

Municipality of the District of Lunenburg Minutes of a Meeting of the Finance Committee

Held in Council Chamber, 10 Allée Champlain Drive, Cookville, NS
Tuesday, July 8, 2024 – 4:00 p.m.

Attendance

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

Regrets

Councillor Alison Smith, District 6
Councillor Kacy DeLong, District 8
Councillor Ben Brooks, District 9

Staff

Tom MacEwan, Chief Administrative Officer
Alex Dumaresq, Deputy Chief Administrative Officer
Elana Wentzell, Director of Finance
April Whynot-Lohnes, Municipal Clerk
Tina Robichaud-Bond, Executive Assistant

1. Call to Order

Councillor Oickle called the meeting to order at 4:00 p.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 (15 Minutes) - Nil

4. Changes/Approval of Agenda

Moved by Councillor Burns, seconded by Deputy Mayor Veinotte that the July 8, 2025, Finance Committee Agenda be approved as circulated. Carried unanimously.

5. Approval of Minutes – June 3, 2025

The Minutes of June 3, 2025, Finance Committee meeting were approved as circulated.

6. Business Arising from Minutes - Nil

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)

Elana Wentzell, Director of Finance, reviewed the report, “Operating Variance Report 4th Quarter (DRAFT to March 31, 2025)” (circulated with the agenda), providing details on the operating budget accounts where variances have occurred.

Ms. Wentzell noted that a final adjustment would be made once the LCLC statements were received.

It was noted that the Investment Policy should be updated, and that because investment regulations were stringent, a review and approval by the Minister would be required of any amendments.

9.1.2 Proposed Amendments to Policy 018 Fees re Credit Card Processing Fee

Elana Wentzell, Director of Finance, reviewed the report, “Acceptance of Credit Card Payments & Fee Policy 058 Update” (circulated with the agenda), providing details on the amendment to add a credit card processing fee to the Fees Policy.

Moved by Councillor Hubley, seconded by Mayor McLean-Wile that the Finance Committee recommends to Council that Municipal Council amend Policy 058 Fees to include a 1% processing fee for credit card payments and gives 7 days’ notice of Council’s intention to approve the amendments to Policy 058 on July 22, 2025.

It was clarified that Payors would be advised of the processing fee when paying with a credit card.

The Motion on the floor was voted on and carried unanimously.

9.2 Planning & Development

9.2.1 Repeal & Replace By-law 018 Building Code

Graham Hopkins, Manager of Inspection Services, reviewed the report, “Bylaw 018 Building Code – Repeal & Replace” (circulated with the agenda), providing details on the proposed amendments to the Building Code By-law.

It was clarified that the processing fee would be paid at each time of renewal.

Discussions followed regarding the following:

- advantages of requiring a Location Certificate

- concerns regarding permits expiring after a year

Moved by Councillor Bell, seconded by Councillor Burns that the Finance Committee recommend to Council that Municipal Council repeal and replace By-law 018 Building Code By-law, effective January 1, 2026, as presented, and conduct First Reading of the By-law on July 22, 2025. Carried unanimously.

9.2.2 Proposed Amendments to Policy 058 Fees re Building Fees

Graham Hopkins, Manager of Inspection Services, reviewed the report, “Fees Policy Update re Building Fees” (circulated with the agenda), providing details on the proposed amendments to the Fees Policy.

Moved by Councillor Moore, seconded by Councillor Burns that the Finance Committee recommend to Council that Municipal Council approve the amendments to Policy 058 Fees to add Building Fees to Planning and Development Services Fees – Table 1, effective January 1, 2026, and gives 7 days notice of Council’s intention to approve the amendments to Policy 058 Fees on July 22, 2025. Carried unanimously.

- 10. Consideration of Correspondence - Nil**
- 11. Recommendations from Council – Nil**
- 12. Added Items - Nil**
- 13. In Camera - Nil**
- 14. Adjournment**

There being no further business, the meeting adjourned at 4:36 p.m.