

**Municipality of the District of Lunenburg**  
**Minutes of a Meeting of the Policy & Strategy Committee**  
**Held in Council Chamber, 10 Allée Champlain Drive, Cookville, N.S.**  
**Tuesday, December 16, 2025 – 9:00 a.m.**

**Attendance**

Deputy Mayor Chasidy Veinotte, District 10, Chair  
Councillor Alison Smith, District 6, Vice Chair  
Mayor Elspeth McLean-Wile  
Councillor Morgen Reinhardt, District 1  
Councillor Wendy Oickle, District 3  
Councillor Martin Bell, District 2  
Councillor Pam Hubley, District 4  
Councillor Cathy Moore, District 5  
Councillor Edgar Burns, District 7  
Councillor Ben Brooks, District 9

**Regrets**

Councillor Kacy DeLong, District 8

**Staff**

Tom MacEwan, Chief Administrative Officer  
April Whynot-Lohnes, Municipal Clerk  
Lisa Andrews, Executive Assistant

**1. Call to Order**

Deputy Mayor Veinotte called the meeting to order at 9:00 a.m. and began by acknowledging that the meeting was held in Mi'kma'ki, the traditional territory of the Mi'kmaq people.

**2. Announcements, Acknowledgements, Recognition - Nil**

**3. Public Input – Nil**

**4. Changes/Approval of Agenda**

**Moved by Mayor McLean-Wile, seconded by Councillor Burns that the Agenda be approved as circulated. Carried unanimously.**

**5. Approval of Minutes – November 18, 2025**

**The Minutes of November 18, 2025, Policy & Strategy Committee meeting were approved as circulated.**

**6. Business Arising from Minutes - Nil**

**7. Presentations/Scheduled Times - Nil**

**8. Referral From Committees/Council – Nil**

**12. In Camera**

**At 9:03 a.m., it was moved by Councillor Moore, seconded by Councillor Hubley that the Policy & Strategy Committee go In Camera to discuss the following items:**

**12.1 Contract Negotiations under Section 22(2)(e) of the MGA**

**12.2 Contract Negotiations under Section 22(2)(e) of the MGA**

**Carried unanimously.**

Policy & Strategy Committee In Camera in session.

**At 10:11 a.m., it was moved by Councillor Oickle, seconded by Mayor McLean-Wile that Policy & Strategy Committee come out of In Camera and return to open session. Carried unanimously.**

Policy & Strategy Committee in session.

The meeting recessed at 10:12 and resumed at 10:28 a.m.

**9. Staff Reports**

**9.1 Planning & Development Services**

**9.1.1 Municipal-Wide Land Use Planning: Direction Discussion #4**

A report from the Municipality's Planning Staff titled "Municipal-Wide Land Use Planning – Council Direction" was circulated with the agenda.

Reid Shepherd, Deputy Director of Planning & Development Services, Ella Gindi, Planner II Rosemary Young, Planner I, and Anna Giblin, Planner I were in attendance to continue the presentation on "Municipal-Wide Land Use Planning – Council Direction Report #2".

Mr. Shepherd began the presentation (attached to the Minutes) by providing a recap of the discussions held at Finance Committee on December 2, 2025.

Council discussed options for the following matters and chose their preferred option for each category:

**Tiny Homes – Council chose Option 1**

- Treat tiny houses as dwelling units and permit them as of right in zones that permit residential uses. (Minimum planning)

It was clarified that a tiny home is defined as 37m<sup>2</sup> or less.

Mr. Shepherd provided clarification that if a tiny home was built on an existing property, it would have to abide by the Building Code (unless it was on wheels), however, it would not be ensured under Option 1.

**Short-Term Rentals – Council chose Option 2**

- Permit short-term rentals in all areas that permit residential uses but regulate them in the Mixed Use Serviced Zone in alignment with the Osprey Village Secondary Planning Strategy

Ms. Young confirmed that short-term rentals are regulated by the Province but not at the municipal level. Short-term refers to a duration of 28 consecutive days or less, the owner must live in the unit and no more than 3 bedrooms can be rented

**Public Health Setbacks – Council chose Option 1**

- Not establish setbacks between institutional uses and uses that include the sale or production of substances such as alcohol, tobacco, and cannabis.

Mr. Shepherd confirmed that this would not impact convenience stores that sell tobacco as that is not their primary function.

Public Health Setbacks are not mandated by the Province.

Mr. Shepherd clarified that this would not impact existing properties but only apply to new sellers, particularly around the siting of new schools.

**Open Space Dedication – Council was tied between Options 1 and 2, therefore, Option 1 (currently in place) will remain**

- Maintain the Current Requirement (2% Cash-in-Lieu or Land Dedication)

Ms. Gindi confirmed that MODL's rate is lower than its neighboring municipalities (Kings 10%, Queens 5%, TOB 5%). Cash in lieu allows council to put money into new amenities and upkeep of existing park/open space infrastructure.

Mr. Shepherd confirmed every lot created for a new home, 2% gets conveyed to the municipality, however, it is not collected on apartment buildings or multi-unit dwellings.

Mr. Merrill confirmed that the rate has been at 2% for more than 20 years.

### **Signage – Council chose Option 1**

- To have no signage requirements that apply anywhere in the municipality

Ms. Giblin confirmed that these requirements are not mandated from the province. Going forward, commercial businesses pay for the signs they want to put up, and this does not impact existing signage.

Mr. Merrill confirmed we do receive complaints, regarding signage, but they are mostly within the provincial R.O.W. Signage within a municipal R.O.W. falls under the Land Use By-law and addressed by the Development Officer.

### **9.1.2 Public Input – Nil**

### **10. Mayor's/Deputy Mayor's/Councillors' Matters**

Mayor McLean-Wile expressed her appreciation to Councillors and Staff for their dedication over the past year. She wished them all the best for the holiday season.

### **11. Added Items – Nil**

### **13. Adjournment**

**There being no further business, the meeting adjourned at 11:34 a.m.**

# Municipal-Wide Land Use Planning Direction Discussion #4

December 16, 2025

Planning & Development Services



# Today's Agenda

1

Background & recap from Dec 9

2

Additional topics to cover

- Tiny Homes
- Shortterm Rentals
- Public Health Setbacks
- Open Space Dedication
- Sigange



# Background

- The Province required all municipalities (2018) to adopt comprehensive planning documents; MODL is creating a unified MPS and LUB covering all lands and guiding future growth.
- The new documents must meet the Statements of Provincial Interest and Minimum Planning Requirements, with additional opportunities to address topics such as environmental protection, heritage, and transportation.
- Public engagement (2020-2025) informed the WWHR 2025, highlighting key priorities and concerns reviewed in this first Council Direction Report.
- This report presents policy options for key topics (e.g., watercourses, wetlands, and zoning) to support Council direction ahead of Draft 2 in February 2026 and final public review.



# Recap from December 9

Mixed Use Serviced Zone	Directed to establish a Mixed Use Serviced Zone that applies to the serviced areas of Cookville, and to include site plan requirements for new large format commercial developments.
Rural Subdivision Zone	Directed to establish a zone for rural residential subdivisions and to require new residential subdivisions of 6 or more lots to go through a rezoning process.
Villages/ Hamlets Zone	Directed to establish a single zone for villages and to apply the zone to only a small number of communities.
Drinking Water Zones	Directed to establish two zones and an overlay for protecting drinking water supplies.
Conservation Zone	Directed to establish a conservation zone.
Future Use Zones	Directed to not establish any future use zones and to regulate specific industrial/ large-scale commercial uses by site plan and development agreement.

# Tiny Homes

- Not required to regulate tiny houses.
- There is a Statement of Provincial Interest on Housing.
- A tiny house is defined in the NS Building Code regulations as a dwelling unit that is less than  $37^2$  in building area.
- Tiny houses can be manufactured, modular, or constructed on-property.



## Potential Policy Direction - Tiny Homes

Council could direct staff to:

Option 1: Treat tiny houses as dwelling units and permit them as of right in zones that permit residential uses\*. (Minimum planning)

- Could add clear language in MPS outlining intent to be permissive of this use.

Option 2: Treat tiny houses as their own separate use and regulate them differently from other dwelling units.

- Regulate aspects of tiny houses, such as requiring a development permit to ensure presence of a permanent foundation.

## Short-Term Rentals

- Short-term rentals regulated by the Province under the Short-Term Rentals Registration Act (duration is a period of 28 consecutive days or less).
- Municipalities can regulate short-term rentals as well.
- No requirement to regulate short-term rentals at a municipal level, but there is a Statement of Provincial Interest on Housing.
- In Osprey Village Secondary Planning Area, the Land Use Bylaw regulates short-term rentals in certain zones.
  - Prevents a full unit from being rented for STR.



## Potential Policy Direction - Short Term Rentals

Council could direct staff to:

Option 1: Permit short-term rentals in all areas that permit residential uses. (Minimum planning).

- No limitations on shortterm rentals throughout the Municipality.

Option 2: Permit shortterm rentals in all areas that permit residential uses but regulate them in the Mixed Use Serviced Zone in alignment with the Osprey Village Secondary Planning Strategy\*.

- Would restrict entire units from being rented as a short-term rental and would allow no more than 3 bedrooms in any unit to be rented.

## Public Health Setbacks

- Planning staff met with Nova Scotia Health Authority over the summer of 2025.
- NSHA shared research outlining the importance of setbacks and buffers between certain uses involving substances and institutional uses.
- The Municipality could require setbacks for new development involving the sale of substances from existing institutional uses.



## Potential Policy Direction - Public Health Setbacks

Council could direct staff to:

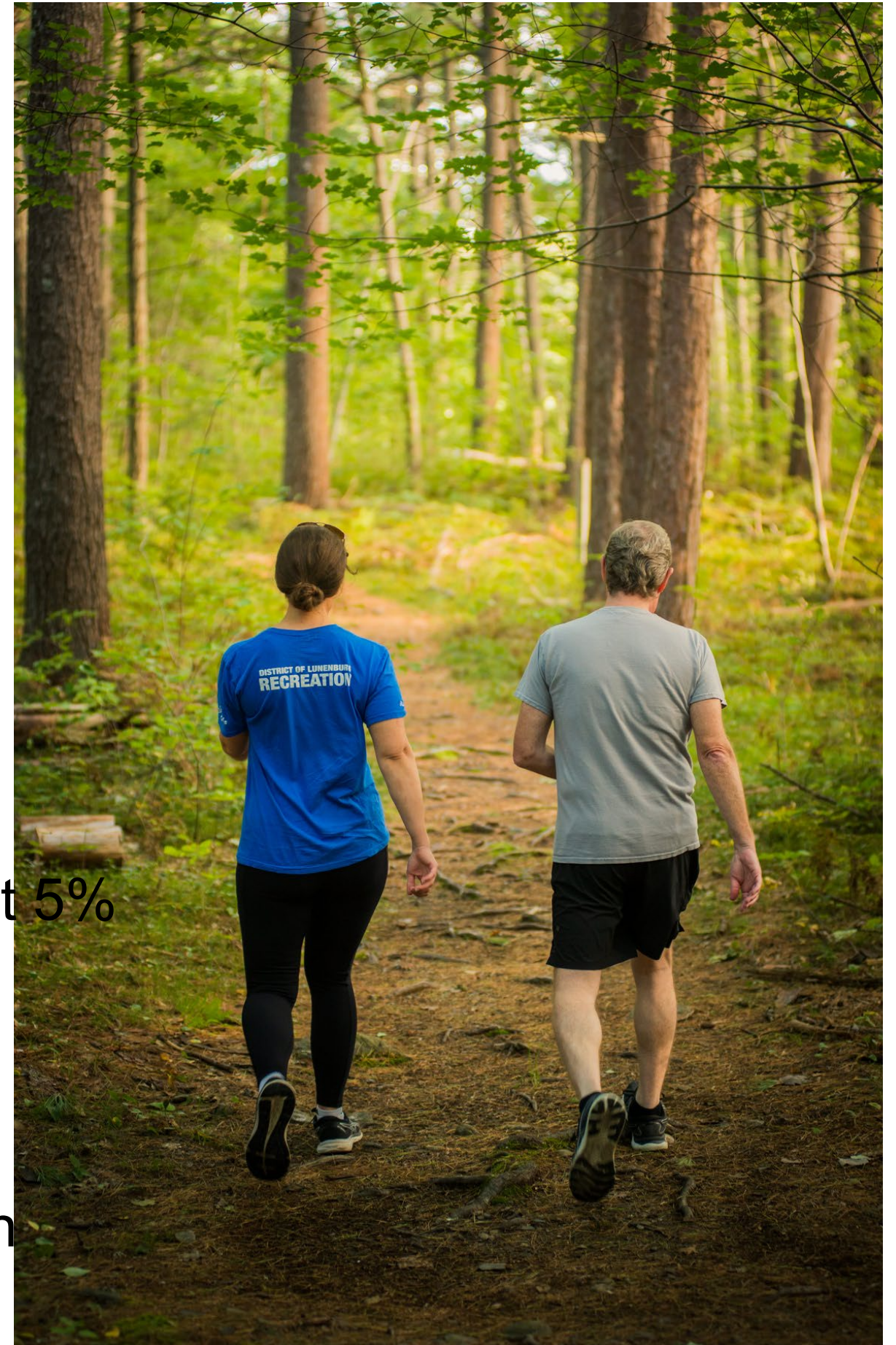
**Option 1: Not establish setbacks between institutional uses and uses that include the sale or production of substances such as alcohol, tobacco, and cannabis.**

- This would not require development to be set back from institutional uses such as schools or hospitals.

**Option 2: Require that a new development involving the sale or production of substances such as alcohol, tobacco, and cannabis be set back from existing institutional uses at a distance that aligns with public health best practices (e.g., 300m or similar)\*.**

# Open Space Dedication - Overview

- Used as a tool at subdivision to secure parks, trails, and recreation as communities grow.
- How it works: dedicate land or pay cash-in-lieu at subdivision so growth helps fund new amenities (not just existing taxpayers)
- MODL today: ~2% cash-in-lieu (MGA allows up to 10%; many municipalities use ~5%).
- Land is preferred, when it's usable, publicly accessible, at least 5% of the subdivision, and on the waterfront; otherwise, collect cash-in-lieu.
- Cash-in-lieu is invested strategically to acquire or improve open spaces consistent with MODL's Open Space Strategic Plan.



# Potential Policy Direction - Open Space Dedication

Council could direct staff to:

## Option 1: Maintain the Current Requirement (2% Cash-Lieu or Land Dedication)

- Council may choose to retain the existing open space dedication rate, which requires subdividers to provide either 2% cash-in-lieu, or 2% usable land (in limited circumstances), consistent

## Option 2: Increase Open Space Dedication to 5% in All Areas

- Council may choose to increase the dedication requirement across the Municipality so that all subdividers must provide: 5% cash-in-lieu, or 5% usable land, regardless of designation or location. MODL would have the final determination whether to accept land or cash-in-lieu

## Option 3: Increase Open Space Dedication Requirements (Land or Cash-in-Lieu)

- Cash-in-Lieu: Require 10% of the assessed value of new lots in the Growth Centre (Osprey Village) and Hamlet designations; require 5% in all other designations.
- Land Dedication: Require 10% of the land being subdivided in the Growth Centre and Hamlet designations (subject to Section 9.2 criteria for acceptable open space); require 5% in all other designations.

# Signage - Overview

- Signage is important for economic development, tourism, placemaking, and wayfinding.
- Signage requirements can help contribute to a cohesive and unified visual aesthetic.
- Design guidelines for historic building signage encourage the continuation and preservation of historic character (where applicable).
- General provisions for signage support clarity/safety and are typically standard in other Land Use Bylaws.
- A range of signage related factors can be regulated if desired (e.g. size, quantity, illumination, height, projection, etc.)



# Potential Policy Direction - Signage

Council could direct staff to:

**Option 1: To have no signage requirements that apply anywhere in the municipality.**

- No signage general provisions or design guidelines for historical buildings. No regulation of any signage.

**Option 2: To include general provisions for signage and signage design guidelines for historic buildings, but to not have specific sign requirements for certain zones.**

- General provisions to include prohibited signs, permitted signs, illumination, and design guidelines for historic buildings for all zones.
- No additional signage requirements for specific zones.

Option 3: To include general provisions for signage, signage design guidelines for historic buildings, and to have specific signage provisions that apply to certain zones.

- General provisions to include prohibited signs, permitted signs, illumination, and design guidelines for historic buildings for all zones.
- Additional signage requirements for specific zones (e.g. Mixed Use Serviced Zone and the hamlet/village zone)

# QUESTIONS