – however, the process amendments to the MPS adoption were not initiated after brought to the PAC on July 31 st , 2024. A staff report was brought to COTW on January 7, 2025, on this matter. | Staff are proposing an alternative compliance approach. |
| 3. Affordable Housing Grant Program. | INCOMPLETE: The HAF Action Plan identified February 28, 2026, as the date to have a motion of Council establishing the program. A staff report was brought to COTW on January 7, 2025. | Staff have initiated research and jurisdictional scans to frame the program. |
| 4. Additional Accessible Unit Incentives | COMPLETE: Accessible Housing Incentive Policy was adopted by Council on February 11, 2025. | No applications to date. |
| 5. New Housing in a Heritage Context: Bringing together Density & Conservation | NEAR COMPLETION: An illustrated version of the Old Town Lunenburg Heritage Conservation District Design Guidelines has been completed. | Guidelines will be posted in coming months. |
| 6. Advancing Sustainable Housing Growth through Comprehensive Infrastructure Planning | COMPLETE: Work was conducted by consultants to understand infrastructure limitations within the Town. The Cost Sharing Program for Street Services Extensions supported by the Street Services Extension Policy first adopted on December 13, 2022, and then amended on September 22, 2025. | No accepted applications to date – some interest from prospective developer. |

The majority of these Action Plan items have been completed or are ready to be completed. There are however two outstanding Action Plan items – 2. Town-owned Land Divestiture with Agreements for Housing, and 3. Affordable Housing Grant Program.

Unit targets

In addition to the land, policy, program, and regulatory changes outlined in the Action Plan there are also housing unit targets that were set. Housing units are counted once a building permit has been issued – this does not mean the building is completed and ready for occupancy, only that the plans as submitted meet building code and fire code standards.

The total target over three years was an additional 105 dwelling units above the three-year average for a total of 135 units. 30 units was the anticipated permitted units without the support of the HAF. Of these 105 there were specific typologies that were agreed to:

- 75 Missing middle housing units – typically understood to be triplex or fourplex units, townhouses, and rowhouses.
- 30 units in a multi-unit context.
- 2.22% of the target are affordable – or 2.97 units.

| | Without HAF | With HAF | Net Change (units) |
|--|-------------|----------|--------------------|
| Total number of housing units projected to receive building permits over three years | 30 | 135 | 105 |

To date the unit counts are:

| Types | Units |
|----------------|-------|
| Multi-unit | 21 |
| Missing Middle | 15 |
| Single | 4 |
| Total | 40 |

Funding

To date the town has received two installments (\$289,735.75) of HAF funding totaling \$579,471.50.

Expenditures

\$32 500 + HST - has been spent to date on an underground infrastructure assessment for the Water & Sanitary/Storm System Development Masterplan by CBCL Ltd. study reviewed in detail the existing municipal services within the Town, projected future servicing needs based on future growth projections provided by the Town, and recommended infrastructure upgrades to deliver target levels of service.

Available

This leaves approximately \$542,421.5 (plus an additional \$579,471.50 should initiatives proceed and targets are met).

Note: Consideration for allocation of funds toward staffing capacity for purpose of achieving HAF goals is still an option available to the Town. Most HAF recipients have utilized HAF funding as a way to support

additional staffing resources as the HAF initiatives require considerable staff time in preparation and implementation, as well as reporting the CMHC. This position would be a term position dedicated primarily to the HAF requirements.

Discussion

2. Town-owned Land Divestiture with Agreements for Housing.

The description in the application outlined the use of comprehensive development districts or (CDDs) as the mechanism to secure legally binding affordable housing development on Town-owned land, as well as update the Town’s Land Divestiture policy. The Divestiture Policy was adopted in 2022 and is in line with the Municipal Government Act – a review at this point is not warranted.

The use of CDDs and more generally DAs as a matter for consideration by Council has changed over time. From initially limited to Town-owned land then PAC moved to include this tool throughout the Town, however, not further work was completed on this request and no record of motion from Council to apply DAs throughout the Town. CDDs and DAs as a tool provide more control regarding development of land, however, the trend in Nova Scotia has been to move away from these tools in favour of permitting uses with specific conditions rather than registering legal agreements on title.

Notwithstanding the language used in the agreement the overall intent of this initiative was to a) identify Town owned land suitable for divestiture, and b) to place some form of development controls on Town owned land to ensure it was used for housing. The overall approach in its most basic terms was to place controls on Town property and then release it to an entity for development. The affiliated Council motions are below.

| Date of Motions | Motions as listed |
|------------------------------------|--|
| Original motion: July 16, 2024 | Original motion: Amend the Municipal Planning Strategy, allowing development agreements with potential purchasers of the lower slopes of Blockhouse Hill. |
| Updated motion: Jan. 7, 2025, COTW | 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. |

There are several issues to address with this initiative:

- a) What Town owned land could be utilized? Despite the HAF application identifying a wide range of property, land that can be easily developed is quite constrained. There are very few parcels that would be well located, serviced, and have site characteristics amenable to a straightforward development.
- b) Any land divestiture needs to be consistent with the Land Divestiture Policy. This means that any parcel within the residential and rural zones would require a PIM. Areas outside of that

would be at the discretion of the CAO. The divestiture also has to be consistent with the Municipal Government Act, largely sections 50 Powers of municipality regarding property & 51 Sale or lease of municipal property.

- c) Development Agreements of Comprehensive Development Districts as outlined in the HAF proposal, while providing additional development control beyond what can be controlled through the land use by-law and forming a legal contract that runs with the property, require an amendment to the Municipal Planning Strategy and Land Use By-law. Additionally, the way the HAF Action Plan is written it foresees the agreement being in place prior to finding a party to take on the development. Establishing a development agreement on a parcel(s) prior to having an interested party may be problematic – as an applicant will likely bring their own vision to the project dictated by financing or organizational structure and thus requiring amendments to the agreement that may require further decisions of Council. While not problematic in itself it this approach does create uncertainty in the outcome and creates a much longer process.
- d) The HAF Action Plan states that a Comprehensive Development Agreement or Restrictive Covenants could be registered on the land to meet this initiative. While restrictive covenants are typically negative in nature (i.e. restricting what is enabled) they in effect could be used to preclude certain types of development on the land – and would not require any amendments to the MPS or LUB.

Town staff in discussing these issues with CMHC have identified some possible solutions to address **Initiative 2. Town-owned Land Divestiture with Agreements for Housing:**

1. Identify a Town owned parcel and place restrictive covenants on it that would preclude it from uses other than housing. This would require legal support.
2. Issue an Expression of Interest request for the above noted parcel.

Why this works:

- a) The restrictive covenant process is possibly faster than pursuing a series of amendments to the Town’s planning documents. While not perfect it does demonstrate action.
- b) An EOI allows the Town to gauge interest in development of the site, seek specific parties such as non-profit housing providers, and generally lay out some expectations for those who may be interested in the property.
- c) This provides compliance with the intent of the HAF Action Plan, while also ensuring a measured and careful approach to developing Town owned land.
- d) This process does not require any amendments to the MPS or LUB.

Issues with this approach:

- a) Drafting covenants on land will require legal support.
- b) An EOI while a meaningful step in locating an appropriate developer for the site (private or non-profit) there would still need to be public participation steps required by policy and/or the MGA, i.e. there may still be a delay before the land can be declared surplus.

Suggested timeline:

| Step | Time for Steps | Approximate Date |
|--|-----------------------|---------------------------|
| Staff drafting and report generation for EOI & Covenants | 2-3 weeks | February 17 th |
| Legal support | Concurrent with above | - |
| Council Meeting | 1 week | February 24 |
| Registration of Covenants | 1 week | March 2-6 |
| Issuance of EOI | 4 weeks | March 16 – April 16 |

Alternative:

- A) Implement the proposed amendments as proposed in the January 7, 2025, package to COTW:

Policy 4-27: Council may enter into Development Agreements on Town Owned lands that have been declared surplus to ensure community benefit before they are sold. Council shall not enter into such a development agreement unless Council is satisfied:

(a) the proposed use is appropriate for the site and compatible with surrounding uses, either by the fundamental nature of the use or by controls placed upon the use through the development agreement.

(b) The proposal respects the heritage value of the area, includes provisions for green spaces to support environmental sustainability or recreational opportunities, includes facilities that contribute to the social needs of residents, or addresses the need for housing, including affordable housing, to the public benefit; and

(c) the proposal is consistent with the general evaluation criteria for development agreements, as set out in Policy 6-19.

A development agreement is a legal agreement between a Council and a property owner. It is an instrument through which a Council can consider a proposal that would not otherwise be allowed because the proposed development is not a permitted use in the zone placed on the land or it cannot meet the requirements of the zone. A development agreement restricts the developer to the use or types of uses proposed or outlined in the development agreement. In addition, it allows Council to exercise more specific control over not only the type of use or uses but over the character and form of the development. The development agreement runs with the land, that is, the conditions do not cease if the land is sold or if the property owner dies. To re-establish the existing zoning, the Council must first discharge the development agreement. The MGA specifies what must be included in the Strategy and By-law, namely, the types of development, evaluation criteria, the area or areas where the developments may be located and items that may be included in a development agreement. In general DAs are intended to be used to identify a general range of developments that would be considered through this development control tool and not to specific land ownership.

It is anticipated that the process to bring this amendment forward would require a longer timeline and inserts a variety of potential delays, primarily the review by the Province:

| Step | Time for Steps | Approximate Date |
|---|----------------------------------|---------------------------|
| Staff drafting and report generation | 2-3 weeks | February 17 th |
| Public Participation Process | 1-2 weeks | March 3 rd |
| 1st Reading | 1 week | March 10 |
| Public Hearing | 2 weeks | March 24 |
| 2nd Reading | - | |
| Review by the Provincial Director of Planning | 30 days – 90 days | April - June |
| Notification of the amendment being in force | Dependent on Notification method | - |

3. Affordable Housing Grant Program

The HAF application outlined an Affordable Housing Grant Program as an important centrepiece of the Action Plan. The application states that the grant program will allocate funds to support the development of affordable housing units within the Town of Lunenburg, providing direct grants to eligible applicants, including developers, non-profit organizations, and community groups. The grants are intended to support a range of projects, including new construction, rehabilitation of existing properties, and adaptive reuse of underutilized buildings for affordable housing purposes.

The grant program was discussed with COTW on January 7, 2024. At that meeting staff sought direction on a variety of parameters for the program including but not limited to:

- Eligibility
- Amount
- Defining affordable housing
- Length of affordability
- Reporting

Other considerations such as what type of housing the Town would seek to support should be explored. For example, would the intent be to focus all funding into a few larger developments or lower density options throughout the Town. Both have pros and cons and are also highly dependent on the types of development that can be permitted within the Town and the interest from the development community.

To date some research and jurisdictional scan work has been completed on this initiative. In Nova Scotia, roughly 10 of the 21 municipal HAF recipients have developed or are developing some form of grant program, so there are ample examples to draw upon in creating a program for the Town.

It was intended that the funding for this initiative would be drawn directly from the HAF funding itself – and as such would be time limited until funding was fully depleted. At that point it would be a decision of Council to continue to the program.

Programs that provide funds for affordable housing are in simple terms, trying to buy affordability in a project or from a developer. The affordability provided is generally proportional to the costs that are covered by the funding. The trend currently is to encourage mixed market developments where a range of sale prices, rents, or rent to own structures exist, rather than developments that are all affordable. Additionally, many programs use below-market as a target rather than the standard 30% of income approach for affordability.

Staff are confident that a draft program can be created in a relatively short time frame and will seek to bring a draft of the program to the next COTW (March 3rd) for discussion.

Strategic Plan Relevance

NA – the HAF is a standalone project and agreement with Canada Mortgage and Housing Corporation.

Relevant Legislation

MGA Sections:

- Powers of municipality regarding property Section 50
- Sale or lease of municipal property Section 51
- Business and industrial development Section 57 (4)
- Development agreements Sections 225-228

Land Registration Act

- Effect of condition and covenants 61

Financial

Financial impacts are contingent on the approach taken. This report outlines several expenditures with the expectation that the funds are entirely drawn from HAF funding.

- Affordable Housing Grant Program
- Hiring of HAF staff support

Communications

Any amendments related to the Town's planning documents would entail public participation and follow the Town's Planning Public Participation Policy and any other legislative requirements per the MGA.

If any properties were to be sold or leased as part of Initiative 2 – the provisions of Section 51 (3) would be required.

Attachments

None.

Subject: Introduction: Marketing Levy By-law

From: Kayla Byrne, Municipal Clerk

Date: Feb. 3, 2026 – COTW



Recommendation

That Committee of the Whole refer the Marketing Levy By-law to a Regular Council meeting for First Reading.

Alternatives

- Refer the draft By-law back to Committee of the Whole
- Conduct additional targeted engagement with operator
- Do not proceed with a marketing levy

Background

At its Dec. 9, 2025, meeting, Council directed staff to proceed with drafting a Marketing Levy By-law, with an effective date of Jan.1, 2027. It was determined that approving a by-law early in 2026, but having an enactment date of early 2027 would give operators more time to adjust their systems. Attached to this report is the proposed by-law for Council's consideration.

It is important to distinguish between the purpose of this by-law and other regulatory frameworks. The Marketing Levy By-law is a financial by-law that enables the Town to collect a levy on short-term accommodations under the Municipal Government Act. It is not a short-term rental licensing or enforcement tool.

Compliance with zoning, land-use rules, and provincial registration requirements is addressed through the Land Use By-law and the Short-Term Rentals Registration Act. Those systems govern whether an accommodation may operate. This by-law governs only the collection and use of the marketing levy once accommodation is being sold.

The draft By-law sets out the framework for how the marketing levy will be collected and administered. All short-term accommodation operators in Lunenburg are required to collect a 3% levy on the purchase price of each stay. The levy is paid by the guest at the time of booking and held by the operator on behalf of the Town.

Operators are responsible for submitting the collected levy to the Town, along with a simple monthly remittance form provided by the Town. If an operator does not have any bookings in a given month, they may submit a "nil" return, including in advance for seasonal closures.

Monthly remittance is being proposed because it was the option most supported by operators in the November survey. Six respondents selected monthly reporting, compared to five who preferred quarterly. Monthly remittance is also consistent with how many other municipalities administer their marketing levies.

The By-law also gives the Town the authority to verify compliance through records and, if necessary, inspections or audits.

Discussion

In developing the draft Marketing Levy By-law, staff have also considered several questions and themes that have been raised by Council through earlier discussions:

- Does it need to be called a “Marketing Levy”?
No. The short title of the by-law could be more descriptive, such as “Short-Term Accommodation Marketing Levy By-law,” to reflect the application of the levy clearly.
- Can the marketing levy be expanded beyond short-term rental accommodations (for example, to other tourism-related businesses)?

No. The Town does not have the authority to implement a general tourism tax. Council’s authority to apply a marketing levy comes from the *Municipal Government Act* and is limited to accommodation as defined in the Act.

While the Town cannot impose a broader tourism tax, it may charge user fees for the use of municipal assets and services. Common examples include designated tour bus parking or fees for the use of municipal facilities or public spaces for events, where charges are based on service use, space, or cost recovery rather than tourism activity itself.

Any consideration of additional user fees would be separate from the marketing levy and would require specific direction from Council to explore options, costs, and implications.

- What can the funds be used for?
The *Municipal Government Act* restricts the use of marketing levy funds to purposes authorized by provincial legislation, which currently include tourism promotion. The Town does not have authority to use these funds for other purposes unless the Act is amended by the Province.

This may include, but is not limited to, the following types of activities:

- Marketing and advertising campaigns to promote the Town as a tourism destination
- Destination branding, visitor guides, and promotional materials
- Digital marketing, website content, and social media promotion related to tourism

- Support for festivals, events, or initiatives that attract visitors and promote tourism
- Research, data collection, or studies related to tourism promotion and visitor trends
- Visitor information services and wayfinding related to tourism
- Grants or contributions to organizations formed to promote tourism, whether non-profit or otherwise, as determined by Council

Council may choose to deliver tourism promotion directly or allocate some or all of the marketing levy funds to a tourism organization.

In November 2025, all registered short-term rental operators received a short survey about the levy. Of the 49 registered operators, 24 completed the survey. One of the questions asked operators to pick their top three choices for the use of the funds.

The top three choices were:

- Festivals, events, or cultural programming (10 votes)
- Marketing and advertising to attract visitors (8 votes)
- Supporting local tourism or cultural organizations (7 votes)

Staff recommend collecting the levy for at least one year to get a clearer picture of how much funding it generates. That will give Council a stronger basis for deciding how the funds should be used. Staff also recommend continuing to engage operators during this time to help shape how the funds are spent.

Financial

It is difficult to estimate how much revenue the marketing levy would generate accurately. However, if approved, it is expected to create a new income stream for the Town that can support tourism promotion. The actual amount will depend on seasonal demand, nightly rates, and overall occupancy levels.

Communications

So far, notices and a survey have been circulated to all registered operators. Further, whenever the levy is included in a Council agenda, the operators are notified.

Staff plan to support the by-law with a simple education and information package, similar to what [Annapolis County](#) offers. This will include easy-to-follow instructions and a simple remittance form.

Town of Lunenburg
Marketing Levy By-law
Adopted by Council:
Effective Date:

Town of Lunenburg

Marketing Levy By-law

1. TITLE

This By-law may be cited as the *“Marketing Levy By-law”*.

2. PURPOSE

The purpose of this By-law is to establish the collection, administration, and use of a marketing levy on short-term accommodations in accordance with Section 75A of the *Municipal Government Act*.

3. DEFINITIONS

“Accommodation” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Inspector” means a person appointed by the Town to carry out inspections or audits under this By-law.

“Marketing Levy” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Nil Remittance Return” means a remittance return submitted for a reporting period in which no marketing levy is collected.

“Operator” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Purchase Price” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Platform Operator” has the same meaning as in Section 75A of the *Municipal Government Act*.

“Remittance” means the payment of Marketing Levy funds collected by an Operator to the Town in accordance with this By-law.

“Reporting Period” means the monthly period for which a marketing levy return is required to be submitted under this By-law.

“Town” means the Town of Lunenburg, Nova Scotia.

4. APPLICATION OF BY-LAW

This By-law applies to short-term accommodation, as defined in Section 75A of the *Municipal Government Act*, that is located within the Town of Lunenburg.

Town of Lunenburg
Marketing Levy By-law
Adopted by Council:
Effective Date:

A marketing levy of three per cent (3%) applies to the purchase price of short-term accommodation in the Town.

The operator must collect the marketing levy from the purchaser at the time the accommodation is purchased, regardless of how payment is made, and must remit the levy to the Town in accordance with the timelines and procedures set out in this By-law.

If a third party processes or collects payment on behalf of an operator, the operator remains responsible for ensuring that the marketing levy is properly collected and remitted in accordance with this By-law.

Any person who collects an amount from a purchaser that is described as, or intended to be, a marketing levy under this By-law must remit that amount to the Town in accordance with this By-law.

5. EXEMPTIONS FROM THE MARKETING LEVY

The marketing levy does not apply to:

- a) accommodation with a daily purchase price of \$20.00 or less;
- b) students accommodated in housing owned or operated by a post-secondary institution while registered and attending that institution;
- c) accommodation provided to a person for more than 30 consecutive days;
- d) a person and their immediate family accommodated while the person or a member of their family is receiving medical treatment at a hospital or provincial health-care centre, or is seeking specialist medical advice, where the person provides reasonable confirmation of entitlement to the operator, in a form acceptable to the Town.

Where requested by the Town, an operator must be able to demonstrate that an exemption applies.

6. REMITTANCE OF LEVY

The Town may require an operator to provide records or other information reasonably necessary to verify accommodation sales and the amount of marketing levy collected for any reporting period.

A separate remittance return must be submitted for each place of business, unless the Town has approved a consolidated return.

Each remittance must be submitted with a completed remittance return, in the form provided by the Town.

Operators shall remit the marketing levy monthly, no later than 30 days after the end of each month, in accordance with this By-law.

Town of Lunenburg
Marketing Levy By-law
Adopted by Council:
Effective Date:

Where an operator does not operate during a reporting period, the operator may submit a nil remittance return, including a nil return submitted in advance for a period of non-operation.

If no marketing levy is collected during a reporting period, the operator shall still submit a nil return using the prescribed remittance form.

If an operator stops operating or sells a business, the operator must submit a final remittance return and pay any marketing levy collected within 15 days of the date operations end or the business is sold.

7. CALCULATION OF LEVY FOR PACKAGED ACCOMMODATION

Where accommodation is sold as part of a package that includes meals or other services, the marketing levy applies only to the accommodation portion of the package price.

The accommodation portion shall be calculated based on the standard price the accommodation would be sold for on its own, without meals or other services, at the same facility.

8. INTEREST

If an operator fails to remit the marketing levy by the required due date, interest shall be charged on the outstanding amount at a rate of 1.5% per month and shall continue until the amount owing is paid in full.

9. REFUND OR ADJUSTMENT OF MARKETING LEVY

If an operator has remitted a marketing levy to the Town for a sale that is later written off as uncollectible, the Town may allow the operator to recover the levy by adjusting a future remittance, in a manner acceptable to the Town.

If the Town determines that a marketing levy, or a portion of a marketing levy, has been paid in error, whether as a result of a request by an operator or otherwise, the Town shall refund the overpaid amount to the person entitled to receive it. No interest shall be paid on any refund.

10. CLAIM FOR REFUND

To request a refund under this By-law, a person must:

- a) submit a written request to the Town, signed by the person who paid the amount being claimed; and
- b) provide information or documentation sufficient to show that the person is entitled to the refund.

If the person who paid the amount is a corporation, the refund request must be signed by a director or an authorized employee of the corporation.

11. RECORDS

Every operator shall keep accurate and complete records sufficient to allow the Town to verify:

- a) accommodation sales;
- b) the amount of marketing levy collected; and
- c) the amount of marketing levy remitted to the Town.

Records relating to the marketing levy shall be clearly identifiable from other financial records.

An operator shall retain all books of account, records, and documents required under this section for a period of five (5) years.

Where a receipt, invoice, bill, or similar document is issued for the sale of accommodation, the marketing levy must be clearly identified as a separate line item and must not be included in the accommodation price.

12. INSPECTION, AUDIT AND ASSESSMENT

The Town may appoint an inspector for the purpose of verifying compliance with this By-law as it relates to the calculation, collection, reporting, and remittance of the marketing levy.

Except where immediate access is reasonably necessary, the Town shall provide reasonable advance notice to an operator before conducting an inspection or audit under this By-law.

An inspection or audit shall be conducted during normal business hours, or at another time agreed to by the operator and the Town.

For the purposes of an inspection or audit, an inspector may enter a place of business or any location where relevant records are kept in order to review and verify:

- a) accommodation sales subject to the marketing levy;
- b) the amount of marketing levy collected; and
- c) the amount of marketing levy reported and remitted to the Town.

An inspector may examine books, records, and other documents reasonably required to verify compliance with this By-law.

An operator shall provide reasonable assistance and information required to allow the inspector to carry out an inspection or audit under this By-law.

If an inspection or audit indicates that the marketing levy has not been properly calculated, collected, reported, or remitted, the Town may calculate the amount of marketing levy and any applicable interest owing based on the information available.

If an operator fails to provide reasonable assistance or information, the Town may estimate the amount of marketing levy and interest that should have been collected and remitted.

Town of Lunenburg
Marketing Levy By-law
Adopted by Council:
Effective Date:

Where the Town calculates or estimates that a marketing levy is owing, the Town shall provide written notice to the operator setting out the amount payable.

An operator must remit the amount identified in the notice, including any applicable interest, within 30 days of receiving the notice, whether or not the operator objects to the amount.

An operator who disagrees with the amount payable may, within 15 days of receiving the notice, submit a written objection to the Town, signed by the operator or an authorized representative, together with information supporting the objection.

After reviewing an objection, or on its own initiative, the Town may confirm, revise, or cancel a previous calculation or estimate. The operator shall remit any final amount determined by the Town.

The reasonable costs associated with inspections or audits conducted under this By-law may be paid from marketing levy funds as part of the administration of the levy.

13. ALLOCATION OF MARKETING LEVY FUNDS

In accordance with the *Municipal Government Act*, as amended from time to time, Council may use, by resolution, marketing levy funds for purposes authorized under the Act, including the promotion of tourism, and may allocate all or a portion of those funds to organizations engaged in activities authorized under the Act.

14. ADMINISTRATION

The Chief Administrative Officer may establish administrative procedures, directives, or orders to support the administration and implementation of this By-law, provided that such procedures, directives, or orders are consistent with this By-law and the *Municipal Government Act*, as amended from time to time.

Without limiting the above subsection, administrative procedures or directives may address interim processes for the collection, reporting, and remittance of the marketing levy, including processes to be followed pending the implementation of any centralized or provincial remittance system.

Nothing in this By-law relieves a platform operator of any obligation imposed under the *Municipal Government Act*.

15. OPERATOR CONTACT INFORMATION

An operator must notify the Town without delay of any change to the operator's contact information, business name, or accommodation details that could affect the administration, reporting, or remittance of the marketing levy.

16. NOTICE

Town of Lunenburg
Marketing Levy By-law
Adopted by Council:
Effective Date:

Any notice required under this By-law shall be in writing and may be delivered personally, sent by regular mail, or sent by email to the most recent contact information provided to the Town by the operator.

A notice delivered personally or sent by email is deemed to have been received on the day it is delivered or sent, unless the Town receives notice that delivery was unsuccessful.

A notice sent by regular mail is deemed to have been received five (5) days after mailing.

17. COMPLIANCE WITH OTHER LAWS

Nothing in this By-law authorizes the operation of short-term accommodation. Operators remain responsible for complying with all applicable provincial legislation and municipal by-laws, including the *Short-Term Rentals Registration Act* and municipal land-use by-laws.

18. OFFENCES AND PENALTIES

The Town may address non-compliance with this By-law through administrative and legal measures, including requiring payment of amounts owing and recovering unpaid marketing levy amounts as a debt owing to the Town.

A person who knowingly fails to comply with this By-law may be subject to prosecution under the *Summary Proceedings Act*.

19. SEVERABILITY

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

20. EFFECTIVE DATE

This By-law shall take effect January 1, 2027.

REQUEST FOR DIRECTION

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



Recommendation /Purpose

This report is intended to support a Committee of the Whole discussion and identify where Council's direction is needed prior to drafting an updated Parking Meter By-law.

Main direction requested from Committee of the Whole:

- Time limits by location
- Whether to explore paid permits
- Whether to retain existing exemptions
- Whether to explore seasonal paid parking

Alternatives

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

Background

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

In preparation for that transition, staff have reviewed the existing by-law and identified areas that Council may wish to review as we proceed with updating this by-law. These include how parking is paid for, how long people can park, how much parking costs, what permits or exemptions apply, and how parking is enforced.

The recommendations and discussion points below are intended to guide the drafting of a modernized Parking By-law and to identify where Council's direction is needed before staff proceed.

Discussion

Sections for review and consideration:

- 1) **Modernize language:** Update 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) **Time limits:** The current by-law does not set specific parking time limits by location. Instead, time limits are established through signage on individual parking meters. In practice, this has resulted in a mix of two-hour and four-hour parking limits across different areas of Town. Currently, four-hour parking is posted on Bluenose Drive and Pelham Street, while two-hour limits are posted on King Street, Lincoln Street and Duke Street.

As part of the by-law review, staff have assessed whether these time limits continue to align with parking demand, turnover, and user needs in each area. Staff recommend removing maximum time limits on Bluenose Drive and Pelham Street, where parking turnover is generally low. Removing time limits on Duke Street is also recommended due to the limited availability of parking in that area and the challenges associated with enforcing short-term turnover.

Staff further recommend maintaining the existing two-hour time limits on King Street and Lincoln Street, where on-street parking is more heavily relied upon by residents and visitors making short trips to nearby businesses and services, such as the pharmacy and the Post Office.

Staff have received feedback indicating that two-hour parking limits can be restrictive for visitors participating in boating tours, dining at restaurants, or spending extended time in the downtown. In these situations, users are often required to return to their vehicle to add time or risk receiving a ticket.

From an operational perspective, staff do not see a strong concern with allowing longer parking periods in lower-turnover areas, as parking availability is often constrained by overall supply rather than short time limits. At the same time, staff recognize that on-street parking within the Town's core is intended to support short-term access to businesses and services, rather than all-day parking.

Council's direction is requested on whether the current mix of two-hour and four-hour parking should be maintained, or whether adjustments should be incorporated into the updated by-law.

- 3) **Cost of Parking:** Under the current Parking By-law, parking rates are not set directly in the by-law. Instead, the rate of \$2.00 per hour was established by a motion of Council in June 2019 and has not changed since then.

While a by-law review is an appropriate opportunity for Council to consider whether parking

rates remain appropriate, staff note that there are currently technical considerations that may limit the Town's ability to implement any changes in the short term. At the time of writing this report, staff are awaiting confirmation from the Town's parking meter provider regarding whether rates can be adjusted on the existing physical meters. Preliminary discussions suggest that some of the Town's meter heads may be too old to support rate changes. If this is confirmed, the Town would need to explore replacing those meter heads to ensure that any revised rates could be applied consistently across both the HotSpot app and all physical meters used by customers paying with cash.

In the updated by-law, staff propose adding parking rates as a schedule to the by-law. This approach would allow future rate adjustments to be made by Council resolution, while keeping all parking-related requirements consolidated within a single document for clarity and administrative efficiency.

Once confirmation is received from the meter provider, staff can return to Council with further information and, if Council wishes, facilitate a more detailed discussion on parking rates at that time. Staff do not recommend a reduction in parking rates. Any future review would more appropriately focus on whether an increase is warranted, including consideration of rates typically charged in other tourism-oriented communities.

Free parking periods: Under the current by-law, paid parking is enforced during daytime hours only. Parking is free from 5:00 p.m. to 10:00 a.m. daily, as well as on Sundays and statutory holidays, and during the period from the last week of November through December 31.

As part of the transition to a digital parking system, Council may wish to review these.

Seasonal paid parking: Seasonal paid parking is another approach used by some municipalities, where paid parking requirements apply only during peak visitor months (for example, May through October) and are suspended during the off-season. If Council were to consider adjustments to parking rates, a seasonal paid parking model could be explored as an alternative to the current year-round approach, balancing revenue generation during peak periods with reduced enforcement and cost impacts during lower-demand months. Based on a review of recent parking revenue data, staff note that suspending paid parking between November and April would have resulted in an estimated revenue reduction of approximately \$12,000 in the most recent year, and approximately \$5,000 per year on average over the preceding three years. This impact could be partially or fully mitigated over time if Council were to consider adjustments to parking rates during peak periods.

Parking Zones and Expansion? Given the limited supply of paid on-street parking in the Town, staff do not see an operational benefit to introducing multiple parking rate tiers or expanding paid parking areas at this time. Staff recommend prioritizing the implementation of the HotSpot

digital parking system and assessing its performance before considering more complex changes to the parking program.

4) Permits: The current by-law authorizes a limited number of permit types, specifically temporary parking permits for contractors and construction activity, and overnight parking permits for vehicles parked on Town property outside of regular paid parking hours. These are the only permit options currently authorized under the by-law.

Parking fees are enforced during daytime hours only, with no charge for parking after 5:00 p.m. As a result, overnight parking permits are not related to meter fees; rather, they provide permission to park overnight in locations where overnight parking would otherwise be restricted.

Staff do not identify any operational concerns with continuing the existing temporary and overnight permit types as part of a modernized parking system. Council's direction is requested on whether these permits should be retained and whether additional permit options should be introduced to better address daytime parking needs.

As part of this review, staff recommend that Council consider introducing additional daytime paid permit options, such as day passes, monthly passes, and annual passes, which would apply during paid parking hours only. These permits would provide a convenient alternative to repeated meter payments for frequent users. Day passes are best suited to areas where two-hour or four-hour time limits are removed, allowing vehicles to remain parked for the full day. Where time limits remain in place, such as on King Street and Lincoln Street, those limits would continue to apply regardless of whether parking is paid hourly or by permit. Monthly and annual passes could offer similar convenience and are consistent with approaches used in other municipalities, including the Town of Bridgewater.

As a separate consideration, some municipalities have implemented resident or local employee permit programs to support those who regularly park in paid zones. While these programs can be a positive gesture, their suitability depends on the availability of on-street parking and the need to maintain turnover. Given the Town's limited parking supply and high demand in core areas, any such program would require careful design to balance resident and worker needs with visitor parking. For this reason, resident or employee permit programs are often limited in scope, such as allowing a set number of free hours per day or applying only in specific locations or time periods.

If Council wishes to continue the existing permits and/or introduce new permit options, staff recommend transferring permit administration to By-law Enforcement and establishing permit fees through a Charges Schedule. For discussion purposes, the following fee ranges are proposed:

- Daily: \$15
- Monthly: \$30
- Annual: \$300

Permits could be issued either digitally through HotSpot or in person at Town Hall.

Council’s direction is requested on which permit types should be supported through the updated by-law and whether additional permit programs should be explored as part of future implementation.

5) Veteran’s Parking: The current by-law provides a full exemption from parking meter enforcement for vehicles displaying a Nova Scotia veterans licence plate. While this exemption is set out in the by-law, parking enforcement has also extended the same exemption in practice to vehicles displaying volunteer firefighter licence plates.

As part of the modernization of the paid parking system, Council’s direction is requested on whether the existing veterans exemption should be maintained and whether current practice related to volunteer firefighter plates should be formally reflected in the updated by-law. Any expansion to additional groups would likely require a defined permitting or identification system to support consistent enforcement.

6) Parking Fines: The current by-law uses a tiered fine structure. Most routine parking violations, such as failing to pay a meter or overstaying the time limit, carry a voluntary payment of \$15 if paid within 14 days, increasing to \$30 if unpaid. The by-law also includes higher penalties for more serious conduct, such as blocking or obstructing a parking space, which carry a voluntary payment of \$25 or a fine of \$50 if unpaid.

As the Town moves toward a digital parking system, Council may wish to consider whether the current fine amounts continue to support parking turnover, compliance, and effective enforcement.

There is no specific statutory cap on parking fines. Instead, fine amounts are expected to be reasonable, proportionate, and consistent with common municipal practice, and are intended to encourage compliance rather than result in court proceedings.

To support Council’s discussion, staff completed a quick scan of publicly available parking fine information from some Nova Scotia municipalities:

| Municipality | Penalty |
|---------------------|---|
| Town of Lunenburg | Varies from \$15 - \$30 |
| Halifax | incremental fine system for parking violations, ranging from \$25 - \$400 |

| | |
|---------------------|--|
| Town of Bridgewater | Summary Offence Tickets processed through the provincial court system |
| Town of Yarmouth | Tiered parking enforcement model. Most routine parking violations carry a voluntary payment of \$10 if paid within 14 days, or \$25 if paid later, but the by-law also allows for court fines up to \$100 (or \$200 for repeat offences) |
| CBRM | \$25 |
| Town of New Glasgow | Not less than \$10, not more than \$45 |

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)
- Further, Council’s authority to regulate parking and establish parking penalties is provided under Section 153 of the Motor Vehicle Act.

Financial

Parking meter revenue represents a significant component of the Town’s operating budget. For the 2025–2026 budget, parking meter revenue is forecast at \$155,000. As of the current reporting period, year-to-date revenue is \$106,953. In the 2024–2025 fiscal year, actual parking meter revenue totaled \$152,299. Any reduction in parking rates would have a material impact on operating revenues and would be difficult to offset elsewhere in the budget.

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 prior to Council considering the adoption of any by-law amendments.

Subject: Tour Vehicle and Horse-Drawn Vehicle By-law Updates

From: Kayla Byrne, Municipal Clerk
Shania MacLeod, Bylaw/Special Constable Officer

Date: Feb. 3, 2025 – COTW



Recommendation

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

Alternatives

- Refer the proposed by-law back to a future Committee of the Whole meeting for further discussion
- Direct staff to make amendments to the draft by-law prior to first reading
- Take no further action

Background

During the summer of 2025, the Town received several complaints and inquiries from members of the public regarding the welfare of horses used in horse-drawn carriage operations during periods of hot and dry weather. Under the existing [Hack and Trolley By-law](#), Town staff investigated the concerns raised and worked with the licensed operator to ensure that horses were not being overworked and that appropriate care measures were in place.

The current Hack and Trolley By-law contains provisions intended to protect animal welfare, including requirements that horses not be used when unfit for work and authority to require veterinary examinations where concerns arise. However, the by-law would benefit from clearer language and more tangible parameters to support consistent, timely decision-making, particularly in relation to climate-related risks and extreme weather conditions.

At its August 19, 2025 meeting, Council directed staff to review the Hack and Trolley By-law with a specific focus on climate-related considerations and animal welfare.

Discussion

The proposed draft strengthens animal welfare protections for horse-drawn carriage operations by providing clearer authority, expectations, and tools for staff, while avoiding rigid or overly prescriptive rules.

Where animal welfare is addressed:

- **Purpose (Section 3):** Identifies the protection of horse health, safety, and welfare as a core objective of the by-law.
- **Application Stage (Section 9.4):** Allows the Town to require proof that horses are fit for work, including veterinary confirmation, where appropriate.
- **Safety, Animal Welfare, and Emergency Management Plan (Section 22):** Requires operators to submit a written plan addressing: animal care, rest, and hydration, procedures for removing a horse from service, extreme weather and environmental risks, and emergency response protocols.
- **General Animal Welfare Standards (Section 23):** Establishes baseline expectations for humane treatment, access to water, rest periods, and limits on overworking horses.
- **Extreme Weather and Environmental Conditions (Section 24):** Prohibits operation when weather conditions pose a risk to animal welfare.
- **Fitness for Work (Section 25):** Clearly prohibits the use of horses that are unfit for work and provides observable indicators (lameness, dehydration, sores, exhaustion). Requires immediate removal from service when concerns arise.
- **Veterinary Care and Oversight (Section 26):** Allows the Town to require veterinary assessment where there are reasonable grounds for concern regarding fitness for work.

Jurisdictional Scan:

In preparing the draft by-law, staff reviewed animal welfare and safety provisions used by other Canadian municipalities that regulate horse-drawn carriage operations, including municipalities in Ontario (Niagara Region and Central Elgin), PEI (Charlottetown), and British Columbia (Victoria).

Overall, the draft by-law is consistent with, and in several respects strengthens, common municipal practices, while taking a more flexible, outcome-based approach tailored to Lunenburg's context.

The draft by-law aligns with other Canadian municipal approaches in the following key areas:

- Licensing and enforcement model
- Fitness-for-work standards
- Veterinary oversight
- Water, rest, and humane treatment
- Authority to intervene in unsafe conditions

Key Differences and Rationale

While aligned in principle, the draft by-law differs from some municipal examples in some intentional ways:

- **Outcome-Based Welfare Standards vs. Fixed Numerical Thresholds**

Some municipalities prescribe specific temperature cut-offs or maximum work hours (prohibiting operation above or below a set temperature).

The draft by-law instead adopts a principles-based approach, allowing staff to consider:

- temperature, humidity, and wind;
- workload and duration of work;
- availability of shade or shelter; and
- the individual condition of the horse.

Rationale: Staff determined that rigid numerical thresholds may not reflect real-world risk in all circumstances and can result in operations continuing up to an arbitrary limit even where conditions are clearly unsafe. The draft allows the Town to act earlier and more responsively to protect animal welfare.

- **Safety, Animal Welfare, and Emergency Management Plan Requirement**

Unlike some municipalities, the draft requires Operators to submit a written plan addressing:

- animal care practices;
- procedures for removing horses from service;
- extreme weather response; and
- emergency incidents.

Rationale: This approach shifts responsibility to Operators to proactively plan for foreseeable risks, rather than relying solely on enforcement after issues arise. It also provides staff with a clear, documented basis for oversight and enforcement.

Other Proposed Amendments

While Council's direction focused on climate and animal welfare, staff also used this opportunity to review the Hack and Trolley By-law as a whole. The proposed draft updates the by-law, makes requirements clearer, and brings together rules that are currently spread across the by-law, application forms, and Council resolutions.

The below are proposed changes not related to animal welfare:

| Area | Current Hack & Trolley By-law | Proposed Draft By-law | Why Staff Recommend This Change |
|--|---|--|---|
| Overall structure | By-law has been amended multiple times since 2002; requirements are spread across the by-law, application forms, and Council resolutions | Consolidates requirements into a single, modern by-law with clear sections and schedules | Improves clarity, transparency, and ease of administration |
| Fees | Licence fees are not set in the by-law and are established by Council resolution and referenced through application forms | Licence fees are set out in Schedule “B” to the by-law | Allows Council to adjust fees by resolution while keeping them transparent and easy to reference |
| Licence limits / capacity | Maximum number of hacks is established by Council resolution; selection methods (lottery or tender) are determined at Council’s discretion | Operational limits are set out in Schedule “A” , with clear direction on how competing applications are handled | Provides clarity and predictability while preserving Council oversight |
| Handling competing applications | Council selects a method (lottery or tender) when applications exceed available licences | Competing applications are referred to Council with clear factors to consider (safety, congestion, saturation, fairness) | Improves transparency and defensibility of Council decisions |
| Traffic Authority vs. Council roles | Authority for routes, inspections, suspensions, and operational decisions is shared or duplicated between Council and the Traffic Authority | Traffic-related decisions (routes, loading zones, operational adjustments) are clearly assigned to the Traffic Authority; Council retains policy-level oversight | Aligns with the Municipal Government Act and reduces Council involvement in operational decisions |
| Tour vehicles (“trolleys”) | Trolleys are included but regulated less clearly and | Tour vehicles are regulated under the same licensing and operational framework as horse-drawn vehicles | Ensures consistency, fairness, and modern safety expectations |

| Area | Current Hack & Trolley By-law | Proposed Draft By-law | Why Staff Recommend This Change |
|--------------------------|--|---|--|
| | inconsistently than horse-drawn carriages | (excluding animal welfare provisions) | |
| Licensing clarity | Distinction between Hack Licences, Hack Operator Licences, vehicles, and horses is embedded across multiple sections and forms | Establishes a clear Operator Licence with separate authorization for each vehicle | Improves administration and allows proportionate enforcement |

Overall, the proposed draft improves clarity, fairness, and enforceability, while reducing risk to the Town and better aligning the by-law with how operations are managed in practice.

Relevant Legislation

Sections 171 and 171A of the Municipal Government Act confirm that the Town’s authority to license includes the ability to regulate and, where necessary, prohibit activities. Section 172 further authorizes Council to make by-laws for municipal purposes.

Financial

It is recommended that licence fees be set out in Schedule “B” of the proposed by-law. The recommended fees are generally consistent with amounts charged in the past, but simplify the previous fee structure. Historically, fees included a base amount of \$500 per vehicle or carriage, along with an additional per-driver charge. Staff are recommending a simplified approach consisting of a flat annual Operator Licence fee of \$100, plus an additional \$500 fee for each authorized tour vehicle or horse-drawn carriage.

Communications

The proposed by-law will be advertised in accordance with the legislative requirements for the adoption of municipal by-laws and by-law amendments. In addition, staff have met with the licensed operator currently affected by this by-law and have kept the operator informed throughout the review process to help ensure that the proposed changes are operationally realistic and clearly understood.

Attachments

- Proposed draft by-law

Town of Lunenburg

TOUR VEHICLE AND HORSE-DRAWN VEHICLE BY-LAW

Adopted by Council: X

1. TITLE

1.1 This By-law may be cited as the Tour Vehicle and Horse-Drawn Vehicle By-law.

2. Authority

2.1 This By-law is enacted pursuant to the authority of the Municipal Government Act and all other applicable provincial legislation.

3. Purpose

3.1 The purpose of this By-law is to regulate the operation of commercial tour transportation services within the Town of Lunenburg to:

- a) promote the safety of passengers, pedestrians, and other road users;
- b) ensure orderly and safe operation of commercial tour vehicles on Town streets;
- c) establish a clear and transparent licensing framework for commercial tour operations;
and
- d) protect the health, safety, and welfare of horses used in horse-drawn vehicle operations.

4. Definitions

4.1 For the purposes of this By-law:

- “Authorized vehicle” means a tour vehicle or horse-drawn vehicle approved by the Town for operation under an Operator Licence in accordance with this By-law.
- “By-Law Officer” means a person appointed by the Town to administer and enforce this By-law.
- “Council” means the Council of the Town of Lunenburg.
- “Horse-drawn vehicle” means a carriage, wagon, or cart pulled by one or more horses and used to transport passengers for compensation.
- “Operator” means a person who operates, drives, or is in care and control of a tour vehicle or horse-drawn vehicle, whether as the licence holder or on behalf of the licence holder.
- “Public place” means any street, sidewalk, trail, park, right-of-way, or other place to which the public has access, whether publicly or privately owned.

- “Public Address System” means any device or apparatus, whether electrical, mechanical, or otherwise, that reproduces or amplifies sound audible on a street, public place, or in a building.
- “Tour vehicle” means a motorized vehicle used to transport passengers for compensation on a fixed or semi-fixed route for sightseeing or tour purposes within the Town, including vehicles commonly referred to as trolleys, but does not include a taxi or public transit vehicle.
- “Town” means the Town of Lunenburg.
- “Traffic Authority” means the person or body authorized by the Town to regulate traffic, routes, and related matters on Town streets.

5. Authorization to Operate

5.1 No person shall operate a tour vehicle or horse-drawn vehicle for hire within the Town, or allow one to be operated, unless the Operator holds a valid Operator Licence and the vehicle is authorized under this By-law.

6. Operator Licence

6.1 No person shall operate, or permit the operation of, a tour vehicle or horse-drawn vehicle for hire on any street within the Town unless the person holds a valid Operator Licence issued under this By-law.

6.2 An Operator Licence shall be issued by the By-Law Officer or designate upon receipt of a completed application in the prescribed form.

6.3 An Operator Licence is valid for one (1) year from the date of issuance, expires annually on April 1, and must be renewed to continue operations, unless sooner suspended or revoked.

6.4 An Operator Licence is not transferable.

6.5 An Operator Licence authorizes the licensee to operate a commercial tour business within the Town, subject to compliance with this By-law and the authorization of individual vehicles under this By-law.

6.6 As a condition of holding an Operator Licence, the Operator shall:

- a) ensure that all individuals operating tour vehicles or horse-drawn vehicles on behalf of the Operator hold all required and valid provincial or federal driver’s licences or

certifications and comply with all applicable laws;

- b) ensure that all operations are conducted in compliance with this By-law, all other applicable Town by-laws, and all applicable provincial and federal legislation, including the Motor Vehicle Act and regulations respecting vehicle equipment, lighting, braking, and safe operation;
- c) not distribute pamphlets, solicit business, display advertising signs, or place any structure or object on Town property for advertising or attracting customers, except where authorized by the Town;
- d) ensure that all tour commentary and any public address system comply with the Town of Lunenburg Noise By-law and are conducted in a respectful and non-misleading manner;
- e) operate only on routes approved by the Town's Traffic Authority and comply with any temporary closures, detours, or route restrictions, including those related to special events, construction, or public safety.

6.7 The fees payable under this By-law include:

- a) a base annual Operator Licence fee; and
- b) an additional annual fee for each tour vehicle or horse-drawn vehicle authorized to operate under the Operator Licence, as set out in Schedule "B".

7. Vehicle Authorization and Fees

7.1 No tour vehicle or horse-drawn vehicle shall be operated for hire within the Town unless the vehicle is authorized by the Town under this By-law.

7.2 Vehicle authorization shall be issued to an Operator for each tour vehicle or horse-drawn vehicle to be used in operations.

7.3 Vehicle authorization applies only to the specific vehicle identified and is not transferable.

7.4 As a condition of vehicle authorization, the Operator shall ensure that each vehicle is properly maintained, inspected, and insured in accordance with this By-law and all applicable legislation.

7.5 The applicable fee for each authorized vehicle shall be as set out in Schedule "B".

8. Conditions on Licences and Vehicle Authorization

8.1 An Operator Licence and any vehicle authorization issued under this By-law may be issued subject to reasonable terms and conditions imposed by the Town or the By-Law Officer, where such conditions are necessary to protect public safety, traffic safety, animal welfare, accessibility, or the orderly use of streets and public places.

8.2 Failure to comply with a condition imposed under this section constitutes a contravention of this By-law.

9. Application Processing and Capacity

9.1 The By-Law Officer shall review all applications for an Operator Licence to determine whether the application meets the requirements of this By-law.

9.2 Where an application complies with all applicable requirements of this By-law and does not exceed any limits established by Council, the By-Law Officer may issue the Operator Licence.

9.3 Where an application would exceed any limit established by Council under this By-law, or where multiple qualified applications exceed available capacity, the By-Law Officer shall refer the matter to Council for direction.

9.4 As part of an application for an Operator Licence authorizing horse-drawn vehicle operations, the Town may require the applicant to provide proof satisfactory to the Town that each horse proposed to be used in operations is fit for work, including confirmation from a licensed veterinarian.

10. Vehicle Suitability and Safety

10.1 All tour vehicles and horse-drawn vehicles authorized under this By-law shall be suitable for operation on public streets and for the safe transport of passengers.

10.2 Without limiting subsection 9.1, a vehicle authorized under this By-law shall:

- a) be mechanically and structurally sound and maintained in safe operating condition;
- b) not include features, modifications, or equipment that create a safety risk to passengers, pedestrians, cyclists, horses, or other road users; and
- c) be of a size, weight, and configuration that can be safely operated on approved routes, as determined by the Town's Traffic Authority.

10.3 The Town may refuse, suspend, or revoke vehicle authorization where a vehicle is unsafe, materially altered in a manner that affects safety, or no longer complies with this By-law.

11. Maintenance and Safety Responsibilities

11.1 The Operator is responsible for ensuring that all vehicles, horses (where applicable), harnesses, tack, equipment, and related items used in operations are maintained in a safe, sanitary, and serviceable condition at all times.

11.2 The Operator shall establish and follow regular inspection and maintenance procedures and shall immediately remove from service any vehicle, horse, or equipment that is unsafe, damaged, or unfit for use.

11.3 The Town does not assume responsibility for the inspection, maintenance, or condition of any vehicle, horse, or equipment operated under an Operator Licence.

12. Cleanliness and Nuisance Prevention

12.1 An Operator shall conduct operations in a manner that maintains cleanliness and does not create a nuisance in any public place.

12.2 An Operator of a horse-drawn vehicle shall ensure that each horse used in operations is equipped at all times with a properly fitted and maintained waste containment system designed to capture horse manure.

12.3 Where horse manure is deposited in any public place, including on a roadway, sidewalk, or other area accessible to the public, the Operator shall immediately take all reasonable steps to ensure that the manure is promptly removed and properly disposed of.

12.4 Where immediate removal by the Operator is not possible, the Operator shall promptly notify another employee or designate and shall ensure that clean-up personnel are dispatched without delay to remove the manure before it is spread, tracked, or creates a nuisance or safety concern.

12.5 An Operator shall ensure that horse manure and other solid waste generated as part of horse-drawn vehicle operations are properly collected and disposed of at the Operator's expense.

12.6 Horse manure or other operational waste shall not be deposited in Town garbage receptacles or litter containers.

12.7 An Operator shall take all reasonable steps to promptly address and clean any accumulation of horse urine in a public place where it creates a nuisance, odour, or safety concern.

13. Insurance

13.1 As a condition of issuing or renewing an Operator Licence, the licensee shall provide proof of commercial general liability insurance satisfactory to the Town.

13.2 The insurance required under this section shall:

- a) cover bodily injury, death, and property damage arising from the operation of any tour vehicle or horse-drawn vehicle operated under the Operator Licence;
- b) provide coverage of not less than Two Million Dollars (\$2,000,000) per occurrence, or such higher amount as Council may establish by resolution;
- c) name the Town of Lunenburg as an additional insured; and
- d) remain in full force and effect for the duration of the Operator Licence term.

13.3 Failure to maintain the required insurance shall result in the immediate suspension of the Operator Licence.

14. Indemnification

14.1 As a condition of holding an Operator Licence under this By-law, the Operator shall indemnify and save harmless the Town of Lunenburg, its officers, employees, agents, and elected officials from and against any and all claims, demands, actions, losses, costs, damages, or expenses, including legal fees on a solicitor-and-client basis, arising out of or related to:

- a) the operation of any tour vehicle or horse-drawn vehicle under this By-law;
- b) the conduct or negligence of the Operator or any person acting on behalf of the Operator; or
- c) any breach of this By-law or any condition of an Operator Licence or vehicle authorization,

except to the extent caused by the negligence of the Town.

15. Approved Routes

15.1 As part of an application for an Operator Licence, the applicant shall submit the proposed operating route or routes for all tour vehicles and horse-drawn vehicles to be operated under the licence.

15.2 All proposed routes must be reviewed and approved by the Town's Traffic Authority before the issuance or renewal of an Operator Licence.

15.3 An Operator shall operate only on routes approved by the Town's Traffic Authority and shall comply with any temporary closures, detours, or route restrictions, including those related to special events or construction.

15.4 Approved routes may be amended by the Town's Traffic Authority from time to time for safety, operational, or traffic management reasons, and Operators shall comply with any amended route approvals.

16. Loading Zones

16.1 As part of route approval, the Town's Traffic Authority may establish, assign, relocate, or modify loading zones for tour vehicles and horse-drawn vehicles.

16.2 An Operator shall use only the loading zones assigned or approved by the Town and shall comply with any conditions related to their use.

17. Stopping, Standing, and Parking

17.1 An Operator shall not stop, stand, park, or stage a tour vehicle or horse-drawn vehicle in a manner that obstructs traffic, interferes with pedestrians, cyclists, accessibility, or emergency vehicles, or unreasonably interferes with the use of adjacent properties, except where authorized by the Town or required for safety or emergency reasons.

17.2 An Operator shall comply with all applicable traffic laws, parking regulations, traffic control devices, and any directions of a police officer or traffic authority.

17.3 Tour vehicles and horse-drawn vehicles shall load and unload passengers only at approved loading zones or locations authorized by the Town, except where required for safety or emergency reasons.

18. Control and Supervision of Horses

18.1 An Operator shall ensure that any horse used in horse-drawn vehicle operations is under effective supervision and control at all times while in a public place.

18.2 A horse shall not be left unattended in a public place, except where the horse is securely hitched or otherwise restrained in a manner that ensures the safety of the horse and the public, and the Operator remains in the immediate vicinity and able to respond promptly.

19. Hitching Posts and Restraint Infrastructure

19.1 Where an Operator proposes to install a hitching post or other fixed restraint for horses on Town property or within a public right-of-way, the installation shall be at the Operator's expense and subject to prior approval by the Town.

19.2 Approval under this section may consider location, design, public safety, accessibility, and compatibility with surrounding uses.

19.3 Nothing in this section obligates the Town to permit the installation of a hitching post or similar infrastructure.

19.4 Hitching posts approved under this section do not relieve an Operator of the obligation to maintain effective supervision and control of horses under this By-law.

20. Hours of Operation

20.1 An Operator shall operate a tour vehicle or horse-drawn vehicle only between sunrise and one (1) hour after sunset, unless Council authorizes otherwise by resolution.

21. Schedule of Operational Limits

21.1 The maximum number of Operator Licences, vehicles, and horses permitted to operate under this By-law shall be as set out in Schedule "A".

21.2 Schedule "A" may establish different limits for tour vehicle operations and horse-drawn vehicle operations and may be adopted, amended, or replaced by resolution of Council from time to time.

21.3 Council may provide direction respecting the allocation of available licences under this By-law.

22. Safety, Animal Welfare, and Emergency Management Plan

22.1 As a condition of issuing or renewing an Operator Licence for horse-drawn vehicle operations, the applicant shall submit a written Safety, Animal Welfare, and Emergency Management Plan, in a form acceptable to the Town.

22.2 The Plan shall, at a minimum, address:

- a) general animal care and welfare practices, including watering, feeding, rest, shelter, and monitoring for signs of distress;
- b) procedures for removing a horse from service when the horse becomes unfit for work;
- c) safe operation of the horse-drawn vehicle in traffic, around pedestrians, and in crowded areas;
- d) procedures for managing extreme weather or environmental risks, including heat, cold, and other conditions that may affect animal welfare;

- e) emergency response procedures for incidents including, but not limited to, horse illness or injury, equipment failure, traffic collisions, or public safety concerns; and
- f) communication and coordination with emergency services and the Town when required.

22.3 The Town may require amendments to a Plan as a condition of issuing or renewing an Operator Licence where reasonably necessary to protect public safety or animal welfare.

22.4 Failure to comply with an approved Plan constitutes a contravention of this By-law and may result in suspension or revocation of an Operator Licence.

23. General Animal Welfare

23.1 An Operator shall ensure that every horse used in horse-drawn vehicle operations is kept, handled, housed, transported, and worked in a manner that protects the horse's health, safety, and welfare and prevents pain, injury, distress, exhaustion, or unnecessary suffering.

23.2 Without limiting anything within this section, general animal welfare includes, but is not limited to, ensuring that each horse:

- a) has access to fresh, potable water;
- b) is provided with appropriate rest periods during the workday;
- c) is treated humanely at all times and is not subjected to cruel, abusive, or neglectful behaviour; and
- d) is not worked, stressed, or otherwise required to perform beyond its physical capacity.

24. Extreme Weather and Environmental Conditions

24.1 An Operator shall not operate a horse-drawn vehicle where extreme weather or environmental conditions pose a risk to the health, safety, or welfare of a horse.

24.2 Extreme weather or environmental conditions may include, but are not limited to, excessive heat or humidity, extreme cold, heavy precipitation, high winds, poor air quality, or any combination of conditions that may reasonably cause distress, injury, or exhaustion to a horse.

24.3 In determining whether conditions are unsafe, consideration may be given to factors including temperature, humidity, wind, duration of work, workload, availability of shade or shelter, and the individual condition of the horse.

24.4 Where the By-Law Officer has reasonable grounds to believe that extreme weather or environmental conditions present a risk to animal welfare, the By-Law Officer may require an Operator to modify or suspend operations.

25. Fitness for Work

25.1 No horse shall be used in horse-drawn vehicle operations if the horse is unfit for work.

25.2 Indicators that a horse may be unfit for work include, but are not limited to:

- a) lameness, stiffness, or injury affecting mobility;
- b) open sores, wounds, or skin conditions caused by or aggravated by tack, harnesses, or equipment;
- c) signs of exhaustion, dehydration, emaciation, or poor body condition;
- d) loose, missing, or unsafe shoes; or
- e) illness, infection, or any condition likely to cause pain or distress.

25.3 Where a horse shows signs of being unfit for work, the Operator shall immediately remove the horse from service and shall not return the horse to service until the horse is fit for work, as verified by a veterinarian where required by the Town.

26. Veterinary Care and Oversight

26.1 Where the By-Law Officer has reasonable grounds to believe that a horse may be unfit for work or that animal welfare requirements are not being met, the By-Law Officer may require the Operator, at the Operator's expense, to obtain a veterinary examination.

26.2 The Operator Licence may be suspended until satisfactory confirmation is provided that the horse is healthy and fit for work.

26.3 Operators shall provide veterinary records or certifications reasonably required to demonstrate compliance with this By-law, including records related to fitness for work where applicable.

27. Complaints and Investigations

27.1 Any person may make a complaint to the Town regarding an alleged contravention of this By-law.

27.2 The By-Law Officer is responsible for receiving, reviewing, and investigating complaints and for determining whether a contravention of this By-law may have occurred.

27.3 The By-Law Officer may also initiate an investigation on their own initiative where the Officer has reasonable grounds to believe that a contravention of this By-law may have occurred.

27.4 In carrying out an investigation, the By-Law Officer may require an Operator to provide records, documentation, or information reasonably necessary to determine compliance with this By-law, including, where applicable, proof of insurance, maintenance and inspection

records, veterinary records, approved plans, or route approvals.

27.5 Where the By-Law Officer determines that a contravention of this By-law has occurred, the Officer may take enforcement action in accordance with this By-law and applicable legislation, including issuing orders, suspending or revoking licences, or commencing a prosecution.

28. Records and Retention

28.1 An Operator shall maintain and retain records reasonably necessary to demonstrate compliance with this By-law, including, where applicable:

- a) proof of insurance;
- b) Operator Licence and vehicle authorization documentation;
- c) vehicle inspection, maintenance, and repair records;
- d) veterinary certifications or records related to fitness for work; and
- e) any Safety, Animal Welfare, and Emergency Management Plan approved under this By-law.

28.2 Such records shall be retained for a minimum period of three (3) years and shall be made available to the By-Law Officer upon request for the purposes of administration or enforcement of this By-law.

29. Suspension, Revocation, and Appeal

29.1 Where the By-Law Officer determines that a licence holder has failed to comply with this By-law, any other applicable Town by-law, or applicable provincial or federal legislation, the By-Law Officer may suspend or revoke an Operator Licence.

29.2 A suspension may be lifted by the By-Law Officer where the Officer is satisfied that the contravention has been remedied and compliance with this By-law has been achieved.

29.3 A decision made under subsection 13.1 may be appealed to Council by delivering written notice of appeal to the Clerk within fourteen (14) days of the decision.

29.4 Upon receipt of a notice of appeal, the Clerk shall place the appeal on the agenda of a regular meeting of Council as soon as practicable.

29.5 Unless Council directs otherwise, a licence remains suspended during the appeal process.

29.6 Council may confirm, vary, or rescind the decision of the By-Law Officer.

29.7 A decision of Council under this section is final for the purposes of this By-law.

29.8 Revocation of a licence does not prevent a person from applying for a new Operator Licence in the future, unless Council directs otherwise.

30. Enforcement

30.1 Compliance with this By-law shall be enforced primarily through licensing and administrative measures, including the imposition of conditions, orders, suspensions, or revocations issued under this By-law.

31. Offence & Penalty

31.1 Any person who fails to comply with an order, condition, suspension, or revocation issued under this By-law is guilty of an offence.

31.2 Any person convicted of an offence under this By-law is liable, on summary conviction, to a fine of not less than One Hundred Dollars (\$100.00) and not more than One Thousand Dollars (\$1,000.00).

31.3 Where an offence under this By-law continues for more than one day, each day the offence continues constitutes a separate offence.

32. Repeal

32.1 Upon coming into force, this By-law repeals and replaces By-law No. 56, being the Hack and Trolley By-law, and any amendments thereto.

SCHEDULE "A" – OPERATIONAL LIMITS

1. Tour Vehicles

The maximum number of tour vehicle Operator Licences permitted to operate within the Town at any one time is three (3) tour vehicles.

2. Horse-Drawn Carriage Operations

(a) The maximum number of horse-drawn carriage Operator Licences permitted to operate within the Town at any one time is four (4) carriages.

(b) Each authorized horse-drawn carriage may be operated using a maximum of two (2) horses per carriage.

3. Competing Applications and Allocation

Where the number of qualified applications for Operator Licences or vehicle authorizations exceeds the limits set out in this Schedule, the matter shall be referred to Council for determination.

In determining the appropriate number of licences to be issued and the manner in which available licences are allocated, Council may consider factors including, but not limited to:

- (a) public safety and traffic impacts;
- (b) pedestrian congestion and accessibility;

- (c) animal welfare considerations;
- (d) the cumulative impact of tour operations on Town streets and public places;
- (e) the risk of over-saturation of commercial tour services; and
- (f) the fair and reasonable allocation of available licences among competing applicants.

SCHEDULE "B" – LICENCE FEES

1. Operator Licence Fee

Every application for an Operator Licence under this By-law shall be accompanied by a non-refundable annual licence fee of One Hundred Dollars (\$100.00).

2. Per Vehicle Authorization Fee

In addition to the Operator Licence fee, an annual fee of Five Hundred Dollars (\$500.00) shall be payable for each tour vehicle or horse-drawn carriage authorized to operate under an Operator Licence.

3. Fee Term

All fees set out in this Schedule are payable annually and are non-refundable.

INFORMATION REPORT

Subject: Noise By-law Annual Review
From: Shania MacLeod, Bylaw/Special Constable Officer
Date: Feb. 3, 2025 – COTW



Recommendation

This is an information report. Should Council wish to provide direction arising from this report, a motion is required.

Background

At its June 24, 2025 meeting, Council approved an updated [Noise By-law](#). The by-law was revised following staff recommendations to address enforcement challenges associated with the previous by-law, which relied on subjective language and lacked clear parameters.

The updated by-law introduces clearer definitions and more specific standards to support consistent enforcement, while continuing to allow for normal daily activities. As part of the new by-law, Council included a provision requiring an annual review to assess how the by-law is functioning in practice and to allow for adjustments, if needed.

Ahead of the busy season, staff are providing this annual information report to support Council's review of the Noise By-law and to invite any questions or direction Council may wish to provide.

Discussion

Since the adoption of the Town's updated Noise By-Law, its overall effectiveness has been clearly demonstrated. Noise-related complaints have declined significantly following its passage, which appears to be directly attributable to increased public awareness and understanding that the new By-Law regulates forms of noise that were not clearly addressed under the former legislation.

To date, the Noise By-Law has required enforcement on only one occasion. That complaint involved prolonged amplified music being played through an outdoor speaker system from morning until late evening. Utilizing the updated provisions of the By-Law, particularly those addressing prolonged and continuous sound, enforcement was clear, efficient, and effective. The matter was addressed with both the individual responsible and the property owner, a Notice to Comply was issued, and compliance was achieved without the need for further escalation.

One noise-related complaint remains under review; however, this matter involves a liquor-licensed establishment and therefore falls under provincial jurisdiction. Under the current regulatory framework, noise complaints associated with licensed establishments are

administered by the Province of Nova Scotia through Alcohol, Gaming, Fuel and Tobacco (AGFT). The province has primary authority over liquor-licensed premises and is responsible for responding to and enforcing noise and entertainment-related complaints related to these operations.

AGFT has advised that where there are ongoing or repeated noise complaints related to a licensed establishment, it may, as part of its regulatory role, conduct an investigation. As a result of that investigation, AGFT has the authority to impose conditions on a liquor licence to ensure compliance, including restrictions on hours of entertainment, sound levels, or other operational practices specific to an individual business. In cases of continued or serious non-compliance, the province may also suspend or revoke a licensee's ability to provide entertainment. These enforcement tools provide an effective mechanism for addressing chronic or recurring noise issues associated with licensed establishments.

In discussions with the province, it was confirmed that AGFT does not rely on decibel-reading equipment when assessing noise complaints. Instead, the Province applies a "reasonable person" standard when determining whether noise is excessive or disruptive. This approach mirrors the standard adopted in the Town's Noise By-Law. Provincial officials advised that this consistency is beneficial, as it allows municipal and provincial enforcement to assess noise using the same practical and outcome-based framework. As a result, the Town's Noise By-Law aligns with and complements the enforcement approach used by the province, supporting clearer decision-making and coordinated enforcement.

As a result, the Town no longer carries primary responsibility for enforcement of noise complaints related to liquor-licensed premises. Instead, the Province works in coordination with the Town to ensure these matters are investigated and addressed through the appropriate provincial enforcement process. This structure provides clearer accountability, stronger compliance tools, and a more efficient resolution process for this category of noise complaints.

Overall, the updated Noise By-Law has proven to be a practical and enforceable tool. Its clarity has improved public understanding and assisted enforcement staff, resulting in stronger compliance and a measurable reduction in complaints.

From an operational perspective, staff are satisfied that the updated Noise By-Law is functioning as intended and is meeting enforcement needs. The clarity of the by-law has supported consistent application and has contributed to improved compliance. Staff are also confident that the provincial enforcement framework administered by AGFT provides appropriate tools to address noise issues related to liquor-licensed establishments when required.

Should Council have any concerns, questions, or suggestions arising from this review, staff are available to explore those matters further and, if directed, would work toward bringing forward any recommended amendments in advance of the summer season.

Communications

Following Council's approval of the updated Noise By-Law in June 2025, staff developed a [Noise By-Law information](#) sheet to accompany the by-law. The information sheet is intended to provide residents and businesses with a clear, plain-language snapshot of what is permitted under the by-law and how noise is regulated. This resource supports public understanding of the updated requirements and complements the full by-law by highlighting key provisions in an accessible format. The information sheet is available on the Town's website.

If Council identifies a need for additional educational or communication materials to support awareness of the Noise By-Law, staff can explore those options and report back, as appropriate.



Municipality of the District of Lunenburg

10 Allée Champlain Drive, Cookville, Nova Scotia, Canada, B4V 9E4

Administration

Phone: 902.543.8181 Fax: 902.543.7123 Web Site: www.modl.ca

January 27, 2026

Mayor Jamie Myra & Council
Town of Lunenburg
119 Cumberland St PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Myra:

RE: 2026-27 REMAC Budget Proposal for Council Discussion

At the Regional Emergency Management Organization (REMO) Advisory Committee meeting on January 26, 2026, the Committee passed the following motion:

“that the REMO draft 2026/27 budget be presented to partner units for discussion and feedback to the REMO Advisory Committee for final budget deliberations.”

Please forward this document outlining the initial budget proposal to your Council for review and discussion. Please forward a copy of your Council’s feedback to Rebecca Baccardax, Community Readiness Coordinator to Rebecca.Baccardax@LunenburgREMO.ca. After each Council has discussed the proposed budget, a final budget proposal will be drafted and presented to your Council for final review and approval.

Sincerely,

Tom MacEwan
Chief Administrative Officer

Attachment

cc: Rebecca Baccardax, REMO



2025-26 Year in Review

Actual and Forecasted to
March 31, 2026

January 19, 2026



Training and Exercises

Training

- Led 13 training sessions to REMO and municipal staff
- Participated in 3 DEM training sessions

Exercises

- Led 2 exercises for REMO staff
- Participated in 2 DEM exercises
- Participated in 6 Partner exercises



Stakeholder Meetings

41 stakeholder meetings, some examples:

- United Way, NS Guard, SSODA
- Comfort Centres
- FireSmart presentations, Home and Business Assessments
- Long Term Care Facilities and Care Homes
- Gov't of Canada Business Continuity Team
- WWTP tours



Community Presentations & Outreach

13 Presentations and Outreach, some examples:

- South Shore Expo
- Chester Castle and Chester Fire for Emergency Preparedness Week
- Family Resource Centre
- Marriotts Cove EP Presentation
- Vulnerable Sector Organizations



Activations

- MOC Bonny Lea Farms Propane Leak
- MOC Shoreham Evacuation
- TOB Drowned and Missing Person
- REMO – Annapolis Dalhousie Long Lake Fire Complex (56 fire departments sent over 17 days)
- MOC & MODL Drought and Dry Wells
- REMO – Rain & High Winds
- REMO – Winter Storm Jan 19 + Jan 26)

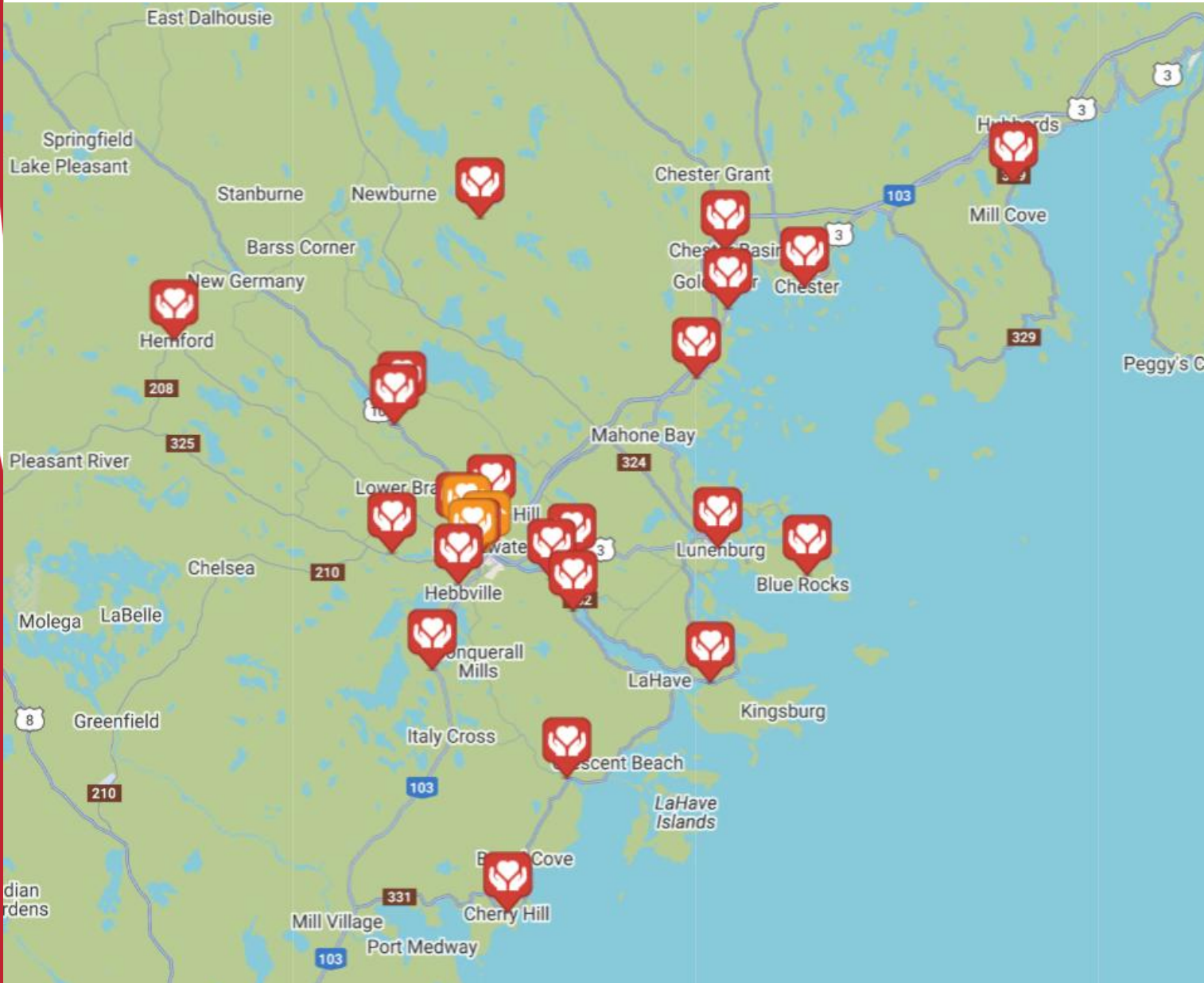


Newsletters

Quarterly Newsletters

- Pets
- Hurricane
- Generators
- Wildfire

Lunenburg REMO Comfort Centres



| | |
|-------------------------|-----|
| District of Lunenburg | 16+ |
| Municipality of Chester | 4 |
| Town of Bridgewater | 4 |
| Town of Lunenburg | 1 |
| Town of Mahone Bay | 1* |
| + 2 in progress | |
| * Fire Hall no staff | |



Additional Meetings

Several additional meetings that have not been part of the past 6 years and more planned in coming years.

- 4 Governance meetings including pre-meetings with CAO
- NS DEM regarding:
 - REMO Standards
 - Fire Services Review
 - Ground Search & Rescue Review (GSAR)
 - Threat Hazard Identification Risk Assessment (THIRA)



New Staff

- REMO Community Readiness Coordinator onboarded
- CAO and 2 AEC on-boarding
- Chester Community Readiness Coordinator



3-Year Workplan

| REMO Staff Workplan | 2026/27 | 2027/28 | 2028/29 |
|--------------------------------------|------------------------|----------------|----------------|
| Training/Exercises | 10 / 2 | 10 / 3 | 10 / 3 |
| Community Outreach: | | | |
| Social Media | 48 | 48 | 48 |
| Newsletters | 4 | 4 | 4 |
| Public Presentation/Outreach | 12 | 18 | 12 |
| EP Week | Expo | 1 | Expo |
| Stakeholder/Partner Engagement (hrs) | 100 | 155 | 155 |
| Be Ready Training | 2 | 1 | 1 |
| After Action Report Items | 40 | 45 | 45 |
| Emergency Management Plan | awaiting DEM Standards | | |
| Contingency Plans | 3 | 6 | 6 |
| Communication Plan | completed | updated | updated |
| Activations | | | |

From past budget discussions

| REMO Staff Workplan | 2026/27 | 2027/28 | 2028/29 |
|-----------------------------|--------------------------|----------------|----------------|
| Shelter Generator | awaiting REMAC direction | | |
| Volunteer Roster | pending REMAC approval | | |
| Vulnerable Persons Registry | awaiting DEM Standard | | |
| Evacuation Routes | led by units not REMO | | |



2026-27 Grant Offset

- The province is rolling out four years of grants with a staged offset (salaries qualify).
- Front loaded some costs in first two years based
- Types of work ECC upgrades in Chester with TMR and Satellite antennas, phone lines in both ECCs, consultant for training revamp.

| Fiscal Year | Provincial Grant | REMO Offset |
|--------------------|-------------------------|--------------------|
| 2025-26 | \$100,000 | \$25,000 |
| 2026-27 | \$100,000 | \$25,000 |
| 2027-28 | \$ 50,000 | \$50,000 |
| 2028-29 | \$ 25,000 | \$75,000 |



2026-27 Budget

Training and Travel

- Travel, professional development, ECC staff training, Mock Exercises and supplies

Administration

- Salaries and benefits, office expenses, radio equipment, insurance, telecommunications, general advertising, license fees, host office rental and services



2026-27 Budget

Projects

- EP Week, Public Presentations and Outreach, DEM Grant Project Offset, Donated Generator Project, Advertising

Grants & Contingency

- Ground Search and Rescue, and Contingency

REVENUE: \$100,000 NS DEM Readiness Grant



2026-27 Proposed Budget

| | 2025-26 | 2026-27 | Change |
|--------------------------|-------------------|-------------------|------------------|
| Training / Travel | 33,500.00 | 42,500.00 | 9,000.00 |
| Administration | 323,200.00 | 348,380.33 | 25,180.33 |
| Projects | 22,700.00 | 64,000.00 | 41,300.00 |
| Grants & Contingency | 26,000.00 | 26,000.00 | 0.00 |
| | | | |
| DEM GRANT REVENUE | | 100,000.00 | 100,0000.00 |
| | | | |
| TOTAL REMO BUDGET | 435,259.06 | 380,880.33 | 75,480.33 |

Budget Breakdown Comparison

FINAL 2025-26 Budget Breakdown

| For Comparison: | Last year's budget using old formula | | | Last year's budget using new formula | | |
|-----------------------|--------------------------------------|----------------|----------------------|--------------------------------------|---------------------|----------------------|
| | UA 2024/25 | share | Actual 2025-26 | UA Amount | Base amount | Total |
| District of Lunenburg | 3,493,034,076 | 49.6% | \$ 216,012.25 | \$ 172,809.80 | \$ 17,410.36 | \$ 190,220.16 |
| District of Chester | 2,123,424,985 | 30.2% | \$ 131,314.44 | \$ 105,051.55 | \$ 17,410.36 | \$ 122,461.91 |
| Town of Bridgewater | 851,153,903 | 12.1% | \$ 52,636.09 | \$ 42,108.87 | \$ 17,410.36 | \$ 59,519.24 |
| Town of Lunenburg | 375,580,597 | 5.3% | \$ 23,226.23 | \$ 18,580.98 | \$ 17,410.36 | \$ 35,991.35 |
| Town of Mahone Bay | 195,179,307 | 2.8% | \$ 12,070.06 | \$ 9,656.05 | \$ 17,410.36 | \$ 27,066.41 |
| | 7,038,372,868 | 100.00% | \$ 435,259.06 | \$ 348,207.25 | \$ 87,051.81 | \$ 435,259.06 |

2026-27 Proposed Budget Breakdown

This year's budget using new formula

REMO 2026-27 Using a 20% Base Rate + Uniform Assessment

Contribution with Revenue

| | UA 2025-26 | UA % | UA Amount | Base amount | Total |
|-----------------------|----------------------|-------------|----------------------|---------------------|----------------------|
| District of Lunenburg | 3,803,981,234 | 49.4% | \$ 150,604.95 | \$ 15,235.24 | \$ 165,840.19 |
| District of Chester | 2,343,167,389 | 30.4% | \$ 92,769.28 | \$ 15,235.24 | \$ 108,004.52 |
| Town of Bridgewater | 927,125,363 | 12.0% | \$ 36,706.19 | \$ 15,235.24 | \$ 51,941.43 |
| Town of Lunenburg | 407,796,208 | 5.3% | \$ 16,145.22 | \$ 15,235.24 | \$ 31,380.46 |
| Town of Mahone Bay | 214,166,363 | 2.8% | \$ 8,479.15 | \$ 15,235.24 | \$ 23,714.39 |
| | 7,696,236,557 | 100% | \$ 304,704.80 | \$ 76,176.20 | \$ 380,881.00 |



Discussion / Questions



ECC Training Consultant

- Expression of Interest submitted; received 6 responses (1 incomplete)
- We budgeted \$25,000 – Submissions ranged from \$59K - \$300K
- Highest score went to second lowest price
- After review, staff recommend breaking the work into two phases and omitting part of the EOI. Phase 1 would be \$36,000 and some of the work would be removed.

| | |
|-------------------------------------|---|
| Role Development: | Phase 1: 2025/26 budget \$36,000 Due March 31, 2026 (Grant 1) |
| Course Delivery | Phase 2: 2026-27 budget \$14,000 Due August 31, 2026 (Grant 2) |
| Exercise Design and Delivery | Phase 2: 2026/27 budget \$10,000 Due February 28, 2027 (Grant 2) |
| On-line Training Modules | Omit – Video the class instruction to post for staff. |



Changes to Grants

| 2025-26 Grant Categories | 2025-26 Grant Submission | Proposed Adjustment Request |
|--------------------------|--------------------------|-----------------------------|
| ECC Training * | \$ 25,000 | \$ 36,000 |
| Laptops | 5,000 | 5,000 |
| Landlines | 2,000 | 2,000 |
| TMR Base | 2,000 | 2,000 |
| TMR Sat/Phone Antenna * | 40,000 | 15,000 |
| Staff * | 26,000 | 40,000 |
| Total | \$ 100,000 | \$ 100,000 |



LUNENBURG COUNTY GROUND SEARCH AND RESCUE

December 15, 2025

Municipality of Lunenburg
10 Champlain Drive,
Cookville, NS. B4V 9E4

Attn: Angela Henhoeffler, CEM, ABCP
Manager, Lunenburg County Emergency Management

Please find attached the 2025 Financial Statements for the Lunenburg County Ground Search and Rescue Team for the period January 1 to November 30. Also attached is the 2026 budget. The Team is thankful for the 2025 grant and we are anticipating that all is in place for the 2026 grant.

We had an exceptional year fund raising in 2025 but don't anticipate it will be quite as good in 2026, also we were able to access the Emergency funding from the province this year for additional equipment which won't be available next year.

All your support and help is appreciated by our membership.

Yours truly,

Wayne Fiddes
Treasurer LUGSAR
Cell 902-523-4105

**LUNENBURG COUNTY GROUND SEARCH AND
RESCUE TEAM
INCOME STATEMENT
PERIOD JANUARY 1, 2025 TO November 30, 2025**

| | Actual | 2026 Budget |
|--|---------------|------------------------|
| REVENUE: | | |
| Ways & Means | \$10,332.63 | \$ 5,000.00 |
| Reimburse RCMP & DEM | \$ 2,084.43 | \$ 500.00 |
| Provincial Grants | \$ 14,688.24 | \$ 3,000.00 |
| Municipial Grants | \$ 10,000.00 | \$ 10,000.00 |
| Federal Rebates | \$ 1,537.61 | \$ 1,800.00 |
| Term Deposit Interest | \$ 96.44 | \$ 2,500.00 |
| | | |
| TOTAL REVENUE: | \$38,739.35 | \$ 22,800.00 |
| EXPENSES: | | |
| Vehicle - Fuel | \$654.13 | \$ 700.00 |
| Vehicle repairs | \$6,096.40 | \$ 4,000.00 |
| Propane | \$1,167.05 | \$ 1,200.00 |
| Bell Aliant | \$458.23 | \$ 470.00 |
| NS Power | \$526.24 | \$ 1,100.00 |
| Internet | \$747.93 | \$ 850.00 |
| Property Insurance | \$4,734.00 | \$ 4,800.00 |
| Operating Expenses | \$15,919.71 | \$ 5,000.00 |
| Capital Expenses | \$5,023.21 | \$ 2,000.00 |
| Training Expenses | \$874.00 | \$ 3,200.00 |
| Training Supplies | \$94.67 | \$ 1,000.00 |
| | | |
| TOTAL EXPENSES: | \$36,295.57 | \$ 24,320.00 |
| | | |
| NET INCOME (LOSS) | \$2,443.78 | (\$1,520.00) |
| Current Assets as of Nov. 30, 2025: | | |
| Operating account | \$ 26,168.96 | |
| Training account | \$ 10,436.90 | |
| Investment accounts (GIC's) | \$ 111,925.36 | |
| Total Current Assets | \$ 148,531.22 | |

**LUNENBURG COUNTY GROUND SEARCH AND
RESCUE TEAM
INCOME STATEMENT
PERIOD JANUARY 1, 2024 TO DECEMBER 31, 2024**

| | 2024 | 2023 |
|------------------------------------|----------------------|----------------------|
| REVENUE: | | |
| Ways & Means Committee | \$1,985.46 | \$2,755.63 |
| Reimbursements RCMP & EMO expenses | \$309.19 | \$3,795.88 |
| Provincial Grants | \$3,000.00 | \$13,000.00 |
| Municipal Grants | \$16,339.25 | \$20,000.00 |
| Federal Rebates (HST) | \$1,010.78 | \$1,659.57 |
| Sale of 2005 Ford SUV | | \$1,800.00 |
| Term Deposit Interest | \$5,387.25 | |
| TOTAL REVENUE: | \$28,031.93 | \$43,011.08 |
| EXPENSES: | | |
| Telephone (cellular & Bldg) | \$516.00 | \$597.19 |
| Electricity | \$1,121.43 | \$919.54 |
| Propane | \$396.06 | \$1,271.00 |
| Gas (Vehicles) | \$705.29 | \$1,256.59 |
| Vehicle Repairs | \$591.16 | \$8,888.32 |
| Taxes | \$409.87 | \$382.16 |
| Insurance | \$4,337.00 | \$4,571.00 |
| Operating Expenses | \$3,067.69 | \$5,037.04 |
| Capital Expenditures | | \$603.74 |
| Training Supplies | \$1,546.47 | \$1,527.93 |
| Depreciation | \$31,145.73 | \$37,344.80 |
| TOTAL EXPENSES: | \$43,836.70 | \$62,399.31 |
| NET INCOME (LOSS) | (\$15,804.77) | (\$19,388.23) |

**LUNENBURG COUNTY GROUND SEARCH AND
RESCUE TEAM
BALANCE SHEET 2024**

ASSETS

| | 2024 | 2023 |
|-----------------------|-----------------------------------|-----------------------------------|
| Current Assets | | |
| Bank - Chequing | \$ 12,016.00 | \$ 22,869.16 |
| Training Account | \$ 10,653.50 | \$ 10,199.97 |
| Term Deposits | \$ 120,208.97 | \$ 114,821.72 |
| | <hr/> | <hr/> |
| Total Current Assets | \$ 142,878.47 | \$ 147,890.85 |
| Fixed Assets | | |
| Equipment | \$ 96,908.34 | \$ 94,380.00 |
| Accum. Depreciation | \$ (34,229.63) | \$ (18,876.00) |
| Vehicles | \$ 29,416.00 | \$ 29,416.00 |
| Accum. Depreciation | \$ (15,002.16) | \$ (8,824.80) |
| Building & Land | \$ 258,925.00 | \$ 241,100.00 |
| Accum. Depreciation | \$ (19,258.74) | \$ (9,644.00) |
| Total Fixed Assets | <hr/> \$ 316,758.81 | <hr/> \$ 327,551.20 |
| Total Assets | <hr/> <u>\$ 459,637.28</u> | <hr/> <u>\$ 475,442.05</u> |
| Equity | | |
| Retained Earnings | <hr/> \$ 459,637.28 | <hr/> \$ 475,442.05 |
| TOTAL EQUITY | <hr/> <u>\$ 459,637.28</u> | <hr/> <u>\$ 475,442.05</u> |