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Finance Committee Meeting Agenda

Tuesday, July 8, 2025 – 4:00 p.m.

MODL Council Chambers – 10 Allée Champlain Drive, Cookville

- 1. Call to Order**
 - 1.1 Mi'kma'ki Territorial Acknowledgement
- 2. Announcements, Acknowledgements, Recognition**
- 3. Public Input (15 Minutes)**
- 4. Changes/Approval of Agenda**
- 5. Approval of Minutes – June 3, 2025 (as circulated)**
- 6. Business Arising from Minutes**
- 7. Presentations/Scheduled Times - Nil**
- 8. Referrals from Committees/Council - Nil**
- 9. Staff Reports**
 - 9.1 Finance Department**
 - 9.1.1 Operating Variance Report & 4th Quarter (Draft to March 31, 2025) 1-6
 - 9.1.2 Proposed Amendments to Policy 058 Fees re Credit Card Processing Fee 7-13
 - 9.2 Planning & Development**
 - 9.2.1 Repeal & Replace By-law 018 Building Code 14-24
 - 9.2.2 Proposed Amendments to Policy 058 Fees re Building Fees 25-31
- 10. Consideration of Correspondence - Nil**
- 11. Recommendations from Council – Nil**
- 12. Added Items**
- 13. In Camera - Nil**
- 14. Adjournment**

Finance Committee
Item #9.1.1
Date: July 8, 2025
Authorization: E. Wentzell



The Municipality of the District of Lunenburg Information Report

Report To: Finance Committee
Submitted By: Elana Wentzell, Director of Finance
Date: July 8, 2025
Re: Operating Variance Report 4th Quarter (DRAFT to March 31, 2025)

The enclosed Operating Fund Variance Report gives Council details of operating budget accounts where variances to budget have occurred. The actual figures are in draft until the year end is finalized. There may be some adjustments which will be included in the Treasurer's Report when the draft financial statements are presented. Staff have commented on all variances over \$1,000.

In this fourth quarter report, staff are projecting an Operating surplus of \$3.289M which represents a \$3.262M budget variance.

The revenue variance shows \$1.4M in additional revenue expected to be received compared to budget. Deed transfer tax and interest on deposits account for most of this budget variance.

The expenditure variance shows \$1.7M less than budgeted.

Additional details are provided in the enclosed report.

Report Preparation	
Department	Finance Department
Report Prepared by	Elana Wentzell, Director of Finance
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg
Operating Fund Variance Report - 4th Quarter (Draft Actual)
March 31, 2025

Comments on Forecast Variance to Budget		DRAFT Actual (unaudited)	Annual Budget	Actual Variance \$ (under) over Budget	Actual Variance (% Budget left)
REVENUE					
Tax Revenue	Actual property taxes billed for year	\$ 32,434,959	\$ 32,444,900	\$ (9,941)	0.0%
Business Property	Actual received more than budget estimates (Aliant \$7,600, HST Offset \$17,200)	193,356	168,600	24,756	-15%
Deed Transfer Tax	Actual received is higher than expected	2,792,960	1,800,000	992,960	-55%
Other Taxes	Hydrant billing more than budgeted	74,927	72,500	2,427	-3%
Grants in Lieu of Taxes	Additional properties added resulting in increased revenue	296,796	268,700	28,096	-10%
REMO/Accessibility recovery from Other Units	Actual revenue adjusted for staffing vacancy	167,369	206,300	(38,931)	19%
Sale of Services				-	
Recreation Services	Reduction for Active Communities Fund revenue (\$25k) offset by increased program & ProFund revenues	70,781	78,000	(7,219)	9%
Regional Building Inspection Services	Based on actual billing for service	213,426	306,000	(92,574)	30%
Other Revenue - Fines, Permits, Rentals & Interest	Increased revenue from Interest on deposits (\$567K), interest on overdue taxes (\$233K), ProKids revenue (\$15K), LCLC fundraising revenue (\$5K) & MJSB Equipment Reserve (\$36K), Insurance recovery (\$7K)	3,750,851	2,856,300	894,551	-31%
Farm Acreage Grant	Actual grant received more than budget estimates	106,250	99,200	7,050	-7%
Provincial Grants	Flood line Mapping Grant - deferred unused grant to next fiscal (\$389K)	337,079	695,000	(357,921)	51%
TOTAL REVENUE		\$ 40,438,754	\$ 38,995,500	\$ 1,443,254	-4%

Municipality of the District of Lunenburg
Operating Fund Variance Report - 4th Quarter (Draft Actual)
March 31, 2025

Comments on Forecast Variance to Budget		DRAFT Actual (unaudited)	Annual Budget	Actual Variance \$ (under) over Budget	Actual Variance (% Budget left)
EXPENDITURES					
Mayor & Council		\$ 772,499	\$ 846,600	(74,101)	9%
Bank Interest & Charges		5,261	4,700	561	-12%
Administration	Overage based on clerk coverage (offset by reductions in election costs) and increased staff time spent on FOIPOP applications	1,403,590	1,371,100	32,490	-2%
Finance	Staff Wages (OT) and expenses/travel under budget	817,278	863,000	(45,722)	5%
Tax Exemptions & Property Tax rebate	Actual property tax rebates granted	639,993	868,700	(228,707)	26%
Legal & Advisory Services		387,768	469,800	(82,032)	17%
Administration Building, Supplies, Advertising and Data Processing	Council contingency under budget (\$47K), IT and related services under budget (\$18K), Office expenses (\$22K), unused Safe Restart (\$93K - used in prior fiscal)	965,798	1,145,800	(180,002)	16%
Allowance for Uncollectible taxes	Based on actual receivable balance at year end	129,727	150,000	(20,273)	14%
Tax Sale Expenses	Actual costs - recovered from tax sale accounts	54,408	70,000	(15,592)	22%
Government Relations, Communications & Municipal Celebrations	FCM costs under budget	106,308	119,000	(12,692)	11%
Insurance	Actual insurance costs for year	202,322	212,900	(10,578)	5%
Grants to Organizations	Pace grants \$270K vs. \$500K budget; other grants under budget including elite athlete, leadership, sponsorship ads, insurance costs for management agreements	964,535	1,249,400	(284,865)	23%
Election Costs	Actual costs for municipal election	144,422	190,000	(45,578)	0%

Municipality of the District of Lunenburg
Operating Fund Variance Report - 4th Quarter (Draft Actual)
March 31, 2025

	Comments on Forecast Variance to Budget	DRAFT Actual (unaudited)	Annual Budget	Actual Variance \$ (under) over Budget	Actual Variance (% Budget left)
Assessment Services		704,176	704,200	(24)	0%
Police Protection	Actual RCMP Contract costs	4,385,171	4,337,100	48,071	-1%
Correction Services & Prosecutions		68,017	68,400	(383)	1%
Fire Protection Municipal Costs	Reduction based on actual costs for leadership training and recognition grants	471,314	484,100	(12,786)	3%
Emergency Measures	Reduction due to staff vacancy	387,574	513,700	(126,126)	25%
Protective Inspection Services	Actual costs for service	807,372	875,700	(68,328)	8%
Dog Control	Actual costs for service	48,386	44,900	3,486	-8%
Common Services (Engineering)	Actual based on staff vacancy filled later in fiscal year, reduced office expenses & staff training and travel	647,031	737,500	(90,469)	12%
Provincial Roads & NSTIR Paving Partnerships	No paving partnerships in 2024/25 (\$700K)	1,358,998	2,080,000	(721,002)	35%
Municipal Road Maintenance	Actual maintenance costs for municipal roads	266,491	367,500	(101,009)	27%
Garbage & Waste Collection	Actual collection and tipping fees	3,011,644	3,126,700	(115,056)	4%
Planning & Zoning	Flood line mapping project \$110K used by March 31 (\$500K budget) offset by Solar Garden Costs transferred to Operating Fund	1,462,129	1,601,600	(139,471)	9%
Economic Development, Schools, CES Bldg & Tourism	Actual costs under budget for tourism (\$27K), Economic Development staff expenses (\$13K), rural internet (\$128K), Community HUB (\$265K), Other Economic Development Projects (\$54K)	987,803	1,474,100	(486,297)	33%

Municipality of the District of Lunenburg
Operating Fund Variance Report - 4th Quarter (Draft Actual)
March 31, 2025

	Comments on Forecast Variance to Budget	DRAFT Actual (unaudited)	Annual Budget	Actual Variance \$ (under) over Budget	Actual Variance (% Budget left)
Recreation Staffing, Facilities and Programming	Based on the Active Living Coordinator staff vacancy & associated programming (\$90K), staff expenses and travel (\$28K), office expenses (\$12K), building, grounds and parks (\$137K), facility seasonal staffing (\$34K), other recreation programming (\$83K)	1,591,696	1,975,400	(383,704)	19%
Libraries		199,700	199,700	-	0%
LCLC	Actual costs billed (deficit entry not yet posted)	864,670	859,800	4,870	-1%
Education		10,646,768	10,646,800	(32)	0%
Financing & Transfers	Actual transfers based on budget, actual transfers based on revenue (Open Space, Tax Sale Surplus), grant deferrals (Prov NS Flood line Mapping), PACE grant actuals, Prov NS Road Paving partnership - no roads paved	2,107,410	738,000	1,369,410	-186%
TOTAL EXPENDITURES		\$ 36,610,262	\$ 38,396,200	\$ (1,785,938)	5%
Area Rates					
Fire Protection Revenue	Fire payments made. Differential is in payments of prior year end balances.	4,779,538	4,735,400	44,138	-1%
Fire Protection Expenditures		(4,820,498)	(4,735,400)	(85,098)	-2%
Sewage Collection & Disposal Revenue	Actual sewer maintenance costs & billed revenue	591,416	517,400	74,016	-14%
Sewage Collection & Disposal Expenditures		(1,089,151)	(1,085,200)	(3,950)	0%

Municipality of the District of Lunenburg
Operating Fund Variance Report - 4th Quarter (Draft Actual)
March 31, 2025

Comments on Forecast Variance to Budget		DRAFT Actual (unaudited)	Annual Budget	Actual Variance \$ (under) over Budget	Actual Variance (% Budget left)
Private Road Maintenance Revenue	Actual amounts billed and paid to road associations (revenue includes an administration fee)	354,254	331,900	22,354	-7%
Private Road Maintenance Expenditures		(337,185)	(316,500)	(20,685)	-7%
Street Lighting Revenue	Actual street light costs & billed revenue	138,801	138,200	601	0%
Street Lighting Expenditures		(156,026)	(158,100)	2,074	1%
NET AREA RATES		\$ (538,850)	\$ (572,300)	\$ 33,450	
SURPLUS (DEFICIT)		\$ 3,289,641	\$ 27,000	\$ 3,262,641	
Transfer Surplus to Operating Reserve per MGA		\$ (3,289,641)	\$ (27,000)	\$ (3,262,641)	
SURPLUS (DEFICIT) at Year End		\$ -	\$ -	\$ -	

Finance Committee
Item #9.1.2
Date: July 8, 2025
Authorization: E. Wentzell



The Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee
Submitted by: Elana Wentzell, Director of Finance
Date: July 8, 2025
Re: Acceptance of Credit Card Payments & Fee Policy 058 Update

Recommendation

The Finance Committee recommends that Municipal Council amend Policy 058, Fee Policy to include a 1% processing fee for credit card payments and hereby gives seven days' notice of Council's intention to amend on July 22, 2025.

Background

The Municipality offers several options to residents to pay for property taxes and municipal services. They include cash, debit, cheque, online/telephone banking and pre-authorized debit (TIPP). Historically, credit cards were not accepted due to the high fees associated with processing, however, many residents continue to ask for the option to pay with a credit card. With the implementation of the new Building e-permitting software, a credit card option has to be made available. Staff felt that if credit cards were accepted for building permits, then this payment option should be available for all municipal services including property tax payments.

Discussion

Many other municipal units accept credit card payments and use a 3rd party provider like Paymentus where the option is only available for payments made online. Staff believe that if we accept credit cards as a payment option, it should also be available at the counter and over the telephone.

Staff contacted our current debit card payment provider, Moneris, to explore this option. Not only can Moneris allow for counter and over-the-phone payments, it can also be integrated with the new TownSuite portal, streamlining online property tax payments. Staff have contacted Clariti (the building e-permit software provider) to ensure it can integrate with Moneris as well.

Because Moneris does charge an additional fee for processing a credit card, staff have also provided an update to Fee Policy 058 for consideration.

Strategic Focus

Adding credit card payments to the payment options for residents makes paying for municipal services and property taxes more accessible.

Budget/Financial Implications

There are some additional costs to set up new payment terminals, including a monthly rental fee and a transaction fee. The Municipality already absorbs the fees for the terminal rental and transaction fees for debit payments, the credit card option would add approximately \$700/year to that budget line item. Additionally, Moneris charges a 0.59% fee for processing credit cards. Staff recommend that a rate approximating this additional cost should be passed on to the customer. Staff performed a jurisdictional scan: other municipal units charge a convenience fee between 1.75% and 2.5%. Based on the additional cost of accepting credit cards, staff recommend that MODL charges a 1% fee to process them.

Climate Change/sustainability

N/A

Inclusion, Diversity, Equity and Accessibility (IDEA@MODL)

N/A

Strategic Communications

The change will be advertised on our website, social media channels, municipal newsletters and if the payment option is set up in time, on the back of the final tax bills.

Work plan

This implementation can be accommodated with existing staff resources.

Alternatives

The new Building e-permitting software requires a credit card payment provider; Council could decide not to accept credit cards as a payment option for other municipal services. Another option is to absorb the costs of processing credit card payments and charge no additional fees.

Conclusion

Staff believe that offering a credit card payment option to municipal residents would add to the level of service we provide; and charging a convenience fee would align with how other municipal units deal with credit card payments.

Report Preparation	
Department	Finance Department
Report Prepared by	Elana Wentzell, Director of Finance
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Fees Policy
Number	058
Legislative Authority	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
Effective Date	February 25, 2025

Title

- 1 This Policy is titled the Fees Policy.

Administration

- 2 This Policy must be referenced in related By-laws concerning the service identified.

Purpose

- 3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

Fees

- 4 (1) The fees for Planning and Development Services are as set out in Table 1.
(2) The fees for Recreation Services are as set out in Table 2.
(3) The fees for Administration and Finance Services are as set out in Table 3.
(4) The fees for Engineering Services are as set out in Table 4.

Exempted Organizations

- 5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

Table 1 Planning and Development Services Fees

Services	Fees
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square feet
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 +\$26.00
Variance	\$79.00
Zoning Certificate	\$53.00

Table 2 Recreation Services Fees

Services	Fees
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST (if paid by May 1)
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day +HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST

A “charitable cause” refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

Table 3 Administration and Finance Services Fees

Services	Fees
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	\$250.00
Clean Energy Financing Administration Fee	\$250.00

Credit Card Processing Fee	1%
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Table 4 Engineering Services Fees

Services	Fees
Electric Vehicle Charging Station	\$1.50 per hour
Sewer Permit	\$120.00

Policy Adoption	
Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend	March 19, 2024
Date of Council Approval	March 26, 2024
Effective Date (if different from Approval Date)	N/A
I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date February 25, 2025

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019
	Effective date for V3	April 1, 2019
V4	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
V5	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
V6	Remove MARC housings, and fax/photocopying fees from tables	February 8, 2022
	Effective date of V6	April 1, 2022
V7	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
V8	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees to Table 3.	July 25, 2023

V9	Add new ballfield fees to Table 2 and defined "charitable cause"; amend EV charging station fee to \$1.50.	March 26, 2024
	Annual Review by Council - Re-adopted	February 25, 2025
V10		

Proposed

Finance Committee
Item #9.2.1
Date: July 8, 2025
Authorization: E. Wentzell



The Municipality of the District of Lunenburg Request for Decision

Report to: Finance Committee
Submitted by: Graham Hopkins, Inspection Services Manager
Date: July 8, 2025
Re: Bylaw 018 Building Code – Repeal and Replace

Recommendation

Staff recommend that Council repeal and replace By-law 018 Building Code, as presented, and conduct First Reading at the July 22, 2025 Council meeting .

Executive summary

n/a

Background

The last amendment to the Building Code By-Law was March 18, 2011.

The current Building Code Bylaw for the Municipality does not address the expiry of building permits, renewal of building permits, or revocation of building permits. These clauses are necessary for the implementation of our new building permit tracking system. As well, the requirement for Location Certificates for new residential construction is being added.

This amendment will also remove the Fees from the Building Code Bylaw and add them to Fees Policy 058 – Table 1

Discussion

When a building permit is issued, the applicant must demonstrate that the work they wish to undertake complies with The Building Code Act and Regulations, Zoning Controls, and Land Use Bylaws.

Building Code changes can affect how a building is constructed. Changes to Land Use Bylaws can affect permissible uses and/or property line setbacks. To avoid being impacted by changes to

the Building Code, Development Bylaws, or Land Use Planning regulations—such as those related to cluster developments or coastal protection—permits may be applied for without any genuine intention to begin construction within a reasonable period.

Staff propose amending the Building Code Bylaw to include a one-year expiry for building permits. Two one-year renewal options would be available, with renewal fees limited to the administrative portion of the fee schedule. This change would align the building permit timeline with the one-year validity of a Development Permit, requiring property owners to reapply for a Development Permit if construction has not commenced within that period.

Most new residential construction in the Municipality is completed within a two-year time frame. The additional year would allow property owners a “buffer” of one year, for a three-year total project timeline. Work not completed after the third year would be subject to a new application, for only the work not completed under the original permit.

Under our regional building services agreement, this would align the Municipality with the Town of Bridgewater and the Town of Lunenburg’s building permit expiry timelines. The Region of Queens Building Bylaw does not address expiry dates, which we expect they will modify in upcoming bylaw amendments.

This amendment also adds the requirement of Location Certificates for all new structures and any new construction that alters the building envelope and shall be approved by the Building Official and the Development Officer after the footings or monolithic slab has been poured. This will ensure the construction meets the requirements of the Land Use Bylaw and Building Code. A location certificate may not be required, in the sole discretion of the Building Official, for additions to buildings or for the construction of a building that is accessory to a single unit dwelling, semi-detached dwelling or townhouse.

Occasionally, situations arise where the location of a structure is not within the property boundary or within the required setback. This can occur when a property boundary is not clear and often is not identified until after the structure is substantially completed. In this situation, there maybe some perceived liability for the Municipality. The addition of location certificates to the building permit process ensures that structures are within the property boundaries and conform to setback requirements.

Further, this amendment will move all building-related permit fees to Fee Policy 058, in alignment with other Planning and Development Services Fees.

Strategic Focus

n/a

Budget/Financial Implications

No expected implications.

Climate Change/sustainability
n/a

Inclusion Diversity equity and Accessibility (IDEA@MODL)
n/a

Strategic Communications

This change would be clearly communicated to all new permit applicants, contractors and industry contacts. Relevant sections of the website would be updated to reflect this change, permit application forms would be updated, and building permits would include expiry dates. Further, the upcoming permit tracking system will include expiration of building permits, with reminders to applicants and a mechanism to renew online.

This change would become effective for any permits issued after January 1, 2026.

Work plan

No expected impacts on department resources.

Alternatives

Council can refuse the proposed changes.

Council can modify the length of the permit.

Conclusion

Staff recommend Council approve the changes to the Building Code bylaw to allow for expiry of building permits in one year, with two one year renewal terms.

Staff recommend moving the building permit fees from the Building Code Bylaw to the Fee Policy.

Report Preparation	
Department	Planning & Development
Report Prepared by	Graham Hopkins, Manager
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

By-law Details	
Name	Building Code-Bylaw
Number	018
Legislative Authority	NS Building Code Act and Regulation-Chapter 46 of the Revised Statutes of Nova Scotia, 1989s, Section 172(1)(a), 172(2)(e) of the Municipal Government Act
Effective Date	

Be it enacted by the Council of the Municipality of the District of Lunenburg, under the authority of the Nova Scotia Building Code Act, Chapter 46 of the Revised Statutes of Nova Scotia, 1989 and amendments thereto, as well as Regulations passed pursuant to the Building Code Act and any amendments thereto, as follows:

Short Title

1 This By-law ~~will~~ shall be known and cited as the "Building Code By-law"

General Authority

- 2 (1) Section 172(1)(a) and (2)(e) of the Municipal Government Act empowers Municipalities to make by-laws respecting "the health, well-being, safety and protection of persons and "provide for a system of licenses, permits or approvals."
- (2) Section 7(1) of the NS Building Code Act enables the Council of the Municipality of the District of Lunenburg to make a By-law that is not inconsistent with the NS Building Code Act or Regulations.

Definitions

- 3 (1) Unless otherwise defined herein, definitions contained in the, NS Building Code Act, and NS Building Code Regulations also apply to this Bylaw. ~~words in this By-law shall be interpreted according to definitions contained in the Building Code Act and the Regulations prescribed pursuant thereto.~~
- (2) In this By-law, the following means
 - (a) NS Building Code Act or Act means Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the Building Code Act, as amended;
 - (b) Building Inspector ~~Inspector~~ Official means any person appointed to that position by the Council of the Municipality of the District of Lunenburg pursuant ~~pursuant~~ under to Section 5 of the Building Code Act;

- (c) Municipality means the Municipality of the District of Lunenburg; ~~and~~
- (d) Nova Scotia Building Code Regulations or Regulations refer to regulations made ~~pursuant to~~ **under** Section 4 of the ~~Building Code Act~~.
- (e) **Location Certificate means a document certified by a Nova Scotia Land Surveyor confirming the location of a structure in relation to the lot boundaries.**

Application

- 4 (1) This By-law ~~shall apply~~ **applies** to the entire Municipality.
- (2) In addition to the requirements and provisions set out in this By-law, all requirements and provisions of the ~~Nova Scotia Building Code Act and Nova Scotia Building Code Regulations~~ shall apply to the entire Municipality.

Required Permits

- 5 (1) A Footing Permit is required **to ensure compliance with the municipal wide Land Use By-law and Land Use By-laws for Secondary Plan Areas in areas governed by a Land Use By-law of the Municipality of the District of Lunenburg in which where** front yard, side yard, rear yard requirements and setback requirements are in place and for which **when** a building permit is also required. **Or as outlined in Section 13.**
- (2) A Building Permit is required for all work that is within the scope of the ~~Nova Scotia Building Code Regulations, Article 61.2.1.1 and which~~ is not exempt from the requirements of the ~~Nova Scotia Building Code Regulations, pursuant to Article 91.2.1.2.~~
- (3) An Occupancy Permit is required:
- a) to allow the initial occupancy of a building or part ~~thereof~~ **of the building;**
 - b) **when the occupancy classification of a building or part thereof of the building,** is changed; ~~or~~
 - c) to allow partial demolition or alteration of a building;
- (4) A Demolition Permit is required for the demolition of a building, portion of a building or any material part ~~thereof~~ **of a building.**

Application **Requirements**

- 6 (1) An application form must be completed in full before a footing permit, building permit, demolition permit, or occupancy permit may be issued.
- (2) All applicable fees, as established in **Policy 058, Fees** ~~Schedule A of this By-law~~, must be paid in full before a footing permit, building permit, occupancy permit, or demolition permit may be issued.

- (3) Permit Fees paid pursuant to ~~under~~ this By-law may be refunded if:
- a) the owner of the project notifies the Building ~~Inspector~~ **Official**, in writing and within ~~six (6)~~ months of the date of issue, that the project has not proceeded as far as the excavation stage and will not be proceeding. In ~~such~~ **these** cases, the Building Permit will also be revoked; ~~or~~
 - b) the Building ~~Inspector~~ **Official** is unable to issue the Building Permit for ~~which~~ the application ~~that~~ **was** made and ~~the~~ fees paid;
 - c) ~~Notwithstanding~~ **regardless of** clauses a) and b) the administration fee portion of the application fee, as noted in ~~Schedule A~~ **Policy 058 Fees**, ~~shall~~ **will** be non-refundable;
- (4) Every application for a permit ~~shall~~ **must**:
- (a) identify and describe in detail the work and occupancy to be covered by the permit ~~for which~~ **that the** application is made;
 - (b) describe the land by including the Nova Scotia Land Information Management Service Parcel Identification Number (PID), or where this number does not exist, the assessment account number;
 - (c) include plans and specifications as required by Section 2.3 of the National Building Code of Canada, which ~~shall~~ **must** include:
 - i) building plans drawn to scale;
 - ii) a site plan adequate to identify and locate the lot and determine distances of existing and proposed construction from lot lines, building separations and building locations and showing:
 - (A) the dimensions and total area of the lot;
 - (B) the location of the proposed and existing buildings on the lot and the relationship between the proposed building or structure and other buildings on the same or adjacent properties, indicating the distance from all property lines, the distances between buildings and the heights of buildings;
 - (C) the width, location and nature of any easement affecting the property;
 - (D) north point;
 - (E) scale to which the plan has been drawn;
 - (F) the name of public streets and / or private roads shown on the plan, and
 - (G) the civic address for the property and adjacent properties.
 - (d) state the value of the proposed work based upon materials and labour;
 - (e) state the name, addresses and telephone numbers of the owner, architect, professional engineer or other designer, constructor and any inspection or testing agency that has been engaged to monitor the work or part of the work;
 - (f) describe any special building systems, materials and appliances;
 - (g) be accompanied by an up-to-date plan of survey or location certificate prepared by a registered Nova Scotia Land Surveyor containing sufficient

information regarding site and the location of the building in relation to the lot lines, where determined by the authority having jurisdiction as necessary to:

- i) establish before construction begins that the regulations of the Building Code Act related to the site and location of the building will be complied with;
 - ii) verify that, upon completion of the work, all such regulations have been complied with; or
 - iii) verify prior to construction beyond the footing stage that any yard requirements required by a Land Use By-law and which formed the basis for the issuance of a Development Permit, have been complied with.
- (h) such additional information as may be required by the authority having jurisdiction.

Withholding ~~Certain~~ Permits

- 7 (1) A Building ~~Inspector shall~~ **Official** ~~must~~, if applicable, withhold a building permit until satisfied that the following permits have been issued:
- (a) a valid on-site sewage disposal permit issued by the Department of the Environment and Climate Change for the construction of a building requiring a new private on-site sewage disposal system;
 - (b) any permit required pursuant to ~~under~~ the Public Highways Act;
 - (c) all approvals, with applicable fees paid in full, for the installation and hook-up of municipal sewer and water infrastructure;
 - (d) a heritage property permit/approval pursuant to ~~under~~ the Municipality's Heritage Property By-law, or Heritage Property Act of Nova Scotia;
 - (e) a Development Permit pursuant to ~~under~~ a Land Use By-law;
- (2) A Building ~~Inspector~~ **Official** may withhold issuing a building permit until satisfied that ~~any and~~ all applicable requirements of the Municipality's By-law Respecting the Subdivision of Land have been complied with.
- (3) A Building ~~Inspector~~ **Official** may withhold issuing a demolition permit until satisfied that the building is not subject to the provisions of a by-law passed pursuant to ~~under~~ the Municipal Heritage Property By-law or Heritage Property Act.

Permission to Proceed in Part

- 8 The issuance of a partial building permit is subject to the restrictions and conditions as outlined in Article 1.4.1.11 of the ~~Nova Scotia Building Code Regulations~~.

Temporary Building Permits

- 9 The issuance of a temporary building permit is subject to the restrictions and conditions as outlined in Article 1.4.1.12 of the ~~Nova Scotia Building Code Regulations~~.

Conditional Building / Conditional Occupancy Permit

- 10 The issuance of a conditional building permit or a conditional occupancy permit is subject to the restrictions and conditions as outlined in Article 2.5.1.5 of the ~~Nova Scotia Building Code~~ Regulations.

Location Certificates

11 (1) With the exception of section 11(2) of this By-law, a location certificate is required for all new structures and any new construction that alters the building envelope and must be approved by the Building Official and the Development Officer after the footings or monolithic slab has been poured to ensure the construction meets the requirements of the Land Use Bylaw and Building Code.

(2) Under the sole discretion of the Building Official, a location certificate may not be required, for any additions to buildings; or for accessory structures.

Expiry of Building Permits

12 (1) A building permit is valid for 1 year from the date of issue and may be renewed by making a renewal application to the Building Official and paying the administration portion of the building permit fee applicable to the Building Permit.

(2) The Building Official reserves the right to refuse a Building Permit renewal request.

(3) A building permit may be renewed 2 times.

(4) If no construction has commenced at the time of an expiry of a building permit a new development permit will be required.

(5) If an occupancy permit has not been issued prior to the end of the second, 1 year renewal period a new application must be made to complete the project. The new application must comply with and meet all the requirements of the Act and the Regulations, Municipal Land Use By-law and this Bylaw (Building Code Bylaw) at the time a new application is made.

Required Inspections

13 (1) The Building ~~Inspector~~ ~~Official~~ ~~shall~~ ~~must~~ be notified a minimum of ~~two~~ 2 business days in advance to inspect for compliance with this By-law, the ~~Nova Scotia Building Code~~ Act and the ~~Nova Scotia Building Code~~ Regulation, at the following stages:

- (a) All construction other than those described in clauses ~~5.1(b) and 5.1(c)~~ **13(1)(b) and (c)**
- i) footings in place;
 - ii) the site before ~~commencing~~ **starting** backfilling of the laterally supported foundation, before a superstructure is placed on the foundation;
 - iii) the framing, roof and plumbing and mechanical;
 - iv) insulation and vapour barrier before wall framing is covered;

- v) before occupancy.
- (b) Mobile/Modular Homes conforming to 1.4.19 of the ~~Nova Scotia Building Code Regulations~~
 - i) footings in place;
 - ii) (A) in the case of a mobile home, the site preparation, foundation installation and anchorage in accordance with CSA CAN3-Z240.10.1-94 "Recommended Practice for Site Preparation, Foundation and Anchorage of Mobile Homes"; (B) in the case of a modular home site preparation and foundation.
 - (iii) installation and anchorage, and
 - (iv) before occupancy.
- (c) Buildings constructed outside the scope of Part 9 of the National Building Code:
 - i) of the intent to undertake construction that will be inspected and will be reviewed as per the appropriate Letter of Undertaking;
 - ii) of the intent to cover construction that has been ordered to be inspected by the Building Inspector **Official** before covering;
 - iii) at intervals deemed necessary by the Building Inspector **Official** based on the complexity of the building, and
 - iv) when construction has been completed so that a final inspection can be made.
~~and~~
- (d) For Demolition:
 - i) at the commencement of the demolition work;
 - ii) at such intervals as are deemed necessary – and noted on, or attached to the demolition permit, by the Building Inspector **Official**;
 - iii) when demolition has been completed, and
 - iv) when the demolition site has been covered over or reclaimed.

Coming Into Force **Repeal**

14 ~~This By-law shall have effect from and after April 3, 2006 and all other Building By-laws previously passed by the Municipality will be there upon repealed.~~ **The Building Code By-law, as approved by Municipal Council on March 8, 2011, is hereby repealed and replaced with new By-law 018 effective January 1, 2026.**

By-law Adoption	
Effective date of original by-law	March 18, 2011
Date of first reading	
Date of advertisement of notice of intent to consider	[Date Notice appears in paper (2 dates)]

Date of second reading	
Date of advertisement of passage of by-law Effective date of the by-law unless otherwise specified in the text of this by-law.	[Date Notice appears in paper.] Note- NOT Ministerial approval.
Date of mailing a certified copy of by-law to Minister	[Date of letter]
Date of Ministerial Approval	[if applicable]
I certify that this "Building Code By-law 018" was repealed and replaced by Municipal Council and published as indicated above.	
Signature of Municipal Clerk	Date

Version	Amendment Description	Approval Date
Original	018 Building Code Bylaw	April 3, 2006
Repealed and Replaced	Removed Schedule A - fees, added location certificate requirements, new expiry of permits section, updated to accessible format, and clear language revisions and renumbering.	

Municipality of the District of Lunenburg

Schedule A

Building Permit Fees [amended March 18, 2011]

Building Activity	Fee
Residential – New Construction – Group C	\$27.50 administration fee + \$0.10/square foot
Residential – Addition – Group C	\$27.50 administration fee + \$0.10/square foot
Residential – Renovations – Group C	\$27.50 administration fee + \$2.20 / \$1000 of value
Assembly – New Construction – Group A (Division 1-4)	\$44 administration fee + \$0.15/ square foot
Assembly – Addition – Group A (Division 1-4)	\$44 administration fee + \$0.15/ square foot
Assembly Renovations – Group A (Division 1-4)	\$44 administration fee + \$3.30 / \$1000 value
Institutional – New Construction – Group B Division 1&2	\$44 administration fee + \$0.15/ square foot
Institutional – Addition – Group B Division 1&2	\$44 administration fee + \$0.15/ square foot
Institutional – Renovations – Group B Division 1&2	\$44 administration fee + \$3.30 / \$1000 value
Business and Personal Service – New Construction – Group D	\$44 administration fee + \$0.15/ square foot
Business and Personal Service – Addition – Group D	\$44 administration fee + \$0.15/ square foot
Business and Personal Service – Renovation – Group D	\$44 administration fee + \$3.30 / \$1000 value
Mercantile – New Construction – Group E	\$44 administration fee + \$0.15/ square foot
Mercantile – Addition – Group E	\$44 administration fee + \$0.15/ square foot
Mercantile – Renovation – Group E	\$44 administration fee + \$3.30 / \$1000 value
Industrial – New Construction Group F Division 1&2	\$44 administration fee + \$0.15/ square foot
Industrial – Addition – Group F Division 1&2	\$44 administration fee + \$0.15/ square foot
Industrial – Renovation – Group F Division 1&2	\$44 administration fee + \$3.30 / \$1000 value
Farm – New, Addition,	\$22 administration fee + \$0.03 / square foot
Farm – Renovation	\$22 administration fee + \$0.66 / \$1000 value
Storage Buildings – New, Addition – Group F3	\$16.50 administration fee + \$0.03 / square foot
Storage Building – Renovation – Group F3	\$16.50 administration fee + \$0.66 / \$1000 value
Decks – New, Addition	\$16.50 administration fee + \$0.03 / square foot
Decks – Renovation	\$16.50 administration fee + \$0.66 / \$1000 value
Demolition	\$22
Temporary structures (tents, air supported structures, office trailers, etc.)	\$44.00 administration fee
Temporary change of use	\$44.00 administration fee
Non profit organizations	Only the administration portion of the fee for the applicable building activity as noted above.
Additional Fee that applies to all construction that has commenced without a Building Permit	\$55

Note: Some building activities do not require a building permit. For a list of these activities please contact the Building Department. [Amendments effective: August 18, 2009]

Finance Committee
Item #9.2.2
Date: July 8, 2025
Authorization: E. Wentzell



The Municipality of the District of Lunenburg

Request for Decision

Report to: Finance Committee
Submitted by: Graham Hopkins, Inspection Services Manager
Date: July 8, 2025
Re: Fees Policy Update re Building Fees

Recommendation

Staff recommend that the Committee approve the changes to the Policy 058 Fees to add Building Fees to Planning and Development Services Fees - Table 1, and hereby gives 7 days' notice of Council's intention to amend on July 22, 2025.

Executive summary

n/a

Background

Proposed changes to the Building Code Bylaw will move the fees out of the Bylaw and into the Fees Policy. A change in the method of calculation is required with the implementation of the new e-Permitting Software.

Discussion

As part of the Building Code Bylaw Repeal and Replacement, building permit related fees will be removed from the Building Code Bylaw into Fees Policy 058. Staff recommend removing Appendix A from the current Building Code Bylaw and amending the Fees Policy to add Building Permit Fees to Table 1 – Fees for Planning and Development Services.

A change in the method of calculation is required with the introduction of a new e-Permitting system.

The fee structure will be amended and simplified to be calculated based on estimated cost of construction, rather than square footage.

Staff recommend a uniform rate of .72/\$1000 value of construction, plus an administrative fee of \$30.00. This will generate the same projected revenue as approved in the 2025-2026 Operating Budget.

In comparison, our neighboring municipal units charge \$1.10 / \$1000 (Municipality Of District of Chester), \$3.00 /\$1000 (Town Of Bridgewater), and \$2.00 / \$1000 (Town Of Lunenburg), exclusive of administration or other fees.

Strategic Focus

n/a

Budget/Financial Implications

If Council approves the uniform rate of .72/\$1000 of construction + \$30.00 administration fee, the expected revenue is anticipated to reflect the 2025/2026 projected revenue.

Climate Change/sustainability

n/a

Inclusion Diversity equity and Accessibility (IDEA@MODL)

n/a

Strategic Communications

This change would be clearly communicated to all new permit applicants, contractors and industry contacts. Relevant sections of the website would be updated to reflect this change, as well, permit application forms would be updated.

The new fee structure would be effective January 1, 2026.

Work plan

No anticipated impacts.

Alternatives

Council can direct staff to increase the building permit rate.

Council can direct staff to decrease the building permit rate.

Conclusion

Staff recommend Council approve the fee changes and approve the building permit fee to the uniform rate of 0.72/\$1000 of construction + \$30.00 administration fee.

Report Preparation	
Department	Building Department
Report Prepared by	Graham Hopkins, Inspection Services Manager
Report Approved by	
Date Reviewed by C.A.O.	

Municipality of the District of Lunenburg

Policy Details	
Name	Fees Policy
Number	058
Legislative Authority	Municipal Government Act, subsections 48(3), 132(2), 150(2), 206(4), clauses 49(1)(c), 211(1)(b), and subclause 172(2)(e)(i), Private Roads By-law, Section 12
Effective Date	February 25, 2025

Title

- 1 This Policy is titled the Fees Policy.

Administration

- 2 This Policy must be referenced in related By-laws concerning the service identified.

Purpose

- 3 The Municipality must provide clarity to citizens as to the various fees it charges on the various government services.

Fees

- 4 (1) The fees for Planning and Development Services are as set out in Table 1.
(2) The fees for Recreation Services are as set out in Table 2.
(3) The fees for Administration and Finance Services are as set out in Table 3.
(4) The fees for Engineering Services are as set out in Table 4.

Exempted Organizations

- 5 Active non-profit organizations registered under the **Societies Act** are exempt from paying those fees identified under subsection 4(1) of this Policy, with the exception of the Private Road Maintenance & Improvement Administration Fee Rate.

Table 1 Planning and Development Services Fees

Services	Fees
Amendments to a Planning Strategy or a Land Use By-law	\$525.00 + advertising fee
Development Agreement	\$525.00 + advertising fee
Development Permit	\$26.00
Fire Inspection	\$210.00
Map Book	\$25.00
Map Reproduction	\$11.00 + \$0.55 per square feet
Planning documents	\$11.00
Private Road Maintenance & Improvement Administration Fee Rate	5% of the total expenditures in the annual private road budget
Property Record Certificate	\$58.00
Subdivision, Final Plan (+ each lot after 2 lots)	\$105.00 +\$26.00
Variance	\$79.00
Zoning Certificate	\$53.00
*Building Permit Fee – all types of construction	\$0.72 / \$1000 construction value + \$30 administration fee
*Building Permit Renewal Fee	\$30.00 administration fee
*Demolition Permit	\$22.00
*Temporary Structures	\$30.00 administration fee
*Temporary Change of Use	\$30.00 administration fee
*Non -Profit Organizations	\$30.00 administration fee
*Additional Fee that applies to all construction commenced without a Building Permit	\$55.00

*effective date – January 1, 2026

Table 2 Recreation Services Fees

Services	Fees
Ballfields	\$21.00 per hour + HST
Ballfield League	\$19.00 per hour + HST (if paid by May 1)
One-day ballfield tournament	\$135 per field per day + HST
Two-day ballfield tournament	\$115 per field per day + HST
Charitable cause one-day ballfield tournament	\$65 per field per day +HST
Charitable cause two-day ballfield tournament	\$60 per field per day + HST
Minor Sport ballfield rentals (18 & under)	Free of charge
Sawpit Floating Docks	\$125.00/season + HST

A “charitable cause” refers to either a charitable or non-profit organization, or to individuals who have experienced recent hardship.

Table 3 Administration and Finance Services Fees

Services	Fees
Dog Tag - Replacement	\$1.00
NSF Cheques	\$15.00
Tax Certificate	\$42.00
Tax Sale Administration Fee	\$160.00
Verbal Tax Information	\$11.00
Potable Water Supply Upgrading Administration Fee	\$250.00
Clean Energy Financing Administration Fee	\$250.00
Credit Card Processing Fee	1%

Table 4 Engineering Services Fees

Services	Fees
Electric Vehicle Charging Station	\$1.50 per hour
Sewer Permit	\$120.00

Policy Adoption	
Date of Original Passage	January 11, 2011
Date of Notice of Intent to Amend	March 19, 2024
Date of Council Approval	March 26, 2024
Effective Date (if different from Approval Date)	N/A
I certify that this Policy 058 Fees was amended by Municipal Council as indicated above.	
Signature of Municipal Clerk	Date February 25, 2025

Version	Amendment Description	Approval Date
Original V1	Policy 058 fees	January 11, 2011
V2	Fees for development related applications – planning areas	May 10, 2011
V3	Allows for all fees, except those included in other by-laws in one policy, and fee increases	February 12, 2019

	Effective date for V3	April 1, 2019
V4	Clarity that the 5% administrative fee for Private Road Maintenance & Improvement Charge is not exempted	February 25, 2020
V5	Housekeeping, addition of fee for Electric Vehicle Charger Charging Station	September 14, 2021
V6	Remove MARC housings, and fax/photocopying fees from tables	February 8, 2022
	Effective date of V6	April 1, 2022
V7	Add Sawpit Floating Dock fees to Table 2, Recreation	January 10, 2023
V8	Add Potable Water Supply Upgrade and Clean Energy Financing administration fees to Table 3.	July 25, 2023
V9	Add new ballfield fees to Table 2 and defined "charitable cause"; amend EV charging station fee to \$1.50.	March 26, 2024
	Annual Review by Council - Re-adopted	February 25, 2025
V10		

Proposed