

COUNCIL MEETING MINUTES

TUESDAY, MAY 12, 2020 AT 2:00 P.M. – 4:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

PRESENT: Mayor Rachel Bailey
Deputy Mayor John McGee
Councillor Joseph Carnevale
Councillor Danny Croft
Councillor Ronnie Bachman
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Ian Tillard, P. Eng., Town Engineer Consultant

1. Agenda Approval

The Mayor called the meeting to order at 2:00 p.m. She expressed appreciation for the community's compliance with the Provincial government's COVID-19 orders of health and other directives to ensure everyone's well-being. She congratulated the organizers of a community run and walk in support of the recent mass shooting victims' families which raised approx. \$4000.

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to approve the agenda. Motion carried.

2. May 5, 2020 Council Meeting Minutes

The Mayor asked that the minutes be amended to include mention that the ship on which the deceased military personnel were based from is the HMCS Fredericton which is based out of Halifax.

Motion: moved by Councillor Carnevale, seconded by Councillor Croft to approve the May 5, 2020 minutes with the above noted addition. Motion carried.

3. Public Hearings and Presentations

Nil.

4. Correspondence

Nil.

5. Committee Meeting Minutes and Recommendations

Nil.

6. Unfinished Business

a. Corporate Services

i. Draft Town 2020/21 Budget Review

- May 22 public submission deadline advertised for May 26 Council meeting

The Town Engineer requested budget pre-approval for a back flow prevention study for wastewater lift stations to address salt water intrusion issues that adversely affect Wastewater Treatment Plant operations as noted in the budget document at page 101 (Schedule "A").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that Council approves early budget approval for the back flow prevention study for wastewater lift stations (Schedule "A"). Motion carried.

- Town Hall Roof assessment

The Facilities Superintendent gave an overview of his information report (Schedule "B") findings. He will be undertaking short term maintenance repairs in 2020/21 from the Town's operating budget and then will propose more extensive, capital repairs in 2021/22. He was asked questions by Council and responded as follows: the report cost approx. \$14,000 and there were three submissions; the report is required as part of annual Federal and Provincial Gas Tax Funding; the recommended work will assist in meeting the current National Building Code standards for roof construction.

- Flood Study proposed \$2900 budget pre-approval for additional engineering

The Town Engineer summarized his report recommendation for Council (Schedule "C").

Motion: moved by Deputy Mayor McGee, seconded by Councillor Bachman that approval be given to increase the approved budget for the Flood Study from \$45,000 to \$47,900 including net HST and funding will be from Deed Transfer Taxes. Motion carried. Councillors Mosher, Croft and Carnevale voted in the negative.

The Finance Director advised that there may be Provincial "FRIIP" funding for flood studies of this nature and staff will apply for same with the approval of Council by motion.

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser that Council approve a submission of an application to the Provincial Flood Risk Infrastructure Investment Program in the amount of \$47,900 (includes net HST) for the Town's Flood Study. Motion carried.

- ii. Proposed Provincial amendments to the NS Building Code Regulations regarding public accessible washrooms in restaurants – additional staff report regarding Lunenburg impact and Minister of Justice notice regarding future extensions of Accessibility Act implementation plan development deadline by municipalities, etc. due to COVID-19 pandemic impact

The Heritage Manager presented his staff report (Schedule "D").

It was agreed to share the report with the Lunenburg Board of Trade for their information and potential follow-up with the Province.

Council noted that the Province is examining the extension of the Accessibility Act implementation for Council.

- iii. LDFD expense claim Policies amendments to allow variances from pre-set kilometers limits

Councillor Mosher gave notice of motion to amend the Personnel Policies and Procedural Policy #86 – Council and Management Expense and Hospitality Claims (Schedule "E") to allow for variances in pre-set mileage amounts for specified destinations for further consideration at the May 26, 2020 Council meeting.

- iv. Joint Transit Report – Staff Report Response

The Heritage Manager presented his staff report (Schedule "F") regarding the Citizens for Public Transit proposal for an inter-municipal public transit in parts of Lunenburg County including the Town of Lunenburg.

Council discussed the report recommendation and whether to proceed with inter-municipal discussions regarding the proposal.

Motion: moved by Councillor Risser, seconded by Councillor Mosher that a letter be written to the other three municipal Councils asking if they are interested in discussing joint transit options in response to the Citizens for Public Transit report (Schedule "F"). Motion carried.

- v. Municipal Election update

The notice of Polling Divisions (Schedule "G") was received for information. In view of COVID-19 pandemic and physical distancing requirements, there may be additional polling divisions to be determined. All of the polls will be held at the Community Centre Auditorium.

Council recessed at 3:13 p.m. – 3:25 p.m. when the meeting resumed.

- vi. Committee Meeting Minutes Supporting Documents and Council Agenda Package

Council discussed the abridged agenda package also being prepared and agreed that it is helpful and should continue to be prepared by staff.

vii. Draft Amendments to Policy #66 Interim and Final Tax

Motion: moved by Deputy Mayor McGee, seconded by Councillor Croft approval of the amendments to Policy #66 Interim and Final Tax Billings (Schedule "H"). Motion carried.

viii. Draft Amendments to Policy #71 Low Income Property Tax Relief

Motion: moved by Councillor Mosher, seconded by Councillor Risser to approve the amendments to Policy #71 Low Income Property Tax Relief (Schedule "I"). Motion carried.

ix. Draft Council and Committee Meetings Proceedings Policy

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to approve the adoption of the Council and Committee Meetings Proceedings Policy (Schedule "J"). Motion carried.

x. Draft Revised Work on Private Property Policy

Motion: moved by Councillor Bachman, seconded by Councillor Risser to approve the revised Work on Private Property Policy (Schedule "K"). Motion carried.

xi. Draft Revised Parking Meter Bylaw

Motion: moved by Deputy Mayor McGee, seconded by Councillor Carnevale to give first reading and advertise the proposed revised Parking Meter Bylaw (Schedule "L"). Motion carried.

The Town Solicitor will make amendments to the Bylaw to use gender neutral pronouns.

b. Public Works Department

i. Tannery Road Sidewalk Construction Project

The Town Engineer's report (Schedule "M") was further considered and options discussed including: realignment of the Knickle/Tannery Roads intersection to create a crosswalk to a new sidewalk on Tannery Road which will narrow Tannery Road and require retaining walls in portions; if Public Works staff can construct the sidewalk; and can the sidewalk be constructed in phases starting in 2020/21. Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary.

Motion: moved by Councillor Risser, seconded by Councillor Carnevale to adjourn the meeting. Motion defeated.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to extend the time to adjourn to deal with agenda item #7 a i. Motion carried.

7. New Business

a. Corporate Services

- i. Request of Donna Lugar, NS Representative, Canadian Lyme Disease Foundation and Founder, NS Lyme Support Group, to declare May as Lyme Disease Awareness

Motion: moved by Councillor Bachman, seconded by Councillor Croft to proclaim May as Lyme Disease Awareness Month as set out in the attached proclamation (Schedule "N").
Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Croft to extend the time to adjourn to deal with agenda item #6 c i. Motion carried.

c. Recreation Department

- i. "Share the Road" signage

Motion: moved by Councillor Bachman, seconded by Councillor Carnevale for staff to include the purchase of "Share the Road" signs in the 2020/21 budget to be installed at the main entries into Lunenburg at Victoria Road, Green Street, Dufferin Street, and Maple Street (Schedule "O"). Motion carried.

8. Consideration of any Council in camera meeting recommendations

Nil.

9. Adjournment

Motion: moved by Councillor Mosher, seconded by Councillor Croft to adjourn the meeting.
Motion carried.

The meeting was adjourned at 4:10 p.m.

Bea Renton, CAO

TOWN OF LUNENBURG
2020/21 DRAFT OPERATING AND CAPITAL BUDGETS

Schedule "A"

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**Town of Lunenburg
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
General Government Services	\$ 488,850	\$ 454,400	7.6%
Other Protective Services	914,800	905,400	1.0%
Fire Services	683,400	670,900	1.9%
Transportation Services	959,000	972,300	-1.4%
Environmental Health Services	1,358,600	1,193,800	13.8%
Environmental Development Services	491,900	476,800	3.2%
Recreation & Cultural Services	788,300	808,000	-2.4%
Fiscal Services	1,418,450	1,523,600	-6.9%
	\$ 7,103,300	\$ 7,005,200	1.4%
Revenue			
Property Tax Revenue, including Sewer	\$ 6,229,000	\$ 5,879,600	5.9%
Non-tax Revenue			
Sales of Services	96,700	228,500	-57.7%
Arena & Community Centre	239,700	314,900	-23.9%
Other Revenue - Own Sources	311,200	354,600	-12.2%
Unconditional Transfers	50,100	50,100	0.0%
Conditional Transfers	176,600	177,500	-0.5%
	\$ 7,103,300	\$ 7,005,200	1.4%
Difference	\$ -	\$ -	

**Town of Lunenburg - Water Utility
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
Source of Supply	\$ 109,900	\$ 27,300	302.6%
Pumping	56,100	53,700	4.5%
Water Treatment	313,350	298,800	4.9%
Transmission and Distribution	225,400	222,500	1.3%
Administration and General	435,450	413,100	5.4%
Depreciation	287,400	294,250	-2.3%
Taxes	43,500	43,000	1.2%
Non-Operating Expenditures	175,400	159,350	10.1%
	\$ 1,646,500	\$ 1,512,000	8.9%
Revenue			
Operating Revenues	\$ 1,554,000	\$ 1,500,000	3.6%
Other Revenue	92,500	12,000	670.8%
	\$ 1,646,500	\$ 1,512,000	8.9%
Difference	\$ -	\$ -	

**Town of Lunenburg - Electric Utility
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
Power Purchases	\$ 5,352,300	\$ 5,175,200	3.4%
Substations	78,400	77,500	1.2%
Operations and Maintenance	394,600	355,400	11.0%
Transformers	48,700	33,500	45.4%
Meters	18,100	17,400	4.0%
General Overhead	24,450	23,700	3.2%
Accounting	233,400	216,700	7.7%
General	344,050	316,300	8.8%
Office Supplies and Expenses	29,400	29,400	0.0%
Depreciation	184,500	203,500	-9.3%
Debt Principal and Interest	132,600	137,100	-3.3%
	\$ 6,840,500	\$ 6,585,700	3.9%
Revenue			
Operating Revenues	\$ 6,811,500	\$ 6,499,200	4.8%
Other Revenue	29,000	34,000	-14.7%
	\$ 6,840,500	\$ 6,533,200	4.7%
Difference	\$ -	\$ (52,500)	

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2020/21 BUDGET SUMMARY AND TAX RATES

	Approved Tax Rate	Increase (decrease) over prior year	% Change over prior year
Residential Tax Rate	\$1.346	(\$0.005)	-0.4%
Commercial Tax Rate	\$3.318	(\$0.040)	-1.2%
Seasonal Tourist Tax Rate	\$2.489	(\$0.030)	-1.2%

Tax Contribution Comparison

	2015/16	2016/17	2017/8	2018/19	2019/20	2020/21
Residential	62.7%	63.3%	64.2%	64.5%	65.6%	64.5%
Commercial	36.3%	35.1%	34.4%	34.3%	32.8%	33.7%
Seasonal Tourist	1.0%	1.0%	1.4%	1.2%	1.6%	1.8%
	<u>37.3%</u>	<u>36.1%</u>	<u>35.8%</u>	<u>35.5%</u>	<u>34.4%</u>	<u>35.5%</u>

2020/21 Budget Summary

Operating

Town General Operations	\$ 7,103,300
Water Utility Operations	1,646,500
Electric Utility Operations	6,840,500
	<u>15,590,300</u>

Capital

Town Capital Projects	1,915,400
Water Utility Capital Projects	238,500
Electric Utility Capital Projects	795,000
	<u>2,948,900</u>
	<u>\$ 18,539,200</u>

	Value as Shown on Roll	For Losses On Appeals**	Subtotal	(Grants in Lieu)	Net Taxable Assessment
RESIDENTIAL					
Residential Property	\$ 238,650,000	\$ (400,000)	\$ 238,250,000	\$ 30,000	\$ 238,280,000
Resource Property	497,000	-	497,000		497,000
Total Residential	<u>239,147,000</u>	<u>(400,000)</u>	<u>238,747,000</u>	<u>30,000</u>	<u>238,777,000</u>
COMMERCIAL					
Commercial Property	43,896,400	(420,000)	43,476,400	7,095,500	50,571,900
Seasonal Tourist Business	3,587,500		3,587,500	-	3,587,500
Business Occupancy	-	-	-	-	-
Total Commercial	<u>47,483,900</u>	<u>(420,000)</u>	<u>47,063,900</u>	<u>7,095,500</u>	<u>54,159,400</u>
Total Assessment	<u>\$ 286,630,900</u>	<u>\$ (820,000)</u>	<u>\$ 285,810,900</u>	<u>\$ 7,125,500</u>	<u>\$ 292,936,400</u>

** Appeals allowance is based on 10% of appeals filed.

Tax Levy

Expenditures	\$ 7,103,300
Less: Revenue Other than Tax Revenue	2,121,100
Tax Levy	<u>4,982,200</u>

Calculation of Tax Rates

Total Net Taxable Assessment	292,936,400
General Tax Rate	<u>1.70</u>

TAX RATE CALCULATION

Tax Levy	\$ 4,982,200
Residential Assessment	238,777,000
Residential Tax Rate	\$ 1.346
Residential Tax Levy	3,214,000
Commercial Tax Levy	1,768,200
Commercial Assessment	50,571,900
Seasonal Tourist Assessment	3,587,500
Commercial Tax Rate	\$ 3.318
Seasonal Tourist Business Tax Rate	\$ 2.489

Historical Tax Rates

	2017/18	2018/19	2019/20	2020/21	Change
Residential	\$1.333	\$1.344	\$1.351	\$1.346	-0.40%
Commercial	\$3.286	\$3.320	\$3.358	\$3.318	-1.20%
Seasonal Tourist	\$2.465	\$2.490	\$2.519	\$2.489	-1.20%

Properties Subject to Special Tax Agreements or Legislation

	Assessment	Taxes per Rate	Prov Grant
N.S. Dept. of Education (Fisheries Museum)*	\$ 3,672,100	\$ -	\$ 5,019
N.S. Dept. of Education (Bluenose Academy)	\$ 18,668,700	\$ -	\$ -

* The province is expected to pay a fire protection grant for the museum - \$5,019.
 The Bluenose Academy is charged the non-residential sewer rate per \$100/assessment as per the Town's Sewer By-Law.

Properties Whose Grant in Lieu of Taxes Varies With Tax Rate

Provincially Assessed Properties

	Assessment	Taxes per Rate	Actual GIL
Her Majesty the Queen (Dufferin Street/DNR)	\$ 7,066,800	\$ 234,476	\$ 234,476
Her Majesty the Queen (Green Street/DNR)	9,500	\$ 315	\$ 315
N.S. Trans. & Public Works (Mahone Bay Road)	5,300	\$ 176	\$ 176
N.S. Trans. & Public Works (Green Street)	11,000	\$ 365	\$ 365
N.S. Trans. & Public Works (Linden Avenue)	2,900	\$ 96	\$ 96
Total Commercial Exempt	\$ 7,095,500	\$ 235,428	\$ 235,428
Residential Exempt:			
Her Majesty the Queen (Green Street/DNR)	\$ 30,000	\$ 404	\$ 404

Federally Assessed Properties (nil)

Comparative Property Assessments & Tax Rates

	2020 # of Taxable Accounts	2019 # of Taxable Accounts	2020 Taxable Assessment*	2019 Taxable Assessment*	Difference
Residential	1194	1193	\$ 238,777,000	\$ 231,288,900	3.24%
Commercial	175	172	50,571,900	46,590,000	8.55%
Seasonal Tourist	9	8	3,587,500	3,021,100	18.75%
			\$ 292,936,400	\$ 280,900,000	4.28%

There are 1,194 Residential property accounts in the Town; 632 or 53% are capped.
 * Taxable Assessment is based on an appeals allowance of 10% of actual appeals plus estimated future appeals.

Tax Revenue

	Rates	Taxes		
Residential	\$1.346	\$ 3,214,000	1% Tax Revenue =	\$ 49,822
Commercial	3.318	1,678,900	\$0.01 Additional =	29,294
Seasonal Tourist	2.489	89,300	\$0.01 Residential =	23,878
			\$0.01 Commercial =	5,416
		\$ 4,982,200		

Property Sales Statistics

	2015/16	2016/17	2017/18	2018/19	2019/20* to Dec.31/19
Sales Value	\$ 16,950,212	\$ 14,440,611	\$ 19,412,900	\$ 22,347,378	\$ 34,386,238
# Properties	58	66	71	83	50

Seasonal Tourist Businesses

The Seasonal Tourist Business assessment class allows for qualifying businesses to be taxed at 75% of the commercial tax rate. There are currently 9 properties that qualify for this special assessment (vs.8 in 2019/20).

2020 Seasonal Tourist Assessment	\$ 3,587,500
2019 Seasonal Tourist Assessment	3,021,100
Assessment Increase	\$ 566,400

TOWN GENERAL - OPERATING REVENUE							
ACCOUNT #	Notes #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
TAXES							
ASSESSABLE PROPERTY							
(11,900)	01-1-11-0000	RESIDENTIAL TAXABLE ASSESSMENT	\$ 3,206,900	\$ 3,218,800	\$ 3,118,100	\$ 3,123,200	
COMMERCIAL							
(16,500)	01-1-11-2100	COMM TAXABLE ASSESSMENT	1,443,400	1,459,900	1,332,700	1,343,100	
(1,100)	01-1-11-2200	SEASONAL TOURIST BUSINESS	89,300	90,400	76,200	76,100	
RESOURCE							
(100)	01-1-11-5100	RESOURCE TAXABLE ASSESSMENT	6,700	6,800	7,300	6,900	
			4,746,300	4,775,900	4,534,300	4,549,300	
SPECIAL ASSESSMENTS							
FRONTAGE RATES							
-	01-1-12-1000	SEWER ANNUAL CHARGES	1,104,800	1,104,800	920,000	930,000	
OTHER TAXES							
(50,000)	01-1-19-1100	DEED TRANSFER TAX	100,000	150,000	150,000	175,000	Reduced based on history during other previous recessions, does not impact current year as it for reserve transfer for 21/22 + capital
			1,204,800	1,254,800	1,070,000	1,105,000	
BUSINESS PROPERTY							
-	01-1-14-2100	BASED ON REVENUE - BELL ALIANT	18,000	18,000	19,000	18,000	
-	01-1-62-8800	HST OFFSET GRANT	19,000	19,000	19,000	27,800	
			37,000	37,000	38,000	45,800	
			\$ 5,988,100	\$ 6,067,700	\$ 5,642,300	\$ 5,700,100	
GRANTS IN LIEU OF TAXES							
PROVINCIAL GOVERNMENT							
-	01-1-23-0000	DEPT. OF TRANSPORTATION	\$ 700	\$ 700	\$ 700	700	
(2,900)	01-1-23-1300	HER MAJESTY THE QUEEN	235,200	238,100	231,600	231,600	
-	01-1-23-3100	FIRE PROTECTION - MUSEUM/SCHOOL	5,000	5,000	5,000	5,000	
			\$ 240,900	\$ 243,800	\$ 237,300	\$ 237,300	
SALES OF SERVICES							
GENERAL GOV'T SERVICES							
(2,200)	01-1-41-0200	TAX CERTIFICATE FEES	\$ 2,300	\$ 4,500	\$ 4,500	\$ 4,500	Assuming a 50% reduction on property transactions
-	01-1-41-0210	MORTGAGE COMPANY SERVICE CHARGE	4,000	4,000	4,000	4,000	
			6,300	8,500	8,500	8,500	
ENVIRONMENTAL HEALTH SERVICES							
-	01-1-44-0115	REGION 6 DIVERSION/MAP	14,000	14,000	14,000	14,000	
-	01-1-44-0110	SALE OF COMPOSTAINERS	100	100	100	-	
			14,100	14,100	14,100	14,000	
ENVIRONMENTAL DEVELOP. SERVICES							
(700)	01-1-46-0100	ZONING PERMITS & CERTIFICATES	700	1,400	1,300	1,400	Assuming a 50% reduction due to economic down turn
RECREATION & CULTURAL SERVICES							
-	01-1-47-0100	LIBRARY PHOTOCOPY REVENUE	450	450	450	500	
-	01-1-47-0200	POSTER/ CD SALES	50	50	50	-	
			500	500	500	500	
PROTECTIVE SERVICES							
-	01-1-42-0200	FIRE SERVICES (RENTAL REVENUE)	100	100	100	-	
-	01-1-42-0250	FIRE SERVICES (INSURANCE RECOVERY)	-	-	-	-	
			100	100	100	-	
TRANSPORTATION SERVICES							
-	01-1-43-0100	PW - LABOUR/EQUIPMENT (CHARGE-OUT)	25,000	25,000	25,000	25,000	
(135,000)	01-1-43-0200	PARKING METER REVENUE	50,000	185,000	179,000	138,000	Due to economic and/or travel restrictions, greatly reduced activity
			75,000	210,000	204,000	163,000	
			\$ 96,700	\$ 234,600	\$ 228,500	\$ 187,400	

TOWN GENERAL - OPERATING REVENUE							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA					
-		ADMISSIONS					
-		ARENA					
-	01-1-47-1030	8 PUBLIC SKATING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
-		COMMUNITY CENTRE					
-	01-1-47-1110	9 PROGRAM FEES					
(3,000)		Drop-in Sport Programs	3,000	6,000	6,000	6,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(1,700)		Weight Room Fees	1,600	3,300	3,300	3,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(4,900)		Fitness Classes	4,900	9,800	9,800	9,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-			15,500	25,100	25,100	24,800	
-		RENTALS					
-		ARENA					
(500)	01-1-47-2020	10 SKATE SHARPENING	500	1,000	1,000	\$ 500	Adjusted based on 19-20 & 18-19 actuals
-	01-1-47-2030	11 CANTEEN CONCESSION	-	-	-	-	
(5,100)	01-1-47-2040	12 MINOR HOCKEY	73,000	78,100	74,500	63,300	Adjusted based on 19-20 actuals
(14,100)	01-1-47-2050	13 HOCKEY, OTHER & PRACTICES	45,000	59,100	55,500	35,800	Adjusted based on 19-20 actuals
-	01-1-47-2060	14 FIGURE SKATING	-	-	-	-	
3,200	01-1-47-2070	15 SCHOOL SKATING	6,000	2,800	2,800	6,200	Adjusted based on 19-20 actuals
(500)	01-1-47-2080	16 OTHER SKATING	1,500	2,000	2,000	1,200	Adjusted based on 19-20 actuals
(5,000)	01-1-47-2090	17 SUMMER RENTALS	-	5,000	5,000	4,300	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(5,000)	01-1-47-2091	17b FARMER'S MARKET (SPRING/SUMMER)	-	5,000	5,000	4,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(2,000)	01-1-47-2095	18 SIGN RENTALS	4,000	6,000	6,000	6,200	Reduce based on economic downturn
-	01-1-47-3050	BEVERAGE MACHINE SALES	-	-	-	-	
-	01-1-47-3060	19 VENDING MACHINE-GUMBALL	200	200	200	200	
-		COMMUNITY CENTRE					
(15,000)	01-1-47-3020	20 AUDITORIUM RENTALS	10,000	25,000	30,000	24,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-	01-1-47-3021	20b FARMER'S MARKET (FALL/WINTER)	7,500	7,500	7,500	8,400	
(3,500)	01-1-47-3030	21 MEETING ROOM/FITNESS STUDIO RENTALS	3,500	7,000	7,000	5,100	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(2,000)	01-1-47-3040	22 GROUNDS RENTAL	-	2,000	2,000	1,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-			151,200	200,700	198,500	161,800	
-		RENTAL - DISTRICT SCHOOL BOARD					
-	01-1-47-4010	24 SCHOOL BD. RENTAL OF AUDITORIUM/GROUNDS	32,600	32,600	32,400	32,400	
-		GRANTS - MUNICIPALITIES					
-	01-1-47-5050	26 OPERATING GRANT - MODL	30,000	30,000	40,000	30,000	
-	01-1-47-5051	CAPITAL GRANT - MODL (Community Centre Roof)	10,000	10,000	10,000	10,000	
-			40,000	40,000	50,000	40,000	
-		GRANTS - FEDERAL					
-	01-1-47-6010	27 EMPLOYMENT PROGRAM GRANT	-	-	-	-	
-		GRANTS - NS SPORT COMM.					
-	01-1-47-7010	28 PROGRAM GRANTS (After the Bell)	-	-	8,500	8,500	
-		GRANTS - OTHER					
-		JUMP START	-	-	-	-	
-		MISCELLANEOUS REVENUE					
-	01-1-47-8010	INTEREST	-	-	-	-	
-	01-1-47-8015	MISCELLANEOUS	400	400	400	400	
-		DONATIONS	-	-	-	-	
-			400	400	400	400	
-		TOTAL REVENUE - LWMCC & ARENA	\$ 239,700	\$ 298,800	\$ 314,900	\$ 267,900	

TOWN GENERAL - OPERATING REVENUE							
ACCOUNT #	Notes #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		OTHER REVENUE/OWN SOURCES					
-	01-1-51-0000	LICENSES AND PERMITS					
-	01-1-51-4100	TAXI LICENSES	\$ 100	\$ 100	\$ 200	\$ 200	
-	01-1-51-6100	31 DOG LICENSES	1,200	1,200	1,200	1,200	
(5,000)	01-1-51-7100	31 BUILDING PERMITS	5,000	10,000	12,000	9,200	Assuming a 50% reduction due to economic down turn
(2,500)	01-1-51-9100	OTHER LICENSES & PERMITS	1,300	3,800	3,000	3,500	Removed any related to tourism
			7,600	15,100	16,400	14,100	
-		FINES					
(4,000)	01-1-52-0100	6 FINES-PARKING METER	2,500	6,500	6,500	6,900	Reduced, based on parking revenue reductions
(3,500)	01-1-52-0200	31 FINES-COURT FINES	3,500	7,000	7,000	7,000	Assumed 50% reduction
			6,000	13,500	13,500	13,900	
-		RENTALS					
(10,400)	01-1-53-0100	31 RENTALS AND LEASES	61,000	71,400	71,400	71,400	Adjusted based on anticipated revenues for the year
(20,400)	01-1-53-0110	31 RENTALS AND LEASES - Lun Academy	186,600	207,000	163,500	192,000	Adjusted based on anticipated revenues for the year
			247,600	278,400	234,900	263,400	
-		RETURN ON INVESTMENTS					
(3,000)	01-1-55-9100	31 BANK INTEREST	12,000	15,000	12,000	25,000	Lower rates and cash flows
-		PENALTIES & INTEREST ON TAXES					
(37,500)	01-1-56-2100	31 INTEREST ON TAXES	37,500	75,000	75,000	80,000	Interest relief period to June 30 & reduction of rate
-		MISCELLANEOUS					
(500)	01-1-59-0050	PIN & FLAG SALES/ETC.	500	1,000	1,000	1,000	50% re economic downturn
(1,800)	01-1-59-0100	31 DONATIONS	-	1,800	1,800	2,500	This was for the German Band concert which has been cancelled
			500	2,800	2,800	3,500	
			\$ 311,200	\$ 399,800	\$ 354,600	\$ 399,900	
-	01-1-60-0000	UNCONDITIONAL TRANSFERS/OTHER GOV'TS					
-	01-1-61-0000	FEDERAL GOVERNMENT					
-	01-1-62-0000	PROVINCIAL GOVERNMENT					
-		DEPARTMENT OF MUNICIPAL AFFAIRS					
-	01-1-62-8100	32 EQUALIZATION GRANT	50,000	50,000	50,000	50,000	
-	01-1-62-8600	FARM PROPERTY ACREAGE	100	100	100	100	
			\$ 50,100	\$ 50,100	\$ 50,100	\$ 50,100	
-		CONDITIONAL TRANSFERS/FED. OR PROV. GOV'TS					
-		FEDERAL GOVERNMENT					
200	01-1-71-7500	CANADA DAY GRANT	700	500	500	-	Possibility that restrictions may still be in place at the time of this event, net cost after grant \$300
			700	500	500	-	
-		PROVINCIAL GOVERNMENT					
-	01-1-75-5700	PROV NS - COMMUNITY ARTS AWARD	-	-	-	-	
-	01-1-72-1010	PROV NS (LA GOVERNANCE STUDY)	-	-	-	-	
-		PROTECTIVE SERVICES					
-	01-1-75-2500	CIVIC ADDRESSING PROV GRANT	1,000	1,000	1,000	1,000	
			1,000	1,000	1,000	1,000	
			\$ 1,700	\$ 1,500	\$ 1,500	\$ 1,000	
-		CONDITIONAL TRANSFERS/OTHER LOCAL GOV'T					
-	01-1-89-9450	DISTRICT SCHOOL BOARD - ELECTION	-	-	-	-	
-	01-1-89-9500	LUNENBURG ACADEMY FOUNDATION	-	-	-	-	
(5,500)	01-1-89-9900	33 DISTRICTS 1 & 2 FIRE COMMISSION	174,900	180,400	176,000	159,100	Adjusted due to expenditure reductions in fire service budget
			\$ 174,900	\$ 180,400	\$ 176,000	\$ 159,100	
		TOTAL REVENUE	\$ 7,103,300	\$ 7,476,700	\$ 7,005,200	\$ 7,002,800	
		NON PROPERTY TAX REVENUE	\$ 2,121,100	\$ 2,462,000	\$ 2,238,600	\$ 2,221,200	
		NON PROPERTY TAX REVENUE	-13.85%				
		NON PROPERTY TAX REVENUE	\$ (340,900)				

NOTES TO TOWN REVENUE ESTIMATES

1. 2020-21 Tax Revenues

2020-21 Tax Rates:

- \$TBA/\$100 Residential
- \$TBA/\$100 Commercial
- \$TBA/\$100 Seasonal Tourist Business

Historical Tax Rate Information

	Residential	Commercial
2020/21		
2019/20	\$1.351	\$3.358
2018/19	\$1.344	\$3.320
2017/18	\$1.333	\$3.286
2016/17	\$1.314	\$3.276
2015/16	\$1.314	\$3.276
2014/15	\$1.279	\$3.260
2013/14	\$1.279	\$3.260
2012/13	\$1.279	\$3.260

2. #01-1-12-9100 Sewer Annual Charges

Please see the Environmental Health Services notes for proposed 2020/21 rates.

3. #01-1-14-2100 Grant Bell Aliant

This is an annual grant based on annual revenues of Bell Aliant received from the 634 exchange for local service tolls.

3.1 #01-1-62-8800 HST Offset Grant

With the implementation of HST in 1997, the Town incurred additional costs. Previously the Town received 100% of the provincial tax back, now we receive only a 57.14% Provincial Tax Rebate. The province makes a grant to the Town to partially offset this additional cost.

4. #01-1-21-0000 Grants in Lieu - Federal Government

There are currently no Federally owned properties in the Town that are subject to Grants in Lieu of taxation.

5. #01-1-23-0000 Grants in Lieu - Provincial Government

The grant in lieu of taxes for various Provincial properties is based on assessment and tax rates. The following properties are eligible for a Grant in Lieu of taxes:

- Provincial Building on Green/Dufferin Street
- Land on Green Street
- Land on Mahone Bay Road
- Land on Linden Avenue

The Town also receives a Provincial grant for Fire Protection for the Museum property (estimate \$5,000 for 2020/21).

6. Sale of Services

#01-1-41-0200 Tax Certificate Fees

Administration fee for preparation of tax certificates.

#01-1-41-0210 Mortgage Company Service Charge

This revenue source was introduced in 2009/10 based on administration charges for providing additional tax bills and listings to mortgage companies. Mortgage companies require detailed listings in specific formats. Other municipalities also charge for this service to offset staff time. The fee for this service was increased in fiscal 18-19 to \$10 per account listing, it had previously been \$5.00 per account listing since the fee was introduced.

#01-1-42-0200 Fire Services

Fire Services is reimbursed for training seminars conducted as well as any billings for clean-up of gas spills, etc.

#01-1-43-0100 Transportation Services – PW Labour/Equipment Recovery

This account is used to record Public Works labour and equipment charges for the Water and Electric Utilities.

#01-1-43-0200 Transportation Services – Parking Meter Revenue

Parking Meter Revenue. There are currently approximately 240 meters.

Parking Meter Revenue and Expenses (Budget 2020/21)

<u>Revenue</u>	
Parking Meters	\$ 185,000
Parking Fines	6,500
	<u>\$ 191,500</u>
<u>Expenses</u>	
Public Works labour for coin collection	3,500
Administrative labour	4,000
Repairs, maintenance & supplies	20,000
Advertising	400
Interest on capital loan	200
	<u>\$ 28,100</u>
Net revenue	<u><u>\$ 163,400</u></u>
By-Law Enforcement costs	<u>\$ 6,000</u>
(See: Other Protective Services Budget)	

#01-1-46-0100 Environmental Development Services – Zoning Permits

Zoning agreements, certificates and permits.

7. #01-1-44-0115 Region 6 Diversion / Municipal Approved Programs

Revenue to the Town to assist with Public education, enforcement and other initiatives related to Waste Diversion.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

Rates will change in 2020/21 based on 2019 CPI of 1.6% and rate comparisons with similar facilities including public skating, soccer field rentals, sign rentals and program fees (see: rate schedule at the end of this note section).

8. #01-1-47-1030 Public Skating

Reflects revenues from public skating, adult skating and family skating.

9. #01-1-47-1110 Program Fees

Fees generated from registration for our fall, winter and spring programs. Revenues have been estimated to reflect participation in our fitness programs and weight room.

10. #01-1-47-2020 Skate Sharpening

The Arena purchased its own machine in 1998/99. Skate sharpening rates are \$5/pr. based on rates charged at other arenas.

11. #01-1-47-2030 Canteen Concession

We have currently been renting the canteen area on a per day rate.

12. #01-1-47-2040 Minor Hockey

Estimate based on previous year actuals and based on 2020/21 approved rates.

13. #01-1-47-2050 Hockey, Other & Practices

Revenues from various gentlemen hockey leagues and teams. Estimate based on previous year actuals and based on 2020/21 approved rates.

14. #01-1-47-2060 Figure Skating

A Figure Skating program has not been offered by the provider since the 2017/18 season and to date no one has taken over the delivery of the program.

15. #01-1-47-2070 School Skating

Estimate for skating rentals by local schools.

16. #01-1-47-2080 Other Skating

Occasionally we rent ice time to other groups such as Sunday Schools, Cadets, Guides, Scouts, etc.

17. #01-1-47-2090 Summer Rentals

Rent received from various festivals and events.

17b. #01-1-47-2091 Farmer's Market Rental (Spring/Summer)

This is the estimated rental fees at the Arena for the Farmer's Market.

18. #01-1-47-2095 Sign Rentals

Advertising signs in the arena. For 2020/21 the fees will change to \$246 per sign and \$263 for in-ice ad (incl. HST). In 2018/19 this also included an amount for Tim Horton's sponsorship of the Olympia, it is hoped that this sponsorship will be able to be secured again for next season.

19. #01-1-47-3060 Vending Machine Sales

The gumball machine in the arena produces a small amount of revenue.

20. #01-1-47-3020 Auditorium/Kitchen Rentals

Rentals generated by various festivals, dances, receptions and banquets.

20b. #01-1-47-3021 Farmer's Market Rental (Fall/Winter)

This is the estimated rental fees at the Community Centre for the Farmer's Market.

21. #01-1-47-3030 Meeting Room/Fitness Studio Rentals

The rental rate per hour is \$29.00. These rooms are often rented for karate and other classes.

22. #01-1-47-3040 Grounds Rental (Parking Lot/Fields)

Estimate for Caravans, movie vehicles plus soccer field and ball field fees.

23. #01-1-47-3070 Christmas Craft Show

The Christmas Craft Show is being organized by an external organization since 2018/19, who pays a rental fee for the Lunenburg Community Centre.

24. #01-1-47-4010 School Board Rental

The SSRCE leases from the Town, for the Bluenose Academy, soccer field, track and field, softball field and 50 unreserved parking spaces. Original lease period was July 1, 2013 to June 30, 2018. In process of renewing for July 1, 2018 to June 30, 2023 at a rate of \$30,330 + annual CPI adjustments.

25. Town Grant

This figure makes up the difference between the revenue and expenditures at the Community Centre and Arena.

Analysis of Town Operating Grant (Actuals) – covered in the general tax rate.

Year	Amount	
2011/12	\$146,468	
2012/13	\$166,571	
2013/14	\$209,800	
2014/15	\$225,832	
2015/16	\$190,504	
2016/17	\$205,229	
2017/18	\$204,095	
2018/19	\$221,149	
2019/20	\$197,100	Budget
2020/21	\$234,800	Budget

26. #01-1-47-5050 Operating Grant - Municipality

Each year the Municipality of the District of Lunenburg provides a grant to help offset operating deficits of the Arena. We have budgeted \$30,000 for this fiscal year, the same amount received in fiscal 2019/20 plus a capital grant in the amount of \$10,000 for the Community Centre Roof.

28. #01-1-47-7010 Provincial Grants

After the Bell Program has been cancelled due to grant funding challenges.

29. All rates charged at the Community Centre and Arena are subject to HST with the exception of children's programs which are non-taxable if operated by the Town itself.

30. The Lunenburg War Memorial Community Centre and Arena Fee Schedule is found at the end of this note section.

31. Revenue from Own Sources

N.B. - all Town fees (licenses and permits) have been adjusted by 1.6% CPI effective April 1, 2020.

#01-1-51-6100 Dog Licenses

Dog license revenue is estimated based on approved fees. In 2019/20, 84 dogs were registered.

#01-1-51-7100 Building Permits

Building permit rates are a flat fee plus 0.2% of the estimated construction value.

#01-1-52-0100; #01-1-52-0200 Court Fines

Court fines reflect projected actuals.

#01-1-53-0100 & 01-1-53-0110 Rentals and Leases – Town Buildings including the Lunenburg Academy

Rentals and Leases includes rent paid by the Electric and Water Utilities for use of the Town Hall and Blue Building, rental of old Fire Hall (NASCAD & Fitness Studio), CN Station (Second Story), Blue Building (Navy League).

The Lunenburg Academy rentals include: LAMP, Class Afloat, South Shore Genealogical Society and commercial tenants. Also included in this budget estimate is rental for the Lunenburg Library Branch for the year. Budget estimate is based on projected occupancy.

#01-1-55-9100 Bank Interest

Estimate based on banking agreement with TD Canada Trust (Prime rate less 1.75%).

#01-1-56-2100 Interest on Taxes

Interest on taxes based on a rate of 2% per month.

#01-1-59-0100 Donations

Miscellaneous donations to the Town.

32. #01-1-62-8100 Equalization Grant (Basic Operating Grant)

As part of the equalization plan of the Provincial Government, all municipal units are given a basic operating grant of \$50,000.

33. #01-1-89-9900 District 1&2 Fire Commission

Districts 1 & 2 cost share Fire Protection and pay a 6.5% administration fee.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA FEE SCHEDULE

FACILITY	2019/20 Approved Rates			2020/21 Proposed Rates		
		Tax incl RATE		Tax incl RATE		
Meeting/Fitness rooms /hr		29.00		29.00		
Auditorium only - full day*		341.00		346.00		
New Year's Eve*		661.00		672.00		
Recreational Use - auditorium only /hr		35.00		36.00		
Recreational Use - auditorium & kitchen /hr		45.00		46.00		
Kitchen - full day		174.00		177.00		
Arena Ice Time			Resurfacer Surcharge		Resurfacer Surcharge	Base Rate
Prime /hr		176.00	4.00	172.00	179.00	4.00 175.00
Non Prime /hr		149.00	4.00	145.00	151.00	4.00 147.00
Youth & Schools /hr		149.00	4.00	145.00	151.00	4.00 147.00
Mornings - not including March Break (8:00am to 12:00pm M-F) /hr		114.00	4.00	110.00	116.00	4.00 112.00
Arena Summer Rentals						
Per Hour		68.00		69.00		
Per Day		651.00		661.00		
Arena Sign Rentals						
Display Signs (4'x8')		246.00		250.00		
In Ice Ads		263.00		267.00		
Public Skating						
Youth		3.00		3.00		
Youth Season Pass		82.00		83.00		
Adult		4.00		4.00		
Adult Season Pass		105.00		107.00		
Family Season Pass		142.00		144.00		
Skate Sharpening		5.00		5.00		
Caravans						
With electrical hook-up /day		27.00		27.00		
Without hook-up /day		22.00		22.00		
Commercial hook-ups /day		32.00		33.00		
Field Rentals						
<i>Softball Field</i>						
Per season (per team)		204.00		207.00		
Per game		13.00		13.00		
Per season - Youth (per team)		95.00		97.00		
<i>Soccer Field</i>						
Per Game		31.00		32.00		
Per Season (per team)		276.00		280.00		
Per Season - Youth (per team)		169.00		172.00		
<i>Track</i>						
Full Day		174.00		177.00		
Fitness Program /mo		42.00		43.00		
Weight Room /mo		42.00		43.00		
Weight Room - purchased in 4 month block		148.00		150.00		
Weight Room - youth rate per month		10.00		10.00		
Weight Room Key Deposit		40.00		40.00		
Sr. Fitness /session (15 weeks)		74.00		75.00		
Drop in fee - badminton		5.00		5.00		
Drop in fee - pickle ball		3.00		3.00		

N.B. - NS 2019 CPI = 1.6%.

*Plus Socan Fees if applicable including HST = \$73.01

Effective April 1, 2019 - For Fitness instructors who book the Fitness Room and run classes open to the public of 5 hours or more per week receive a 25% discount on rental rates, providing there is a minimum 6 month rental commitment.

GENERAL GOVERNMENT SERVICES EXPENDITURE BUDGET							
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
		GENERAL GOV'T SERVICES					
		LEGISLATIVE					
-	01-2-11-1100	1 MAYOR - HONORARIUM	\$ 9,100	\$ 9,100	\$ 8,800	\$ 8,800	
-	01-2-11-3100	1 COUNCILLORS - HONORARIUM	30,600	30,600	30,000	30,000	
(500)	01-2-11-3200	MAYOR & COUNCILLORS MEETING TRAVEL	500	1,000	1,000	1,000	Due to restrictions assumed 50% less travel
-	01-2-11-9100	2 OTHER LEGISLATIVE EXPENSE	4,000	4,000	4,000	4,000	
(1,500)	01-2-11-9200	3 MEETING PAY STAFF	-	1,500	1,500	1,500	Meeting Pay Roll back for managers during this fiscal year.
(5,700)	01-2-11-9300	4 COUNCIL CONFERENCES & TRAINING	-	5,700	3,200	3,200	Many conferences cancelled
		SECTION TOTAL	44,200	51,900	48,500	48,500	
		GENERAL ADMINISTRATIVE					
		OFFICE BUILDING					
-	01-2-12-1410	5 JANITORIAL CONTRACT	8,100	8,100	8,100	8,100	
(1,600)	01-2-12-1420	FUEL	14,400	16,000	12,000	16,000	Assumed 10% benefit due to changing prices
-	01-2-12-1430	6 ELECTRICITY	8,500	8,500	7,500	7,800	
-	01-2-12-1440	7 WATER	1,000	1,000	1,400	900	
-	01-2-12-1445	8 SEWER	2,100	2,100	2,000	2,000	
-	01-2-12-1450	INSURANCE (TOWN HALL)	12,200	12,200	12,200	12,200	
-	01-2-12-1460	9 JANITOR SUPPLIES	1,200	1,200	1,200	1,200	
-	01-2-12-1470	10 MAINTENANCE & REPAIRS	20,000	20,000	20,000	20,000	
		FINANCIAL MANAGEMENT					
(300)	01-2-12-2200	11 ACCOUNTING SALARIES	29,200	29,500	28,600	28,600	
-	01-2-12-2700	PAYROLL ADMIN CHARGES	1,400	1,400	1,400	1,500	
-	01-2-12-2800	12 BANKING CHARGES	1,800	1,800	1,800	1,800	
		INTEREST ON CAPITAL LOAN					
-	01-2-12-2850	13 INTEREST ON CAPITAL LOAN	1,500	1,500	2,200	2,200	
		LEGAL AND OTHER PROFESSIONAL FEES					
(1,500)	01-2-12-1500	14 SOLICITORS	6,000	7,500	7,500	7,500	
-	01-2-12-2500	AUDIT FEES	7,000	7,000	7,000	7,600	
		TAXATION					
-	01-2-12-4300	15 TAX EXEMPTIONS - INDIVIDUALS	8,000	8,000	8,000	4,000	
-	01-2-12-4350	16 TAX EXEMPTIONS (SECTION 71)	35,800	35,800	35,000	35,000	
		COMMON SERVICES					
-	01-2-12-6000	17 ASSESSMENT COSTS	48,000	48,000	47,100	47,700	
		VALUATION AND ALLOWANCES					
-	01-2-82-1100	UNCOLLECTIBLE TAXES & SUNDRIES	-	-	-	-	
		OTHER GENERAL ADMIN. SERVICES					
-	01-2-12-9009	18 ACCESSIBILITY PLAN DEVELOPMENT	2,000	2,000	-	-	
-	01-2-12-9010	19 ADVERTISING	500	500	500	500	
-	01-2-12-9020	STATIONERY & SUPPLIES	1,900	1,900	1,900	1,900	
-	01-2-12-9030	20 POSTAGE	2,200	2,200	2,000	2,100	
-	01-2-12-9040	21 TELEPHONE	2,400	2,400	2,400	2,400	
-	01-2-12-9050	COMPUTER MAINTENANCE	3,500	3,500	3,500	3,500	
			218,700	222,100	213,300	214,500	
		SALARIES AND BENEFITS					
(8,100)	01-2-12-1100	22 SALARIES - CORPORATE SERVICES STAFF	101,100	109,200	107,100	107,100	
-	01-2-19-9010	23 WORKERS COMPENSATION	4,400	4,400	3,000	3,000	
-	01-2-19-9030	24 EMPLOYMENT BENEFITS: CPP/EI	13,500	13,500	12,000	12,000	
-	01-2-19-9050	TOWN PENSION/RRSP	11,500	11,500	9,500	9,500	
-	01-2-19-9060	25 MEDICAL PLAN	16,500	16,500	15,700	15,700	
-	01-2-19-9070	HOLIDAY AND LONG SERVICE AWARDS	500	500	500	500	
-	01-2-19-9071	SUCCESSION RECRUITMENT	-	-	-	-	
-	01-2-19-9090	26 OTHER EMPLOYMENT BENEFITS	16,000	16,000	11,000	11,000	
			163,500	171,600	158,800	158,800	
		OTHER GENERAL GOV'T SERVICES					
		ELEC. PLEB. & RATEPAYERS MEETINGS					
-	01-2-19-1100	27 ELECTIONS, PLEBISCITES, ETC.	28,000	28,000	-	-	Possible this could be impacted should the travel restrictions be in place for an extended period of time
		GEN. ACC. & DAMAGE LIABILITY CLAIMS					
-	01-2-19-3100	LIABILITY INSURANCE & CLAIM	9,150	9,150	8,500	8,600	
		GRANTS - ORG. AND INDIVIDUALS					
-	01-2-19-5100	28 GRANTS TO ORGANIZATIONS	20,000	20,000	20,000	20,000	
		OTHER GENERAL SERVICES					
-	01-2-19-9080	29 SUBSCRIPTIONS & MEMBERSHIPS	5,300	5,300	5,300	5,300	
		DEPARTMENT TOTAL	\$ 488,850	\$ 508,050	\$ 454,400	\$ 455,700	
		Budget Change in v2	\$ (19,200)				
			-3.8%				

NOTES TO GENERAL GOVERNMENT SERVICES BUDGET

1. A portion (see: % below) of Council Honorariums are allocated to the General Government Services budget based on estimated time spent on this department.

	<u>Position</u>	<u>Total</u>
01-2-11-1100	Mayor (30%)	\$ 9,100
01-2-11-3100	Council (25%)	<u>30,600</u>
		<u>\$39,700</u>

2. #01-2-11-9100 Other Legislative Expenses

Included in this item is 1/3 telephone for Corporate Services (1/3 to Other General Admin Telephone and 1/3 to Electric Utility) and advertising ads associated directly with Town Council.

Ads re Meetings/Appointments	\$ 300
Ads Council	450
Memorials/Flowers	400
Gifts for visiting officials	300
Telephone (1/3)	1,500
Remembrance Day Wreaths	150
Council Printing/Office Supplies	<u>900</u>
	<u>\$4,000</u>

3. #01-2-11-9200 Meeting Pay

Amount paid to staff for after-hours meeting attendance. Budget based on estimated costs, distributed 1/3 each to Town, Water and Electric.

4. #01-2-11-9300 Council Conferences & Training

Conferences, training and professional development for the Mayor and Councillors.

The following events have been identified for 2020/21:

FCM Annual Conference	\$ 2,500
NSFM Conferences (Mayor or alternate and Council)	2,700
Council Orientation Training – Election 2020	12,500
Other Council training/conferences	<u>4,000</u>
	<u>\$21,700</u>

N.B. - \$16,000 total will be allocated to the Electric and Water Utility budgets, approximately 75%.

5. #01-2-12-1410 Janitorial Contract

Includes contract costs for the Town Hall.

6. #01-2-12-1430 Electricity

Budget estimate is based on current rates and actual consumption.

7. #01-2-12-1440 Water

Water estimate based on actual consumption and current approved rates.

8. #01-2-12-1445 Sewer

Sewer rates have been budgeted at the 2019/20 approved rate (41.20¢/\$100 assessment). The assessment for the Town Hall for 2020 is \$514,400. (AAN 04647327)

9. #01-2-12-1460 Janitor's Supplies

Estimate based on 2019/20 actual.

10. #01-2-12-1470 Maintenance and Repairs – Town Hall

Test Fire Extinguishers	\$ 100
Monitor Fire Alarm & Burglar Alarm	1,200
Sprinkler System (test)	400
Furnace Maintenance (cleaning, etc.)	1,000
Clean & Repair Rain Gutters	1,300
Carpet Cleaning	1,000
General Building Repairs	<u>15,000</u>
	<u>\$ 20,000</u>

11. #01-2-12-2200 Accounting Salaries

The Town's portion of salaries for the Finance Director and Accountant are shown under this category as per the Municipal Accounting and Reporting Manual. Staff salaries are also allocated to the Water and Electric Utilities based on actual time spent working for them.

12. #01-2-12-2800 Banking Charges

This includes a portion of banking charges for town bank accounts.

13. #01-2-12-2850 Interest on Capital Loan

Interest on capital loan for brickwork and Town Hall accessibility for 2019/20.

14. #01-2-12-1500 Solicitors

Town Solicitor fees for legal advice. Legal services for other departments appear under each department. Estimate based on actual costs in previous years.

15. #01-2-12-4300 Tax Exemptions – Individuals

Income Levels approved by Council April 14, 2020

There were 12 exemptions granted in 2019/20 totalling \$3,833. Exemption criteria is based on gross income and 2020/21 exemption levels and amounts are shown below. Income levels to be adjusted annually by the previous year's NS-CPI.

<u>Gross Household Income</u>	<u>Exemption</u>
\$19,123 or less	\$500
\$19,124 - \$20,185	\$400
\$20,186 - \$21,247	\$300
\$21,248 - \$22,310	\$200
Over \$22,310	NIL

16. #01-2-12-4350 Tax Exemptions (Section 71)

Re: Municipal Government Act Section 71. These are the estimated grants under the Town's Tax Exemption By-law #43 for the exemption of taxation for the Lunenburg Swimming Pool, and Tourist Bureau. A partial exemption of the difference between Commercial and Residential rates for the Lunenburg Heritage Society Knaut Rhuland House, Lunenburg Curling Club and the Lunenburg Day Care. Based on 2020 assessments and approved 2019/20 tax rates of \$1.351 residential and \$3.358 commercial.

Lunenburg Swimming Pool	\$ 3,633
Tourist Bureau	15,682
Lunenburg Curling Club	4,066
Lunenburg Heritage Society	5,063
Lunenburg Day Care	<u>7,360</u>
	<u>\$ 35,804</u>

17. #01-2-12-6000 Assessment Services – PVSC

Our estimated share of assessment costs for the upcoming year. The Town's share of the PVSC budget is calculated based on our uniform assessment in relation to the other 50 municipalities.

18. #01-2-12-9009 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg’s staff representative on this committee.

19. #01-2-12-9010 Advertising

Estimate based on projected need.

20. #01-2-12-9030 Postage

Estimate based on 2019/20.

21. #01-2-12-9040 Telephone

Estimated based on 2019/20 actual.

22. #01-2-12-1100 Salaries – Corporate Services Staff

Salaries for all Corporate Services Staff are shared with other departments and are allocated as follows: General Government Services (21%), Planning & Heritage (2%), Parking Meters (1%), and Community Centre (4%). Staff salaries have been allocated to the Water and Electric Utilities based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy.

23. #01-2-19-9010 Workers Compensation

The Town’s 2020 rate is \$2.28/\$100 an increase of \$1.78/\$100 in 2019.

24. #01-2-19-9030 Employment Benefits EI and CPP

EI rates for 2020 are 1.58% of insurable earnings. The maximum contribution level has increased to \$54,200. CPP rates is 5.25% of pensionable earnings, the maximum earnings has increased to \$58,700 in 2020.

25. #01-2-19-9060 Medical Plan

Based on current rates.

26. #01-2-19-9090 Other Employment Benefits

This account includes Councillors’ and staff Employee Assistance Program (“EAP”) and an accrual for retirement benefits based on the Town’s personnel policy.

27. #01-2-19-1100 Municipal Election

Estimated budget for the 2020 Municipal Election. There is a \$9,000 reserve to offset this cost.

The budgeted details are as follows:

Returning Officer	\$15,000
Advertising	5,500
Supplies	1,000
DRO wages, training & meals	6,500
Total	\$28,000

28. #01-2-19-5100 Requests/Grants

Listing at the end of the General Government note section – TBA applications deadline is March 31, 2020

Please note that Council approved the following motion at the January 28, 2020 Council Meeting:

Motion: moved and seconded to pre-approve a grant to Bluenose 100 Committee of \$5,000 in 2020/21 and \$5,000 of in-kind Town services in 2021/22 for Celebration events in 2021.

In addition to the monetary grants listed, many "in kind" services are performed by departments of the Town (in excess of 200 hours labour) for various events held within the town each year.

29. #01-2-19-9080 Subscriptions and Memberships

Federation of Canadian Municipalities
Nova Scotia Federation of Municipalities
Association of NS Administrators
NS Barrister's Society (shared with Water & Electric Utilities, Planning, and
Transportation Services)
CPA Fees (shared with Water & Electric Utilities)
Lunenburg Board of Trade
Fisheries Museum of the Atlantic
Nova Scotia Town Caucus

OTHER PROTECTIVE SERVICES EXPENDITURE BUDGET							
				2020/21	2020/21	2019/20	2019/20
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
		POLICE PROTECTION					
-	01-2-21-1000	1 RCMP	\$ 815,500	\$ 815,500	\$ 794,700	\$ 794,700	
-	01-2-21-1100	2 DNA CASEWORK ANALYSIS (RCMP)	2,400	2,400	2,400	2,400	
-		SECTION TOTAL	817,900	817,900	797,100	797,100	
-		BY-LAW ENFORCEMENT					
-		LEGAL					
-	01-2-22-6010	3 PROSECUTING ATTORNEY	2,000	2,000	1,500	2,000	
(1,200)	01-2-22-6020	TOWN OF LUNENBURG BY-LAWS	4,800	6,000	6,000	6,000	
-		SALARIES & BENEFITS					
(6,000)	01-2-22-9010	4 BY-LAW ENFORCEMENT OFFICER	-	6,000	6,000	4,000	Due to economic and/or travel restrictions, greatly reduced activity
-		SUPPLIES & EXPENSE					
-	01-2-22-9120	5 SUPPLIES	500	500	800	100	
-		TRANSFER TO CORRECTION SERVICES					
-	01-2-22-9200	6 PROVINCIAL CORRECTIONS FACILITIES	42,000	42,000	41,500	41,500	
-		SECTION TOTAL	49,300	56,500	55,800	53,600	
-		EMERGENCY MEASURES					
-	01-2-25-1100	7 EMERGENCY MANAGEMENT PLANNING	9,000	9,000	8,000	8,000	
-		SECTION TOTAL	9,000	9,000	8,000	8,000	
-		PROTECTIVE INSPECTIONS					
-		BUILDING INSPECTION					
(6,000)	01-2-29-2010	BUILDING INSPECTOR - CONTRACT	18,000	24,000	24,000	20,000	Assuming economic downturn will result in less inspections
-	01-2-29-2040	SUPPLIES	4,600	4,600	4,600	4,600	
-	01-2-29-2045	LIABILITY INSURANCE	400	400	400	400	
(500)	01-2-29-2050	LEGAL SERVICES	2,000	2,500	2,500	2,500	
-	01-2-29-2060	TRAVEL	-	-	-	-	
-	01-2-29-2080	ADVERTISING	100	100	100	-	
-		SECTION TOTAL	25,100	31,600	31,600	27,500	
-		FIRE INSPECTION					
-	01-2-29-2110	FIRE INSPECTOR - CONTRACT	7,500	7,500	7,000	7,000	
-	01-2-29-2130	WORKERS' COMPENSATION	200	200	200	200	
-	01-2-29-2140	SUPPLIES	1,500	1,500	1,500	1,500	
-	01-2-29-2145	LIABILITY INSURANCE	400	400	400	400	
(100)	01-2-29-2150	LEGAL SERVICES	400	500	500	500	
-	01-2-29-2170	TRAINING & MEMBERSHIPS	1,200	1,200	1,000	1,100	
-	01-2-29-2180	ADVERTISING	100	100	100	-	
(100)		SECTION TOTAL	11,300	11,400	10,700	10,700	
-		ANIMAL AND PEST CONTROL					
-	01-2-29-3100	STRAY ANIMALS	1,000	1,000	1,000	500	
-		OTHER					
-	01-2-29-9100	UNSIGHTLY/DANGEROUS BUILDINGS	1,200	1,200	1,200	1,200	
-		SECTION TOTAL	2,200	2,200	2,200	1,700	
		DEPARTMENT TOTAL	\$ 914,800	\$ 928,600	\$ 905,400	\$ 898,600	
		Budget Change in v2	\$ (13,800)				
			-1.5%				

NOTES TO OTHER PROTECTIVE SERVICES BUDGET

1. #01-2-21-1000 RCMP Costs

The budgeted costs as per the Provincial Police Service Agreement for five (5) officers, contribution to four (4) advisory positions and our share of the centralized dispatch service are based on the 20-year Provincial Police Service Agreement contract beginning April 1, 2012.

2018/19	\$786,880
2019/20 (1.0% increase)	\$794,700
2020/21 (2.6% increase)	\$815,500

2. #01-2-21-1100 DNA Casework Analysis (RCMP)

The Province charges for DNA casework analysis. This is charged to all municipal units based on uniform assessment regardless of their actual use.

3. #01-2-22-6010 Prosecuting Attorney

Crown Prosecutor fees for Motor Vehicle Act and Liquor Control Act Summary Offence Ticket prosecutions.

4. #01-2-22-9010 By-Law Enforcement Officer

The contract with the Corps of Commissionaires to provide a By-law enforcement officer will continue in 2020/21. The budget is for approximately 12 hrs a week X 34 weeks (April 1 – Nov 30). There will be no enforcement in December to March.

5. #01-2-22-9120 Supplies

Estimate includes the purchase of parking tickets.

6. #01-2-22-9200 Provincial Corrections Facilities

The Town pays a mandatory contribution to the Province for correction facilities and services. This funding is based on 50% uniform assessment and 50% dwelling units.

2016/17	41,504
2017/18	41,429
2018/19	41,052
2019/20	41,500
2020/21	42,000 budget

7. #01-2-25-1100 Emergency Management Planning

Equipment, Supplies, Training, Conferences and Travel	\$ 870
TMR Airtime Package	380
Cell phones	200
EMO Coordinator honorarium	1,250
Regional Emergency Management Organization	<u>6,300</u>
	<u>\$9,000</u>

8. Revenue Sources

See the Town Revenue Section for fees relating to the above expenditures:

- o Court Fines (Acct #01-1-52-0200)
- o EMO Civic Addressing (Acct # 01-1-75-2500)
- o Building Permits (Acct # 01-1-51-7100)
- o Dog Licenses (Acct # 01-1-51-6100)

NOTES TO FIRE PROTECTION BUDGET

The Town and the Municipal District 1 & 2 have a cost-sharing agreement for the Lunenburg Fire Department. This 20-year agreement renewed in February of 2016 for an additional 5-year term. The agreement automatically renews every 5 years unless one party gives a 1 year termination notice. District 1 & 2 pays 50% of the operating budget of shareable expenditures only. In addition, District 1 & 2 pays a 6.5% administration charge based on shareable expenditures less any revenue received by the Town for billable fire expenditures. The 2020/21 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$180,360.

As per the cost-sharing agreement, each parties' interest in Capital expenditures is determined by mutual agreement at the time the Capital Budget is set.

1. #01-2-24-1100 Fire Protection & Advertising

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$1,200
Fire Prevention radio advertisements	\$ 500
Sign advertisements in the bowling alley	\$ 180
Sign advertisement in the curling rink	\$ 220
Sign advertisement in the arena	\$ 240

The Fire Department will reimburse any costs over \$2,000.

2. #01-2-24-1200 Council Honorarium & Staff Meeting Pay

Based on a portion of Council Honorariums and staff meeting attendance. This item is not cost shareable with Districts #1 & #2 Fire Commission.

3. #01-2-24-1300 Liability Insurance

Insurance costs are budgeted based on the estimated rates for the upcoming fiscal year.

4. #01-2-24-1350 Legal Services

This is for possible legal costs associated with the fire services.

5. #01-2-24-1510 Association Dues – Chief & Deputy Chiefs

- The cost of annual dues for the Fire Chief and Deputy Chiefs (2)
- Canadian Association of Fire Chiefs
- Canadian Volunteer Fire-fighter's Association
- Maritime Fire Chief's Association
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Fighter's School
- Lunenburg Regional Fire & Emergency Services
- Canadian Fallen Fire-fighter's Foundation
- Public Fire Marshall Safety Council

In 2018/19 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared following this practise.

6. #01-2-24-1520 Conventions - Chief

Convention expenses for the Chief or other representative to attend the Fire Chief's Convention and the Fire Service Association of Nova Scotia Conference. The Fire Chief's Convention is being held in Halifax, NS in July 2020 and the Fire Services Association Conference will be held in Truro, NS in May 2020. The Chief has requested Council's consideration for his attendance at both conferences this fiscal year.

The Town has a \$1,200 limit per individual for convention expenditures annually. In fiscal 2017/18 Council agreed to increase the chief's convention expenditures to \$1,800 to offset his attendance at both conferences, the 2018/19 and 2019/20 budgets were held at that same amount, the 2020/21 is also budgeted to hold at the same amount. **Any expenditures over the \$1,800 will need to be covered by the Fire Department.**

7. #01-2-24-1700 Office Supplies & IT Services

This account includes copy paper and office supplies.

In prior years the Fire Department reimbursed any costs over \$1,500, however in fiscal 2019/20 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared on this basis.

8. #01-2-24-1400; #01-2-24-1420 Workers Compensation

2020 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.28/\$100
Volunteer Fire Fighters	\$0.56/\$100

Based on \$25,000/annum per member for 50 members as approved by the Protective Services Committee. Actual WCB claims are based on income from all sources.

9. #01-2-24-2010 Superintendent, Contracted Superintendent & Substitutes

The budget includes salary and benefits for the full-time Fire Hall Superintendent for the full fiscal year.

Substitutes are to be paid at the following rates:

\$13.00/hour (was minimum wage, \$12.55/hour as of April 1, 2020)

- Delivery and pick-up of vehicles
- Attendant role at the Fire Department for deliveries, maintenance and other services
- Cleaning

\$18.00/hour (was \$15/hour)

- Repair and maintenance of trucks and equipment

\$20.00/hour (no change)

- Repair and maintenance of trucks by Licensed Automotive Service Technician

10. #01-2-24-2020 Storm Stand-by

Also included is an amount for Standby Crews for storms. This labour is paid at minimum wage rate of \$12.55 per hour, effective April 1, 2020.

11. #01-2-24-2030 Honorariums - Firefighters

The Honorariums have been budgeted at \$50,400 distributed as follows:

Fire Department:	\$45,703	(\$43,824 + HST = \$50,398) CPI increase 2.2%
Fire Chief:	4,736	(\$4,541 + HST = \$5,222) CPI increase 2.2%
	<u>\$50,439</u>	

The Fire Department Honorariums are distributed among the members at the discretion of the Department.

12. #01-2-24-5100 Fire Protection Rates

The water rate is \$340,800 as approved by the NSURB on June 21, 2016. This item is not cost shareable with Municipal Districts #1 and #2 Fire Commission as per the written agreement we have with them.

13. #01-2-24-6020 Training

The Town and Districts will cost share \$20,000 for training costs in 2020/21. The Fire Department Training Officer sets up training courses and sends information to Superintendent (FT or Contracted) to do up purchase orders for payment through this budget item. The Fire Department may change courses as required to train firefighters. *The Fire Department will reimburse any cost over \$20,000.*

Course may include the following:

Level I Fire Fighter Course (per member)	\$ 2,500
Officer Training Tactics	1,000
FDIC (per member)	400
D/C Chief Conference*	1,400
Thermal Imaging Camera	1,000
Rapid Intervention Team	1,000
Medical First Responders (per member)	300
Vehicle Extrication	1,000
Ice Rescue	1,000
First Aid/CPR (per member)	50
Aerial Operations	1,000
EHS Symposium (per member)	100
Safety Officer	1,000
South Shore Mutual Aid (per member)	20
Books/Videos	500
Mobile Burn Unit (per member)	300
Fall Arrest (per member)	50
Sim-U-Share Program	600
Class 3/Air Brake (per member)	100
Exercise Equipment	1,000
Small Vessel Operator Proficiency (per member)	1,000
Miscellaneous (new courses)	2,000

*The Town has a \$1,200 limit per individual for convention expenditures annually

14. #01-2-24-3010 Telephone Line

Estimate based on 2019/20 actuals. This includes the paging system at Lunenburg Academy (634-9405) and alarm security line.

15. #01-2-24-7010 Answering Service

Estimate based on the following, dispatch services contracted with Scotia Business (\$620/month), monitoring charges (\$35/month), and line charges (\$73/month).

16. #01-2-24-7020 Telephone

Includes 634-8343 (office), 634-4145 (fax), 634-4112 (club room), three cellular phones for in the trucks, cell phone for Superintendent, circuit line and TMR radio.

17. #01-2-24-7025 Data Information

Radio & Repeater License	\$2,200
Computer Maintenance	700
I am Responding (previously Fire Q) License	1,000
	<u>\$3,900</u>

18. #01-2-24-7030 Fuel

Fuel estimate based on average actual usage at projected pricing. The furnace was upgraded in fiscal 2015/16.

19. #01-2-24-7040 Insurance - Building

Budget based on 2020/21 estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and prior year usage.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted at 2019/20 approved rate of 41.20¢ per \$100 assessment, based on an assessment of \$2,097,200 (AAN 08204233).

23. #01-2-24-7070 Janitor Supplies

Covers the cost for cleaning products and supplies.

24. #01-2-24-7080 Repairs to Building

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$10,000</u>

*Includes items such as paint, floor repair, door service, grease traps, etc.

25. #01-2-74-7090 Interest on Capital Loan

Interest estimates on capital loans are as follows:

Project	Year	Loan Amount	2020/21 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,573
Aerial Ladder Truck	2015/16	\$448,887	\$7,156

26. #01-2-24-8010 Vehicle/Equipment Maintenance Contracts

Vehicle pump maintenance contract	\$ 2,200
Breathing apparatus contract	2,100
Cascade compressor contract	2,300
Lifepak (AED) maintenance contract	1,400
Ladder Truck Inspection	5,000
Hurst jaws & cutters maintenance contract	600
	<u>\$13,600</u>

27. #01-2-24-8020 Gas and Supplies

Based on actual and projected litres consumed at projected pricing. This budget amount also includes the oil, grease, filter and fluids to do two in-house services of each vehicle yearly and materials to do monthly service on Ladder Truck in-house.

28. #01-2-24-8031-#2-24-8038 Repairs to Trucks

These accounts are budgeted separately for each vehicle as well as a general equipment repair account. Budgeted costs for each vehicle are estimated based on vehicle age and actual repair costs.

Includes in-house labour when working on vehicles at \$18/\$20 per hour as per note 9.

29. #01-2-24-8040 Insurance on Trucks/Equipment

Budget based on estimated 2020/21 rates.

30. #01-2-24-8050 Hose, Clothing and Equipment

As required by the Fire Department, any amount over \$16,700 will be covered by the Fire Department.

31. #01-2-24-8051 PPE – Personal Protective Equipment (Turnout Gear)

Firefighter turnout gear (bunker pants & coat, gloves, helmet, boot, etc.) are all to be replaced every 10 years or when it does not pass NFPA 1953 test (done by Atlantic Bunker Gear). The 10

year replacement is only done for Interior Fighting Force (Level 1 Breathing Apparatus Personal), Exterior Firefighters keep the same gear until it does not pass NFPA testing.

In fiscal 2017/18 a reserve fund was established to offset future turnout gear replacement... As the turnout gear was replaced in 2019/20 this reserve transfers will be continued over the next 10 years until the bunker gear requires replacement again.

32. #01-2-24-8060 General Equipment Repair

Budget reflects requirements to clean bunker gear, gloves and other equipment after major fires as per Occupational Health and Safety standards. Also includes portable pumps, saws, rescue tools and other equipment related to fire-fighting.

Clean, Inspect, Service and Repair Firefighter Personal Protective Equipment	\$4,000
General maintenance contract (in-house)	200
Repair and service small firefighting equipment (in-house)	2,500
BA Mask fit testing (in-house)	200
Misc. equipment repair	100
	<u>\$7,000</u>

33. #01-2-24-8080 Repairs - Recharging Equipment

The Department will do hydrostatic testing, repair and refill air bottles, fire extinguishers and medical oxygen bottles as required. Estimate based on actual cost.

Every five years the cascade air bottles and breathing bottles require hydro-testing and inspection which was included in the 2018/19 budget.

34. #01-2-24-8090 Radio & Paging Repairs

To repair radio and pager equipment as required. The Pagers & Radios were replaced in fiscal 2016/17.

35. #01-2-24-9040 Medical and Other Expenses

Hepatitis "B" shots, medicals and other miscellaneous expenses as required.

36. #01-2-24-9045 Firefighter Recognition Dinner

Annual banquet meal for Firefighters.

37. #01-2-24-9050 Rental - Blue Storage Building

Included in this budget is the Fire Department's rental cost for the portion of space used at the Blue Storage building.

It is noted that the rental revenue for rentals the Town oversees at the Fire Hall are placed in an Equipment Reserve Fund. The revenue received for LDFD organized rentals are retained by LDFD for their use.

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
				2020/21	2020/21	2019/20	2019/20
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
COMMON SERVICES							
ADMINISTRATION							
-	01-2-31-1002	1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ 2,000	\$ -	\$ -
(900)	01-2-31-1005		MEETING PAY - TRANSPORTATION SERVICES	-	900	900	500
(200)	01-2-31-1010	1.1	SALARY - ENGINEER	18,500	18,700	18,700	18,700
(150)	01-2-31-1011	1.2	FACILITY SUPERINTENDENT (salary & benefits)	15,050	15,200	14,600	14,600
-	01-2-31-1015		CAR ALLOWANCE - ENGINEER/SUPER.	900	900	600	800
-	01-2-31-1020	2	TELEPHONE & INTERNET	3,500	3,500	3,200	3,500
-	01-2-31-1030	3	SUPPLIES & COMPUTER - ENGINEER	2,000	2,000	2,000	1,400
-	01-2-31-1040	4	ADVERTISING	1,000	1,000	1,000	800
-	01-2-31-1050	5	SURVEY/APPRAISALS	1,000	1,000	1,000	-
-	01-2-31-1300	6	LIABILITY INSURANCE	6,400	6,400	6,400	6,700
(3,000)	01-2-31-1350	7	LEGAL SERVICES	12,000	15,000	12,000	11,000
-	01-2-31-1520	8	TRAVEL/SEMINARS - ENGINEER/WORK FORCE	5,000	5,000	4,000	4,100
-	01-2-31-1400	9	WORKERS COMPENSATION	10,700	10,700	7,300	7,300
-	01-2-31-1620	9	EMPLOYMENT BENEFITS: CPP/EI	34,500	34,500	28,300	28,300
-	01-2-31-1640		TOWN PENSION/RRSP	27,600	27,600	23,400	23,400
-	01-2-31-1650	9	MEDICAL PLAN	32,400	32,400	25,800	25,800
-	01-2-31-1660	9	OTHER BENEFITS	15,600	15,600	13,300	13,300
GENERAL EQUIPMENT							
-	01-2-31-3030		REPAIR TO MISCELLANEOUS EQUIPMENT	2,000	2,000	2,000	3,700
-	01-2-31-3040	10	REPAIRS - TRACKLESS	3,000	3,000	3,000	7,300
-	01-2-31-3041	10	REPAIRS - 1993 GMC TOPKICK	-	-	8,000	7,500
-	01-2-31-3047	10	REPAIRS - 2019 HV607 INTERNATIONAL	3,000	3,000	-	-
-	01-2-31-3042	10	REPAIRS - 2002 GMC TOPKICK	12,000	12,000	12,000	18,700
-	01-2-31-3043	10	REPAIRS - 2009 INTERNATIONAL	14,000	14,000	14,000	8,500
3,500	01-2-31-3044	10	REPAIRS - 2002 F150 1/2 TON (defer replacement to fiscal 21/22)	3,500	-	3,000	6,500
(2,500)	01-2-31-3048	10	REPAIRS - REPLACEMENT FOR 2002 F150	-	2,500	-	-
3,500	01-2-31-30xx	10	REPAIRS - 2009 DODGE 1/2 TON (formerly Electric Utility)	3,500	-	-	-
-	01-2-31-3046	10	REPAIRS - 2011 F250 3/4 TON	2,500	2,500	2,500	2,200
-	01-2-31-3050	11	REPAIRS - HOUGH/PAYLOADER	4,000	4,000	3,000	6,300
-	01-2-31-3060	12	REPAIRS - BACKHOE	4,000	4,000	3,000	5,000
-	01-2-31-3061	13	REPAIRS -2019 ASPHALT ROLLER	500	500	-	-
-	01-2-31-3070	14	INSURANCE ON EQUIPMENT	7,000	7,000	7,000	7,300
-	01-2-31-3080	15	TIRES, CHAINS, ETC.	6,000	6,000	6,000	3,900
(4,000)	01-2-31-3090	16	GAS, OIL, ANTIFREEZE, ETC.	36,000	40,000	40,000	40,000
SMALL TOOLS AND EQUIPMENT							
-	01-2-31-4100	17	TWO-WAY RADIO SYSTEM	1,000	1,000	1,000	-
-	01-2-31-4110	18	SMALL TOOLS & EQUIPMENT	2,500	2,500	2,500	3,200
WORKSHOPS, YARDS & OTHER BLDGS.							
-	01-2-31-5010		RENTAL OF ARMOURIES	1,200	1,200	1,200	1,200
-	01-2-31-5031	19	VRB - REPAIRS & MAINTENANCE	3,000	3,000	4,500	3,000
-	01-2-31-5032	19	VRB - LEGAL	200	200	200	100
-	01-2-31-5033	19	VRB - INSURANCE	2,300	2,300	2,300	2,200
-	01-2-31-5034	19	VRB - SEWER	500	500	500	500
-	01-2-31-5035	19	VRB - ELECTRIC	2,200	2,200	2,500	1,800
-	01-2-31-5036	19	VRB - WATER	500	500	500	500
-	01-2-31-5037	19	VRB - SECURITY/PHONE	1,500	1,500	1,500	1,400
				304,050	307,800	282,700	291,000

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-		<u>ROADS AND STREETS</u>					
(400)	01-2-32-3110	20 SALARY - SUPERINTENDENT	38,100	38,500	31,800	32,500	
(42,700)	01-2-32-3120	21 LABOUR - PUBLIC WORKS	177,300	220,000	210,000	210,000	Hiring freeze for unfilled positions to Oct.1
-		STREET REPAIRS - HURRICANE DORIAN	-	-	-	23,700	
-	01-2-32-3210	22 GRAVEL & STONE	5,000	5,000	5,000	5,000	
-	01-2-32-3220	COLAS (ASPHALT TACK COAT)	1,000	1,000	1,000	1,000	
-	01-2-32-3250	23 TREE MAINTENANCE	10,000	10,000	10,000	13,900	
-	01-2-32-3270	CLOTHING	3,200	3,200	2,500	2,500	
-	01-2-32-3280	24 INFRASTRUCTURE SUPPLIES	15,000	15,000	15,000	15,000	
(4,200)	01-2-32-3610	25 LABOUR - STREET CLEANING AND LEAVES	17,800	22,000	22,000	15,000	Hiring freeze for unfilled positions to Oct.1
-	01-2-32-3620	25 SUPPLIES - STREET CLEANING	1,200	1,200	1,200	-	
(550)	01-2-32-3700	26 LABOUR - SNOW & ICE CONTROL	53,950	54,500	53,500	26,800	
-	01-2-32-3710	27 EQUIP RENTAL/CONTRACTED SNOW REMOVAL	500	500	500	300	
-	01-2-32-3720	28 SALT (INC TRANSPORTATION)/SAND	83,000	83,000	83,000	71,100	
-	01-2-32-3240	29 ASPHALT FOR PATCHING	50,000	50,000	50,000	30,000	
-	01-2-32-3300	30 SIDEWALK REPAIRS (LABOUR & MATERIALS)	22,000	22,000	22,000	15,000	
(10,000)	01-2-32-3950	31 CRACK SEALING STREETS	-	10,000	10,000	-	Removed as cost saving measure
-		<u>INTEREST ON LOANS</u>					
-	01-2-32-3970	32 INTEREST ON CAPITAL LOAN - ROADS/STREETS	24,000	24,000	20,600	20,600	
-	01-2-32-7050	32 INTEREST ON CAPITAL LOAN-PARKING METERS	200	200	400	400	
-		<u>STREET & HIGHWAY LIGHTING</u>					
-	01-2-32-5100	33 STREET LIGHTING	112,200	112,200	110,500	110,500	
-		<u>TRAFFIC SERVICES</u>					
-	01-2-32-6030	34 PAINT STREET LINES (CONTRACTOR)	7,000	7,000	7,000	7,000	
-	01-2-32-6035	34 LINE PAINTING (PW - LABOUR & MATERIALS)	6,800	6,800	6,800	3,900	
-	01-2-32-6060	34 TRAFFIC SIGNS & POSTS	3,500	3,500	3,500	3,500	
-		<u>PARKING</u>					
(50)	01-2-32-7015	35 LABOUR - COLLECTION	3,450	3,500	3,500	3,500	
(50)	01-2-32-7016	35 LABOUR - ADMIN/COIN ROLLING	3,950	4,000	3,000	4,000	
(5,000)	01-2-32-7020	36 PARKING METER SUPPLIES (INCL REPAIRS)	15,000	20,000	16,000	17,000	Due to no or little activity defer maintenance until 21/22
-	01-2-32-7030	PARKING LOT LIGHT	400	400	400	400	
-	01-2-32-7040	ADVERTISING - PARKING REG.	400	400	400	-	
-		<u>PUBLIC TRANSIT</u>					
-	01-2-35-0010	37 JOINT TRANSIT	-	-	-	-	
			654,950	717,900	689,600	632,600	
		DEPARTMENT TOTAL	\$ 959,000	\$ 1,025,700	\$ 972,300	\$ 923,600	
		Budget Change in v2	\$ (66,700)				
			-6.5%				

NOTES TO TRANSPORTATION SERVICES BUDGET

1. #01-2-31-1002 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

1.1 #01-2-31-1010 Town Engineer

Approximately 20% of the Town Engineer's salary is charged to the Transportation, 50% Water Utility and approximately 30% appears under Environmental Health Services (Sewer).

1.2 #01-2-31-1011 Facility Superintendent

Approximately 20% of the proposed Facility Superintendent's salary is budgeted in the Transportation department based on projected time allocations.

2. #01-2-31-1020 Telephone and Internet

The Public Works Department has two lines for 634-8992 and an internet line. 50% of the cost is charged to the Water Utility.

3. #01-2-31-1030 Engineer Supplies and Computer

Includes: APENS Dues @ \$250
 Transportation Association @ \$200
 Drafting Supplies
 Office Supplies
 Computer Repairs & Maintenance

4. #01-2-31-1040 Advertising

Includes advertising costs re: obtaining quotes/tenders.

5. #01-2-31-1050 Surveys/Appraisal

Includes street surveys and appraisal fees for easements and sale of land.

6. #01-2-31-1300 Liability Insurance

Insurance costs are budgeted at 2019/20 estimated rates.

7. #01-2-31-1350 Legal Services

Includes legal costs associated with property transactions, street surveys and various departmental issues.

8. #01-2-31-1520 Travel/Seminars - Engineer/Workforce

Public Works Seminars	\$ 600
Safety Training	4,400
	<u>\$5,000</u>

9. #01-2-31-1400 to #01-2-31-1660

These costs reflect the following rates for 2020:

Workers Compensation -----	\$2.28/\$100
EI -----	1.58%
CPP -----	5.25%
Medical Plan -----	Rates effective January 2020.
Other Benefits -----	Includes Holiday Gifts, EAP fees and an accrual for retirement benefits per the Town's Personnel Policy and CUPE contract.

The total cost less recoveries for benefits from Water Utility are listed in these accounts for Public Works employee benefits.

10. #01-2-31-3040 – 3048 Repairs to Trucks and Sidewalk Plow
To cover cost of vehicle repairs for the trackless sidewalk plow, 2019 International, 2002 GMC truck, 2009 International, 2002 Ford ½ ton replacement, 2011 Ford ¾ ton trucks. These accounts include in-house labour allocations.
11. #01-2-31-3050 Hough/Payloader
Estimate for required maintenance.
12. #01-2-31-3060 Repairs to Backhoe
Backhoe purchased in 2017. Estimate for required maintenance.
13. #01-2-31-3061 Repairs to Asphalt Roller
Asphalt Roller purchased in 2019. Estimate for required maintenance.
14. #01-2-31-3070 Insurance on Equipment
Insurance costs are budgeted at 2019/20 estimated rates.
15. #01-2-31-3080 Tires, Chains, Etc.
Estimate for new tires as required for 3 dump trucks, 1 half-ton truck, 1 three-quarter ton truck, backhoe, trackless and loader.
16. #01-2-31-3090 Gas, Oil, Antifreeze, etc.
Budget estimate at 2019/20 consumption plus estimated fuel pricing.
17. #01-2-31-4100 Two-way Radio System
Radios are now being used instead of cell phones. Budget for repairs and maintenance costs.
18. #01-2-31-4110 Tools/Equipment under \$2,500
Includes funding to purchase tools and equipment to be utilized by the department.
19. #01-2-31-5031 -#01-2-31-5037 Victoria Road Building-Repairs and Maintenance
This building is used by the Town for a carpentry shop and storage. Costs include insurance, electricity, security line and maintenance.

Rent is charged to the Water Utility, Electric Utility, Fire Department, Navy League and Recreation Department for use of this building.
20. #01-2-32-3110 Salary - Superintendent
Approximately 40% of the Superintendent's salary is charged to the Water Utility and 10% of the Superintendent's salary appears under Environmental Health Services (Sewer).
21. #01-2-32-3120 Labour
The labour for the Public Works department is divided among several budget categories depending on actual jobs assigned.
22. #01-2-32-3210 Gravel & Stone
The gravel is used for shouldering and as a base for pavement.
23. #01-2-32-3250 Tree Maintenance
Included in this budget is \$10,000 for tree trimming in 2020/21.
24. #01-2-32-3280 Infrastructure Supplies
Includes small items such as material, paint, supplies, oxygen and acetylene for welder.

25. #01-2-32-3610/3620 Street Cleaning & Supplies

Public Works labour estimate for sweeping and clearing streets of debris, leaf pick-up, supplies (sweeper brushes) and advertising for leaf clean up.

26. #01-2-32-3700 Labour - Snow & Ice Control

Category established to keep track of Public Works costs in relation to snow plowing and removal, as well as ice salting/sanding. Budgeted to reflect estimated allocated costs plus wage increase adjustments.

27. #01-2-32-3710 Equipment Rental/Contracted Snow Removal

Estimate for equipment rentals and contracted snow removal when required.

28. #01-2-32-3720 Salt/Sand

Based on a 7 year average and adjusted for increased number of winter storms. If there are unexpended budget monies in this account at year end a reserve transfer may be considered. There is currently a \$46,500 salt reserve on hand.

29. #01-2-32-3240 Asphalt for Patching

Estimate based on 3 year average tonnes required and projected amounts required at current prices.

30. #01-2-32-3300 Renewal of Sidewalks

Estimate based on required need. Many sidewalks need upgrading or replacement.

31. #01-2-32-3950 Street Crack Sealing

There are many Town streets that are in need of crack sealing. This will reduce the amount of asphalt patching required to extend the life of the existing pavement.

32. #01-2-32-3970 Interest on Capital Loans

	Interest
Temporary Borrowings	\$4,500
Sidewalks: Cornwallis St, Montague St	351
Hebb Street Paving	608
Chipseal Schwartz St, Green St shouldering, Blue Building Roof	1,052
Paving Creighton Street, Mason's Beach Road	5,131
Paving Victoria Road	1,279
Paving Wolff Ave/Starr Street	1,536
Pave Hebb & Hopson Street	950
Street upgrades 2016/17	4,117
Backhoe	1,728
Trackless Plow	<u>2,653</u>
Total	\$23,905

33. #01-2-32-5100 Street Lighting

Estimate based on 2019/20 actual consumption and current rates.

34. #01-2-32-6030 – 6060 Paint Street Lines, Traffic Signs and Posts

Estimate for painting lines, installing signs and posts.

35. #01-2-32-7015/7016 Parking Meter Labour

The cost of a public works employee to collect parking meter coin and repair meters. As well, administrative wages associated with rolling and depositing coinage and collection of outstanding parking tickets.

36. #01-2-32-7020 Parking Meter Supplies

Amount included is for replacement parts and batteries for approximately 240 meters. Supplies include coin wrappers and tickets.

Parking Meter Revenue and Expenses (Budget 2020/21) – notice of motion of revised rates at the June 11, 2019 Council meeting

<u>Revenue</u>	
Parking Meters	\$ 185,000
Parking Fines	6,500
	<u>\$ 191,500</u>
 <u>Expenses</u>	
Public Works labour for coin collection	3,500
Administrative labour	4,000
Repairs, maintenance & supplies	20,000
Advertising	400
Interest on capital loan	200
	<u>\$ 28,100</u>
 Net revenue	 <u><u>\$ 163,400</u></u>
 By-Law Enforcement costs	 <u><u>\$ 6,000</u></u>
(See: Other Protective Services Budget)	

37. #01-2-35-0010 Joint Transit

No amount included in the 2020/21 budget for this item.

ENVIRONMENTAL HEALTH SERVICES EXPENDITURE BUDGET								
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis	
SEWAGE COLLECTION AND DISPOSAL								
(400)	01-2-42-2010	2	ENGINEER & SUPERINTENDENT	\$ 38,900	\$ 39,300	\$ 35,700	\$ 35,700	
(50)	01-2-42-2011	2.1	FACILITY SUPERINTENDENT (salary & benefits)	4,450	4,500	4,400	4,400	
(200)	01-2-42-2020	3	LABOUR - PUBLIC WORKS	21,800	22,000	17,900	22,000	
(200)	01-2-42-2023	4	HONORARIUMS/ STAFF MEETING PAY	2,500	2,700	2,700	2,700	Meeting Pay Roll back for managers during this fiscal year.
-	01-2-42-2025	5	FRINGE BENEFITS	10,000	10,000	8,900	8,900	
-	01-2-42-2027	6	PW STAFF TRAINING AND TRAVEL	2,000	2,000	2,000	500	
-	01-2-42-2030	7	MATERIALS AND SUPPLIES	16,000	16,000	12,000	20,700	
-	01-2-42-2031	7.1	CATCH BASIN CLEANING	40,000	40,000	20,000	20,800	
-	01-2-42-2035		COMPUTER MAINTENANCE	3,000	3,000	2,000	4,000	
-	01-2-42-2040		LEGAL COSTS	50,000	50,000	15,000	15,000	
-			SEWAGE LIFT STATION					
-	01-2-42-3010	8	ELECTRICITY	49,200	49,200	49,200	45,000	
-	01-2-42-3020	9	MAINTENANCE (MATERIALS & LABOUR)	25,000	25,000	15,000	25,000	
-	01-2-42-3021	9.1	LIFT STATION CLEANING	25,000	25,000	20,000	25,000	
-	01-2-42-3030		INSURANCE - PUMPING STATIONS	3,400	3,400	3,300	3,400	
-	01-2-42-3031	9.2	REPAIRS/MAINTENANCE-2005 Chev 1/2 ton	3,500	3,500	-	-	
-		10	SEWAGE TREATMENT PLANT					
(950)	01-2-42-4010	11	SALARY - TREATMENT PLANT	101,050	102,000	93,000	93,000	
-	01-2-42-4025	11.1	PROCESS ENGINEERING SUPPORT FOR WWTP	30,000	30,000	-	-	
-	01-2-42-4020	12	EMPLOYEE BENEFITS - TREATMENT PLANT	22,000	22,000	21,500	21,500	
-	01-2-42-4035	13	TRAINING, TRAVEL AND MEMBERSHIPS	6,000	6,000	6,000	3,000	
-	01-2-42-4040		OFFICE SUPPLIES	300	300	300	300	
-	01-2-42-4050	15	CLOTHING	1,500	1,500	1,500	1,000	
-	01-2-42-4060	16	JANITOR CONTRACT/SUPPLIES	2,000	2,000	2,000	1,700	
-	01-2-42-4100	17	PUBLIC WORKS DEPT. - LABOR	2,000	2,000	1,000	1,700	
-	01-2-42-4110	18	ELECTRICITY	222,000	222,000	217,000	215,000	
-	01-2-42-4120		TELEPHONE/INTERNET/CELL PHONE/MODEM	4,500	4,500	4,000	4,500	
-	01-2-42-4130	18.1	WATER	20,000	20,000	9,000	22,000	
1,800	01-2-42-4150		BUILDING/YARD MAINTENANCE	6,800	5,000	3,000	6,200	Additional electrical maintenance items
-	01-2-42-4160		INSURANCE	15,100	15,100	12,900	15,100	
-	01-2-42-4200	19	LABORATORY EQUIP, TESTING & SUPPLIES (included \$15,000 for Harbour Testing in fiscal 18-19)	15,000	15,000	12,000	13,000	
-	01-2-42-4201		ENVIRONMENTAL ASSESSMENTS	5,000	5,000	5,000	-	
-	01-2-42-4210	19.1	CHEMICALS	32,000	32,000	30,000	30,000	
-	01-2-42-4220	20	SLUDGE DISPOSAL -TRUCKING FEES	25,000	25,000	25,000	22,000	
-	01-2-42-4225	21	SLUDGE DISPOSAL - LAGOON/COMPOST FEES	60,000	60,000	50,000	57,000	
-	01-2-42-4240	22	UV LAMP/PROBE REPLACEMENT	4,000	4,000	4,000	4,000	
-	01-2-42-4250		SMALL TOOLS & EQUIPMENT	1,000	1,000	1,000	1,000	
-	01-2-42-4260		EQUIPMENT MAINTENANCE	55,000	55,000	45,000	50,000	
-	01-2-42-4300	23	SMALL CAPITAL EQUIPMENT	10,000	10,000	11,500	11,500	
-	01-2-42-4302	23.1	BIOFILTER MEDIA RESERVE	11,500	11,500	-	-	
-			PLANT REPAIRS - HURRICANE DORIAN	-	-	-	150,700	
-			INSURANCE RECOVERY				(100,700)	
-			INTEREST ON SEWER LOANS					
-	01-2-42-4170	24	INTEREST ON CAPITAL LOAN	27,000	27,000	27,400	27,400	
				973,500	973,500	790,200	884,000	
-			GARBAGE & WASTE COLLECTION AND DISPOSAL					
-			ADMINISTRATION					
-	01-2-43-1100	25	HONORARIUMS	1,200	1,200	1,100	1,100	
-	01-2-43-1120	26	ADVERTISING/CALENDAR	1,000	1,000	1,000	1,000	
(400)	01-2-43-1200		LEGAL SERVICES	1,600	2,000	2,000	10,000	
-			GARBAGE AND WASTE COLLECTION					
-	01-2-43-2010	27	CONTRACT	212,000	212,000	228,300	228,300	
-	01-2-43-2020		LABOUR - PUBLIC WORKS	5,000	5,000	7,000	2,000	
-	01-2-43-2025	28	GARBAGE COLLECTION SUPPLIES	1,500	1,500	1,500	1,000	
-	01-2-43-2030	29	PUBLIC EDUCATION/OTHER	500	500	500	200	
-			INTEREST ON WASTE DISPOSAL LOANS					
-	01-2-43-2050	30	INTEREST ON CAPITAL LOAN	-	-	-		
-			RECYCLING AND OTHER GARBAGE DISPOSAL COSTS					
-	01-2-43-5010	31	RECYCLING, COMPOST AND WASTE DISPOSAL	155,000	155,000	155,000	155,000	
-	01-2-43-5025	32	LANDFILL SITE & WELL MONITORING	5,300	5,300	5,300	5,300	
-	01-2-43-5030	33	REGION 6 MUNICIPAL CONTRIBUTION	2,000	2,000	1,900	1,900	
				385,100	385,500	403,600	405,800	
			DEPARTMENT TOTAL	\$ 1,358,600	\$ 1,359,000	\$ 1,193,800	\$ 1,289,800	
			Budget Change in v2	\$ (400)				
				0.0%				

NOTES TO ENVIRONMENTAL HEALTH SERVICES BUDGET

1. Sewer Annual Charges

PROPOSED RATES FOR 2020/21 WITH \$50,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$494.60	\$374.60	\$120.00
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$290.49	\$220.07	\$281.69

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	60.0%
Commercial	42.4%	39.4%
Churches	0.6%	0.6%

PROPOSED RATES FOR 2020/21 WITH \$75,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$513.20	\$374.60	\$138.60
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$301.50	\$220.07	\$325.70

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	60.9%
Commercial	42.4%	38.5%
Churches	0.6%	0.6%

PROPOSED RATES FOR 2020/21 WITH \$100,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$531.90	\$374.60	\$157.30
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$312.50	\$220.07	\$369.72

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	61.8%
Commercial	42.4%	37.6%
Churches	0.6%	0.6%

High Liner sewer rates are set by a negotiated contract which last expired Nov. 30, 2018. This amount is shown under the General Revenue section of the Town. These revenues are used to offset sewer operating costs, debt principal payment and sewer reserve transfers for future capital projects.

2020/21 Sewer Costs & Funding

Collection & Disposal Estimate	\$973,500
Debt Repayment – Principal (see: Fiscal Services)	81,300
Reserve Transfer (future Capital)	<u>50,000</u>
Total Costs	<u>\$1,104,800</u>

Funding (Based on proposed 2020/21 rates and 2020 assessments)

Sewer Rates	<u>\$1,104,800</u>
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2. #01-2-42-2010 Engineering and Superintendence

This represents 30% of the Town Engineer’s salary and 10% of the Superintendent’s salary.

2.1. #01-2-42-2011 Facility Superintendent

Approximately 20% of the proposed Facility Superintendent’s salary is budgeted in Environmental Health based on projected time allocations.

3. #01-2-42-2020 Labour

Based on estimated sewer repairs including annual cleaning of catch basins and actual costs.

4. #01-2-42-2023 Honorariums/Staff Meeting Pay

Council Honorariums	\$2,600
Staff Meeting Pay	\$100

5. #01-2-42-2025 Fringe Benefits

7.2% of Public Works benefits (Engineer and Superintendent included). Includes CPP, EI, Workers Compensation, Pension and Medical.

6. #01-2-42-2027 Staff Training and Travel

This budget is for waste water collection and treatment courses.

7. #01-2-42-2030 Materials and Supplies

This includes materials used for maintenance of sanitary and storm sewers, as well as video inspection and cleaning of sewer lines and cleaning of catch basins.

7.1 #01-2-42-2031 Catch Basin Cleaning

The cost of Catch Basin Cleaning has been separated from the account Sewer Collection and Disposal – Materials and Supplies, to assist staff with tracking of this operational cost.

There are 408 catch basins, staff are recommending they all be cleaned in both spring and fall using a hydro-vac truck service.

8. #01-2-42-3010 Sewage Pumping Stations-Electricity

This account includes the electricity costs for pumping stations on Young St., Knickle Rd., Oxner Dr., Bluenose Dr., Linden Ave., Brook St., Rous’ Brook, and Tannery Road.

9. #01-2-42-3020 Lift Station Repairs

Ongoing repairs, cleaning and preventative maintenance of lift station pumping equipment at Young St., Knickle Rd., Oxner Dr., Bluenose Dr., Linden Ave., Brook St., Rous' Brook, and Tannery Road.

Included in the Lift station maintenance budget is \$4,200 for an annual preventative maintenance inspection by motor supplier – as approved by Dec.10, 2019 Council motion

9.1 #01-2-42-3021 Lift Station Cleaning

The cost of Lift Station Cleaning has been separated from the account Lift Station Maintenance, to assist staff with tracking of this operational cost.

Staff are recommending all lift stations be hydro-vac cleaned once a year at a cost of approximately \$25,000.

9.2 #01-2-42-3031 Repairs/Maintenance-2005 Chev ½ Ton

As part of the vehicle review it has been recommended that this truck be reallocated to the WWTP for operator maintenance activities associated with facility operations and Lift Station maintenance.

10. #01-2-42-4000 Sewage Treatment Plant

Known and estimated operating costs are budgeted in the following section. Sewer revenues are shown in the Town General section and will be applied to operating costs and debt repayment.

11. #01-2-42-4010 Salary – Treatment Plant

Includes Water Resource Operator salaries (1.5 FTE) to oversee sewage treatment operations. The budget total reflects positions for the entire year.

11.1 #01-2-42-4025 Process Engineering Support for WWTP

Includes estimated process engineering support for WWTP of approximately 2 days per month during the year.

12. #01-2-42-4020 Employee Benefits – Treatment Plant

Benefits include CPP, EI, Workers' Compensation, EAP, pension and medical plans.

13. #01-2-42-4035 Training and Travel

Training and travel for WROs and PW Superintendent for waste water certification courses.

15. #01-2-42-4050 Clothing

Estimate for clothing as per union contract.

16. #01-2-42-4060 Janitorial Contract and Supplies

Includes janitorial contract and cleaning supplies.

17. #01-2-42-4100 Public Works Dept. - Labour

This account has been set up for required Public Works labour at the sewage treatment plant.

18. #01-2-42-4110 Electricity

Estimate based on annual average consumption at current consumption rates.

18.1. #01-2-42-4130 Water

Estimate based on annual average consumption at current consumption rates.

19. #01-2-42-4200 Laboratory Equipment Testing & Supplies

The estimate for testing required by Environment Canada. Under the Waste Water and Effluent regulations, the waste water has to be tested in an accredited lab for CBOD, total suspended solids, ammonia, PH and acute lethality. In 2018/19 the budget contained \$15,000 for Harbour Testing by Bluenose Coastal Action Foundation.

19.1. #01-2-42-4210 Chemicals

Based on annual average usage at current pricing levels.

20. #01-2-42-4220 Sludge Disposal Trucking Fees

Trucking estimates are for weekly dumping of the sludge bin, and necessary loads of watered sludge to sewage lagoons. 2019/20 fees were \$240 per load for watered sludge and \$135.00 per load for dewatered sludge. Watered sludge will only be created when the de-watering press is down for maintenance because we have limited storage for wet sludge. These loads will be sent to the Lunenburg Regional Community Recycling Centre in Whynott's Settlement operated by the Municipal Joint Services Board. The budget also includes sludge disposal from annual cleaning of channel aeration building and bi-annual cleaning of process room channel. Other disposal options will be considered as they become available.

21. #01-2-42-4225 Sludge Disposal Tipping Fees

All sludge (de-watered and watered) will be disposed of at the Lunenburg Regional Community Recycling Centre in Whynott's Settlement. De-watered sludge must be composted. The tipping fee was \$149/MT. Watered sludge will be disposed of in the lagoons for a tipping fee of \$44.10/MT (2019/20 rates), which may be subject to change.

22. #01-2-42-4240 UV Lamp/Probe Replacement

UV bulbs have a recommended life cycle of 12,000 hours and are replaced as required.

23. #01-2-42-4300 Small Capital Equipment

WWTP – Small Capital	
UVT Meter	\$2,200
pH Probe for daily testing	650
Magnetic stir plate for lab	600
Probe stand for lab	250
VT Scada upgrades	2,100
Tannery Road touch panel replacement	2,100
Microscope for lab testing	2,100
Total	\$10,000

23.1 #01-2-42-4302 Biofilter Media Reserve

The media requires replacement approximately every 6 years at an estimated cost of \$70,000. An annual reserve will be established to provide for this expenditure when needed.

24. #01-2-42-4170 Interest on Capital Loan

Includes interest for various capital projects. See: Fiscal Services budget notes for details.

25. #01-2-43-1100 Honorariums/Staff Meeting Pay

Based on a portion of Council Honorariums.

26. #01-2-43-1120 Advertising/Calendar

Based on estimated costs.

27. #01-2-43-2010 Contract - Garbage Collection

A new four year garbage collection contract was signed effective April 1, 2020, the contract is effective to March 31, 2024. In addition there is an option of two yearly extension of the contract to March 31, 2026.

	2016/17	2017/18	2018/19	2019/20	2020/21
Annual Cost excl. HST	\$208,311	\$213,518	\$218,856	\$218,856	\$203,287
Cost net of HST rebate	\$217,239	\$222,670	\$228,236	\$228,236	\$212,000

28. #01-2-43-2025 Garbage Collection Supplies

Includes purchase of garbage bags, aerated carts, and street collection containers.

29. #01-2-43-2030 Public Education/Other

This includes costs for public education for solid waste diversion and clear bag program.

30. #01-2-43-2050 Interest on Capital Loan

See: Fiscal Services budget notes for details.

31. #01-2-43-5010 – Recycling, Composting and Waste Disposal

Estimate based on contract with the Municipality of the District of Chester for tipping fees at Kaizer Meadow. Annual tipping fees increase by the lesser of 2.5% or NS CPI in the previous calendar year (1.6% in 2019).

Waste tonnage totals delivered to the Waste Site are as follows:

Waste Type	Chester 2019/20 Rates per Tonne	Chester 2018/19 Tonnage	Chester 2017/18 Tonnage	Chester 2016/17 Tonnage	Chester 2015/16 Tonnage	Chester 2014/15 Tonnage
Recyclables (Blue Bag)	\$257.90	96.17	105.38	109.07	111.13	99.39
Compost	\$173.03	346.73	347.65	362.41	390.93	349.43
Leaf & Yard Waste	\$38.66	3.46	2.56	3.21	4.08	1.39
Refuse (Black Bag)	\$77.57	313.36	310.92	282.20	283.70	327.31
Cardboard	\$257.89	108.71	120.97	130.20	137.55	125.05
Special(Clean-up/other)	\$92.35	91.31	93.03	90.97	94.49	73.89
Scrap Metal	\$36.60	0.96	7.51	10.87	6.43	7.11
TOTAL TONNES		960.70	988.02	988.93	1,028.31	983.57

32. #01-2-43-5025 – Landfill Site and Well Monitoring

The Landfill Site at Whynott’s Settlement was closed. Site and well monitoring is required until 2031. The Municipal Joint Services Board has previously provided projections for this monitoring cost of \$656,586 over the next 16 years. The Town of Lunenburg’s share of this cost based on 2012 sharing of 7.92%.

The Town’s Site Closure Reverse has a balance of \$12,600 at March 31, 2019.

33. #01-2-43-5030 – Region 6 Municipal Contribution

Region 6 Waste Management has changed its accounting policy. Prior to 2016/17, its revenues and expenditures were netted resulting in the net revenues being distributed to member municipal units based on population. Member municipal units are now required to pay their share quarterly. This will be offset by the full amount of the Municipal Approved Program Fund paid out annually to each unit.

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
PUBLIC HEALTH AND WELFARE SERVICES							
PUBLIC HEALTH							
-	01-2-51-1000	1 TRANSFER TO CEMETERY	\$ 40,700	\$ 40,700	\$ 43,300	\$ 45,800	see Cemetery budget for details
HOUSING							
-	01-2-52-1000	2 REGIONAL HOUSING CORPORATION	22,000	22,000	22,000	22,000	
ENVIROMENTAL PLANNING & ZONING							
(500)	01-2-61-1050	3 COUNCIL & COMMITTEE HONORARIUMS	9,300	9,800	9,100	9,100	Meeting Pay Roll back for managers during this fiscal year.
(700)	01-2-61-1070	4 SALARY - PLANNING (Planner, TMC)	73,100	73,800	71,100	71,000	
-	01-2-61-1080	4 BENEFITS - PLANNING (Planner, TMC)	17,000	17,000	10,300	10,300	
-	01-2-61-1090	5 MEMBERSHIP FEES	900	900	900	900	
(1,200)	01-2-61-1095	TRAINING	800	2,000	2,000	2,000	No training, external mtg expenses only
(1,000)	01-2-61-1100	6 ADVERTISING & MISC. EXPENSES	1,500	2,500	1,500	1,500	Anticipated reduction in advertising for planning matters
(500)	01-2-61-1130	STATIONARY & SUPPLIES	1,500	2,000	2,000	3,500	Efficiency savings thru digital permits
-	01-2-61-1140	7 GEOGRAPHIC INFORMATION SYSTEMS	-	-	1,300	-	
(2,200)	01-2-61-1300	8 LEGAL COSTS - PLANNING	8,800	11,000	5,000	11,000	
			112,900	119,000	103,200	109,300	
COMMUNITY DEVELOPMENT							
-	01-2-62-3000	LQRDA COSTS/SSREN	-	-	-	-	
OLD FIRE HALL							
-	01-2-62-9050	10 PROPERTY TAX	3,100	3,100	3,400	3,400	
(1,100)	01-2-62-9100	11 FUEL	9,900	11,000	8,500	11,000	Assumed 10% benefit due to changing prices
-	01-2-62-9200	12 INSURANCE	3,100	3,100	3,000	3,100	
-	01-2-62-9300	13 ELECTRICITY	4,700	4,700	4,700	4,100	
-	01-2-62-9400	14 WATER	600	600	600	600	
-	01-2-62-9500	15 SEWER	2,100	2,100	2,100	2,100	
-	01-2-62-9599	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,500	
-	01-2-62-9600	16 REPAIRS TO BUILDING (previously included legal)	2,000	2,000	9,000	2,000	
-	01-2-62-9601	INTEREST ON CAPITAL LOAN	1,400	1,400	1,700	1,700	
(600)	01-2-62-9602	LEGAL FEES	2,400	3,000	2,000	3,000	
			30,800	32,500	36,500	32,500	
CN STATION							
(300)	01-2-62-9720	17 FUEL	2,500	2,800	2,500	2,300	Assumed 10% benefit due to changing prices
-	01-2-62-9730	19 INSURANCE	2,100	2,100	2,100	2,100	
-	01-2-62-9740	20 ELECTRICITY	2,500	2,500	2,000	2,000	
-	01-2-62-9750	21 WATER	500	500	500	500	
-	01-2-62-9760	22 SEWER	1,200	1,200	1,200	1,200	
-	01-2-62-9765	22 PROPERTY TAXES	10,900	10,900	10,900	10,700	
-	01-2-62-9769	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,500	
-	01-2-62-9770	23 REPAIR AND MAINTENANCE	1,000	1,000	3,000	500	
(100)	01-2-62-9771	LEGAL	400	500	500	200	
			22,600	23,000	24,200	21,000	
LUNENBURG ACADEMY							
(15,000)	01-2-62-9801	24 DEVELOPMENT COORDINATOR CONTRACT - Grant	15,000	30,000	30,000	30,000	Reduce by 50% due to budgetary restrictions
-	01-2-62-9805	25 CUSTODIAL SERVICES CONTRACT	6,600	6,600	6,600	6,600	
(50)	01-2-62-9807	25 WAGES & BENEFITS (PW LABOUR)	3,750	3,800	3,800	3,800	
-	01-2-62-9820	26 CONSULTING FEES	2,000	2,000	2,000	-	
(3,000)	01-2-62-9822	27 LEGAL FEES	12,000	15,000	9,000	20,000	
-	01-2-62-9830	28 TELEPHONE/ALARM SYSTEM	3,000	3,000	3,000	3,000	
-	01-2-62-9840	29 ADVERTISING	1,000	1,000	1,000	500	
(5,200)	01-2-62-9850	30 FUEL	46,800	52,000	50,000	48,200	Assumed 10% benefit due to changing prices
-	01-2-62-9855	31 INSURANCE	25,600	25,600	23,100	25,600	
-	01-2-62-9860	32 ELECTRICITY	13,100	13,100	13,100	11,200	
-	01-2-62-9865	33 WATER	3,000	3,000	4,500	2,500	
-	01-2-62-9870	34 SEWER	6,200	6,200	6,200	6,000	
-	01-2-62-9870	PROPERTY TAXES (previously 100% commercial exempt)	30,500	30,500	-	-	
(150)	01-2-62-9879	FACILITY SUPERINTENDENT (salary & benefits)	18,850	19,000	18,400	18,400	
(2,000)	01-2-62-9880	35 REPAIRS TO BUILDING	20,000	22,000	22,000	22,000	decrease repair and maintenance re: budgetary restrictions, large capital maintenance program in progress
-	01-2-62-9881	36 JANITORIAL SUPPLIES	1,000	1,000	1,000	1,000	
-	01-2-62-9882	37 ELEVATOR MAINTENANCE	3,000	3,000	3,000	3,000	
(3,000)	01-2-62-9884	38 FURNACE REPAIRS	-	3,000	3,000	500	Furnace repairs to come out of R&M budget, eliminate line item for good
-	01-2-62-9895	INTEREST ON CAPITAL LOAN	13,400	13,400	8,300	9,400	
			224,800	253,200	208,000	211,700	

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-							
-		ANNEX BUILDING - 17 TANNERY ROAD					
-	01-2-62-9950	REPAIRS TO BUILDING	-	-	-	2,000	
-	01-2-62-9951	LEGAL FEES	-	-	-	-	
-	01-2-62-9915	39 INSURANCE	1,200	1,200	1,200	1,200	
-			1,200	1,200	1,200	3,200	
-		ECONOMIC DEVELOPMENT & TOURISM					
(1,500)	01-2-69-1020	40 TOURISM EXPENSES	2,000	3,500	3,500	2,000	Eliminate the portable toilets next to Town Hall this summer
-	01-2-69-2100	41 SUPPLIES	3,000	3,000	3,000	4,500	
-	01-2-69-2200	42 TRAVEL	100	100	100	-	
-	01-2-69-2300	43 ADVERTISING	1,000	1,000	1,000	1,100	
-	01-2-69-2350	44 TOWN CRIER	200	200	200	200	
-	01-2-69-2400	45 INTERNET COSTS	5,500	5,500	5,500	5,500	
-	01-2-69-2500	46 STRATEGIC PLAN/MUNICIPAL COLLABORATION	-	-	-	-	
-	01-2-69-2600	47 COMMUNICATIONS	10,000	10,000	10,000	10,000	
			21,800	23,300	23,300	23,300	
-		VISITOR SERVICE CENTRE					
-	01-2-69-1100	48 PUBLIC WASHROOMS	-	-	-	-	
-	01-2-69-1101	48 PUBLIC WASHROOMS-CLEANING SERVICES/SUPPLIES	8,800	8,800	8,800	8,500	
-	01-2-69-1102	48 PUBLIC WASHROOMS-REPAIRS & MAINTENANCE	2,000	2,000	2,000	1,700	
-	01-2-69-1103	48 PUBLIC WASHROOMS-ELECTRIC	1,100	1,100	1,100	1,100	
-	01-2-69-1104	48 PUBLIC WASHROOMS-WATER	1,500	1,500	1,500	1,400	
-	01-2-69-1105	48 PUBLIC WASHROOMS-PHONE/SECURITY	800	800	800	800	
-	01-2-69-1106	48 PUBLIC WASHROOMS-SEWER CHARGES	500	500	500	500	
-	01-2-69-1107	48 PUBLIC WASHROOMS-INSURANCE	400	400	400	400	
			15,100	15,100	15,100	14,400	
		DEPARTMENT TOTAL	\$ 491,900	\$ 530,000	\$ 476,800	\$ 483,200	
		Budget Change in v2	\$ (38,100)				
			-7.2%				

NOTES TO ENVIRONMENTAL DEVELOPMENT SERVICES BUDGET

1. #01-2-51-1000 Cemetery

The Town will have to fund the Cemetery deficit from its general tax revenue. See: Cemetery budget for further information.

2. #01-2-52-1000 Regional Housing Authority

Deficit sharing at 12^{1/2}% for Cornwallis Apartments and Blockhouse Hill Apartments (Budget 2020/21 @ \$22,000). This includes cost sharing on operating expenditures only. The Town has not been advised that there are capital expenditures budgeted in 2020/21.

3. #01-2-61-1050 Honorariums/ Meeting Pay - PAC

Based on a portion of:

Council Honorariums	\$9,100
Appointed Members	700
Total	\$9,800

4. #01-2-61-1070/1080 Salary-Planning/Development

This account includes estimated costs for the Town Manager (TMC) for managerial supervision and support of Planning/Development allocated as follows: Planning/Development - 10% (TMC).

5. #01-2-61-1090 Membership Fees

Estimate for professional fees for staff members.

6. #01-2-61-1100 Advertising & Miscellaneous Expenses

Includes costs to advertise public participation meetings, zoning changes and development agreements. These costs are recovered anytime a person makes application to the Town.

7. #01-2-61-1140 Geographic Information System

No budget included for 2020/21.

8. #01-2-61-1300 Legal Costs – Planning

Estimate based on fees for legal costs.

Facility Superintendent

Approximately 29% of the Facility Superintendent’s salary is budgeted in the Environmental Development based on projected time allocations. Within Environmental Development the Facility Superintendent is allocated 4% to Old Fire Hall and CN Station and 25% to Lunenburg Academy.

Old Fire Hall

Expenses for the Old Fire Hall are shown as Environmental Development Services as the Town has this building available for rental and development. Rental revenue offsets the cost of operating this building.

Old Fire Hall	
Est. Revenue	\$21,900
Expenditure Budget	\$32,500
Net Estimated Operating Cost	\$10,600

10. #01-2-62-9050 Property Tax

The taxable assessment for 2020 \$91,300. (AAN 04647327) based on 2019/20 tax rates of \$3.358/\$100 assessment. This commercial assessment relates only to the parts of the building that are leased. Any government buildings that have commercial leases are subject to Commercial Real property tax assessment.

11. #01-2-62-9100 Fuel

Estimate based on 5 year average consumption and projected fuel costs.

12. #01-2-62-9200 Insurance

Based on estimated rates.

13. #01-2-62-9300 Electricity

Estimate based on estimated consumption and current power rates.

14. #01-2-62-9400 Water

This budget reflects current water rates and estimated consumption.

15. #01-2-62-9500 Sewer

This budget reflects the 2019/20 rates. The 2020 assessment is \$360,080 (AAN 04647327).

16. #01-2-62-9600 Repairs to Building

Includes \$2,000 for miscellaneous repairs as required.

CN Station

Expenses for the CN station are shown as Environmental Development Services as the Town has this building available for rental and development. There is an agreement with Second Story Women’s Centre to use this building as their headquarters and the rental revenue offsets the cost of operating this building.

CN Station	
Est. Revenue	\$19,200
Expenditure Budget	\$23,000
Net Estimated Operating Cost	\$3,800

17. #01-2-62-9720 Fuel

Based on a 5 year average consumption and estimated fuel prices.

19. #01-2-62-9730 Insurance

Based on estimated rates.

20. #01-2-62-9740 Electricity

Based on estimated consumption and current power rates.

21. #01-2-62-9750 Water

Based on current rates and estimated consumption.

22. #01-2-62-9760/9765 Sewer & Property Taxes

Sewer is budgeted at the 2019/20 approved rate. The 2020 assessment is \$319,900 (AAN 05483913). Commercial property taxes are assessed on this property as this is a commercial lease to a non-government entity and are estimated at the 2019/20 rate.

23. #01-2-62-9770 Repairs to Building

Estimated miscellaneous repair requirements are included in the budget.

Lunenburg Academy

The Lunenburg Academy building was turned over to the Town on March 19, 2012. Several rental agreements are in place and pending to offset the operating costs of this building.

Lunenburg Academy	
Est. Revenue	\$207,000
Expenditure Budget	\$253,200
Net Estimated Operating Cost	\$46,200

24. #01-2-62-9801 Development Coordinator Contract - Grant

Prior to fiscal 2018/19 the Development Coordinator was a contracted consultant with the Town. Since that time that role has been carried out through the Lunenburg Academy Foundation for which they have been receiving an annual operating grant.

25. #01-2-62-9805/07 Custodian Contract/PW Labour

Estimate for year-round contracted custodial services (\$6,600/annum) and Public Works labour allocation for building maintenance @ \$3,800.

26. #01-2-62-9820 Consulting Fees

Estimate for fees associated with technical advice for repairs and maintenance, minor tenders, and interior and exterior architectural consulting that may be required from time to time that are not tied to a capital budget project.

27. #01-2-62-9822 Legal Fees

Estimate for legal fees is increased due to anticipated leases.

28. #01-2-62-9830 Telephone/Alarm System

Estimate for telephone line and alarm monitoring.

29. #01-2-62-9840 Advertising

Estimate for advertising costs.

30. #01-2-62-9850 Fuel

Based on the expected consumption and estimated fuel price.

31. #01-2-62-9855 Insurance

Based on estimated rates.

32. #01-2-62-9860 Electricity

Estimate based on expected occupancy and current rates.

33. #01-2-62-9865 Water

Estimate based on estimated consumption and current rates.

34. #01-2-62-9870 Sewer and Property Taxes

Estimate based on 2020 Assessment \$1,521,100 at the 2019/20 rate of \$41.20/\$100 assessment. (AAN 04646932).

Commercial property taxes are assessed proportionally on this property as there are commercial leases to non-government entities. The estimated cost is based on the 2019/20 rate.

35. #01-2-62-9880 Building Repairs

Estimate for building repairs.

36. #01-2-62-9881 Janitorial Supplies

Estimate for cleaning supplies based on expected occupancy.

37. #01-2-62-9882 Elevator Maintenance

This is a ten-year maintenance contract that began in May 2015 for ongoing maintenance at a fixed rate of \$208/month.

38. #01-2-62-9884 Furnace Repairs

Estimate for annual cleaning and repairs to furnace.

Annex Building

39. Operating Costs

The Annex Building at 17 Tannery Road (AAN 04646835) has been leased to the Nova Scotia Community College. Under the lease agreement, the NSCC will be responsible for all operating costs.

The Town is responsible for the insurance which is based on the estimated rates.

Economic Development Costs & Tourism

40. #01-2-69-1020 Tourism Expenses

Welcome Packages	\$1,000
Town Pins/Flags/Other	500
Insurance	150
Lunenburg Books and Supplies	350
Portable Toilet Rentals	<u>1,500</u>
	<u>\$3,500</u>

Includes rental of two portable toilets next to Town Hall.

41. #01-2-69-2100 Supplies

Supplies for promotion of the Town, including architectural tour brochures.

42. #01-2-69-2200 Travel

Costs relating to travel requirements for Council to attend meetings related to Economic Development.

43. #01-2-69-2300 Advertising

Costs of economic development advertising such as “Shop Lunenburg” ads.

44. #01-2-69-2350 Town Crier

The Town has appointed a Town Crier. Estimate for guild dues and travel at \$200.

45. #01-2-69-2400 Internet Costs/Website

Costs associated with the internet and maintaining the Town’s website with the Municipal Website Venture with Service Nova Scotia and Municipal Relations. This includes a support package.

46. #01-2-69-2500 Strategic Plan/Municipal Collaboration

No amount has been budgeted in the current fiscal year.

47. #01-2-69-2600 Communications

Estimate for allocated time for the Assistant Municipal Clerk relating to Communications. Additional Communications support has been provided for in both the Water and Electric Utility.

Visitor Service Centre

48. #01-2-69-1101 to #01-2-69-1107 Public Washrooms

Included in this budget is the projected expenses required to operate the Visitor’s Service Centre facility located on Bluenose Drive.

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
RECREATION FACILITIES							
-	01-2-71-8002	1.1 ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ 2,000	\$ -	\$ -	
(200)	01-2-71-8001	1.11 FACILITY SUPERINTENDENT (salary & benefits)	18,700	18,900	18,400	18,400	
(3,500)	01-2-71-8003	1.12 REPAIRS/MAINTENANCE - 2008 Van (Facilities & Rec) - Defer Van Replacement in Water Utility	-	3,500	-	-	
			\$ 20,700	\$ 24,400	\$ 18,400	\$ 18,400	
PARKS AND PLAYGROUNDS							
(5,250)	01-2-71-8010	1 LABOUR - PARKS & PLAYGROUNDS	\$ 20,750	\$ 26,000	\$ 26,000	\$ 20,000	Hiring freeze for unfilled positions to Oct.1
-	01-2-71-8020	2 MOWING CONTRACT	20,000	20,000	15,500	18,000	
-	01-2-71-8030	3 LIGHTING - PARKS	3,000	3,000	3,000	2,800	
-	01-2-71-8040	4 REPAIRS TO EQUIPMENT/PARK	3,000	3,000	3,000	2,500	
(1,000)	01-2-71-8050	5 SUPPLIES	14,500	15,500	13,500	13,500	Gardens, plantings
(300)	01-2-71-8060	6 LEGAL FEES	1,200	1,500	1,500	1,000	
-	01-2-71-8070	7 INSURANCE	1,400	1,400	900	1,400	
(6,000)	01-2-71-8071	7.1 SPLASH PAD OPERATIONS	-	6,000	-	-	Assumed this won't be built until either fall 2020 or spring 2021.
-	01-2-70-5100	8 INTEREST ON CAPITAL LOAN - LWMCC	3,300	3,300	5,100	2,000	
-	01-2-70-5101	8 INTEREST ON CAPITAL LOAN - BOAT LAUNCH	7,600	7,600	8,200	8,200	
			74,750	87,300	76,700	69,400	
ARENA & COMMUNITY CENTRE							
SALARIES							
(1,150)	01-2-70-1010	9 SALARIES AND WAGES - ARENA	\$ 120,450	\$ 121,600	\$ 116,800	\$ 116,800	
(900)	01-2-70-1015	9 SALARIES & WAGES - COMMUNITY CENTRE	88,700	89,600	84,000	84,000	
(150)	01-2-70-1017	9 SALARIES & WAGES - FIELDS	17,350	17,500	16,800	16,800	
(300)	01-2-70-1020	9 SALARIES - PORTION TOWN HALL	30,500	30,800	30,100	30,100	
(800)	01-2-70-1050	10 HONORARIUMS & STAFF MEETING PAY	1,300	2,100	2,100	2,100	Meeting Pay Roll back for managers during this fiscal year.
			258,300	261,600	249,800	249,800	
FRINGE BENEFITS							
-	01-2-70-2010	11 EI AND CPP	16,200	16,200	15,500	15,500	
-	01-2-70-2015	TOWN PENSION	13,600	13,600	13,000	13,000	
-	01-2-70-2020	12 GROUP INSURANCE	13,300	13,300	12,800	12,800	
-	01-2-70-2025	13 WORKERS COMPENSATION	5,100	5,100	3,800	3,800	
-	01-2-70-2030	14 CLOTHING	800	800	800	800	
-	01-2-70-2040	15 MEMBERSHIP FEES	400	400	400	400	
-	01-2-70-2050	16 OTHER BENEFITS	10,000	10,000	10,000	10,000	
			59,400	59,400	56,300	56,300	
TRAVEL/TRAINING							
(200)	01-2-70-3010	17 REC DIRECTOR/STAFF -TRAVEL	600	800	800	800	Reduced travel for Rec Director - virtual association meetings
-	01-2-70-3015	REC DIRECTOR - CONVENTION	-	-	-	-	
(1,000)	01-2-70-3016	18 REC DIRECTOR - TRAINING	-	1,000	1,900	1,900	Conferences cancelled
-	01-2-70-3020	STAFF TRAINING	700	700	700	500	
			1,300	2,500	3,400	3,200	
ADMINISTRATION							
-	01-2-70-4010	19 OFFICE SUPPLIES & COMPUTER MTCE	1,500	1,500	1,500	1,500	
-	01-2-70-4015	20 TELEPHONE	3,400	3,400	3,400	3,400	
-	01-2-70-4025	21 SOCAN FEES/AMUSEMENT LICENSES	300	300	300	300	
(500)	01-2-70-4030	22 AUDIT & LEGAL FEES	4,500	5,000	3,500	7,000	
			9,700	10,200	8,700	12,200	
ARENA - (FACILITY COSTS)							
-	01-2-70-5015	23 JANITOR SUPPLIES	1,500	1,500	1,500	1,500	
(5,600)	01-2-70-5020	24 REPAIRS & MAINT. - BUILDING	26,000	31,600	25,500	26,000	See revised note
-	01-2-70-5025	25 REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	3,500	3,500	
-	01-2-70-5030	26 ELECTRICITY	65,000	65,000	62,000	59,000	
-	01-2-70-5035	27 PROPANE	5,300	5,300	5,300	5,300	
-	01-2-70-5040	28 WATER	7,500	7,500	7,500	7,000	
-	01-2-70-5045	29 SEWER	2,600	2,600	2,100	2,000	
-	01-2-70-5050	30 TELEPHONE + ALARM LINE + WIFI	2,600	2,600	2,500	2,500	
-	01-2-70-5055	INSURANCE	9,300	9,300	9,300	9,300	
-	01-2-70-6000	BEVERAGE MACHINE EXPENDITURES	-	-	-	-	

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET								
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-			AUDITORIUM - (FACILITY COSTS)					
-	01-2-70-5510	31	JANITOR SUPPLIES	2,200	2,200	2,200	2,200	
(1,200)	01-2-70-5515	32	REPAIRS & MAINTENANCE	11,000	12,200	12,200	10,000	See revised note
-	01-2-70-5520	33	ELECTRICITY	7,200	7,200	7,200	6,500	
(1,400)	01-2-70-5525	34	FUEL OIL	12,100	13,500	10,500	13,300	Assumed 10% benefit due to changing prices
-	01-2-70-5530	35	WATER	1,300	1,300	1,300	1,300	
-	01-2-70-5535	36	SEWER	2,600	2,600	2,100	2,000	
-	01-2-70-5540	37	INSURANCE	5,900	5,900	5,900	5,900	
-			GROUNDS					
-	01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,500	1,500	1,500	
(2,000)	01-2-70-5615	39	FIELD MAINTENANCE	2,000	4,000	4,000	2,000	Anticipated staff will be able to carry out necessary work at same costs as fiscal 19-20
(1,500)	01-2-70-5620	40	PARKING LOT MAINTENANCE	-	1,500	1,500	-	Deferred, PW to carry out patching
				169,100	180,800	167,600	160,800	
			PROGRAMS					
(3,300)	01-2-70-6010	41	INSTRUCTOR FEES	3,200	6,500	6,500	6,500	Assumed only 50% of programs will be carried out
(1,500)	01-2-70-6015	42	SUPPLIES/ADVERTISING	2,000	3,500	3,500	3,500	Assumed only 50% of programs will be carried out
-	01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	-	-	8,500	8,500	
-	01-2-70-6033	45	PRO KIDS	1,000	1,000	1,000	1,000	
				6,200	11,000	19,500	19,500	
-			SMALL FURNITURE & EQUIPMENT					
(1,600)	01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	-	1,600	1,600	1,600	Removed due to budgetary restrictions however if revenues are higher than anticipated staff could ask Council to reconsider in January 2021
				-	1,600	1,600	1,600	
			TOTAL EXPENDITURES ARENA & LWMCC	\$ 504,000	\$ 527,100	\$ 506,900	\$ 503,400	
-			CULTURAL BUILDINGS & FACILITIES					
-			CAPTAIN ANGUS J. WALTERS HOUSE					
-	01-2-72-4260	47	TELEPHONE/ALARM	600	600	600	600	
(200)		47.1	ELECTRICITY	900	1,100	-	-	Carry over of Costal Action Lease
-		47.1	WATER	400	400	-	-	
-		47.1	SEWER	400	400	-	-	
-	01-2-72-4270	48	INSURANCE	1,000	1,000	1,000	1,000	
(100)	01-2-72-4275		LEGAL	400	500	-	200	
-	01-2-72-4310	49	REPAIRS & MAINTENANCE	500	500	500	100	
				4,200	4,500	2,100	1,900	
-			LIBRARY					
-	01-2-72-5010	50	JANITOR CONTRACT/SUPPLIES	3,000	3,000	3,000	3,000	
-	01-2-72-5030	51	FURNACE FUEL	-	-	2,000	-	
-	01-2-72-5040	52	ELECTRICITY	-	-	1,500	200	
-	01-2-72-5050	53	WATER	-	-	300	200	
-	01-2-72-5055	54	SEWER	-	-	1,200	700	
-	01-2-72-5060		TELEPHONE	600	600	600	200	
-	01-2-72-5070		INSURANCE	-	-	700	800	
-	01-2-72-5080	55	RENT - LUNENBURG ACADEMY	36,000	36,000	36,000	36,000	
-	01-2-72-5090	56	SUPPLIES & EXPENSES	2,000	2,000	2,000	1,000	
(6,000)	01-2-72-5091	57	SUNDAY STAFF WAGES	-	6,000	6,000	6,000	With new funding model this expenditure can be eliminated
				41,600	47,600	53,300	48,100	
-			TRANSFER TO REGIONAL LIBRARY					
3,800	01-2-72-5095	58	TRANSFER TO REGIONAL LIBRARY	18,600	14,800	14,800	14,800	Adjustment for the new funding model results in an overall savings of \$2,200 over last year's funding

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET								
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-								
-			HERITAGE PROPERTIES					
-	01-2-72-4100	59	INSURANCE - BAILLY COLLECTION	300	300	300	300	
-	01-2-72-7050	60	COUNCIL & COMMITTEE HONORARIUMS	2,200	2,200	1,800	1,800	
(1,000)	01-2-72-7055	61	STAFF MEETING PAY	-	1,000	1,000	1,000	Meeting Pay Roll back for managers during this fiscal year.
(50)	01-2-72-7300	62	SALARY - HERITAGE (Administration)	4,750	4,800	4,800	4,800	
-	01-2-72-7380	62	BENEFITS - HERITAGE (Administration)	1,400	1,400	1,400	1,400	
(800)	01-2-72-7381	63	HERITAGE MANAGER	80,900	81,700	78,500	78,000	
-	01-2-72-7382	63	HERITAGE MANAGER BENEFITS	16,200	16,200	14,500	14,500	
(500)	01-2-72-7390	64	HERITAGE BY-LAW REVIEW	3,000	3,500	3,500	1,500	Reduced budget by \$500 but as it looks like this will be after the CCP, MPS, LUB and Subdivision By-law (then elections). If we don't plan to advertise before April 1, 2021 we could eliminate costs and carry item over to fiscal 2021-22.
(5,500)	01-2-72-7450	64	LEGAL FEES	2,000	7,500	10,000	3,000	Have reduced budget for Legal Heritage Plan and By-law review as it could be in next fiscal year if we decide to hold the Public Hearing after April 1, 2021. The chance of legal appeals should be 50% less – as applications are projected to be 50% less due to the economic downturn.
(1,000)	01-2-72-7400	65	MATERIALS, SUPPLIES & ADVERTISING	4,000	5,000	5,000	2,500	Less demand anticipated due to the economic downturn.
(500)	01-2-72-7402		TRAINING & CONFERENCES	1,500	2,000	2,000	1,500	On-line training – On-line conferences due to COVID-19.
(1,500)	01-2-72-7404	66	UNESCO JOINT PROMOTION	1,000	2,500	3,000	100	Due to COVID -19 we have decided to wait a year and roll out the joint advertising for the 2021-22 tourism season.
				117,250	128,100	125,800	110,400	
-			OTHER REC. & CULT. SERVICES					
(2,800)	01-2-75-9100	67	PUBLIC CELEBRATION	7,200	10,000	10,000	10,000	Removed German Band Concert as that has been officially cancelled. Also removed cost for other events prior to July 1. Assuming all other events may this occur just at a different time of the year. Updated noted
			DEPARTMENT TOTAL BEFORE LWMCC & ARENA	\$ 284,300	\$ 316,700	\$ 301,100	\$ 273,000	
			LWMCC & ARENA	504,000	527,100	506,900	503,400	
			DEPARTMENT TOTAL	\$ 788,300	\$ 843,800	\$ 808,000	\$ 776,400	
			Budget Change in v2	\$ (55,500)				
				-6.6%				

NOTES TO RECREATION AND CULTURE SERVICES BUDGET

1.1 #01-2-71-8002 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

1.11 #01-2-71-8001 Facility Superintendent

Approximately 25% of the proposed Facility Superintendent's salary is budgeted in Recreation & Culture based on projected time allocations.

1.12 #01-2-71-8003 Repairs & Maintenance-2008 Van (Facilities & Recreation)

As part of the recommended Vehicle Replacement Plan this van will be a shared vehicle between the Facility Superintendent and the Recreation department.

Parks & Playgrounds

The Town of Lunenburg maintains the following parks:

- M T & T Mini Park
- Rous' Brook Park
- Town Hall Park
- Jubilee Square
- Victoria Park
- Blockhouse Hill
- Berringer Park - Maple Avenue
- 2 Parks - Bluenose Drive
- 250th Anniversary Park
- Skate Park

1. #01-2-71-8010 Labour - Parks and Playgrounds

Labour – Grounds Maintenance	\$24,500
Labour - Trail maintenance and Playground area (Recreation staff labour)	<u>1,500</u>
	<u>\$26,000</u>

2. #01-2-71-8020 - Mowing Contract

Mowing contract awarded in fiscal 19/20 for a two year period ending in fiscal 2020/21, with a further two year option to renew. .

3. #01-2-71-8030 Lighting Parks

The cost associated with lighting Town parks. Estimate based on current consumption rates.

4. #01-2-71-8040 Repairs to Equipment/Parks

Repairs to Whipper Snippers, Lawn Mowers. Estimate based on actual cost.

5. #01-2-71-8050 Supplies

Includes:

- wood, grass seed, rakes, top soil, signs, Christmas trees
- installation of Boat Launch –crane rental
- purchase of plantings, etc.
- portable toilet at walking trail
- 50% cost-share of portable toilet at Tennis Court
- shrub replacement
- gravel for Back Harbour Trail, \$5,000- Supplies and labour to regravell half of the Back Harbour Trail (second half to be completed in 2021/2022), recommended by the LWMCC Recreation Committee on October 9, 2019

6. #01-2-71-8060 Legal Fees

Estimate for legal work associated with recreation leases like Dog Park, Community Garden, etc.

7. #01-2-71-8070 Insurance

Included in this budget is the cost of insurance for the various parks and monuments within the Town.

7.1 #01-2-71-8071 Splash Pad Operations

Included in this budget is an estimated operational cost for the splash pad including water use, power, start up and shut down costs, insurance and associated labour:

- Water (Seasonally 1,086,912 gallons/year) \$4,900
- Power (approximately \$100/month-four months) \$ 400
- Weekly checks (June, July, August and September) \$ 700

There will also be insurance costs associated with this site and in future years start up and shut down costs will also be charged.

8. #01-2-70-5100, #01-2-70-5101 Interest on Capital Loans

Capital loan interest relating to Recreation Facilities including Arena and Community Centre projects and Boat Launch. This loan interest is included in this section for financial statement reporting.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

9. Staff Salaries

	ARENA (01-2-70-1010)	AUDITORIUM (01-2-70-1015)	FIELDS (01-2-70-1017)	TOTAL
Recreation Director (25%/70%/5%)	\$18,177	\$50,896	\$3,635	\$72,708
Recreation Seasonal (90%/10%)**	2,420	269		\$2,689
Recreation Staff (65%/25%/10%)	100,995	38,475	15,390	\$154,860
Trail Maintenance*			-1,500	-\$1,500
	\$121,592	\$89,640	\$17,525	\$228,757
Town Office (01-2-70-1020)				30,800
				\$259,557

*Salaries are charged out to Parks (01-2-71-8010) when Arena/Community Centre employees help with trail maintenance.

** Part-time Facilities Attendant provides facilities back up coverage.

10. #01-2-70-1050 - Honorarium & Staff Meeting Pay

Based on a portion of Council honorariums, citizen honorariums and staff meeting pay.

Council Honorariums	\$400
Citizen Honorariums	\$900
Staff Meeting Pay	\$800

11. #01-2-70-2010 EI/ CPP

Employer costs as required by statute.

12. #01-2-70-2020 Group Insurance

Based on current rates.

13. #01-2-70-2025 Workers' Compensation

Based on current rates.

14. #01-2-70-2030 Clothing

Staff requires appropriate attire for working in the Arena and Community Centre including coveralls and safety boots as required.

15. #01-2-70-2040 Membership Fees

Minister of Finance – Refrigeration Plant Operators	\$200
RNS	70
Lunenburg/Queens Recreation Directors Association	50
Miscellaneous	80
	<u>\$400</u>

16. #01-2-70-2050 Other Benefits

Includes holiday allowance and for Employee Assistance Program fees. Employment benefits include an accrual for retirement benefits based on the Town’s personnel policy.

17. #01-2-70-3010 Recreation Director/Staff - Travel

Travel out of town to meetings, seminars, etc.

18. #01-2-70-3016 Recreation Director – Training

Budget for Recreation Director’s professional development.

19. #01-2-70-4010 Office Supplies/Computer Maintenance

Office supplies as well as computer maintenance costs.

20. #01-2-70-4015 Telephone

Covers cost of phone lines, cell phones, and Fibre-Op internet service at the Community Centre.

21. #01-2-70-4025 Socan Fees/Amusement License

These are annual fees paid so our facilities may use copyright music for public skating and fitness programs.

22. #01-2-70-4030 Audit and Legal fees

Estimate for audit and legal fees, as required.

ARENA - FACILITY COSTS

23. #01-2-70-5015 Janitor Supplies

Supply of paper towels, toilet paper, cleaning products, etc.

24. #01-2-70-5020 Repairs and Maintenance - Building

Start-up/Shut down	\$3,000
Fire Extinguisher Inspections	200
Sprinkler System Test & Mtce	1,500
First Aid and AED Supplies	200
Fire Alarm Maintenance & Monitoring	1,000
Small Tools	500
Refrigeration System Maintenance	3,000
Computer Maintenance	500
Brine Analysis	300
Ice Paint	1,000
Plumbing Repairs	500
Electrical Supplies	1,000
Water Heaters	7,500
Interior/Exterior Paint & Supplies	500
Ice Resurfacers Room Maintenance	500
Garbage Dumpster	1,600
Bathroom refresh (counters, paint)	1,000
Dressing Room 1 – Shower Installation	2,000
Emergency Exit Stairs-Upgrade	500
Emergency Lights	3,000
Miscellaneous was \$2,300	1,600
	<u>\$26,000</u>

25. #01-2-70-5025 Repairs and Maintenance - Ice Machine

Estimate for regular maintenance and propane costs.

26. #01-2-70-5030 Electricity

Estimate based on actual consumption and current rates.

27. #01-2-70-5035 Propane

Estimate based on actual cost.

28. #01-2-70-5040 Water

Estimate based on water rates approved by NSUARB and average consumption.

29. #01-2-70-5045 Sewer

Budgeted at 2019/20 approved rates at 41.20¢ per \$100 assessment and 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

30. #01-2-70-5050 Telephone, Alarm and Wi-Fi

Includes line charges and annual fee for monitoring fire alarm line.

COMMUNITY CENTRE - FACILITY COSTS

31. #01-2-70-5510 Janitor Supplies

Covers sanitary cleaning products, paper towel, etc.

32. #01-2-70-5515 Repairs and Maintenance

Alarm Service	\$800
Pest Control	\$500
First Aid and AED Supplies	\$300
Garbage Disposal/Dumpster	\$1,600
New thermostats	\$1,500
Paint Gym Walls	\$1,000
Basement gutter and drainage repairs	\$1,000
General Maintenance & Repairs of Facility * was \$5,500	\$4,300
Total	\$11,000

*Costs for paint, lumber, small tools, nuts, bolts, nails, plumbing supplies and other materials required for necessary repairs.

33. #01-2-70-5520 Electricity

Estimate based on actual consumption and current rates.

34. #01-2-70-5525 Fuel Oil

Estimate based on actual consumption and projected pricing. Furnace replacements were completed in fiscal 2016/17.

35. #01-2-70-5530 Water

Estimate based on approved NSUARB rates and average consumption.

36. #01-2-70-5535 Sewer

Budgeted at current approved rates at 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

37. #01-2-70-5540 Insurance

Based on estimated rates.

GROUNDS (FIELDS / PARKING LOT)

38. #01-2-70-5610 Repair and Maintenance - Mower

Oil, gas, repairs, etc. for ride-on mower and small tractor used for grounds maintenance. Also includes fuel and oil for whipper snippers and insurance on mowing equipment.

39. #01-2-70-5615 Field Maintenance

Estimate includes fertilizing, seeding, aerating and top dressing of the soccer field. Equipment will be borrowed from other municipal units. The cost of 2/3 of the portable toilet summer rental at the soccer field is included in this account.

40. #01-2-70-5620 Parking Lot Maintenance

Includes parking lot upkeep and re-application of painted lines when required.

Planned Maintenance	2020/2021
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PROGRAMS

41. #01-2-70-6010 Honorariums and Instructor's Fees

Pays for various instructors who lead our recreation activities offered through our fall, winter, and spring programs. **Fees paid to fitness instructors adjusted by CPI for 2019 of 1.6% to \$26.25 per hour.**

42. #01-2-70-6015 Supplies/Advertising

Program supplies such as fitness equipment, basketballs, volleyballs, program advertising, flyers, etc. The philosophy of the Town is that Recreation programming be self-sufficient on a user pay basis. The costs for programs will be recovered through program fees/program grants. Includes seasonal promotions in the South Shore Recreation Guide and cost-sharing for distribution with other municipalities.

44. #01-2-70-6030 After the Bell Program

This program has been eliminated due to grant funding challenges.

45. #01-2-70-6033 Pro Kids Program

Administrative costs associated with the implementation of this program would be equivalent to 2 hours of staff time per week. The allocation for the 2020/21 fiscal year is \$1000.

46. #01-2-70-7010 Furniture and Equipment

The \$1,600 estimate is for chairs and table replacements.

Captain Angus J. Walters House

BCAF has occupied since Spring of 2010 and during that time they paid most operating costs. The agreement with BCAF expires on March 31, 2020.

47. #01-2-72-4260 Telephone/Alarm

Included in this account is \$300 for alarm monitoring fees and \$300 for the telephone line.

47.1 Electricity, Water, Sewer

Estimated operating costs if not covered by a tenant.

48. #01-2-72-4270 Insurance

Property insurance (building and contents) and commercial general liability. Based on 2020/21 estimated rates.

49. #01-2-72-4310 Repairs & Maintenance

This includes our share of building maintenance.

Library

The following accounts reflect costs associated with the Library at the Lunenburg Academy.

50. #01-2-72-5010 Janitors Contract/Supplies

Costs include the cleaning contract, Hand soap, toilet tissue, garbage bags, etc.

51. #01-2-72-5030 Fuel

Based on projections for usage and rates for the Pelham Street location prior to building disposal. Heating fuel is included in the rental rate for the library at the Lunenburg Academy location.

52. #01-2-72-5040 Electricity

Based on projections for usage and current rates for the Pelham Street location prior to the building disposal. Electricity is included in the rental rate for the library at the Lunenburg Academy location.

53. #01-2-72-5050 Water

Based on projections for usage and current rates for the Pelham Street location prior to the building disposal. Water is included in the rental rate for the library at the Lunenburg Academy location.

54. #01-2-72-5055 Sewer

Based on 2019 assessment of \$322,500 and current sewer rate of \$0.4120 per \$100. of assessment. (AAN: 04646886)

55. #01-2-72-5080 Rent – Lunenburg Academy

Relocation of the Library to the Lunenburg Academy. Rent based on other rentals to Community Organizations. This is an all-inclusive rent.

56. #01-2-72-5090 Supplies & Expenses- Library

Estimate for supplies is \$2,000 which is partially offset by copier revenue.

57. #01-2-72-5091 Sunday Staff Wages

This is an additional \$6,000 to have the library open on Sundays.

58. #01-2-72-5095 South Shore Regional Library

Our share of the Regional Library operating budget is estimated at \$14,800 based on our 2019/20 amounts.

Heritage Properties

59. #01-2-72-4100 Art Galleries - Insurance

This is for 50% of the insurance premium for the Earl Bailly Collection.

60. #01-2-72-7050 Council & Committee Honorariums

Based on a portion of Council Honorariums (\$1,200) and four (4) appointed members (\$900 - \$225 per member).

61. #01-2-72-7055 Staff Meeting Pay

Staff meeting attendance (\$1,000).

62. #01-2-72-7300/80 Salary & Benefits – Heritage (TMC)

This account includes estimated 10% of costs for the Assistant Municipal Clerk for managerial supervision and support of the Heritage Manager.

63. #01-2-72-7381/7382 Heritage Manager Salary & Benefits

The full time Heritage Manager position was filled permanently in June 2017.

64. #01-2-72-7390/7450 Heritage By-Law Review

To rewrite by-law as recommended by Town solicitor.

Advertising	\$1,100
Printing	\$2,100
Meeting Supplies	\$300
Legal	\$7,500
Total	\$11,000

65. #01-2-72-7400 Materials, Supplies & Advertising & Small Capital

Materials for Heritage supplies for the Heritage Recognition awards and advertising estimate as needed.

66. #01-2-72-7404 UNESCO Gateway Website

There are three Nova Scotia UNESCO World Heritage Sites consisting of Old Town Lunenburg, Joggins Fossil Cliffs and Landscape of Grand Pré who are interested in pursuing the development of a promotional presence to increase public awareness of these astonishing world treasures.

The concept is to develop banners that would be placed at Visitor Information Sites in the Province. These banners would promote these cultural sites as destinations.

Due to COVID -19 we have decided to wait a year and roll out the joint advertising for the 2021-22 tourism season. The stand-up Banner concept for VIC's was discarded in favour of a digital advertisement on video screens. This was a more economical option. For example, Bay Ferries will accept the advertisements for free as we qualify under their advertising program as an UNESCO Site. VIC's unfortunately do charge an annual fee for advertisements on their screens. We aim to have the digital image designed and created in Fiscal 2020-2021 for release in early 2021. The estimated costs \$3,000 would be cost-shared with Grand Pre' and Joggins Fossil Cliffs.

Other Recreation & Culture

67. #01-2-75-9100 Public Celebrations

	2020/21 Budget	2019/20 Budget
Canada Day Grant of \$700, net cost \$300	1,000	1,000
Seamen's Service	4,000	4,000
Lunenburg's Birthday	300	300
Town Levee	700	700
Volunteer Week	400	400
German Band Concert**	2,200	2,200
Tall Ships	-	-
National Day of Mourning	300	300
Pride Flag Raising	250	250
Mi'kmaq Flag Raising	250	250
Newcomers Reception	400	400
Miscellaneous Events	200	200
	\$7,200	\$10,000

****Only proceeds if 100% funding from non-town sources is received.**

FISCAL SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	NOTE #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTIONS	Notes to Budget V2 - COVID crisis
		DEBT CHARGES					
		PRINCIPAL INSTALLMENTS					
-	01-2-81-3100 1	DEBENTURE PRINCIPAL	\$ 326,700	\$ 326,700	\$ 327,200	\$ 327,200	
-	01-2-81-3150 1	DEBENTURE PRINCIPAL - SEWER PROJECTS	81,300	81,300	79,800	79,800	
-			408,000	408,000	407,000	407,000	
		FINANCING AND TRANSFERS					
-		to (from) Community Centre Roof - Debt reduction (MODL grant for 4 years of \$10,000/yr. beginning in 2019/20)	10,000	10,000	10,000	10,000	
-		OPERATING RESERVE FUND:					
-	01-2-82-2140 2	to (from) Elections	(9,000)	(9,000)	3,000	3,000	
-	01-2-82-2300	to (from) LAFF Fund	-	-	-	-	
-		to (from) Lunenburg Fire Depart. PPE Reserve	-	-	-	-	
-		to (from) Playgrounds	-	-	-	-	
-	01-2-82-2130 2	to (from) Sewer	50,000	50,000	50,000	-	
-		to (from) Salt reserves			-	-	
(20,000)		to (from) Insurance Tender Savings	(20,000)				As we don't have the final insurance bill to allocate within department, estimate of overall Town vs Utilities savings
(20,000)		to (from) General Operating Reserves	-	20,000	-	-	Eliminated due to budget revisions
-	01-2-82-2220 2	CAPITAL RESERVE FUND:					
(28,800)	01-2-82-2235 3	to (from) Capital from Revenue	29,150	57,950	50,800	85,900	Reduced Capital budget for 20-21, see capital funding sheets
(30,000)	01-2-82-2305 3	to (from) Capital from Parking Meters Rev.	-	30,000	15,000	15,000	No revenue to support capital exp. As noted in Revenue section reduced based on history during other previous recessions, does not impact current year as it for reserve transfer for 21/22 + capital
(50,000)	01-2-82-2146 2	to (from) Deed Transfer Tax	100,000	150,000	150,000	175,000	
-	01-2-82-2147 2	to (from) Landfill Site Closure/Monitoring	(5,300)	(5,300)	(5,300)	(5,300)	
-	2	to (from) Lunenburg Academy			-	-	
(20,000)	01-2-82-2220 2	to (from) PW Equipment	-	20,000	20,000	20,000	Eliminate for one year only due to budgetary restrictions
-	01-2-82-2225	to (from) Arena - Ice Resurfacers	4,200	4,200	-	-	
-			159,050	327,850	293,500	303,600	
-		COND. TRFS. - OTHER GOV'T & AGENCIES					
-		EDUCATION					
-	01-2-84-7700 4	DISTRICT SCHOOL BOARD PAYMENT	851,400	851,400	823,100	823,100	
-			851,400	851,400	823,100	823,100	
-		DEPARTMENT TOTAL	\$ 1,418,450	\$ 1,587,250	\$ 1,523,600	\$ 1,533,700	
-	01-2-90-0100	SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	
		TOTAL EXPENDITURES	\$ 7,103,300	\$ 7,476,700	\$ 7,005,200	\$ 7,002,800	
		Budget Change in v2	\$ (168,800)				
			-10.6%				

NOTES TO FISCAL SERVICES BUDGET

1. #01-2-81-3100 & #01-2-81-3150 Principal Payments on Capital Loans

DEBT CHARGES 2020/21

Project	Payment	Principal	Interest	Total	Remaining Balance
Academy, Streets, Biofilter	(1 of 15)	\$ 42,710	\$ 15,655	\$ 58,365	\$ 597,945
Parking Meters/Arena Siding	(2 of 5)	\$ 3,080	\$ 253	\$ 3,333	\$ 9,240
Boat Launch, Old Fire Hall Roof, Sewer Brook./Lincoln	(2 of 15)	\$ 77,730	\$ 26,449	\$ 104,179	\$ 754,720
Cat Backhoe	(3 of 10)	\$ 8,000	\$ 1,728	\$ 9,728	\$ 56,000
Lun Academy/Trackless/CC Furance/Street paving	(3 of 10)	\$ 44,520	\$ 9,448	\$ 53,968	\$ 311,640
Lun Academy/Pave Hebb & Hopson	(3 of 10)	33,270	5,360	38,630	232,890
Library Design/Parking Meters	(4 of 5)	5,640	155	5,795	5,640
Aerial Ladder Fire Truck	(4 of 10)	44,889	7,156	52,045	269,331
Lun Academy/Paving Starr and Wolf	(5 of 10)	17,900	2,618	20,518	89,500
Victoria Road Paving	(7 of 10)	11,900	1,279	13,179	35,700
Fire Truck/Tannery Rd Swr/Streets	(8 of 10)	57,200	5,142	62,342	114,400
Accessibility/Hebb St/Arena	(9 of 10)	30,800	2,192	32,992	30,800
Brickwork/Swr/Streets/Fire	(10 of 10)	17,800	689	18,489	-
Est. Temporary Borrowing*	\$496,400		7,446	7,446	496,400
TOTAL DEBT CHARGES		\$ 395,439	\$ 85,570	\$ 481,009	\$ 3,004,206

“*” – a temporary borrowing is expected for interim funding of 2019/20 capital expenditures until debentures from Municipal Finance are secured.

Five Year Projected Debt Charges & Effect on Tax Billing					
	2020/21	2021/22	2022/23	2023/24	2024/25
Projected Debt Charges - Principal & Interest	\$481,000	\$494,000	\$448,000	\$381,900	\$347,600
Principal & Interest Estimated amount of rate (\$0.01 = \$29,200 estimate 2020/21)	\$0.165	\$0.169	\$0.153	\$0.131	\$0.119
% of Tax Levy using 2020/21 Estimated Levy	7.9%	8.1%	7.4%	6.3%	5.7%
Borrowing Est 2020/21 Capital Budget		\$1,220,500			
Total Projected Principal & Interest payments		\$611,980	\$563,540	\$495,000	\$458,260
Principal & Interest Estimated amount of rate		\$0.210	\$0.193	\$0.170	\$0.157
% of Tax Levy using 2020/21 Estimated Levy		10.0%	9.2%	8.1%	7.5%
Additional Estimated Principal & Interest costs for 20/21 Capital					
		\$117,980	\$115,540	\$113,100	\$110,660
Est. Tax Rate increase required to fund additional debt		\$0.040	\$0.040	\$0.039	\$0.038

2. #01-2-82-2140, #01-2-82-2130, #01-2-82-2146, #01-2-82-2147, #01-2-82-2220 & #01-2-82-2230 Transfers to/from Reserves

Municipal elections to be held in October 2020. A transfer from the operating reserve established for municipal elections.

As part of the sewer rate structure a \$50,000 reserve transfer is included in fiscal 2020/21.

Deed Transfer Tax transfer is offset by corresponding revenue.

Site Monitoring is offset by corresponding expenditure.

No reserve transfer for the future Capital Costs for the Lunenburg Academy has been budgeted this year while the Exterior Restoration is on-going.

\$20,000 has been included as a transfer to Capital Reserve for the future purchase of a Public Works Equipment.

In June 2019 Council established an ice resurfacer surcharge of \$4/hour for all arena ice time rates. It is estimated to generate \$4,800 annually. Current ice resurfacer is to be replaced in fiscal 2020/21.

The following are the **projected** Capital Reserve Balances for the fiscal year ending March 31, 2020:

Solid Waste Closure	\$7,495
Other Equipment	250,857
Ice Resurfacer Reserve	51,428
Public Works Equipment	68,897
Fire Equipment	32,980
Federal/Provincial Gas Tax Funds	54,898
Provincial Capital Funds	24,244
Deed Transfer Tax	<u>252,895</u>
Total	\$743,694

The following are the **projected** Operating Reserve Balances for the fiscal year ending March 31, 2020:

Election Expenses	\$9,149
Salt Reserve	47,354
Fire Personal Protective Equipment	8,276
Sewer Reserves	42,832
Streets & Other	4,941
Recreation	50,546
LAFF	10,550
Pro Kids	17,554
Region 6 Diversion Special Projects	2,371
Operating Surplus Reserve	<u>169,376</u>
Total	\$362,949

3. #01-2-82-2235 & #01-2-82-2305 Capital Expenditures from Operating Revenue

This is an annual allocation budgeted from general revenues to fund capital asset purchases.

4. #01-2-84-7700 Appropriation to District School Board

The School Board rate is calculated based on 2020/21 rate of 30.48¢/\$100 of uniform assessment.

	2017/18	2018/19	2019/20	2020/21
Uniform Assessment	\$260,147,796	\$264,597,830	270,039,287	\$279,311,517
Rate on UA	30.48¢	30.48¢	30.48¢	30.48¢
Rate on Taxable Assessment	29.77¢	29.70¢	29.30¢	29.06¢
Total Cost	\$792,930	\$806,494	\$823,080	\$851,342
% Increase	1.2%	1.7%	2.1%	3.4%

CEMETERY BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	NOTE #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
		OPERATING REVENUE					
-	04-1-95-0010	1 SALE OF LOTS	\$ 1,600	\$ 1,600	\$ 1,600	\$ 3,000	
-	04-1-95-0020	1 BURIALS	22,300	22,300	22,300	20,000	
-	04-1-95-0030	BASES, ETC. - HEAD STONES	1,000	1,000	1,000	-	
-	04-1-95-0040	2 INTEREST ON CEMETERY TRUSTS	6,000	6,000	5,900	6,200	
-	04-1-95-0060	3 APPROPRIATION FROM TOWN	40,700	40,700	43,300	45,800	
-		TOTAL REVENUE	\$ 71,600	\$ 71,600	\$ 74,100	\$ 75,000	
		OPERATING EXPENDITURES					
-	04-2-95-0020	4 LABOUR	20,000	20,000	25,000	30,000	
-	04-2-95-0030	5 WORKERS COMPENSATION	500	500	500	500	
-	04-2-95-0040	6 EMPLOYMENT BENEFITS/EAP	4,000	4,000	5,500	5,000	
-	04-2-95-0045	7 CLOTHING	-	-	200	300	
-	04-2-95-0050	7 OTHER BENEFITS (HOLIDAY, LONG SERVICE, RETIREMENT AWARDS)	-	-	2,300	2,300	
-	04-2-95-0055	8 MOWING CONTRACT	30,300	30,300	20,000	20,900	
-	04-2-95-0060	TRAINING COURSES	-	-	800	100	
-	04-2-95-0080	9 WATER	400	400	400	400	
-	04-2-95-0090	ELECTRICITY	900	900	900	900	
-	04-2-95-0100	INSURANCE	900	900	900	900	
-	04-2-95-0110	10 SUPPLIES	4,500	4,500	4,500	3,500	
-	04-2-95-0115	AUDIT FEES	1,100	1,100	1,100	1,200	
-	04-2-95-0120	11 EQUIPMENT/BUILDING-MAINT. & REPAIRS	3,000	3,000	6,500	5,000	
-	04-2-95-0130	FLOWERS AND TREES	-	-	-	-	
-	04-2-95-0145	12 MONUMENT MAINTENANCE (LABOUR & SUPPLIES)	4,000	4,000	4,000	4,000	
-	04-2-95-0150	SMALL EQUIPMENT	-	-	-	-	
-	04-2-95-0155	13 ROAD MAINTENANCE (GRAVEL & DRAINAGE)	2,000	2,000	1,500	-	
-	04-2-95-0165	PROVISION - UNCOLLECTIBLE ACCOUNTS	-	-	-	-	
		TOTAL EXPENDITURES	\$ 71,600	\$ 71,600	\$ 74,100	\$ 75,000	
		Budget Change in v2	\$ -				
			0.0%				

NOTES TO CEMETERY BUDGET

1. #04-1-95-0010/#04-1-95-0020

The Cemetery rates for 2019/20 were adjusted based on a rate comparison and as approved by Council on June 25, 2019. The 2020/21 Rates have been adjusted by the 2019 CPI rate of 1.6% (rounded to the next \$5)

Sale of Lots	2020/21 Rates		
	Lot Price	Perpetual Care Charge	Total Cost of Lot
1 Cremation Lot	\$165	\$230	\$395
1 Grave Lot	\$335	\$415	\$750
2 Grave Lot	\$640	\$830	\$1,470
Mausoleum	\$515	\$670	\$1,185

Burials	2020/21 Rates
Ashes (Cremation) – Resident*	\$365
Ashes (Cremation) – Non-resident	\$730
Infant or Child	\$365
Traditional – Resident*	\$815
Traditional - Non-resident	\$1,625

* A resident is a person who resides in Lunenburg at the time of death or was born in Lunenburg residing in a Home for Special Care elsewhere, or resided in Lunenburg for 50% of their life.

2. #04-1-95-0040 Perpetual Care Fund

As of January 31, 2020 the Perpetual Care Reserve had a balance of \$227,985. Which includes an inter-departmental capital loan balance of \$135,200.

Perpetual Care inter-departmental capital loan interest (previously approved) includes:

Town General (Capital Funding)	\$3,900
Interest earned on Bank balances (estimate)	2,100
Total Interest Earned	<u>\$6,000</u>

Analysis of Perpetual Care Fund

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	Budget <u>2019/20</u>	Budget <u>2020/21</u>
Perpetual Care Fund	\$206,188	\$211,338	\$216,088	\$226,415	\$226,675	\$227,985
Interest Earned	\$4,536	\$4,500	\$5,200	\$7,424	\$5,900	\$6,000

3. #04-1-95-0060 Appropriation from Town

This is the budgeted grant required from the Town.

4. #04-2-95-0020 Labour

The two seasonal employees (29 weeks) are now grouped with the general Public Works labour pool. The budgeted amounts reflects the estimated costs for Public Works staff to complete maintenance, aside from mowing, at the Cemetery. This estimated labour about reflects time for burials as required.

5. #04-2-95-0030 Workers Compensation

Based on the Town's 2020 rate and allocated labour.

6. #04-2-95-0040 Employment Benefits/EAP

Based on an allocation of benefits in relation to the Public Works labour required at the Cemetery.

7. #04-2-95-0045 Clothing and #04-2-95-0050 Other Benefits-Holiday/Long Service Awards/Retirement Awards

Now included as part of the Transportation budget.

8. #04-2-95-0055 Mowing Contract

Mowing of the Cemetery is now completed through an annual contract.

9. #04-2-95-0080 Water

Estimate based on approved rates.

10. #04-2-95-0110 Supplies Include:

Cemetery Markers	\$1,000
Topsoil	2,400
Lawn Care Products	600
Class A	<u>500</u>
	<u>\$4,500</u>

11. #04-2-95-0120 Equipment/Building-Maintenance & Repairs

Miscellaneous Parts/Repairs	\$1,500
Gasoline/Fuel for Equipment	500
Building Maintenance	<u>1,000</u>
	<u>\$3,000</u>

12. #04-2-95-0145 Monument Maintenance

This was a new budget item beginning in 2010/11 for the maintenance of monuments that fall over during the winter months.

13. #04-2-95-0155 Road Maintenance

To refurbish the roads to ensure that they continue to be passable for vehicular traffic.

WATER UTILITY OPERATING BUDGET							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTIONS	Notes to Budget V2 - COVID crisis
REVENUE							
OPERATING REVENUES							
-	05-1-12-0100	1 METERED COMMERCIAL SALES	\$ 534,000	\$ 534,000	\$ 510,000	\$ 530,000	
-	05-1-14-0100	BULK WATER SALES	-	-	-	-	
-	05-1-21-0100	1 FLAT RATE SALES - RESIDENTIAL	660,000	660,000	645,000	656,000	
-	05-1-31-0100	2 PUBLIC FIRE PROTECTION	340,800	340,800	325,400	325,400	
-	05-1-33-0100	PRIVATE FIRE PROTECTION	1,000	1,000	1,000	1,000	
-	05-1-40-0100	SPRINKLER ACCOUNTS	6,600	6,600	7,000	6,600	
(1,500)	05-1-60-0100	3 CONSUMER INTEREST CHARGES	3,500	5,000	5,000	5,000	Waived Interest April - June
-	05-1-71-0100	CONNECTION CHARGES	5,400	5,400	5,400	5,400	
-	05-1-72-0100	4 ARMOURIES RENT	1,200	1,200	1,200	1,200	
		TOTAL OPERATING REVENUES	1,552,500	1,554,000	1,500,000	1,530,600	
NON-OPERATING REVENUES							
-	05-1-81-0100	JOBGING AND CONTRACT	500	500	500	300	
-	05-1-82-1000	INTEREST EARNED	5,000	5,000	4,500	4,700	
-	05-1-85-0100	5 GRANTS FOR THE PROV - HST OFFSET	7,000	7,000	7,000	10,200	
-	05-1-89-0100	OTHER TRANSFERS FROM RESERVES	80,000	80,000	-	-	
-		TOTAL NON-OPERATING REVENUES	92,500	92,500	12,000	15,200	
		TOTAL REVENUES	\$ 1,645,000	\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	
EXPENDITURES							
SOURCE OF SUPPLY							
SUPERVISION AND ENGINEERING							
(150)	05-2-11-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-11-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
-	05-2-11-0300	7 DEPARTMENT OF ENVIRONMENT - LICENSE	1,000	1,000	1,000	1,000	
-	05-2-11-0350	7.1 WATER WITHDRAWAL STUDY (EVERY 10 YEARS, last done 2011/12) - due in May 2022	80,000	80,000	-	-	
OPERATION LABOUR							
-	05-2-12-0200	18 PUBLIC WORKS LABOUR	1,100	1,100	1,100	1,100	
(50)	05-2-12-0201	12 WRO LABOUR	3,350	3,400	3,300	3,300	
MAINTENANCE OF PLANT - INTAKES (PUMP HOUSE)							
-	05-2-14-2100	DIVER - INTAKE	4,000	4,000	6,200	4,000	
-	05-2-14-2200	7.2 REPAIRS TO INTAKE SCREENS/BUILDING	4,000	4,000	1,000	3,700	
		DEPARTMENT TOTAL	\$ 109,900	\$ 110,100	\$ 27,300	\$ 27,800	
PUMPING							
SUPERVISION AND ENGINEERING							
(150)	05-2-21-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-21-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
OPERATION LABOUR							
-	05-2-22-0200	18 PUBLIC WORKS DEPARTMENT	1,100	1,100	1,100	1,100	
(50)	05-2-22-0201	12 WRO LABOUR	3,750	3,800	3,100	3,700	
POWER PURCHASED							
-	05-2-24-0100	8 POWER PURCHASED - NSPI	25,000	25,000	25,000	24,000	
MAINTENANCE OF PLANT							
-	05-2-25-1200	TELEPHONE - PUMPHOUSE	300	300	300	300	
-	05-2-25-1300	8.2 MATERIALS/REPAIRS TO BUILDING	5,500	5,500	5,500	1,500	
MAINTENANCE OF PUMPING EQUIPMENT							
-	05-2-25-2100	9 REPAIRS TO PUMPS	4,000	4,000	4,000	1,000	
		DEPARTMENT TOTAL	\$ 56,100	\$ 56,300	\$ 53,700	\$ 46,300	
WATER TREATMENT							
SUPERVISION AND ENGINEERING							
(150)	05-2-31-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-31-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
-	05-2-31-0400	10 TRAINING - SUPER./WRO	5,500	5,500	5,500	1,000	
-	05-2-31-0410	11 CLOTHING - WRO	1,000	1,000	700	700	
OPERATION LABOUR							
-	05-2-32-0100	18 PUBLIC WORKS DEPARTMENT	1,000	1,000	500	800	
(600)	05-2-32-0200	12 WATER RESOURCE OPERATOR II SALARY	68,200	68,800	60,200	67,000	
-	05-2-32-0210	12 WATER RESOURCE OPERATOR II BENEFITS	17,000	17,000	16,800	16,800	
OPERATION SUPPLIES AND EXPENSE							
CHEMICALS AND ADDITIVES							
-	05-2-33-1500	13 WTP - CHEMICALS	55,000	55,000	62,000	59,000	

WATER UTILITY OPERATING BUDGET							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTIONS	Notes to Budget V2 - COVID crisis
-		<u>SUPPLIES & EXPENSES</u>					
-	05-2-33-9100	14 SUPPLIES AND SMALL TOOLS	5,000	5,000	4,000	4,000	
-	05-2-33-9200	15 WATER TESTING	16,000	16,000	13,500	13,200	
-	05-2-33-9300	15.1 WATER TESTING - WRO LABOUR	24,900	24,900	22,800	22,600	
-	05-2-33-9500	16 WTP - SPARE/REPLACEMENT PARTS	11,500	11,500	9,300	9,300	
-	05-2-33-9520	WTP - LABORATORY MATERIALS	2,000	2,000	1,000	1,000	
-	05-2-34-0600	NSPI - TREATMENT PLANT	59,000	59,000	59,000	57,000	
-	05-2-34-0700	TELEPHONE LINE/SCADA SYSTEM /SECURITY	6,800	6,800	5,800	4,800	
-		<u>MAINTENANCE OF PLANT</u>					
-	05-2-34-0500	17 WTP - REPAIRS & MAINTENANCE	24,000	24,000	23,000	22,000	
		DEPARTMENT TOTAL	\$ 313,350	\$ 314,100	\$ 298,800	\$ 293,900	
-		<u>TRANSMISSION AND DISTRIBUTION</u>					
-		<u>SUPERVISION AND ENGINEERING</u>					
(500)	05-2-41-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 51,400	\$ 51,900	\$ 46,200	\$ 46,200	
(100)	05-2-41-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	8,200	8,300	8,100	8,100	
-	05-2-41-0200	DRAFTING/FILING LABOUR	2,300	2,300	2,300	2,300	
-		<u>OPERATION LABOUR</u>					
-		<u>OPERATION LABOUR - MAINS</u>					
(100)	05-2-43-1100	18 PUBLIC WORKS DEPT. - LABOUR	11,100	11,200	10,600	5,000	
-		<u>MAINTENANCE OF PLANT</u>					
-		<u>MAINT. OF PLANT RESERVOIRS</u>					
-	05-2-44-1100	19 STANDPIPE (GARDEN LOTS)	3,000	3,000	1,300	1,700	
-	05-2-44-1300	ELECTRICITY/SCADA/STANDPIPE	1,700	1,700	2,700	1,500	
-	05-2-44-1350	19 WTP PLANT STANDPIPE (NORTHWEST)	10,000	10,000	16,000	12,000	
-	05-2-44-1400	20 TELEPHONE LINE/SCADA SYSTEM	1,500	1,500	900	1,200	
-		<u>MAINT. OF PLANT - MAINS</u>					
-	05-2-44-3100	21 MATERIALS - MAINS	11,000	11,000	11,000	8,000	
-	05-2-44-3200	21 EQUIP RENTAL (TOWN) - MAINS & SERVICES	25,000	25,000	25,000	15,000	
-	05-2-44-3295	21.1 WATER LEAK STUDY	7,200	7,200	7,200	-	
-	05-2-44-3300	FIRE FLOW TESTING (COMPLETED IN 2016/17)	-	-	-	-	
-		<u>MAINT. SERV./METERS/HYDRANTS</u>					
-	05-2-44-9100	MATERIALS	15,000	15,000	15,000	15,000	
(150)	05-2-44-9300	18 P.W. LABOUR	15,350	15,500	14,900	14,900	
-	05-2-44-9400	ADVERTISING - NOTICES, ETC.	2,000	2,000	2,000	2,000	
-		<u>STORES (STOCK) EXPENSES</u>					
-	05-2-46-0100	FUEL - HEAT	9,500	9,500	8,900	9,000	
-	05-2-46-0200	ELECTRICITY - LIGHTS	5,100	5,100	4,500	4,800	
-	05-2-46-0225	WATER	600	600	600	500	
-	05-2-46-0250	22 SEWER CHARGE	700	700	700	700	
-	05-2-46-0301	SUPPLIES	10,000	10,000	10,000	10,000	
-	05-2-46-0302	JANITORIAL	3,500	3,500	2,800	2,800	
-	05-2-46-0303	SECURITY	700	700	700	300	
(150)	05-2-46-0400	IN HOUSE LABOUR/ARMOURIES	15,050	15,200	14,900	13,500	
-	05-2-46-0500	TELEPHONE/CELL PHONES/INTERNET	3,500	3,500	3,000	3,200	
-		<u>TRANSPORTATION - VEHICLES</u>					
-	05-2-47-0100	GAS - VEHICLES	5,000	5,000	5,000	4,000	
3,500	05-2-47-0200	REPAIRS/MAINTENANCE - 2008 Van (Defer Replacement)	3,500	-	3,500	2,000	
-	05-2-47-0201	REPAIRS/MAINTENANCE - 2005 Chev 1/2 ton	-	-	3,500	6,800	
-		REPAIRS/MAINTENANCE - Pickup #1	2,000	2,000	-	-	
(2,000)		REPAIRS/MAINTENANCE - Pickup #2 (Defer this purchase and replacement of the Van)	-	2,000	-	-	
-	05-2-47-0350	CAR ALLOWANCE - ENG/SUPERINTENDENT	900	900	600	800	
-	05-2-47-0400	RADIO LICENSE/REPAIRS	600	600	600	600	
		DEPARTMENT TOTAL	\$ 225,400	\$ 224,900	\$ 222,500	\$ 191,900	
-		<u>ADMINISTRATION AND GENERAL</u>					
-		23 <u>ACCOUNTING AND COLLECTING</u>					
-		<u>ACCOUNTING SUPERVISION</u>					
(400)	05-2-51-1100	PORTION OF FINANCE DIRECTOR	\$ 38,700	\$ 39,100	\$ 38,300	\$ 38,300	
-		<u>ACCOUNTING METER READINGS</u>					
-	05-2-51-2100	METER READING SALARY/EXPENSES	2,500	2,500	2,400	2,400	

WATER UTILITY OPERATING BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	NOTE #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTIONS	Notes to Budget V2 - COVID crisis
-		ACCOUNTING BILLING					
(300)	05-2-51-3100	PORTION BOOKKEEPING SALARIES	28,400	28,700	28,000	28,000	
-	05-2-51-3200	SUPPLIES - BILLING & COLLECTION	2,700	2,700	2,700	2,700	
2,500	05-2-51-3210	COMPUTER MAINTENANCE	8,500	6,000	6,000	6,000	Anticipate higher cost for virtual work sites
-		ACCOUNTING COLLECTION					
(150)	05-2-51-4100	PORTION OF CASHIER SALARIES	13,950	14,100	13,800	13,800	
-		ACCOUNTING - UNCOLLECTIBLE ACCTS.					
2,000	05-2-51-5100	PROVISION - UNCOLLECTIBLE ACCTS.	5,000	3,000	3,000	1,500	Possible higher payment defaults due to economic downturn
-		SALARIES					
-		SALARIES - OFFICERS & EXECUTIVES					
(1,800)	05-2-52-1100	PORTION STAFF MEETING PAY	-	1,800	1,800	1,800	Meeting Pay Roll back for managers during this fiscal year.
-	05-2-52-1200	PORTION COUNCIL HONORARIUMS	27,000	27,000	26,500	26,500	
(600)	05-2-52-1300	PORTION STAFF SALARIES	63,000	63,600	62,000	62,000	
-		SALARIES - OTHER					
(600)	05-2-52-9100	PORTION OFFICE STAFF SALARIES	60,400	61,000	54,900	54,900	
-	05-2-52-9200	EMPLOYMENT BENEFITS	77,300	77,300	76,700	76,700	
-		GENERAL OFFICE EXPENSE					
-		GENERAL OFFICERS EXPENSE					
-	05-2-53-1200	24 TRAINING, CONFERENCES & MEMBERSHIPS	15,000	15,000	7,000	7,800	
-	05-2-53-1201	24 COUNCIL TRAINING & CONFERENCES	8,000	8,000	3,000	2,800	
-	05-2-53-1400	BANK CHARGES	1,800	1,800	1,800	1,800	
-		GENERAL OFFICE EXPENSE					
-	05-2-53-3100	MISC. SUPPLIES - OFFICE	5,000	5,000	5,000	5,000	
-	05-2-53-3150	25 FURNITURE & EQUIPMENT	11,500	11,500	11,500	11,500	
-		PROFESSIONAL FEES					
-	05-2-54-1100	AUDITORS FEES	6,000	6,000	5,600	6,000	
-	05-2-54-1200	CONSULTANT FEES - WATER RATE STUDY	-	-	-	-	
-	05-2-54-1250	ENGINEER CONSULTING SERVICES	7,500	7,500	10,000	5,000	
-	05-2-54-2100	LEGAL FEES	15,000	15,000	15,000	12,000	
-	05-2-54-2150	25.1 COMMUNICATIONS	5,000	5,000	5,000	5,000	
-	05-2-54-2200	PAYROLL ADMINISTRATION	1,300	1,300	1,200	1,200	
-		REGULATORY EXPENSES					
-	05-2-55-0100	26 NSURB FEE	1,600	1,600	1,600	1,600	
-		INSURANCE					
-	05-2-56-0100	27 FIRE & AUTO LIABILITY	26,000	26,000	26,000	25,800	
-		RENT OF GENERAL PROPERTY					
-	05-2-57-0100	RENT - TOWN OFFICE USE	2,100	2,100	2,100	2,100	
-	05-2-57-0200	28 RENT - VICTORIA ROAD BUILDING	2,200	2,200	2,200	2,200	
		DEPARTMENT TOTAL	\$ 435,450	\$ 434,800	\$ 413,100	\$ 404,400	
-		DEPRECIATION					
-	05-2-60-0100	29 DEPRECIATION EXPENSE	\$ 287,400	\$ 287,400	\$ 294,250	\$ 273,600	
		DEPARTMENT TOTAL	\$ 287,400	\$ 287,400	\$ 294,250	\$ 273,600	
-		TAXES					
-	05-2-70-0200	30 PROPERTY TAXES	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,500	
		DEPARTMENT TOTAL	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,500	
-		NON-OPERATING EXPENSES					
-	05-2-90-0200	INTEREST ON CUSTOMER DEPOSITS	\$ -	\$ -	\$ -	\$ -	
-		REDEMPTION LONG-TERM DEBT					
-	05-2-91-0100	31 PRINCIPAL INSTALLMENTS	40,750	40,750	40,750	40,800	
-		INTEREST ON LONG-TERM DEBT					
-	05-2-92-0100	31 INTEREST	18,650	18,650	19,900	19,900	
-		CAPITAL EXPENDITURE FROM REVENUE					
-	05-2-99-0050	33 CAPITAL RESERVES - FUTURE CAPITAL	20,000	20,000	17,700	42,700	
-		OTHER NON-OPERATING EXPENSES					
-	05-2-99-0020	33 TRANSFER TO CAPITAL RESERVE - LAND	5,000	5,000	5,000	5,000	
-	05-2-99-0010	33 WTP - MEMBRANE REPLACEMENT RESERVE	26,000	26,000	26,000	26,000	
-	05-2-99-0060	DIVIDEND	65,000	65,000	50,000	50,000	
-	05-2-99-0100	SURPLUS (DEFICIT)	-	-	-	80,000	
		DEPARTMENT TOTAL	\$ 175,400	\$ 175,400	\$ 159,350	\$ 264,400	
		TOTAL EXPENDITURES	\$ 1,646,500	\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	

NOTES TO WATER UTILITY BUDGET

Revenue

1. The Nova Scotia Utility and Review board approved changes to the Town of Lunenburg Schedule of Rates and Regulations for the Water Utility in 2016 the first increase came into effect July 1, 2016, the second increase was effective April 1, 2017, and the third increase occurred on April 1, 2018.

Water Statistics:

	<i>Budget 2020/21</i>	<i>Estimated 2019/20</i>	<i>Actual 2018/19</i>
Residential Connections	1,153	1,145	1,108
Metered Commercial Accounts	191	190	187

2. #05-1-31-0100 Public Fire Protection

This is a rate approved by the NSURB to cover fire flows in the Town and is charged to the Lunenburg Fire Department.

3. #05-1-60-0100 Consumer Interest Charges

Interest is charged on all overdue accounts at a rate of 1.5 % per month. The budget estimate is based on actual interest charged in the prior year.

4. #05-1-72-0100 Armouries Rent

The Water Utility charges the Town a rental fee for its use of the Armouries building.

5. #05-1-85-0100 Provincial Grant – HST Offset

The Water Utility receives a grant from the province to offset the cost of HST (only 57.14% of the Provincial component of the HST is received back as a rebate).

Expenditures

The Water Treatment Plant has been in operation since June 2010. This budget reflects the costs estimated in operating the plant based on actual experience.

6. #05-2-11-0100; #05-2-21-0100; #05-2-31-0100; #05-2-41-0100 Engineer & Superintendent's Salary (15%; 15%; 15%; 55%)

Approximately 50% of the Town Engineer's & Superintendent's salary is charged out to the Water Utility based on actual time spent.

- 6.1 #05-2-11-0105; #05-2-21-0105; #05-2-31-0105; #05-2-41-0105 Facility Superintendent's Salary (15%; 15%; 15%; 55%)

Approximately 20% of the proposed Facility Superintendent's salary is budgeted in the Water Utility based on projected time allocations.

7. #05-2-11-0300 Department of Environment License

The Utility is required to obtain a license to draw water from Dares Lake.

- 7.1 #05-2-11-0350 Water Withdrawal Study

As part of the water withdrawal licensing permit process, a water withdrawal study must be undertaken.

- 7.2 #05-2-14-2200 Repairs to Intake Screens/Buildings

The water utility had a video inspection of the intake screens at Dares Lake completed. The frame work that the screens are bolted to shows a great deal of corrosion and is in need of replacement.

8. #05-2-24-0100 Power Purchased NSPI

Budget based on projected usage at current consumption pricing.

8.2 #05-2-25-1300 Building Maintenance & Repairs - Pumping

The pump house below the spillway is set in the ground to receive the pipes from the intake at Dares Lake. The drainage around the building is very poor and during heavy rains the roof and road above shed water directly at the building. This has resulted in deterioration of the structural supports in the building, during heavy rain after the floor has dried out mud and silt cover the floor from where it has washed in through the cracks. The first step to address this issue would be to divert water coming down the road and off the roof away from the building.

In-house ditching and gutter changes:

Labour (3 days)	\$3,000
Materials	\$1,000
Total	\$4,000

An additional \$1,500 is included in the budget account for general repairs and maintenance during the year.

9. #05-2-25-2100 Repairs to Pumps

Estimate for repairs based on estimated requirements in this fiscal year.

10. #05-2-31-0400 Training

Water Certification training for Water Resource Operators and supervisors.

11. #05-2-31-0410 Clothing

Estimate for work boots, coveralls, etc. as per union contract.

12. Water Resource Operator Salary and Benefits

Water Resource Operators Salary and Benefits (1.5 FTE) is charged to the Water Utility.

13. #05-2-33-1500 Chemicals

Chemical costs are estimated based on the operational requirements of the Water Treatment Plant.

14. #05-2-33-9100 Supplies and Small Tools

Estimate for required items for plant operations.

15. #05-2-33-9200 Water Testing

The budget has been prepared based on requirements mandated by the Department of Environment. This includes weekly sampling and quarterly testing requirements (conducted by South Shore Health and private labs). This amount has been increased as testing is required as part of the lead monitoring program.

15.1 #05-2-33-9300 Water Testing – WRO Labour

WRO labour required for taking daily samples for analysis.

16. #05-2-33-9500 WTP Spare Parts (items < \$2,500 capital threshold)

Spare parts for the Water Treatment Plant per annual review with WRO and Engineer.

17. #05-2-34-0500 WTP Repairs and Maintenance

The water treatment plant requires scheduled maintenance. Costs include a generator contract, cleaning contract, SCADA, and the yearly membrane inspection and reports.

18. Public Works Labour

Labour of the Public Works Department is only charged out to the Water Utility on an as used basis.

19. #05-2-44-1100/1350 Materials (Standpipes)

The water utility had a video inspection of both water storage tanks completed in 2016. There are anodes that require replacement at the North West WTP Plant Stand Pipe \$10,000. Garden Lots- Install transfer switch panel, inspection and report to be carried out on the corrosion control system.

20. #05-2-44-1400 Telephone Line SCADA System (Garden Lots Standpipe)

A computer system measures water level and water quality in the standpipe. This budget item includes the following costs:

Dedicated Telephone Line	\$250
Monitoring Fee	<u>650</u>
	<u>\$900</u>

21. #05-2-44-3100/3200 Materials and Equipment Rental Mains & Services

Any Town vehicles used on water jobs are charged out to the Water Utility on charge out rates approved by Town Council each year. Estimate based on actual maintenance costs.

21.1 #05-2-44-3295 Water Leak Survey

The water distribution system will be checked for water leaks by a private contractor.

22. #05-2-46-0250 Sewer

A sewer charge is levied against the Armouries building which is owned by the Water Utility and assessed at \$186,400. The sewer charge is budgeted at 2019/20 rates of 41.20¢/\$100. assessment (AAN 04647114).

23. #05-2-51-0000 Administration and General

A portion of the current level of Town Office staff salaries are charged out to the Water Utility based on the estimated staff time spent on the Water Utility. These are allocated as 30% CAO and AMC, 35% Finance Director, 37% Town Accountant, 5% Billing Clerk (Finance Officer), 27% Payment Processing (Finance Officer-AR), 30% Accounts Payable Clerk (Finance Officer) and 30% Secretarial Staff, Business Coordinator – 44%

A portion of Town Council honorariums and staff meeting pay is charged to the Water Utility based on the estimated time Council spends on Water Utility issues and Town Office staff time attending meetings concerning the Water Utility.

Employment benefits include an accrual for retirement benefits based on the Town's personnel policy and CUPE contract.

24. #05-2-53-1200 Training, Conferences, & Memberships

AWWA Conference & Membership	\$ 1,000
Various staff training, seminars & conferences, as required	12,400
Professional Membership Allocations	<u>1,600</u>
	<u>\$15,000</u>

#05-2-53-1201 Council Training & Conferences

Portion of Council Conferences (32.5%)	\$3,000
Portion of Council Orientation Training – Election 2020 (40%)	\$5,000

25. #05-2-53-3150 Furniture & Equipment

Estimate for small capital office equipment.

25.1 #05-2-54-2150 Communications

Budget for a portion of communications contractor.

26. #05-2-55-0100 Nova Scotia Utility Review Board

The N.S.U.R.B. annual assessment fee to offset Board costs.

27. #05-2-56-0100 Insurance

Insurance costs are budgeted at estimated 2018/19 rates.

28. #05-2-57-0200 Rent Victoria Road Building

The Victoria Road building has been purchased by the Town and will serve the Water Utility for storage needs. The Water Utility is charged rent in proportion to space required (30%).

29. #05-2-60-0100 Depreciation

The Water Utility is required to calculate depreciation on its assets at various prescribed rates, e.g. buildings, mains, plant, equipment, etc. This expenditure is sourced from the water rates and is used for future funding of capital assets. Any unused depreciation is held in a reserve. The total depreciation reserve as at March 31, 2019 was \$1,275,520.

30. #05-2-70-0200 Property Taxes

The assessment on the Town distribution system has remained the same at \$1,294,800. The Utility is estimated to pay the Town \$42,417 in property taxes in 2020/21. The Armouries building and the new water treatment plant are assessed as commercial exempt for the purposes of property taxation only. (AAN 04647416)

31. #05-2-91-0100; #05-2-92-0100 Debt Charges

These amounts are included in the budget.

Project	Payment	Principal	Interest	Total	Balance
Water Treatment Plant (MFC Nov 2011 \$815,000)	9 of 20	\$40,750	\$19,049	\$59,799	\$448,250

32. #05-2-94-0000 Capital Expenditures

Please refer to the capital section of this budget for planned capital expenditures.

33. #05-2-99-0050/20/10 Transfers to Capital Reserve

Transfers to reserve in this budget includes \$5,000 for future land purchases (watershed) and \$26,000 for membrane replacement (10 year replacement schedule).

34. The balance in the Water Utility Capital Reserve as of March 31, 2019 is as follows:

Future Land Purchases	\$119,572
WTP Membrane Replacement	201,389
Future Capital	<u>364,806</u>
	<u>\$685,767</u>

ELECTRIC UTILITY OPERATING BUDGET							
ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
		REVENUE					
		OPERATING REVENUE					
- 07-1-51-1000	2	DOMESTIC SERVICE	\$ 2,783,900	\$ 2,783,900	\$ 2,640,200	\$ 2,746,200	
- 07-1-51-2000	3	GENERAL SERVICE - SMALL	186,000	186,000	185,000	59,500	
- 07-1-51-2500	3	GENERAL SERVICE - DEMAND	2,266,000	2,266,000	2,204,500	2,227,200	
- 07-1-51-3000	4	GENERAL SERVICE (IND)	1,340,000	1,340,000	1,234,500	1,326,600	
- 07-1-51-4000	5	STREET LIGHTING	128,000	128,000	123,400	123,700	
- 07-1-51-5000		MISC. ELECTRIC LIGHT	7,000	7,000	7,000	7,000	
(9,000) 07-1-51-6000	6	LATE PAYMENT INTEREST	19,000	28,000	23,000	32,000	Waived interest fees April - June
- 07-1-51-7000	7	POLE ATTACHMENT FEES	27,600	27,600	27,600	27,600	
- 07-1-51-8000	8	69 KV LINE LEASE	54,000	54,000	54,000	53,100	
		TOTAL OPERATING REVENUE	6,811,500	6,820,500	6,499,200	6,602,900	
		NON-OPERATING REVENUE					
- 07-1-51-9000		EXPIRED LINE EXTENSION DEPOSITS	-	-	-	-	
- 07-1-52-1010	9	SALE OF SERVICE - PERMITS	15,000	15,000	15,000	15,000	
- 07-1-52-1000	9	SALE OF SERVICE - JOBBING & CONTRACT	5,000	5,000	15,000	1,000	
- 07-1-52-3000		INTEREST REVENUE	9,000	9,000	4,000	9,000	
		TOTAL NON-OPERATING REVENUE	29,000	29,000	34,000	25,000	
		TOTAL REVENUE	\$ 6,840,500	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	
		EXPENDITURES					
		POWER PURCHASES					
- 07-2-61-1000	10	POWER COST - NSPI	\$ 5,352,300	\$ 5,352,300	\$ 5,175,200	\$ 5,253,800	
		SUBSTATIONS					
		SUBSTATIONS (3)					
- 07-2-62-1100	11	LABOUR-UTILITY	23,300	23,300	22,400	22,400	
- 07-2-62-1200	12	REPAIRS & MAINTENANCE	20,000	20,000	20,000	20,000	
- 07-2-62-1300	13	TRANSFORMER TESTING	25,000	25,000	25,000	-	
- 07-2-62-1500		SUBSTATION INSURANCE	10,100	10,100	10,100	10,100	
- 07-2-62-1600		SUPPLIES	-	-	-	-	
			78,400	78,400	77,500	52,500	
		OPERATION & MAINTENANCE					
		SUPERINTENDENCE					
- 07-2-63-1100	11	MANAGER/PORION OF SUPER. SALARY	107,400	107,400	103,200	103,200	
- 07-2-63-1175		STANDY-BY PAY	-	-	-	-	
- 07-2-63-1200	14	TELEPHONE/ CELLULAR/ INTERNET	5,000	5,000	5,000	5,000	
- 07-2-63-1400		RADIO REPAIRS/LICENSE	200	200	200	200	
		OVERHEAD					
- 07-2-63-2100	11	LABOUR - UTILITY	68,300	68,300	65,600	65,600	
- 07-2-63-2200		SUPPLIES	5,500	5,500	5,500	5,500	
- 07-2-63-2310	15	VEGETATION MGMT-CONTRACTOR	100,000	100,000	75,000	75,000	
- 07-2-63-2600		CONTRACTED REPAIRS/FLAGMEN	5,000	5,000	5,000	1,000	
		POLES & FIXTURES					
- 07-2-63-3100	11	LABOUR - UTILITY	10,800	10,800	10,400	10,400	
- 07-2-63-3200		SUPPLIES	3,000	3,000	3,000	3,500	
		SERVICES					
- 07-2-63-4100	11	LABOUR - UTILITY	25,300	25,300	24,300	24,300	
- 07-2-63-4200		SUPPLIES	6,000	6,000	4,000	8,700	
		STREETS & HIGHWAY LIGHTING					
- 07-2-63-5100	11	LABOUR - UTILITY	22,700	22,700	21,800	21,800	
- 07-2-63-5200		SUPPLIES	1,000	1,000	1,000	1,000	
		MAINTENANCE OF BUILDING					
- 07-2-63-6100	11	LABOUR - UTILITY	-	-	-	-	
- 07-2-63-6200		FUEL	6,000	6,000	6,000	6,000	
- 07-2-63-6300		ELECTRIC	2,200	2,200	2,200	2,200	
- 07-2-63-6310		WATER	500	500	500	500	
- 07-2-63-6320		SEWER	700	700	700	700	
- 07-2-63-6400	16	REPAIRS & MAINTENANCE	5,000	5,000	5,000	4,000	
- 07-2-63-6600	17	RENTAL - VICTORIA ROAD BUILDING	5,000	5,000	5,000	5,000	

ELECTRIC UTILITY OPERATING BUDGET							
ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		<u>CUSTOMER PREMISES EXPENSES</u>					
-	07-2-63-7100	ELECTRICAL INSPECTIONS	15,000	15,000	12,000	15,000	
-		<u>TRANSPORTATION</u>					
-	07-2-63-8100	GAS - VEHICLES	-	-	-	-	
-	07-2-63-8200	REPAIRS & MAINTENANCE	-	-	-	-	
-	07-2-63-8300	REGISTRATION/INSURANCE	-	-	-	-	
-			394,600	394,600	355,400	358,600	
-		<u>TRANSFORMERS</u>					
-		<u>SETTING AND REMOVING</u>					
-	07-2-64-1100	11 LABOUR - UTILITY	2,600	2,600	2,500	2,500	
-	07-2-64-1200	SUPPLIES	500	500	500	500	
-		<u>MAINTENANCE OF TRANSFORMERS</u>					
-	07-2-64-2100	18 LABOUR - UTILITY	3,100	3,100	3,000	3,000	
-	07-2-64-2150	18 CONTRACTED REPAIRS	40,000	40,000	25,000	40,000	
-	07-2-64-2200	18 SUPPLIES	2,500	2,500	2,500	2,500	
-			48,700	48,700	33,500	48,500	
-		<u>METERS</u>					
-		<u>SETTING AND REMOVING METER</u>					
-	07-2-65-1100	11 LABOUR - UTILITY	6,700	6,700	6,400	6,400	
-		<u>TESTING METERS (EXPENSES)</u>					
-	07-2-65-2100	11 LABOUR - UTILITY	10,400	10,400	10,000	10,000	
-		<u>TESTING METERS</u>					
-	07-2-65-3100	19 NSPI CHARGES	-	-	-	-	
-		<u>MAINTENANCE OF METERS</u>					
-	07-2-65-4200	SUPPLIES	1,000	1,000	1,000	500	
-			18,100	18,100	17,400	16,900	
-		<u>GENERAL OVERHEAD</u>					
-		<u>SUPERVISION</u>					
(50)	07-2-66-1100	20 PORTION FD SALARY	5,850	5,900	5,600	5,600	
-		<u>CONTRACTS</u>					
(200)	07-2-66-2100	20 PORTION OF TOWN OFFICE SALARIES	18,600	18,800	18,100	18,100	
-			24,450	24,700	23,700	23,700	
-		<u>ACCOUNTING</u>					
-		<u>ACCOUNTING SUPERVISION</u>					
(100)	07-2-67-1100	20 PORTION FD SALARY	7,600	7,700	7,500	7,500	
-		<u>REVENUE ACCOUNTING</u>					
(600)	07-2-67-2100	20 PORTION OF TOWN OFFICE SALARIES	57,900	58,500	57,200	57,200	
-	07-2-67-2200	PART-TIME OFFICE STAFF	-	-	-	-	
-		<u>PLANT ACCOUNTING</u>					
(400)	07-2-67-3100	20 PORTION OF TOWN OFFICE SALARIES	40,400	40,800	34,600	34,600	
-		<u>BILLING</u>					
(400)	07-2-67-4100	20 PORTION OF TOWN OFFICE SALARIES	49,500	49,900	42,400	42,400	
-	07-2-67-4200	SUPPLIES	8,000	8,000	8,000	8,000	
-		<u>AUDITING</u>					
-	07-2-67-5100	AUDIT FEES	6,500	6,500	6,000	6,500	
-		<u>COLLECTING</u>					
-	07-2-67-6050	21 ELECTRONIC BANKING SERVICES	3,000	3,000	3,000	3,000	
-	07-2-67-6100	20 PORTION OF TOWN OFFICE SALARIES	14,800	14,800	14,500	14,500	
-	07-2-67-6200	POSTAGE	13,500	13,500	12,500	12,500	
-	07-2-67-6300	COLLECTION COSTS (SMALL CLAIM FEES)	1,000	1,000	1,000	500	
-		<u>METER READING</u>					
-	07-2-67-7100	11 LABOUR - UTILITY	31,200	31,200	30,000	30,000	
-			233,400	234,900	216,700	216,700	
-		<u>GENERAL</u>					
-		<u>SUPERVISION</u>					
(750)	07-2-68-1100	22 PORTION CLERK & DEPUTY'S SALARIES	76,550	77,300	72,600	72,600	
-	07-2-68-1200	23 COUNCIL HONORARIUMS	50,300	50,300	49,000	49,000	
(1,500)	07-2-68-1300	MEETING PAY	-	1,500	1,500	1,500	Meeting Pay Roll back for managers during this fiscal year.
-	07-2-68-1400	24 COUNCIL CONVENTIONS/TRAINING	8,000	8,000	3,000	3,000	

ELECTRIC UTILITY OPERATING BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #		DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-		<u>PROFESSIONAL SERVICES</u>					
-	07-2-68-2100	25 ENGINEERING	20,000	20,000	15,000	7,000	
(5,000)	07-2-68-2200	LEGAL FEES	20,000	25,000	25,000	20,000	Anticipate costs at 19-20 level
-	07-2-68-2210	25.1 COMMUNICATIONS	5,000	5,000	5,000	5,000	
-	07-2-68-2300	PAYROLL ADMINISTRATION	1,500	1,500	1,500	15,000	
-		<u>ADVERTISING</u>					
-	07-2-68-3100	26 POWER INTERRUPTIONS & PROMOTIONS	5,000	5,000	5,000	2,000	
-		<u>UNCOLLECTIBLE BILLS</u>					
5,000	07-2-68-4100	27 PROVISION - UNCOLLECTIBLE ACCTS.	15,000	10,000	10,000	10,000	Possible higher payment defaults due to economic downturn
-		<u>RENTALS, LIGHTS, ETC.</u>					
-	07-2-68-5100	OFFICE RENTAL - TOWN	10,200	10,200	10,200	10,200	
-	07-2-68-5200	SUPPLIES/PRINTING/PAPER	15,000	15,000	15,000	15,000	
-	07-2-68-5300	POSTAGE	13,500	13,500	12,500	12,500	
-	07-2-68-5600	28 MAINT & CONTRACT - COMPUTER	20,000	20,000	14,000	14,000	
-	07-2-68-5700	LEASE - POSTAGE METER	1,500	1,500	1,500	15,000	
-	07-2-68-5800	SERVICE CHARGES - PHOTOCOPIER	4,000	4,000	4,000	3,500	
-		<u>GENERAL INSURANCE</u>					
-	07-2-68-6100	EMPLOYMENT BENEFITS: CPP & EI	-	-	-	-	
-	07-2-68-6300	TOWN PENSION	-	-	-	-	
-	07-2-68-6400	GROUP INSURANCE	-	-	-	-	
-	07-2-68-6500	WORKERS COMPENSATION	-	-	-	-	
-	07-2-68-6600	29 INSURANCE	11,000	11,000	11,000	9,900	
-		<u>EMPLOYEE WELFARE</u>					
-	07-2-68-9100	LABOUR - UTILITY (SICKNESS/VACATION)	-	-	-	-	
-	07-2-68-9200	30 EMPLOYMENT BENEFITS	51,500	51,500	45,000	45,000	
-	07-2-68-9300	CLOTHING/SAFETY	500	500	-	-	
-	07-2-68-9400	OTHER EMPLOYEE BENEFITS	1,000	1,000	1,000	1,000	
-	07-2-68-9450	MEETING - TRAVEL/EXPENSE	1,500	1,500	1,500	1,500	
(5,000)	07-2-68-9500	31 TRAINING AND MEMBERSHIPS	10,000	15,000	10,000	10,000	Due to budgetary restrictions limit training budget for year
-	07-2-68-9600	MEETING SUPPLIES	3,000	3,000	3,000	3,000	
			344,050	351,300	316,300	325,700	
-		<u>OFFICE SUPPLIES/EXPENSES</u>					
-	07-2-69-1100	TELEPHONE - TOWN HALL	3,200	3,200	3,200	3,200	
-	07-2-69-1200	FAX MACHINE	700	700	700	700	
-	07-2-69-1350	33 SMALL CAPITAL - OFFICE EQUIPMENT	12,500	12,500	12,500	12,500	
-		<u>REGULATORY COMM. EXPENSE</u>					
-	07-2-69-3100	34 BD. OF PUBLIC UTILITIES	8,000	8,000	8,000	8,000	
-	07-2-69-3200	35 CONSULTANT FEES	5,000	5,000	5,000	2,000	
-			29,400	29,400	29,400	26,400	
		DEPARTMENT TOTAL	\$ 6,523,400	\$ 6,532,400	\$ 6,245,100	\$ 6,322,800	
-		<u>DEPRECIATION</u>					
-	07-2-70-2100	36 DEPRECIATION EXPENSE	184,500	184,500	203,500	168,000	
-		<u>INTEREST ON CONSUMER DEPOSITS</u>					
-	07-2-70-3100	ACCRUED INTEREST EXPENSE	500	500	500	500	
-		<u>INTEREST ON LONG-TERM DEBT</u>					
-	07-2-70-4100	37 BORROWING INTEREST	32,100	32,100	36,600	36,600	
-		<u>DEBT REPAYMENT</u>					
-	07-2-70-5100	37 LONG-TERM DEBT PRINCIPAL	100,000	100,000	100,000	100,000	
-		DEPARTMENT TOTAL	\$ 317,100	\$ 317,100	\$ 340,600	\$ 305,100	
-		<u>TRANSFERS TO OTHER FUNDS</u>					
-	07-2-80-1000	<u>CAPITAL RESERVES</u>					
-	07-2-80-1200	38 TRF. TO (FROM) CAPITAL RESERVE	-	-	-	-	
-		DEPARTMENT TOTAL	\$ -	\$ -	\$ -	\$ -	
-	07-2-90-0100	SURPLUS (DEFICIT)	\$ -	\$ -	\$ (52,500)	\$ -	
		TOTAL EXPENDITURES	\$ 6,840,500	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	

NOTES TO ELECTRIC UTILITY BUDGET

- Effective January 1, 2020 the Utility’s kWh consumption rate for power purchases is \$0.08819. The Utility’s current peak ratchet monthly demand cost for kVa is \$119,334. The Utility’s current demand rate is \$12.445. However, the Utility receives a \$0.32 per kVa discount in demand costs for owning its own substation (see table below).

	2020/21 Budget	2019/20 Budget	2018/19 Actual	2017/18 Actual
Purchases (kWh)	44,621,219	43,202,726	44,377,687	41,980,533
Sales (kWh)	42,905,018	41,541,083	42,670,852	40,361,957
Purchases as % Sales	104%	104%	104%	104%
Billed Demand (kVa) monthly	9,842	9,842	9,338	9,947
Annual Demand Cost	\$1,432,008	\$1,432,008	\$1,372,853	\$1,416,734
Substation credit				
Monthly	\$3,149	\$3,040	\$2,988	\$3,183
Annually	\$37,788	\$36,480	\$35,856	\$38,196

kWh: Kilowatt hour - the basic measurement of power per hour.

kVa: Kilovolt amperes – the basic unit for measurement of apparent power. It is the greatest amount of power, averaged over a 15 minute period, supplied to the Town during the billing period of December, January or February. It is adjusted annually and billed at highest kVa for following year.

Date	Time	Peak (kVa)
January 16, 2012	8:30 am	8,673
January 24, 2013	8:30 am	9,429
January 2, 2014	5:30 pm	9,982
February 11, 2015	9:00 am	9,520
January 13, 2016	10:00 am	9,800
December 16, 2016	5:45 pm	9,947
January 2, 2018	6:45 pm	9,338
February 27, 2019	8:00 am	9,842

The Town’s Electric Utility has approximately 2,200 customers in various rate classifications as noted below.

2. **#07-1-51-1000 Domestic Service**

Budget based on projected sales and existing rates. There are approximately 1,800 customers billed under the Domestic Service rate. There are 19 customers billed under the Domestic Service Time-of-Day rate.

3. **#07-1-51-2000 & 07-1-51-2500 General Service**

Budget based on projected sales and existing rates. There are approximately 250 Small General customers and approximately 165 General Service customers billed under General Service.

4. **#07-1-51-3000 Industrial**

Budget based on projected sales and existing rates. The Town has 2 customers billed under this rate.

5. #07-1-51-4000 Street Lighting

Budget based on projected sales and existing rates. The Town has approximately 60 customers billed under this rate.

6. #07-1-51-6000 Late Payment Interest

Interest revenue is based on 1.5% per month on outstanding balances.

7. #07-1-51-7000 Pole Attachment Fees

An agreement with Maritime Tel & Tel was reached in 1987. Ratio of pole ownership to be shared at 60% Utility, 40% Bell Aliant (formerly MT&T). At that time there were 592 poles (60% Utility = 355 and 40% Aliant = 237). Aliant has not maintained their 40% ownership and pole attachment fees are charged for the difference. Currently there are 1,128 poles. Aliant is charged for the number of poles over the Utility's original 355 (773 poles).

This revenue budget includes attachment fees of \$14.15 per pole for Eastlink Cable (1,169 poles = \$16,541) and Bell Aliant (773 poles = \$10,938).

8. #07-1-51-8000 69 KV Line Lease

Lease agreement with High Liner Foods Inc. to lease our 69 KV line for power supplied by Nova Scotia Power Inc. The lease renewed in October 2015.

9. #07-1-52-1000 & #07-1-52-1010 Sale of Services

Includes wiring permit fees, electrical inspections and any other work performed by the Electric Utility staff for external customers.

10. #07-2-61-1000 Power Purchased

This is budgeted based on the Utility's power purchase requirements.

11. Labour Utility

The Town of Lunenburg entered into a service agreement with Nova Scotia Power for the operations and maintenance of the Town's Electric Utility infrastructure. The arrangement was effective June 1, 2018 for a renewable five-year term and will provide a wide range of technical expertise to ensure a reliable and sustainable electricity supply. All on site work is now carried out by Nova Scotia Power personnel. The cost of this service arrangement is allocated within the various cost centers of the Utility.

12. #07-2-62-1200 Repairs & Maintenance Substations

\$20,000 has been included in this budget for routine repairs and maintenance.

13. #07-2-62-1300 Transformer Testing

There are three transformers at the substation. They require periodic testing. Testing was last completed in 2011/12.

14. #07-2-63-1200 Telephone/Cellular/Internet

Includes the basic rates, cellular phones for the Corporate Services staff who manage the Utility and internet lines in the Town Office/Electric Department.

15. 07-2-63-2310 Line Vegetation Management Contractor

It is important that the vegetation be managed to maintain power during weather events. \$100,000 has been included for contracted tree trimming and removal as set out in the Town's tree inventory/assessment and Strategic Plan.

16. #07-2-63-6400 Maintenance of Building

Includes estimate for annual repairs.

17. #07-2-63-6600 Rental Victoria Road Building

Space is required at the Victoria Road exhibition building for storage of large spools of wire, Christmas decorations, etc.

18. #07-2-64-2100 to 2200 Maintenance of Transformers

Budget estimate for maintenance including any required testing for PCB's of older transformers. All line transformers must be tested for PCBs by 2028.

19. #07-2-65-3100 Testing Meters - Third Party Charges

Included in the fees for the service contract.

20. #07-2-66-1100/2100 and #07-2-67-1100/2100/3100/4100/6100 Portion of Salaries

Corporate Services' Finance salaries are charged to the Electric Utility for financial services based on actual time spent performing Electric Utility work. The approximated allocations are as follows 55% Finance Director, 45% Town Accountant, 70% Billing Clerk (Finance Officer), 60% Payment Processing (Finance Clerk), 35% Accounts Payable Clerk (Finance Officer) and backup Finance Officer 70%.

21. #07-2-67-6050 Electronic Banking Services

This cost is for a portion of the lease of the debit machine located in the Finance Office and one third of all banking fees. This is deemed reasonable based on monthly electric billings vs quarterly billings for other Town Utilities.

22. #07-2-68-1100 Portion Town Manager/Clerk, AMC, Business Coordinator & Secretary Salaries

The following approximate allocations are included CAO (30%), AMC (30%), Business Coordinator (30%) and one (1) secretary (20%) for provision of Electric Utility administrative services based on actual time spent.

23. #07-2-68-1200 Honorariums

Includes approximately 1/3 of Honorariums for members of Council who oversee the Electric Utility based on meeting time spent on Electric Utility issues.

24. #07-2-68-1400 Conventions/Training – Council

Portion of Council Conferences (32.5%)	\$3,000
Portion of Council Orientation Training – Election 2020 (40%)	\$5,000

25. #07-2-68-2100 Engineering

The budget for Engineering Consulting fees.

25.1 #07-2-68-2210 Communications

Budget for a portion of AMC salary relating to communications for the Utility.

26. #07-2-68-3100 Advertising

Notices re Power Interruptions	\$4,500
Miscellaneous	500
	<u>\$5,000</u>

27. #07-2-68-4100 Uncollectible Accounts

A valuation of aged receivables is performed annually and an allowance for uncollectible accounts is established as per national accounting guidelines. Based on past years' trends, \$10,000 has been included in this account.

28. #07-2-68-5600 Maintenance/License - Computers/Printers

Includes maintenance and licensing of computers as follows:

PC's	\$7,000
Network Server	5,000
Accounting Software License	8,000
	<u>\$20,000</u>

The accounting software license fee is an all-inclusive annual fee for program updates and improvements and IT support for the software. Other departments pay the Electric Utility for a portion of this license fee.

29. #07-2-68-6600 General & Liability Insurance

Insurance costs are budgeted at estimated 2019/20 rates.

30. #07-2-68-9200 Employment Benefits

The Utility reimburses the Town for a portion of the Employment Benefit costs for the Town office staff. This includes a \$40/month travel allowance for the Town CAO. This account also includes an accrual for retirement benefits based on the Town's personnel policy.

31. #07-2-68-9500 Training and Memberships

Includes the following items:

Various staff training, seminars & conferences, as required	\$12,000
CPA, NSBS Fees	<u>3,000</u>
	<u>\$15,000</u>

33. #07-2-69-1350 Small Capital – Office Equipment

This has been transferred from the Capital Budget to Operations based on the Town's Tangible Capital Asset threshold of \$2,500. Includes replacement computers as required (generally replaced every 3 years). ***This budget includes \$5,000 for Council iPad or alternative replacements this year.***

34. #07-2-69-3100 Board of Public Utilities

Budgeted at 2018/19 actual of \$6,812.

35. #07-2-69-3200 Consultant Fees

This is for work by consultants in regard to general Electric Utility consulting, as well as rate analysis.

36. #07-2-70-2100 Depreciation Expense

All capital items are depreciated at an average rate of 3.5%. as per NSURB.

37. #07-2-70-4100 Interest Expense & Long Term Debt Principal #07-2-70-5100

The Electric Utility has a 20-year debenture for the substation upgrade with Municipal Finance Corporation with an average interest rate 4.319%. This debenture will be re-negotiated after 15 years to determine if a lower rate can be achieved.

Payment	Beg. Balance	Principal	Interest	End Balance
14 of 20	\$1,000,000	\$100,000	\$32,110	\$600,000

38. #07-2-80-1200 Reserve for Future Capital Expenditures

<i>Capital Reserve Fund – March 31, 2020 Estimated</i>	
Computer equipment reserve	\$ nil
Substation Upgrades	16,000
Recloser Replacement	1,600
Transformer Testing	6,400
Surplus equipment proceeds	135,400
Depreciation funds reserve*	400,000
Total Capital Reserve Fund	\$559,400

* Depreciation funds are used to fund current capital expenditures as per NSURB Regulations.

2020/21 budgeted at \$0, if there is surplus funds at year end a reserve transfer may be considered.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - TOWN GENERAL											
DESCRIPTION	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
BUILDING & STRUCTURES											
New Provincial Accessibility Act requiring Municipalities to be completely accessible by 2030 will require financial commitments. Capital budgets will be updated as information becomes better known.											
TOWN HALL											
Elevator							\$700,000				
Brick Work					\$350,000						
Roof Repair			\$350,000								
Tender Package Town Hall Restoration Projects		\$50,000									
Council Chamber Air/Heat Pump					\$15,000						
LIBRARY											
LUNENBURG ACADEMY											
Exterior Capital Repairs Phase II		\$1,500,000									
Work began in Oct.2019, project will continue and be completed in fiscal 2020/21. Budget \$1.5M balance not expended in 2019-20 will be carried forward to fiscal 2020-21.											
School Bell Restoration				\$30,000							
Hand Rail South Side of Academy			\$8,000								
Foundation, Brick & Drain Tile Repairs			\$200,000								
Landscaping/Public Washrooms/Parking				\$950,000							
ANNEX - 17 TANNERY ROAD											
Roof		\$10,000									
OLD FIRE HALL											
Windows/Doors			\$20,000	\$20,000	\$20,000						
Roof Trim			\$5,000								
ANGUS WALTERS HOUSE											
Capital Maintenance Repairs			\$13,500								
PUBLIC WASHROOM											
Replace Windows				\$20,000							
CN STATION											
Painting			\$7,500								
Capital Repairs - including Garage Door & Siding		\$15,000									
		\$1,525,000	\$304,000	\$1,370,000	\$385,000	\$0	\$700,000	\$0	\$0	\$0	\$0
EQUIPMENT											
TOWN HALL											
Council iPad or Alternative (funding will include both utilities)		\$10,000									
TRANSPORTATION SERVICES											
Parking Meters		\$15,000									
Parking Ticketer		\$15,000									
BUILDING INSPECTION											
Joint Building Inspection IT (Townsuite Mapping & Laser Fiche)		\$10,000									
ENVIRONMENTAL DEVELOPMENT											
Comprehensive Community Plan		\$229,300	Total budget \$229,300 approved as \$100,000 in 18-19 and \$129,300 in 19-20. Project to be finalized in Fall 2020.								
Planning & Mapping Software - deferred during 2018-19 Budget sessions until the completion of the CCP			\$27,500								
CCP Capital Project		\$10,000									
LIBRARY											
		\$259,300	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$1,784,300	\$331,500	\$1,370,000	\$385,000	\$0	\$700,000	\$0	\$0	\$0	\$0

TOWN GENERAL

CAPITAL BUDGET DESCRIPTIONS

BUILDING & STRUCTURES

Lunenburg Academy

Exterior Capital Repairs Phase II

The Town began the Lunenburg Academy Restoration Project in September of 2017 and completed the North, West and South elevations in July of 2018. Phase II consisting of the East Elevation (Front) involves extensive restoration work on all aspects of the exterior of the Eastern Façade. The construction phase of this project began in October 2019 and will span two fiscal years with completion in fiscal 2020/21.

Annex

Roof

As outlined in the lease with NSCC, the Town will purchase the roofing material and NSCC will perform the work. This represents the Town's portion of the agreement.

CN Station

Capital Repairs

The building was damaged during snow removal operations during the 2018/19 winter. These are structural and siding repairs that need to be completed this year.

Equipment

Council iPad or Alternative

The current iPads used by Councillors are nearing eight years of age and require updating. With Municipal Elections in October 2020 seven new iPads, or an alternative, will be purchased and provided to Council members to carry out their Council work including the distribution of paperless agenda packages.

Parking Meters

The parking meters require head replacement due to increased use. This is a phased approach to replacement of the heads.

Parking Ticketer

The purchase of an automated ticketer device.

Building Inspection

The Towns of Lunenburg and Mahone Bay, Municipalities of the Districts of Lunenburg and Chester are proceeding with the implementation of a joint building inspection service. A shared mapping and document management program is necessary to integrate systems and achieve a common platform.

Environmental Development

Comprehensive Community Plan

This project is a comprehensive, community based approach to planning for our collective future (Project Lunenburg). Our holistic plan will envision what Lunenburg will look like 40 years, or more, from now. This comprehensive approach will enable the community to establish a vision for its future and implement projects to achieve this vision; help ensure that community projects and programs are thought through, make sense and are the best use of resources; and integrate and link all other plans the community has produced. Project Lunenburg will result in a Comprehensive Community Plan (CCP) and key supporting documents (a new Municipal Planning Strategy, Land Use By-law, and Subdivision By-law).

CCP Capital Project

Initial kick off project for the Comprehensive Community Plan, project unknown at this time.

FUTURE (2020/21 +) CAPITAL CONSIDERATIONS

Town Hall

Brick work

An assessment of Lunenburg Town Hall was completed a number of years ago determining that the entire envelope required attention. This work would entail repairing of flashings and windows, with the majority of the work being brickwork, either replacement of failed bricks or repointing, cleaning of bricks, repairing of granite sections, etc. This work is labour intensive, noisy and dusty and requires staging and enclosing of work area. The front and side facing the bandstand have been completed are the remainder of the building needs to be completed.

Lunenburg Academy

Foundation, Brick & Drain Tile Repairs

The Town has completed a Lot Development Plan for the exterior grounds surrounding the Academy. Prior to undertaking this work, staff are recommending that the building's foundation be flood-proofed complete with an investigation and appropriate repairs to the foundation's drainage tiles.

Environmental Development

Planning & Mapping Software

Project deferred until the completion of the CCP.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
DESCRIPTION												
LAND												
BUILDINGS & STRUCTURES												
Victoria Road Bldg. - Overhead Door			\$4,800									
Victoria Road Bldg. - Paint Siding			\$20,000									
Victoria Road Bldg. - Re-Siding					\$100,000							
		\$0	\$24,800	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	
SEWERS/POLLUTION CONTROL												
Storm Line Tannery Road to Knickle Rd. (900 ft.)	2	\$245,000										
Storm Line Knickle to Victoria Rd PW to provide length of project and estimate cost for the video inspection			Cost for Camera inspection to be included in 21-22									
Mains - Broad-Falkland to McDonald									\$525,000			
Mains - Cumberland-Kempt to Blockhouse Hill					\$225,000							
Mains - Kempt-Lincoln to Lawrence				\$500,000								
Mains - Masons Beach (Topmast to 1000' West)								\$600,000				
Mains - McDonald-Green to Brook			\$300,000									
Mains - Montague-Rum Row to Shipyard							\$787,500					
Mains - Pelham-Kaulbach to Duke						\$412,500						
Maple - Dufferin to Sandy (Storm)			\$300,000									
Morash/Wolff Sewer Upgrades			\$135,000									
CSK-3, Churchill and Broad (Storm Diversion)			\$35,000									
CSK-4, Churchill and Dufferin (Storm Diversion)				\$70,000								
CSK-6, Falkland, Lincoln and Dufferin (Storm Diversion)					\$105,000							
Brook Street Storm/Sanitary separation infrastructure finalization	1	\$125,000	Dec.19/19 Council approval - funding deadline Mar.31/20, extension request									
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion) <i>pre-approved Feb.13, 2020</i>		\$60,000										
Upgrade Communication Systems to Pumping Stations	1	\$20,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000			
WWTP - Generator		\$20,000	\$380,000	<i>This was originally planned as study in 20/21 and installed in 21/22, will now be considered as part of the plant upgrades.</i>								
WWTP - Outfall Extension			\$3,000,000									
WWTP - Improve Treatment Process - Pre-design	1A	\$270,000	<i>Carry over from 2019-20 approved project.</i>									
WWTP-Additional UV Bank (Jan.15/19)			<i>Will now be considered as part of the plant upgrades.</i>									
WWTP -Voltage Reading Monitor at Pumping Station	1	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000				
WWTP-Upgrade Rails and Catwalks in Aeration Building	1	\$30,000										
WWTP-Replace Lines and Diffusers in Aeration Tanks	1	\$388,000	<i>Approved in 19/20. Work to span two fiscal years. Balance unexpended in 19/20 will be carried forward to 20/21</i>									
Lift Stations Capital Pump Repairs - pre-approved 20/21 & 21/22	1	\$55,000	\$45,000									
Check Valve Installation at WWTP	1	\$10,000										
Blower Replacements at WWTP (3)			\$280,000									
Raw Sludge Pumps (2)	1	\$50,000										
Flowmeter study and flow meter at WWTP	2	\$50,000										
Flowmeter install at each pump station			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Backflow prevention study for Lift stations	1A	\$40,000										
Waste Water System Survey & GIS-Development (includes all underground infrastructure) <i>total project \$80,000, allocated as 50% Waste Water and 50% Water Utility</i>	1A	\$40,000										
Sanitary and Storm Master Plan			\$200,000									
WWTP Headworks Screen				\$600,000								
Flood Study <i>pre-approved Feb.13, 2020</i>		\$45,000										
Chemical feed pumps (2)			\$40,000									
WWTP - Roof Top Air Conditioner			\$15,000									
		\$1,395,000	\$4,389,000	\$1,209,000	\$369,000	\$451,500	\$826,500	\$639,000	\$557,000	\$20,000	\$20,000	



TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
RECREATIONAL INFRASTRUCTURE											
Streamed Waste Cans - 3		\$9,300									
Splash Pad (RFP by Town Staff, reviewed by a consulting engineer) carry over from 2019-20		\$20,000									
Splash Pad		\$200,000									
		\$209,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC TRANSIT											
RENEWALS-SIDEWALKS/CURBS											
Tannery Road Seawall - increased 20/21 budget by \$20,000 to finalize project		\$70,000									
Duke - York to Lawrence (W)			\$15,000								
Pelham - Ship Yard Hill to Town Limits (S)				\$90,000							
Townsend - Cornwallis to Kaulbach (S)										\$20,000	
		\$70,000	\$15,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0
NEW SIDEWALKS/CURBING											
Centennial - Harbourview to S-Turn (E)				\$20,000							
Centennial - Victoria to Wolff (E)				\$25,000							
Centennial - Wolff to Harbourview (E)				\$42,000							
Cumberland - Cornwallis to Duke (S)						\$31,000					
Dufferin - Churchill to High (W)			\$150,000								
Duke - Montague to Pelham (W)										\$11,000	
Kaulbach - Pelham to Lincoln (E)					\$10,000						
King - Townsend to Creighton (E)						\$55,000					
Lawrence - Duke to King (N)							\$25,000				
Lincoln - Daycare Entrance to Linden (S)										\$80,000	
Lincoln - Hill to Blockhouse Hill Road (N)					\$25,000						
Linden - Lincoln to Bluenose (W)					\$55,000						
Maple - Churchill to Sandy Hollow (E)								\$275,000			
Medway - Linden to Young (N)						\$40,000					
Montague - Cornwallis to Duke (N)			\$13,000								
Montague - Duke to King (N)			\$17,000								
Pelham - Kaulbach to Cornwallis (N)			\$25,000								
Pelham - Knaut Rhuland House to Prince (N)			\$15,000								
Pelham - Lincoln to Kaulbach (N)					\$16,000						
Prince - Fox to Lawrence (E)					\$25,000						
Prince - Pelham to Lincoln (W)			\$11,000								
Rum Row - Bluenose to Montague (E)						\$5,000					
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases, sidewalk construction including planning/design, tree removal and power/communication line relocations		\$288,000	Project update TBA								
Stairs - Kaulbach St - Pelham to Montague					\$50,000						
Victoria Road - Centennial to James (N/S)							\$50,000				
Bluenose Drive to Hopson			\$17,300								
		\$288,000	\$248,300	\$87,000	\$181,000	\$131,000	\$75,000	\$275,000	\$0	\$91,000	\$0
PAVEMENT RENEWALS (OVERLAY)											
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
<u>STREET RECONSTRUCTION</u>											
Duke - Lincoln to Townsend		\$120,000									
Prince-Cumberland to Fox			\$120,000								
Falkland/Dufferin/Lincoln/Stn Lane							\$320,000				
Kempt - Lincoln to Lawrence (WM)				\$185,000							
Kempt - Montague to Pelham (WM)				\$50,000							
Lawrence - Duke to King			\$135,000								
Lawrence - Prince to King			\$133,000								
McDonald - Brook to Green (WM)			\$135,000								
Masons Beach Rd - Topmast to Town Limits (WM)					\$30,000						
Montague - Rum Row to Shipyard (WM)					\$450,000						
York - Prince to Hopson				\$127,000							
		\$0	\$523,000	\$362,000	\$480,000	\$0	\$320,000	\$0	\$0	\$0	\$0
<u>CHIPSEALING</u>											
Hill - Lincoln to Pelham				\$7,000							
Kempt - Lincoln to Cumberland				\$13,000							
Kempt - Montague to Pelham				\$10,000							
Kempt - York to Lawrence				\$7,000							
Kissing Bridge (Cemetery Hill)		\$60,000									
Lane across from Bowling Alley				\$15,000							
Sandy Hollow Rd.					\$40,000						
Tupper - Brook to Broad			\$17,000								
Tupper - Green to Brook			\$17,000								
		\$0	\$34,000	\$52,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
<u>EQUIPMENT</u>											
Please refer to separate PW Equipment Schedule on the following page											
		\$0	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
TOTAL		\$1,962,300	\$5,782,100	\$2,051,700	\$1,170,000	\$615,000	\$1,221,500	\$1,044,000	\$707,000	\$131,000	\$20,000

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
EQUIPMENT											
Chev Truck (93) & Plow <i>Condition: Tender awarded Nov.12/19 for replacement with a 2019 International, cost of \$187,200, delivery is anticipated April 2020. Once rec'd and in service the '93 Chev will be sold following our Surplus Equipment Disposal policy. Proceeds from sale will be added to the Public Works Equip. Capital Reserve Fund for future capital needs.</i>											
Chev Truck (02) - Salt + Plow <i>Condition: Repair costs in fiscal 19-20 to Dec.31 = \$14,700 for Parts & External Repairs, \$2,000 for PW Maintenance Labour, new parts are not easy to source. PW is recommending replacement next year. PW recommendation is that the Town adopt a policy that all trucks should be replaced every ten years.</i>			\$189,000								
International Truck (09) + Plow <i>Condition: During Fiscal 17/18 and 18/19 repair costs \$37,600 for Parts & External Repairs, \$9,400 for PW Maintenance Labour. PW recommendation is that the Town adopt a policy that all trucks should be replaced every ten years.</i>				\$189,000							
2002 F150 1/2 Ton <i>Currently needs a new box, however this is the oldest truck in the small vehicle fleet and due to its age and condition recommend disposal in 20/21.</i>		\$15,000									
2011 F250 3/4 Ton <i>Inspected until April 2021, PW to evaluate during inspection process regarding replacement.</i>											
Truck for Facilities Maintenance <i>Supervisors are frequently without vehicles as priority is given to the crews and the plants. There is an allowance for personal vehicle use, however this appears to have been established for occasional use, not daily use so therefore is inadequate for the purpose. The supervisors require vehicles daily to do their jobs properly. Recommend re-allocation of 2008 Van to Facilities Superintendent and to be shared with Recreation Dept.</i>											

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
2008 Van - Water Utility <i>Current inspection expires (Sept 30, 2020) Recreation department uses van in the summer months for playground checks and maintenance, trail checks and maintenance, setting up and taking down for special events, carrying tools/supplies to and from work sites, miscellaneous tasks that require a vehicle and unable to fit in a car (i.e. moving large boxes), etc. PW recommends disposal when next additional inspection expires in Sept. 2022. Until that time recommend re-allocation of 2008 Van to Facilities Superintendent and to be shared with Recreation Dept.</i>											
2005 Chev 1/2 Ton - Water Utility <i>Has just been repaired by PW, inspection renewal required in Dec 2020. Recommend re-allocation of this vehicle to the WWTP Plant for Operator Maintenance Activities and the installation of the lift gate/backrack from the 2002 Ford to this vehicle.</i>											
2009 Dodge 1/2 Ton - previously Electric Utility <i>Condition: On June 1, 2018 became surplus in Electric Utility and was repurposed to PW. In Dec.2019 the rear axel failed and has been out of service since. PW recommendation is to dispose of and replace vehicle. Replacement vehicle included in Water Utility Capital Budget.</i>											
Dresser Loader (86) <i>PW recommends this should be taken off the road because it is 33 years old and very inefficient for operations and very hard to find replacement parts. Recommend replacement in 21/22 and sold as surplus, estimated surplus value \$12,000-\$15,000. PW recommends purchasing a 2-3 year old Wheel Loader and/or taking advantage of awarded provincial tender already in place with Cat to save cost</i>			\$350,000								
CAT Backhoe (17) <i>Condition: Purchased in 17-18 at cost of \$146,800, estimated life 10 years</i>								\$150,000			
Snow Blower attachment for Backhoe (Streets) <i>PW recommendation is that this piece of equipment is not needed and should be removed from the capital budget.</i>								\$100,000			

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
Snow Push Blade for Backhoe <i>This would allow our backhoe to be much more efficient in snow clearing operations.</i>		\$13,800									
Backhoe (97) – Cemetery <i>Condition: Poor, necessary piece of equipment for cemetery operations. On average there are 35 burials per year.</i>		\$60,000									
John Deere Tractor (05) - Cemetery <i>If contracted mowing is to remain in place for the Cemetery then this piece of equipment may become surplus.</i>				\$25,000							
Leaf Loader (94) <i>Good condition</i>						\$25,000					
Trackless Sidewalk Plow <i>Condition: Purchased in 16-17 at cost of \$125,900, estimated end of life 9 years left.</i>								\$130,000			
Salt Spreader Plow blade <i>This is a blade for the trackless, it needs replacement. The one currently in use is 21 years old and from the old trackless. Cost for replacement TBA.</i>			TBA								
Salt Spreader Trackless (90) <i>Condition: poor condition, requires frequent maintenance, currently at end of life and should be replaced in 20/21, cost TBA.</i>			TBA			\$7,500					
Trackless Snow Blower (sidewalks) <i>New gearbox installed, should be good for some time.</i>				\$10,000							
Diesel Plate Tamper <i>Condition: Purchased in 18-19 at cost of \$15,600, estimated life 20 years.</i>											
Asphalt Roller (ride-on) <i>Condition: New purchased in 19/20 at cost of \$40,300, estimated life 20 years.</i>											

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
Power Concrete Screed		\$3,200									
<i>Required for any concrete work, sidewalks and slabs</i>											
Concrete Mixer (85)			\$3,000								
Portable Generator (92)			\$3,000								
Rods for the Rod Turning Machine (89)			\$3,000								
Sewer Camera											
<i>Condition: New purchased in 19/20 at cost of \$9,700, current estimated useful life span, unknown.</i>											
Welder				\$2,700							
Wood Chipper				\$25,000							
		\$0	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
<u>Please Note Recreation Equipment</u>											
Lawn Tractor (07)											
<i>Condition: The tractor itself is in reasonability good shape. The implements are beginning to age but has a few years life expectancy left. The tires have been causing a bit of an issue, which may need addressing sooner than replacing the entire machine. Used for: mowing grass, general landscaping, playground maintenance, trail maintenance, snow plowing, seeding and fertilizing soccer/baseball field, pulls trailer, heavy drag on baseball field/track, etc. Trailer (wooden) – been refurbished several times. Only used in Community Centre parking lot. May need to be looked at upgrading to new trailer in the near future. Used for: moving tables and chairs from Community Centre to Arena for special events and rentals, transporting items, carries tools to work sites, etc. Scheduled for replacement in 22/23 for \$14,000 as noted on the recreation capital budget.</i>											

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority										
DESCRIPTION		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Ride-On-Mower (12)											
<p><i>Condition: the rear transmission is leaking oil profusely. Recreation and Public Works staff have both assessed the mower and tried to fix the leaks with minimal luck. Used for: cutting grass on soccer field, baseball field, Academy, Victoria Road park, around skateboard park, pulls trailer, drags baseball field/track, trail maintenance, etc. Currently at end of life. Scheduled for replacement in 20/21 for \$25,000 as noted on the recreation capital budget.</i></p>											

PUBLIC WORKS DEPARTMENT
CAPITAL BUDGET DESCRIPTIONS

Sewers/Pollution Control

Storm Line Tannery Road to Knickle Rd. (900ft.)

This project will replace badly corroded 48 inch corrugated steel pipe. In fiscal 2018/19, 200 feet that had failed was replaced. *The remaining 900 feet were deferred in 2019-20 due to budget constraints.*

Brook Street Storm/Sanitary separation infrastructure finalization

Final phase of the Brook Street Storm and Sanitary Sewer Upgrades as per the Dec.19, 2019 Council motion. Funding from CWWF expires March 31, 2020 and staff are currently seeking extension approval.

Stormwater management – Green, Knickle, Tannery pre-approved Feb. 13, 2020

Replace and relocate two catch basins at the intersection of Tannery Road and Knickle Road and connect the leads to the existing storm system on Kinckle Road. This work could also include rerouting two catch basin leads which service half of the driveway loop to Civic 17 Green Street.

Upgrade Communication Systems to Pumping Stations

Replace remote Lift Station PLCs/radios at end of design life, including in Year 1: Communications Path study by KRC Controls, new WWTP PLC to receive SCADA data, and replace Brook St Lift Station PLC and radio with new, budget cost \$20,000. Year 2 through 8, replace one Lift Station PLC and radio each year from largest to smallest remote station, budget is an approximate cost of \$12,000 each year. This will improve data collection, giving the operators much more accurate, timely, and reliable data from the lift stations, and make troubleshooting easier.

Waste Water Treatment Plant-Improve Treatment Process Pre-Design \$270,000

Funding has been received under the PCAP program for the pre-design of changes at the WWTP.

Waste Water Treatment Plant - Voltage Reading Monitor at each pumping station

This equipment will allow for staff, who do site visits to each pumping station, to monitor voltage at each station to ensure staff safety and prevent equipment damage. Year 2 of 8.

Waste Water Treatment Plant – Upgrade Rails and Catwalks in Aeration Building

This is to be the final year of this project, which has been phased over the last few years. Work will replacement and upgrade of the corroded rails and catwalks in the Aeration building for safety purposes. A structural engineer is being engaged to assess the under laying structure of the rails and catwalks. The results of this assessment could impact the budget amount for 2020/21. The results of this assessment will be shared as they become available.

Waste Water Treatment Plant - Replace Lines and Diffuser in Aeration Tanks

This is a pre-approved project. Engineering work began in fall 2019 and equipment has been tendered for manufacture. Installation will occur in spring 2020. This project restore the aeration process back to its original treatment capabilities and will improve effluent quality.

Lift Station Capital Pump Repairs – pre-approved Dec.10, 2019

Estimated capital repair cost of the pumps in the lift stations: \$55,000 including net HST.

Check Valve Installation at WWTP

Purchase and install check valve on WWTP emergency overflow pipe. Due to climate change, the WWTP is vulnerable to water coming into the Effluent Lift Station through this pipe. The check valve will protect WWTP equipment during small-magnitude flooding events and prevent unnecessary pumping.

Raw Sludge Pumps (2)

Replace two Raw Sludge pumps, at end of design life, with new split-stator pump bodies (motors replaced in fall 2019), as well as gauges, to improve pumping efficiency and reduce maintenance time and expense. Planned replacement is necessary to avoid urgent replacement upon failure, as well as give the flexibility to carry out DAF optimization recommendations following operational review.

Flowmeter study and flow meter at WWTP

Install flow meters at the WWTP and at each lift station, including in Year 1: Study to identify feasible options for each lift station, as well as design, and installation for WWTP influent flow meter, budget cost \$50K.

Year 2 through 10, install one Lift Station flow meter each year from largest to smallest station, budget cost \$20K each year. Regulators require measurements of all flows coming into a WWTP. This will improve flow data for troubleshooting and design.

Backflow prevention study for Lift stations

Carry out Field Study of the existence, condition and performance of the back-flow prevention valves at each lift station to tell if and how seawater is getting in to each of them and determine how it can be excluded. Seawater is suspected to get into several of the lift stations through the emergency overflow structures. This requires extra pumping and causes odours and corrosion in the collection system and WWTP. There will be implementation steps that will be determined from this study, currently as they are unknown there hasn't been any future capital budgets incorporated for same at this time.

Waste Water System Survey & GIS Development (includes all underground infrastructure)

Provide a Survey to locate all water/stormwater/wastewater assets including pipes, manholes and lift stations (where, how deep, photos where visible) to fill in gaps in Town records. All survey records will be added to Geographic Information System (GIS) for electronic storage and accessibility. Funding may be accessed for this work. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Wastewater/Stormwater.

Flood Study pre-approved Feb. 13, 2020

To create a dynamic flood model for the entire town which could then be used for future work in all areas of the town and could also be enhanced to support public education, emergency measures preparedness etc. The visual impact is also a valuable feature. This would require similar engineering inputs for coastline modeling etc, but once established the model would then be a tool for use in the future. The model would be set up to provide specified outputs for use in the engineering design work for the WWTP.

Recreation Infrastructure

Streamed Waste Stations – 3

Have applied for funding from Region 6 for 50% cost sharing of three new streamed waste stations this year.

Splash Pad (RFP by Town Staff, reviewed by a consulting engineer) carry-over from 2019-20

“Request for Proposal” procurement, using the Lunenburg War Memorial Community Centre grounds as the location of the splash pad. Town staff to write a RFP including all functional aspects that will be additionally reviewed by a consulting engineer for technical aspects of the project.

Splash Pad

A splash pad is a dynamic, zero-depth aquatic play area (no accumulation of water) that combines flowing, misting, spraying and jetting. Splash pads have, in recent years, become increasingly popular family recreation destinations in towns and cities of all sizes. While not meant to be a replacement to outdoor pools, they offer a fun water experience and with little to no standing water and non-slip surfaces, they make for a safe environment to play in. They are scalable, allowing them to meet wide-ranging levels of service and budget. The jets and sprays offer an endless combination of choreographed movements and intensity of water spray.

Construction to take place in 2020/21 pending funding from the Lunenburg Community Development Group.

Renewals-Sidewalks/Curbs

Tannery Road Seawall

The existing timber cribs which support the shoulder of Tannery Road are in very poor condition. These need to be removed and replaced with granite rock. The budget for 2020/21 is proposed to finalize this project.

New Sidewalks/Curbing

Tannery Road - Knickle to 97 Tannery Road (E)

Project update - TBA

Street Reconstruction

Duke-Lincoln to Townsend

The existing street is in poor condition and requires reconstruction.

Chipsealing

Kissing Bridge Road (Cemetery Hill)

The existing street is in poor condition and needs to be resealed to prevent further deterioration of the street surface.

**At the February 13, 2020 Council meeting the following motion was approved:
*Moved and seconded that staff investigate the cost efficiency of paving vs. chipsealing on Kissing Bridge Road. Motion carried.***

The current estimated cost of chipsealing is \$14.50/m². The estimated cost of chipsealing in 2030 is \$43.50/m². The total estimated cost for a 20 year period is \$58.00/m² or 60% of the cost of street reconstruction.

The estimated cost of Street Reconstruction is \$97.50/m² in 2020.

Includes:

- Excavation for new gravels
- Supply and place 12" of Type 2 gravels
- Supply and place 6" of Type 1 gravels
- Supply and place 3" of asphalt

Chipsealing generally has to be completed every 10 years, while street reconstruction which provides for an improved road bed generally needs to be completed every 20 to 25 years.

Actual pricing for both chipsealing and street reconstruction depends on tender responses.

Equipment

Replacement ½ Ton Truck

The current 2002 F150 ½ Ton currently requires a new box, however this is the oldest truck in the small vehicle fleet and due to its age and conditions it is recommended for replacement in 2020/2021.

Snow Push Blade for Backhoe

This push blade would allow for much more efficient snow clearing operations.

Backhoe for Cemetery

The current backhoe, utilized primarily for burials, is 21 years old and requires ongoing repairs at significant cost.

Power Concrete Screed

This equipment is necessary to level concrete for sidewalk work.

Future Capital (2020/21+) Requirements

Building & Structures

Overhead Door – Victoria Road Building

The wooden door on the west side of the blue building is in poor condition and should be replaced with an overhead door.

Sewer/Pollution Control

Blower Replacements at WWTP (3)

Replace three WWTP blowers, nearing end of design life, with new blowers, as well as valves/gauges, to improve aeration efficiency and reduce maintenance time and expense. Spare parts no longer available. Cannot be phased, due to access limitations. Blowers provide air to bioreactor tanks and are critical to WWTP performance.

Sanitary and Storm Master Plan

Produce a Wastewater/Stormwater Master Plan to provide a 20-year Plan of prioritized upgrades to the wastewater and stormwater collection system. This includes developing a computer model of the Town's collection system, then measuring actual flows in key places to calibrate the model. The calibrated model will be used to test where the Town's system is not working as intended, and where sewer separation, repairs or replacement are most effective to prevent community flooding and remove stormwater from the sanitary system. The prioritized 20-year Master Plan will identify projects to fix the issues found, but will not include design of the fixes.

WWTP Headworks Screen

Replace one Headworks Screen and one Compactor, nearing end of design life, with new punched plate Screen, and new Compactor, to significantly improve screening performance, reduce excessively high maintenance time, protect equipment in WWTP and reduce safety risks from confined space entries in headworks. This item may be included in WWTP upgrade.

Renewals-Sidewalks/Curbs

Pelham – Ship Yard Hill to Town Limits (S)

These sidewalks are in poor condition and should be replaced.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
FIRE FLEET															
Aerial Ladder Truck (15) #1															\$2,078,900
Freightliner Pumper (98) #2															replacement in 2041
Pierce Pumper (10) #3										\$1,197,200					
Freightliner Rescue (02) #4 - order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order			\$694,600												
GMC Tanker (00) #5															
GMC Tanker (02) #6 **					\$638,200										
Ford Utility (99) #7 ***				\$110,300											
Rescue Boat & Trailer (12) #8								\$193,900							
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
Combined Replacement of #2 - pre-approved item, has been order for delivery in 2020/21. Jun.25/19 Council approval	\$755,100														
TOTAL FIRE FLEET	\$755,100	\$0	\$694,600	\$110,300	\$638,200	\$0	\$0	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900
OTHER FIRE EQUIPMENT															
Turn Out Gear										\$150,000					
21 Breathing Packs				\$170,170											
Turnout Gear Washer *** requesting pre-approval April 28, 2020	\$5,400														
Turnout Gear Dryer ***	\$9,700														
Floor Scrubber	\$5,100														
Aluminum Garbage Bin	\$3,800														
Auditorium/Clubroom/Office Floor Replacement		\$53,200													
Apparatus Bay Floor Replacement						\$90,100									
Vehicle Exhaust Extration System		\$100,000													
TOTAL OTHER FIRE EQUIPMENT	\$24,000	\$153,200	\$0	\$170,170	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$779,100	\$153,200	\$694,600	\$280,470	\$638,200	\$90,100	\$0	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900
**District1&2 Funded															
***Fire Dept Funded															

DRAFT

FIRE DEPARTMENT CAPITAL BUDGET NOTES

Truck Replacements

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

Long Term Capital Replacement Plan

Schedule for long-term replacements is included in the budget document.

#1 Aerial

This vehicle was replaced in 2015/16.

#2 Pumper / Tanker

This vehicle was expected to be replaced in 2018/19. However, this replacement is going to be combined with the #5 Tanker which was ordered in 2019/20 and will be delivered in fiscal 2020/21.

#3 Pumper (10)

This vehicle was replaced 2010/11, next replacement 2029/30.

#4 Heavy Rescue (02)

This vehicle is scheduled for replacement in 2022/23, requires pre-approval in fiscal 2021/22 to proceed with order.

#5 Tanker (00)

This vehicle will be replaced with #2 pumper/tanker.

#6 Tanker (02)

This vehicle is expected to be replaced in 2024/25.

#7 Utility (99)

This vehicle is expected to be replaced by LDFD in 2023/24.

#8 Boat (12)

This unit is expected to be replaced in 2027/28.

Other Fire Equipment

Turn Out Gear Washer/Dryer

The purchase of the washer and dryer will be made by the Fire Department to allow for on site washing and drying of the Turn Out Gear.

Floor Scrubber

The floor scrubber would be utilized to clean floors in the apparatus bay as well as the rest of the fire station by the use of different grade scrubbing pads. This device would greatly reduce the time required to currently clean the apparatus bay at the station using the hose/pressure washer/squeegee method currently used. It would also make for cleaning and drying the tiled floors in the rest of the station less time consuming.

Aluminum Garbage Bin

The wooden garbage bin on the Foundry side of the Fire Station requires replacement. Vermin have gained access to the current garbage bin by chewing through the wooden frame. The vermin are using the garbage in the bin as a food source and have a nest under the garbage bin. A neighboring business had their garbage collection refused due to the infestation of vermin until they had a purpose built metal garbage bin constructed. Shortly after this new bin was installed at the neighboring business, it was noted that the garbage at the Fire Station was subjected to a much higher vermin infiltration. The presence of vermin in and around our current garbage bin is a health and safety issue. By replacing the wooden garbage bin with a metal bin, access by chewing through the garbage bin would be denied. Staff are recommending a garbage bin be constructed rather than rented from a garbage collection company. By having a bin constructed, the cost for building versus renting would be covered over a period between 2 to 3 years. By having a metal garbage bin located at the Fire Station, this would counter the current vermin issue that is being dealt with and the garbage collection company will supply locks to keep lids secure which will stop the drop off cycle of garbage from persons outside of the Fire Department who use the current bins to drop off their personal garbage.

Future Capital

Turn Out Gear

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

Fire Service Breathing Air Packs (2022/23)

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - RECREATION DEPARTMENT

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
BUILDING & STRUCTURES											
ARENA											
Chiller				Chiller - 20 years (2045)							
Bathroom Renovations				\$25,000							
Siding - Arena				\$75,000							
Roof Exhaust Replacements	1	\$10,000									
COMMUNITY CENTRE											
Window Replacement/Repair					\$35,000						
Siding - CC						\$100,000					
Bathroom Renovations											
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs	3	\$30,000									
Tarps				Tarps - 10 years (2026)							
		\$10,000	\$0	\$100,000	\$35,000	\$100,000	\$0	\$0	\$0	\$0	\$0
GROUNDS/FIELDS											
Baseball Field Fence											
Drywell Baseball Field (3rd Base & Home Plate)											
Skate Park			\$40,000								
		\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARKING LOT											
Parking Lot Improvements				\$100,000							
		\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT											
Compressor Overhaul - Arena (every 5 years)					\$15,000						
Ice Resurfacer (89)	1	\$125,000									
Lawn Tractor (07)				\$14,000							
Ride-on Mower (12)	2	\$25,000									
		\$150,000	\$0	\$14,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
PARKS /PLAYGROUNDS											
Back Harbour Trail - Kinley Drive Access				\$18,000							
		\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$160,000	\$40,000	\$232,000	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Please note - Bike Report has not been incorporated into the capital budget											

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE COMMITTEE

CAPITAL EXPENDITURES DESCRIPTIONS

Building & Structures

Arena

Roof Exhaust Replacements (2020/21)

The three roof exhaust fans are currently not operational and are over 35 years old. New roof exhausts are necessary to improve ventilation in the building.

Community Centre

Gym Floor Refinish (2020/21)

The gymnasium floor was last refinished 15 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again.

Furniture and Equipment

Ice Resurfer (89) (2020/21)

The existing ice resurfer is a 1989 Olympia. It has given us good service over the past thirty one years but we have had issues over that time with the transmission, the hydraulic system, the starter motor (replaced four times), and the fuel carburetion system. The conditioner, the blade and auger system mounted at the rear of the machine, have also been replaced. We are fortunate that our staff are well versed in mechanical repairs plus we have had the benefit of hydraulic/automotive technicians in the local area to call upon when the problem is beyond the scope of our own staff. We are reaching the point where the condition of the machine makes repairs very challenging.

At the Council meeting held on January 28, 2020 Council passed a motion to pre-approve a propane ice resurfer purchase in the fiscal year 2020/2021 estimated to be approximately \$125,000.

Ride-on Lawn Mower (2020/21)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail. Our current mower was acquired in 2012 and to maintain efficient service replacement is suggested in 2020/21.

Future Capital Considerations

Arena

Bathroom Renovations (2022/23)

To update the painting, flooring, toilets, sinks and countertops, where required.

Siding (2022/23)

The siding is in poor condition and requires replacement

Community Centre

Window Replacement Repair (2023/24)

There are four locations where the windows are needing to be replaced due to deterioration. The areas have been prioritized based on current condition. The fitness studio and meeting room on the second floor are budgeted for the 2023/24 year due to water damage that is currently an issue from external leakage coming into the building. The kitchen windows and recreation office are also in need of replacing; however, the priority is required for upstairs windows.

Siding (2024/25)

The siding is in poor condition and requires replacement.

Parking Lot Improvements (2022/23)

The Community Centre parking lot is a well-used and critical parking space for the Town of Lunenburg. This parking lot requires large areas of patch work to keep it in good shape and prevent further deterioration.

Furniture and Equipment

Compressor Overhaul (2023/24)

As the arena operates with just one compressor, it is critical that it be maintained on a regular basis to minimize the likelihood of a breakdown during the ice season. One important component of the maintenance routine is a complete overhaul carried out by a refrigeration technician every five years. This task normally takes about five days and done during the summer months.

Ride-on Lawn Tractor (2022/23)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

Parks/Playgrounds

Skate Park (2021/22)

For a concrete new half pipe, estimated cost of \$40,000 for a 40 ft wide mini ramp with similar dimensions of the current setup. Currently a community group is actively fundraising, if their efforts warrant this project may be brought forward sooner for Council's approval.

Back Harbour Trail access from Kinley Drive (2022/23)

The Active Transportation Committee is recommending the creation of a new access point to the Back Harbour Trail from the base of Kinley Drive. A large apartment complex is situated close to this location and a lot of seniors reside in this neighbourhood. Therefore, having a safe, easily negotiated access point to the trail will encourage greater use by residents in this area. They are seeking a safe route to travel and walk for leisure or to provide access to the downtown and shopping area without having to deal with steep hills and vehicular traffic.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - WATER UTILITY											
DESCRIPTION	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
LAND PURCHASE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL											
New Services	1	\$7,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Hydrants	1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Meters	1	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		\$22,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
DISTRIBUTION MAINS											
Water System Survey & GIS Development (includes all underground infrastructure)		\$40,000									
Broad-Falkland to MacDonald									\$420,000		
Cumberland-Kempt to Blockhouse Hill					\$180,000						
Kaulbach-Bluenose to Lawrence											
McDonald-Green to Brook			\$255,000								
Kempt-Lincoln to Lawrence				\$400,000							
Kempt-Lincoln to Lawrence (design & tender documents)			\$50,000								
Masons Beach (Topmast to 1000' west)								\$480,000			
Montague-Rum Row to Shipyard							\$630,000				
Pelham-Kaulbach to Duke						\$330,000					
		\$40,000	\$305,000	\$400,000	\$180,000	\$330,000	\$630,000	\$480,000	\$420,000	\$0	\$0
BUILDING IMPROVEMENTS											
Chlorinator	1	\$70,000									
Road Improvement -Intake House <i>pre-approved April 14, 2020</i>	1	\$10,000									
Pump House - Dares Lake-Interior Steel Repair/Gutters <i>pre-approved April 14, 2020</i>	1	\$4,000	\$18,000								
WTP -Paint and Reseal 2 Roof Vents	1	\$5,000									
Dam Safety Inspection	1	\$12,000							\$12,000		
Geotechnical Investigation (Dam/Spillway)		\$15,000									
Downstream channel assessment, hydrologic/hydraulic modelling, field surveys		\$17,500									
Design of Dam and downstream channel rehabilitation, approvals		\$30,000									
Repair Spillway Dares Lake	1	\$150,000	\$275,000								
		\$151,500	\$293,000	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0
FURNITURE AND EQUIPMENT											
Chlorine Detectors				\$6,000							
Diesel Fuel Tank											
Half Ton Trucks (2) - used	1	\$25,000									
Membrane Replacement			\$154,300	\$154,300							
Pump #1 (small)			\$10,000								
Pump #2 (medium)				\$12,000							
Pump #3 (large)					\$14,000						
Pneumatic Cleaning System on Intake Screen				\$35,000							
		\$25,000	\$164,300	\$207,300	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$238,500	\$792,300	\$637,300	\$224,000	\$360,000	\$660,000	\$510,000	\$462,000	\$30,000	\$30,000

WATER UTILITY

CAPITAL BUDGET DESCRIPTIONS

General

New Services

If a new water service is required, the cost of the service installation is allocated to this account. This item is placed in the budget yearly in the event that a new installation is required.

Hydrants

New hydrants are installed as required and funds placed in the budget yearly in the event a new hydrant is required.

Meters

If a new water meter is required, the cost of the meter is allocated to this account. This item is placed in the budget yearly in the event that a new meter is required for a new water service. Also, meters can slow down or stop working. This is identified during the billing cycle when consumption variances are monitored.

Building/Infrastructure Improvements

Chlorinator

This project will disconnect pressurized lines that are no longer required for transmission from the main water transmission line. This project will eliminate the possibility of a major leak from the water system.

Road Improvement to Intake House Road *Pre-approved April 14, 2020*

Improvements are required to the access road to the Water Intake House. These repairs will include a new cross culvert and ditching on both sides of the road. The work will be done by PW forces and is high on their priority list. The purpose of the work is to prevent water ingress into the pump house.

Pump House Dares Lake-Steel Beam Repair and Gutter Installation

Pre-approved April 14, 2020

The steel columns at the pump house require repairs due to water infiltration, this project will make the building water tight. There will also be gutters installed on this building in order to direct water disbursement. This project and the Road Improvement project are related, PW to complete the road work first to get water diverted and then fix the building.

Water Treatment Plant

The air intakes at the Water Treatment Plant require painting and flashing repairs.

Dam and Spillway

Staff are seeking pre-approval of the following projects for investigations, survey, modelling design, construction and administration as part of the 2020/21 and 2021/22 budgets.

2020

Geotechnical Investigation - \$15,000

Downstream channel assessment, hydrologic/hydraulic modelling, field surveys - \$17,500

Design of Dam and downstream channel rehabilitation, approvals - \$30,000

2021

Repairs to Dam and Spillway - \$250,000

Construction Administration - \$25,000

Project timeline:

2020

February 13th – Council pre-approves project to move forward.

February to June – Design development, geotechnical investigation, survey, detailed hydrologic modelling.

June to July – Consult with NSE to confirm requirements for future water withdrawal permit, construction permit, and flora and fauna assessments.

July to September - Modelling and document preparation for water withdrawal permit.

August to October – Detailed design for spillway, dam, downstream channel, site grading at pumphouse, tender documentation preparation with Class A estimate.

November to December – Issue for tender, review submissions, make recommendation

2021

January - Award construction project, execute contract with contractor

March to October – site preparation, contract mobilization, materials stockpile, complete in channel works, complete dam works, downstream channel improvements

June to October – complete water withdrawal documentation, consolidate, submit application, obtain permit

November– Town receives dam, operates and monitors

Furniture and Equipment

Half Ton Truck

This will replace the Chev 2005 Truck which is utilized by department staff.

Future Capital

Distribution Mains

Kempt – Lincoln to Lawrence (design & tender documents)

The 6 inch waterline that services Kempt Street is an old cast iron line that has had issues in the past and should be replaced

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - ELECTRIC UTILITY										
DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
BUILDING & STRUCTURES										
Capacitor Bank at Substation or Distribution	\$480,000	<i>Carry forward project from 2019-20</i>								
	\$480,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UTILITY LINE WORK										
Meters	\$15,000	Need to determine if utility is going to move to smart meter technology.								
Overhead Conductors	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Poles & Fixtures	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Services	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Street Lighting	\$30,000	Street Light conversion plan to LEDs required.								
Transformers - Line	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
	\$315,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000
FURNITURE AND EQUIPMENT										
Network Printer/Copier - Town Hall (Council)		\$12,000								
Network Printer/Copier - Town Hall (Finance)		\$10,000								
Phone System					\$14,000					
Town Network Computer Server			\$14,000				\$14,000			
	\$0	\$22,000	\$14,000	\$0	\$14,000	\$0	\$14,000	\$0	\$0	\$0
TOTALS	\$795,000	\$292,000	\$284,000	\$270,000	\$284,000	\$270,000	\$284,000	\$270,000	\$270,000	\$270,000

ELECTRIC UTILITY

CAPITAL BUDGET DESCRIPTIONS

Building & Structures

Capacitor Bank at Substation – carry forward from 2019-20, progress was delayed due to Dorian and sourcing other possible distribution solutions. Staff are actively working on possible paths forward and hope to be able to provide a fuller update for Council soon.

Installation of capacitors inside the main substation (in the form of a three phase, 69kV capacitor bank). This will require the expansion of the substation (moving the perimeter fence), the reconfiguration of the overhead 69kV conductors and the addition of a new circuit breaker, disconnect switches, capacitor switcher, protective relays, etc. A 69kV, 4000kVAR capacitor bank is estimated to significantly reduce the total kVA demand charges resulting in a total cost saving of approximately \$400,000 annually. The capital cost to design, purchase, install, test and commission a 4000kVAR capacitor bank and associated equipment is estimated to be \$480,000 indicating a payback of just over one year, with annual savings of over \$400,000 per year thereafter. This project requires NSUARB approval and is to be financed with a capital borrowing.

Utility Line Work

****Feb.6, 2020 please note this draft budget only contains standard annual maintenance capital projects. There may be additions required in upcoming versions.**

Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The 2020/21 budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

Overhead Conductors

This item is for yearly replacement, as well as new and emergency repairs.

Poles & Fixtures

This item is for yearly replacement, as well as new and emergency repairs.

Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial).

Street Lighting

In 2008 the Provincial government required all NS municipalities to convert to LED street lighting by December 31, 2022. At the time of a report in 2014, the Town had already installed 85/581 LED street lights. Council adopted a replace as fail approach, replacing HPS street lights with LED's if the former failed and could not be repaired. The replacement cost and limited warranty of LED street lights was not cost effective for a one-time 100% conversion by the Electric Utility. Since then, LED prices have significantly decreased with more suppliers and products available. In early 2018 a street light count determined that in the Town there are now approximately 67 LED street lights in "Old Town"; and 111 in "New Town"; totaling 178/581 LED.

In the Old Town Lunenburg the current practice is to replace High Pressure Sodium street light bulbs with new or refurbished HPS lights in response to property owner concerns regarding the Kelvin intensity of LED street lights. This also allows street light fixtures to be reused and not sent to solid waste or metal recycling. In New Town and elsewhere failed HPS street lights are replaced with LED street lights without property owner concerns. We have not recently resurveyed all street lights to determine the current LED/HSP ratio. If the current street light conversion practice Council approved does not change, the 2022 Provincial deadline will not be achieved. It would be advisable to notify the Province of same and rationale as noted above.

Transformers – Line/Installation

The Utility continually monitors the inventory of transformers on hand, as delivery requires months of lead time.

TOWN	Project	Budget Cost	Funding	Source
Buildings & Structures				
	Annex Roof	\$10,000	\$10,000	Deed Transfer Taxes
	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$15,000	Deed Transfer Taxes
Equipment				
	Council Ipad or Alternative	\$10,000	\$10,000	Water & Electric Utility Funding
	Parking Meters	\$15,000	\$15,000	Parking Meter Capital from Revenue
	Parking Ticketer	\$15,000	\$15,000	Parking Meter Capital from Revenue
	Joint Building Inspection IT (Townsuite Mapping & Laser Fiche Software Upgrades)	\$10,000	\$10,000	Capital from Revenue
	CCP Capital Project	\$10,000	\$10,000	Capital Borrowing
Public Works Infrastructure				
Wastewater				
	Green St., Knickle Rd., Tannery Rd. (Storm Diversion) <i>pre-approved Feb.13, 2020</i>	\$60,000	\$60,000	Deed transfer tax
	Storm Line Tannery Rd to Knickle Rd (900 Feet)	\$245,000	\$245,000	Capital Borrowing
	Upgrade Communication Systems to Pumping Stations	\$20,000	\$20,000	Gas Tax
	WWTP -Voltage Reading Monitor at Pumping Station	\$7,000	\$7,000	Gas Tax
	WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000	\$30,000	Deed transfer tax
	Lift Stations Capital Pump Repairs <i>pre-approved Dec.10/19</i>	\$55,000	\$55,000	Gas Tax
	Check Valve Installation at WWTP	\$10,000	\$10,000	Deed transfer tax
	Raw Sludge Pumps (2)	\$50,000	\$50,000	Gas Tax
	Flowmeter installation program	\$50,000	\$50,000	Gas Tax
<i>seeking pre-approval May 12, 2020</i>	Backflow prevention study for Lift stations	\$40,000	\$40,000	Gas Tax
	Waste Water System & GIS Development (includes all underground infrastructure)	\$40,000	\$40,000	Possible Grant funding – project to move forward if funding is secured.
	Flood Study <i>pre-approved Feb.13, 2020</i>	\$45,000	\$45,000	Deed transfer tax
Recreational Infrastructure				
	Splash Pad	\$200,000	\$200,000	Grants & Donations
	Streamed Waste Cans	\$9,300	\$9,300	50/50 Grant & Capital from Revenue
Renewals - Sidewalks/Curbs				
	Tannery Road Seawall - Final Stage	\$70,000	\$70,000	Deed Transfer Tax
	Brook Street - Beautification Project, if Provincial Beautification funds received	\$20,000	\$20,000	Deed Transfer Tax \$10,000 and \$10,000 Provincial Beautification funds
New Sidewalks/Curbing				
<i>Staff report from April 14 for further consideration at a future meeting</i>	Tannery Road-Knickle to 97 Tannery Road (East)	\$255,000	\$255,000	Deed Transfer Tax \$115,000 approved 19-20, capital borrowing for balance \$140,000
Street Reconstruction				
	Duke – Lincoln to Townsend	\$120,000	\$120,000	Capital Borrowing
Chipsealing				
	Kissing Bridge (Cemetery Hill)	\$60,000	\$60,000	Capital Borrowing
Public Works Equipment				
	PW 1/2 ton Replacement (2002 vehicle)	\$15,000	\$15,000	Capital from Revenue
	Backhoe – Cemetery	\$60,000	\$60,000	Capital Borrowing
	Snow Push Blade for Backhoe	\$13,800	\$13,800	Capital from Revenue
	Power Concrete Screed	\$3,200	\$3,200	PW Equipment Reserve
Fire Department				
	Pumper # 2 Replacement (#5 removed from fleet) <i>pre-approved June 25, 2019</i>	\$755,100	\$755,100	District 1 & 2 = \$377,550 and Town funding \$50,000 Water Dividend & Borrowing \$327,550
<i>pre-approved April 28, 2020</i>	Turnout Gear Washer	\$5,400	\$5,400	Fire Dept. - 100% funding
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% funding
	Floor Scrubber	\$5,100	\$5,100	Capital from Revenue & 50% funding requested from Fire District 1 & 2
	Aluminum Garbage Bin	\$3,800	\$3,800	Capital from Revenue & 50% funding requested from Fire District 1 & 2
Community Centre/Arena				
	Arena - Roof Exhaust Replacements	\$10,000	\$10,000	Deed Transfer Tax
	Gym Floor Refinish	\$30,000	\$30,000	Deed Transfer Tax
	Ice Resurfacer	\$125,000	\$125,000	Reserve \$52,000 + external sources \$73,000
	Ride on Mower	\$25,000	\$25,000	Capital from Revenue \$10,000 & General Reserves \$15,000
		\$1,915,400	\$1,915,400	
	Town Capital Funding Summary 2020/21		Total	
	Operating Revenue		\$29,150	
	Gas Tax		\$222,000	
	Deed Transfer Tax		\$375,000	
	Town Reserves		\$67,000	
	Water Dividend		\$50,000	
	Utilities		\$10,000	
	Fire District & Department		\$397,100	
	Grants & Donations Estimate		\$287,600	
	Borrowing Estimate		\$477,550	<i>Includes pre-approval of \$327,550 for Fire Truck</i>
			\$1,915,400	

TOWN	Project	Budget Cost	Funding	Source
2019/20 Approved Capital Projects, only the unexpended 2019/20 balances be carried forward to fiscal 2020/21 - pre-approved				
Buildings & Structures				
	Lun. Academy - Exterior Capital Repairs Phase II - carry over of balance from fiscal 2019/20	\$1,500,000	\$1,500,000	Grants Federal & Provincial \$1.2 M, Town Borrowing \$200,000, Academy Foundation \$100,000
Environmental Development				
	Comprehensive Community Plan - start fiscal 18/19, continued fiscal 19/20, finalize in fiscal 20/21 total budget \$229,300, carry forward project balance	\$229,300	\$229,300	Gas Tax
Public Works Infrastructure				
Wastewater				
	Brook Street Storm/Sanitary separation infrastructure finalization	\$125,000	\$125,000	CWWF \$93,750 and \$31,250 Deed Transfer - carry forward from fiscal 2019/20
	WWTP - Improve Treatment Process - Pre-design	\$270,000	\$270,000	PCAP \$135,000 and Gas Tax for balance - carry forward from fiscal 2019/20
	WWTP-Replace Lines and Diffusers in Aeration Tanks, <i>Council approved increase to budget on April 14, 2020</i>	\$388,000	\$388,000	Gas Tax - carry forward from fiscal 2019/20 \$200,000 and capital borrowing for \$188,000
Recreational Infrastructure				
	Splash Pad RFP process	\$20,000	\$20,000	Deed transfer tax, to be carried out by in-house staff
		\$2,512,300	\$2,512,300	

WATER UTILITY	Project	Budget Cost	Funding	Source
General				
05-2-94-4600	New Services	\$7,000	\$7,000	Depreciation Funds
05-2-94-4700	Replacement Hydrants	\$10,000	\$10,000	Depreciation Funds
05-2-94-4800	Replacement Meters	\$5,000	\$5,000	Depreciation Funds
Distribution Mains				
	Water System Survey & GIS Development (includes all underground infrastructure)	\$40,000	\$40,000	Reduced roll out, \$40,000 budgeted for fiscal 20-21 with 100% funding from the Water Utility Depreciation Funds.
Building Improvements & Construction				
	Chlorinator	\$70,000	\$70,000	Depreciation Funds
	Road Improvement - Intake House <i>Pre-approved April 14, 2020</i>	\$10,000	\$10,000	Depreciation Funds
	Pump House - Dares Lake Interior Steel Repair/Gutters <i>Pre-approved April 14, 2020</i>	\$4,000	\$4,000	Depreciation Funds
	WTP - Paint and Reseal 2 Roof Vents	\$5,000	\$5,000	Depreciation Funds
	Geotechnical Investigation (Dam/Spillway)	\$15,000	\$15,000	Depreciation Funds
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys	\$17,500	\$17,500	Depreciation Funds
	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$30,000	Depreciation Funds
Furniture and Equipment				
	Half Ton Trucks (1)	\$25,000	\$25,000	Depreciation Funds
		\$238,500	\$238,500	
	Water Utility Capital Funding Summary			
	Depreciation Funds	\$238,500		
		\$238,500		

ELECTRIC UTILITY	Project	Budget Cost	Funding	Source
BUILDING & STRUCTURES				
	Capacitor Bank at Substation or Distribution	\$480,000	\$480,000	Capital Borrowing
UTILITY LINE WORK				
07-2-75-1680	Meters	\$15,000	\$15,000	Depreciation Funds
07-2-75-1630	Overhead Conductors	\$125,000	\$125,000	Depreciation Funds
07-2-75-1640	Poles & Fixtures	\$50,000	\$50,000	Depreciation Funds
07-2-75-1670	Services	\$25,000	\$25,000	Depreciation Funds
07-2-75-1650	Street Lighting	\$30,000	\$30,000	Depreciation Funds
07-2-75-1660	Transformers - Line	\$70,000	\$70,000	Depreciation Funds
		\$315,000	\$315,000	
EQUIPMENT & FURNITURE				
	TOTAL	\$795,000	\$795,000	
	Electric Utility Capital Funding Summary			
07-2-80-1351	Capital Borrowing	\$480,000		
07-2-80-1350	Depreciation Funds	\$315,000		
		\$795,000		

Document No: 6
Meeting: May 12, 2020
Circulate: Council
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: PAUL BRACKEN, FACILITIES SUPERINTENDENT

DATE: MAY 7, 2020

RE: TOWN HALL ROOF ASSESSMENT REPORT

1. FACTS

The Town receives Federal Gas Tax monies through a Provincial redistribution program and a condition of that funding the Town is required to complete and comply with a Municipal Climate Change Action Plan (MCAP). The MCAP and other Provincial directives require that the Town complete snow load assessments of Town buildings' roofs to adapt to climate change and, in particular, projected heavier snow loads and changes made to the National Building Code addressing same. The Town has completed snow load assessments and resulting retrofits for both the Old Fire Hall and Community Centre Auditorium. The Town Hall was next identified due to the age of the building and partial flat roof design. EXP Engineering through a tender process was selected to prepare the Town Hall roof snow load and general roof condition assessment. Their report was recently received and a copy is attached for your reference.

In this memorandum, staff will be identifying next steps to deal with the recommendations contained in the snow load assessment.

2. ISSUES AND OPTIONS ANALYSIS

As Town staff are developing a plan for undertaking the repairs necessary to the building, we wanted to provide Council with EXP's report and to highlight that this will be included in the buildings 10 year capital plan on future budgets. The projected overall roof upgrades will be in the range of \$450,000 (+/- 20% to 45%) which will have to be budgeted over time in a phased approach. Immediate repairs estimated at \$2,000 - \$3,000 can be funded through the 2020/21 Town Hall maintenance budget of \$20,000.

Longer term repairs will require architectural and engineering scopes of work and specifications to be included in an overall tender package for the fuller scope of work to be done. Preparations will begin this year for tender development next year and possible execution of the work in 2021/22.

3. FINANCIAL IMPACT

As noted above, repairs in the amount of \$2,000 - \$3,000 are anticipated for the current fiscal year to be expensed in the General Government building maintenance budget of \$20,000.

In 2021/22 the estimated fuller scale work budget is estimated at \$\$450,000 (+/- 20% to 45%). Funding sources which will be determined at a later date, may include possible heritage sources, Gas Tax monies, capital borrowing, etc.

4. STRATEGIC PLAN RELEVANCE

Town Hall building maintenance is in keeping with the Town's Strategic Plan goals of:

- 5. A Making best use of the Town-owned buildings and land.
- 5. B Continually and strategically maintaining and upgrading community infrastructure.

5. RECOMMENDATION AND DRAFT MOTION

This report is provided for Council information noting that additional reports for Council action and budget 2021/22 will follow.

Attachments - Appendix A -Final Report EXP Services

Acknowledged only by:

Bea Renton
Town Manager/Clerk



Lunenburg Town Hall – Snow Load Report

Town of Lunenburg

Type of Document:

Final Report – Rev. 1

Project Number:

HFX-00257545-A0

Prepared By:

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Approved By:

Normand Landry, P.Eng.

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Date Submitted:

2020-03-30

Legal Notification

This report was prepared by EXP for the account of the Town of Lunenburg. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. EXP accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. The report, which includes Appendix A, Appendix B, and Appendix C, is based on observations and information collected during the assessment conducted by EXP. It is based solely on the conditions encountered at the times of the site visits completed on November 26th, 2019 and December 4th, 2019, as reported herein.

The services performed as described in this report were conducted in a manner consistent with that level of care and skill normally exercised by other members of the engineering and science professions currently practicing under similar conditions, subject to the time limits and financial and physical constraints applicable to the services.



Executive Summary

EXP was retained by the Town of Lunenburg to prepare this Structural Assessment report for the Lunenburg Town Hall, located at 119 Cumberland St, Lunenburg, Nova Scotia. The purpose of this Structural Assessment report is to describe the condition of the existing structural roof framing elements, and identify any deficiencies required to upgrade this building to current National Building Code of Canada standards for snow load.

This report provides a detailed description of the Mansard roof structure, shingles, copper and lead flashing and sheathing, along with the estimated costs to carry out the detailed design and approximate cost for any required upgrades.

No engineering drawings have been provided to EXP by the Town of Lunenburg for this building.

The Town Hall is wood-framed with masonry wall construction and is founded on a stone foundation.

This report provides an overview of the condition of the structural elements of the Town Hall roof. All photographs applicable to this report are provided in Appendix A and are referenced numerically within the body of this report. Appendix B includes roof-framing drawings that describe in detail the main structural systems of the Town Hall roof. Provided in Appendix C is EXP's Cost Estimate Table containing EXP's Opinion of Probable Costs (Class D) for structural components that are recommended to be replaced/repared. The Cost Estimate Table also includes EXP's Opinion of Probable Costs (Class D) for repair/replacement of roof covering (i.e. shingles and membrane) and associated flashing/accessories.

This summary is a brief synopsis of the report and should not be read in lieu of reading the report in its entirety. Use of report and third-party reliance are outlined in this report.

Structural Components:

Overall, the condition of the Town Hall roof structural elements can be considered to be in good condition and can be seen in detail on the drawings in Appendix B of this report.

See Section 2 of this report for specific structural observations and see Section 3 of this report for specific conclusions and recommendations.

Opinion of Cost:

The Class D Cost Estimate Table is provided in Appendix C. The summary is broken down into the following sections, with associated total estimated costs:

- Indirect Costs: \$35,000
- Roof Improvement Costs: \$234,000

The sub-total for the Town Hall recommendations noted above comes to an estimated cost of **\$269,000**. Using a contractor overhead and profit of 15%, a contingency of 25%, and an estimated architectural/engineering fee of \$67,000, the overall total comes to an estimated **\$443,600** plus HST.

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1 Overview

1.1 Introduction

The Town of Lunenburg contacted EXP to provide engineering services to assess the roof structure at the Lunenburg Town Hall, located at 119 Cumberland Street, Lunenburg, Nova Scotia.

A climate change action plan report was completed in February 2015 which outlines recommendations to assess the roof structures within the Town to determine compliance with the current edition of the National Building Code of Canada (NBCC 2015), as described below.

Roof inspections were completed by Matt Fennell, Dan Ripley, and Hunter van Leeuwen. Site visits were performed on November 26th, 2019 and December 4th, 2019.

A meeting was also held on March 2nd, 2020 at the Town Hall with Matt Fennell, Normand Landry, and Paul Bracken which involved discussion as follows:

After this meeting, Paul would arrange holes to be cut in the building to expose structural members that were covered up when EXP conducted their original site visits, and provide member sizes to EXP. It was agreed that EXP would continue the structural analysis with this new information and provide the results to the Town (contained in this revision of the report).

Also provided by EXP would be a cost estimate to design and detail reinforcing for the structure, as required, separate from this report.

EXP has also provided additional information in the Recommendations section of this report with some information and direction on phasing and how to move forward with the roof repairs.

1.2 Reference Material

It should be noted that construction drawings for this building were not made available to EXP for use in this report.

1.2.1 Photographs

See Appendix A for photographs taken on site by EXP.

1.3 Background and Purpose

A Municipal Climate Change Action Plan (MCCAP) was completed for the Town of Lunenburg in February 2015. The following paragraph taken from the MCCAP indicates that the Town should review all Town-owned buildings to ensure they meet current building code standards as a result of additional snow load associated with climate change:

“While the frequency of snowstorms and overall snow amounts in a season may decrease, the intensity and amount of snow dropped in an individual storm may increase. This is potentially compounded by the increase in winter rain events, whereby any snow that remains on a roof may act as a “sponge” holding water and creating additional weight on the roof. The increase in freeze thaw cycles may also create ice build-ups that could cause problems associated with weight and ice jams. These impacts could cause increased snow and ice loading on buildings. The Town should review all structures it owns and ones that might be used as emergency

shelters to ensure that they have sufficient structural integrity to support anticipated snow loads.”

The purpose of this report is to present the findings of a structural analysis and assessment of the roof of the Lunenburg Town Hall which were performed to determine if this roof structure meets current National Building Code of Canada requirements for snow load. This report also presents findings related to the review of the existing roof membrane, shingles, flashing, and gutters.

2 Observations

2.1 General Existing Construction

The existing building is wood-framed with masonry exterior walls (see Photo 1). The footprint of the building is approximately 50 ft x 80 ft. A cornerstone in the southeast corner of the building indicates that the building was constructed in 1891. The building is composed of a 4-storey north section and a 3-storey south section. The elevation of the roof of the north section of the building is approximately 3 ft higher than the elevation of the roof of the south section of the building (See Photo 2). Both roofs are Mansard-style, with low-slope hipped upper roof sections. Both roofs contain dormers (see Photo 3) and cupolas (see Photo 4). The roof of the south section of the building also contains a masonry chimney (see Photo 5), roof hatch, and a clock tower base (clock tower no longer present) (see Photo 6).

The Mansard portions of both roofs, as well as the hipped portion of the roof of the north section of the building are covered in asphalt shingles. The hipped portion of the roof of the south section of the building is covered in roofing membrane.

The roofs were accessed via a hatch on the roof of the south section of the building (see Photo 7).

There is a weathered rooftop mechanical unit and two circular roof vents on the roof of the south section (see Photo 8).

2.2 Roof Structure Framing

Note that all dimensions and spans presented in this report are approximate and in Imperial units, unless noted otherwise.

2.2.1 North Section Roof

The roof of the north section of the building is the higher of the two roofs. This roof is composed of a Mansard-style lower section and a hipped upper section. The Mansard-style lower section, which was covered on the inside with lathe and plaster during the site inspections, is assumed to be framed with rafters and planks, similar to how the Mansard-style lower section of the roof of the south section of the building is framed. The hipped upper section is framed with two triangular trusses which support a series of ceiling joists, vertical studs, roof purlins, and planks.

The rafters which frame the Mansard-style portion of the roof are assumed to be 3” x 6” deep at 20” on centre and span 9 ft (similar to the framing in the roof of the south section of the building).

There are three sets of horizontal ceiling joists. The first set of joists are 3” x 10” deep at 20” on centre and span from the west exterior wall to the bottom chord of the first truss. The second set of joists are a combination of alternating 3” x 10” deep and 3” x 6” deep at 20” on centre and span from the bottom chord of the first truss to the

bottom chord of the second truss (see Photo 9). The third set of joists 3" x 10" deep at 20" on centre and span from the bottom chord of the second truss to the east exterior wall.

Each roof truss is triangular and consists of two, inclined 8" x 8" wood top chords, an 8" x 8" horizontal wood bottom chord, and two vertical steel round tension bars at the centre (see Photo 10).

The vertical studs are 3" x 3" and span between the roof purlins and the ceiling joists.

The roof purlins are 3" x 6" deep and span 3.3 ft between vertical studs.

The roof planks are assumed to be 1" thick (similar to the roof planks that were measured in the roof of the south section of the building) and span 20" between roof purlins.

2.2.2 South Section Roof

The roof of the south section of the building is the lower of the two roofs. This roof is composed of a Mansard-style lower section and a flat upper section. The Mansard-style lower section is framed with rafters and planks. The flat upper section is framed with two trusses which support a series of roof joists and planks. This roof has a gradual slope towards the exterior walls created by stick-framing above the roof joists.

The rafters which frame the Mansard-style portion of the roof are 3" x 6" deep at 20" on centre and span 9 ft (see Photo 11).

There are three sets of horizontal roof joists (see Photo 12). The first set of joists are 3" x 10" deep at 20" on centre and span from the west exterior wall to the top chord of the first truss. The second set of joists are 3" x 10" deep at 20" on centre and span from the top chord of the first truss to the top chord of the second truss. The third set of joists 3" x 10" deep at 20" on centre and span from the top chord of the second truss to the east exterior wall.

Each roof truss consists of two horizontal wood top chords, a horizontal wood bottom chord, two vertical wood web members at roughly third points of the truss span, and two inclined wood web members at each end (see Photo 13). The horizontal top chords of these roof trusses consist of an 8" x 10" deep member spanning between vertical web members and a 5" x 8" deep horizontal member spanning from the north interior wall to the south exterior wall. Note that this north interior wall separates the north building section from the south building section. The vertical web members are 7.5" x 10", and the inclined top chords of these trusses are 8" x 9". The bottom chord is 8.5" x 12" deep. The connections at the truss node points are composed of steel brackets and/or steel through-bolts (see Photos 14 and 15). The bottom chords of these trusses support the attic floor joists.

The attic is currently used for bulk file storage.

The roof planks are 1" thick and span 20" between horizontal roof joists.

2.3 Roofing Materials

2.3.1 North Section Roof

The roofing material on the lower Mansard-style portion of the roof of the north section of the building is composed of asphalt shingles (see Photo 16). The shingles on this section of roof appear to be older than the shingles on the hipped portion of this roof, however, they appear to be in fair condition.

The roofing material on the upper, hipped portion of the roof of the north section of the building is also composed of asphalt shingles. Most of the asphalt shingles appear to be in relatively good shape, however, near the cupola on the east side of this roof, there are two, small, flat section of shingles that appear to have water damage (see Photos 17 and 18).

2.3.2 South Section Roof

The roofing material on the lower Mansard-style portion of the roof of the south section of the building is composed of asphalt shingles (see Photo 1). The shingles on this section of roof appear to be of the same vintage as the shingles on the lower Mansard-style portion of the roof of the north section of the building, although some damage was observed on the east side of the building (see Photo 19).

The roofing material on the upper flat portion of the roof of the south section of the building is composed of asphaltic roofing membrane. Moss growth was observed on this membrane (see Photo 20). Screws penetrating the roofing membrane were observed in two locations (see Photos 21 and 22).

2.3.3 Dormers, Cupolas, and Former Clock Tower Base

Some of the roofs of the dormers are covered in shingles with a lead ridge cap (see Photo 23) and others are covered in copper (see Photo 24). Paint is peeling on the wood trim of the dormers (see Photo 25).

The cupolas are covered in copper (see Photo 26). The cupola on the north side of the north building section is covered in copper with a flat top that consists of roof membrane with a metal edge (see Photo 27).

The roof of the south section of the building contains a wood-framed base of a former clock tower (see Photo 28). The sides of this base are covered with asphalt shingles. The base also contains a wooden lid also covered in shingles. Lead flashing is installed at the base of the lid. Moss and lichen growth were observed on the shingles of this base (see Photo 29).

2.4 Flashing

Different types of flashing materials have been used on these roofs. The sides of the dormers are flashed with bent copper panels (see Photo 30). The flashing around the chimney is lead (see Photo 31). The cupolas on the roof of the north building section are covered in copper, but the flashing is lead and tar (see Photo 32). The cupolas in this area also have a copper skirt on the exterior side. The roof hatch is flashed with membrane (see Photo 7). The circular roof vents on the south section of the building are flashed with roofing membrane and deteriorating tar (see Photos 33 and 34). Copper flashing and tar were used at the fire escape on the north side of the building (see Photo 35).

2.5 Gutters and Downspouts

The gutters are composed of bent steel with wood ends (see Photo 36) and have thin steel mesh covers that have been bent up in several locations (see Photo 37). The gutters do not appear to have any observable slope towards the downspouts.

2.6 Interior Top Levels

Extensive water damage to the interior lathe and plaster wall sheathing was observed in the top floor of the north section of the building. Most of the water damage was observed at the dormer locations (see Photo 38). Water damage was also observed in the southwest corner of the north section of the building (see Photo 39), in the east side of the north section of the building (see Photo 40), and at the north side of the north section of the building, at a truss-support location (see Photo 41).

3 Conclusions and Recommendations

3.1 General

The below paragraphs outline conclusions and recommendations for different aspects of the Town Hall roof repairs or restoration. In order to properly carry out a thorough cost estimate and complete detailed drawings, we recommend engaging the services of an architect experienced in historic rehabilitation to develop a plan and details for proper roof repairs and rehabilitation. This can be carried out in conjunction with structural engineers experienced in historical repairs to develop a plan and details for any necessary structural repairs. EXP could provide some of these experts within their organization and sub-consultants if requested.

3.2 Roof Structure Framing

3.2.1 Snow Loads

Design snow loads for this roof were calculated in accordance with NBCC 2015 and found to be 44 psf (2.12 kPa), with a small localized drift at the roof step between the roof of the north section of the building and the roof of the south section of the building. This snow load is for Lunenburg, NS and is based on a 1 in 50-year event, rough terrain, and non-wind-swept conditions.

3.2.2 North Section Roof

The roof planks meet the snow load requirements of NBCC 2015.

The roof purlins meet the snow load requirements of NBCC 2015.

The horizontal roof joists that span from the exterior walls to the trusses meet the snow load requirements of NBCC 2015.

The smaller (3" x 6" deep) horizontal roof joists that span from truss to truss **do not** meet the snow load requirements of NBCC 2015. These joists should be reinforced to meet the snow load requirements of NBCC 2015.

The rafters meet the snow load requirements of NBCC 2015.

The bottom chords of the roof trusses currently **do not** meet the snow load requirements of NBCC 2015. These bottom chords should be reinforced to meet the requirements of NBCC 2015. EXP can provide these reinforcement details if requested.

3.2.3 South Section Roof

The roof planks meet snow load requirements of NBCC 2015.

The horizontal roof joists meet snow load requirements of NBCC 2015.

The rafters meet the snow load requirements of NBCC 2015.

The roof trusses meet snow load requirements on NBCC 2015, if the attic area is **not** used for bulk file storage. If the attic area is used for bulk file storage, the bottom chords of these roof trusses **do not** meet the load requirements of NBCC 2015 and should be reinforced. EXP can provide these reinforcement details if requested.

3.3 Roofing Materials

3.3.1 North Section Roof

The shingles on the flat section of roof near the cupola appear to be water-damaged due to the flatness of the roof, which creates a condition in which rainwater is unable to properly shed. The shingles on these flat sections of the roof should be removed and replaced with roofing membrane. The shingles on the Mansard-style lower section of this roof should also be considered for replacement when the flashing around the dormers is being replaced.

3.3.2 South Section Roof

The shingles on the Mansard-style lower section of this roof should also be considered for replacement when the flashing around the dormers is being replaced.

Moss growth should be removed. Screws embedded in roofing membrane should be removed and membrane should be patched.

3.3.3 Dormers, Cupolas, and Former Clock Tower Base

The peeling paint on the wood trim of the dormers should be scraped off and the trim repainted.

All moss and lichen growth should be removed.

3.4 Flashing

The flashing around the dormers is a main cause of water infiltration into the upper level of the building, especially the flashing between the dormer roofs and the Mansard-style roof. The flashing around each dormer should be removed and replaced properly to ensure a watertight seal.

Tar should be repaired around the bases of the circular roof vents on the south section of the building.

3.5 Gutters and Downspouts

Gutters should be sloped towards downspouts to allow rainwater to drain properly. Gutter guards, specifically designed for this application, should also be installed to prevent debris (leaves, twigs, etc.) from entering the gutter and clogging up the gutters and downspouts.

3.6 Phasing of Future Work

Phasing of the future work should be as follows:

- Remove the file storage load from the south attic of the building.
- Enlist the help of a structural engineering firm to design repairs to the structure as required.
- Enlist the help of a contractor to execute repairs to the structure.
- Enlist the help of an architect to design repairs/replacement of roofing systems, with a focus on water-proofing the roofs and roof elements (i.e. dormers).
- Enlist the help of a contractor to execute repairs to the roofing systems. Repairs to the roofing systems can be phased so one roof is repaired at a time, to help spread costs over multiple years.

4 Comments on Cost Estimate Table

EXP's opinion of probable costs were estimated based on either a unit rate or lump sum basis and are intended only as an indication of the order of magnitude cost. The estimated probable costs for repair or replacement are also based on our judgment of normal and remaining life, assuming a reasonable amount of timely and proper maintenance.

Establishing probable costs for replacement, rehabilitation, or upgrades for various elements are based on several factors such as:

- Quantity of repair
- Accessibility and protection requirements
- Economies of scale
- Consultation with qualified contractors
- Local qualified trade presence
- Impact on local services, public access, and other disruptions.

A recommended contingency amount of 25% was added to the probable costs to allow for the following items:

- Contractor and equipment availability
- Risk, location, and site factors
- Unexpected existing conditions
- Variability in material costs
- Variation in estimated unit prices due to competitive tender bidding
- Additional work required to repair any hidden damage concealed by finishes
- Project attractiveness or otherwise as viewed by the bidders.

A recommended amount of 15% was also added to the probable costs to allow for Contractor's overhead and profit.

The probable estimated costs to remediate property deficiencies or normal replacement items as outlined in the report do not necessarily reflect competitive market rates for any particular type of work identified. It is assumed that the structure will be properly maintained. As such, well-qualified maintenance staff are expected to be available to perform many smaller repair/replacement tasks on an ongoing basis and to provide assistance and oversight for larger tasks where outside contractors are required.

Probable cost estimates made herein are based on the expectation that experienced property management staff are capable of obtaining competitive pricing using a combination of both internal staff resources and outside contractors and realizing economies of scale.

The probable costs provided are budget figures only, based on the current market conditions, and have not been adjusted for future inflation. The actual costs of construction may vary considerably depending on the time of year when tendering is conducted, the actual detailed scope of work, and the economic climate of the construction industry. As an example, the preparation of a probable cost estimate requires making a number of assumptions, such as:

- The means and methods of construction the contractor will employ
- The cost and extent of labour
- Equipment and materials the contractor will employ
- Contractor's techniques in determining prices
- Market conditions at the time of tender
- Other bidding factors over which EXP has no control.

The repair and replacement recommendations in this report may require a more detailed investigation prior to implementation. However, the short-term costs associated with the anticipated repair of the identified physical deficiencies and replacement of components of the structure, which may have exceeded their normal expected service life, based on our recommendations, are summarized in the Class D Cost Estimate Table in Appendix C. HST is not included in the Class D Cost Estimate Table.

5 Limitations

This report is intended for the use of the Town of Lunenburg. EXP will not be responsible for any use of this report, or any reliance on or decisions made based on this report by a third party, unless a reliance letter has been addressed to, or otherwise provides reliance to, such third party.

EXP will also not be responsible for the consequential effects of the resulting factual report, or the discovery of certain conditions and/or taking preventive measures relative to these conditions, on the real or perceived property values, or on the ability to sell, finance, or insure the property.

In order to achieve the objectives outlined, we arrived at conclusions based upon the best information presently known to us. No investigative method can completely eliminate the possibility of obtaining partially imprecise or incomplete information; it can only reduce the possibility to an acceptable level. Professional judgment was exercised in gathering and analyzing the information obtained and in the formulation of the conclusions. Like all professional persons rendering advice, we do not act as absolute insurers of the conclusions we reach, but we commit ourselves to care and competence in reaching those conclusions as set out in the Services Agreement.

The client has agreed that EXP's employees, officers, directors, and agents shall have no personal liability to the client in respect of a claim, whether in contract, tort, and/or any other cause of action in law related to this report. Accordingly, the client expressly agrees that it will bring no proceedings and take no action in any court of law against any of EXP's employees, officers, directors, or agents in their personal capacity.

In order to properly understand the suggestions, recommendations and opinions expressed in the Report, reference must be made to the Report in its entirety, including the Services Agreement and its amendments. EXP is not responsible for use by any party of portions of the Report.

We trust this report satisfies your immediate requirements. If you have any questions regarding the information in this report, please do not hesitate to contact this office.

Appendix A – Photographs



Photo 1 – Lunenburg Town Hall, from Cumberland Street



Photo 2 – Step from south roof to north roof



Photo 3 – Dormer example



Photo 4 – Cupola example



Photo 5 – Masonry chimney



Photo 6 – Clock tower base



Photo 7 – Roof hatch



Photo 8 – Rooftop mechanical equipment

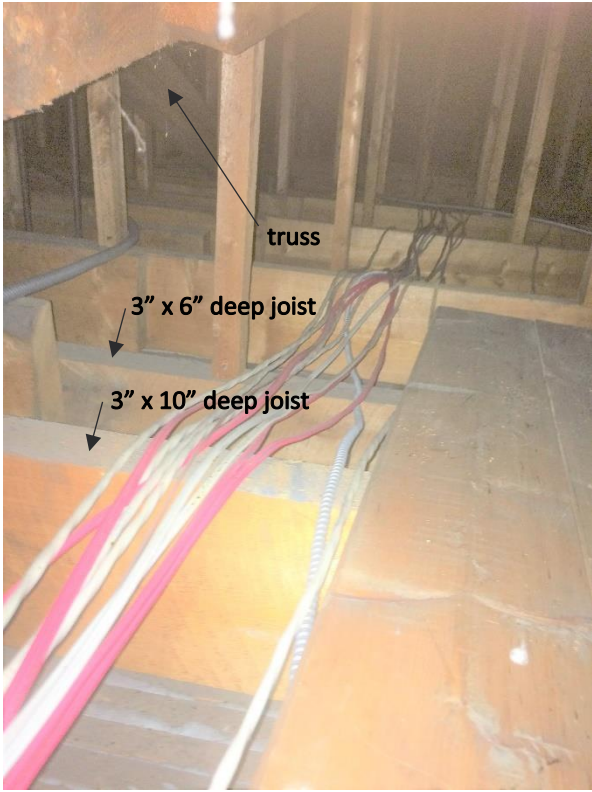


Photo 9 – Alternating roof joists. The joists labelled span from truss to truss.



Photo 10 – Truss with double steel tension rods



Photo 11 – Rafters for the Mansard-style portion of the roof of the south section of the building



Photo 12 – Horizontal roof joists



Photo 13 – Roof truss in south section of building



Photo 14 – Truss bracket with through-bolts



Photo 15 – Truss through-bolt connection (inclined web member to bottom chord)



Photo 16 – Mansard-style roof on north section of building



Photo 17 – Water-damaged shingles (1 of 2)



Photo 18 – Water-damaged shingles (2 of 2)



Photo 19 – Damaged shingles on Mansard-style roof (west side of building)



Photo 20 – Moss growth on roof membrane

March 30th, 2020



Photo 21 – Screw in roof membrane (1 of 2)



Photo 22 – Screw in roof membrane (2 of 2)



Photo 23 – Dormer with metal ridge cap



Photo 24 – Dormer with copper roof



Photo 25 – Paint peeling from wood trim on dormer



Photo 26 – Cupola with copper cover



Photo 27 – Cupola with flat top at north end of building



Photo 28 – Base of former clock tower



Photo 29 – Moss and lichen growth at base of former clock tower



Photo 30 – Dormer with bent copper panel



Photo 32 – Lead flashing around chimney



Photo 32 – Lead and tar flashing around cupola



Photo 33 – Flashing around circular roof vent (1 of 2)



Photo 34 – Flashing around circular roof vent (2 of 2)



Photo 35 – Lead flashing between exterior masonry wall and Mansard-style roof



Photo 36 – Typical gutter (bent steel with wood ends)



Photo 37 – Bent steel mesh above gutters



Photo 38 – Interior water damage, typical around dormers



Photo 39 – Interior water damage (1 of 3)



Photo 40 – Interior water damage (2 of 3)



Photo 41 – Interior water damage (3 of 3)

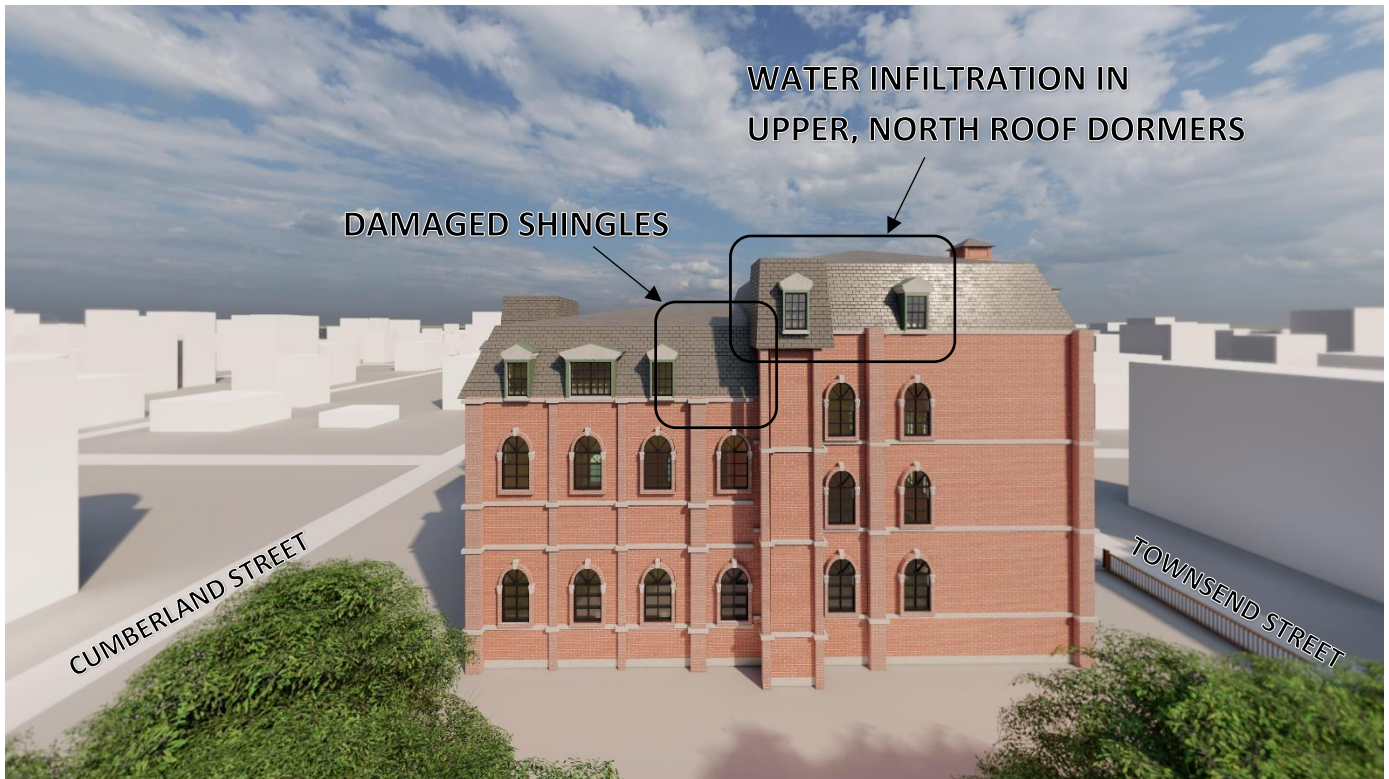
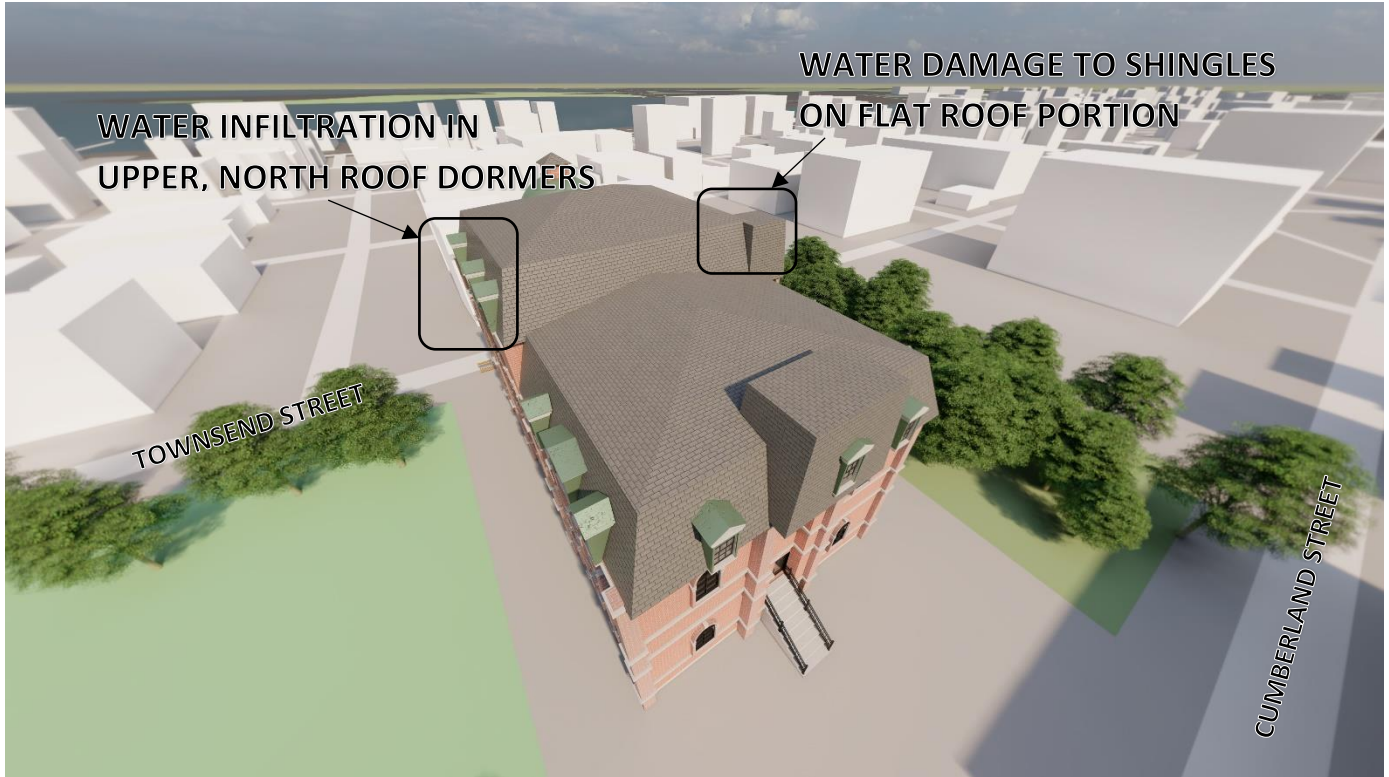
Appendix B – Structural Drawings and Architectural Renderings

WATER INFILTRATION IN
UPPER, NORTH ROOF DORMERS



WATER DAMAGE TO SHINGLES
ON FLAT ROOF PORTION





WATER INFILTRATION IN
UPPER, NORTH ROOF DORMERS

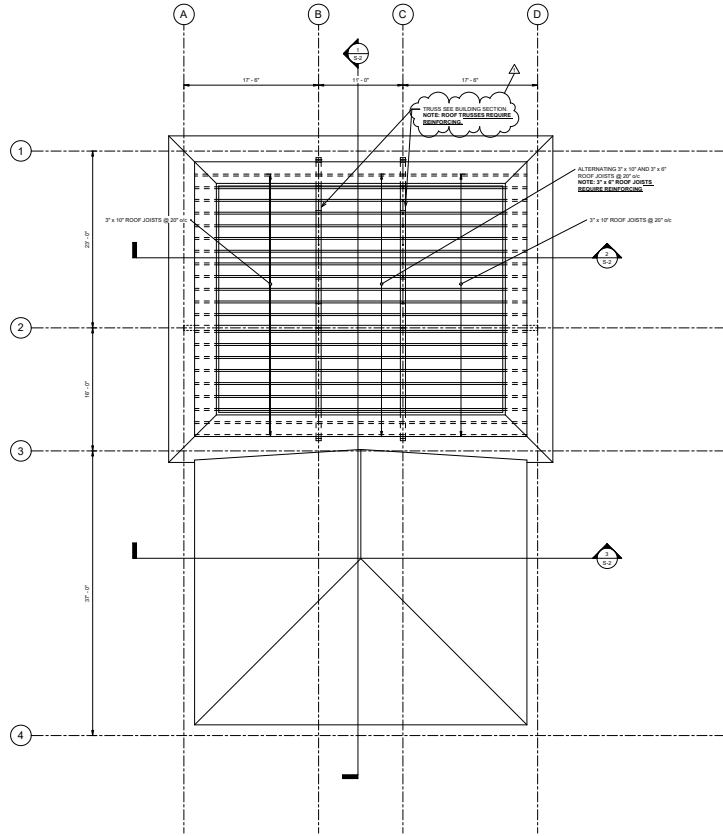


CUMBERLAND STREET ENTRANCE

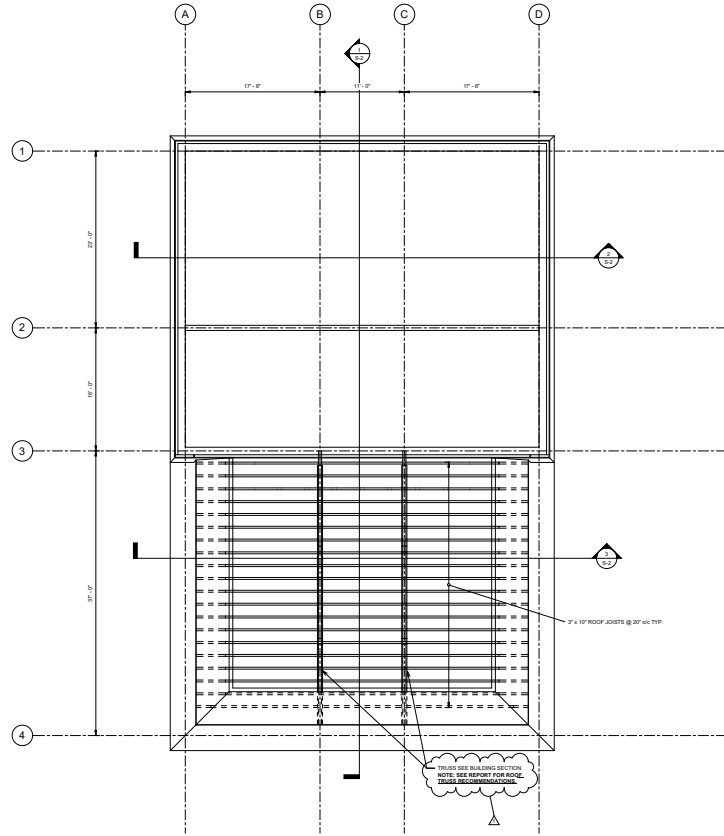


Appendix C – Class D Cost Estimate Table

Item No.	Item	Description	Estimated Quantity	Unit of Measure	Unit Price (\$/unit)	Cost Estimate
Indirect Costs						
1	Incidentals	Mobilization/demobilization, insurance/permitting, lodging/expenses, trash removal, safety plan/equipment, etc.	1	Lump Sum	\$15,000	\$15,000
2	Rentals	Miscellaneous tools and equipment rental	1	Lump Sum	\$20,000	\$20,000
Indirect Costs - Subtotal						\$35,000
Roof Improvement Costs						
3	Roof Joist/Truss Reinforcement	Reinforcement of existing roof joists and roof trusses	1	Lump Sum	\$17,500	\$17,500
4	Roof Covering - Membrane	2-ply modified bitumen roofing system to replace low-slope shingles and patch damaged areas	1000	Square Feet	\$20	\$20,000
5	Roof Covering - Shingles	Asphalt Shingles (lower portion of roofs)	2500	Square Feet	\$20	\$50,000
6	Flashing and Painting	Removal and proper reinstatement of copper flashing around roof features (i.e. dormers, cupolas, clock tower base, etc.), and painting of these features	17	Roof Feature	\$7,000	\$119,000
7	Roof Membrane Cleaning	Removal of moss and lichen growth from roof membrane	3500	Square Feet	\$5	\$17,500
8	Gutters and Downspouts	Provide proper slope to existing gutters, clean debris from gutters, provide gutter guards	1	Lump Sum	\$10,000	\$10,000
Roof Improvement Costs - Subtotal						\$234,000
Total Costs - Subtotal						\$269,000
Contractor Profit (15%)						\$40,350
Contingency (25%)						\$67,250
Architectural / Engineering Design Fee						\$67,000
Town Hall Roof Repairs - Grand Total						\$443,600



① Upper North Roof
 3'10" = 1" = 0"

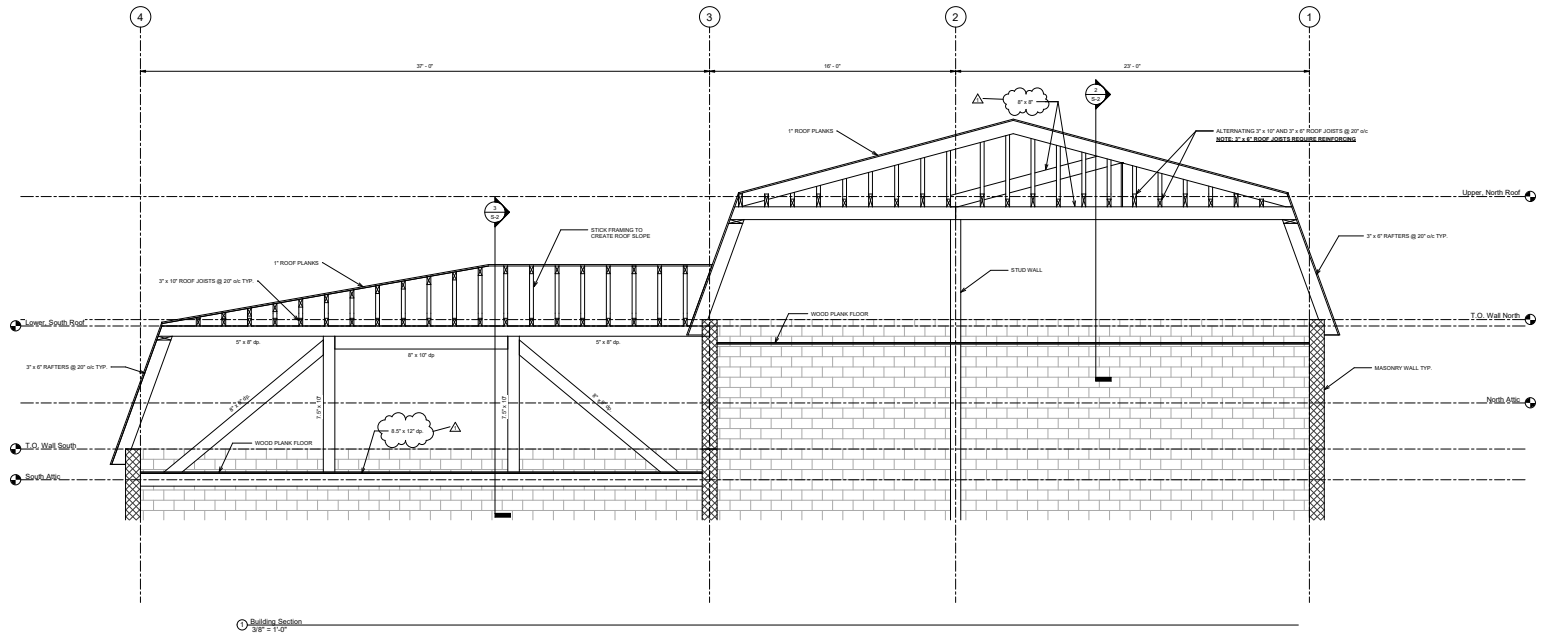


② Lower South Roof
 3'10" = 1" = 0"

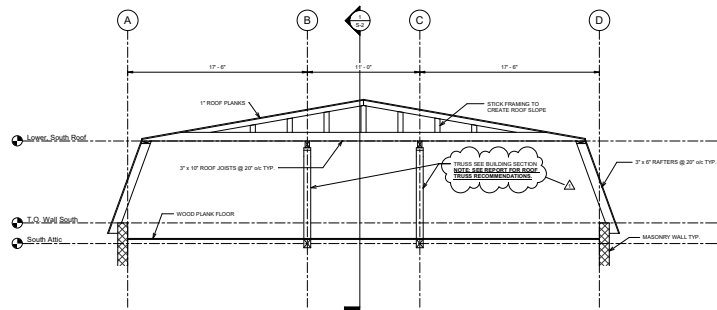
NO.	DATE	DESCRIPTION
1	08/15/2023	FRAMING UPDATES

DRAWN BY: [blank] / [blank]
 CHECKED BY: NL
 DATE: 01/17/20
 PROJECT: Lunenburg Town Hall Snow Load Review
 118 Cumberland St
 Lunenburg, Nova Scotia
 PROJECT NO.: 18-X-002/18-040
 PEST TITLE:

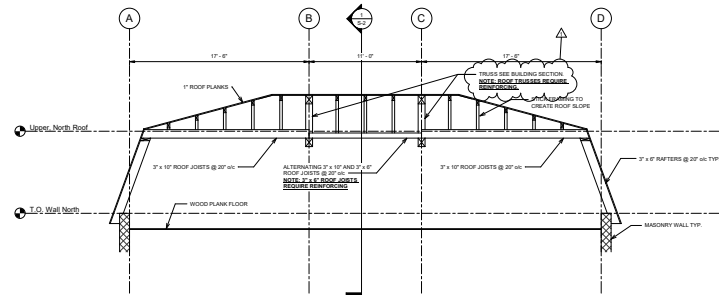
Roof Framing Plans



① Building Section
3/8" = 1'-0"



② Lower South Roof Section
1/4" = 1'-0"



③ Upper North Roof Section
1/4" = 1'-0"

NO.	DATE	DESCRIPTION
1	08/15/2024	FRAMING UPDATES
2	04/25/2024	REVISION

DRAWN BY: MJC
 CHECKED BY: NE
 DATE: 01/17/20
 PROJECT: Lumburg Town Hall Snow Load Review
 118 Cumberland St
 Lumburg, Nova Scotia
 PROJECT NO.: 18-X-002/MS-AD
 SHEET TITLE: Roof Sections

Document No: 6
Meeting: May 12, 2020 Council
Circulate: Council, IT, LD, JL
File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL

FROM: IAN TILLARD, ENGINEERING CONSULTANT

DATE: MAY 4, 2020

RE: FLOOD STUDY

1. FACTS

The flood study as approved at the 13 Feb Council meeting, is now underway. There are two connected parts to the study; flood engineering specific to the waste water treatment plant area (being carried out by CBCL) and 3D flood modelling (being carried out by SS&DI) which encompasses a base model for the entire town with added specific details around the waste water treatment plant area.

2. ISSUES AND OPTIONS ANALYSIS

One issue that has arisen in the flood study is the correlation between the front harbour and the back harbour. There is a time shift in tide times as well as there is a different impact from surge and wave influences. This was identified prior to tendering the project and a provisional price was requested from the engineering study to provide the factors that would define this correlation.

The scope and price for the work for the two studies is now fixed. There was a small amount of additional survey work requested and provided but both companies now have everything they need to complete the work.

Further discussion with the contractors as the work has proceeded has highlighted the benefit of this provisional work. The results of this engineering work would be used into the 3D flood model. The specific benefit would be a higher level of confidence in the 3D floor model output including for any future project that the model will be used for.

The alternative would be to not proceed with the work now and do this in the future but the expectation would be that the cost will be higher and likely much higher as it would have to be undertaken as a new project.

To be clear, it would not affect the specific engineering decisions to be made for the waste water treatment plant re-design if this work is not carried out now.

3. FINANCIAL IMPACT

The approved budget is \$45,000.00 incl net HST
Commitments for all work to date are \$40,600 incl net HST
Remaining budget is \$4,400.

The additional provisional work is \$7,300 incl net HST

The additional funding required to complete the provisional work is \$2,900 incl net HST.

4. STRATEGIC PLAN RELEVANCE

- 5) Operate the Town efficiently and effectively by:
 - B. Continually and strategically maintaining and upgrading community infrastructure

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

Moved and seconded that approval be given to increase the approved budget for the Flood Study from \$45,000 to \$47,900 including net HST and funding for the same will be from Deed Transfer Taxes.

Acknowledged only by:

Bea Renton
CAO

Document No: 6 (a) (v)
Meeting: Apr 28, 2020 Council
Circulate
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: HERITAGE MANAGER

DATE: APRIL 24, 2020

RE: AMENDMENTS TO BUILDING CODE - RESTAURANTS

1. FACTS

On April 14, 2020 Council passed the following motion:

Motion: moved by Councillor Bachman, seconded by Councillor Mosher that staff provide a report to Council outlining the impact proposed amendments to the NS Building Code Regulations (Schedule "F") will have on the Town of Lunenburg and where the Town stands in this process. Motion carried.

The Town received a letter (Attachment A) from Joe Rogers, Building Code Coordinator, outlining proposed amendments to the Building Code regarding accessibility requirements for restaurants.

2. ISSUES AND OPTIONS ANALYSIS

- Legislation:

As outlined in Attachment A, these amendments are with regard to the Nova Scotia Building Code Regulations. MODL, by contract, administers the Building Code on behalf of the Town. As with any amendments to the Building Code, these amendments, once implement (proposed date of September 30th, 2020), will be administered by MODL's Building Officials throughout the Town.

The amendments are in response to a Human Rights Tribunal Decision as documented in Attachment B presented to Council on February 11, 2020. A letter from the Mayor to Richard Derible, Director, Restorative Initiatives, Nova Scotia Department of Justice is attached in Attachment C. A letter from the Nova Scotia Federation of Municipalities dated December 16th, 2019 is also attached in Attachment C for your review.

- Accessibility Implications:

The proposed amendments are considered the first steps in addressing the Human Rights Tribunal's decision. It clarifies when any new restaurant or when there is a change in use classification (Building Code Classification) that the provisions of the Nova Scotia Building Code Regulations kick-in, including but not limited to, accessibility standards related to barrier-free design. Many Municipal Building Officials have been administering the Code in this fashion and those that have, would not see any changes in this regard.

However, the amendments also require where there is a change within the A-2 Use Classifications to any restaurant use (which is also part of the A-2 use classification) the accessibility standards related to barrier free design also kick-in. The A-2 classification is very broad. Examples include schools, museums, art galleries, restaurants, bars, yoga studios, churches, libraries, courtrooms, bowling alleys and funeral homes. Therefore going from an "art gallery" to a "restaurant" use would not trigger a change of occupancy classification. However, after these amendments are implemented, the accessibility standards related to barrier-free design would kick-in. This represents a change in the administration of the Building Code Regulations.

Another change would occur if, for example, a two storey building has a building area of less than 600 m², the second storey would not be required to be barrier-free. As such a restaurant could occupy that space currently without meeting the barrier-free requirements. After the amendments that could not happen unless they provided a barrier-free path to the second floor and meet the barrier-free design standards, including an accessible path of entry from street level into and throughout the restaurant, and accessible washroom facilities.

This amendment was designed to do one thing, going forward not allow any new restaurants to be constructed without being in compliance with the Human Rights Ruling. However, as noted in Joe Rogers' letter (Attachment A),

"These Building Code changes apply to the design, construction, and occupancy of new buildings, and the alteration, reconstruction, removal, relocation, occupancy and change of occupancy classification of existing buildings. As explained above, where a space within an existing building is converted for use as a restaurant, the new requirements within the Building Code would be applicable to the construction of that restaurant.

A process is currently underway to develop a plan to help existing restaurants comply with the Human Rights Tribunal decision - more information on that process will be shared in the next few months."

As noted in Attachment B,

“Currently, the Building Code is not enforced retroactively. An existing restaurant may continue to operate without being brought up to the current standards of the Building Code if there is no development. New development, such as a new use (occupancy) or a new expansion, triggers a building permit, which then requires the building to be brought up to code. The change being considered would require all eating establishment retroactively to be brought up to code in order to obtain their annual food establishment permit.” *(Note: “the change being considered” noted in the quote above was to impose these provisions retroactively on existing restaurants which is not under consideration at this time).*

These Building Code Regulations amendments are considered the first step. The application to apply barrier-free design standards on existing restaurants is not included in this round of amendments. However, it is suggested that these provisions will be brought forward at a later date.

The implications on existing restaurants to meet the barrier-free design standards would be severe for a Town such as Lunenburg, an historic Town located on steep inclines where it is difficult to ensure barrier-free access from the street. Depending on the proposed legislation, the level of impacts could result in many existing restaurants not being approved for their annual food license. The Town’s response to these concerns has been submitted as shown in Attachment C.

3. FINANCIAL IMPACT

There are no direct financial impacts to the Municipality. For developers contemplating the development of new restaurants and/or new spaces converted to a restaurant use, will be required to meet the accessibility standards of the Building Code, particular the barrier-free design standards, and may incur additional expense in order to comply. However, the development of a more barrier-free environment is considered a positive step forward.

The Human Rights Tribunal Decision which has not been appealed does not, in itself, change any rules or regulations respecting the accessibility of restaurants. Amendments to regulations are required in order to implement the Tribunal’s decision. The Province has, with these proposed amendments to the Building Code Regulations, initiated Step 1 – dealing with new restaurants as well as converted spaces to new restaurant uses. Step 2 – not covered by these proposed amendments, will deal with the accessibility issues of existing restaurants.

We will have to wait until the Province releases there intent with regards to ensuring that existing restaurants meet the Human Rights Tribunal decision. Hopefully, there will be an exemption, that could apply in designated heritage districts/areas or sites that due to their geographical location cannot comply with the barrier-free standards. If not, many restaurants will be required to relocate to

other suitable locations or otherwise close down, and this would have a devastating impact on the commercial fabric of our Town, particularly as a major tourist destination.

4. STRATEGIC PLAN RELEVANCE

The review of provincial statutes is in keeping with:

Strategic Plan Goal #5C E: To develop and update Town By-laws, Policies, Procedures and plans we will encourage the Provincial Government to conduct a full review/update of the MGA with UNSM and Municipal Council's input.

5. RECOMMENDATION AND DRAFT MOTION

The above is for Council's information in regards to their motion of April 14th, 2020. No action is required at this time.

Attachments –

- A.** Joe Rogers, Building Code Coordinator's Letter dated March 9, 2020;
- B.** Staff's memo presented to Council on February 11, 2020;
- C.** Mayor's Letter to Richard Derible, Director, Restorative Initiatives, dated February 20th, 2020.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Reed
March 9
20

Attention: Chief Administrative Officers

March 9, 2020

Re: Proposed Amendments to the *Nova Scotia Building Code Regulations*

I am writing to give you formal notice of proposed amendments to the *Nova Scotia Building Code Regulations* pursuant to the *Building Code Act*, R.S. N.S. 1989, Chapter 46.

The proposed amendments will require all new restaurants and spaces within existing buildings that are converted to restaurants (as defined within the Food Safety Regulations made under Section 105 of the *Health Protection Act*) to be constructed completely barrier-free in accordance with the *Nova Scotia Building Code Regulations*, including an accessible path of entry from the street level into and throughout the restaurant, and accessible washroom facilities. This change would align the *Nova Scotia Building Code Regulations* with the September 6, 2018 decision by the Nova Scotia Human Rights Tribunal requiring washrooms located within restaurants to be accessible to persons in wheelchairs.

The Office of the Fire Marshal is engaging in a 46-day public notice period beginning March 9, 2020 and finishing on April 24, 2020.

Please find enclosed three copies of the proposed amendments to the Regulations, a questions and answers information document, and a copy of the notice to be published in newspapers within Nova Scotia.

The *Building Code Act* requires that the proposed amendments be circulated to each municipality and be made available to the public. You are being asked to make a copy of the attached documents available at your offices during the public notice period.

Written comments on the proposed amendments to the regulations are welcome and should be forwarded on or before April 24, 2020 to:

Joe Rogers
Building Code Coordinator
Office of the Fire Marshal
P.O. Box 231
Halifax Central,
Halifax, Nova Scotia B3J 2M4

Questions or comments may also be sent via e-mail to ofm@novascotia.ca or by phone at 902 424 5721.

Sincerely,

Joe Rogers
Building Code Coordinator

Schedule "A"

**Amendment to the *Nova Scotia Building Code Regulations*
made by the Minister of Municipal Affairs and Housing under Section 4
of Chapter 46 of the Revised Statutes of Nova Scotia, 1989, the *Building Code Act***

- 1 The *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made by the Minister of Municipal Affairs and Housing by Order dated February 28, 2017, is amended by adding immediately after Sentence 1.2.1.1.(10) the following sentences:
 - (11) Except as provided in Sentences (8), (9), and (10), if a *building* or part thereof has a change of the *occupancy* classification in Sentence (1) or under Sentence 1.2.1.4.(2), the accessibility requirements in Section 3.8. of Schedule "C" of the regulations, including for *barrier-free* entrances, apply to the construction of the *building* or part thereof undergoing the change.
 - (12) Where a Group A Division 2 *assembly occupancy building* or part thereof is constructed or altered for use as a restaurant, as defined in Sentence 1.2.1.4.(1), the exemptions in Sentences 3.8.2.3.(1), 3.8.2.7.(2) and 3.8.2.7.(3) under Schedule "C" of the regulations do not apply to the construction of the restaurant part of the *building*.

- 2 The regulations are amended by adding immediately after Article 1.2.1.3. the following article:

1.2.1.4. Restaurants

 - (1) For the purposes of this Article and Sentence 1.2.1.1.(12), a restaurant means a restaurant as defined in the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*.
 - (2) If a Group A Division 2 *assembly occupancy building* or part thereof changes from a non-restaurant use to a restaurant use, the change shall be considered equivalent to a change of *occupancy* classification for the purpose of Sentences (3), or 1.2.1.1.(11).

- (3) The exemptions set out in Sentences 3.8.2.3.(1), 3.8.2.7.(2), and 3.8.2.7.(3) under Schedule “C” of the regulations, do not apply to a *building* or part thereof with a change of *occupancy* classification under Sentence (2).

Restaurants and proposed changes to the Building Code

Questions and Answers Guide

Why is the Building Code changing?

The Building Code is changing to align with the Human Rights Tribunal decision that interpreted Section 20 of the Food Safety Regulations to include that washrooms within restaurants are to be accessible to persons in wheelchairs. As the Building Code deals with construction of buildings, including spaces used as restaurants, it is important that all newly constructed spaces that include restaurants comply with this decision.

What is considered a restaurant?

In this context, a restaurant is not currently defined within either the Food Safety Regulations or the Building Code. Amendments to the Food Safety Regulations are required to define restaurant. The Building Code Regulations will use that definition as well. The definition will reference any establishment that serves food to customers and offers space (i.e. seating and tables/counters) for the food to be eaten onsite.

The definition will apply to any traditional restaurants, fast food restaurants, cafe, deli, lunch counter, grocery store, sports facility (such as hockey rinks and bowling alleys), that serve food and seating on site to eat. Establishments that do not offer space for food to be eaten on the premises will not be captured by the definition. Using the same definition is important to ensure that a restaurant under the Food Safety Regulations, and subject to the Human Rights Tribunal decision, is captured in the Building Code.

What about take-out restaurants?

If there is no seating on the premises to eat and the expectation is to pay, pick up your food and take it with you to eat at another location, it would not be considered a restaurant under the proposed definition.

If I want to build a new restaurant what would I need to do?

The new restaurant would be required to comply with the current Nova Scotia Building Code. This would include providing a barrier-free path of travel from the exterior of the building, into the building and through the public portion of the restaurant to a washroom facility. This would apply to new construction or a renovated portion of an existing building where the use is a restaurant.

When do these requirements start?

The expected in-effect date for these requirements is on or after September 30, 2020.

What about existing restaurants?

These Building Code changes apply to the design, construction, and occupancy of new buildings, and the alteration, reconstruction, removal, relocation, occupancy and change of occupancy classification of existing buildings. As explained above, where a space within an existing building is converted for use as a restaurant, the new requirements within the Building Code would be applicable to the construction of that restaurant.

A process is currently underway to develop a plan to help existing restaurants comply with the Human Rights Tribunal decision – more information on that process will be shared in the next few months.

Office of the Fire Marshal March 9, 2020

Building Code Regulations

NOTICE is hereby given that amendments to the *Nova Scotia Building Code Regulations* (the Building Code) made pursuant to the *Building Code Act*, Chapter 46, of the Acts of 1989 are anticipated to be prescribed by the Minister of Municipal Affairs and Housing to come into effect throughout the Province of Nova Scotia on or after September 30, 2020.

The proposed amendments will require any new restaurants (as defined within the *Food Safety Regulations* made under Section 105 of the *Health Protection Act*), including spaces within existing buildings, to be completely constructed in accordance with the barrier-free requirements contained in the *Nova Scotia Building Code*, including an accessible path of entry into the restaurant from the exterior of the building and access to barrier-free washroom facilities. This will align the *Nova Scotia Building Code Regulations* with the decision by the Nova Scotia Human Rights Tribunal regarding accessibility within restaurants.

Written comments on the proposed amendments to the Regulations are welcome on or before April 24, 2020 and should be forwarded to:

Joe Rogers,
Building Code Coordinator
Office of the Fire Marshal
P.O. Box 231
Halifax Central
Halifax, Nova Scotia B3J 2M4

Copies of the proposed amendments to the *regulations* are available for inspection at offices of Municipal Clerks or Building Officials. Copies are available from the Department of Municipal Affairs and Housing by writing to the above address, emailing OFM@novascotia.ca or by phoning (902) 424-5721.

Honourable Chuck Porter
Minister of Municipal Affairs
and Housing

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: FEBRUARY 5, 2020

**RE: PROVINCIAL HUMAN RIGHTS TRIBUNAL DECISION REGARDING
PROPOSED ACCESSIBLE WASHROOM REQUIREMENTS FOR ALL
RESTAURANTS**

1. FACTS

Jeff Merrill of MODL advised TofL staff of a message from AMANS President regarding accessible washrooms in restaurants as shown in **Attachment "A"**. The discussions could have far reaching consequences for restaurant owners and municipalities throughout Nova Scotia.

2. ISSUES AND OPTIONS ANALYSIS

- **Legislation**

The discussions regarding Reed et al. verses Province of Nova Scotia could result in amendments to the Food and Safety Regulations under the Health Protection Act and the Nova Scotia Building Code Act and Regulations. These amendments could require Municipal Building Officials to undertake annual inspections of all eating establishments within their jurisdiction to confirm whether they meet the 2019 Building Code Standards, particularly with regards to accessibility.

Currently, the Building Code is not enforced retroactively. An existing restaurant may continue to operate without being brought up to the current standards of the Building Code if there is no development. New development, such as a new use (occupancy) or a new expansion, triggers a building permit, which then requires the building to be brought up to code. The change being considered would require all eating establishment retroactively to be brought up to code in order to obtain their annual food establishment permit.

- **Recommendations Analysis:**

I believe it is very important for all municipalities to have the opportunity to express their comments/concerns to the Province before any changes are made in this regard. The potential impacts on historic downtowns throughout the Province is tremendous let alone the potential financial stain it may pose on small local municipalities and restaurant owners. If restaurants are not afforded the economic means to ensure compliance with the 2019 Building Code, they may have to close down completely, move to a new location, or alternatively, be issued an exemption for undue hardship under the Food and Safety Regulations. As this is still being discussed at the Provincial level, the rules and procedures have not been fully developed. However, it has been suggested that the exemption for undue hardship will be for financial hardship only and not factor in historical significance, structural issues or delays from planning or heritage reviews.

When drafting the new legislation it should be specified that if the modifications are so prohibitively expensive for the eating establishment owner with regards to any heritage legislation or any structural issue, that an avenue for consideration as to whether this meets the threshold of a financial hardship sufficiently enough for an exemption under the Food and Safety Regulations can be considered. For example many of our commercial eating establishments are right on the front lot line with small sidewalks. There is no room on the exterior to accommodate a ramp access. An interior ramp would make the business not-profitable due to the lack of remaining interior floor space. The only solution is to move or close – with limited spaces to move, the only viable solution, in some cases will be to close – not only impacting the business owner but also the limited tax base of the municipality.

As the Department of the Environment is responsible for administering the Food and Safety Regulations under the Health Protection Act, they are the body responsible for the issuance of the annual food establishment licenses. Small municipalities do not have the resources nor are they prepared or capable to handle such an assignment. If the concept is to require local Building Officials to undertake annual inspections of all eating establishments under their municipal jurisdiction, additional funding, personnel and training will be required.

If the Province require these facilities to have an annual provincial license, then the licensing authority, in this case the Department of the Environment, should do the inspections or alternatively, require eating establishments to hire their own Building Code Specialist to provide an Accessibility Report to the License Authority. This arrangement will be similar to QP1's and QP2's with regarding to inspecting and designing on-site disposal systems. The financial burden should not be placed solely on municipalities to administer annual Building Code Accessibility Standards inspections on eating establishments without some form of on-going provincial funding.

There are two (2) options for Council's consideration:

- (1) To approve a motion supporting a correspondence to Richard Derible **Attachment "B"** who is leading the working group with Restorative Justice with a copy to Janice Wentzell at AMANS; or
- (2) To not approve a motion supporting a correspondence to Richard Derible who is leading the working group with Restorative Justice.

3. **FINANCIAL IMPACT**

No direct financial implications are associated directly with sending the correspondence. However, the costs associated with the Town administering their Building Officials to undertake these annual inspections could be significant.

In addition, there could be a significant impact on the Municipality's commercial tax income. If eating establishments are required to relocate or close, property assessments on these historic commercial storefront properties could diminish.

There would also be cultural implications. For example, the tourism food sector could also have an impact on the volume of tourism dollars due to the loss of eating establishments. The accommodation sector could also be harmed due to the lack of restaurants. The cultural and streetscape atmosphere may also change due to vacancies along historic commercial storefronts that could no longer accommodate eating establishment uses. All of these would have a dramatic impact on the Town's ability to showcase their UNESCO World Heritage Site.

4. **STRATEGIC PLAN RELEVANCE**

The review of provincial statutes is in keeping with:

Strategic Plan Goal #5C (e): To develop and update Town By-laws, Policies, Procedures and plans we will encourage the Provincial Government to conduct a full review/update of the MGA with UNSM and Municipal Council's input.

5. **RECOMMENDATION AND DRAFT MOTION**

To approve a motion supporting a correspondence to Richard Derible **Attachment "B"** who is leading the working group with Restorative Justice with a copy to Janice Wentzell at AMANS.

(Draft letter attached as Attachment "B" to be amended and approved by the Mayor)

Attachments:

- A.** Message from AMANS President regarding Accessible Washrooms in Restaurants
- B.** Draft Correspondence to Richard Derible
- C.** Reed et al. verses Province of Nova Scotia Decision

Acknowledged only by:

Bea Renton
Town Manager/Clerk

ATTACHMENT “A”

Message from AMANS President regarding Accessible Washrooms in Restaurants

A **2018 Nova Scotia Human Right Commission** (HRC) ruling could have far-reaching implications to small businesses and municipalities.

The HRC ruled against the Province in the *Reed et al. v. Province of Nova Scotia, 2018*, and stated that the Province's “administration and enforcement of the *Food Safety Regulations* is in respect of ‘the provision of or access to services’ in s.5(l)(a) of the *Nova Scotia Human Rights Act*.

The bottom line? The Respondent discriminated against individuals who use wheelchairs for mobility.

As part of the process, a Provincially-led restorative process has been on-going since the fall, with various stakeholder groups working out the implications and details of the ruling, including a new licensing, inspection and enforcement process. While AMANS recognizes that barriers to accessibility are a reality for many Nova Scotians with disabilities, we are concerned that there are many connecting pieces and unanswered questions with respect to this issue which may have far-reaching implications to small businesses and municipalities.

To ensure our voices are heard and our concerns recognized, AMANS and NSFAM sent a joint letter on December 13 to Premier Stephen McNeil, with copies to Ministers Chuck Porter, Mark Furey and Gordon Wilson outlining our concerns. The letter, which was jointly authored by NSFAM President Pam Mood and myself, asked for the process to be slowed until there is clarity on several issues.

While we are not certain of the direction Government will take, here is what is being discussed:

- That the ruling will apply to all existing and new restaurants;
- That all restaurants are required to have accessible entranceways, pathways and washrooms;
- That approximately 3500 restaurants in the province would fall under this requirement;
- The Standards for Accessible washrooms will be aligned with the 2019 Building Code;
- Restaurants will be asked for proof that they meet the 2019 Building Code for accessibility when they apply to the Department of Environment for their annual food establishment permit renewal;
- Restaurants not meeting the 2019 Building Code will be given a time (three years is being discussed) to comply. At the end of that period, if the restaurant does not comply, it will not be issued its Food Establishment Permit.

Some unanswered questions and concerns we have:

- An exemption for undue hardship is being considered; however, our understanding is that this will be for financial hardship only and not consider issues such as: historical significance, structural issues that prevent retrofit, or delays from planning commission or heritage advisory committee review.
- The line of accountability for inspection and compliance is also still unclear. Municipalities struggle to find Building Officials, particularly in rural areas, and capacity is a very real issue. There was some discussion that the Province may hire resources for first inspections to determine initial code compliance, but we cannot confirm that. If this is the case, who will be responsible to reinspect to ensure follow-up compliance? The building official will become involved if any required renovations trigger a building permit, however, we are still unsure how small adjustments such as moving a paper towel dispenser would be re-inspected.
- We are unsure what impact this will have on historic downtowns in the Province. Downtowns are vital to many municipalities and modifying some of these structures will be architecturally impossible or prohibitively expensive. The cost to retrofit current spaces could very well outweigh the cost to relocate or close completely.

While there are still many unanswered questions, the AMANS Board felt it was important to inform members of what is being discussed. While AMANS was brought into the restorative process late in the game, we made it a point to raise our concerns, and ask the questions noted above. We want to ensure that there is a balance between what is readily achievable and what is an undue burden. We will keep you apprised of any new information we receive.

Regards,

Mike

Mike Dolter CD, MBA, CPA, CMA

President

Association of Municipal Administrators, NS

ATTACHMENT “B”
Draft Correspondence to Richard Derible
(To be amended and approved by the Mayor)

Richard Derible
Restorative Justice

Dear Mr, Derible,

Re: Reed et al. verses Province of Nova Scotia - Comments for Discussion

I believe it is very important for all municipalities to have the opportunity to express their comments/concerns to the Province before any changes are made in this regard. The potential impacts on historic downtowns throughout the Province is tremendous let alone the potential financial stain it may pose on small local municipalities and restaurant owners. If restaurants are not afforded the economic means to ensure compliance with the 2019 Building Code, they may have to close down completely, move to a new location, or alternatively, be issued an exemption for undue hardship under the Food and Safety Regulations. As this is still being discussed at the Provincial level, the rules and procedures have not been fully developed. However, it has been suggested that the exemption for undue hardship will be for financial hardship only and not factor in historical significance, structural issues or delays from planning or heritage reviews.

When drafting the new legislation it should be specified that if the modifications are so prohibitively expensive for the eating establishment owner with regards to any heritage legislation or any structural issue, that an avenue for consideration as to whether this meets the threshold of a financial hardship sufficiently enough for an exemption under the Food and Safety Regulations can be considered. For example many of our commercial eating establishments are right on the front lot line with small sidewalks. There is no room on the exterior to accommodate a ramp access. An interior ramp would make the business not-profitable due to the lack of remaining interior floor space. The only solution is to move or close – with limited spaces to move, the only viable solution, in some cases will be to close – not only impacting the business owner but also the limited tax base of the municipality.

As the Department of the Environment is responsible for administering the Food and Safety Regulations under the Heath Protection Act, they are the body responsible for the issuance of the annual food establishment licenses. Small municipalities do not have the resources nor are they prepared or capable to handle such an assignment. If the concept is to require local Building Officials to undertake annual inspections of all eating establishments under their municipal jurisdiction, additional funding, personnel and training will be required.

If the Province require these facilities to have an annual provincial license, then the licensing authority, in this case the Department of the Environment, should do the inspections or alternatively, require eating establishments to hire their own Building Code Specialist to provide an Accessibility Report to the License Authority. This arrangement will be similar to QP1's and QP2's with regarding to inspecting and designing on-site disposal systems. The financial burden should not be placed solely on municipalities to administer annual Building Code Accessibility Standards inspections on eating establishments without some form of on-going provincial funding.

In addition, there could be a significant impact on the Municipality's commercial tax income. If eating establishments are required to relocate or close, property assessments on our historic commercial storefront properties could diminish.

There would also be cultural implications. For example, the tourism food sector could also have an impact on the volume of tourism dollars due to the loss of eating establishments. The tourism accommodation sector could also be harmed due to the lack of restaurants. The cultural and streetscape atmosphere may also change due to vacancies along historic commercial storefronts that could no longer accommodate eating establishment uses. All of these would have a dramatic impact on the Town's ability to showcase their UNESCO World Heritage Site.

I wish to thank you for your time in considering this discussion. We look forward to working with you to resolve this important issue as we strive to ensure our built environments are more accessible to all. As you can see, there are many issues associated with this discussion and the sooner we bring in all municipal units to have an open and respectful dialog the better it will be for all. Looking forward to finding an admirable solution to this important topic.

Respectfully Submitted,

Attachment "C"

IN THE MATTER OF: A complaint under the Nova Scotia *Human Rights Act*, R.S.N.S. 1989,
c. 214

AND

IN THE MATTER OF: Board File No. 51000-30-H16-1629

BETWEEN:

WARREN REED, BEN MARSTON, PAUL VIENNEAU, JEREMY MACDONALD AND KELLY MCKENNA

Complainants

AND

PROVINCE OF NOVA SCOTIA (DEPARTMENT OF ENVIRONMENT), AND/OR PROVINCE OF NOVA SCOTIA
OR CAPITAL DISTRICT HEALTH AUTHORITY

Respondent

AND

NOVA SCOTIA HUMAN RIGHTS COMMISSION

Commission

AND

RESTAURANT ASSOCIATION OF NOVA SCOTIA

Intervenor

DECISION

Nova Scotia Board of Inquiry Chair: Gail L. Gatchalian, Q.C.

Counsel for the Complainants: David Fraser

Counsel for the Respondents: Kevin Kindred

Counsel for the Commission: Kendrick Douglas

Date of Hearing: July 5 and 6, 2018

Date of Award: September 6, 2018

The Complaint

1. The Complainants, Warren Reed, Ben Marston, Jeremy MacDonald, Kelly McKenna and Paul Vienneau, are people with disabilities who use wheelchairs for mobility. On July 4, 2017, they filed a complaint under the Nova Scotia *Human Rights Act*, R.S.N.S. 1989, c.214, alleging that the Respondent, the Province of Nova Scotia, had discriminated against them in respect of the provision of or access to services or facilities on the basis of physical disability in violation of ss.5(1)(a) and (o) of the *Act*.

2. The issue in this case is the manner in which the Respondent interprets and applies s.20(1) of the *Food Safety Regulations*, N.S. Reg 206/2005, as amended, made under the *Health Protection Act*, S.N.S. 2004, c.4. Subsection 20(1) of the *Food Safety Regulations* provides as follows:

Washroom facilities

20 (1) A food establishment must have washroom facilities for staff and washroom facilities for the public available in a convenient location, unless exempted by the Administrator.

...

3. There are many food establishments in Nova Scotia that do not have washroom facilities for the public that are accessible to wheelchair users. These are food establishments that are “grandfathered” under the *Nova Scotia Building Code Regulations*, N.S. Reg. 26/2017, made under the *Building Code Act*, R.S.N.S. 1989, c.46. The *Building Code Regulations* apply to new construction and to alterations, reconstruction, occupancy and change of occupancy classifications of existing buildings. The *Building Code Regulations* do not require retrofits of existing buildings.

4. The Respondent does not interpret or apply s.20(1) of the *Food Safety Regulations* as requiring food establishments to have washroom facilities for the public that are accessible to wheelchair users. The Respondent therefore issues permits under the *Health Protection Act* and the *Food Safety Regulations* allowing food establishments to operate without washrooms that are accessible to members of the public who use wheelchairs.

5. The question to be determined is whether the Respondent’s interpretation and application of s.20(1) as not requiring food establishments to have washroom facilities for the public that are accessible to wheelchair users constitutes discrimination in respect of the provision of or access to services or facilities on the basis of physical disability in violation of ss.5(1)(a) and (o) of the *Act*.

The Human Rights Act

6. The following provisions of the *Human Rights Act* are relevant to this complaint:

Meaning of discrimination

4 For the purpose of this Act, a person discriminates where the person makes a distinction, whether intentional or not, based on a characteristic, or perceived characteristic, referred to in clauses (h) to (v) of subsection (1) of Section 5 that has the effect of imposing burdens, obligations or disadvantages on an individual or a class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society.

Prohibition of discrimination

5 (1) No person shall in respect of

(a) the provision of or access to services or facilities;

...

discriminate against an individual or class of individuals on account of

...

(o) physical disability or mental disability;

...

Exceptions

6 Subsection (1) of Section 5 does not apply

...

(f) where a denial, refusal or other form of alleged discrimination is

(i) based upon a *bona fide* qualification,

(ia) based upon a *bona fide* occupational requirement; or

(ii) a reasonable limit prescribed by law as can be demonstrably justified in a free and democratic society;

...

Procedural Background

7. In July and August of 2016, one of the Complainants, Mr. Reed, attempted to file a complaint about the Province's alleged discriminatory enforcement of s.20(1) of the *Food Safety Regulations* with the Nova Scotia Human Rights Commission: *Reed et al. v. Nova Scotia (Human Rights Commission)*, 2017 NSSC 85, at para.2.

8. On August 3, 2015, a Human Rights Officer advised Mr. Reed that she would not accept the complaint. On September 14, 2016, in a reconsideration decision, a second Human Rights Officer advised Mr. Reed that the Commission would not accept the complaint: *Reed, supra*, at paras.3 and 4.

9. The Complainants were successful in their application for judicial review of the decisions of the Human Rights Officers. Justice Edwards held that the *Human Rights Act* does not allow a Human Rights Officer to refuse to accept a complaint. The *Act* requires the Commission to inquire into the complaint. While the Commission may ultimately decide to dismiss the complaint, the dismissal must be on the basis of one of the reasons set out in s.29(4) of the *Act*: *Reed, supra*, at para.8. Justice Edwards ordered the Commission to process the complaint: *Reed, supra* at para.19.

10. The Complainants filed the July 4, 2017 complaint, and I was appointed as a Board of Inquiry to inquire into and render a decision regarding the complaint.

11. The Commission decided to participate in the proceeding by way of "watching brief" only. The Commission did not take a position for or against the complaint.

12. On June 25, 2018, on consent of the parties, I granted the request of the Restaurant Association of Nova Scotia to be added as an intervenor in this matter.

13. The hearing took place on July 5 and 6, 2018 in Halifax, Nova Scotia.

Evidence

14. The Complainants relied on an affidavit of Mr. Reed and on a letter from Ellsworth Campbell, a computational biologist employed with the Centers for Disease Control and Prevention in the United States. The Complainants called one witness, Paul Vienneau, one of the Complainants.

15. The Respondent called one witness, Karen Wong-Petrie, Director, Environmental Health and Food Safety Branch, Sustainability and Applied Sciences Division, with the Nova Scotia Department of Environment, which is responsible for administering the *Food Safety Regulations*.

The Facts

Hand-Washing and Public Health

16. Hand-washing is an important measure for the protection of public health and the prevention of disease.

17. The Province of Nova Scotia has published a Norovirus Fact Sheet which states in part that “[t]he most important measure to prevent any communicable disease is proper hand hygiene,” and that hand hygiene must be performed before preparing food, before eating, after contact with ill individuals, after using the toilet and after changing diapers. The Fact Sheet also states that “[u]sing most commercially available alcohol-based rubs should not be considered a replacement for proper hand hygiene, using liquid soap and water, against norovirus.”

18. Ms. Wong-Petrie believes that she is the one who wrote the Province’s Norovirus Fact Sheet, and she obviously agrees with its contents.

19. The Nova Scotia Department of Health has published a poster entitled “Hand Washing!” that provides instructions on proper hand-washing and that states that “[w]ashing your hands with soap and water is the best way to reduce the spread of germs.”

20. The Department of Environment distributes the “Hand Washing!” poster published by the Department of Health, and suggests to food establishments that the poster be posted in staff and public washrooms and in the food preparation area above the hand-washing sink.

21. Ms. Wong-Petrie testified that the ability of a member of the public to wash their hands before eating is a food safety issue for that individual, and that hand washing is “the number one greatest infection control procedure that’s around.” Ms. Wong-Petrie also testified that when a member of the public is not able to wash their hands in a restaurant, the person could be impacting what eventually moves into the kitchen, or what staff eventually come into contact with.

22. Ms. Wong-Petrie agreed with the following description of the concept of “herd immunity” by Mr. Campbell:

... Herd immunity is a theoretical concept which holds that susceptible persons receive some benefit when those around them are immune to an infectious threat. That is to say: If we can just protect **enough** people, we can effectively protect the rest. However, this theory rests on a single but woefully inaccurate

assumption about human populations: that susceptibility is randomly distributed. The moment that we begin to see groups or communities of susceptible persons, the theoretical basis of herd immunity crumbles and its benefits cease to exist. These groups of susceptible persons act as the kindling necessary to start an outbreak that can spread through a community like wildfire.

To learn that persons who use wheelchairs, or who otherwise cannot readily traverse stairs, are often unable to access washrooms at public restaurants is alarming, not only because it places an undue risk on one demographic, but because the risk of infectious disease is rarely isolated to any single demographic. We cannot assume that because a community constitutes a numerical minority that the effects of their unequal disease burden will have on the community-at-large will also be minor. While members of this demographic constitute an integral part of most every family they also constitute cohesive groups that form resilient social communities. Denying access to handwashing – the most effective means of preventing the transmission of foodborne illnesses – is akin to denying access to other tools of preventive medicine like vaccination.

...

[Emphasis in original]

Hand-Washing and Individuals who use Wheelchairs for Mobility

23. The ability to wash one's hands is especially important for individuals who use wheelchairs for mobility. Their hands are in almost constant contact with dirt and germs because the palms of their hands rub against the rims of the wheels on their chairs, which are in contact with rain water, mud, grime, dog excrement and other unpalatable substances.

24. There are many restaurants in Halifax and in Nova Scotia that do not have washroom facilities that are accessible to individuals who use wheelchairs for mobility.

25. When an individual who uses a wheelchair for mobility is at a restaurant that does not have an accessible washroom, they are unable to properly wash their hands before eating. This poses a health risk for the individual, and a potential health risk for others.

Renovations Required to Make Washrooms Accessible

26. The Restaurant Association is supportive of the idea that restaurants should be accessible. By way of example, the Association is currently rebuilding its website, which will list accessible restaurants, something that it has done for the past 10 years. According to the Association, there are over 100 accessible food establishments within a five-kilometre radius of downtown Halifax.

27. The Restaurant Association is concerned, however, of the possible financial impact on restaurants if s.20(1) of the *Food Safety Regulations* is interpreted to require restaurants to have washroom facilities for the public that are accessible to individuals who use wheelchairs for mobility.

28. The Restaurant Association provided some general and anecdotal information about the potential cost of requiring older buildings to be accessible:

... There are many operations that are in older buildings and will incur considerable costs if required to address and resolve certain accessibility issues. Most of these types of buildings are in Halifax but there are some spread throughout the province. Added to this is that most restaurants rent and do not own their premises. Many of the landlords of older buildings don't want major structural changes, which is what most of the changes would be for compliance.

Some examples of recent quotes for accessible access to restaurants:

(Halifax Restaurant) to install a ramping system – the quote was \$41,000 and involved some major structure items. The other part of this ramp system was that it had to be built inside the restaurant utilizing approximate 100sq.ft. That meant there was a loss of revenue for that space and a monthly carrying cost of approximately \$2,500.

Another recent quote for a renovation to a restaurant (Halifax) for complete accessibly [sic] with washrooms & ramping access was \$135,000. The challenge with this is that the average profit for a restaurant in NS is 3.2-3.5 % (that is they make \$3.20-\$3.50 for every \$100 in sales). It takes a lot of sales to pay for even modest renovations; still a lot of operators have committed to make more accessible improvements.

29. The example of the \$135,000 quote given by the Restaurant Association related to a proposed new food establishment that was not grandfathered under the *Building Code Regulations* and therefore would be required to meet the accessibility standards under those *Regulations*.

30. Mr. Vienneau gave an example of a restaurant on Spring Garden Road that has washrooms for the public, one for men and one for women with stalls, neither of which are accessible to wheelchair users. Fairly minor modifications would be required to make one of the washrooms accessible: removal of a raised "lip" on the floor, removal of the stalls in the women's washroom to make it barrier-free, and conversion of both of the washrooms into gender-neutral washrooms.

Respondent's Interpretation and Administration of the Food Safety Regulations

31. The Nova Scotia Department of Environment is responsible for the licensing of food establishments under the *Health Protection Act* and the *Food Safety Regulations*.

32. A “food establishment” is defined in s.75(c) of the *Health Protection Act* as follows:

75 In this Part,

...

(c) “food establishment” means any premises, including a mobile, stationary, temporary or permanent facility or location and the surroundings under control of the same person, in which food is processed, manufactured, prepared, labelled, served, sold, offered for sale or distributed free of charge, dispensed, displayed, stored or distributed, but does not include a dwelling except a dwelling used for commercial food preparation; ...

...

33. Section 81 of the *Health Protection Act* provides as follows:

Establishment or operation of food establishment

81 No person shall establish or operate a food establishment except in accordance with this Part and the regulations.

34. Under s.82 of the *Health Protection Act*, a person requires a permit to operate a food establishment, unless exempted by the Administrator under the *Act*, and applications and fees for permits are to be set out in the regulations:

Permit required

82 (1) No person shall operate a food establishment, unless exempted by the Administrator, without first having obtained a permit from the Administrator.

(2) An application for a permit in respect of a food establishment shall be made to the Administrator in accordance with the regulations.

(3) Subject to this Part and the regulations, the Administrator shall issue a permit in respect of a food establishment to an applicant upon payment of the prescribed fee.

35. The Administrator appointed under the *Act* is the Director of the Regional Integration Compliance Operations Division with the Department of Environment.

36. Section 83 of the *Health Protection Act* describes the circumstances in which the Administrator shall not issue or renew a permit, or may suspend or revoke a permit:

Where permit is not to be issued or may be revoked

83 (1) The Administrator shall not issue or renew a permit, or may suspend or revoke a permit, in respect of a food establishment to an applicant where the Administrator is of the opinion that

(a) the past conduct of the applicant or, where the applicant is a corporation, of any of its officers or directors, affords reasonable grounds to believe that the operation of the food establishment would not be carried on in accordance with this Part and the regulations;

(b) the applicant does not have or will not have available all premises, facilities and equipment necessary to operate a food establishment in accordance with this Part and the regulations;

(c) the applicant is not complying or will not be able to comply with this Part and the regulations; or

(d) the operation of the food establishment represents or would represent a risk to human health.

(2) Any condition that is injurious to human health or, in the opinion of the Administrator, is potentially injurious to human health is deemed a risk under this Part.

37. Under s.86 of the *Health Protection Act*, “[t]he Administrator may designate types or classes of food establishments for which permits are issued under Section 82.”

38. Under s.87 of the *Act*, “[t]he Administrator may amend, add or impose terms and conditions on a permit.”

39. Section 89 of the *Act* requires a food establishment to be constructed and maintained in a manner that is not injurious to human health:

Construction and maintenance of food establishment

89 A food establishment must be constructed and maintained in such a manner that no condition exists that is injurious to human health or that, in the opinion of the Administrator, is potentially injurious to human health.

40. Section 93 of the *Act* allows the Administrator or an inspector to enter premises for the purpose of carrying out their duties under the *Act* or the regulations:

Entry and inspection without warrant

93 (1) The Administrator or an inspector may, at any reasonable time, for the purpose of carrying out the Administrator's duties or inspector's duties, as the case may be, under this Part or the regulations,

(a) enter without a warrant any premises where there are reasonable and probable grounds to believe that the premises are a food establishment and that records relating to the food establishment are to be found in the premises; and

(b) inspect the premises and any food or records relating to food.

...

41. Section 105(1) of the *Act* authorizes the Governor in Council to make regulations:

105 (1) ...

...

(c) providing for the exemption from this Part or the regulations, or any part thereof, of any person or class of persons or of any food product and prescribing the terms and conditions of the exemption;

...

(e) prescribing the facilities and equipment to be provided and maintained at food establishments and the operation of food establishments;

...

(f) respecting cleanliness and sanitation of food establishments;

...

(j) providing for the issue, renewal, suspension, reinstatement or revocation of or refusal to issue or renew permits and prescribing the fees payable for permits or the renewal of permits;

...

(p) providing for the inspection of premises before the issue of permits;

...

(r) prescribing conditions to which permits may be subject;

...

42. Section 5 of the *Food Safety Regulations* sets out the classes of food establishment permits (e.g. “temporary event,” “eating establishment” or “foodshop”), the expiry dates for permits and the fees prescribed for permits.

43. Section 6 of the *Food Safety Regulations* requires an application for a permit to be in a form prescribed by the Administrator and requires the application to include the fee, any reasonable information required by the Administrator, and the plans and specifications of the food establishment.

44. Section 9 of the *Food Safety Regulations* sets out the requirements for the renewal of a permit.

45. Section 11 of the *Food Safety Regulations* deals with the suspension or cancellation of a permit.

46. The Environmental Health and Food Safety Branch of the Sustainability and Applied Sciences Division of the Department of Environment develops the government's food safety program, ensures compliance with and enforcement of the *Food Safety Regulations*, and provides education, outreach, training and food-borne illness outbreak management. The Environmental Health and Food Safety Branch considers its mandate, as it pertains to food safety, to be the reduction of food-borne illness in populations by mitigating, controlling or eliminating biological, physical or chemical hazards that might present themselves at permanent food establishments in Nova Scotia.

47. The approach of the Environmental Health and Food Safety Branch to compliance with the *Food Safety Regulations* is "a lightest touch approach," which Ms. Wong-Petrie described as getting to the outcome of reducing food-borne illness by reducing hazards in food establishments in a way that is not overly burdensome to industry or to government and in a way that is responsible in terms of budgetary accountability.

48. As Ms. Wong-Petrie described it, the compliance continuum, at one end, is comprised of methods such as education, training, and informal discussions with inspectors during inspections, and at the other end, involves suspension or revocation of permits.

49. The Inspection Compliance and Enforcement Division of the Department of Environment implements the food safety program developed by the Environmental Health and Food Safety Branch of the Sustainability and Applied Sciences Division. The public health inspectors who deliver the food safety program are part of the Inspection Compliance and Enforcement Division.

50. In 2017, the Department conducted just over 13,000 inspections and issued approximately 6,000 permits under the *Food Safety Regulations*.

51. An application for a permit to establish or operate a food establishment triggers an inspection. The application must be accompanied by a floor plan and a menu. An inspector conducts a pre-inspection to determine compliance with the *Food Safety Regulations*. The inspector considers factors such as design, construction, personnel, hygiene, training, how food is to be stored, refrigeration, freezers, and food flow. The Department may then issue a permit, or schedule another pre-inspection. The Department conducted approximately 2,000 pre-inspections in 2017.

52. Inspectors also conduct what are called "routine inspections" of food establishments based on an assessment of risk. High risk establishments are inspected twice a year. Medium risk establishments are inspected once every 12 months. Low risk establishments are inspected once every 18 months. The Department conducted approximately 11,000 routine inspections in 2017.

53. The Department also conducts ad hoc inspections in response to every complaint lodged against a food establishment.

54. If a routine inspection raises concerns that must be followed up, the Department will conduct a re-inspection.
55. Finally, the Department conducts what are called “consultation inspections,” which are requested by the operator.
56. If an inspector identifies a deficiency that the Department considers critical to health, such as a broken refrigerator or lack of potable water, the inspector may suspend the operator’s permit until the issue has been resolved.
57. If an inspector identifies a deficiency that the Department considers to be non-critical to health, the operator is typically given a time frame within which to correct the deficiency. According to Ms. Wong-Petrie, if the deficiency continues, even if it is not considered critical to health, the deficiency could, if not addressed, lead to a warning, suspension or revocation of a permit. The Department considers suspensions and revocations to be severe, and there have only been 87 suspensions and 2 revocations in the last 10 years.
58. According to Ms. Wong-Petrie, the cost of compliance does not exempt an operator from complying with the *Food Safety Regulations*. However, the Department might provide an operator with time to correct the deficiency based on the cost of correcting it.
59. The Department interprets the requirement to have washroom facilities for staff and the public available in a convenient location in s.20(1) of the *Food Safety Regulations* as only requiring a washroom to be in a location that does not pose a risk to food safety. For example, if the public can only access the washroom by walking through the kitchen, the Department would consider the food establishment to be in violation of the requirement to have a washroom available to the public in a convenient location because it poses an unacceptable risk to the food that is being prepared. If staff could only access a washroom by walking up stairs or going through another business, the Department would consider the food establishment to be in violation of the requirement to have a washroom available to staff in a convenient location, because staff would be exposing themselves and their hands to potential food-borne illness.
60. In the last 10 years, the Department has only issued eight exemptions under s.20(1) of the *Food Safety Regulations*. None of the exemptions were for restaurants, but rather, establishments such as general stores, convenience stores, or small take-out establishments. The Department considered these food establishments to be low-risk. Of the eight exemptions, only one remains active as the others related to food establishments that are no longer in operation.
61. In five of the above-noted exemptions under s.20(1) of the *Food Safety Regulations*, one of the factors relied on by the Administrator for granting the exemption was that compliance would be “so cost prohibitive as to make the continued operation of the business non viable.”

62. In two of the exemptions granted under s.20(1) of the *Food Safety Regulations*, the operator was given a time frame within which to comply with the *Regulations*: in one case, prior to the third year of operation, and in the other case, one year.

63. The Department does not interpret s.20(1) of the *Food Safety Regulations* as requiring a washroom for the public that is wheelchair accessible. The Department does not consider the accessibility of washrooms in food establishments to relate to food safety.

64. The Department does not consider hand washing by members of the public to fall within the mandate of its food safety program.

65. The Department therefore issues permits and renews permits under the *Health Protection Act* and the *Food Safety Regulations* allowing food establishments to operate without washrooms that are accessible by members of the public who use wheelchairs for mobility.

Argument

The Complainants

66. The position of the Complainants is that the failure of the Respondent to require food establishments to have washroom facilities for the public that are accessible for individuals who use wheelchairs for mobility under s.20(1) of the *Food Safety Regulations* has a discriminatory impact on those individuals contrary to ss.5(1)(a) and (o) of the *Human Rights Act*.

67. The Complainants argue that Respondent's interpretation and application of s.20(1) of the *Food Safety Regulations* adversely affects the health of individuals who use wheelchairs for mobility and the health of the population generally.

68. The Complainants, anticipating that the Respondent would rely on the Province's promise of full accessibility by 2030 under the new *Accessibility Act*, S.N.S. 2017, c.2, argue that deferring the enforcement of s.20(1) of the *Food Safety Regulations* to require washrooms that are accessible would perpetuate the discrimination and increase the probability of a public health incident.

69. The Complainants characterize the approach of the Respondent to s.20(1) of the *Food Safety Regulations* as systemic discrimination.

70. The Complainants assert that their complaint is not solely about the ability to access a toilet, but that it is also about access to basic hygiene, as individuals in non-motorized wheelchairs spend most of their day with their hands on the hand rims of the wheels in order to move the chair, and the hand rims are in close proximity to the ground and get dirty throughout the day. The dirt is then transferred to the individual's hands. Individuals in

wheelchairs who do not have access to handwashing facilities have their health placed at risk. The Complainants rely on the letter from Mr. Campbell for their argument that jeopardizing the health of individuals who use wheelchairs jeopardizes the whole population.

71. In addition to relying on ss.5(1)(a) and (o) of the *Human Rights Act*, the Complainants rely on the right to equal protection and equal benefit of the law without discrimination on the basis of physical disability under s.15(1) of the *Canadian Charter of Rights and Freedoms*.

72. The Complainants argue that the purpose of the *Health Protection Act* is to protect the health of all Nova Scotians.

73. The Complainants argue that in order to be licensed as a food establishment under the *Health Protection Act*, a food establishment must have washroom facilities for the public available in a convenient location, pursuant to s.20(1) of the *Food Safety Regulations*. The Complainants argue that “convenient” in s.20(1) of the regulations means a location that is accessible, and that “the public” in s.20(1) includes individuals who use wheelchairs.

74. Until the hearing, the Complainants were not aware of the reason why the Respondent did not require food establishments to have washroom facilities for the public that are accessible to wheelchair users.

75. The Complainants rely on *Waplinton v. Maloney Steel Ltd.*, 1983 CarswellAlta 513, 4 C.H.R.R. D/1483 (ABQB) for the proposition that individuals have a right to washroom facilities that are suitable for them, and on *Council of Canadians with Disabilities v. VIA Rail Canada Inc.*, [2007] 1 SCR 650, 2007 SCC 15 for the proposition that individuals have a right to an accessible washroom.

76. The Complainants seek an order requiring the Respondent to enforce s.20 of the *Food Safety Regulations* in a consistent and non-discriminatory manner so that licensed food establishments must have a washroom that is accessible to all members of the public.

77. The Complainants seek an unspecified amount of nominal damages to be used for the purpose of accessible washrooms to protect public health.

The Position of the Respondent

78. The Respondent agrees that accessibility is an important issue, and that all Nova Scotians, including Nova Scotians who use wheelchairs, have a right to participate fully in society and public life, and that barriers that prevent full participation and cause disability must be addressed.

79. However, the Respondent submits that accessibility cannot and should not be addressed in the context of the *Food Safety Regulations* and that accessibility, including the accessibility of washrooms, is not a food safety issue.

80. Rather, according to the Respondent, the legal requirements with respect to accessibility of buildings, including restaurants, are set out in the *Building Code Regulations* and in the Halifax Regional Municipality *By-Law S-1000 Respecting the Regulation of Sidewalk Cafés*.

81. The Respondent states that it is the *Building Code Regulations* and *By-Law S-1000* that create the situation where a patron who uses a wheelchair may be served at a restaurant, including a patio of a restaurant, that does not have an accessible washroom. However, the complaint does not directly address either the *Building Code Regulations* or *By-Law S-1000*. As a result, the Respondent asserts that the core policy issues with respect to the scope of the *Building Code Regulations*, the grandfathering of existing buildings, and *By-Law S-1000* are not directly dealt with by the complaint.

82. The Respondent also asserts that, because the complaint is not against individual restaurants, a whole set of policy issues involving accommodation and undue hardship that could be presented by the restaurants is bypassed because of the manner in which the Complainants framed the complaint.

83. The Respondent argues that the complaint does not address a “service” within the meaning of s.5(1)(a) of the *Human Rights Act*. The Respondent states that the Complainants are seeking the enforcement of the *Food Safety Regulations* according to their interpretation, and that the enforcement of regulations is not a “service” within the meaning of the *Human Rights Act*. The Respondent points out that neither of the cases relied on by the Complainants involved the enforcement of regulations or policies by a government regulator.

84. The Respondent acknowledges that some aspects of government activities have been recognized as “services” under the *Human Rights Act*. For example, in *O’Quinn v. Nova Scotia Workers’ Compensation Board*, [1995] 131 DLR (4th) 318, the Nova Scotia Court of Appeal found that government-administered workers’ compensation benefits amount to a “service” under the *Human Rights Act*. A similar conclusion was reached with respect to public pension benefits in *Nova Scotia (Minister of Finance) v. Hodder et al.*, 1998 CanLII 5962 (NSCA).

85. The Respondent relies on *Watkin v. Canada (Attorney General)*, 2008 FCA 170 for the proposition that government’s enforcement activities per se are not a “service” within the meaning of human rights legislation. In *Watkin, supra*, the allegation was that Health Canada enforced the *Food and Drug Act* unequally based on ethnicity. The Federal Court of Appeal rejected the argument that the enforcement activity of Health Canada involved “services” under the *Canadian Human Rights Act*.

86. The Respondent argues that even if this case involved actions that could somehow be characterized as a “service”, then the “service” is not provided to the Complainants. Rather, the enforcement of the *Food Safety Regulations* is between the Department of Environment and the food establishments. Relying on *Watkin, supra*, the Respondent argues that simply because

government activity is undertaken for the public good does not, in and of itself, transform that activity into a “service.”

87. The Respondent relies on the recent decision of the Supreme Court of Canada in *Canada (Canadian Human Rights Commission) v. Canada (Attorney General)*, 2018 SCC 31 for the proposition that the government, in legislating, is not providing a “service” within the meaning of human rights legislation, and that a human rights tribunal does not have the jurisdiction to negotiate with the responsible Minister the manner in which legislative provisions are to be applied.

88. The Respondent argues that the complaint is based on an incorrect interpretation of the *Food Safety Regulations*, and that the *Food Safety Regulations* do not require a restaurant to have a washroom accessible to wheelchair users. The Respondent argues that the food safety regulatory regime is focused on ensuring that food establishments adhere to practices that minimize the risk of food contamination, which in turn protects public health. The Respondent argue that the *Food Safety Regulations* do not regulate food establishments in terms of other public interests, such as Building Code compliance and accommodation of disability. Such matters, according to the Respondent, fall outside the narrow focus of food safety. Therefore, says the Respondent, the location of the washroom under s.20(1) of the *Food Safety Regulations* must be reviewed solely with a narrow focus on food safety, and not with a broader focus on accessibility. The argument of the Respondent is that the Department’s mandate is to regulate the hygiene of food establishments and food handlers, not food consumers.

89. The Respondent finds support for its interpretation of s.20(1) of the *Food Safety Regulations* as requiring the least amount of interference or the lightest exercise of power to respond to a health hazard or public health emergency in s.2 of the *Health Protection Act*, which reads as follows:

Restrictions on private rights and freedoms limited

2 Restrictions on private rights and freedoms arising as a result of the exercise of any power under this Act shall be no greater than are reasonably required, considering all of the circumstances, to respond to a health hazard, notifiable disease or condition, communicable disease or public health emergency.

90. The Respondent argues that, in the alternative, the exceptions under s.6(f) of the *Human Rights Act* apply to this case.

91. The Respondent argues that its approach to s.20(1) of the *Food Safety Regulations* is based upon a “*bona fide* qualification” under s.6(f)(i) of the *Human Rights Act*. The Respondent states that in order for this exemption to apply, one would need to weigh the potential consequences to individual restaurants flowing from the remedy being requested.

92. The Respondent also argues that the exception in s.6(f)(ii) of the *Human Rights Act* is engaged because the remedy sought in the complaint would be inconsistent with the Province's legislated plans for addressing accessibility issues in the *Accessibility Act*, in which the Province has adopted a goal of achieving accessibility by 2030. The Respondent argues that the remedy sought in the complaint would take the one issue of accessible washrooms in restaurants, and using the food safety inspection process, require immediate change in the industry, at the risk of closing down businesses, and that this would be inconsistent with and ultimately damaging to the progressive realization of accessibility contemplated in the *Accessibility Act*.

93. The Respondent asserts that the Province's decision to address accessibility of the built environment, including restaurants, under the progressive realization process in the *Accessibility Act* is "a reasonable limit prescribed by law as can be demonstrably justified in a free and democratic society" under s.6(f)(ii) of the *Human Rights Act*.

94. The Respondent argues that the exception in s.6(f)(ii) of the *Human Rights Act* indicates a need for a level of deference to government in developing a complex regulatory response to a social problem, relying on *Alberta v. Hutterian Brethren of Wilson Colony*, 2009 SCC 37 at para.37.

Reply of the Complainants

95. In reply, the Complainants state that in the ten years since the Federal Court of Appeal decision in *Watkin, supra*, it has not been cited by a non-federal court or tribunal, that the decision is not binding on this Tribunal, that it can be distinguished, and that it is not good law.

96. The Complainants rely on *Johnson v. Halifax Regional Police Service*, 2003 CarswellNS 621, [2003] N.S.H.R.B.I.D. No.2, 48 C.H.R.R. D/307 for the argument that the discriminatory enforcement of regulations constitutes a "service" within the meaning of the *Human Rights Act*.

97. The Complainants point out that, unlike in *Watkin, supra*, this case does not involve a single decision or a series of discrete decisions about whether or not to enforce a particular law or take any particular enforcement action. Rather, we are dealing with a systemic practice that has a widespread discriminatory impact.

98. The Complainants also state that *Watkin, supra* is distinguishable because it did not deal with access to both services and facilities, as is the case here.

99. The Complainants take issue with the Respondent's interpretation of s.20(1) of the *Food Safety Regulations*. The Complainants rely on the decision of the Nova Scotia Court of Appeal in *Halifax (Regional Municipality) v. Nova Scotia (Human Rights Commission)*, 2008 NSCA 21 for the proposition that human rights legislation is quasi-constitutional and therefore that the regulations must be administered in a manner that is non-discriminatory.

100. The Complainants also assert that the Respondent's interpretation ignores the words "for the public" in s.20(1) of the *Food Safety Regulations*. Relying on the Court's approach to statutory interpretation in *Heritage Capital Corp. v. Equitable Trust Co.*, [2016] 1 SCR 306, 2016 SCC 19, the Complainants assert that the words mean that a restaurant must have a washroom for the public for public health purposes.

101. The Complainants state that the Respondent has provided no evidence to support its reliance on the exceptions in s.6(f) of the *Human Rights Act*. The Complainants argue that the Respondent's discriminatory conduct is not a limit that is "demonstrably justified" or that is "minimally impairing" of the rights of individuals who use wheelchairs.

102. The Complainants assert that the remedy they seek will not necessarily lead to the revocation of permits. The Complainants state that whether or not enforcement of s.20(1) of the *Food Safety Regulations* will cause undue hardship to a food establishment will have to be determined on a case by case basis. The Complainants point out that the Respondent has the authority to grant exemptions from s.20(1), and to grant extensions of the time for compliance with s.20(1).

Position of the Restaurant Association of Nova Scotia

103. The Restaurant Association of Nova Scotia argues that the remedy sought by the Complainants would be catastrophic to the food and beverage sector in Nova Scotia because the impact to small and medium sized family owned restaurants would be immense. The Association argues that, with the low profit margins in this sector, the expenses involved in having washrooms that are accessible to wheelchair users could have major impacts such as business closures, loss of jobs, and loss of tax revenue.

Reply of Complainants to Restaurant Association

104. The Complainants reply to the concerns of the Restaurant Association by stating that the language used is hyperbolic, and that Mr. Vienneau gave examples of where minimal investment was required to provide an accessible washroom. The Complainants state further that the Province has already applied s.20(1) of the *Food Safety Regulations* in a manner that recognizes undue financial hardship.

Reply of Respondent to Restaurant Association

105. The Respondent states that the submissions of the Restaurant Association are relevant in assessing potential undue hardship. The Respondent also argues that it is not entirely clear what standard should be used to determine "accessible," and therefore that accessibility issues should be left to be determined under the *Building Code Regulations*, where actual standards are found.

Issues

106. The issues that need to be determined in this complaint are:

1. What does s.20(1) of the *Food Safety Regulations* mean?
2. Does the Respondent's interpretation and application of s.20(1) of the *Food Safety Regulations* constitute discrimination on the basis of physical disability within the meaning of s.4 of the *Human Rights Act*?
3. If there is discrimination on the basis of physical disability, is it in respect of the provision of or access to services or facilities within the meaning of s.5(1)(a) of the *Human Rights Act*?
4. If there is discrimination on the basis of physical disability in respect of the provision of or access to services or facilities, do either of the defences to discrimination in s.6(f)(i) or s.6(f)(ii) of the *Human Rights Act* apply?
5. If there is discrimination on the basis of physical disability in respect of the provision of or access to services or facilities, and if neither of the defences to discrimination in s.6(f)(i) or s.6(f)(ii) *Human Rights Act* apply, what is the appropriate remedy?

Decision

Meaning of s.20(1) of the Food Safety Regulations

107. Section 20 of the *Food Safety Regulations* provides in full as follows:

Washroom facilities

- 20
- (1) A food establishment must have washroom facilities for staff and washroom facilities for the public available in a convenient location, unless exempted by the Administrator.
 - (2) A washroom facility must be constructed, equipped, and designed in accordance with the *Nova Scotia Building Code*.
 - (3) If an inspector gives written approval, the same washroom facilities may be used for both staff and the public.

108. The leading cases on statutory interpretation are *Rizzo v. Rizzo Shoes, Ltd.*, 1998 CanLII 837 (SCC), [1998] 1 S.C.R. 27 and *Bell ExpressVu Limited Partnership v. Rex*, 2002 SCC 42 (CanLII). In both cases, the Supreme Court of Canada quoted the following passage from *Driedger's Construction of Statutes* (2nd ed. 1983):

Today there is only one principle or approach, namely, the words of an Act are to be read in their entire context and in their grammatical and ordinary sense harmoniously with the scheme of the Act, the object of the Act, and the intention of Parliament.

Rizzo, supra at 21; *Bell, supra* at para.26

109. Furthermore, s.9(5) of the *Interpretation Act*, R.S.N.S. 1989, c.235 provides as follows:

9(5) Every enactment shall be deemed remedial and interpreted to insure the attainment of its objects by considering among other matters

- (a) the occasion and necessity for the enactment;
- (b) the circumstances existing at the time it was passed;
- (c) the mischief to be remedied;
- (d) the object to be attained;
- (e) the former law, including other enactments upon the same or similar subjects;
- (f) the consequences of a particular interpretation; and
- (g) the history of legislation on the subject

110. Reading the words of s.20(1) of the *Food Safety Regulations* in their grammatical and ordinary sense is straightforward: the regulation requires, in part, a food establishment to have washroom facilities for the public available in a convenient location, unless exempted by the Administrator. There must be separate washroom facilities for staff and for the public, unless there is written approval given by an inspector under s.20(3) of the regulations.

111. The provisions of the *Health Protection Act* indicate that the purpose of the *Act*, and the *Food Safety Regulations* made under the *Act*, including s.20(1) of the regulations, is the protection of public health:

- The title of the act refers to health protection.
- Under ss.82(1) and 83(1)(d) of the *Act*, which fall under Part II – Food Safety of the *Act*, no person shall operate a food establishment without first having obtained a permit from the Administrator, and the Administrator shall not issue or renew a permit, or may suspend or revoke a permit, where he or she is of the opinion that ***the operation of the food establishment represents or would represent a risk to human health.***

- Under s.89 of the *Act*, a food establishment must be constructed and maintained in such a manner that ***no condition exists that is injurious to human health*** or that, in the opinion of the Administrator, ***is potentially injurious to human health***.

112. I have found, and the Respondent agrees, that hand-washing by customers in food establishments is an important measure for the protection of public health and the prevention of disease.

113. I do not accept the Respondent's interpretation of s.20(1) of the *Food Safety Regulations*, which is:

- that the requirement for washroom facilities for the public must be narrowly construed to require only that the location of the washroom for the public not pose a risk to food safety,
- that the regulation eliminates any assessment of whether washroom facilities are accessible to wheelchair users because accessibility is not a food safety issue, and
- that interpreting s.20(1) as requiring an assessment of washroom accessibility would be inconsistent with the scheme and purpose of the legislation, which is food safety.

114. There is nothing in the express terms of the *Health Protection Act* or the *Food Safety Regulations* that supports such a narrow interpretation of s.20(1) of the *Food Safety Regulations*.

115. I do not accept the Respondent's argument that s.2 of the *Health Protection Act* supports its very narrow interpretation and application of s.20(1) of the *Food Safety Regulations*. I find that s.2 of the *Act* concerns the "exercise of any power under this *Act*," such as the power to grant exemptions under s.20(1) of the *Regulations*, but not to the interpretation of substantive requirements of the *Act* or the *Regulations*, such as the requirement to have washroom facilities for the public in 20(1) of the *Regulations*. I find that this interpretation of s.2 of the *Act* is one that better achieves the broad purpose of the *Act*, which is the protection of public health, than the interpretation offered by the Respondent.

116. An interpretation of s.20(1) of the *Food Safety Regulations* that better ensures the attainment of the purpose of public health protection is an interpretation that assumes that the provision of washroom facilities for the public has a public health protection benefit, and an interpretation that allows a consideration as to whether wheelchair users can, in fact, access and use a public washroom in a food establishment and therefore whether those individuals can access the public health protection benefit of s.20(1).

117. Subsection 20(1) of the *Food Safety Regulations* does explicitly address wheelchair accessibility of washrooms. However, it certainly does not preclude a consideration of the wheelchair accessibility of washrooms, particularly if such a consideration furthers the purpose of public health protection, which I find that it does.

Discrimination under s.4 of the Human Rights Act

118. The next question is whether the Respondent's interpretation and application of s.20(1) of the *Food Safety Regulations* constitutes *prima facie* discrimination under s.4 of the *Human Rights Act*.

119. For ease of reference, s.4 of the *Human Rights Act* provides as follows:

4. For the purpose of this Act, a person discriminates where the person makes a distinction, whether intentional or not, based on a characteristic, or perceived characteristic, referred to in clauses (h) to (v) of subsection (1) of Section 5 that has the effect of imposing burdens, obligations or disadvantages on an individual or a class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society.

120. The Respondent interprets and applies s.20(1) of the *Food Safety Regulations* as requiring food establishments to have washroom facilities for the public, but not requiring them to have washroom facilities that are accessible to members of the public who use wheelchairs for mobility. What this means in practice is that the Respondent issues permits to food establishments allowing them to operate without washroom facilities that can be used by members of the public who use wheelchairs. The Respondent's interpretation and application of s.20(1) of the *Food Safety Regulations*, which includes the issuing of permits, makes a distinction based on physical disability that has the effect of imposing burdens or disadvantages on individuals based on their physical disability.

121. The Respondent's interpretation and application of s.20(1) of the *Food Safety Regulations*, including the issuing of permits to food establishments, in a manner that requires food establishments to have washroom facilities for the public but not for members of the public who use wheelchairs, meets the definition of discrimination in s.4 of the *Human Rights Act*.

Provision of or access to services or facilities under s.5(1)(a) of the Human Rights Act

122. The next question is whether the discrimination described above is in respect of "the provision of or access to services or facilities" under s.5(1)(a) of the *Human Rights Act*.

123. For ease of reference, s.5(1) provides as follows:

Prohibition of discrimination

- 5 (1) ***No person shall in respect of***
- (a) ***the provision of or access to services or facilities;***
 - (b) accommodation;
 - (c) the purchase or sale of property;
 - (d) employment;
 - (e) volunteer public service;
 - (f) a publication, broadcast or advertisement;
 - (g) membership in a professional association, business or trade association, employers' organization or employees' organization,

discriminate against an individual or class of individuals on account of

...

- (o) ***physical disability or mental disability***

...

[Emphasis added]

124. The Respondent interprets and applies s.20(1) of the *Food Safety Regulations* as requiring a food establishment to have washroom facilities for the public available in a convenient location, but not requiring those washroom facilities to be accessible to individuals who use wheelchairs for mobility. What this means in a practical sense is that the Respondent uses this interpretation:

- in the conversations that take place between inspectors and operators during inspections, whether they be pre-inspections, routine inspections, re-inspections, ad hoc inspections and consultation inspections;
- in deciding whether to issue permits or to renew permits;
- in decisions about whether to provide food establishments with extensions of time to come into compliance, and if so, how much time will be provided;
- in deciding whether to grant exemptions;
- in deciding whether to issue warnings; and

- in deciding whether to suspend or revoke a permit.

125. I will refer to these activities as “the Respondent’s administration and enforcement of the *Food Safety Regulations*.”

126. The Respondent asserts that the conduct being complained of is “enforcement” and that the enforcement activities of government are not “services” within the meaning of human rights legislation. The Respondent also argues that, even if the impugned activities of government are a “service,” they are a service provided to food establishments and not to the Complainants, and therefore do not fall within s.5(1)(a) of the *Human Rights Act*.

127. A reading of the words of s.5(1)(a), in the context of the *Human Rights Act* as a whole, and in light of the *Act*’s purpose, leads me to conclude that the Respondent’s administration and enforcement of the *Food Safety Regulations* are in respect of the provision of or access to services within the meaning of the *Act*.

128. First, there are no words in s.4, s.5(1)(a) or any other section of the *Human Rights Act* that suggest that “services” exclude activities such as the Respondent’s administration and enforcement of the *Food Safety Regulations*.

129. In fact, the wording of s.4 is very broad, applying to a “distinction”:

... that has the effect of imposing burdens, obligations or disadvantages on an individual or a class of individuals not imposed upon others or which withholds or limits access to opportunities, benefits and advantages available to other individuals or classes of individuals in society

130. Furthermore, there are no words in s.5(1)(a) that restrict the phrase “in respect of the provision of or access to services.”

131. I find that the ordinary meaning of “services” in s.5(1)(a) of the *Human Rights Act* includes the activities of the Respondent here. The Respondent provides inspection, licensing, compliance and enforcement services to food establishments, and public health protection services to the public when it administers and enforces the *Food Safety Regulations*.

132. Second, the purpose section of the *Human Rights Act* is broad and specifically recognizes that government and all public agencies have the responsibility to ensure that every individual in the Province is afforded an equal opportunity to enjoy a full and productive life:

Purpose of Act

2 The purpose of this Act is to

- (a) recognize the inherent dignity and the equal and inalienable rights of all members of the human family;
- (b) proclaim a common standard for the achievement of basic human rights by all Nova Scotians;
- (c) recognize that human rights must be protected by the rule of law;
- (d) affirm the principle that every person is free and equal in dignity and rights;
- (e) **recognize that the government, all public agencies** and all persons in the Province **have the responsibility to ensure that every individual in the Province is afforded an equal opportunity to enjoy a full and productive life and that failure to provide equality of opportunity threatens the status of all persons;** and
- (f) extend the statute law relating to human rights and provide for its effective administration.

[emphasis added]

133. An interpretation of “services” in s.5(1)(a) as encompassing the Respondent’s administration and enforcement of the *Food Safety Regulations*, all for the purpose of protecting the health of the public, better achieves the purposes in s.2 of the *Human Rights Act*, especially the purpose in s.2(e) of the *Act*, than the interpretation advanced by the Respondent.

134. Third, the context of the *Human Rights Act* suggests that “services” should include the Respondent’s administration and enforcement of the *Food Safety Regulations*.

135. Section 21 of the *Human Rights Act* states that the *Act* is binding on the Province.

136. Subsection 10(1) of the *Human Rights Act* provides that regulations that are discriminatory on their face are void and of no legal effect:

Void

10 (1) Where, in a regulation made pursuant to an enactment, there is a reference to a characteristic referred to in clauses (h) to (v) of subsection (1) of Section 5 that appears to restrict the rights or privileges of an individual or class of individuals to whom the reference applies, the reference and all parts of the regulation dependent on the reference are void and of no legal effect.

137. If s.20(1) of the *Food Safety Regulations* were amended to state that food establishments need not have a washroom that is accessible to wheelchair users, it would have the same effect as the practice of the Province being challenged in this case, and would run afoul of s.10(1) of the *Human Rights Act*.

138. If the Respondent published material for the benefit of food establishments that set out its position that food establishments need not have a washroom that is accessible to wheelchair users under s.20(1) of the *Food Safety Regulations*, it would simply reflect the actual practice of the Respondent at issue in this case, and such a publication would run afoul of s.5(1)(f) and (o) of the *Human Rights Act*.

139. Reading “services” in s.5(1)(a) of the *Human Rights Act* harmoniously with other provisions of the *Act* therefore supports an interpretation of “services” that includes the Respondent’s administration and enforcement of s.20(1) of the *Food Safety Regulations*.

140. I do not accept the Respondent’s argument that, because other spheres of activity listed in s.5(1) of the *Human Rights Act* are transactional, “services” must be interpreted as only concerning transactional activities between a service provider and the receiver of that service. Subsection 5(1) includes in subsection (f) “a publication, broadcast or advertisement,” which are not transactional activities.

141. I find support for an interpretation of “services” as including the Respondent’s administration and enforcement of the *Food Safety Regulations* in the decision of the Nova Scotia Court of Appeal in *The Workers’ Compensation Board of Nova Scotia v. O’Quinn*, 1995 CanLII 4179, in which the Court dismissed the argument of the Workers’ Compensation Board that workers’ compensation benefits were not “services” within the meaning of s.5(1)(a) of the *Human Rights Act*.

142. In reaching its decision in *O’Quinn, supra*, the Nova Scotia Court of Appeal relied on:

1. A broad, liberal and purposive approach to the interpretation of human rights legislation.
2. The fact that the word “services” in the Nova Scotia *Human Rights Act* is not limited by any phrase similar to the phrase “generally available to the public,” as it is in human rights legislation in other provinces.
3. The fact that the scope of the word “services” was broadened by amendments made by the Nova Scotia legislature to the *Human Rights Act* in 1991 that deleted the limiting phrases “customarily provided members of the public” and “to which members of the public have access.”
4. The broad social goals included in s.2 of the *Human Rights Act*, which had been in the preamble to the previous legislation and then became embodied in

the amended legislation as its stated purpose, in particular s.2(e) which recognizes the responsibility that the government, all public agencies and all persons in the province have to ensure equal opportunity for all individuals.

143. In *O'Quinn*, the Nova Scotia Court of Appeal adopted the approach to the interpretation of human rights legislation articulated by the Supreme Court of Canada in *University of British Columbia v. Berg*, [1993] 2 S.C.R. 353, per Lamer C.J.:

In addressing the issue of the interpretation of the British Columbia *Human Rights Act*, Lamer C.J. made reference to the recent decision of the Supreme Court, which set out quite a different approach to interpretation than the approach that was used in *Jenkins*. He said at p.370:

“In my reasons in *Heerspink*, I commented on the unique nature of human rights legislation (at pp.157-58):

When the subject matter of a law is said to be the comprehensive statement of the ‘human rights’ of the people living in that jurisdiction, then there is no doubt in my mind that the people of that jurisdiction have through their legislature clearly indicated that they consider that law, and the values it endeavours to buttress and protect, are, save their constitutional laws, more important than all others.

Following *Heerspink*, this Court has had many occasions to comment on the privileged status of human rights legislation. In *Ontario Human Rights Commission v. Simpson-Sears Ltd.*, *supra*, McIntyre J. observed (at p.547) that “[l]egislation of this type is of a special nature, not quite constitutional but certainly more than the ordinary – and it is for the courts to seek out its purpose and give it effect.’ This Court has repeatedly stressed that a broad, liberal and purposive approach is appropriate to human rights legislation, and that such legislation, according to La Forest J. in *Robichaud*, at p.89, ‘must be so interpreted as to advance the broad policy considerations underlying it.’”

144. In *Nova Scotia v. Hodder*, 1998 CanLII 5962, the Nova Scotia Court of Appeal relied on the Court’s reasons in *O'Quinn* to hold that the administration by the Province of Nova Scotia of pension and other benefits falls within the meaning of “the provision of services” under s.5(1)(a) of the *Human Rights Act*.

145. The decision of Edwards J. in *Reed*, *supra*, which allowed the Complainants’ application for judicial review of the Human Rights Officers’ decision not to accept their complaint, also supports a finding that the Respondent’s discriminatory administration and enforcement of

s.20(1) of the *Food Safety Regulations* falls within the purview of the *Human Rights Act*. Edwards J. found that the complaint fell squarely within the mandate of the Human Rights Commission in s.2(e) of the *Human Rights Act*: *Reed, supra* at para.12. Edwards J. also held that “[t]he *Human Rights Act* trumps the Ombudsman, the *Building Code of Canada*, and the other affected departments of government”: *Reed, supra* at para.14.

146. An interpretation of “services” that encompasses the Respondent’s administration and enforcement of s.20(1) of the *Food Safety Regulations* also better achieves the purpose of human rights legislation to address the effects of systemic discrimination: see *British Columbia (Public Service Employee Relations Commission) v. BCGSEU*, [1999] 3 SCR 3, 1999 CanLII 652 (“*Meiorin*”) at para.42.

147. McLachlin J., as she then was, writing for the Supreme Court of Canada in *Meiorin, supra*, articulated a revised approach to what an employer must show to justify a *prima facie* case of discrimination, given the difficulties with the conventional approach. Under the conventional approach, if an employer could not justify a directly discriminatory standard as a *bona fide* occupational requirement (“BFOR”), the standard would be struck down in its entirety. However, if the standard was found to be a neutral one that adversely affected a certain individual, the employer would have to accommodate the individual claimant to the point of undue hardship, but the discriminatory standard would remain intact: *Meiorin, supra*, at para.30.

148. In explaining the Court’s decision to articulate a new approach, McLachlin J. relied in part on the conclusion that the conventional analysis served to legitimize systemic discrimination, or “discrimination that results from the simple operation of established procedures of recruitment, hiring and promotion, no one of which is necessarily designed to promote discrimination”: *Meiorin, supra* at para.39, quoting from *Canadian National Railway Co. v. Canada (Canadian Human Rights Commission)*, 1987 CanLII 109 (SCC), [1987] 1 S.C.R. 1114, at p.1139.

149. McLachlin J. explained how the conventional analysis might serve to legitimize systemic discrimination as follows:

40 Under the conventional analysis, if a standard is classified as being “neutral” at the threshold stage of the inquiry, its legitimacy is never questioned. The focus shifts to whether the individual claimant can be accommodated, and the formal standard itself always remains intact. The conventional analysis thus shifts attention away from the substantive norms underlying the standard, to how “different” individuals can fit into the “mainstream”, represented by the standard.

Meiorin, supra at para.40

150. McLachlin J. wrote that the conventional analysis applicable to adverse effects discrimination “bars the court from assessing the legitimacy of the standard itself”: *Meiorin, supra*, at para.41. McLachlin J. relied on the following passage from the article by Shelagh Day and Gwen Brodsky, “The Duty to Accommodate: Who Will Benefit?” (1996), 75 *Can. Bar Rev.* 433, where the authors discuss the conventional approach to neutral standards and the duty to accommodate those who are adversely affected by them:

41 ...

The difficulty with this paradigm is that it does not challenge the imbalances of power, or the discourse of dominance, such as racism, ablebodyism and sexism, which result in a society being designed well for some and not for others. It allows those who consider themselves “normal” to continue to construct institutions and relations in their image, as long as others, when they challenge this construction are “accommodated.”

Accommodation, conceived this way, appears to be rooted in the formal model of equality. ... Accommodation does not go to the heart of the equality question, to the goal of transformation, to an examination of the way institutions and relations must be changed in order to make them available, accessible, meaningful and rewarding for the many diverse groups of which our society is composed. Accommodation seems to mean that we do not change procedures or services, we simply “accommodate” those who do not quite fit. We make some concessions to those who are “different” rather than abandoning the idea of “normal” and working for genuine inclusiveness.

...

Meiorin, supra, at para.41

151. McLachlin J. explained how the conventional analysis shielded systemic discrimination from scrutiny in the case before the Court:

42 ... Although the Government may have a duty to accommodate an individual claimant, the practical result of the conventional analysis is that the complex web of seemingly neutral, systemic barriers to traditional male-dominated occupations remains beyond the direct reach of the law. The right to be free from discrimination is reduced to a question of whether the “mainstream” can afford to confer proper treatment on those adversely affected, within the confines of its existing formal standard. If it cannot, the

edifice of systemic discrimination receives the law's approval. This cannot be right.

Meiorin, supra, at para.42

152. McLachlin J. stated that “the conventional analysis may compromise both the broad purposes and the specific terms of the Code”: *Meiorin, supra*, at para.43. She then set out the relevant purposes from the British Columbia *Human Rights Code*:

44 In British Columbia, the relevant purposes are stated in s.3 of the Code:

3 ...

(a) to foster a society in British Columbia in which there are no impediments to full and free participation in the economic, social, political and cultural life of British Columbia;

(b) to promote a climate of understanding and mutual respect where all are equal in dignity and rights;

(c) to prevent discrimination prohibited by this Code;

(d) to identify and eliminate persistent patterns of inequality associated with discrimination prohibited by this Code;

(e) to provide a means of redress for those persons who are discriminated against contrary to this Code. ...

Meiorin, supra, at para.44

153. In light of the explicit purposes of the Code, and the principle that human rights statutes ought to be interpreted liberally so that they may better fulfill their objectives, McLachlin J. held that the conventional approach did not allow these statutes to accomplish their objectives as well as they might otherwise do:

44 ...

This Court has held that, because of their status as “fundamental law”, human rights statutes must be interpreted liberally, so that they may better fulfill their objectives: *O'Malley, supra*, at p.547, *per* McIntyre J.; *Action Travail, supra*, at pp.1134-36, *per* Dickson C.J.; *Robichaud v. Canada (Treasury Board)*, 1987 CanLII 73 (SCC), [1987] 2 S.C.R. 84, at pp.89-90, *per* La Forest J. An interpretation that allows the rule itself to be questioned only if the discrimination can be characterized as “direct”

does not allow these statutes to accomplish their purposes as well as they might otherwise do.

Meiorin, supra, at para.44

154. Returning to the wording of the human rights legislation before her, McLachlin J. concluded that, “[s]tated simply, there is no statutory imperative in this case to perpetuate different categories of discrimination and provide different remedies for their respective breaches”: *Meiorin, supra*, at para.46.

155. While *Meiorin, supra* dealt with an employer’s justification for discrimination rather than on the meaning of “services,” the Court’s reasoning, with its focus on the importance of addressing systemic discrimination, is helpful in determining the meaning of “services” in the Nova Scotia *Human Rights Act*.

156. An interpretation of “services” in s.5(1)(a) of the *Human Rights Act* that captures only the direct transaction between a service provider and the receiver of that service (in this case, as capturing only the direct relationship between food establishments and customers) might “serve to legitimize systemic discrimination”, in the words of McLachlin J. in *Meiorin, supra* at para.39, by failing to take into account the fact that there are numerous structures, systems and practices in society that all work together to create barriers to the full participation in society by individuals who use wheelchairs for mobility. In the context of this case, these structures, systems and practices would include not only the failure of individual food establishments to provide washroom facilities that are accessible to wheelchair users, but also the regulatory regime that the Respondent administers in a way that condones such practices.

157. If, as the Respondent submits, “services” in s.5(1)(a) of the *Human Rights Act* only captures the direct relationship between the food establishment and the Complainants, and not the service provided to the public by the Respondent in its administration of the *Food Safety Regulations*, the legitimacy of the Respondent’s discriminatory administration of that regime is not questioned. The focus shifts to whether an individual complainant can be accommodated by a particular food establishment, and the Respondent’s practice remains intact.

158. Borrowing from the words of McLachlin J. in *Meiorin, supra*, although individual food establishments may have a duty to accommodate an individual complainant, the practical result of the Respondent’s approach would be that part of the complex web of seemingly neutral, systemic barriers to wheelchair users remains beyond the direct reach of the law.

159. It is significant that the purposes of the Nova Scotia *Human Rights Code* go beyond those at issue in *Meiorin, supra*, by explicitly recognizing that the Nova Scotia government, the Respondent in this case, has “the responsibility to ensure that every individual in the Province is afforded an equal opportunity to enjoy a full and productive life.”

160. A narrow interpretation of “services,” to exclude the services of the Respondent in administering and enforcing the food safety regime for the benefit of the public’s health, would compromise both the broad purposes and the specific terms of the Nova Scotia *Human Rights Act*.

161. Furthermore, there is no “statutory imperative” in the Nova Scotia *Human Rights Act* that would restrict the meaning of services in the manner suggested by the Respondent.

162. Moreover, the Respondent’s narrow interpretation of “services” also seems to result in absurdity. If, for example, food establishments had washroom facilities for the public but prohibited members of certain racialized groups from using those washrooms, and if that practice was well-known to the Respondent and yet the Respondent continued to issue or renew permits for those food establishments, the Respondent maintains that its conduct would not fall within the purview of the *Human Rights Act* and that if members of the public wished to address the Respondent’s conduct directly, as opposed to the conduct of the food establishments, they would have to launch a *Charter* challenge against the government. This cannot be right, given the broad purpose of the *Human Rights Act*, the wording and context of the *Act* as a whole, and the legislative history of s.5(1)(a) of the *Act*.

163. I have very carefully considered the decision of the Federal Court of Appeal in *Watkin v. Canada (Attorney General)*, 2008 FCA 170, upon which the Respondent relies for the proposition that the Respondent’s conduct constitutes “enforcement activities,” and that enforcement activities do not fit the meaning of “services” in human rights legislation. I find that the decision in *Watkin, supra*, is not applicable to this complaint or to the Nova Scotia *Human Rights Act*.

164. The word “services” in the *Canadian Human Rights Act*, the statute at issue in *Watkin, supra*, is modified and limited by the phrase “customarily available to the general public,” a limiting phrase not found in the Nova Scotia legislation, a fact that the Nova Scotia Court of Appeal considered to be significant in *O’Quinn, supra*:

5. It is a discriminatory practice in the provision of goods, **services**, facilities or accommodation **customarily available to the general public**

(a) to deny, or to deny access to, any such good, service, facility or accommodation to any individual ...

...

Watkin, supra at para.20

165. This difference in wording was significant to the decision of the Federal Court of Appeal that the enforcement activities of Health Canada at issue in *Watkin, supra* did not fall within the jurisdiction of the *Canadian Human Rights Act*:

22 In my view, Health Canada, when enforcing the *Food and Drugs Act* in the manner complained of is not providing “services, ... **customarily available to the general public**” within the meaning of section 5. The actions in question are coercive measures intended to ensure compliance. The fact that these measures are undertaken in the public interest does not make them “services”.

...

31 ... I agree that because government actions are generally taken for the benefit of the public, the “**customarily available to the general public**” requirement in section 5 will usually be present in cases involving discrimination arising from government actions (see for example *Rosin, supra* at para.11, and *Saskatchewan Human Rights Commission v. Saskatchewan (Department of Social Services)*, (1988), 52 D.L.R. (4th) 253 at 266-268. However, the first step to be performed in applying section 5 is determine whether the actions complained of are “services” (see *Gould, supra* per La Forest J., para.60). In this respect, “services” within the meaning of section 5 contemplate something of benefit being “held out” as services and “offered” to the public (*Gould, supra*, per La Forest J., para.55). Enforcement actions are not “held out” or “offered” to the public in any sense and are not the result of a process which takes place “in the context of a public relationship” (*Idem*, per Iacobucci J., para.16). I therefore conclude that the enforcement actions in issue in this case are not “services” within the meaning of section 5.

Ibid. at paras.22 and 31 [emphasis added]

166. The decision in *Watkin, supra*, is also distinguishable on the facts. The “coercive measures” of Health Canada in that case were very different from the broad range of activities undertaken by the Respondent in this case. *Watkin, supra* involved discrete actions of Health Canada vis-à-vis one corporation, specifically a request to cease and desist advertising a certain product, a request to recall and cease the sale of the product, and a seizure of a quantity of the product. As the Complainants point out, unlike *Watkin, supra*, this case involves a systemic practice of the Respondent affecting all food establishments at every stage of the compliance spectrum.

167. The Federal Court of Canada in *Watkin, supra*, found support for its decision about the meaning of “services” in the *Canadian Human Rights Act* in the decision of the Supreme Court of Canada in *Gould v. Yukon Order of Pioneers*, [1996] 1 SCR 571. In *Gould, supra*, the Court concluded that the exclusion of the female appellant from membership in the Yukon Order of Pioneers based on sex did not fall within the meaning of “services” in the *Yukon Human Rights Act*. However, significant to the decision of the majority in *Gould, supra*, written by Iacobucci J., and to the concurring judgment of La Forest J., was the limiting phrase “when offering or

providing services, goods or facilities to the public” in s.8(a) of the Yukon *Human Rights Act*: *Gould, supra, per Iacobucci J.* at paras.16-17; *per La Forest J.* at paras.20 and 51-55.

168. La Forest J., in his concurring judgment in *Gould, supra*, observed that human rights legislation across Canada contained a phrase limiting the word “services,” and in doing so, suggested that s.4 of the Nova Scotia *Human Rights Act* was similar in that it employed a definition of discrimination stated in terms of the denial of “opportunities, benefits and advantages available to other individuals or classes of individuals in society”: *Gould, supra* at para.53. However, I do not find this statement to be helpful or applicable to the interpretation of “services” in this case. First, the statement was not necessary to Iacobucci J.’s judgment. Second, he did not refer to the entire definition of discrimination in s.4, which is much broader than the wording relied on in his judgment. Third, the Nova Scotia Court of Appeal decision in *O’Quinn, supra* focused specifically on the wording of s.5(1)(a) of the Nova Scotia *Human Rights Act*, noted the lack of language limiting “services” and relied on the fact that the legislature amended the legislation to remove the limiting language previously in the *Act* to distinguish the Nova Scotia *Act* from other human rights legislation in Canada.

169. Finally, I find that the decision of the Supreme Court of Canada in *Canada (Canadian Human Rights Commission), supra*, relied on by the Respondent, does not apply to this case. In *Canada (Canadian Human Rights Commission), supra*, the complaints were a direct attack on the *Indian Act*: at para.3, *per Gascon J.* for the majority. The complainants in that case needed to demonstrate that the legislative provisions fell within the statutory meaning of a “service”: *ibid*. The Canadian Human Rights Tribunals concluded that legislation was not a service under the *Canadian Human Rights Act* and dismissed the complaints: *ibid*. On judicial review, both the Federal Court and the Federal Court of Appeal found the Tribunal decisions to be reasonable. The appeals to the Supreme Court of Canada were dismissed. The Complainants in this case are not attacking s.20(1) of the *Food Safety Regulations*. They are challenging the government’s administration and application of that regulation, and in particular, the government’s failure to enforce that section in respect of members of the public who use wheelchairs for mobility.

170. I conclude that the Respondent’s administration and enforcement of the *Food Safety Regulations* is in respect of “the provision of or access to services” in s.5(1)(a) of the Nova Scotia *Human Rights Act*, and that therefore the Respondent discriminated against individuals who use wheelchairs for mobility in its administration and enforcement of s.20(1) of the *Food Safety Regulations* contrary to ss.5(1)(a) and (o) of the *Human Rights Act*.

171. Given this conclusion, I do not find it necessary to determine whether the activities of the Respondent also fall within the meaning of “the provision of or access to facilities” in s.5(1)(a) of the Nova Scotia *Human Rights Act*, or whether s.15(1) of the *Charter* supports the position of the Complainants in this case.

Defences: BFOQ or Reasonable Limit Prescribed by Law

172. The Respondent asserts that, in the event that I find that it has discriminated on the basis of physical disability in the provision of or access to services in violation s.5(1)(a) and (o) of the *Human Rights Act*, the discrimination is permitted under s.6(f)(i) of the *Act* as a *bona fide* qualification or under s.6(f)(ii) of the *Act* as “a reasonable limit prescribed by law as can be demonstrably justified in a free and democratic society.”

173. I do not find that either of these exceptions apply in this case.

174. The *Meiorin* test applies to all claims of discrimination under human rights legislation, and all those governed by such legislation “are now required in all cases to accommodate the characteristics of affected groups within their standards, rather than maintaining discriminatory standards supplemented by accommodation for those who cannot meet them”: *British Columbia (Superintendent of Motor Vehicles) v. British Columbia (Council of Human Rights) (“Grismer”)*, [1999] 3 S.C.R. 868, 1999 CanLII 646 (SCC) at para.19 [emphasis in original].

175. McLachlin J., writing for the Court in *Grismer*, explained the *Meiorin* test as follows:

Once the plaintiff establishes that the standard is *prima facie* discriminatory, the onus shifts to the defendant to prove on a balance of probabilities that the discriminatory standard is a BFOR or has a *bona fide* and reasonable justification. In order to establish this justification, the defendant must prove that:

- (1) it adopted the standard for a purpose or goal that is rationally connected to the function being performed;
- (2) it adopted the standard in good faith, in the belief that it is necessary for the fulfillment of the purpose or goal;
- (3) the standard is reasonably necessary to accomplish its purpose or goal, in the sense that the defendant cannot accommodate persons with the characteristics of the claimant without incurring undue hardship.

Grismer, supra at para.20

176. The Respondent does not interpret s.20(1) of the *Food Safety Regulations* as requiring food establishments to have washroom facilities that are accessible and therefore usable by members of the public who use wheelchairs because the Respondent interprets its mandate as being focused on food safety, and it considers hand washing by members of the public and washroom accessibility issues as not relating to food safety. Thus, the Respondent adopted its approach to s.20(1) of the *Food Safety Regulations* – the standard at issue in this case – for the purpose of focusing solely on food safety. This purpose is rationally connected to the function

being performed by the Respondent, which is the administration and enforcement of the *Food Safety Regulations*.

177. I find that the Respondent adopted the standard (its administration and enforcement of s.20(1) of the *Food Safety Regulations*) in good faith, in the belief that it was necessary for the fulfillment of the goal of focusing on food safety.

178. I find that the Respondent fails the third branch of the *Meiorin* test.

179. McLachlin J., in the context of a claim of discrimination by an employee against an employer in *Meiorin, supra*, explained that the third branch of the test requires a respondent to build conceptions of equality into the standard by considering, within the standard, “reasonable alternatives” and “various ways” to accommodate individuals that are “less discriminatory,” without causing undue hardship:

55 This approach is premised on the need to develop **standards that accommodate the potential contributions of all employees in so far as this can be done without undue hardship** to the employer. Standards may adversely affect members of a particular group, to be sure. But as Wilson J. noted in *Central Alberta Dairy Pool, supra* at p. 518: “[i]f a **reasonable alternative exists** to burdening members of a group with a given rule, that rule will not be [a BFOR]”. It follows that a rule or standard must accommodate individual differences to the point of undue hardship if it is found reasonably necessary. Unless no further accommodation is possible without imposing undue hardship, the standard is not a BFOR in its existing form and the *prima facie* case of discrimination stands.

...

64 Courts and tribunals should be sensitive to **the various ways in which individual capabilities may be accommodated**. Apart from individual testing to determine whether the person has the aptitude or qualification that is necessary to perform the work, the possibility that there may be **different ways** to perform the job while still accomplishing the employer’s legitimate work-related purpose should be considered in appropriate cases. The skills, capabilities and potential contributions of the individual claimant and others like him or her must be respected as much as possible. Employers, courts and tribunals should be innovative yet practical when considering how this may best be done in particular circumstances.

65 Some of the important questions that may be asked in the course of this analysis include:

- (a) Has the employer investigated **alternative approaches** that do not have a discriminatory effect, such as individual testing against a more individually sensitive standard?
- (b) If alternative standards were investigated and found to be capable of fulfilling the employer's purpose, why were they not implemented?
- (c) Is it necessary to have all employees meet the single standard for the employer to accomplish its legitimate purpose or could standards be reflective of group or individual differences and capabilities be established?
- (d) Is there a way to do the job that is **less discriminatory** while still accomplishing the employer's legitimate purpose?
- (e) Is the standard properly designed to ensure that the desired qualification is met without placing an undue burden on those to whom the standard applies?
- (f) Have other parties who are obliged to assist in the search for possible accommodation fulfilled their roles? ...

...

68 Employers designing workplace standards owe an obligation to be aware of both the differences between individuals, and differences that characterize groups of individuals. They **must build conceptions of equality** into workplace standards. By enacting human rights statutes and providing that they are applicable in the workplace, the legislatures have determined that **the standards governing the performance of work should be designed to reflect all members of society, in so far as this is reasonably possible**. Courts and tribunals must bear this in mind when confronted with a claim of employment-related discrimination. To the extent that a standard unnecessarily fails to reflect the differences among individuals, it runs afoul of the prohibitions contained in the various human rights statutes and must be replaced. **The standard itself is required to provide for individual accommodation, if reasonably possible**. A standard that allows for such accommodation may be only slightly different from the existing standard but it is a different standard nonetheless.

...

Meiorin, supra at paras.55, 64-65 and 68 [emphasis added]

180. In *Grismer, supra*, the Superintendent of Motor Vehicles was found to have discriminated on the basis of disability in the provision of services when he cancelled Mr. Grismer's driver's license because of a medical condition affecting Mr. Grismer's vision. The Court found that the Superintendent of Motor Vehicles failed the third branch of the *Meiorin* test.

181. The standard at issue in *Grismer, supra* was "an absolute denial of a driver's license" to people with Mr. Grismer's condition: *Grismer, supra* at para.32. McLachlin J., writing for the Court, held that the Superintendent bore the burden of demonstrating that the standard incorporated every possible accommodation to the point of undue hardship, and that the Superintendent could have done this in two ways:

32 Against this backdrop, I come to the question of whether the Superintendent met the burden of showing that the standard he applied to people with H.H. – an absolute denial of a driver's license – was reasonably necessary to achieve the goal of moderate highway safety. In order to prove that its standard is "reasonably necessary", the defendant always bears the burden of demonstrating that the standard incorporates every possible accommodation to the point of undue hardship, whether that hardship takes the form of impossibility, serious risk or excessive cost. In this case, there are at least two ways in which the Superintendent could show that a standard that permits no accommodation is reasonably necessary. First, he could show that no one with the particular disability could ever meet the desired objective of reasonable highway safety. For example, using current technology, someone who is totally blind cannot safely operate a motor vehicle on the highway. Since accommodation of such a person is impossible, it need not be further considered. Alternatively, if the Superintendent could not show that accommodation is totally inconsistent with his goal, he could show that accommodation is unreasonable because testing for exceptional individuals who can drive safely despite their disability is impossible short of undue hardship.

Grismer, supra at para.32

182. The Superintendent failed to prove on a balance of probabilities that no one with Mr. Grismer's condition could drive with a reasonable level of safety and that, alternatively, individual assessment was not feasible because it would have been impossible short of undue hardship: *Grismer, supra* at paras.34-41.

183. McLachlin J. criticized the Superintendent's failure to consider any of the options that might have made an assessment of Mr. Grismer's driving abilities viable and affordable:

42 In summary, the Superintendent offered ***no evidence that he had considered any of the options*** that might have made an assessment of Mr. Grismer's driving abilities viable and affordable. Content to rely on the general

opinion of the medical community, and ignoring the evidence that some people with H.H. can and do drive safely, **he offered not so much as a gesture in the direction of accommodation. His position, quite simply, was that no accommodation was necessary.** Under the *Meiorin* test, **it was incumbent on the Superintendent to show that he had considered and reasonably rejected all viable forms of accommodation.** The onus was on the Superintendent, having adopted a *prima facie* discriminatory standard, to prove incorporating aspects of individual accommodation with the standard was impossible short of undue hardship. The Superintendent did not do so. On the facts of this case, the Superintendent's blanket refusal to issue a driver's license was not justified. ...

Grismer, supra at para.42

184. McLachlin J. concluded by clarifying that the Court's decision established Mr. Grismer's right to be assessed, not his right to a driver's license, and that "those who provide services subject to the *Human Rights Code* must adopt standards that accommodate people with disabilities where this can be done without sacrificing their legitimate objectives and without incurring undue hardship":

44 This case deals with no more than the right to be accommodated. It does not decide that Mr. Grismer had the right to a driver's license. It merely establishes that he had a right to be assessed. That was all the Member found and all that we assert. The discrimination here lies not in the refusal to give Mr. Grismer a driver's license, but in the refusal to even permit him to attempt to demonstrate that his situation could be accommodated without jeopardizing the Superintendent's goal of reasonable road safety. This decision stands for the proposition that those who provide services subject to the *Human Rights Code* must adopt standards that accommodate people with disabilities where this can be done without sacrificing their legitimate objectives and without incurring undue hardship. It does not suggest that agencies like the Motor Vehicle Branch must lower their safety standards or engage in accommodation efforts that amount to undue hardship.

185. In this case, the Respondent's approach to s.20(1) of the *Food Safety Regulations* is not reasonably necessary to accomplish its purpose or goal because it has failed to establish that it cannot accommodate persons with the characteristics of the Complainants without incurring undue hardship.

186. The Respondent did not offer any evidence, or even make the argument, that it would experience any hardship itself if it administered and enforced s.20(1) of the *Food Safety Regulations* as requiring food establishments to have washroom facilities that are accessible to members of the public who use wheelchairs for mobility.

187. The Respondent asserted that individual food establishments would suffer undue hardship if it were to apply s.20(1) of the *Food Safety Regulations* as requiring food establishments to have washrooms that are wheelchair accessible, because this would lead to the revocation of permits and the ultimate closure of food establishments because of the cost involved in providing accessible washroom.

188. Assuming, without deciding, that the Respondent may rely on hardship caused to third parties, in this case food establishments, to justify its discriminatory administration and enforcement of s.20(1) of the *Food Safety Regulations*, the Respondent offered no evidence that it considered every reasonable alternative to burdening wheelchair users or the various ways in which it could apply s.20(1) in a manner that is less discriminatory to wheelchair users, without causing undue hardship to food establishments.

189. Similar to the case in *Grismer, supra*, the Respondent could have discharged the burden on it under the third branch of the *Meiorin* test in two ways. First, the Respondent could have demonstrated that no food establishment that is grandfathered under the *Building Code Regulations* could ever provide a washroom available to the public that is accessible to wheelchair users because in every case it would cause undue financial hardship to the establishment and threaten its ongoing operation. Alternatively, the Respondent could have demonstrated that a case-by-case assessment of undue financial hardship on food establishments would cause a food establishments undue hardship.

190. Neither the Respondent nor the Restaurant Association asserted or called evidence to establish that no food establishment grandfathered under the *Building Code Regulations* could ever provide a washroom available to the public that is accessible to wheelchair users because in every case it would cause undue financial hardship to the establishment and threaten its ongoing operation. Mr. Vienneau provided an example of the fairly minor renovations that would need to take place at one restaurant to provide a wheelchair accessible washroom.

191. The Respondent has also failed to show that if it undertook a case-by-case assessment of whether providing an accessible washroom would cause a food establishment undue financial burden, that this would cause food establishments undue hardship. An obvious reasonable alternative to the Respondent's standard would have been for the Respondent to apply the requirement in s.20(1) of the *Food Safety Regulations* to have washrooms for the public as requiring washroom that are accessible to members of the public who use wheelchairs, and allow food establishments to apply for extensions of time to come into compliance with the regulation or exemptions from the regulation by demonstrating that compliance would cause them undue financial hardship and/or render the continued operation of the food establishment unviable. These tools are available to the Respondent and have been used by the Respondent to grant exemptions from s.20(1) of the *Food Safety Regulations* or extensions of time to comply with the regulation, including on the basis of financial hardship.

192. Some food establishments may be able to provide accessible washrooms for the public. Some may not be able to do so without experiencing undue financial hardship. Some may need time to comply. This does not justify the Respondent's approach, which is that no accommodation is necessary. Under the *Meiorin* test, which applies to the defences to discrimination in both ss.6(f)(i) and (ii) of the *Human Rights Act*, it was incumbent on the Respondent to show that it had considered and reasonably rejected all viable forms of accommodation. The Respondent did not do so.

193. Although I do not find it necessary to do so, I will address the Respondent's assertion that its approach to s.20(1) of the *Food Safety Regulations* is a "reasonable limit prescribed by law" because the Respondent's decision to address accessibility of the built environment, including restaurants, under the progressive realization process in the *Accessibility Act*. The conduct or activity at issue in this case is the Respondent's practice in administering and enforcing s.20(1) of the *Food Safety Regulations*. The Respondent's practice is not "prescribed by law." It is not required by s.20(1). In fact, I find that the Respondent's practice is inconsistent with s.20(1) and the regulations and the *Health Services Act* as a whole. Furthermore, there is no evidence that the Respondent's approach to the *Food Safety Regulations* was in any way related to or because of the progressive realization approach taken in the *Accessibility Act*. The *Food Safety Regulations* came into force in 2004, and the Respondent's approach dates back at least to that time. The *Accessibility Act* came into force in 2017.

194. On the facts of this case, the Respondent's blanket refusal to administer and enforce s.20(1) of the *Food Safety Regulations* in a way that does not require food establishments to have washrooms that are accessible to members of the public who use wheelchairs for mobility is not justified under s.6(f)(i) or (ii) of the *Human Rights Act*.

Remedy

195. The Complainants, in addition to seeking an order requiring the Respondent to enforce s.20(1) of the *Food Safety Regulations* in a non-discriminatory manner, seek nominal damages to be used for the purpose of accessible washrooms to protect public health. The Complainants did not specify the amount of damages, or explain how such damages could be put toward the purpose of accessible washrooms to protect public health.

196. Given my finding that the Complainants experienced discrimination, I find that they are entitled to some amount of damages. The Board of Inquiry in *Trask v. Department of Justice (Correctional Services)*, 2010 NSHRC 1 (CanLII) at paras.197-203 reviewed a number of Nova Scotia Human Rights Board of Inquiry cases involving disabled employees who were terminated from their employment. The general damage awards in those cases ranged from a low of \$1,000 (in a 2004 decision) to a high of \$10,000 (in a 2007 decision). Consistent with the request of the Complainants for an amount of damages that is "nominal," but yet recognizes the discrimination experience by them, I consider it appropriate to award each of them an amount of \$1,000. I leave it up to the Complainants to decide how they wish to use the money.

197. For the reasons given above, I order the following remedies:

1. An order that the Respondent interpret, administer and enforce the words “washroom facilities for the public available in a convenient location” in s.20(1) of the *Food Safety Regulations* as requiring those washroom facilities to be accessible to members of the public who use wheelchairs;
2. An order that the Respondent pay to each Complainant an amount of \$1,000 in damages.

Dated at Halifax, Nova Scotia, this 6th day of September, 2018.

Gail L. Gatchalian, Q.C.
Board of Inquiry Chair

ATTACHMENT C

February 20, 2020



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PUBLIC WORKS
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RECREATION
902-634-4006

FACSIMILIE
902-634-4416

Richard Derible
Director, Restorative Initiatives, Nova Scotia Department of Justice
1690 Hollis Street
Halifax, NS B3J 1V7

Dear Mr. Derible:

Working Group re: REED ET AL. VS Province of Nova Scotia Tribunal Decision

As Mayor of the Town of Lunenburg I am writing to express the concerns of this community as action and regulation is being recommended in response to the above noted tribunal decision.

First, if there are recommendations that would increase the responsibility of, and therefore the financial burden on, municipal units, it is imperative that **dialogue be initiated** to determine how this can possibly be accommodated given the structure and resources of municipalities in Nova Scotia.

Second, as a rare urban UNESCO World Heritage Site, Old Town Lunenburg stands to be severely impacted by regulatory change that would necessitate alteration to the historic properties and streetscape of our Historic District, which encompasses our primary commercial district. **Historically significant architecture and streetscapes could be lost**, if special consideration is not given.

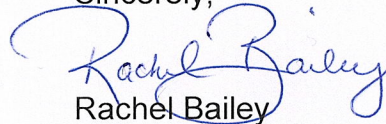
In addition, while interior alteration is not governed by local heritage regulation, significant changes to the interior of most of our old buildings to fully accommodate wheelchair access, **would put small businesses in Lunenburg at risk**. The loss of business would, in turn, drastically impact the sustainability of our Heritage Site and the Town itself. While Lunenburg is perhaps the best example of an historic downtown streetscape, we know that we are not alone with these concerns and interests.

It is very important that we collaborate to find the right balance between the human rights of all citizens and the potential for undue burden as an unintended consequence of trying to do "the right thing". We reference and fully support the joint letter from the NSFM and the AMANS, to Premier Stephen McNeil, dated December 16, 2019. (copy attached)

UNESCO *World Heritage Site*

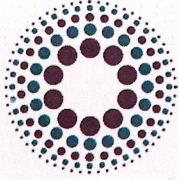
We applaud the priority the Provincial government is giving to accessibility issues. We ask, however, that the reality of Municipalities be duly considered in the process. The Town of Lunenburg is a special place that contributes to Nova Scotia's growth and prosperity. Let's work together to ensure the future continues to be bright for us all.

Sincerely,

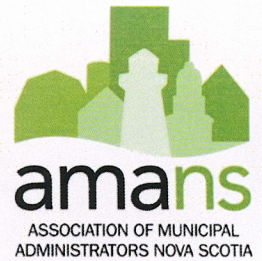


Rachel Bailey
Mayor
Town of Lunenburg

cc: Premier Stephen McNeil - stephenmcneil@ns.aliantzinc.ca
Mayor Pam Mood, President NSFM - mayor.mood@townofyarmouth.ca
Juanita Spencer, Chief Executive Officer - jspencer@nsfm.ca
Mike Dolter, President AMANS - mdolter@truro.ca
Janice Wentzell, Executive Director - jwentzell@amans.ca
MLA Suzanne Lohnes-Croft - lunenburgmla@eastlink.ca
The Honourable Mark Furey, Attorney General and Minister of Justice



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES



December 16, 2019

The Honourable Stephen McNeil
Premier, Province of Nova Scotia
P.O. Box 726, Halifax, NS B3J 1X5

Delivered by E-mail

Dear Premier McNeil:

RE: ACCESSIBLE WASHROOMS IN RESTAURANTS

We commend the Province for leading the restorative process for accessible washrooms in restaurants and for including NSFAM and AMANS in the stakeholder group examining compliance. As a valued voice at the table, we know you will agree it's important that we address major concerns we have on behalf of members, which we hope helps form the conversation as we all move forward.

We recognize that the barriers to accessibility are a reality for many Nova Scotians with disabilities and the Province is committed to improving accessibility. Last week, the Nova Scotia Government announced that municipalities will be prescribed as public sector bodies under the provincial Accessibility Act as of April 1st, 2020. Since the Accessibility Act was proclaimed in 2017, the Accessibility Directorate has worked with the municipal sector to ensure a clear understanding of the obligations under the Act.

We understand that developing a compliance framework is challenging because it encompasses several connecting pieces which can have far-reaching implications. It involves finding a balance between what is readily achievable and what is an undue burden. However, the accelerated pace at which the development of the compliance framework is moving, with so many unanswered questions, could result in unintended consequences for businesses, municipalities and for the province. We believe that the process needs to be slowed down or stopped until there is clarity on the number of non-compliant restaurants, the degree and cost of the required upgrades, the construction timeframe and deadline, and possible sources of funding. We would further note that the serious skilled-trades shortage will have a tremendous impact on the timelines of the vast majority of those requiring changes, large or small.

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Faced with an ultimatum to comply with broad, one-size-fits-all recommendations under a tight deadline, restaurant owners could be forced to relocate, or close altogether. Many restaurants in Nova Scotia are currently located in our downtowns, where historic and important community buildings are located. That kind of adaptive re-use is common and it's what entices visitors to the unique heritage areas of our province like Lunenburg's UNESCO World Heritage Centre waterfront, Baddeck's lakeside district and Halifax's iconic Argyle Street. Modifying these structures to meet 2019 Building Code will be architecturally impossible and prohibitively expensive.

Margins in the food and beverage industry are already so small that if the cost to comply is more than 1% of revenues, then it's too much. If the shops and restaurants that service those areas can't afford to remain there, once-vibrant downtowns will concede defeat to suburban business parks. No one wants this to happen. The effects of losing the downtowns cannot be overstated. That will happen when the cost to retrofit current spaces outweighs the cost to relocate, or when landlords push back with a prescribed refit and look to house other commercial tenants instead.

The province is currently not on track with respect to its tourism expansion and further erosion of our downtowns will frustrate the province's ability to reach the One Nova Scotia target of \$4 billion in tourism revenue by 2024.

Since the One Nova Scotia Report was released, government has been working towards reducing the regulatory burden for small business. Any new regulations should be streamlined and straightforward.

Clarity with respect to the line of accountability when it comes to inspection and compliance is also critical. Municipalities struggle to find Building Officials, particularly in rural areas, and capacity is a very real issue.

The sustainability of many Nova Scotia communities depends heavily on small businesses, and the food and beverage industry form a large proportion of the commercial tax base in many municipalities, particularly towns. Any decrease in commercial tax revenue will result in higher commercial taxes to offset lost revenue. If there are anticipated costs to municipalities, there must be a 12-month notice with detailing the fiscal implications, enabling municipalities to budget for those additional expenditures. Discussion regarding funding streams for this work is also necessary as part of the broader plan.

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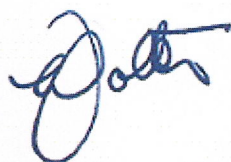
In closing, timing is a critical piece in determining any compliance framework. When engaged and informed, our members are trailblazers in ensuring that our municipalities are a place where everyone is welcome and supported. The process that resulted in a proclamation date and deadline for municipal accessibility plans was fair and resulted in a reasonable timeframe. We trust this process will follow a similar route to ensure all parties have time to react.

We look forward to further discussions which will include the points contained herein. This initiative is important to all Nova Scotians, and we want to ensure success on all fronts.

Signed,



Mayor Pam Mood
President, Nova Scotia Federation of Municipalities



Mike Dolter, MBA, CPA, CMA
President, Association of Municipal Administrators, Nova Scotia

CC: The Honourable Chuck Porter, M.L.A., Minister of Municipal Affairs and Housing
The Honourable Mark Furey, M.L.A., Minister of Justice
The Honourable Gordon Wilson, M.L.A., Minister of Environment

TOWN OF LUNENBURG PROCEDURAL POLICY #86 - COUNCIL AND MANAGEMENT EXPENSE AND HOSPITALITY CLAIMS

PURPOSE

1. This Policy provides a process and criteria by which Lunenburg Town Council ("Council") and management staff expense and hospitality claims may be considered for approval. These provisions were previously included in the Town's Personnel Policy, but are now stated in this Policy for ease of reference and inclusion of the following 2017 amendments to the Municipal Government Act ("Act").

Section 23 (3)

(3) Each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;*
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;*
- (c) where applicable, set out rules respecting the use of corporate credit cards;*
- (d) apply to every reportable individual in the municipality; and*
- (e) comply with the regulations.*

(5) A hospitality policy must

- (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;*
- (b) establish the approval process for authorizing hospitality expenses;*
- (c) establish the scope and applicability of the policy; and*
- (d) comply with the regulations.*

(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.

(7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

2. Reference should also be made to the Town's Council Professional Development and Conference Attendance Procedural Policy for information regarding the approval

procedure for same.

3. Expenses considered under this Policy are for attendance at conferences, training, meetings or other business events (“event”) representing the Town that are in compliance with this Policy and the Act, have been pre-approved by Council in the Town’s annual budget and/or by specific request, or by the CAO or designate for management staff.

PROCEDURE

4. Expenses for attendance at approved events representing the Town will be reimbursed as follows within approved Council budget amounts.
 - (a) Transportation: the actual cost of the most economical mode of travel, typically by personal vehicle. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following are pre-determined maximum allowable travel claim distances to:

- Bridgewater	40 kilometres
- Chester	80 kilometres
- Dartmouth	220 kilometres
- Halifax Airport	250 kilometres
- Halifax	200 kilometres
- Liverpool	130 kilometres
- Mahone Bay	25 kilometres
- Sydney	1100 kilometres
- Wolfville	200 kilometres

Variations from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor as set out in Section 4 (g) herein.

If more than one Council and/or management staff member are attending the same event they are expected, when reasonable, to travel together in one vehicle.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to pay for event attendance.

Air travel reservations may be made by authorized Corporate Services staff following the Town’s Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (b) Accommodations: actual cost for the authorized Town Council or management

staff member, plus approved parking and internet fees as applicable.

Accommodation reservations and payment will be made by Corporate Services staff following the Town's Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (c) Meals: out of Town events - \$15.00 breakfast (departure from Lunenburg required before 6:30 a.m.), \$20.00 lunch (unable to return to Lunenburg before 1:00 p.m.), and \$35.00 dinner (unable to return to Lunenburg before 6:30 p.m.), to a daily maximum of \$70.00 with no receipts required. If a meal is provided as part of the event, an additional meal claim shall not be made. Reimbursement for alcohol purchases is not permitted.

A \$15.00 meal expense may also be claimed if attendance at an in-Town event occurs during these meal periods and the event does not provide a meal and it is not possible for the Council or management staff member to leave to have their regular meal. Corporate Services staff will generally make prior catering arrangements for a meal to be provided in such circumstances through the use of a Town Purchase Order. Reimbursement for alcohol purchases is also not permitted.

Council may also budget for a maximum of \$1000./year, plus HST to provide for the attendance of Council members and/or senior management staff at relevant special event dinners, e.g., Lunenburg Board of Trade AGM, Habitat for Humanity and MICA annual dinners, etc.

- (d) Registration Fees: actual cost to be paid in advance by Corporate Services staff in compliance with the Town's Purchasing Policy, Municipal Credit Card Use Administrative Policy and/or other relevant Town Procedural Policies.
- (e) Miscellaneous Expenses – Council and management staff members may also claim up to \$15.00/day for each overnight stay for an approved out of Town event to a maximum of \$75.00/week without receipts for expenses for which receipts are generally unavailable when attending same which exceed one day and require an overnight stay outside Town (other than their own residence). Miscellaneous expenses may include tips, parking meters, taxis, bridge and ferry fares, buses, etc., but cannot be used to increase meal allowances noted above or purchase alcohol. Receipts should be presented for all miscellaneous expenses whenever possible.
- (f) Hospitality Expenses - the Mayor, Chief Administrative Officer (CAO) and/or their designate(s) may use the per person meal allowances listed above in subsection (c) for hospitality purposes with visiting officials while conducting Town business.

A Town Purchase Order should be used in such instances in accordance with the Town Purchasing Policy or detailed receipts provided for subsequent reimbursement. Council must approve the reimbursement of expense claims that exceed these limits or for any alcohol purchases.

- (g) Expense Claim Form - all claimants must submit a completed Town Expense Claim Form when seeking reimbursement for expenses listed above. This shall be submitted within thirty days of expenses being incurred to the CAO and Finance Director for approval. The Town Finance Director and Mayor shall determine if expenses claimed by the CAO may be approved for payment. The CAO, Finance Director and Mayor may request of the claimant additional verification of the expense prior to approving payment.
- (h) Spousal Expenses - expenses for the spouses of Council and management staff members will not be reimbursed.
- (i) HST - all maximum expense amounts stated herein do not include HST which may be claimed as an additional expense for payment on proof of HST payment.

- 5. No reimbursement will be made for Council and/or management staff attendance at partisan political events.
- 6. No advances for expenses will be paid unless pre-approved by the CAO and Finance Director. All advances shall follow the same reporting format as outlined in this Policy and a final Expense Claim Form shall be submitted to determine if repayment of any advance is required or additional reimbursement is due.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): May 8, 2018

Date of Passage of Current Policy: May 22, 2018

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date

STAFF TRAINING AND DEVELOPMENT

I. General Statement of Policy and Objectives

It is the policy of the Town of Lunenburg to encourage employees to attend training courses, seminars, conventions and meetings ("courses, etc.") which will upgrade their qualifications and job-related skills.

The objectives of this policy are:

1. to increase employees' competence in their present jobs, thereby increasing their contribution to the Town; and
2. to provide employees with an opportunity to receive increased benefits from their work through future advancement.

Statement of Procedures

1. Each Department Head will submit estimates of expenditures for courses, etc., when preparing their budget. Council shall approve a training and development program for each department as part of the budget. Each Department Head will correspond with relevant training and educational institutions to obtain current information on available courses, etc., and keep staff informed of training and development opportunities.
2. When requesting approval to take a course, etc., with or without pay the employees must satisfactorily demonstrate that it will increase their effectiveness in their present jobs.
3. When requesting approval to take a course, etc., the employee should complete the application form (Schedule "A") and submit it to their Department Head at least thirty days before the commencement of the course, seminar or convention. Upon approval by the Department Head, the request will be forwarded to the CAO for final approval. A copy of the completed application form shall be placed on the employee's Personnel File whether it is approved or not, and a copy shall be given to the employee. If the request is one which cannot be approved within the current budget, then a special request for approval may be made by the CAO to Council.
4. If the course, etc., is not directly related to the employee's present work, on recommendation of the CAO, the CAO may decide that the Town will benefit nonetheless, and the employee may be granted a leave of absence without pay. A leave of absence without pay may also be granted for courses, etc., which cannot be covered by Council's budget. If Council feels that it can bear part of the expense, arrangements may be made for the employee to pay the balance. This clause applies only to those courses, seminars and conventions which are requested by the employee.

5. The Town of Lunenburg has a \$1,200. limit per individual for convention expenditures annually. Department Heads will identify conventions that they wish to attend in their relevant budget estimates for the upcoming fiscal year. Conventions are generally considered to be the annual general meeting of a professional type association of which the staff person is a member. All other training courses, seminars and meetings will be considered under a separate budget category for staff training. When considering an employee's application for a convention, the Department Head and CAO will bear these budgetary restraints in mind. The Town Council may approve the attendance and payment of full costs of staff at conventions over the \$1,200. limit, if, it is felt that it would be an advantage to the individual and the Town. Such a request should be made and determined by Council at the time of setting the Town's budget.
6. The Department Head and CAO shall also base their approval or disapproval of a request pursuant to this policy on other relevant factors such as the staffing needs of their department at the time the employee has requested to be absent.
7. When two employees apply for a course, etc., and only one of them can attend due to the restrictions referred to above, the Department Head should decide between them on the basis of these considerations:
 - a. which of the employees is in the greatest need of the training or education; and
 - b. which of the employees has had an opportunity to attend a similar event most recently.

If these factors do not assist in arriving at a decision, then the senior employee shall be chosen to attend the course, etc.

9. Department Heads, the CAO and/or Council may require employees to attend courses, etc., which will upgrade their qualifications and job-related skills.
10. Expenses for attendance at courses, etc., will be reimbursed as follows within approved budget levels:
 - a. Transportation: the actual cost of the most economical mode of travel. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following kilometer amounts are established for travel to the below noted places:

- Bridgewater 40 Kilometers
- Chester 80 Kilometers
- Halifax Airport 250 Kilometers
- Halifax 200 Kilometers
- Liverpool 130 Kilometers
- Mahone Bay 25 Kilometers
- Dartmouth 220 Kilometers
- Sydney 1100 Kilometers
- Wolfville 200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to fund the seminar, etc.

- b. Hotel or Motel: actual cost.
- c. Meals:
 - i. courses, etc., exceeding more than one (1) day: \$30. flat maximum cost per day. 1 day course, etc.,: \$12.00 for lunch; if, however, a one (1) day course, etc., runs over two (2) meal periods, because it is not possible to return home before 6:00 p.m. or the employee must leave home prior to 6:30 a.m., an additional \$12.00 may be claimed; and, if, three (3) meals are required, the \$30.00 daily amount may be claimed. These are set rates and no receipts are required for reimbursement.
 - ii. maximum for only Council, senior management and Lunenburg and District Fire Department out of Town training, conferences or other businesses representing the Town - \$15.00 breakfast, \$20.00 lunch, and \$35.00 dinner (evening), to a daily maximum of \$70.00 (no receipts required). And further, increase to incidental allowance to \$15.00/day with a \$75.00 maximum.
- d. Registration Fees: actual cost.
- e. Miscellaneous Expenses - employees may also claim up to \$10. per day for each overnight stay to a maximum of \$30. per week without receipts for those expenses for which receipts are unavailable when attending a course, etc., that exceeds one day and requires an overnight stay outside the Town (other than their own residence). Receipts should be presented for all miscellaneous expenses whenever possible. Miscellaneous expenses may include tips, parking, taxis, buses, etc., but cannot be used to increase meal allowances.
- f. The Mayor, CAO and/or their designate(s) may use the per person expenses listed above in subsection (c) to entertain officials if it is in the interest of the Town to do so. If possible, a Town purchase order should be used in such instances. Receipts should be kept for reimbursement of these expenses. Council must approve the reimbursement of expense claims that exceed these limits.
- g. Claimants must submit an Expense Claim Form as attached hereto as Schedule "B" when seeking reimbursement for the expenses listed above and such form will be submitted within sixty (60) days of the expenses being incurred to the relevant Department Head and CAO for approval.

Original receipts should be attached to the completed claim form as required.

- h. Expenses of spouses will not be reimbursed, unless the spouse is invited by Council to attend.
11. If more than one staff member is attending the same course, etc., they are expected to travel in one vehicle, and, where reasonable, share accommodations.
 12. All accommodation and travel bookings are to be made by the Town Office secretaries to ensure utilization of government discounts and Town purchase orders.
 13. If a non-management/non-unionized employee is required and approved by their Department Head and CAO to attend a course, etc., which is partly or entirely outside their regular work hours, excluding travel time, they shall be compensated with straight hourly pay or straight time off in lieu of pay as determined by the Department Head and CAO.
 14. If a non-management/non-unionized employee personally requests to attend a course, etc., no additional remuneration will be given to them for any portion of time in attendance at or travel to and from the course, etc., outside their regular work day.
 15. Advances for expenses may be made to the employee for those expenses which are known when the employee so requests. An expense claim form (showing deductions for advance monies received) and receipts, as required, must still be completed on the employee's return from the course, etc.
 16. Upon completion of the course, etc., the employee shall forward a written report regarding the course, etc., to the relevant Committee or Council at their earliest opportunity. Progress reports and course marks for courses, etc., longer than one (1) year must be reported to the relevant Committee or Council annually. These reports shall be retained in the employee's personnel file.

Draft revised section 6 (2) – GG Jan 16/20**EMPLOYEE EXPENSES****I. General Statement of Policy and Objectives**

It is the policy of the Town of Lunenburg to provide for certain expenses which employees incur in the course of their work. The purposes of this policy is to specify which expenses will be paid for by the Town.

II. Statements of Procedures**1. Reimbursement for Mileage**

There is no reimbursement of mileage within Town limits. However, any employee who uses his/her own vehicle for Town purposes as approved by the CAO outside the Town limits shall be reimbursed for distance travelled at a rate set annually by the Town.

Further, the CAO, Recreation Director, Public Works Superintendent and other employees determined by the CAO or Finance Director shall receive a car allowance of \$40.00 per month for the use of their car within Town limits for Town purposes. The Building/Fire Inspector shall be paid \$80.00 per month for mileage costs within Town limits for Town purposes.

And further, the Superintendent of the Public Works Department or employees in their Department shall be reimbursed at a rate of \$17.00 per day or \$9.50 per half day for the use of their own vehicles if departmental vehicles are not working and a replacement vehicle is required to carry out the necessary departmental work. It shall be the responsibility of the Department Head to request a purchase order from the Town Purchasing Agent for use of their vehicle in advance verifying that it is required. Departmental vehicles shall mean the van and half (½) ton trucks in the Public Works Department.

For out of Town trips Council shall establish set mileage distances for reimbursement purposes. Current mileage distance from the Town of Lunenburg and return to various communities are as follows:

- Bridgewater 40 Kilometers
- Chester 80 Kilometers
- Halifax Airport 250 Kilometers
- Halifax City 200 Kilometers
- Liverpool 130 Kilometers
- Mahone Bay 25 Kilometers
- Dartmouth 220 Kilometers

- Sydney 1100 Kilometers
- Wolfville 200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

2. Special Use of Town Vehicles Outside Regular Work Hours

The following staff are permitted to use a Town vehicle as described below outside regular work hours: Town Engineer and Public Works Superintendent; to go home for lunch (12:00 noon approximately); and to go home for dinner (after work 4:30 p.m. or 5:00 p.m. approximately), if, they are required to return to work in the evening or to check on emergency situations (e.g., check streets during snow storms), or will be attending an out-of-Town evening meeting on behalf of the Town of Lunenburg, returning to work in the evenings for emergency situations such as weekend snow storms, the Town Engineer and Public Works Superintendent are also permitted to take the vehicle home on the weekend when it is expected that the vehicle will be needed to check streets during snow storms. The vehicles that may be used for this purpose are as follows: Public Works Department van or half (1/2) ton trucks.

This benefit is provided because these employees are on call and may need to attend emergency situations, meetings, etc. outside regular work hours and directly from their homes.

3. Reimbursement for Other Expenses

Any employee who is required to leave the Town on business shall be reimbursed for expenses incurred as a result of the trip, including transportation, lodging, meals and parking. Employees will be required to verify expense claims with receipts. Any employee who attends a conference, convention, seminar or training session, or who takes a course, shall be covered by the provisions of the Town's policy regarding staff training and development.

Document No:
Meeting: Council May 5, 2020
Circulate: BR, LD, DS, HM
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: APRIL 30, 2020

RE: JOINT TRANSIT REPORT RESPONSE

1. FACTS

The Citizens for Public Transit (CPT) has requested that the Town of Lunenburg work with their counterparts from the Towns of Mahone Bay and Bridgewater and MODL to:

- Dissect and study the CPT Report results and findings;
- Identify a working model suitable to address local needs;
- Investigate potential funding options;
- Prepare a shared governance and operation model;
- Present a jointly-developed recommendation(s) to their respective Councils.

2. ISSUES AND OPTIONS ANALYSIS

• Legislation

Section 55 of the MGA enables municipalities to provide public transportation services and Section 65 (MGA) enables municipalities to financially support public transportation services. Regional Transit Authorities are enabled to be established through inter-municipal services agreements. The Public Utilities Act does not apply to a municipally operated transportation system operated within their jurisdictions.

• Intergovernmental Implications

In order to establish a Regional Transportation Service, the CPT Report recommends the establishment of a Lunenburg County Transit Authority and a Board of Directors through an Inter-Municipal Service Agreement with the Towns of Lunenburg, Mahone Bay and Bridgewater and MODL. The Agreement and the

Terms of Reference for the Board of Directors would be drafted and approved through each municipality. The CPT has drafted an Inter-municipal Service Agreement attached in **Attachment B** for your review.

The Plan:

- To establish a working committee of members and staff of each unit;
- To jointly review the CPT Report and make recommendations as to a Regional Transit Model.
- To obtain approval for the implementation of an Inter-Municipal Service Agreement with the Towns of Lunenburg, Mahone Bay and Bridgewater and MODL based on the proposed Regional Transit Model.
- To establish a Lunenburg County Transit Authority and a Board of Directors through an Inter-Municipal Service Agreement.
- To undertake a one year pilot project between Bridgewater, Mahone Bay and Lunenburg subject to approval from funding partners.

• **Accessibility Implications**

It is recommended that any public transit service be accessible. Though the type of bus and service would be left to the Lunenburg County Transit Authority’s determination, staff recommends the consideration of a wheelchair accessible Community Bus similar to the one operated by the Town of Bridgewater (Part 4.3 of the CPT Report).

• **Community Engagement**

CPT has undertaken a public engagement program which acknowledged public support for a regional transportation system. Please refer to the CPT Report (**Attachment A**).

• **Cost and Resource Allocations**

It is acknowledged that a Regional Transit Service would require an annual subsidy. The CPT Report suggests an annual short-fall of \$ 300,000.

With MODL, based on uniform assessment, MODL would pay the lion’s share and their support is critical.

Uniform Assessment	UA	%	Contribution
Town of Mahone Bay	132,876,644.00	3.5%	\$10,500.00
Town of Lunenburg	270,039,287.00	7.2%	\$ 21,600.00
Town of Bridgewater	675,449,057.00	18.0%	\$54,000.00
Municipality of the District of Lunenburg	2,671,786,349.00	71.3%	\$213,900.00
Total	3,750,151,337.00	100%	\$300,000.00
Project Cost	\$300,000,00		

Without MODL, based on uniform assessment, the Town of Bridgewater would pay the lion's share and their support is critical.

Uniform Assessment	UA	%	Contribution
Town of Mahone Bay	132,876,644.00	12.3%	\$36,900.00
Town of Lunenburg	270,039,287.00	25.0%	\$ 75,000.00
Town of Bridgewater	675,449,057.00	62.7%	\$188,100.00
Total	1,078,364,988.00	100%	\$300,000.00
Project Cost	\$300,000,00		

It is essential to obtain the support of MODL and the Town of Bridgewater to financially support a Regional Transportation System. This support in principle should be granted before a working committee of members and staff of each unit is created.

MODL and the Town of Bridgewater may wish to consider a different financial funding formula for cost sharing a Regional Transportation Service. For example, the Inter-municipal Service Agreement drafted by CPT has cost sharing based on population rather than uniform assessment. As MODL and the Town of Bridgewater are the larger municipal units based on uniform assessment as well as population, their support is deemed critical in order to ensure its vitality.

Population	Population	%	Contribution
Town of Mahone Bay	900	2.5%	\$7,500.00
Town of Lunenburg	2,313	6.4%	\$ 19,200.00
Town of Bridgewater	8,021	22.2%	\$66,600.00
Municipality of the District of Lunenburg	24,863	68.9%	\$206,700.00
Total	36,097	100%	\$300,000.00
Project Cost	\$300,000,00		

- **Council and Committee Work Program for Staff Impact**

If support in principle is obtained, it is recommended that the Town of Bridgewater Transit be the operator of the Regional Transportation Service. Bridgewater Transit should be approached regarding the possibility of operating the service on behalf of the Lunenburg County Transit Authority.

The Joint Transportation Committee 2014 Public Transportation Study (**Attachment C**) states:

“In order to have successful implementation of a public transportation service, there must be a public transportation Coordinator, or ‘champion’,

in place that dedicates their time to working with residents, businesses, government agencies, and other service providers to develop a cost effective service.”

This study goes on to state:

“Based on the peer review system data and other rural Nova Scotia studies, the need for a publicly funded transportation system is evident with the aid of external funding programs that exist to assist the municipalities. It was recommended that the Joint Transportation Committee initiate Phase 2: Business Development Plan to develop service and financial plans that maximizes external and local funding opportunities available, and develop a business model and governance structure that would be supported by all parties through consensus.”

This Study was followed by the CPT Report, Feasibility Study: Public Transit for Citizens for Public Transit 2019 by CBCL (**Attachment A**).

- **Legal Implications**

An Inter-Municipal Service Agreement with the Towns of Lunenburg, Mahone Bay and Bridgewater and MODL would need to be negotiated with all units. This step may be considered after a Memorandum of Understanding is signed between the municipal units with regards to their support in principle for the establishment of a Regional Transportation Service and after a Regional Transportation Model for the area is developed. The CPT has drafted an Inter-municipal Service Agreement attached in **Attachment B**.

- **Technology Requirements**

There will be technology requirements. It is recommended that the Regional Service take advantage of the Bridgewater Transit Authority’s fare technology system as outlined in Part 4.4 of the CPT Report.

- **Recommendations Analysis**

Without the support of MODL and the Town of Bridgewater with an existing public transit system, the ability to establish a regional transit service is cost prohibited. Without the support of the Bridgewater Transit Authority, the administration of a regional transit service is considered unfeasible. In light of the above, the options to consider are outlined below:

It is recommended that the Town of Lunenburg, due to financial concerns compounded by the COVID-19 pandemic, not proceed at this time to initiate discussions with the region’s municipalities regarding the proposed Regional Transit Service as outlined in the CPT Report.

If the Town wishes to further discuss the possibility of establishing a Regional Transit Service, the following options would be recommended:

It is recommended that further discussions with our neighbouring municipalities should be had with regards to their support for a Regional Transportation Service. If appropriate a Memorandum of Understanding (MOU) could be developed to facilitate further investigations and analysis.

It is recommended that before a Memorandum of Understanding is finalized that the Bridgewater Transit Authority provides a letter of support outlining their willingness to operate the Regional Transportation Service. The Bridgewater Transit Authority should have a representative on the Board of the Lunenburg County Transit Authority.

3. FINANCIAL IMPACT

As outlined above and in the CPT Report the capital costs and operation costs of the Regional Transportation Service will not be self-sufficient and will require an annual municipal subsidy or otherwise be dependent upon funding sources from other levels of government, examples below.

Provincial:

Nova Scotia Moves Grant
Nova Scotia Transit Research Incentive Program (NS TRIP)
Accessible Transportation Assistance Program (ATAP)
Community Transportation Assistance Program (CTAP)

Federal:

Gas Tax Fund
Green Municipal Fund
New Building Canada Fund

4. STRATEGIC PLAN RELEVANCE

5.(D)(a) Operate the Town efficiently and effectively by developing partnerships and strengthening inter-municipal, Provincial and Federal relations - Pursue additional senior government, inter-municipal, public and private sectors collaboration and partnerships when in the community's best interests for service, program or project delivery;

4.(A)(a) Encourage business development initiatives we will partner with our neighbouring municipalities in regional economic development initiatives such as through the development of a REN – Regional Enterprise Network and Events Lunenburg County.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the Town of Lunenburg, due to financial concerns compounded by the COVID-19 pandemic, not proceed at this time to initiate discussions with the region's municipalities regarding the proposed Regional Transit Service as outlined in the CPT Report.

Attachments:

A: The CPT Report

B: Inter-municipal Service Agreement Draft by CPT

C: A Regional Transportation Model –

D: Joint Transportation Committee 2014 Public Transportation Study

E: Municipality of the District of Lunenburg 2009 Public Transportation Feasibility Study

Acknowledged only by:

Bea Renton

Town Manager/Clerk



Burke,
Macdonald
& Luczak
Barristers & Solicitors

1 page via email: brenton@explorelunenburg.ca

April 1, 2016

Ms. Bea Renton
Town Manager/Clerk
Town of Lunenburg
P.O. Box 129
Lunenburg, N.S. B0J 2C0

Dear Bea:

Re: Polling Divisions

Attached hereto are the Polling Divisions established for the 2016 Municipal and School Board Elections.

Please forward this document to Council as required under Section 9 of the *Municipal Elections Act*.

Yours very truly,

Patrick A. Burke, Q.C.
Returning Officer
burkelaw@wolffhaus.com

PAB/sac
Enclosure
cc: Peter Haughn (via email)

Z:\PAB - WIP\Town - Returning Officer 2016\Bea ltr 010416#2.wpd

POLLING DIVISIONS - EFFECTIVE AS OF MARCH 31, 2016
2016 MUNICIPAL AND SCHOOL BOARD ELECTIONS

Poll

- 1 Harbourview Haven**
- 2 Veteran's Unit & Alternate Level of Care Unit at
Fishermen's Memorial Hospital**
- 3 Surnames A - COR**
- 4 Surnames COS - G**
- 5 Surnames H - LEB**
- 6 Surnames LEC - O**
- 7 Surnames P - SM**
- 8 Surnames SN - Z**

**#66. TOWN OF LUNENBURG PROCEDURAL POLICY:
INTERIM & FINAL TAX BILLING; INTEREST ON ASSESSMENT APPEAL
REDUCTIONS; AND TAX COLLECTION/TAX SALE POLICY AS IT RELATES TO
REAL PROPERTY**

I. PURPOSE

This Policy responds to the requirements of Part VI of the Municipal Government Act as it relates to tax collection. It provides direction for dealing with properties with tax arrears and subject to tax sale proceedings. It sets by policy, interest rates on overdue taxes. It also prescribes dates and methods for interim and final tax billings.

II. POLICY PROCEDURE

1. Interest Rates on Overdue Taxes

The interest rate charged for non-payment of taxes when due is set at ~~2%~~ **1.5%** per month for each full month that payment is in arrears. Interest is calculated on outstanding principal amounts at the end of each month, not compounded.

2. Interim Tax Billing

Interim tax bills are issued in April of each year. Billings are based on 50% of the current property assessment multiplied by the previous year's tax rate with a due date of May 1. Interest will be charged on the unpaid interim taxes after that date as provided in paragraph 1 hereof.

3. Final Tax Billing

Final tax bills are issued in August of each year with a due date of September 1. Billings are based on the balance of the property taxes owing after the current year's tax rate is set. Interest will be charged on the unpaid final taxes after that date as provided in paragraph 1 hereof.

4. Interest on Assessment Appeal Reductions

If after final tax bills are issued and paid an assessment appeal court reduces the assessment, resulting in a credit on the account, the account shall also be credited with interest at the Town's banker's prime interest rate less ~~2%~~ **1.5%** calculated daily, not compounded from the latter of the due date or date payment was made. This overpayment, including interest, will be refunded to the customer.

5. Tax Collection and Tax Sale Policy

Tax sale procedures should commence in November of each year. All properties that have taxes outstanding for three years will be subject to tax sale. The following process shall be followed:

- (1) November 1st - letter sent to all accounts outstanding for the prior fiscal year (one and two years in arrears) advising them that tax sale proceedings will be commenced in the future if satisfactory arrangements are not made for the payment of the account;
- (2) December 1st - list prepared in accordance with Section 137 of the Municipal Government Act and certified by the Treasurer;
- (3) Following preparation of the tax sale list (#2 above), a "preliminary notice" is sent to those properties on the list giving them thirty (30) days to make acceptable payment arrangements; and
- (4) Tax sale proceedings will commence on all properties who fail to make payment or acceptable payment arrangements. Tax sale procedures will then continue as required under the Municipal Government Act Section 139 and sections following as they relate to tax sales.

#71. TOWN OF LUNENBURG PROCEDURAL POLICY:
LOW INCOME PROPERTY TAX RELIEF

1. This Policy is established pursuant to Section 69 of the Municipal Government Act and amendments thereto from time to time.
2. In this policy, "income" means a person's total annual income from all sources for the calendar year preceding the fiscal year for which an exemption is sought, and includes the income of all other members of the same family residing in the same household including all other pension or allowances. An allowance paid pursuant to the War Veterans Allowance Act (Canada) or pension paid pursuant to the Pension Act (Canada) is not included in this calculation of income.
3. On application a person whose total annual household income is below the amount set out in the following table is entitled to a partial property tax in the amount set out in the right hand column.

<u>Total Annual Household Income</u>	<u>Annual Property Tax Relief*</u>
\$18,000. \$19,123. or less	\$500.00
\$18,001. to \$19,000. \$19,124. to \$20,185.	\$400.00
\$19,001. to 20,000. \$20,186. to \$21,247.	\$300.00
\$20,001. to \$21,000. \$21,248. to \$22,310.	\$200.00
Over \$21,000. \$22,310.	NIL

The amounts set forth in this table ~~may be amended by motion of Town Council from time to time. (*Revised by motion of Council June 17, 2010.)~~ **shall be annually adjusted by the prior year's Nova Scotia Consumer Price Index.**

4. A person applying for an exemption must file an application, provide proof of income including, but not limited to all applicable current income tax returns and swear an affidavit confirming household income and other relevant information. This application may be amended by Town staff and/or Council as required.
5. Property tax relief applies only to the principal residence of Town of Lunenburg residents. No person may receive property tax relief for more than one property in any fiscal year.
6. Where a property is assessed to more than one person, each assessed owner who qualifies for property tax relief may only receive the portion of the exemption equal to that person's share of the total assessment for the property. Their share will be to be determined from the share shown on the assessment roll. If their share is not shown, it shall be determined by the Treasurer whose determination is final.
7. Applications for property tax relief must be received by September 30 of each year, after which no applications will be considered.

TOWN OF LUNENBURG PROCEDURAL POLICY # - COUNCIL AND COMMITTEE MEETINGS AND PROCEEDINGS

PURPOSE

1. The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act ("MGA") with such amendments as may be made from time to time. This Policy also applies to Town Committee meetings with the relevant changes in wording.

DEFINITIONS

2. In this Policy, unless the context otherwise requires:
 - (1) "**business day**" means a day when the Town Hall office is open for business;
 - (2) "**Chair**" means the presiding officer of the Council or Committee;
 - (3) "**Committee**" means a group of individuals appointed by the Lunenburg Town Council to serve on a body that makes recommendations by majority vote to Council. This includes sub-committees and advisory groups;
 - (4) "**Council**" means the governing Council of the Town of Lunenburg;
 - (5) "**Councillor**" includes the Mayor and all elected Councillors unless the context indicates otherwise;
 - (6) "**Legislation**" includes Policies, Bylaws and other relevant Municipal, Provincial and Federal laws or approved documents recognized by Council.
 - (7) "**Majority**" means more than one half of those present, unless the context indicates otherwise; and
 - (8) "**Motion**" a formal proposal put to a Council or Committee by a mover and seconder decided by majority vote of Council or a Committee.

PROCEDURE

Time, Place, Date and Notice of Meetings

3. Unless otherwise specified pursuant to section 4, regular meetings of Council shall be held:
 - (1) at the Lunenburg Town Hall;

(2) on the second and fourth Tuesday of every month except in the months of July, August and December when there is only one monthly meeting which shall be on the second Tuesday of those months unless notice is otherwise given; and

(3) commencing at 5:15 p.m.

4. Regular meetings of Council may be rescheduled, relocated or cancelled:

(1) by motion or consensus of Council; or

(2) by the Clerk on behalf of the Mayor owing to unforeseen circumstances, provided the Mayor believes that the majority of Councillors would support such a step.

5. **Additional meetings** of Council may be convened in accordance with the MGA:

(1) by resolution or consensus of Council with advance notice being given;

(2) if the Mayor determines there is an emergency necessitating a meeting with such notice as is possible under the circumstances; or

(3) by the Clerk when required to do so by the Mayor or upon written request signed by a majority of Councillors.

6. Specific **notice** to Councillors need not be provided for:

(1) regular Council meetings held pursuant to section 3; or

(2) meetings held pursuant to subsection (1) of section 4 or subsection (1) of section 5 if the date was set at a Council meeting three or more days in advance;

but, subject to any statutory relaxation of notice requirements, two days' notice shall ordinarily be provided for other meetings to Councillors in the manner described in sections 7 and 8.

7. Subject to section 6, notice of meetings shall be provided verbally in person or by telephone or telephone message or by writing or by email to each Councillor. A Councillor may waive any deficiency in the notice provided to him or her for a Council meeting which he or she attends, and shall be deemed to waive any deficiency in notice to him or her for such meetings unless expressly objecting to the adequacy of the notice at such meeting.

8. Within thirty days following the first meeting of Council after a municipal election or by-election, each elected Councillor shall provide to the Clerk:

(1) a telephone number at which the Councillor ordinarily may be reached, with voice messaging capability with adequate capacity at all times to receive messages of one minute in length regarding Council meetings and Town business, and which the Councillor will regularly check for Town messages; and

(2) shall sign any documents required by the Clerk to use an email address on the Town's email system which the Councillor will regularly check.

The Councillor shall be deemed to have received any notice within one business day of it being distributed pursuant to this section.

9. Notice to the public is not required for regular meetings held under section 3, but subject to any statutory relaxation of notice requirements, two days' notice to the public should be provided for other Council meetings, except meetings considered to be urgent or emergencies, by the following options: posting at the Lunenburg Town Hall; social media; internet; print advertisement; signage; or such other means as determined by Council from time to time noting the time, date and place of the meeting.

Conduct of Meetings: General

10. The Mayor shall serve as the Chair of Council meetings. For Committee meetings, the Chair shall be determined in advance by Council when Committee appointments are made. It shall be the duty of the Chair or alternate as set out herein to:

- (1) open the meeting of Council by taking the chair and calling the Councillors to order if a **quorum** is present;
- (2) declare a meeting dissolved if no quorum has been achieved within fifteen minutes of the scheduled meeting time;
- (3) if the Mayor does not attend within fifteen minutes after the time appointed, the **Deputy Mayor** shall call the Councillors to order and if a quorum is present, shall preside over the meeting or until the arrival of the Mayor;
- (4) in case neither the Mayor nor the Deputy Mayor (or Committee Chair as applicable) is in attendance within fifteen minutes of the appointed time, the Clerk shall call the Councillors (or Committee members as applicable) to order if a quorum be present, and the Councillors shall choose a Chair who shall preside over the meeting or until the arrival of the Mayor or the Deputy Mayor;
- (5) if there is no quorum present within fifteen minutes after the time appointed for the meeting or a quorum is lost during a meeting, the Clerk shall take down the names of the Councillors then present and the Council meeting shall stand adjourned until the next regular Council meeting;
- (6) determine whether a quorum can still be achieved to conduct Council business if an interest is declared by a Council member(s) with reference to the **Municipal Conflict of Interest Act**;
- (7) receive and submit to Council **motions** properly presented by a Councillor;
- (8) put to a **vote** a question which is regularly moved and seconded or necessarily arising in the course of the proceedings and to announce the result of the vote;
- (9) preside over Councillors, when engaged in debate, within the rules of conduct of debate;

- (10) enforce on all occasions, the observance of order and decorum, except with concurrence of Council to relax the rules;
 - (11) call by name any Councillor persisting in a breach of the rules of order of Council thereby ordering him or her to vacate the Council Chambers;
 - (12) inform the Council when necessary, or when referred to, on a point of order;
 - (13) permit the Chief Administrative Officer to speak on any point upon request pursuant to the MGA;
 - (14) permit relevant questions to be asked through the Chair of any official or employee of the Town, or any member of the public in attendance, to provide information to assist any Council debate; and
 - (15) adjourn the meeting when the business is concluded or, when an adjournment time has been set and approved by majority vote or consensus, when the adjournment time has been reached, except when it is extended by unanimous consent. Meetings should not exceed a maximum duration of three hours or 10:00 p.m. whichever occurs first,
 - (16) at which time they will be adjourned until the next meeting of Council.
11. At Council meetings, unless a majority consents to a different order for that meeting, **Council shall conduct business in the following order:**
- (1) call to order;
 - (2) acknowledgement of Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People;
 - (3) approval of agenda, including additions or deletions;
 - (4) approval of minutes from the previous meeting;
 - (5) public hearings, presentations and questions;
 - (6) consideration of correspondence, petitions and proclamations;
 - (7) business arising from the minutes;
 - (8) consideration of committee recommendations, minutes, reports and notices of motions;
 - (9) new business;
 - (10) in camera business;
 - (11) in camera notices of motion and recommendations; and
 - (12) adjournment.

12. Five business days before a Council meeting, a Councillor or member of the public may request of the Mayor and Clerk to **add a Council agenda** item with relevant and sufficient particulars and supporting documentation which the Mayor shall in consultation with the Clerk determine to which Council or Committee meeting the agenda the item shall be added **at the upcoming or a subsequent meeting(s)**.
13. (1) Alternatively, a Councillor may give **notice of motion to add an agenda item** at a Council meeting which shall be:
- a. be in writing;
 - b. include the name of the mover;
 - c. be received by the Clerk at a regular meeting of the Council; and
 - d. be printed in full in the agenda for the next regular meeting and each successive meeting of the Council until considered or otherwise disposed of.
- (2) When a Councillor's motion has been called at two successive meetings of the Council and not proceeded with, it shall be deemed to have been withdrawn and be removed from the agenda unless the Council otherwise decides.
- (3) The mover may withdraw a notice of motion at any time prior to the commencement of debate thereon.
- (4) Council may waive notice of motion on a two-thirds vote of the Council members present and voting except for Policy and Bylaw matters.
- (5) A point of order or personal privilege may be introduced without written notice and without leave.
- (6) The following motions may be introduced without notice and without leave:
- a. a motion to adjourn;
 - b. a motion to call for the question;
 - c. a motion to refer;
 - d. a motion to table or to defer to a day certain;
 - e. an amendment to a motion;
 - f. a motion to suspend a rule of procedure;
 - g. a motion to convene in camera; or
 - h. any other procedural motion.

14. The Mayor and Clerk shall confer on the Council **agenda content and format** before it is circulated a minimum two business days before the meeting if possible. The agenda will be accompanied with an **agenda package** containing meeting materials in the agenda sequence.
15. The Chair shall decide all questions of order or procedure subject to an **appeal** to the Council.
16. Every Councillor, prior to **speaking on any question or motion**, shall raise a hand and wait to be recognized by the Chair. When two or more Councillors raise their hands to speak, the Chair shall designate the Councillor who has the floor who, in the opinion of the Chair, first raised their hand.
17. No Councillor shall speak more than ten minutes upon any matter at one time, without the leave of the Chair.
18. During a meeting Council may **recess** for short periods or move to another place, without ending the meeting.
19. At regular meetings of Council, except when Council resolves to defer approval of minutes for a maximum of one additional meeting, the **minutes** of the last preceding regular meeting and subsequent special meetings shall be reviewed and after all necessary corrections and amendments have been made and the minutes approved, the approved minutes shall be entered in the minute book of the proceedings of Council and such entry shall conclusively constitute the minutes of Council.
20. The minutes shall be kept by the Clerk and shall:
 - (1) record the time when any Councillor joins or leaves a meeting which is in progress;
 - (2) contain all resolutions, decisions by consensus and motions, with the name of the movers and seconders except Committee meetings, and shall record the outcome of each vote; and
 - (3) mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents, which may be attached in full to the minutes as determined relevant by the Clerk.

Conduct of Meetings: Motions and Voting

21. The Chair shall state every **question** properly presented to Council if no Councillor offers to speak, the Chair shall put the question, after which no Councillor shall be permitted to speak upon it.
22. The usual form of voting on any question shall be by the Chair calling for "yeas" and "nays", but any Councillor, before or after a voice vote can call for, and obtain through the Chair, a show of hands.

23. The Mayor and every Councillor who is present when a motion is put, shall vote thereon unless the Councillor has declared an interest in the motion. A failure to expressly signal a “yea” or “nay” or raise one’s hand shall be deemed to be a “nay” vote. A tie vote results in the motion being defeated.
24. A motion must be seconded and then repeated by the Chair or read aloud by the Clerk before it is debated. The Chair may direct that the motion be put in writing, repeated, displayed or read aloud by the Clerk before it is debated or voted on.
25. After reading of a motion by the Chair or Clerk, it shall be open for discussion. The motion is deemed to be in the possession of Council at this time.
26. A motion which has been seconded and stated by the Chair may at any time before the Council has voted on it be **withdrawn** by the mover with the unanimous consent of Council.
27. When any question is before the Council, the only motions in order shall be:
- (1) a motion to amend the original motion;
 - (2) a motion to refer the question, including the motion and amendment if one is moved, to any Committee;
 - (3) a motion to defer the consideration of the question either indefinitely or to a specified time;
 - (4) a motion to close the debate at a specified time; and
 - (5) a motion that the question be put to a vote.
28. A motion
- (1) that the debate be closed at a specified time; or
 - (2) that the question be put to a vote,
- shall be put to a vote without further amendment or debate, but a motion that the question be put to a vote shall not be in order until every Councillor who has not spoken on the question and claims a right to speak has been heard.
29. When the question before Council contains two or more distinct propositions upon request of any Councillor a vote upon each proposition may be taken separately in such order as determined by the Chair.
30. After a question is finally put by the Chair, no Councillor shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
31. Whenever the Chair is of the opinion that a motion is out of order, or contrary to legislation, the Chair shall immediately advise the Councillors thereof. If there is no appeal to Council, or if the Chair is sustained on an appeal, the question shall not be put.

32. A motion to adjourn shall always be in order except in the following cases:

- (1) when a Councillor is in possession of the floor;
- (2) when the "yeas" and "nays" are being called for a vote;
- (3) while Councillors are voting; or
- (4) when the adjournment was the last preceding motion.

33. The following questions shall be decided without debate:

- (1) all motions as to priority of business or as to the suspension of the order of the day;
- (2) a motion to allow any person other than Councillors to address Council;
- (3) a motion to postpone to a specified time or day;
- (4) a motion to lay on the table (suspend consideration of a pending motion); and
- (5) a motion to adjourn.

34. Only one **amendment** to the main motion may be pending at one time. ~~This first degree amendment may have only one amendment known as the second degree amendment pending at one time.~~ As each amendment is voted on, subsequent amendments may be offered and voted on in succession.

35. (1) A motion to rescind shall not be made at the same meeting when the matter is decided, but may be put once at any subsequent meeting by giving prior notice of motion to rescind if the action or direction of Council has not already been completed.
- (2) A motion to rescind may be put by any Councillor regardless of how they voted on the original matter.
- (3) At a subsequent meeting of Council, the giver of such notice, or in that Councillor's absence any other Councillor on the Councillor's behalf, may put forward the motion of rescission.
- (4) A motion to rescind must be seconded.
- (5) A motion to rescind is debatable as to the merits of the question which is proposed to be rescinded.
- (6) A motion to rescind is amendable.
- (7) A motion to rescind shall be passed by a majority of the Councillors present and voting.

36. After any question or motion has been decided, either in the affirmative or negative, a Councillor who voted on the prevailing side may, after the decision has been announced by

the Chair, but before adjournment of the meeting, give notice of an intention to move **reconsideration** of the motion approved at the same or next Council meeting. The giving of such a notice operates as a stay or suspension of Council's decision, except in matters where there is great time sensitivity. Council then vote on whether the motion will be reconsidered at the current or next meeting. If the motion to reconsider is adopted, Council will reconsider and then re-vote on the original motion, possibly with a different outcome.

37. The following matters are not eligible for reconsideration:

- (1) a motion approving the first or second reading of a By-Law enactment, amendment or repeal;
- (2) a motion to decide upon a matter which was the subject of a statutory hearing by Council;
- (3) a matter that has already been reconsidered; and
- (4) a vote to reconsider.

38. Any **notice of motion** given by a Councillor for a subsequent meeting may, in the absence of the Councillor giving such notice, be taken up by any other Councillor.

39. All motions called in pursuance of the general order of the day and not disposed of shall be ~~the first business~~ proceeded with and disposed of at the next meeting of Council.

Conduct of Meetings: Points of Order

40. It shall be the duty of the Chair, and the privilege of any Councillor, to call any Councillor to order, who violates any established rule or order. A point of order must be decided by the Chair before the subject under consideration is proceeded with.

41. When a Councillor is called to order, the Councillor shall remain silent until the point is determined or called upon by the Chair to be heard on the point of order.

42. A point of order is not debatable amongst other Councillors, unless the Chair invites discussion in an effort to assist in making a ruling. Where the Chair permits discussion of a point of order, no Councillor shall speak more than once without the leave of the Chair.

43. Decisions of the Chair on points of order, including an order expelling and excluding a person from the Council Chambers, are not debatable but are appealable to Council by any Councillor. When an appeal is made from the decision of the Chair, the Chair may briefly explain the basis for their ruling and shall then ask Council whether the appeal should be allowed and Council's decision with reasons given shall be final.

44. No Councillor shall use offensive or unparliamentarily language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

45. If a Councillor resists the rules of Council, obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise

disrupts the proceedings of Council, the Councillor may be ordered by the Chair to leave the Councillor's seat provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings.

46. If the Councillor refuses to leave the Councillor's seat, the Chair may order the Councillor to be expelled from the Council Chambers. Such Councillor may, by vote of Council be permitted to resume their seat with or without conditions.
47. Persons who are not Councillors, officers or employees of the Town shall observe silence and order in the Council Chambers, unless given permission to speak by Council. Any such persons disturbing the proceedings of Council shall be called to order by the Chair and, if they fail to comply, shall be ordered, by the Chair to be expelled from the Council Chambers, provided that a majority vote of Council shall be required to have the expulsion extended to additional meetings. Such member of the public may, by vote of Council be permitted to re-enter Council Chambers with or without conditions.
48. An order of the Chair to expel a person from the Council Chambers pursuant to this part of the Policy constitutes a direction from the Town to leave the premises for purposes of the Protection of Property Act and other applicable laws.

Conduct of Meetings: Questions of Privilege, Parliamentary Inquiries, and Requests for Information

49. Any Councillor may raise a **question of privilege** relating to the rights of the Council as a whole or of individual Councillors, in which the former take precedence over the latter. A question of privilege must be disposed of before the matter under consideration is proceeded with.
50. Questions of privilege may relate to matters including: the comfort of Councillors with respect to heating, ventilation, lighting, noise, other disturbances, and anything which otherwise encumbers their ability to participate fully in Council proceedings; the conduct of officers, employees, and visitors; the accuracy of published reports of proceedings; or to any other such matters that may infringe upon the established rights of Council as a whole or of individual Councillors.
51. The Councillor raising a question of privilege shall either state the infringement on their privileges and request that the Chair remedy such infringement or make a motion addressing the question of privilege to the Council. The Chair will rule on whether the matter is a question of privilege to be immediately disposed of. Decisions of the Chair on questions of privilege are not debatable but are appealable to Council by any Councillor.
52. If the Chair rules in favour of a question of privilege or Council overrules a negative ruling by the Chair then the infringement will be dealt with or the motion regarding the question put before the Council for debate.
53. Once a question of privilege has been disposed of, the normal business of the Council shall be resumed at the point at which it was interrupted.

- 54. Any Councillor may make a parliamentary inquiry to the Chair to obtain information on a matter of parliamentary procedure or of the applicable legislation and motions bearing on the business at hand. It is the Chair's duty to answer such questions when it may assist the Councillor to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion.
- 55. Any Councillor may make a request for information either to the Chair or through the Chair to another Councillor, employee, or other relevant person to obtain information relevant to the business at hand but not related to parliamentary procedure.
- 56. Any of the rules of order may be suspended in its operation by the unanimous consent of the Councillors present.
- 57. If any question arises that is not provided for by applicable legislation or the foregoing rules, it shall be decided by the Chair in accordance with the latest available version of Roberts Rules of Order.
- 58. Policy #88 Council Meeting Policy is hereby repealed.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

Municipal Clerk

Date

The water lateral is the Town's (Utilities) responsibility between the watermain and the street line/property line. The home/property owner is responsible between the street/property line and the building being serviced. There is a curb stop (shut off valve) at the street/property line so if there is a leak on private property the Town (Utility) can turn the water service off that services the building on private property.

There are a couple of reasons why the responsibilities are this way (1) if there is a water leak within the street right of way on a service then the Town has to repair it quickly to minimise the damage to municipal infrastructure or private property. If a water leak is on private property then we can shut the service off at the curb stop and get the property owner to repair their lateral on private property which may or may not have been installed to Town standards. (2) The Water Utility Regulations (Section 25 and 26) requires that the Town to be responsible for repairs within the street right of way and private property owner(s) be responsible for repairs between the street/property line and the building being serviced.

The sewer lateral is the property owners responsibility from the main sewer to the building being serviced on private property. This policy was put in place by the Town some 20 years ago or more because of problems we encountered with blockages in the sewer system and sewer laterals. Open drains in the basements of some properties were allowing anything to enter the sewer system (lateral and/or sewer mains) causing blockages (sewer backups) that had to dig up by the Town and therefore repaired at tax payers expense. This happen many times before the Town decided to implement this sewer policy. We found propane cylinders, clothing, wood, etc. and the Town felt that the person who caused the problem should be responsible to repair the blockage in the sewer lateral or sewer system at their expense. There were also times where a blockage was on private property and a plumber would push this blockage while working in the basement of a private dwelling further down the sewer lateral until it was on Town property (past the street line) and call the Town to repair the blockage.

MEMORANDUM

TO: GENERAL GOVERNMENT COMMITTEE

FROM: BEA RENTON, CAO

DATE: JANUARY 2, 2020

RE: TOWN OF LUNENBURG POLICY REVIEW - #6. WORK ON PRIVATE PROPERTY

1. FACTS

At the July 18, 2019 General Government meeting in response to a staff report regarding the ongoing Town Policy review, the Committee adopted the following motion:

Motion: moved and seconded that staff prepare with the assistance of the Town Solicitor as applicable for Committee review –

- *a replacement Policy for Bylaw #5 Council Procedure Bylaw which shall concurrently be repealed;*
- *Bylaw 6 Committees and Boards Bylaw be revised; and*
- ***Policy 6 Work on Private Property (Public Works and Electric Utility) be reviewed by the Public Works Department to determine what private contracting work should still be done by the Town and Electric Utility provisions removed as required.***

Motion carried.

2. ISSUES AND OPTIONS ANALYSIS

Policy 6 was reviewed by Electric Utility and Public Works management and revisions made for Council consideration in the updated draft Policy. It reflects current Electric Utility and Public Works practices which refer the majority of private property work and goods supplied to private providers. This allows Town resources to focus efforts on municipal project priorities.

A revised Policy is attached for Council consideration.

If the revised Policy is acceptable, notice of motion of its proposed adoption could be given at the next Council meeting on January 28, 2020 followed by its actual adoption by motion at the February 11, 2020 Council meeting when it would become effective.

3. FINANCIAL IMPACT

There is a cost to doing private work with Town human and equipment resources when municipal work cannot be fully accomplished. With aging municipal infrastructure, increased attention is required on maintaining Town assets. Whether it is installing a private sewer lateral, selling a yard of gravel, etc. and other private goods and services as the Town did in the past, it is not cost effective for the Town to do this. Nor should the Town be offering goods and services

for private property needs that can be more appropriately delivered by the private sector. The Policy has been revised to reflect this with allowance to do some limited private property work relating to culvert, water and sewer laterals if circumstances warrant because it is in the Town's interests to do the work. In other instances, private contractors are hired by private property owners to do the work which can be approved by the Town Engineer or designate as relevant. These changes reflect the practice over the past many years.

The current Policy allowing staff to loan Town equipment to private persons has been removed in the attached revised Policy. This change also reflects actual practice. Public Works staff have referred property owners to rental companies and private service providers who have equipment similar to the Public Works Department. Insurance, safety training and other equipment use issues are addressed by the private service provider. Town staff time can also be redirected when they do not have to document the use and return of Town equipment, train others to use it, invoice for it, etc. For these reasons the practice has been to no longer loan out Town equipment.

4. STRATEGIC PLAN RELEVANCE

By reviewing and updating Policies the Town is achieving Strategic Plan Direction: "5) Operate the Town efficiently and effectively by: B. Continually and strategically maintaining and upgrading community infrastructure; C. Developing and updating Town bylaws, policies, procedures and plans".

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that a Committee member agree to give notice of motion at the January 28, 2020 Council meeting of the repeal and replacement of the proposed revised Policy #6 Work on Private Property.

The following notice of/motion(s) would be made:

(January 28, 2020 Council) Deputy Mayor or Councillor _____ gives **notice of motion** of the proposed repeal and replacement of Policy #6 Work on Private Property (Schedule "A").

(February 11, 2020 Council) **Motion:** moved by Deputy Mayor or Councillor _____, seconded by Deputy Mayor or Councillor _____ to repeal and replace Policy #6 Work on Private Property (Schedule "A").

Attachments - current Policy #6
- current Policy #22
- revised replacement Policy #6

#6. TOWN OF LUNENBURG POLICY

WORK ON PRIVATE PROPERTY

The following is an outline of the types of work which Departments of the Town of Lunenburg will carry out which is of a private nature. This work will normally be carried out at regular charge out rates unless the Town Council has directed otherwise.

ELECTRIC LIGHT DEPARTMENT

1. For use of Electric Light Department, Personnel, Truck and Materials on Private Property the established charge out rates will apply. This will include costs to maintain private street lights, post hole digging and trimming of trees, unless the trees are fouling power lines - for this work there will be no charge.
2. Hanging of Flags, Banners and other related work in support of the L.B.A. and the various Festivals will be at no charge when approved by Council.

PUBLIC WORKS DEPARTMENT

1. For use of Public Works Department, Personnel, Truck and Materials on Private Property the established charge out rates will apply.
 - a) This will include costs to repair or replace existing culverts and new culverts;
 - b) This will include the costs to install water and sewer services, and to repair sewer services on Town Property; and
 - c) The repair to a water service on Town Property will be carried out at no cost to the property owner.

NOTE: Work as listed in "a" and "b" will only be carried out if scheduling allows; otherwise an approved private contractor may carry out the work with the work being inspected by the Town and the Town Engineer approving the materials used.

2. a) No Town equipment will be rented or loaned to any property owner unless in the case of an emergency, in which instance the Town Engineer has the authority to approve the use of Town equipment with the property owner paying the established charge out rates.

- b) Town materials will be sold to property owners only as time permits, if supplies are available. These supplies will include small quantities of gravel (4 yards) and sewer and water supplies.
- 3. Brush and limbs will not be picked up by Town Forces - will be picked up with regular garbage pick up.

Leaves will be picked up by Town Forces if they are properly bagged.
- 4. Maintenance of driveway and walkway entrances from the travelled portion of streets to the street line will be the responsibility of the property owner unless damage is created by street drainage.
- 5. No private work will be performed outside the Town limits except sewer and water connections to Town services as approved by Town Council and scheduled by the Town Engineer.
- 6. No plowing, sanding or salting of private roads will be carried out by Town Forces unless approved by Town Council and will be carried out at rates established by Town Council.

A Private Road will be defined as a road servicing two (2) or more dwelling units.

#22. TOWN OF LUNENBURG POLICY

WORK ORDERS AND PAYMENT FOR WORK PERFORMED BY

ELECTRIC LIGHT DEPARTMENT AND DEPARTMENT OF PUBLIC WORKS

ON BEHALF OF PRIVATE COMPANIES AND INDIVIDUALS

It is the policy of the Town of Lunenburg that the Electric Light and Public Works Departments of the Town be permitted to perform work for individuals and firms on a limited basis when and if time permits upon completion of all regular work and in accordance with the charge out rates approved by Town Council from time to time.

In order to reduce administration costs for smaller private jobs, it shall be the Town's policy that any charges for individuals totalling \$50.00 or less be pre-paid.

Any work for private companies/contractors and individuals in excess of \$50.00 may be completed on an account billing basis through the Department of Finance.

If there are any concerns in respect to providing a specific company or individual with credit (account billing) this should be discussed with the Director of Finance/Treasurer prior to granting credit.

I. Procedure for Pre-Paid Jobs (Under \$50.00/Individual)

A work report noting the services and/or goods to be supplied in duplicate will be completed and signed by the Town Engineer (Electric Light Superintendent) or Foreman with details of same. The customer will be given a copy to take to the Town Office for completion (pricing + taxes). The customer will be required to pay in full prior to goods and/or services being supplied. A receipt will be issued to the customer once the account is paid.

Upon presenting a receipt to the Town Engineer (Electric Light Superintendent) or Foreman, the customer shall receive the materials or services purchased.

II. Procedure for Jobs Invoiced (Approved Credit Companies/
Contractors/Individuals) Over \$50.

The Town Engineer (Electric Light Superintendent) or Foreman will complete a work order estimating the cost of the goods and/or services and the terms of payment. This work order must be signed by the customer. No work is to be performed or goods issued before a signed work order is completed. The original signed work order shall be forwarded to the Director of Finance/Treasurer and a copy given to the customer.

Once the work or service is completed the Town Engineer (Electric Light Superintendent) or Foreman will complete a Work Report listing the actual time, equipment and materials used. This will be forwarded to the Finance Department.

The Finance Department will then calculate the total amount of the work order (including all applicable taxes) and forward an invoice to the customer for payment within thirty days.

If there is a discrepancy between the estimate and the actual price, upon request, an explanation for same will be provided to the customer.

Exception - Turning Water On/Off

If the service to be performed is turning water on/off, the customer will be billed pursuant to the Town's water billing system.

**TOWN OF LUNENBURG PROCEDURAL POLICY #6 - WORK
ON PRIVATE PROPERTY**

PURPOSE

1. The Policy outlines the limited private property work Town of Lunenburg ("Town") staff may do and cost for same.

ELECTRIC UTILITY

2. The Town's Electric Utility provides private street light maintenance in accordance with Policy #10 Private Street and Yard Lights.
3. The Town's Electric Utility will only provide such other private property work as is permitted by the Town's Electric Utility Regulations and its Nova Scotia Power service arrangement.

PUBLIC WORKS DEPARTMENT

4. The Town's Public Works Department will only provide, install, repair or replace new and existing culverts to access private property in accordance with Policies #48. Ditch and/or Culvert Systems and #78. Driveway Access if work scheduling allows. Such work will be charged at the applicable Town charge out rates for supplies, equipment and services as set out in sections 10 and 11 herein. Otherwise the Town Engineer or designate shall advise the private property owner that they must select a private contractor to perform the work whom the Town Engineer or designate will approve in advance of the work. The Town Engineer or designate will inspect the work the authorized private contractor has done to determine if it is satisfactory or it shall be redone to meet their approval at the private property owner's expense.
5. Installation, repair or replacement of new and existing water and sewer laterals work shall be done in accordance with Policy #3. Installation/Repairs to Sanitary Sewer, Storm Sewer and Water Laterals which shall be done at the Town's cost. The private property owner is responsible for arranging and private contractors authorized by the Town Engineer or designate to do water lateral work from their building to the street right of way and sewer laterals from their building to the sewer main. The Town Engineer or designate will inspect the work the authorized private contractor has done to determine if it is satisfactory or it will be redone to meet their approval at the private property owner's expense. The Town is responsible for the remainder portions of these laterals.
6. No additional private work will be performed inside or outside Town limits except as approved by Town Council, Town Engineer or designate and Town insurer in advance of such work being done at the applicable Town charge out rates.

7. No plowing, sanding or salting of private roads will be done by the Town unless approved in advance by Town Council, Town Engineer or designate and charged out at the applicable rates established by Town Council.
8. No Town equipment including but not limited to motor vehicles, backhoe, plumbing supplies, pumps, etc. and supplies, e.g., gravel, salt, etc. will be rented, loaned or sold to any private property owner. These items are for Town use or authorized Town personnel only in accordance with this Policy, Policy #91 Town Equipment Loan and Use and the Town Personnel Policy.
9. The maintenance of driveway and walkway entrances from the travelled portion of streets to the street line will be the responsibility of adjacent private property owners unless damage is created by street drainage or snow and ice removal by the Town which shall be repaired by the Town at its cost.
10. To reduce administration costs for smaller private jobs, any charges for private property owners totalling \$200 or less, plus HST, must be pre-paid. A Town Work Order describing the work to be performed will be completed in duplicate and signed by the Town Engineer or designate. The private property owner will be given a copy to deliver to the Corporate Services Department where the private property owner will be required to pay in full prior to any work being performed. A receipt will be issued to the private property owner when the amount is paid for presentation to the Town Engineer or designate to schedule a time when the private property work can be performed.
11. Any private work in excess of \$200, plus HST, may be completed on an account billing basis through the Corporate Services Department. The Town Engineer or designate will complete a Town Work Order estimating the cost of the work to be performed and terms of payment for which a 50% deposit is required by the Finance Director or designate. No work is to be performed before a signed Work Order is completed, signed by the private property owner and the 50% deposit paid. When the work is completed the Town Engineer or designate will complete the Town Work Order listing the actual time, equipment and materials used and forward it to the Finance Director who will calculate the final invoice providing the private property owner thirty days in which to pay it in full.
12. This Policy repeals and replaces Policy #6. Work on Private Property and Policy #22. Work Orders and Payment for Work Performed by Electric Light Department and Department of Public Works on Behalf of Private Companies and Individuals.



**Burke,
Macdonald
& Luczak**
Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired)
Piotr Luczak, BA, LLB

April 17, 2020

Bea Renton
CAO
Town of Lunenburg

Via Email

Dear Bea:

Re: Amendment to Parking Meter Bylaw

Further to the General Government Committee Meeting on April 16, 2020, I am enclosing herewith an amended bylaw which provides that the parking rates would be approved by Council and also that the fines are increased to \$30.00 (\$15.00 if paid within 14 days). We also resurrected clause 16(3) which provides that each additional period of 1 hour when a person is found to be in violation of the bylaw, shall constitute a new and separate offence.

Kindly advise whether the form is now satisfactory.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.

PAB/js

Encl.

Cc

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2019\Letters\Letter to Bea April 17, 2020.docx

BY-LAW NO. 20

A BY-LAW RESPECTING PARKING METERS

Short title

1. This By-Law shall be known as and may be cited as the "Parking Meters By-Law".
Interpretation
2. In this By-Law:
 - i. "Commercial Motor Vehicle" ~~shall have the meaning assigned to~~ means a commercial motor vehicle as defined in the Motor Vehicle Act ~~R.S.N.S. 1989 Chapter 293 as amended~~;
 - ii. "Council" means the Town Council of the Town of Lunenburg;
 - iii. "Motor Vehicle" shall have the meaning assigned to motor vehicle by the definitions in the Motor Vehicle Act ~~R.S.N.S. 1989 Chapter 293 as amended~~;
 - iv. "Motor Vehicle Act" means RSNS 1989 Chapter 293 as amended;
 - v. "Parking Meter" means a mechanical or electronic device that indicates a period of time shall be purchased by payment, during which parking is permitted in the parking space to which the meter relates; ~~device or devices which shall indicate the length of time during which a motor vehicle may be parked in a particular parking space and the charge or charges therefor and shall have as a part thereof a receptacle or chamber for receiving coins of Canadian money, a slot or place in which said coin or coins may be deposited, a time mechanism to indicate the passage of the interval of time during which parking is permissible in such a parking space and which shall also display an appropriate signal to indicate when the aforesaid interval of time has elapsed; and~~
 - vi. "parking space" means a space for parking a motor vehicle controlled and regulated by a parking meter;
 - vii. "Peace Officer" means a police officer, or a special constable appointed by the Police Act, SNS 2004 C. 31 as amended; and
 - viii. "Town" means the Town of Lunenburg.

Purchase or lease of meters

3. The Council is authorized to purchase or lease from any person or body corporate such number of parking meters as it may deem necessary, and for this purpose, the Council

may enter into agreements with any person or body corporate for the purchase or lease thereof upon such terms of payment thereof as it may deem advisable.

Current meters

4. ~~(1) The parking meters currently installed in the Town shall remain unless otherwise determined by resolution of Council.~~

Additional meters

~~(2) Additional parking meters may be installed from time to time on streets and parking grounds in the Town or parts thereof as determined by resolution of Council, provided that no parking meters shall be installed by fire hydrants, driveways or at any other place where parking is otherwise prohibited.~~

4.

(1) Placing of Parking Meters

Parking Meters installed in the Town shall be placed on or adjacent to the sidewalk or near the curb or edge of the roadway, or in parking grounds.

(2) Relation of meters to spaces

An individual meter shall relate to the parking space within which or adjacent to which it is placed and a twin meter shall relate to the two parking spaces immediately adjacent to it and all meters shall relate to their respective parking spaces in accordance with this By-Law.

(3) A parking meter shall be identified by a number which shall be known as the meter number.

Enforcement and Administration:

5.

- (1) It shall be the duty of all members of the RCMP policing the Town of Lunenburg, [as well as all Special Constables whose powers and/or duties include the enforcement of this By-law] to enforce the provisions of this By-law.
- (2) The installation, operation, maintenance, location and removal of all parking meters in the Town shall be under the authority of the Town Council and under the management, supervision and direction of the Town Engineer of the Town.

Spaces to be marked

6. Parking spaces shall:

- (1) be of sufficient size to accommodate one passenger motor vehicle; and
- (2) be marked off by painted lines or other means, adjacent to the curb or sidewalk or edge of the roadway of the streets upon which parking meters are installed, and marked off by painted lines or other means in any parking ground upon which parking meters, are installed.

7.

- (1) Vehicles shall be parked within the bounds of the parking space.
- (2) Notwithstanding subsection (1), where the dimensions of a motor vehicle are such that it exceeds the size of the parking space, the motor vehicle may occupy more than one parking space, but coin deposit must be placed by the driver in all applicable meters.
- (3) it shall be an offence and a violation of the Bylaw for any driver to park or leave standing any motor vehicle beyond the lines or markings of the parking space except as provided for in subsection (2) of this section.
- (4) Not more than one motor vehicle shall be parked in any parking space.

Placing of meters

8.

~~(1) Notwithstanding subsection (1), where there are parking meters on streets, the meter shall be placed on the curb or sidewalk adjacent to and within the lines or prolongation of the lines marking each parking space as aforesaid.~~

Twin meters

~~(2) Where twin meters are to be installed the same shall be placed upon the curb or sidewalk adjacent to the area or line or lines separating two parking spaces.~~

Relation of meters to spaces

~~(3) An individual meter shall relate to the parking space within which or adjacent to which it is placed and a twin meter shall relate to the two parking spaces immediately adjacent to it and all meters shall relate to their respective parking spaces in accordance with this By-Law.~~

Collection

~~9. (1) The Town Engineer of the Town shall ensure that all monies deposited in the said parking meters are regularly collected and delivered to the Finance Director who, upon receipt thereof, shall keep a separate account of the monies taken therefrom and deposit the amount so received (or such portion thereof as belongs to the Town) to the credit of the Town.~~

Use of monies

~~(2) All monies so collected shall be included in the general revenues of the Town.~~

Sign on meter

8.

- (1) Each parking meter installed shall have thereon an appropriate sign or device stating the parking time permitted in the individual parking space to which it relates.

Time indicator

- (2) When in operation, each parking meter shall indicate either by a dial and pointer or a digital display, the period of time acquired by coin deposit during which parking is permitted in the parking space to which such meter relates, and shall upon the expiration of the period of time permitted for parking indicate either that parking in such parking space is in violation of this By-Law or provide that the word "violation" or "expired" or "time expired" is visible in the observation window of the parking meter or where the meter has a digital display show a reading of "00:00".
- (3) Each parking meter shall bear thereon directions indicating the days and hours when the requirement to deposit coins therein shall apply, the value of the coins to be deposited, and the limited period of time for which parking is lawfully permitted in the parking space to which such meter relates.
- (4) Depositing excess coins in a parking meter shall not give credit for any additional time beyond the maximum time illustrated on the said parking meter.
- (5) Only coins which are lawful money of Canada shall be deposited in a Parking Meter.

~~(5) When used in directions on a parking meter the word "nickel" shall mean five cents, and the word "dime" shall mean ten cents, and the word "quarter" shall mean twenty-five cents, and the word "dollar" shall mean one hundred cents, all of which is lawful money of Canada.~~

Fees

9. The rate for parking meters within the Town of Lunenburg shall be set by the Town Council from time to time.

~~\$.05 for five (5) minutes where applicable and the meter accepts nickels
\$.10 for ten (10) minutes
\$.25 for thirty (30) minutes
\$.50 for one (1) hour"~~

For convenience a meter may accept coins of larger denomination without giving additional time beyond the maximum time allotted for the meter.

Restriction

10. ~~(1)~~ The parking or leaving standing of any motor vehicle in a parking space provided by this By-Law or by any By-Law of the Town, shall be restricted to the manner prescribed by the directions set forth on the parking meter relating to such parking space.

Offence

11.

- (1) It shall be an offence and a violation of this By-Law for the driver of any motor vehicle to park or leave the same standing in any parking space and fail to immediately deposit in the parking meter relating to such parking space, a coin or coins of lawful money of Canada and of sufficient value to permit the parking or leaving standing of such motor vehicle in such parking space for any period of time permitted by this By-Law and as shown by directions set forth on such parking meter.

- (2) It shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space ~~ordinarily~~ regulated by a parking meter for a period of time in excess of the maximum period allowed by the direction on the parking meter regardless of the payment deposited or whether the word "expired" or the digital display reading "00:00" is visible in the parking meter's observation window. ~~as referred to in Sections 1-(a), (b), or (c) of Schedule "A" of this Bylaw in excess of:~~

~~A. two consecutive hours in the areas referred to in sections 1-(a) and (b) of Schedule "A";~~

~~B. 4 consecutive hours in the area referred to in section 1-(c) of Schedule "A";~~

Commercial

12.

- (1) Notwithstanding any other provision of this By-law, the driver of a commercial motor vehicle, may park or leave such commercial motor vehicle standing in any parking space for the purpose of loading or unloading goods, wares, merchandise, materials or passengers for any period of time not exceeding thirty minutes, without depositing any coin or coins in the parking meter relating to such parking space.
- (2) It shall be an offence and a violation of this By-Law for the driver of a commercial motor vehicle:
 - (a) to park or leave same standing in any parking space for any period of time in excess of thirty minutes; and
 - (b) notwithstanding subsection (1) of this section, to fail to comply with the direction set forth on the parking meter relating to such parking space;

Maximum Time

13. When the driver of any motor vehicle has parked or left the motor vehicle standing in any parking space for a period of time in excess of the maximum period of time allowed by the directions set forth on such parking meter, it shall be a new and separate offence for each additional hour that an offence continues.

Offence

14.

- (1) It shall be an offence and a violation of this By-Law for a driver of a motor vehicle to permit the same to be parked or left standing in any parking space while the word "violation" or "expired" or "time expired" is visible in the observation window of the parking meter relating to such parking space or where the meter has a digital display reading "00:00", unless such motor vehicle is parking pursuant to the provisions of section 12 herein.
- (2) It shall be an offence and a violation of this Bylaw for the driver of a motor vehicle to park or leave standing the motor vehicle in a parking space if a period of time has not been purchased from the parking meter.

Slugs prohibited

15. It shall be an offence and violation of this By-law for any person to deposit or cause to be deposited in any parking meter installed in the Town, any disc, slug, device, metallic substance or other substitute for the coins permitted to be deposited in accordance with this By-Law.

Penalty

16.

- (1) Any person alleged to have violated this By-law [other than section 20 hereof] shall be given notice by a ticket left on the motor vehicle for each offence.
- (2) A person who contravenes any section of this By-law [other than section 20 hereof] is liable upon summary conviction to a penalty of ~~twenty~~ thirty dollars ~~(\$20.00)~~ (\$30.00). A person who is alleged to have violated the Parking Meter By-law and is given notice of the alleged violation may pay a penalty in the amount of ~~ten~~ fifteen dollars ~~(\$10.00)~~ (\$15.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of ~~twenty~~ thirty dollars ~~(\$20.00)~~ (\$30.00) for each offence (plus any applicable charge referred to in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).
- (3) Each additional period of one hour that any person is found to be in violation of this By-Law shall constitute a new and separate offence.
- ~~(4) — The owner of a motor vehicle shall incur the fine provided for a violation of this By-law unless at the time of such violation the motor vehicle was in the possession of some person other than the owner without the owner's consent, either expressed or implied.~~
- ~~(5) — The driver of a motor vehicle not being the owner thereof shall also incur the fine provided for a violation of this By-law.~~

Liability of Owner and Driver

17.

- (1) It is an offence to be the registered owner of a motor vehicle that is parked or left standing in violation of this bylaw, whether or not the registered owner is the driver of the motor vehicle at the time of the violation.
- (2) The owner of a motor vehicle shall incur the fine provided for a violation of this By-law unless at the time of such violation the motor vehicle was in the possession of some person other than the owner without the owner's consent, either expressed or implied, and the driver of a motor vehicle not being the owner thereof shall also incur the fine, penalties and other consequences provided for such violation of this By-law.

No fees payable

18.

- (1) No fee shall be payable for parking meters from and including the last week of November of each year until and including the 31st day of December of the same year, provided nevertheless that the maximum parking time **allowed on the parking meters referred to in Sections 1-(a), (b) and (c) of Schedule "A"** shall still be enforced. ~~Nevertheless, it~~ shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space **ordinarily** regulated by a parking meter ~~as referred to in sections 1-(a), (b), or (c) of Schedule "A" of this By-law~~ during the period from and including the last week of November of each year until and including the 31st day of December of the same year for a period in excess of the **applicable** maximum parking time **which can be purchased on that parking meter, contained in Schedule "A"**.
- (2) No fee shall be payable for parking meters during such additional day or days as shall be established by resolution of Town Council. ~~Nevertheless, it~~ shall be an offence and a violation of this By-law for the driver of a motor vehicle to park or leave the same standing in any parking space **ordinarily** regulated by a parking meter ~~as referred to in Section 1-(a), (b) or (c) of Schedule "A" of this By-law~~ during said additional exempt day(s) for a period in excess of the applicable maximum parking time **which can be purchased on that parking meter, contained in Schedule "A"**.
- (3) No fee shall be payable for parking meters on any statutory holiday, Sunday or between the hours of 5:00 p.m. on one day and 10:00 a.m. of the next day.

19.

- a. Notwithstanding the provisions of this By-law, the Finance Director **or her designate** may, upon being satisfied that the use of a parking space or spaces is reasonably necessary on a short term continuous basis, issue a temporary parking permit for a specific period of time authorizing the short-term usage of a parking space ~~or spaces in the areas referred to in section 1 (a), (b) or (c) of Schedule "A"~~ without depositing monies in the parking meter. The permit shall only be issued for motor vehicles or contractors' equipment trailers or construction dumpsters, and shall be displayed in the windshield of the motor vehicle or on an exterior side of the construction dumpster, or equipment trailer, as the case may be. Before a permit is issued, prepayment shall be made at the Town Office **of the sum of \$25.00 plus** of **an amount set by Council from time to time plus HST** per parking space for each day of the period referred to in the permit.
- b. Notwithstanding the provisions of this By-law, the Finance Director **or her designate** may issue a permit for overnight parking in areas on Town property designated by the Treasurer for overnight parking, upon prepayment at the Town Office of ~~the~~

~~sum of \$25.00~~ an amount set by Council from time to time per month plus HST for each month (or part thereof) of the period referred to in the permit.

- c. It shall be an offence and a violation of this By-law for any person:
 - i. to utilize a parking space for a motor vehicle or construction dumpster or contractor's equipment trailer as referred to in section 19(a) without a valid permit, or
 - ii. to park overnight in any area on Town property designated by the Treasurer for overnight parking without a valid permit.

20.

- i. It shall be an offence and a violation of this By-law for a person to block, impede or hinder the use of a parking space regulated by a parking meter, by placing a cone or cones or other object or objects in the parking space.
- ii. A person who contravenes this section of the By-law is liable upon summary conviction to a penalty of Fifty Dollars (\$50.00).

A person who is alleged to have violated this section of the By-law and is given notice of the alleged violation, may pay a penalty in the amount of Twenty-Five Dollars (\$25.00) for each offence to the Town of Lunenburg provided that said payment is made within a period of 14 days following the day on which the alleged violation was committed, and any such payment made within such time shall be in full satisfaction, releasing and discharging all penalties and imprisonments which could be incurred by the person for the violation or violations. If no payment is made within 14 days following the date on which the alleged violation was committed, the person shall be liable to a fine of Fifty Dollars (\$50.00) for each offence (plus any applicable charge referenced in the Summary Proceedings Act RS 450 as amended from time to time or in the Summary Offence Ticket Regulations thereunder).

21. Notwithstanding the other provisions of the By-law, no parking ticket shall be issued to any registered owner of a vehicle lawfully displaying a veteran's number plate issued pursuant to the "Veteran's Number Plate Regulations" of Nova Scotia for a parking meter violation (but this exemption shall not apply to the maximum parking times ~~referred to in Schedule "A"~~ displayed on the parking meter).

Enforcement

22. This Bylaw may be enforced by any Peace Officer.

Repeal

23. All former Parking Meters By-laws of the Town (and specifically the existing Parking Meter By-law No. 20 and any purported amendments thereto) are hereby repealed and this By-Law substituted therefor.

Document No:
Meeting: February 14/20 Council
Circulate: Council, LD, PB, IT
File: Sidewalks & Budget 20/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: IAN TILLARD, P. ENG., TOWN ENGINEER CONSULTANT

DATE: APRIL 9, 2020

RE: PROPOSED NEW SIDEWALK ALONG NORTH SIDE TANNERY ROAD

1. FACTS

The proposed sidewalk for the north side of Tannery Road has been in the planning stage for a number of years. In 2018 ABLE Engineering created a survey, layout sketch and costs estimates for this project. The sidewalk would require new easements from the properties as well as a revised power pole layout for the three power poles. There are additional project logistics which are addressed in this report for Council's consideration.

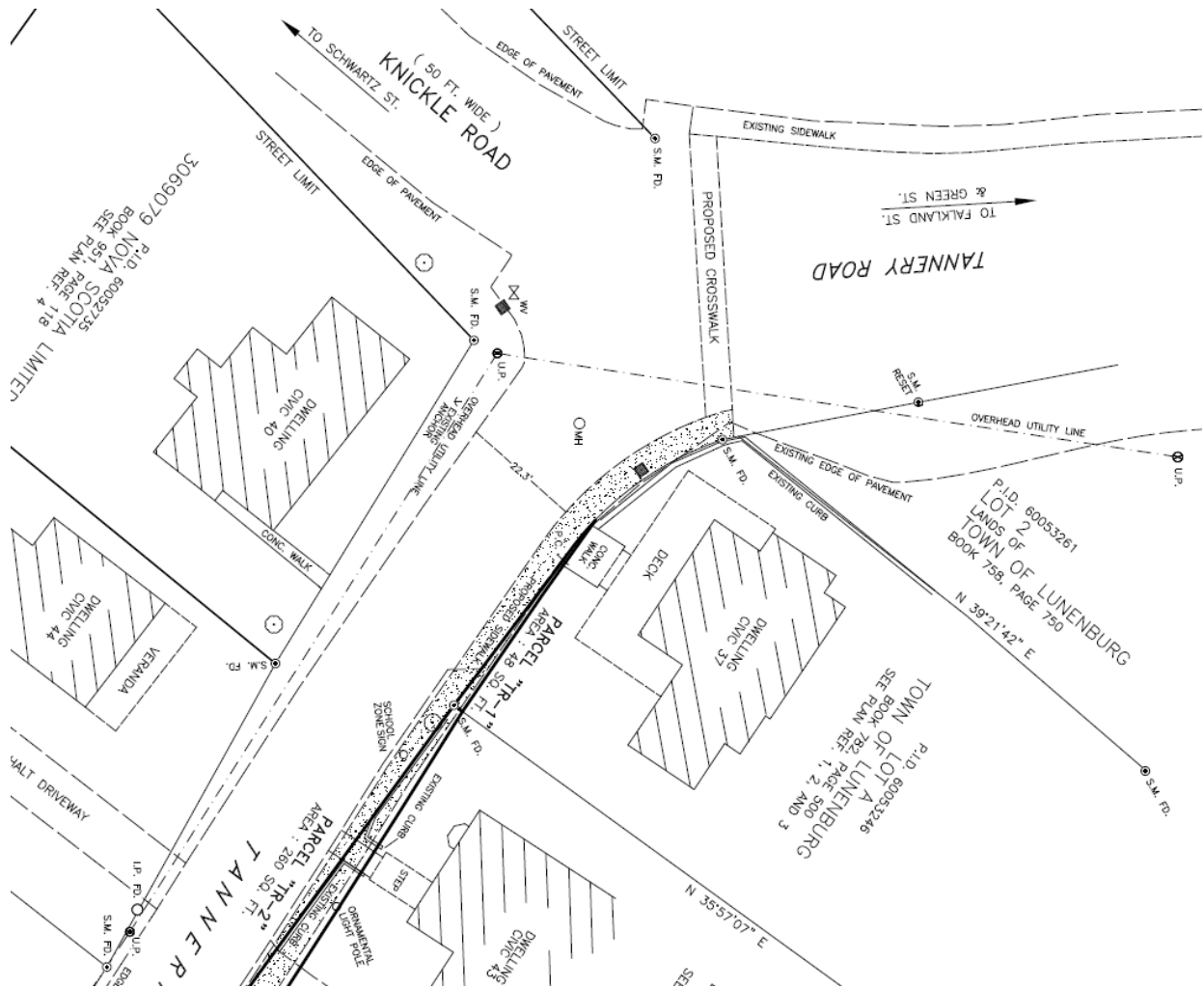
2. ISSUES AND OPTIONS ANALYSIS

The sidewalk design runs along the north side of Tannery Road from the parking lot on the north side of the Captain Angus Walters house at #37 Tannery Road to the park area by the seawall. Access to the sidewalk from the south side of Tannery Road would require a new crosswalk from the south west corner of the intersection of Tannery Road and Knickle Road. Access from the north side is across the parking lot in front of the old School Annex. Revised costs are estimated at \$255,000 for this project.

Aside from the high costs there are some logistical concerns with this project:

- The proposed sidewalk in front of the Walters house and house beside it actually has to be laid directly into what is now the street, thereby reducing the street width at this point for a length across both properties and a bit beyond.
- The proposed sidewalk in front of these two houses will butt directly up to their front exit stairs and requires a retaining wall in front of one of the houses.
- To keep the intrusion into the street to a minimum, the sidewalk width must also be kept to a minimum, so along this constricted section there is traffic immediately against it on one side and stairs and a short retaining wall on the other side. The width has not been finalized, but it would be six feet or less and the street width at this pinch point with house on the opposite side will be reduced by this amount. The minimum width for a sidewalk in Lunenburg is 5 feet to accommodate the sidewalk plow. There is no option in terms of alternate

location of a sidewalk because there is even less space on the north side of the street to place a sidewalk. So while technically feasible, it is not a very elegant solution and it is costly. See below for an excerpt from the engineering layout showing the pinch point.



For the case of moving the project forward as originally planned the steps are:

- (1) Negotiate and sign new land agreements.
- (2) Do the detailed design.
- (3) Tender the construction.
- (4) Contract with NSPI to have poles moved.
- (5) Contract to have trees removed.
- (6) Sidewalk construction.
- (7) Landscape re-instatement construction.

Due to the traffic engineering and cost concerns, consideration of an alternative less expensive approach is warranted that would allow for shared use of the existing roadway through traffic calming and awareness/safety measures. To pursue this option, staff could propose acceptable and affordable measures that would be installed by Town forces. These type of measures were generally discussed in the Bicycle Nova

Scotia report issued to Lunenburg in Fall 2019 so this report is a good overview of this approach. As an example, some of the techniques that could be considered are:

- Gateway treatment.
- Introduce pinch points.
- Lane shifts.
- Speed humps.
- Speed tables.
- Materials and appearance.
- Shared streets.
- Speed reduction.

FINANCIAL IMPACT

For the original plan the 2018 estimates provided by ABLE Engineering are:

Final plan and layout plan	\$3,500
Engineering	\$7,500 (updated in 2020)
Construction	\$125,000
Power poles x 5 relocate	\$20,000
Construction contingency of 15%	\$23,000
Tree removals and various property restitutions	\$26,000
Private property land purchase costs	\$30,000
Town legal costs for property purchases and street realignment	\$15,000
Legal cost reimbursement for private property owners	\$5,000
Total Project Budget	\$255,000

Note that this is not based on detail design, but in preliminary layouts only.

For the proposed alternate, costs would be determined only when calming measures have been assessed and preferred options chosen. Regardless, the measures will be considerably cheaper than the current plan. Potential that Town staff could execute most of the work.

Council approval is required to continue with this project and there are two options:

- (1) Continue with the existing plan at an estimated cost of \$255,000.
- (2) Cancel the original planned project and direct Town staff to pursue an alternate plan of designing and installing traffic calming measures. Reduce the current budget request amount to \$7,500 to engage a consultant to assist staff in developing a detailed plan. Construction costs TBA, but they will be substantially less than for the current plan.

Staff are recommending option #2.

3. STRATEGIC PLAN RELEVANCE

- 1) Promote High Quality of Life by: A. Beautifying the community.
- 2) Celebrate our Community by: B. Cultivating a positive visitor experience.
- 3) Champion opportunities for our community's health and well-being by: B. Facilitating and encouraging healthy lifestyles; and C. Maintaining and enhancing our status as a safe community.

4. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

To cancel the existing planned project for the Tannery Road sidewalk and instruct Town staff to develop an alternate plan of traffic calming, to be presented to Council at a future date. Reduce the current budget request for 2020/21 to \$7,500 to engage a traffic designer to assist staff in developing the traffic calming plan.

PROCLAMATION

LYME DISEASE AWARENESS MONTH May 2020

WHEREAS Lyme disease is a serious illness caused by the bite of a black-legged tick infected with the bacterium *Borrelia burgdorferi*; and

WHEREAS black-legged ticks carrying a variety of diseases or illnesses can now be found in all parts of Nova Scotia; and

WHEREAS awareness, education and practicing preventative measures, such as daily tick checks and proper tick removal, can help reduce your chances of contracting tick borne diseases;

THEREFORE, be it resolved that I, Mayor Rachel Bailey, on behalf of the Town of Lunenburg, do hereby proclaim May 2020 as "Lyme Disease Awareness Month".

Dated at Nova Scotia
this day of May, 2020

Mayor Rachel Bailey

Document No:
Meeting:
Circulate To:
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MEMORANDUM

TO: TOWN COUNCIL
FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR
DATE: APRIL 22, 2020
RE: INSTALLATION OF "SHARE THE ROAD" SIGNAGE

1. FACTS

At the January 14, 2020 Council meeting, a recommendation came from the Recreation/Lunenburg War Memorial Community Centre Committee meeting on December 11, 2019 to install "Share the Road" signage. This recommendation was brought forward from the Active Transportation Sub-Committee to install cycling safety signage at the main entries into Lunenburg: Victoria Road, Green Street, Dufferin Street, and Maple Street.

The following motion was made by Council on January 14, 2020:

Motion: moved by Councillor Bachman, seconded by Councillor Croft that a staff report be prepared about the potential installation of "Share the Road" signage for cycling safety as noted in the AT Strategic Plan. Motion carried.

2. ISSUES AND OPTIONS

The current cost to purchase a "Share the Road" 75 x 75 sign is \$60.20 + HST, which is the most popular and used size. There is also a 60 x 60 sign for \$38.50 + HST; however, the last time this sign was sold was in 2011. Delivery is included in this price. These costs do not include a post, which are \$60 per post + HST. The labor to prepare and install the signs would be approximately \$330.

The **total cost** to purchase and install four signs would be **\$810 plus HST**.

The sign would be purchased from the Nova Scotia Department of Transportation, therefore would align with others around the province. The sign would be similar to the image below:



OPTION 1 (recommended): Purchase “Share the Road” signs in the current 2020/21 budget, to be installed at the main entries into Lunenburg at Victoria Road, Green Street, Dufferin Street, and Maple Street.

OPTION 2: Include “Share the Road” signs in future budget deliberations.

OPTION 3: Do not purchase additional “Share the Road” signs.

3. **FINANCIAL IMPACT**

The cost to purchase and install four signs would be \$810 plus HST. These items can be purchased in the 2020/21 transportation budget for Traffic Signs & Posts.

4. **STRATEGIC PLAN RELEVANCE**

In varying forms this report addresses the following Town Strategic Plan Goals:

Goal 3B: Facilitating and encouraging healthy lifestyles.

Goal 3C: Maintaining and enhancing our status as a safe community.

Goal 5B: Continually and strategically maintaining and upgrading community infrastructure.

5. **RECOMMENDATION**

It is recommended that Council direct staff to purchase “Share the Road” signs in the current 2020/21 budget, to be installed at the main entries into Lunenburg at Victoria Road, Green Street, Dufferin Street, and Maple Street.

Motion: moved and seconded for staff to include the purchase “Share the Road” signs in the current 2020/21 budget, to be installed at the main entries into Lunenburg at Victoria Road, Green Street, Dufferin Street, and Maple Street.

Acknowledged only by:

Bea Renton
Town Manager/Clerk