



AGENDA

Town of Lunenburg Council Meeting

Tuesday, March 23, 2021 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street and Zoom/YouTube

(Agenda is subject to change due to additions and/or amendments)

-
1. Call to Order – Mayor Risser
 2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People – Mayor Risser
 3. Agenda - motion to approve
Motion: moved and seconded approval of the agenda.
 4. March 9, 2021 Council meeting minutes - motion to approve
Motion: moved and seconded approval of the March 9, 2021 Council meeting minutes.
 5. Public Hearings, Presentations and Questions
 - a. Chris Acomb, Lunenburg County Seniors Safety Program Coordinator, regarding recent activities and programs information.
 6. Correspondence, Petitions and Proclamations consideration
 - a. Copy of a Town of Mahone Bay letter to the Premier seeking Accessibility Act implementation funding for municipalities; and
 - b. Department of Municipal Affairs letter advising of Wastewater Treatment Plant and Collection System Pre-Design Project Provincial funding extension to March 31, 2022.
 7. Business Arising from the Minutes/Unfinished Business
 - a. Comprehensive Community Plan First Quarterly Progress Report – staff information report; and

b. Budget 2020/21 Variance Report to January 31, 2021 – staff information report.

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

a. Joint Occupational Health and Safety Meeting March 4, 2021;

b. Anti-Racism Special Committee Meeting March 4, 2021 – recommendation

Motion: moved and seconded approval of revisions to the Anti-Racism Special Committee's membership and Terms of Reference as set out in Schedule "A".

c. Project Lunenburg Steering Team Meeting March 10, 2021;

d. Protective Services Committee Meeting March 11, 2021 - recommendations

Motion: moved and seconded approval of the draft 2021/22 Protective Services Operating and Capital budgets (or referral to the 2021/22 draft budget general review; Schedule "B").

Motion: moved and seconded pre-approval of the ordering of a replacement Fire Rescue (02) truck for delivery in 2022/23 fiscal year (or referral to the 2021/22 draft budget general review; Schedule "B").

e. Lunenburg County Regional Emergency Management Organization Advisory Committee Meeting January 19, 2021 (2021/22 budget recommendation referred to Town budget review);

f. Committee of the Whole Meeting March 2 and 16, 2021 - recommendations

Motion: moved and seconded approval of the Comprehensive Community Plan Action items and Five Year Work Plan based on the Gantt charts presented (Schedule "C").

Motion: moved and seconded that staff are directed to prepare an annual work plan for each of the five years of the Comprehensive Community Plan 35 x Action items commencing with the first year in 2021/22. The drafts of which will be reviewed by the Committee of the Whole for recommendation to Council.

9. New Business

a. South Shore Public Libraries request to place reading program signage on the grounds of the Lunenburg Academy and Cemetery for which Council permission is required in the Land Use Bylaw – draft motion

Motion: moved and seconded approval of the June 13 – September 6, 2021 placement of reading program signage on the grounds of the Lunenburg Academy and Hillcrest Cemetery by the South Shore Regional Library, thereby exempting the signage from requiring a Development Permit under Part 24.14.e. of the Land Use Bylaw (Schedule "D").

10. Meet in camera (nil)

11. Adjournment – Mayor Risser.

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Assigned to</u>	<u>Council Meeting Assigned</u>	<u>Status</u>	<u>Anticipated Return Date</u>
Cultural Action Plan	Corporate Services	September 8, 2020	Staff will prepare a report about what the expectations of Town are and suggested resources	Assistant Municipal Clerk estimates June 2021 Council report
Residential water meters implementation and rate application overview	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Preliminary report will be prepared by Town Engineer for April 2021 Council meeting
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Staff will prepare a report for draft Budget 2021/22 consideration	Town Engineer will have a preliminary report for May 2021 Council meeting

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, MARCH 9, 2021 AT 6:00 P.M.

LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST

PRESENT: Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Susan Sanford

ALSO PRESENT: Lisa Dagley, CPA, CGA, Finance Director
Piotr Luczak, Town Solicitor Office
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

4. February 23, 2021 Council meeting minutes

Motion: moved and seconded to approve the February 23 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Marilynn Hay, Municipal Advisor, Department of Municipal Affairs, introductory discussion

Ms. Hay reviewed her presentation (**Schedule "A"**) noting that the Department no longer includes Housing which has joined the Infrastructure Department. The Department provides guidance to municipalities within the parameters of the NS Municipal

Government Act. She commented on the governance structure of municipal government in NS including the roles of Council, CAO and other municipal employees. Their Department offers Council training in addition to the earlier orientation sessions provided.

6. Correspondence, Petitions and Proclamations consideration

- a. Request for a Town of Lunenburg Proclamation recognizing Lyme Disease Awareness Month May 2021

Motion: moved and seconded to proclaim the month of May as Lyme Disease Awareness Month in the Town of Lunenburg as per Schedule "B". **Motion carried.**

7. Business arising from the Minutes/Unfinished Business

- a. Proposed Committees of Council Policy amendment to establish a Committee of the Whole and dissolve the General Government Committee

Motion: moved and seconded approval of amendments to the Committees of Council Policy to establish a Committee of the Whole and dissolve the General Government Committee as set out in Schedule "C". **Motion carried.**

- b. Internal Committee Appointments 2021 proposed revised Audit Committee Chair who is not a Town cheque signing authority

Motion: moved and seconded that Councillor Halverson be appointed as the new 2021 Audit Committee Chair. **Motion carried.**

8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion

The following minutes were received for information only.

- a. Anti-Racism Special Committee February 11, 2021 Meeting Minutes
- b. Lunenburg War Memorial Community Centre/Recreation Committee February 17, 2021 Meeting Minutes
- c. Project Lunenburg Steering Team February 10, 2021 Meeting Minutes

9. New Business

- a. Development Agreement Application of David Brix, 185 Pelham Street, for a third residential unit

The Planning/Development Manager reviewed the application of Mr. Brix and recommended that the matter be referred to the Planning Advisory Committee for a staff report and public information meeting with a recommendation back to Council whether to proceed with a public hearing or other action (**Schedule "D"**).

Motion: moved and seconded to accept the Development Agreement application of David Brix, 185 Pelham Street, for a third residential unit, forward it to staff and the Planning Advisory Committee for a Public Information Meeting and recommendation back to Council for further consideration (Schedule "D"). Motion carried.

10. Meet in camera

Motion: moved and seconded to meet in camera pursuant to section 22 (2) Municipal Government Act to consider the following agenda item – legal advice eligible for solicitor-client privilege, section 22 (2) (g) of the Act. Motion carried.

Council held a brief recess at 6:18 p.m. before meeting in camera.

The public portion of the Council meeting resumed at 7:36 p.m.

11. Report from Council in camera meeting - motion to consider any in camera meeting notices of motion and/or recommendations pursuant to section 22 (3) Municipal Government Act

Motion: moved and seconded that:

- A. The Town is the owner of the property at 37 Tannery Road in Lunenburg (represented in Property Online by PID 60053246) and it is hereby determined that the property is no longer required for the purposes of the Town save for the portion to be retained for the purposes of a sidewalk and subject to a utility easement; and
- B. The Town has entered into an Agreement of Purchase and Sale for the sale of property (as detailed in the documents attached as Schedule AW) which the Town hereby considers to be at market value, and the said Agreement is hereby approved, ratified and confirmed, provided that notwithstanding the foregoing, there shall be no subdivision of TR-1 as referred to in Clause 2 of the Counter Offer (signed by the Town on January 29, 2021 and by the purchasers on January 31, 2021) and instead, the area approximately shown as "TR-1" on the Schedule A to the said Counter Offer shall be declared as part of Tannery Road, a public street; and
- C. The Mayor and Manager/Clerk are authorized to execute on behalf of the Town (and to affix the municipal seal on), such documents as are in their opinion necessary or advisable (and in such form as they deem appropriate) for the completion of the sale (including, without limiting the foregoing, Warranty Deed of property to be conveyed, utility easement in such location as they deem appropriate, and 15 foot easement without warranty over adjacent property in such location as they deem appropriate (Schedule "E")). Motion carried.

Motion: moved and seconded that:

WHEREAS:

- A. The Town of Lunenburg is the owner of Tannery Road located within the boundaries of the Town;

B. Pursuant to Section 312 of the Municipal Government Act, Council may expand a street within the Town but shall be required to file a survey plan in the Land Registry;

BE IT THEREFORE RESOLVED THAT:

1. Parcel TR-1 shown on a Plan of Survey prepared by ABLE Engineering Services Inc., dated February 10, 2021, attached to this Resolution shall henceforth be a part of Tannery Road, a public street (Schedule "F").

Motion carried.

11. Adjournment

The meeting was adjourned at 7:37 p.m. by the Mayor.

Bea Renton, CAO

Lunenburg County Seniors' Safety Program

A project of Lunenburg County
Seniors' Safety Partnership Society



Funding provided by; MODL, MODC, Town of Bridgewater, Town of Mahone Bay, Town of Lunenburg, NS Department of Seniors, United Way of Lunenburg County & the Law Foundation of NS.

Lunenburg County Seniors' Safety Program (LCSSP)

- NFP, community-based
- Close affiliation with law enforcement
- 1-1 education, support and referrals
- Community education/presentations
- Networking with community partners
- Advocate on behalf of Seniors

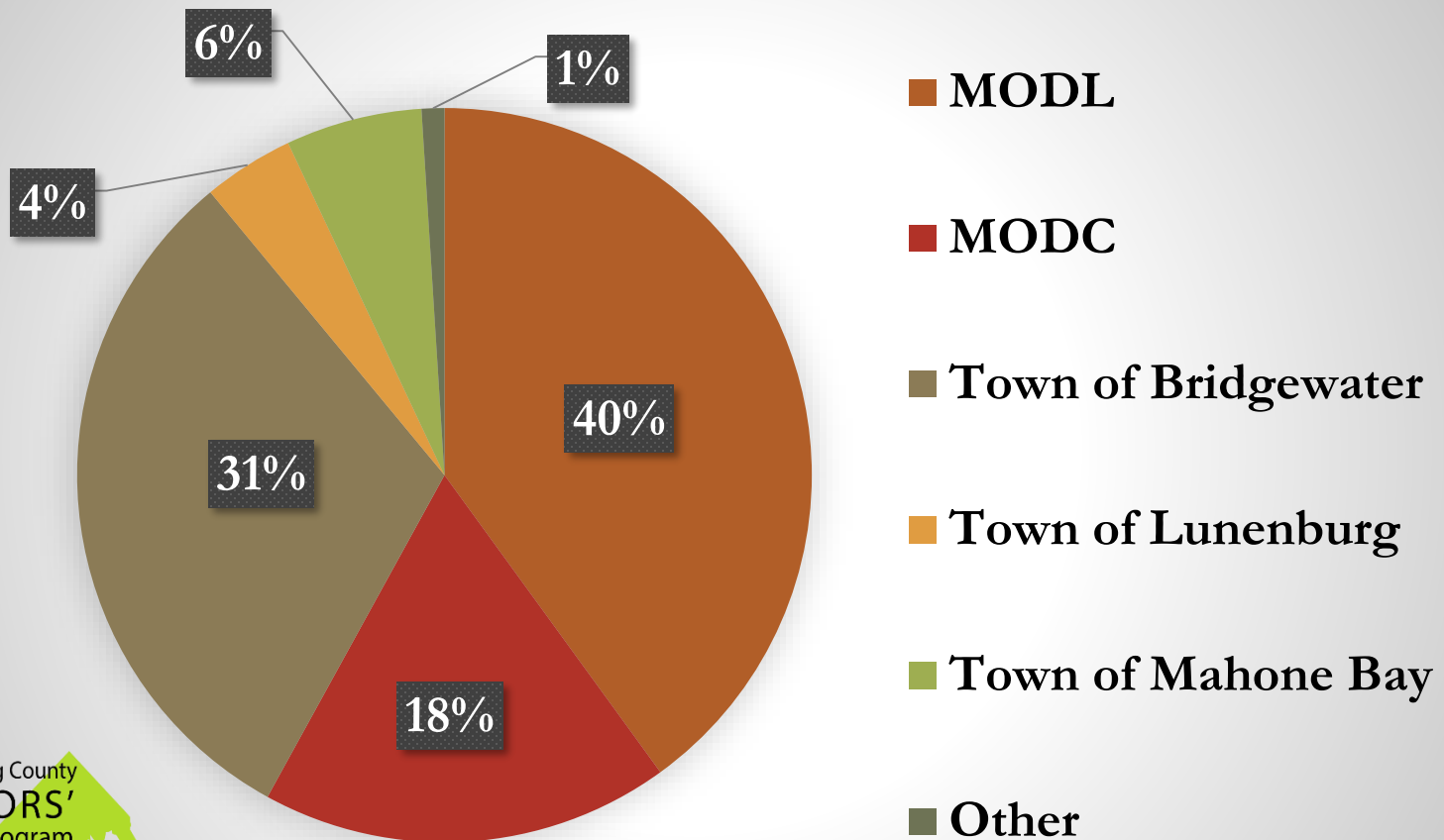


Lunenburg County Seniors' Safety Program

- Anyone, aged 55+ can access service
- Anyone can refer to the LCSSP
- Participation is voluntary
- Service is confidential



LCSSP Service in Municipal Units





New self-isolation rules for Nova Scotia:

Are you entering Nova Scotia from outside of Atlantic Canada?



• Most people must self-isolate for 14 days.



- You may self-isolate alone.
- You may self-isolate with someone you travelled with.
- If you must stay with other people, everyone in the household must self-isolate with you.



- During those 14 days, everyone in the household must stay on the property.
- Your whole household must avoid contact with other people.
- You cannot go to work. You cannot go to school.
- You cannot go to the grocery store.
- You cannot go for a walk.

For information visit: novascotia.ca/coronavirus



Together We Can Keep Children Safe

During COVID-19, children and families are isolated, have increased stress, and reduced supports. Home may not be safe for everyone right now. You can help by:



Checking in

See your neighbours, friends, and family often by phone or video. Before greetings, send text, or provide emotional support.



Connecting

Return to Family Resource Centres and Youth Outreach Programs. They are not operating for support administration.



Offering Kindness

Offer kindness. We're all working through this together.



Reporting Abuse & Neglect

If abuse or neglect is suspected, you have a duty to report this to your local child protection office. You can also call the toll-free line at 1-888-822-3434



Seeking & Sharing

Remember and seek support. Local supports: 211, Health Information 811, Mental Health Clinic 1-888-468-8122

We all have a role to play in keeping child and families safe and strong



novascotia.ca/coronavirus | novascotia.ca/coronavirus/fr



PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.

1. Wet your hands with warm running water.
2. Add soap and scrub for 15-20 seconds.
3. Wash backs, thumbs, between fingers, and under nails.
4. Dry your hands with a clean towel.
5. Turn off tap with a towel.
6. (Additional step shown)

Available, alcohol-based hands are not visibly soiled.

PHYSICAL DISTANCING

ÉLOIGNEMENT PHYSIQUE

Keep 2 metres/6 feet away from others
Restez à 2 mètres ou 6 pieds les uns des autres

novascotia.ca/coronavirus
novascotia.ca/coronavirus/fr

How to properly wear a mask

Comment porter un masque correctement

COVID-19 Daily Checklist

It is important to closely monitor your health and the health of those you care for. Please ask questions each day before leaving home and entering public spaces. If you are feeling sick, you should stay home or go home immediately, and follow the instructions.

1. Are you feeling sick?
If yes, stay home and avoid public spaces, including work, school/child care, and shopping.
2. Do you have any of these symptoms?
Fever (a 100.4 or higher), Cough or worsening of a persistent cough, Sore throat, Headache, Shortness of breath, Muscle aches, Swelling, Hoarse cough/sore/honey taste, Hoarse voice, Stiffness, Unusual fatigue, Loss of sense of smell or taste, Red, purple or bluish (discolored) color on the face, nose or tongue without clear cause.
3. In the last 14 days, have you travelled outside Atlantic Canada?
If yes, you must stay home. You are required by law to self-isolate for 14 days upon return to Atlantic Canada.
4. In the last 14 days, have you had close contact (within 2 metres / 6 feet) with someone confirmed to have COVID-19?
If yes, you must stay home. You are required by law to self-isolate if you have been identified as a close contact of someone with COVID-19. If you haven't spoken with Public Health or been tested, you should contact 811 to be screened for testing for COVID-19.
5. Are you waiting for results from a COVID-19 test?

Helping Seniors navigate a pandemic!



- Building legal accessibility and empowering Seniors
- Supporting Seniors to live safely at home
- Raising awareness and providing support to reduce the risk of elder abuse
- Helping Seniors connect to supports





Lunenburg County Seniors' Safety Program Funding



Thank you to all our funding partners!

As we plan for the future, we recognize that additional funding will be required to help meet the growing needs of Lunenburg County and expand LCSSP community outreach.



Lunenburg County
SENIORS'
Safety Program



Thank you for your support.
902-543-3567





PO Box 530, 493 Main Street
Mahone Bay NS, B0J 2E0
Phone 902-624-8327 | Fax 902-624-8069
townofmahonebay.ca

Premier Iain Rankin
1700 Granville Street, 7th Floor
Halifax, NS B3J 1X5

Iain Rankin 4/21

February 24, 2021

Dear Premier Rankin,

It is my great pleasure to reach out to you in your first days as Premier, to tell you about my pride in the great work of the Joint Accessibility Advisory Committee, our Lunenburg County Municipal Partnership to identify, prevent, and eliminate barriers experienced by people with disabilities in municipal programs, services, initiatives and facilities. This partnership of elected officials, municipal staff, and community representatives is in the final stages of development of a template for each municipality to develop their individual Accessibility Action Plans.

Partner municipalities are working toward equitable access in these priority areas to help identify, prevent, and eliminate barriers for people with disabilities to participate fully in our communities. We are proud of the work that is happening in Lunenburg County to address priority areas for achieving an accessible Nova Scotia by 2030, and particularly proud of the community partnerships that have developed in this process.

At this point, on behalf of the Town of Mahone Bay, and our partner municipalities, I am writing to ask for Provincial assistance to help us get to the next step. While we each develop our individual accessibility plans, built on the strength of the capacity that we have built in our communities, we need financial support from the Province to make these necessary changes. We have been appointed as Public Sector bodies, and now we look to the province to provide new funding initiatives and programs to support the further development and implementation of Municipal Accessibility Plans.

We look forward to working with you and your cabinet, in particular to using our community capacity to achieve an Accessible Nova Scotia, but we need the support of our provincial partners to make this happen.

Yours sincerely,



David W. Devenne
Mayor

- cc. Hon. Randy Delorey, Minister Responsible for the Accessibility Act
Hon. Suzanne Lohnes-Croft, MLA Lunenburg
Juanita Spencer, CEO, Nova Scotia Federation of Municipalities
Warden Allen Webber, Municipality of Chester
✓ Mayor Matt Risser, Town of Lunenburg
Mayor Carolyn Bolivar-Getson, Municipality of the District of Lunenburg
Mayor David Mitchell, Town of Bridgewater



Department of Municipal Affairs

8th Floor N. Maritime Centre
1505 Barrington St., PO Box 216
Halifax, NS B3J 2M4

Bus: (902) 424-2770
Email: Hardy.Stuckless@novascotia.ca

March 5, 2021

Bea Renton
Chief Administrative Officer/Town Clerk
Town of Lunenburg
119 Cumberland Street
PO Box 129
Lunenburg, NS B0J 2C0

Dear Ms. Renton:

Re: Provincial Capital Assistance Program (PCAP)

- **01-19-0081 - Wastewater Treatment Plant and Collection System Pre-Design**

Thank you for your correspondence of November 18, 2020, requesting an extension for the completion of the Wastewater Treatment Plant and Collection System Pre-Design project, which was initially approved under the Provincial Capital Assistance Program (PCAP) on September 4, 2019.

The Department of Municipal Affairs supports the Towns' request under the following conditions, which the Town of Lunenburg indicates their agreement, by returning a copy of this letter duly signed by an authorized municipal official:

1. If the project is not completed for any reason by March 31, 2022, the Town of Lunenburg will not receive the maximum contribution funding of \$135,000 from the Province;
2. The Town of Lunenburg agrees to track separately the funds received from the Department of Municipal Affairs for the specific and exclusive purpose of the Wastewater Treatment Plant and Collection System Pre-Design project;
3. To validate expenditures, copies of invoices must be submitted, and a final statement of claim is required upon completion of the project. As a minimum, claims must be filed bi-annually and are due on or before March 31;
4. All other applicable terms and conditions under the approval dated September 4, 2019, continue to be in effect for the purpose of this project.

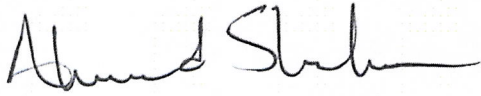
A handwritten signature in blue ink, appearing to be "H. Stuckless".


Ms. Bea Renton
Page 2 of 2

Please indicate agreement to these Terms and Conditions by signing the declaration below and returning the original to my attention. Please retain a copy for your files.

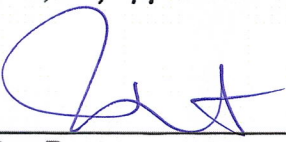
Should you have any questions, please feel free to contact me at (902) 424-2770 or Hardy.Stuckless@novascotia.ca

Sincerely,

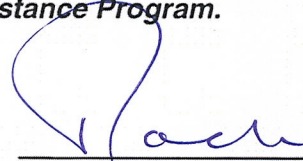


 Hardy Stuckless
A/Director, Municipal Finance, Grants, Programs and Operations

On behalf of the Town of Lunenburg, I accept and agree to the Terms and Conditions set out in this amendment of funding letter for the Wastewater Treatment Plant and Collection System Pre-Design project (eligible costs to a maximum contribution of \$135,000) approved under the Provincial Capital Assistance Program.



Bea Renton
Chief Administrative Officer/Town Clerk



Date 8/21

COMPREHENSIVE COMMUNITY PLAN: QUARTERLY REPORT

MARCH 17, 2021



COMPREHENSIVE COMMUNITY PLAN (CCP) | 5-YEAR PLAN

35 CCP ACTION ITEMS - Summary of Work Plans

Gantt Chart Estimated Time Line **

= in process, but will require funding or other resources to complete, shades indicate
= start up dependent on funding, legislative or other resources; shades indicate phases
= overlapping phases

Activity	Est Start	Est Finish	Lead Dept	Lead Staff	2021	2022	2023	2024	2025	
# 35 Action Items for 5-Year Plan										
1	SERVICING & FACILITIES: Upgrades to wastewater collection & discharge	2019	2025	PW	Town Eng					
2	SERVICING & FACILITIES: Upgrades to Wastewater Treatment Plant	2021	2025	PW	Town Eng					
3	GOVERNANCE: Reform municipal committees to build a culture of inclusion	2021	2022	PD/Htg/Rec	Asst Clerk					
4	ECONOMIC DEV'T: Enhance relations with surrounding municipalities	Underway	Ongoing	CS	CAO/As					
5	ENVIRON & SUSTAIN: Partnerships to encourage energy efficiency retrofits	2021	2022	CS/EU	Finance Dir					
6	SERVICING & FACILITIES: Plan for long-term of all municipal facilities	2021	2023	EU/PW	Town Eng/ Facilities					
7	GOVERNANCE: Deepen work with region re provision of shared services	Underway	Ongoing	CS	CAO					
8	COMMUNITY STRUCTURE: Study and planning for sustainable energy district	2021	TBD	EU/PW	Finance Dir/ Town Eng					
9	GOVERNANCE: Expand communications to incl. a public participation strategy	2021	2022 +	CS	Asst Clerk					
10	COMMUNITY STRUCTURE: Site planning for Blockhouse Hill	2021	2024	LBOT/PD	Planner					
11	CULTURE & REC: Foster inclusivity in programming and leadership	2021	2022 +	CS/Htg/Rec	Recreation Dir					
12	CULTURE & REC: Build relations with Town and Mi'kmag/Black residents & orgs	Underway	Ongoing	CS/Htg/Rec	Asst Clerk					
13	HOUSING: Feasibility study of mechanisms to encourage long-term residency	2022	TBD	PD	Planner					
14	GOVERNANCE: Organizational review to identify changes req. to implement CCP	2021	2022	CAO	CAO					
15	ENVIRON & SUSTAIN: Facilitate community learning/dialogue re sea level rise	2023	2024 +	PD	Planner					
16	URBAN DESIGN: Policies/actions to improve accessibility throughout town (2022)	2021	2022	Htg/PD	Heritage Mgr					
17	HOUSING: Regulate short-term rentals	Underway	Ongoing	PD	Planner					
18	CULTURE & REC: Create a special committee to promote anti-racism	2021	2022 +	CR/Htg/Rec	Asst Clerk					
19	URBAN DESIGN: Activate streetscapes through design and programming	2021	2022 +	PD/PW	Planner/ Town Eng					
20	HOUSING: Foster relations with housing stakeholders re collaboration/data sharing	2021	Ongoing	PD	Planner					
21	ENVIRON & SUSTAIN: Regulate buildings near shoreline re sea level rise	Underway	TBD	PD	Planner					
22	HERITAGE: Encourage accessibility and provide heritage design guidance	Underway	2023	Htg	Heritage Mgr					
23	ECONOMIC DEV'T: Establish a staff position to support economic dev't initiatives	2021	Ongoing	CS	CAO					
24	CULTURE & REC: Partnerships/opportunities to increase waterfront access	2021	TBD	PD/PW/Rec	Recreation Dir					
25	HOUSING: Study/policy/actions toward alternative housing models	2021	2022	PD	Planner					
26	ECONOMIC DEV'T: Create an inventory of economic information	2024	Ongoing	PD	Planner					
27	ENVIRON & SUSTAIN: Policies for wind and solar energy at multiple scales	2021	2022	CS/EU/PW	Planner/Finance Dir/Town Eng					
28	URBAN DESIGN: Policies/programs for street trees and urban forest	2022	Ongoing	PW	Town Eng					
29	MOBILITY: New visitor, employee, and bus parking areas outside Old Town	2022	TBD	PW/PD	Planner/ Town Eng					
30	MOBILITY: Improve connectivity between Old/New Town for all modes of transport	2021	2023	PW/Rec	Recreation Dir/ Town Eng					
31	HERITAGE: Accommodate new additions to heritage structures e.g. solar panels	Underway	2023	Htg/PD	Heritage Mgr					
32	CULTURE & REC: Assess arts/recreation facility needs and develop plan	2021	2025	PD/Rec	Recreation Dir/ Facilities Super					
33	HOUSING: Monitor and analyze housing demand, demographics, dev't trends	2021	Ongoing	PD	Planner					
34	GOVERNANCE: Identify performance indicators to annually evaluate activities	2021	Ongoing	All Depts	Asst Clerk/ Planner					
35	HERITAGE: Ensure infill/new are visually compatible/distinguishable from historic	Underway	2022	Htg	Heritage Mgr					

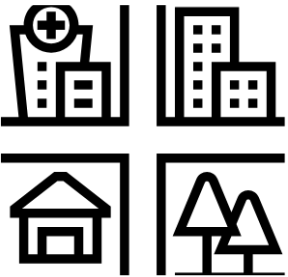
** ESTIMATED TIMELINE DEPENDENT ON RESOURCE AVAILABILITY. Subject to change due to resourcing and as interconnected actions develop over the five years.

As of March 17, 2021

CCP + ADDITIONAL TOWN PLANS



ICON KEY – 10 STRATEGIC DIRECTIVES



Community
Structure



Housing



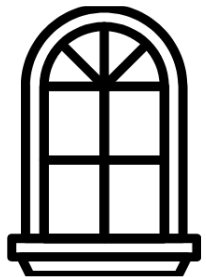
Servicing &
Facilities



Mobility



Economic
Development



Heritage



Urban Design



Environment &
Sustainability



Culture &
Recreation



Governance

STATUS



	Action 8	Study and planning for a <u>sustainable energy district</u> <ul style="list-style-type: none">▶ Consultant needed for energy study – included in Draft Town Budget 2021/22
	Action 10	Site planning for <u>Blockhouse Hill</u> <ul style="list-style-type: none">▶ Rezoning will be part of new planning documents currently being written▶ 2022 feasibility study – Conversations have started with community partners to explore model and expectation▶ Phase 4 Master planning study – Planning documents must be in place first. Staff can start laying the groundwork (e.g. desktop archeology, migration, consolidation) – budget dependent

STATUS



Action 13

Feasibility study of mechanisms to encourage long-term residency

- ▶ Issues: foreign buyer tax, empty home tax require enabling legislation
- ▶ To begin in 2022 due to budget constraints in first year – long-term initiative

Action 17

Regulate short-term rentals

- ▶ Incorporate STR policies in MPS and regulations in LUB; estimated end Dec 2021
- ▶ 2022 Phase 2 STR Bylaw – Need to determine what we are regulating, may require legislative change

Action 20

Relationships with housing stakeholders to foster collaboration and data sharing

- ▶ Specific to Housing NS consultation
- ▶ Communication protocol estimated for the summer - Conversation has started with SSHAC

/...to be continued

STATUS



	Action 25	Study, policy, and other actions toward <u>alternative housing models</u> <ul style="list-style-type: none">▶ Alternative housing models to be enabled through planning documents▶ Educational materials – Joint workshop proposed for spring 2022▶ Developing financial incentives for affordable housing to be addressed▶ Feasibility study in partnership for land trusts, etc. – May require enabling legislation
	Action 33	Monitor and analyze <u>housing demand and supply, demographic indications, and relevant development trends</u> <ul style="list-style-type: none">▶ Baseline data needed – may require consultant/funding▶ Next national census launches in May 2021

STATUS



Action 1

Upgrades to the wastewater collection and discharge system

- ▶ 2021 tasks include lift station work, GIS system development, storm water diversion, and commercial sewer compliance

Action 2

Upgrades to the wastewater treatment plant

- ▶ Funds approved to execute the Front End Engineering Design (FEED) phase; the WWTP and Outfall Pre-design RFP was awarded in Feb 2021
- ▶ Target date for completion is the end of June 2021

Action 6

Plan for long-term of all municipal facilities

- ▶ Building report and 25-year Facilities Plan in progress; scheduled for completion April 2021

STATUS



Action 29

Improve connectivity between Old/New Town for all modes of transportation

- ▶ Consultation/funding required to review potential sites, signage, traffic diversion, etc.

Action 30

Plan for new visitor, employee, and bus parking areas outside Old Town

- ▶ Consultant/funding needed to conduct an intersection realignment study for Lincoln & Falkland Streets
- ▶ The 2019 Bikeway Concept Designs report from Bicycle NS to be evaluated for feasibility of short and long term capital projects

STATUS



Action 4

Enhance relationships with surrounding communities and municipalities

- ▶ Regular inter-municipal elected and appointed members meetings to achieve joint accessibility, building and fire inspection, IT delivery, recreation programming, Provincial funding and legislative advocacy work, etc.
- ▶ Ongoing support of (post) secondary education institutions
- ▶ Draft Town Budget 2021-22 developed to further enhance surrounding communities/municipalities relationship

Action 23

Establish a staff position that can support economic development initiatives

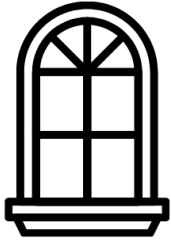
- ▶ Federal and Provincial government funding opportunities explored; no opportunities identified yet
- ▶ Town's Draft Budget 2021/22 includes a staff Economic Development Manager's position for Council consideration – If not feasible, a part-time consulting services option could be examined

Action 26

Create an inventory of economic information

- ▶ Task for Action #23 staff person
- ▶ Attempting to track down asset mapping and other resources collected by the South Shore REN prior to its disbandment

STATUS



Action 22

Policy to encourage accessibility and provide heritage design guidance

- ▶ Lunenburg County Accessibility Plan approved and submitted to Province
- ▶ Initiated Town's Accessibility Operational Plan
- ▶ Heritage Design Guidelines in progress with UPLAND under Project Lunenburg
- ▶ Staff review of the Town's Street Encroachment for Building Access Bylaw Apr-Sep 2021

Action 31

Accommodate new additions to heritage structures e.g. solar panels

- ▶ HCD Plan and Bylaw in progress with UPLAND under Project Lunenburg

Action 35

Ensure infill/new development is visually compatible/subordinate/distinguishable

- ▶ HCD Plan and Bylaw in progress with UPLAND under Project Lunenburg

STATUS



Action 16

Improve accessibility throughout the town

- ▶ Lunenburg County Accessibility Plan approved and submitted to Province
- ▶ Accessible parking assessments will be initiated May-July 2021

Action 19

Activate streetscapes through design and programming

- ▶ Create inventory and mapping – TownSuite query (delayed)
- ▶ Reinstate King St parklet – must be accessible
- ▶ 2022 Urban Streetscaping Manual
- ▶ Possible “Montague Street Design Competition” under consideration
- ▶ Tannery Road sidewalk land acquisition falls under this Action; included in the Draft Town Budget 2021/22

Action 28

Policies and programs for street trees and urban forest

- ▶ Annual tree trimming in progress March 2021
- ▶ 2022 – Forestry expert to be consulted on species and locations for new planting
- ▶ Possible “Resilient Roots” partnership program under consideration

STATUS



Action 21

Regulate buildings near the shoreline as part of sea level rise adaptation

- ▶ Control of building location/migration measures are part of planning documents
- ▶ Coastal Protection Act regulations are not yet in place; may need to amend planning documents, update GIS layer and process in TownSuite
- ▶ Ongoing review of sea level rise

Action 27

Policies for wind and solar energy at multiple scales

- ▶ Planning and Heritage documents in development; wind and solar infrastructure need consideration
- ▶ Electric Utility may require amendments

STATUS



Action 5

Partnerships to encourage energy efficient retrofits

- ▶ Consultant needed to draft RFP for study on opportunities, risks, partners, funding, and implementation – funding included in Draft Town Budget 2021/22

Action 15

Ongoing community learning/dialogue about sea level rise and climate change

- ▶ 2023 – Online platform to share experiences
- ▶ Issues: Current IT capacity, pending new website, will require maintenance of website (comments, uploads, updates should be in-house)
- ▶ Progress: moving toward laying the groundwork through IT, technician proposal, new website

STATUS



Action 11

Foster inclusivity in programming and leadership

- ▶ Referred to Action #18 (Anti-Racism Special Committee)
- ▶ Continue to host annual special events in collaboration with diverse stakeholders such as the Pride, Mi'kmaq Grand Council, Transgender, and Pan-African flag raisings

Action 12

Build relationships with BIPOC residents and organizations in the area

- ▶ Referred to Action #18 (Anti-Racism Special Committee)

Action 18

Special committee to promote anti-racism and decolonization

- ▶ Anti-Racism Special Committee began its work in February 2021 to develop a Municipal Action Plan Against Racism and Discrimination
- ▶ Two voting member seats to be filled as of March 2021

Action 24

Facilitate partnerships and opportunities to increase waterfront access

- ▶ Referred to Action #30 (Connectivity between Old/New Town) to be completed first re trails

Action 32

Assess regional arts and recreation facility needs and develop an integrated strategy

- ▶ Referred to Action #6 (Long-term facilities plan) to be completed first

STATUS



Action 3

Reform municipal committees to build a culture of inclusion

- ▶ Referred to Action #18 (Anti-Racism Special Committee)

Action 7

Deepen work with local/regional partners in the provision of shared services

- ▶ Reinvigorated local/regional shared services discussions with newly elected municipal councils to complete various project initiatives and seek additional opportunities
- ▶ Draft Town Budget 2021/22 includes the necessary financial resources to accomplish these Action items on an ongoing basis

/...to be continued

STATUS



Action 9

Undertake an organizational review that will identify changes required for implementation of CCP

- ▶ Completed an internal organizational review costing exercise and individual priority phase-in elements in the Town's Draft Budget 2021/22 for Council review
- ▶ Draft Town Budget 2021/22 also provides for an external consultant 's organizational review; if budget approved, the RFP process to select a consultant can begin

Action 14

Expand communication plan to include a public participation strategy

- ▶ Public Participation Strategy work scheduled to begin in April

Action 34

Identify performance indicators/measurements to evaluate activities of the Town

- ▶ Outside support will be needed on innovation and systems change for results-based development evaluation – included in Draft Town Budget 2021/22
- ▶ If budget approved, work is scheduled to begin in July 2021

STATUS



Draft Town Budget 2021/21

- ▶ Council Workshops on CCP 5-Year Plan Priority Setting:
 - 1) Dec 17, 2020 – Action items weighting overview
 - 2) Jan 18, 2021 – Gantt chart review
 - 3) Feb 16, 2021 – Recap of weighting; 35 Actions Summary chart and Planning notes
- ▶ CCP Five-Year Work Plan approved on Mar 2, 2021
- ▶ The Draft Budget 2021/22 has been prepared by the Finance team, and the presentation reflects the CCP Strategic Directions and components of the Five-Year Work Plan



PROJECT
LUNENBURG

Navigating the
Future, Together.

Circulated: _____

Document No:
Meeting: March 23, 2021 Council
Circulate To: Council, BR, DH's, KR,
JG-Audit Committee
File: Budget 2020/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: MARCH 15, 2021

**RE: 2020/21 CAPITAL AND OPERATING VARIANCE REPORT –
TO JANUARY 31, 2021**

Please find enclosed the variance report to **January 31, 2021**. The period ending January 31 represents 83% (10 months) of the fiscal year. Town General expenditures are at 80%.

Index to Reports

Capital Budget Status Report	Page 1
Operating Financial Statements Summary	Page 9
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow and Ice Control	Page 10
Grants to Organizations Information Update	Page 11

Acknowledged only by:

Bea Renton, CAO

Encls.

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Buildings & Structures					
	Annex				
	Annex Roof	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> Due to COVID-19 pandemic work has been slow to progress at the School Annex, these monies were allocated to buy the materials for the roof and NSCC to install. NSCC will continue to work on the building, finishing the front façade and will work on the west gable end in the spring 2021. NSCC does not have the capacity to do the roof due to Covid restrictions. Recommend to defer to 2021/22, budget to be increased to \$26K (based on quotation received) and staff will explore cost sharing options with NSCC. As noted above the reason for change in plans is that NSCC could not undertake the work (less students because of COVID).				
	CN Station				
	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$9,594	\$5,406	PW
	<i>Comment:</i> The work was completed on November 10th.				
	Lunenburg Academy				
	Lunenburg Academy Exterior Capital Repairs Phase II	\$1,002,679	\$694,038	\$308,641	AM/PW
	<i>Comment:</i> Phase II of the Project reached substantial completion in December 2020. Project spans two fiscal years. Total budget \$1,508,500. Amount spent in fiscal 19-20 = \$505,821. The restoration of the mansard roof, towers, barreled dormers, cladding (including decorative bracket and dentils), pediments, top caps headers, cornerboards, windows and the accessible entranceway have been completed. The only outstanding elements are the installation of new doorways and sidelights on the two eastern entranceways. Completion expected by end of March. Projected total cost \$1,406,000.				
	Environmental Development				
	Comprehensive Community Plan	\$286,657	\$201,963	\$84,694	DS
	<i>Comment:</i> Nov.24, 2020 Council increased budget by \$55,000 + net HST to include Heritage Conservation District Plan review. Ongoing drafting of MPS, LUB and Subdivision Bylaw plus Heritage Conservation Guideline alignment review. These elements will not be completed by year end.				
	Equipment				
	Council Ipad or Alternative	\$10,000	\$3,943	\$6,057	KM
	<i>Comment:</i> Received in September and have been issued to new Council.				
	Joint Building Inspection IT (Townsuite Mapping & Laser Fische Software Upgrades)	\$10,000		\$10,000	DS
	<i>Comment:</i> Project progress slowed during spring/summer due to COVID-19. Progress continues however the winter rollout targets (Feb.1 and Mar.1) have not been met. Seeking updates on rollout.				
	CCP Capital Project	\$10,000	\$0	\$10,000	DS
	<i>Comment:</i> A project has not yet been identified.				

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Public Works Infrastructure					
	<i>Wastewater Treatment</i> Brook Street Storm/Sanitary separation infrastructure finalization	\$185,000	\$184,873	\$127	PW
	<i>Comment:</i> Work was carried out in late August, early September. Project is now complete.				
	<i>Wastewater Treatment</i> Recycling Pump	\$31,500	\$27,636	\$3,864	PW
	<i>Comment:</i> Complete. This is a carry over item from fiscal 2019-20. The purchase was delayed because of Dorian flooding at the plant. Budget 19-20 = \$31,500 funding from Gas Tax				
	<i>Wastewater Treatment</i> Improve Treatment Process-Pre-Design	\$270,000	\$5,931	\$264,069	PW
	<i>Comment:</i> Tender awarded at Feb.23, 2021 Council meeting. Work to be completed by end of June 2021. Funding extension granted to March 31, 2022. This project will be carried over to 2021-22 fiscal year.				
	<i>Wastewater Treatment</i> Replace Lines and Diffusers in Aeration Tanks	\$388,000	\$358,621	\$29,379	PW
	<i>Comment:</i> Work completed in June/July and the results are very encouraging. Significant improvement in the aeration process. Holdback paid out in October.				
	<i>Wastewater Treatment</i> Green St., Knickle Rd. (Storm Diversion)	\$0		\$0	PW
	<i>Comment:</i> Budget was reallocated to Brook Street project, July 21, 2020 Council Meeting. This work is anticipated to be executed in-house in 2021/22 fiscal year.				
	<i>Wastewater Treatment</i> Upgrade Communication Systems to Pumping Stations	\$20,000	\$7,578	\$12,422	PW
	<i>Comment:</i> Project to be split into 2 phases, 1) Tannery Road and WWTP, 2) Remainder of pumping stations. Budget for Phase 1 to be approx. \$40K, Phase 2 \$84K. This project has been incorporated in the draft 2021-22 budget.				
	<i>Wastewater Treatment</i> WWTP-Voltage Reading Monitor at Pumping	\$7,000	\$6,837	\$163	PW
	<i>Comment:</i> Completed				
	<i>Wastewater Treatment</i> WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000		\$30,000	PW
	<i>Comment:</i> PO has been issued. Work is scheduled to be completed by year end.				
	<i>Wastewater Treatment</i> Lift Stations Capital Pump Repairs	\$146,000	\$66,059	\$79,941	PW
	<i>Comment:</i> Budget increased on June 23, 2020 to \$146,000. Brook Street pump#1 discharge check valve still requires repair. The submersible pumps at both the Young and Tannery lift stations remain outstanding. Will complete the Brook Street check valve installation in house. Planning the Young and Tannery to be completed by March 31, 2021, will be undertaken during the lift station clean-out.				

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Wastewater Treatment Check Valve Installation at WWTP <i>Comment:</i> Completed.	\$10,000	\$5,184	\$4,816	PW
	Wastewater Treatment Raw Sludge Pumps (2) <i>Comment:</i> RFP to purchase equipment issued and expecting quotes by end of March. Once parts arrive (6-8 weeks), installation will be by PW personnel and contractor for wiring, connection. Expect completion by end of June. Budget to be carried over to the new fiscal year.	\$50,000	\$3,924	\$46,076	PW
	Wastewater Treatment Flowmeter Installation Program <i>Comment:</i> CBCL currently looking at software implementation that would provide flow indication on all but two stations, if successful. If it is not then physical meters will be installed at these locations. There are two stations that will require physical meters. Waiting for software evaluation to be complete by end of April. This will determine if physical metering will be required.	\$50,000		\$50,000	PW
	Wastewater Treatment Backflow Prevention Study for Lift Stations <i>Comment:</i> Study has been completed and issued. This is critical information for the preliminary design process for the WWTP upgrade. Recommendations made in this report will be evaluated and planned for 2021-22.	\$40,000	\$31,242	\$8,758	PW
	Wastewater Treatment Flood Study <i>Comment:</i> Complete	\$47,900	\$47,867	\$33	PW
	Equipment-Trucks Dump Truck <i>Comment:</i> This is a carry over item from fiscal 2019-20. Tender awarded November 12, 2019, truck delivered July 2020. Funding is a capital borrowing.	\$187,192	\$187,192	\$0	PW
	Equipment Air Compressor <i>Comment:</i> The capital expenditure was not anticipated when the 2020-21 Capital Budget was approved. This critical piece of equipment is used by Public Works on a regular basis. This purchase of this equipment was approved to be funded from the Public Works Equipment Reserve.	\$4,254	\$4,292	(\$38)	PW
	Renewals - Sidewalks/Curbs Tannery Road Seawall-Final Stage and Beautification <i>Comment:</i> Rock deliveries have been delayed because of road load restrictions. This project will not be completed by March 31, 2021. Will continue to be completed on an as-available basis for the PW crew. Expected completion May 31, 2021.	\$70,000	\$43,988	\$26,012	PW

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Renewals - Sidewalks/Curbs</i>				
	Brook Street-Beautification Project <i>Comment:</i> Received 50% of the funding requested from the province for the Beautification Grant, scope was reduced but the planting took place in October and work is complete for the current fiscal year.	\$20,000	\$9,005	\$10,995	PW
	<i>New Sidewalks/Curbing</i>				
	Tannery Road-Knickle Rd. to 97 Tannery Road (E) - 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. <i>Comment:</i> At the Nov.24th Council meeting it was agreed to proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity. The task of land purchases has been assigned to legal counsel. This project will be carried forward to 2021-22.	\$255,000	\$0	\$255,000	PW
	<i>Infrastructure</i>				
	Streamed Waste Cans <i>Comment:</i> PW has received the waste cans from supplier. Waste cans installed. Project complete. The cost of the cans were higher than originally anticipated our funding partner was advised and will have indicated they are able to cost share the higher amount.	\$9,300	\$12,045	(\$2,745)	PW
	<i>Fire Department</i>				
	Pumper #2 Replacement <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20	\$755,100	\$757,977	(\$2,877)	GM
	<i>Fire Department</i>				
	Turnout Gear Washer <i>Comment:</i> Complete.	\$5,400	\$5,345	\$55	GM
	<i>Fire Department</i>				
	Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept.	\$9,700	\$0	\$9,700	GM
	<i>Fire Department</i>				
	Floor Scrubber <i>Comment:</i> Complete	\$5,100	\$4,644	\$456	GM
	<i>Fire Department</i>				
	Aluminum Garbage Bin <i>Comment:</i> Complete	\$3,800	\$3,583	\$217	GM

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
<i>Fire Department</i>	Heat Pump Fire Hall	\$25,000	\$26,697	(\$1,697)	GM
<i>Comment:</i> The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund. In December an additional unit was installed in the communications room. On January 12, 2021 Council approved, the installation of an additional unit in the offices and this would be partly funded from the Joint Equipment Fund. All units have now been installed.					
<i>Community Centre/Arena</i>	Community Centre-Bathroom Renovations	\$6,263	\$6,263	\$0	KC/PW
<i>Comment:</i> Project is complete. This is carry forward balance item from fiscal 19-20. Total project budget was \$55,000, spent in 19-20 was \$47,230, however there were some stalls that required installation in April due to some covid delays. The \$6,263 expended in 2020-21 brings the total completed project costs to \$53,493.					
<i>Community Centre/Arena</i>	Arena-roof Exhaust Replacements	\$10,000		\$10,000	KC/PW
<i>Comment:</i> Purchase order issued for \$5,042 + HST (Sept.4), project is 50% complete. The parts delivery was delayed due to COVID-19. Project is complete, have not received invoicing.					
<i>Community Centre/Arena</i>	Ice Resurfacer	\$125,000		\$125,000	KC
<i>Comment:</i> Tender awarded July 28, 2020 for \$108,300 which included an edger. This item has been order and will be delivered in spring 2021.					
<i>Community Centre/Arena</i>	Ride on Mower	\$25,000		\$25,000	KC
<i>Comment:</i> Purchase order has been issued. However purchase may not be delivered until early in fiscal 21-22 due to COVID delivery delays.					




Capital Status Report to January 31, 2021

Any comments in **BOLD are changes from the previous report**

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
General					
	New Services	\$7,000	\$1,018	\$5,982	PW
<i>Comment:</i> As required.					
	Replacement Hydrants	\$10,000	\$8,447	\$1,553	PW
<i>Comment:</i> Purchase of three hydrants completed.					
	Replacement Meters	\$5,000	\$5,359	(\$359)	PW
<i>Comment:</i> Have recently received \$5,000 of meters, PW will install as required.					
Distribution Mains					
	Water and Wastewater System & GIS Development (includes all underground infrastructure)	\$50,000	\$1,043	\$48,957	PW
<i>Comment:</i> Funding has been received. Draft scope of work developed and ongoing. Finalizing work description to put out RFP for GIS Development work. Will not be completed by March 31, 2021, ongoing.					
Building Improvements & Construction					
	Chlorinator	\$70,000	\$0	\$70,000	PW
<i>Comment:</i> On PW Project List but no work done to date. Will be scoped and planned internally by PW in 2021/22, executed in 2022/23 but is a low priority.					
	Road Improvement-Intake House	\$10,000	\$7,236	\$2,764	PW
<i>Comment:</i> Completed					
	Pump House-Dares Lake Interior Steel Repair/Gutters	\$4,000	\$2,683	\$1,317	PW
<i>Comment:</i> Completed					
	WTP-Paint and Reseal 2 Roof Vents	\$7,500	\$6,189	\$1,311	PW
<i>Comment:</i> Budget was increased from \$5,000 to \$7,500 July 28. Work has been completed.					
	Geotechnical Investigation(Dam/Spillway)	\$15,000	\$5,527	\$9,473	PW
<i>Comment:</i> Project awarded to Gemtec Engineering. Geotech investigation portion of this project has been completed vendor. Invoicing has not been received, tender amount \$17,610 + HST					

Capital Status Report to January 31, 2021

Any comments in **BOLD are changes from the previous report**

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys 	\$17,500	\$8,875	\$8,625	PW
<i>Comment:</i>	Project awarded to Gemtec Engineering . This portion of the project has been completed.				
	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$375	\$29,625	PW
<i>Comment:</i>	Project awarded to Gemtec Engineering. Vendor to complete and issue letter to Dept. of Fisheries to obtain review and approval of Dam/Spillway plan. They will then design the upgraded dam and spillway. Will not be completed by March 31, 2021.				
	Watershed Land Purchase 	\$243,100	\$243,100	\$0	PW
<i>Comment:</i>	Purchase of land is complete.				
Furniture & Equipment					
	Half Ton Truck (1) 	\$25,000	\$24,762	\$238	PW
<i>Comment:</i>	Purchase complete.				

Capital Status Report to January 31, 2021

Any comments in **BOLD are changes from the previous report**

ELECTRIC
UTILITY

Project

Under/(Over)
Budget YTD Actual Budget DH

Structures				
Capacitor Bank at Substation or Distribution		\$480,000	\$12,388	\$467,612
<i>Comment:</i> An Engineering Consultant was engaged for the design of the distribution portion of this project. The distribution portion should achieve 70% of the benefit. Tender was awarded in January 2021. Delivery of necessary equipment is anticipated in May 2021 and installation should be completed late May or early June. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually. This project will be carried over to the 2020/21.				LD
Utility Line Work				
Meters		\$15,000	\$2,535	\$12,465
<i>Comment:</i> As required.				LD
Overhead Conductors		\$125,000	\$120,859	\$4,141
<i>Comment:</i> As required.				LD
Poles & Fixtures		\$50,000	\$46,636	\$3,364
<i>Comment:</i> As required.				LD
Services		\$25,000	\$24,977	\$23
<i>Comment:</i> As required.				LD
Street Lighting		\$30,000	\$5,487	\$24,513
<i>Comment:</i> As required.				LD
Transformers - Line		\$70,000	\$71,070	-\$1,070
<i>Comment:</i> As required.				LD

Town of Lunenburg Operating Financial Statements

January 31, 2021

Summary Information

(YTD Pro-rated Budget =83%)

TOWN GENERAL

Revenue	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
Taxes	\$6,115,163	\$5,988,100	102%	1.	(\$127,063)	\$6,178,200	103%
Grants In Lieu Of Taxes	240,851	240,900	100%	2.	49	240,900	100%
Sale of Services	78,049	96,700	81%		18,651	91,700	95%
Sale of Service Arena/Community Centre	164,246	249,700	66%	3.	85,454	218,200	87%
Other Revenue/Own Sources	280,409	311,200	90%		30,791	326,100	105%
Unconditional Transfers/Other Gov'ts	325,539	50,100	650%	4.	(275,439)	50,100	100%
Conditional Transfers/Fed or Prov Gov'ts	700	1,700	41%		1,000	289,600	17035%
Conditional Transfers/Other Local Gov'ts	174,873	174,900	100%		27	170,800	98%
	<u>\$7,379,830</u>	<u>\$7,113,300</u>	<u>104%</u>		<u>(\$266,530)</u>	<u>\$7,565,600</u>	<u>106%</u>
Expenditures							
General Government Services	\$418,503	\$508,850	82%		\$90,347	\$483,100	95%
Protective Services	1,183,511	1,598,200	74%		414,689	1,593,300	100%
Transportation Services	689,232	959,000	72%	5.	269,768	890,400	93%
Environmental Health Services	1,009,924	1,358,600	74%	6.	348,676	1,314,500	97%
Public Health Services - Cemetery	33,972	40,700	83%	7.	6,728	40,000	98%
Environmental Development	332,911	451,200	74%		118,289	465,000	103%
Recreation & Cultural Services	229,977	284,300	81%		54,323	274,200	96%
Arena/Community Centre	390,457	504,000	77%		113,543	507,400	101%
Fiscal Services	1,398,969	1,408,450	99%	8.	9,481	1,997,700	142%
	<u>\$5,687,456</u>	<u>\$7,113,300</u>	<u>80%</u>		<u>\$1,425,844</u>	<u>\$7,565,600</u>	<u>106%</u>
TOWN SURPLUS (DEFICIT) **	<u>\$1,692,374</u>	<u>\$ -</u>				<u>\$ -</u>	

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 104% and 80% of expenditures have occurred as of January 31, 2021.**

Legend:

- Both the interim and final property and sewer tax bills have been issued. Both Sewer and Deed Transfer Tax revenue are higher than anticipated, both will be offset by additional transfers to reserves at year-end.
- Received from Province in January 2021.
- Arena revenues are seasonal, opened Oct.26. Based on operations to Jan.31 the revenue is anticipated to be \$20,000 less than budgeted for fiscal 2020/21.
- Includes the \$287,930 Covid Safe Restart funding. Municipal Affairs currently working with municipal units and federal government to develop reporting requirements that capture intended use due to Covid impacts. Staff projections have \$115,000 carried forward to fiscal 21-22.
- PW vehicle maintenance higher than anticipated for the year, combined budgets = \$52,000, YTD actual = \$53,888, including \$18,630 of in-house labour. Sidewalk repairs & maintenance over budget by \$12,400, offset by savings in asphalt patching.
- Material and supplies for Waste Water Collection is over budget by \$6,500 due to unanticipated purchase of flood protection devices. Building repairs and maintenance over budget by \$11,700 for repairs to emergency lights, roof top air conditioner and overhead door. Should be offset by operational savings or higher than anticipated sewer revenues.
- Cemetery operational expenditures are seasonal.
- As noted under item #1 Deed Transfer Tax collection has been higher than anticipated by \$122K YTD, this is offset by a corresponding additional reserve transfer of the same amount.

	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
WATER UTILITY							
Revenue	\$1,186,397	\$1,646,500	72%	1.	\$460,103	\$1,566,700	95%
Expenditures	\$1,075,382	\$1,646,500	65%		\$571,118	\$1,566,700	95%
WATER SURPLUS (DEFICIT)	<u>\$111,015</u>	<u>\$ -</u>				<u>\$ -</u>	

Legend:

- Three quarterly billings issued. Next billing will be issued March 31, 2021.

	YTD Actual	Budget	YTD 83% %		Balance	Year End Projection	% of Budget
ELECTRIC UTILITY							
Revenue	\$5,154,905	\$6,840,500	75%	1.	\$1,685,595	\$6,487,800	95%
Expenditures	\$5,185,341	\$6,840,500	76%		\$1,655,159	\$6,487,800	95%
ELECTRIC SURPLUS (DEFICIT)	<u>(\$30,436)</u>	<u>\$ -</u>				<u>\$ -</u>	

Legend:

- Electric consumption billings are seasonal in nature.

**TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
JANUARY 31, 2021**

DEED TRANSFER TAX REPORT

	Budget	This Month (#)	Amount	Year to Date (#)	Amount	Variance to Budget
Revenue this year	<u>\$100,000</u>	(6)	<u>\$30,125</u>	(78)	<u>\$222,003</u>	<u>(\$122,003)</u>
2019/20 Reserve Fund Balance	<u>\$498,573</u>					

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-20	2020/21 Tax Billings	Collected To Date	Balance
2019/20 Taxes & Sewer and Prior	299,850	-	204,143	95,707
2020/21 Tax & Sewer billings	<u>(133,360)</u>	<u>5,892,879</u>	<u>5,493,417</u>	<u>266,102</u>
	166,490	5,892,879	5,697,560	361,809
Interest				31,593
Total Outstanding 6.68%				<u>393,402</u>

Prepayments for 2021/22 Tax & Sewer \$108,476

PARKING METER REVENUE AND FINES

	Budget 2020/21	Actual to 31-Jan-21	Variance to Budget	% of Budget
Parking Meter Revenue	\$50,000	\$39,860	\$10,140	79.72%
Parking Meter Fines	2,500	667	1,833	26.68%
Court Fines	3,500	4,037	(537)	115.34%
Total	<u>\$56,000</u>	<u>\$44,564</u>	<u>\$11,436</u>	<u>79.58%</u>

SNOW AND ICE CONTROL

Public Works Labour & Salt Purchases

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 31-Jan-21
April to October	2,091	1,132	724	1,858	3,085		0
November				1,050	27		237
December	409	6,793	3,418	3,789	4,212		4,518
January	13,062	6,613	6,215	4,359	9,224		825
February	12,005	17,514	7,410	15,631	8,854		
March	4,132	11,383	7,430	15,217	1,736		
Labour Cost	31,699	43,435	25,197	41,904	27,138	53,950	5,580
Salt Purchases	60,173	81,815	59,886	101,187	71,083	83,000	23,957
Contractors/Rentals/ Electric (Salt Shed)	1,707	223	204	233	230	500	216
	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>98,451</u>	<u>137,450</u>	<u>29,753</u>
% Budget Used							21.65%
BUDGET VARIANCE UNDER (OVER)							\$107,697

Grants 2020/21		
Status update: January 31, 2021		
Account #01-2-19-5100	2020/21 Approved Grants	2020/21 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	\$5,000	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital, no application but Town traditionally supports
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST) Event was not held in 2020 due to Covid.
Lunenburg County Lifestyle Centre	\$1,000	Requesting municipal sponsorship towards hosting the 2020 Canadian Tire Para Hockey Cup Championships from December 5 to December 12, 2020. 2020 event cancelled and requested funding consideration for rescheduled 2021 event be given during our 2021/22 budget deliberations.
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 10 Sundays, starting on July 5th and ending on September 13th.
Lunenburg Folk Harbour Society-Sponsorship	\$1,000	While the Lunenburg Folk Harbour Festival has been cancelled for August 2020, many of the Society's fixed costs of operation still remain, with significant loss in their traditional revenue. Revenue streams of ticket sales, sponsorships from local businesses, and rental opportunities have completely dried up, and yet they still have all of their operating and administrative costs to cover. Because of this, the Society is asking the Town of Lunenburg to consider supporting the Society during this time of need.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg and District Swimming Pool	\$1,500	Support to operate and maintain their outdoor swimming pool. Even with Covid-19 restrictions they plan to provide jobs doing maintenance, renovation and repair of the pool and its facility.
Nova Scotia Sea School	\$1,000	The Sea School is seeking funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Safe Communities Lunenburg County	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
Approvals June 3, 2020	\$ 18,115	
Adjustment for cancelled events	(\$1,115)	
Revised total	\$ 17,000	
Approvals since June 3, 2020		
LCLC-Donation for PVEC Grad Event	\$ 500	
Lunenburg Doc Fest	\$ 1,000	
Arena Rental for Food Bank	\$ 151	
Updated 2020-21 Grant total	\$ 18,651	
Total 2020-21 Budget	\$ 20,000	
Budget for additional grant requests, if required	\$ 1,349	

JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE MEETING MINUTES

THURSDAY, MARCH 4, 2021 AT 11:00 A.M.

VIA ZOOM VIDEO CONFERENCE

PRESENT: Paul Bracken, Facilities Superintendent/Safety Officer (SO), Public Works (Co-Chair)
Bobby Cleveland, Recreation Department (Co-Chair)
Joe DeCoste, Public Works Department
Katie MacMillan, Corporate Services Department
Gary Mossman, Fire Department
Taylor Rombaut, Public Works Department

ALSO PRESENT: Laura Langille, Construction Safety Nova Scotia
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

1. Call to Order

The Co-Chair and Safety Officer, Paul Bracken, called the meeting to order at 11:01 a.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Co-Chair noted that the Town is located on unceded territory of the Mi'kmaq People.

3. Agenda

The meeting agenda was approved by consensus, with the addition of two further items under 6.c) Incident Reports.

4. January 21, 2021 Joint Occupational Health and Safety Committee meeting minutes

The January 21, 2021 meeting minutes were approved by consensus.

5. Unfinished Business

a. COR Certification gap assessment audit for Town from Construction Safety Nova Scotia – Review of Final audit February 22 and 23

The SO provided a status update. Initial portions of the COR Certification gap assessment audit were completed remotely in early February, then with the easing of pandemic restrictions. Lori Ross from Construction Safety Nova Scotia was able to attend in person. She toured Town facilities and conducted interviews with staff. A final

report from Ms. Ross will be provided via email, and the **minor gaps identified will be addressed by the SO.**

Ms. Langille commented that the Town is in a strong position to achieve COR Certification soon.

6. New Business

a. COVID-19 Update

Protocols are unchanged in all Departments; staff are being careful to stay home if unwell, use PPE and a safe maintain distance.

b. Department bi-monthly safety inspections

i. Review with Department Heads

The SO noted that Committee representatives should have Department managers initial the inspection forms to ensure they've seen them.

ii. Reminder to check Departments' AED Defibrillators

The SO noted that batteries have been changed at Town Hall and Lunenburg Academy, but all Departments should check theirs. It was also noted that pads will expire this year and will need to be re-ordered as well. Mr. DeCoste noted that ensuring the pads are the same kind that EHS personnel carry could save valuable time in an emergency. **The SO will also check defibrillators and order supplies as required.**

c. Incident Reports

i. Wastewater Treatment Plant Bin Room

A dumpster bin at the WWTP that is exchanged weekly was installed incorrectly by the delivery driver; it jumped its rails and did some damage to a ventilation duct and electrical outlet. The supplier took full responsibility and reviewed protocols with their drivers.

ii. Public Works Department bungee cord snapback incident

Public Works' sewer machine has its rod secured by a bungee cord. When moving the machine the cord came unsecured and hit a staff member – damage to glasses but no injury. They did a safety talk about bungee cords, **and the SO will seek an alternative to secure the equipment.**

iii. Water Treatment Plant gas leak

There was a small escape of gas when changing chlorine cylinders in the plant which is normally taken care of by the exhaust fan, but it was found not to be working. The gas detector noted less than 1ppm after four cylinders were changed. There were no injuries and an extraction fan was repaired to rectify the situation.

iv. Snow Plow

A plow turning around on Kissing Bridge Road during snow removal operations had a wheel go into the ditch and required a tow truck to pull it out. There was no damage or injuries. It is on the agenda for the next Public Works safety meeting to discuss turning options.

d. Safety and Wellness Training schedule

The following training needs were identified which the SO will follow-up on:

- Construction Safety Nova Scotia safety leadership training is needed for Dennis MacPherson.
- A WHIMIS refresher is needed for Mr. Mossman.
- A breathing apparatus refresher will take place at the Fire Department for John Mader and Taylor Rombaut – they will coordinate a time with Gary Mossman.
- Formal JOHSC training for the new committee members Joe DeCoste and Katie MacMillan. Ms. Langille recommended that the SO train them in-house.
- Fire drills will be scheduled when the weather improves.

7. Next Committee meeting dates – Thursdays: May 6, July 8, September 2, and November 4, 2021 at 11:00 a.m.

The SO reminded Department representatives that even if they have to miss a JOHSC meeting, inspection reports should still be submitted in advance for review at the meeting.

8. Adjournment

The meeting was adjourned by consensus at 11:52 a.m.

Heather McCallum, Asst. Municipal Clerk

Heather McCallum

From: Theresa Cooke <theresa.cooke@ncns.ca>
Sent: March 16, 2021 11:07 AM
To: Heather McCallum
Cc: 'Chief Augustine'; April Hiltz
Subject: RE: RE: Lunenburg Anti-Racism Special Committee - Membership

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST.

Good Morning,

I am sorry that I am so late responding to your email concerning a representative on the Lunenburg Anti-Racism Special Committee.

Chief Augustine and I have had discussions with our Education Director, April Hiltz and she would be pleased to sit on this Committee.

You can reach her at aprilhiltz@eastlink.ca to provide her with information on the Committee.

Thank you for reaching out to us to participate on this important Committee.

April will keep Chief Augustine updated on the Committee to ensure that our Board of Directors and members are provided the information.

If you require anything further from me, please feel free to contact me at your convenience.

Theresa Cooke

Executive Director
Native Council of Nova Scotia
P.O. Box 1320
Truro, N.S. B2N 5N2
902-843-3551 (t)
902-843-3552 (f)
902-899-1431 (cell)

From: lori cooke <chieflaugustine@ncns.ca>
Sent: March 6, 2021 3:19 PM
To: Theresa Cooke <theresa.cooke@ncns.ca>
Subject: Fwd: RE: Lunenburg Anti-Racism Special Committee - Membership

ANTI RACISM SPECIAL COMMITTEE MINUTES
THURSDAY, MARCH 4, 2021
MEETING RECOMMENDATION

1. To recommend that Council approve the Anti-Racism Special Committee's Revised Membership (Schedule "A") and Terms of Reference (Schedule "B") as updated by the membership of the Special Committee.

ANTI RACISM SPECIAL COMMITTEE MINUTES

THURSDAY, MARCH 4, 2021 AT 6:00 P.M.

COUNCIL CHAMBER/ZOOM MEETING

PRESENT:

Voting Members

Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
Jerin Kottakkal
Saundra Vernon
Stephen Labrador

Non-Voting Ex-officio Members

Piotr Luczak
Megan Meldrum
Yvonne Mosley
Mayor Matt Risser

Advisors

Chavasse Bain, African NS Affairs
Cynthia Dorrington, Black Loyalist Heritage Centre

ALSO PRESENT:

Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Bea Renton, CAO

ABSENT:

Alden Darville
Rebecca Fisk

1. Call to Order

The Chair called the meeting to order at 7:05 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Chair recognized Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

The agenda was approved by consensus.

4. Anti-Racism Special Committee February 11, 2021 meeting minutes

The minutes were approved by consensus.

5. Business Arising from the Minutes

a. Membership Application

A late application from Margaret Knickle (**Schedule "A"**) for ex-officio membership was reviewed and approved by consensus for recommendation to Town Council for appointment.

The membership also recommends by consensus to Town Council approval of a staff request that Recreation Director Kelly Cunningham, as a Métis member of staff, also attend meetings when available (**Schedule "A"**).

In response to a question about the vacant Indigenous voting member nomination, the Assistant Municipal Clerk (AMC) reported that the Town is awaiting a candidate from the Native Council of Nova Scotia.

b. Facilitation and guest speakers

The AMC reported about inquiries for a third-party facilitator to help guide the meetings and the work, with recommendations from HRM's Office of Diversity & Inclusion, African Nova Scotian Affairs, and the Office of Aboriginal Affairs. She further reported on the possibility of guest speakers to present on their lived experiences. The AMC suggested that guest speakers would present over Zoom outside of regular meeting times, and that Council and staff could also be invited to attend.

c. Revised Special Committee Terms of Reference

The AMC presented the Revised Terms of Reference (**Schedule "B"**) dated March 2, 2021 for review, which incorporated the changes requested at the previous meeting and more detail on meeting proceedings.

Special Committee members requested a further addition as follows: in section B.1.a) "...that may negatively impact the BIPOC **and other underrepresented** members of our community."

This further revision will be incorporated by the AMC and circulated to the Special Committee and provided to Council for approval.

6. New Business

a. Development of the Plan: Goal Setting and Examples

The Heritage Manager gave a presentation on developing a Municipal Action Plan for Ending Racism and Discrimination (**Schedule "C"**), with examples from existing plans for discussion around plan mission and vision, and plan goals.

It was agreed that some questions for feedback will be circulated to the membership for

incorporation in a further draft being prepared by Town staff for discussion at the next meeting.

In response to a question, it was clarified that the full Action Plans that the examples were pulled from are available in the Special Committee's online resource folder here:

Link: <https://ln2.sync.com/dl/db7d3a4b0#xeuc3mbv-dzyjhmqu-5325yg4d-5zgzbyj8>

Password: Lunenburg

7. Next Meeting

It was agreed that the next meeting would be in three weeks, on March 25, 2021 at 7:00 p.m. in person in the Council Chamber and via Zoom for those who cannot attend in person.

8. Adjournment

The meeting adjourned at 8:04 p.m.

Heather McCallum, Assistant Municipal Clerk

TOWN OF LUNENBURG

Anti-Racism Special Committee – REVISED Membership

March 4, 2021

Composition of the Special Committee [as approved by Council on August 25, 2020]	
Eight committee members:	Invited representatives:
<i>Two municipal Councillors (one of which shall Chair); [appointed on November 12, 2020]</i>	1. Councillor Melissa Duggan, Chair 2. Deputy Mayor Peter Mosher
<i>Two Citizens at large who have knowledge or expertise in African Nova Scotian or Indigenous affairs (who may or may not live within the Town;</i>	3. Jerin Kottakkal 4. TBD
<i>Two representatives from African Nova Scotian Community;</i>	5. Rebecca Fisk 6. Sandra Vernon
<i>Two representative from the Indigenous Community (one of which shall be a representative from Acadia First Nations)</i>	7. Stephen Labrador, Acadia First Nation 8. TBD
Other participants:	
<i>The Committee may also invite external non-voting participants who represent key partner organizations and/or who bring expertise in relevant areas.</i>	Ex-officio: <ul style="list-style-type: none"> • Margie Knickle • Piotr Luczak, LLB • Megan Meldrum, Graduate Student • Yvonne Mosely • Mayor Matt Risser
	Advisors: <ul style="list-style-type: none"> • Chavasse Bain, African NS Affairs • Cynthia Dorrington, Black Loyalist Heritage Centre • Tammy Hamlin, Town of Truro • Jessika Hepburn, BIPOC South Shore • Mohammad Mousa, Social, Human Sciences & Youth, CC UNESCO (Ottawa) • Celeste Sulliman, Treaty Education, NS Office of Aboriginal Affairs
<i>Town Staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services)</i>	Staff: <ul style="list-style-type: none"> • Kelly Cunningham, Recreation Director • Arthur MacDonald, Heritage Manager • Heather McCallum, Assistant Municipal Clerk (Recording Secretary)

*The Special Committee may choose to adjust the membership parameters of the group as part of their work.

**TOWN OF LUNENBURG
ANTI-RACISM SPECIAL COMMITTEE
REVISED TERMS OF REFERENCE
March 4, 2021 – *showing mark-up***

A. Purpose/Objective

1. The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people. To this end, Lunenburg Town Council has established an Anti-Racism Special Committee with particular emphasis on anti-Black and Indigenous racism.
2. The Special Committee may make recommended amendments to revise their Terms of Reference to Town Council for approval throughout their term.

B. Responsibilities of the Special Committee

1. Develop a Municipal Action Plan for Ending Racism and Discrimination with emphasis on (but not limited to) anti-Black and Indigenous racism, including:
 - a) Identify ways and means to eliminate barriers to employment, **economic prosperity**, policies, procedures and practices that may negatively impact the BIPOC (Black/ Indigenous/People of Colour) **and other underrepresented** members of our community;
 - b) Strive to achieve suitable representation of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg's **Council**, Committees, workplace, activities, **and** services, **and marketing**;
 - c) Strive to showcase the rich cultural heritage of all peoples **in** the Town of Lunenburg's literature, plaques, interpretive panels, ~~street naming policy~~ **Road Naming Procedure Policy**, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
 - d) Make recommendations on how implementation and ongoing monitoring **and training with** an inclusivity, diversity, **equity**, and anti-racism lens can be achieved in the Town of Lunenburg government and services.
2. Review and consider the Town becoming a member of the Canadian Commission for UNESCO's Coalition of Inclusive Municipalities and make a recommendation to Council accordingly.

C. Membership of the Special Committee

1. The Special Committee will be established by the Town issuing invitations to **relevant** stakeholders and experts from the BIPOC (Black/Indigenous/People of Colour) community from the Town of Lunenburg **if** possible, and the wider community **as** necessary. All members must be appointed to the Anti-Racism Special Committee by Lunenburg Town Council.
2. The Special Committee shall be comprised of eight (8) voting Special Committee members including:
 - Two Town Councillors (one of which shall Chair) – *Councillor Melissa Duggan, Chair, and Councillor Peter Mosher*;
 - Two citizens at large who have knowledge/expertise in African Nova Scotian or Indigenous affairs – *Jerin Kottakkal and TBD*;
 - Two representatives from the African Nova Scotian community – *Rebecca Fisk and Sandra Vernon*; and
 - Two representative from the Indigenous community, one of which shall be a representative from Acadia First Nations – *Stephen Labrador and TBD*.
3. Other Special Committee non-voting participants:
 - The Special Committee may invite external non-voting (ex-officio) participants and/or advisors who represent key partner organizations and/or who bring expertise in relevant areas to advise the Special Committee as required.
 - Town staff shall be assigned to support the Special Committee (recording secretary and/or general advisory services) – *Assistant Municipal Clerk, Heritage Manager, and Recreation Director*

D. Meeting Proceedings

1. The rules of procedure for the Special Committee ~~shall be governed by~~ are the Town's "Council and Committee Meetings and Proceedings Policy", **which includes the ability to suspend rules of order in its operation by the unanimous consent of the Special Committee members present. It is the preference of the Special Committee membership to take an informal approach to proceedings. This includes but is not limited to:**
 - a. **Decisions may be made by consensus, dispensing with formal motions.**
 - b. A quorum of the Special Committee shall consist of ~~five~~ **a majority of** voting members, **including the Chair.**

- c. In the absence of the Chair, meetings will be chaired by the second member of Lunenburg Town Council.
 - d. Discussions may be casual and not have a formal time limit (other than the scheduled length of the meeting). Efforts will be made to ensure all voting members have a voice at meetings.
 - e. Meetings will not be longer than two hours without the agreement of the Special Committee voting members.
2. Small working groups of Special Committee members may meet for specific tasks as directed by a consensus of the membership, and report back to the Special Committee.
 3. Special Committee meeting minutes will be taken by Town staff and available to the public, unless the matter to be discussed qualifies for in camera pursuant to the Municipal Government Act. Meetings are confidential to allow a safe space for discussion.
 4. The Special Committee will report progress updates to the Town Council via the Chair and meeting minutes. ~~at intervals determined by the Special Committee and Council.~~
 5. Meeting dates and frequency to be determined by the Special Committee. ~~upon their first meeting. Due to the ongoing COVID-19 pandemic, meetings will take place online over Zoom.~~ When the easing of COVID-19 pandemic restrictions allows for in-person meetings, these may take place at Town Hall with remote access available via Zoom for those whose location makes in-person attendance challenging.
 6. ~~It is anticipated that~~ The work of the Special Committee – per Section B above – will take approximately one year to complete (i.e., February 28, 2021), ~~depending on availability of the members.~~ The term may be adjusted as needed for the completion of the work, with the approval of Council. The mandate of the Anti-Racism Special Committee (Section B) will expire upon the completion of the Municipal Action Plan for Ending Racism and Discrimination report, and upon Council making a final decision regarding its adoption.
 7. Background materials and resources will be maintained by Town staff for the use of the Special Committee to assist with their work.
 8. Citizen Voting members of the Special Committee (i.e., those not representing an organization) shall serve in a volunteer capacity and are entitled to the Committee of Council member annual honorarium of \$225.

E. Project Lunenburg Comprehensive Community Plan

It is noted that the formation of this Special Committee is in keeping with the following five year Action priorities in the Town's Comprehensive Community Plan:

Governance

- *Reform municipal committees to build a culture of inclusion.*

Culture and Recreation

- *Foster inclusivity in programming and leadership.*
- *Build relationships between the Town and Mi'kmaw residents and organizations, and the Town and Black residents and organizations in the area.*
- *Create a special committee or action group to promote anti-racism and decolonization, with particular emphasis on the lived experiences and aspirations for Black, Indigenous and people of colour in Lunenburg.*

MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

ANTI-RACISM SPECIAL COMMITTEE



Arthur MacDonald
Heritage Manager
February 25, 2021

PLAN DEVELOPMENT



■ SMART PLANNING TOOL

- **Specific** – Is the goal or objective sufficiently specific to easily understand;
- **Measurable** – Can success at achieving the goal be measured and confirmed;
- **Attainable** – Goals and objectives can be reached within resources available to the Town;
- **Realistic** – Goals and objectives are within the realm of possibility;
- **Timed** – Goals and objectives are associated with clear timelines to guide activity.

PLAN DEVELOPMENT



■ ELEMENTS OF SUCCESS

Diversity and inclusion goals

Measurable and achievable strategic outcomes to be implemented at all levels of the organization.

Policies and procedures

Established policies and procedures that reflect a commitment to diversity and inclusion, that are free of barriers.

Leadership and accountability

Support from Council, the CAO, Directors, Management, Human Resources and employees.

A lead by example approach that shows commitment to diversity and inclusion.

Defined responsibility to adhere to the Municipal Action Plan and its goals.

Resources and professional development

Education (in a variety of formats and methods), coaching and mentorship for staff at all levels of the organization.

Materials, guidelines, and a diversity and inclusion lens to support the implementation of the Municipal Action Plan.



PLAN MISSION & VISION

PLAN EXAMPLE: KINGS COUNTY



■ PLAN VISION & MISSION

- The **Municipality of the County of Kings** (Race Relations and Anti-Discrimination Committee (RRADC)) Action Plan outlined the following:
 - **Vision Statement:** *We envision the Municipality of the County of Kings as a recognized leader in establishing and implementing policies, programs and practices to eliminate racism, discrimination and exclusion.*
 - **Mission Statement:** *To determine where and how racism, discrimination and exclusion are manifest in the Municipality of the County of Kings. To recommend policies, programs and practices designed to eliminate racism, discrimination and exclusion, to monitor the effects of recommendations and to report on changes.*

PLAN EXAMPLE: HALIFAX



- **PLAN VISION & MISSION**
 - **HRM's Diversity and Inclusion Framework** has the following:



An inclusive organization as part of a community that values and reflects the diverse people we serve.



To remove barriers that prevent the full participation of our residents, businesses, visitors and municipal employees in municipal programs and services.

Diversity

Utilizing different views and ideas.

Inclusion

Eliminating barriers, supporting participation and valuing contribution

Equity

Giving everyone what they need to succeed

PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES



■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

The municipality as a guardian that respects the public interest



Increasing vigilance against systemic and individual discrimination.



Monitoring discrimination in the municipality and taking action to address it.



Supporting individuals who experience discrimination.



Providing police services that are exemplary institutions for fighting discrimination.

PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES /...con't



■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

The municipality as an organization that upholds human rights

5 Providing equal opportunities as a municipal employer, service provider, and contractor.

6 Supporting measures that promote equity in the labour market.

7 Challenging discrimination and promoting diversity and equal opportunities in housing.

PLAN EXAMPLE: COALITION OF INCLUSIVE MUNICIPALITIES /...con't



■ PLAN VISION & MISSION

- UNESCO's **Coalition of Inclusive Municipalities** includes 10 Common Commitments:

The municipality as a community that promotes diversity



Involving citizens by giving them a voice in anti-racism initiatives and decision-making.



Challenging discrimination and promoting diversity and equal opportunities in education and other forms of learning.



Promoting the respect, knowledge, and appreciation of cultural diversity and the inclusion of Indigenous and racialized communities in the cultural fabric of the municipality.

PLAN DEVELOPMENT



■ PLAN VISION & MISSION

- This Special Committee's Terms of Reference begins with the following:
The Town of Lunenburg is committed to supporting equity, diversity, inclusion and dignity of all people.



PLAN GOALS



PLAN EXAMPLE: KINGS COUNTY



■ PLAN STRATEGIC AREAS/GOALS

- The **Municipality of the County of Kings** (Race Relations and Anti-Discrimination Committee (RRADC)) Action Plan outlined the following four strategic areas:
 - **Our Welcoming Community**
 - **Our Educated Community**
 - **Our Engaged Community**
 - **Our Committed Community**

PLAN EXAMPLE: KINGS COUNTY /...con't



■ PLAN STRATEGIC AREAS/GOALS

- Each of the four strategic areas were broken down into subsections dealing with the goal and objectives with corresponding actions that included measures, responsibilities, potential partners, resources required and timeframe for implementation. For example:

Our Welcoming Community – Goal: *To create a safe and welcoming community that meets the social, cultural and economic needs of all residents regardless of age, ability, race, ethnicity, religion, gender, language, sexual orientation or socio-economic status.*

Followed by 3 objectives to help achieve the goal.

PLAN EXAMPLE 4: HALIFAX



■ PLAN GOALS

- HRM's Diversity and Inclusion Framework has the following:

1	Inclusive public service	To ensure inclusive and equitable access to and benefit of, municipal services, programs and facilities.
2	Safe, respectful and inclusive work environment	To have a diverse and inclusive workplace free of harassment, discrimination and systemic barriers.
3	Equitable employment	To attract and retain a skilled workforce that reflects the diverse residents of the municipality.

PLAN EXAMPLE: HALIFAX /...con't



■ PLAN GOALS

- HRM's Diversity and Inclusion Framework has the following:

4	Meaningful partnerships	To develop positive and respectful internal and external partnerships that contribute to inclusive decision making.
5	Accessible information and communication	To communicate both internally and externally, in a way that demonstrates, exemplifies and embodies our municipal diversity and inclusion values.

PLAN DEVELOPMENT



■ PLAN GOALS

- This Special Committee's Terms of Reference has the following under "Develop a Municipal Action Plan":
 - a) Identify ways and means to **eliminate barriers** to employment, economic prosperity, policies, procedures and practices that may negatively impact the BIPOC (Black/ Indigenous/People of Colour) members of our community;
 - b) Strive to achieve suitable **representation** of designated and underrepresented groups, with particular attention to African Nova Scotian and Indigenous people, in the Town of Lunenburg's Committees, workplace, activities, services, and marketing;
 - c) Strive to showcase the rich **cultural heritage** of all peoples on the Town of Lunenburg's literature, plaques, interpretive panels, street naming policy, events, website and other media/communication platforms with particular attention to African Nova Scotian and Indigenous histories.
 - d) Make recommendations on how **implementation** and ongoing **training and monitoring** through an inclusivity, diversity, equity, and anti-racism lens can be achieved in the Town of Lunenburg government¹⁶ and services.



PLAN SEGMENTS

PLAN DEVELOPMENT



■ PLAN SEGMENTS

- Fundamentally we have to agree that the Plan will be limited to those aspects under the control of the Municipality.
- We do not have control over the private sector – although they are subject to Federal and Provincial human rights legislation – but the Town can provide modelling and education.

PLAN EXAMPLE: LUNENBURG COUNTY ACCESSIBILITY PLAN



■ PLAN SEGMENTS

- Let's begin with identifying the Plan's segments.
- For example the **Lunenburg County Accessibility Plan** was broken down into the following:
 - **Services**
 - **Information and Communications**
 - **Transportation**
 - **Employment**
 - **Built Environment**
- Lunenburg's could be broken down by services that the Town provides (see over)?

PLAN DEVELOPMENT



■ PLAN SEGMENTS

- Lunenburg's services are as follows – discuss.



PLAN DEVELOPMENT



- NEXT STEPS



Diversity is being invited to the party.

Inclusion is being asked to dance.

Verna Myers

MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

QUESTIONS OR COMMENTS



END



MEETING NOTES

PROJECT LUNENBURG

Steering Team Joint Meeting with Planning Advisory Committee and Heritage Advisory Committee

Wednesday, March 10, 2021 at 3:00 p.m.

Via Zoom Meeting

PRESENT:

Voting members of the Steering Team:

Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Peter Mosher
Terry Drisdelle, Senior Planner, Develop Nova Scotia
Gerry Rolfsen
Bill Rice

Non-voting, ex-officio members:

Mayor Matt Risser
Arthur MacDonald, Heritage Manager
Dawn Sutherland, Planning & Development Manager

ALSO PRESENT:

Steffen Käubler, UPLAND Planning and Design Studio
Dennis MacPherson, Town Engineer
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO

ABSENT:

Cheryl Lamerson
Norma Schiefer, Development Officer, Municipality of the District of Lunenburg

1. Agenda

The Chair, Councillor Sanford, called the meeting to order at 3:00 p.m.

Motion: moved and seconded that the agenda be approved as presented. Motion carried.

2. Review of notes from previous meetings

Motion: moved and seconded that the notes of the 10 February 2021 meeting of the Steering Team be approved, as presented. Motion carried.

3. Unfinished Business

Nil.

4. New Business

a. Review of Progress Report

Mr. Käubler reviewed the February 28, 2021 Status report (**Attachment "A"**). The drafting is two weeks behind. However, staff review time will be shortened by having a two-day intensive workshop with the PDM and Heritage Manager to review the Land Use Bylaw (LUB), and with the PDM, Town Engineer, and Public Works Superintendent for the Subdivision Bylaw. The documents will therefore be submitted to Council on schedule. The Chair thanked staff for their efforts on this.

In response to a question about the staggered implementation between the anticipated passage of the Land Use and Subdivision Bylaws compared to the Heritage Conservation District Plan and Bylaw, Mr. Käubler and the PDM feel it is best to focus on the LUB and cover any overlap with an amendment.

b. Heritage Conservation District Plan and By-law – Change Order

The PDM highlighted what is not included in the change order for clarity (**Attachment "B"**). The PDM will follow up on the issuance of the change order to them.

5. Correspondence

Nil.

6. In camera portion

Nil.

7. Next Meeting Date - Wednesday, 14 April 2021, 3:00 pm, Zoom meeting

8. Adjournment

Motion: moved and seconded that, there being no further business, the meeting be adjourned. Motion carried.

The meeting was adjourned at 3:21 p.m.

Heather McCallum
Assistant Municipal Clerk

PROGRESS REPORT

28
February
2021

Attachment 2 Progress Report for February 2021

PROJECT: Town of Lunenburg Comprehensive Plan
REPORTING PERIOD: Februar 1 - February 28, 2021

1. Targets Achieved in Period

- N/A

2. Outputs of Project

- Internal drafting of LUB and MPS.
- Submitted Change Order Proposal for preparing the Heritage Conservation District Plan and By-law.

3. Project Related Issues

- The planning documents are approximately 40% drafted and two weeks behind schedule. The new submission dates for the draft planning documents are March 19 (LUB and Subdivision By-law) and April 2 (MPS).
- An updated Gant chart is attached to this report.

4. Risk Analysis

- N/A

5. What to Achieve in Next Period

- 4.1. Draft Planning Documents
- Steering Committee Meeting

TASKS						SCHEDULE			
#	TASKS	START	FINISH	DURATION		Q1	Q2	Q3	2021
3	4.0 Planning Documents	Nov 16, 2020	Jul 30, 2021	185 days					
4	4.1 Draft Planning Doc...	Nov 16, 2020	Apr 02, 2021	100 days					
5	Draft Subdivision By...	Jan 04, 2021	Mar 19, 2021	55 days	Vision By-Law				
6	Draft LUB	Nov 16, 2020	Mar 19, 2021	90 days					
7	Draft MPS	Dec 14, 2020	Apr 02, 2021	80 days					
8	GIS Mapping	Nov 23, 2020	Mar 19, 2021	85 days					
9	CAD Drawings	Jan 04, 2021	Mar 19, 2021	55 days	CAD Drawings				
10	4.2 Staff Review and Ed...	Mar 19, 2021	Apr 09, 2021	16 days	4.2 Staff Review and Edits				
11	Draft Submission	Mar 19, 2021			Draft Submission				
12	Draft Review with St...	Mar 26, 2021			Draft Review with Staff				
13	Draft Revisions	Mar 26, 2021	Apr 09, 2021	11 days	Draft Revisions				
14	4.3 PAC and Public Revi...	Apr 12, 2021	Jun 18, 2021	50 days	4.3 PAC and Public Review and Edits				
15	Draft Online Release	Apr 12, 2021			Draft Online Release				
16	PAC Meetings (up to...	Apr 19, 2021	May 14, 2021	20 days	PAC Meetings (up to 4)				
17	Public Open House	May 10, 2021	May 14, 2021	5 days	Public Open House				
18	Public Feedback Su...	May 21, 2021			Public Feedback Summary to PAC				
19	Final Draft Preparati...	May 24, 2021	Jun 18, 2021	20 days	Final Draft Preparation and Submis...				
20	4.4 Council Adoption	Jun 28, 2021	Jul 30, 2021	25 days	4.4 Council Adoption				
21	Attend First Reading	Jun 28, 2021	Jul 02, 2021	5 days	Attend First Reading				
22	Attend Public Hearing	Jul 19, 2021	Jul 23, 2021	5 days	Attend Public Hearing				
23	Attend Second Read...	Jul 19, 2021	Jul 23, 2021	5 days	Attend Second Reading				
24	Package Document f...	Jul 26, 2021	Jul 30, 2021	5 days	Package Document for Submission L...				

Attachment 3. 24 Nov 2020 Motion of Council

November 24, 2020

TOWN OF LUNENBURG COUNCIL MEETING
TUESDAY, NOVEMBER 24, 2020 AT 6:00 P.M.
LUNENBURG TOWN COUNCIL CHAMBER
IN PERSON AND VIA ZOOM/YOUTUBE LIVE BROADCAST

EXCERPT FROM COUNCL MEETING TO APPROVE CHANGE ORDER TO EXPAND UPLAND CONTRACT TO INCLUDE HCD PLAN AND BY-LAW REVIEW:

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and recommendations pursuant to section 22 Municipal Government Act

Motion: moved by Deputy Mayor Mosher, seconded by Councillor Sanford that Stephanie de Vries, View Point Realty be contracted with to sell 37 Tannery Road on behalf of the Town at fair market value because the Town no longer requires the property pursuant to section 50 (5)(b) of the Municipal Government Act. Council will approve any acceptable Agreement of Purchase and Sale brought to the Town by Ms. de Vries with additional instructions to staff to conclude the property sale as required. Motion carried.

Motion: moved by Deputy Mayor Mosher, seconded by Councillor Sanford that James and Margaret Walters, relatives of Captain Angus Walters and Spike Walters, be given the requested Walters household items free of charge as the Town has no future use for same and the cost to dispose of them otherwise. Motion carried.

Motion: moved by Councillor Sanford, seconded by Councillor Halverson to approve the expansion of the Upland Consulting contract to include preparation of a new Heritage Conservation District Plan and Bylaw to ensure complete alignment of the five supporting documents (Heritage Conservation District Plan and Bylaw, Municipal Planning Strategy, Land Use Bylaw, and Subdivision Bylaw) with the Comprehensive Community Plan for a cost of \$55,000 plus HST on the basis of the staff report provided (Schedule "P"). Following which, this work shall begin as soon as possible so that all of the supporting documents will be approved and in effect as close to the same time as possible. Motion carried.

Motion: moved by Councillor Sanford, seconded by Councillor Halverson approval of the Project Lunenburg cost reduction measures where the Town will:

- a) absorb advertising costs for Planning Advisory Committee hosted public meetings to a maximum of four contracted meetings;
- b) remove the requirement (deliverable) for the Mail-out Wall Calendar, Task 3.12 and the celebration portion of Task 5.2 of Upland's RFP submission; and
- c) enable staff to assist where possible, subject to capacity and other resources.

Motion carried.

Attachment 4. 16 February 2021 correspondence from Upland regarding proposal and noting additional items not covered

February 16, 2021

RE: Proposal - Update of Town of Lunenburg Heritage Conservation District (HCD) Plan, By-Law and Design Guidelines, Revised Background Study and Heritage Property By-Law

KATIE MACMILLAN
Business Coordinator
 Town of Lunenburg
 119 Cumberland Street
 P.O. Box 129
 Lunenburg, Nova Scotia
 B0J 2C0

Dear Ms. MacMillan,

Thank you for inviting UPLAND to submit a proposal to expand the scope of the Comprehensive Community Plan Project. We would be delighted to assist the Town in updating its heritage conservation documents in unison with our ongoing work of drafting the new MPS/LUB/ Subdivision By-law documents. We believe that this process will ensure that all planning documents are well-aligned, user-friendly and straightforward to administer. Our proposal describes how our team intends to update the heritage conservation documents.

Project Team

For this project, we have partnered with two heritage conservation specialists. **Wendy Shearer**, OALA, FCLA, ASLA, CAHP is an award-winning landscape architect and cultural heritage landscape consultant who specializes in the conservation planning for heritage properties. Wendy has been working with UPLAND on the Comprehensive Community Plan (CCP) and will lend her expertise to this project to ensure continuity between the CCP and the updated heritage documents. **Elizabeth Cushing**, M.Plan, is a heritage planner with public and private sector experience, having previously worked for federal and provincial governments, and the consulting industry. Elizabeth will contribute her expertise in developing Cultural Heritage Evaluation Reports (CHERs), Heritage Impact Assessments (HIAs), Heritage Conservation Plans, Heritage Documentation Reports and Design Assessments and other cultural heritage studies and plans for public and private sector clients. Wendy and Elizabeth will work closely with our team at UPLAND on this assignment. Our sub-consultants' C.V.s are attached to this proposal.

Budget

Our fixed fee price for completing the project is \$54,920.00, exclusive of HST. With the addition of 15% HST, the total budget is \$63,158.00. Detailed person hours and time spent on each task are provided in the matrix attached to this proposal. For this project, we propose to submit invoices at the end of each month in accordance with the progress achieved for each task.

Please note that the following items are not included in our budget and will be billed separately:

- + Additional revisions to Background Study and related correspondence with Province
- + Additional revisions to Draft Revisions – Task 3.3
- + Additional meetings/phone calls/correspondence not listed in the work plan
- + Additional optional public consultation (as per HCD Public Participation Program) – Task 4.5
- + Mail outs and advertising
- + Room rentals and refreshments
- + Travel expenses for in-person meetings
- + Hard copy printing costs


UPLAND will notify the Town's project manager before embarking on additional work, or committing to expenses not included in our fixed fee proposal. We utilize time tracking software to accurately account for time spent on these items.

Proposed Schedule

Our proposed work plan is summarized in the timeline chart attached to this proposal. Assuming a project award in February 2021, our team will complete this project in approximately 11 months, with the final deliverables to be submitted by December 2021.

We would be very pleased to work with the Town of Lunenburg on this assignment. If you have any questions or require clarifications about this proposal, please do not hesitate to contact us.

Sincerely,



Steffen Kaeubler, MCIP (Partner)

Enclosure:
Cost Breakdown
Project Timeline
Curricula Vitae

Attachment 5. Phases of Heritage Conservation Plan and By-law Work

Source: Project Lunenburg Change Order dated 16 February 2021

Phase 1: Discovery	
1.1	Reporting and Project Management
1.2	Monthly Steering Team Meetings (with participation of HAC as needed)
1.3	Review March 5, 2018 Background Study
1.4	Review Current HCD Draft Plan and By-Law
1.5	Review Heritage Property By-Law
1.6	Review OCP Recommendations
1.7	Issues and Opportunities List
1.8	Submit Issues and Opportunities List
1.9	Review with Staff
TOTAL	

Phase 2: Draft Documents	
2.1	Draft Revised Background Study
2.2	Present Revised Background Study to Council (and HAC)
2.3	Submit Revised Background Study to Province
2.4	Draft HCD Plan
2.5	Draft HCD By-Law and Design Guidelines
2.6	Draft Heritage Property By-Law
2.7	Integration w/ MPS & LUB
2.8	Illustrations
2.9	GIS Mapping
2.10	Document Layout
TOTAL	

Phase 3: Staff Review & Edits	
3.1	Draft Submission
3.2	Draft Review with Staff
3.3	Draft Revisions (One Revision per Document)
TOTAL	

Phase 4: HAC + Public Review & Edits	
4.1	Draft Documents Online Release
4.2	HAC Meetings (up to 3)
4.3	Advertisement for Public Participation Meeting
4.4	Present HCD Plan and By-Law at HAC Public Participation Meeting
4.5	Additional Optional Public Consultation (as per HCD Public Participation Program)
4.6	Public Feedback Summary to HAC
4.7	Final Draft Preparation and Submission
TOTAL	

Phase 5: Adoption	
5.1	Present at First Reading
5.2	Mail-Out Notifications for Public Hearing (21 days prior to hearing)
5.3	Present at Public Hearing
5.4	Revisions
5.5	Present at Second Reading
5.6	Package Documents for Submission to Province

PROTECTIVE SERVICES COMMITTEE MEETING MINUTES
THURSDAY, MARCH 11, 2021
MEETING RECOMMENDATIONS

1. Recommend approval of the draft 2021/22 Protective Services Operating and Capital budgets (Schedule "B") to Town Council and Districts 1 and 2 Fire Commission.
2. Recommend pre-approval to Town Council of the ordering of a replacement Fire Rescue (02) truck for delivery in the 2022/23 fiscal year.

PROTECTIVE SERVICES COMMITTEE MEETING MINUTES

THURSDAY, MARCH 11, 2021 AT 4:00 P.M.

LUNENBURG FIRE HALL AND TOWN COUNCIL CHAMBER

PRESENT: Deputy Mayor Peter Mosher, Chair
Councillor Melissa Duggan
Councillor Ed Halverson (6:07 p.m. left)
Councillor Susan Sanford
David Afford, Fire Districts 1 and 2 Commission Board Member
David Baugil, Fire Districts 1 and 2 Commission Board Member
Brian Keizer, Fire Districts 1 and 2 Commission Board Chair
Mayor Risser, ex officio

ALSO PRESENT: Lisa Dagley, Finance Director
Cory Hodder, Assistant Deputy Fire Chief and Truck Committee Member
Kathleen Rafuse, Accountant
Bea Renton, CAO
Dave Robb, Deputy Fire Chief and Truck Committee Member
Darren Romkey, Fire Chief and Truck Committee Member

1. Call to Order

The Deputy Mayor called the meeting to order at 4:03 pm.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Deputy Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq People.

3. Agenda

Motion: moved and seconded to approve the agenda. Motion carried.

4. Protective Services Committee January 14, 2021 meeting minutes

Motion: moved and seconded to approve the January 14, 2021 meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

- a. Replacement Schedule for Fire Trucks (Rescue Unit) – Chair’s update and 2021/22 Draft Budget review

The Chair noted that this items will be considered during the draft budget review under agenda item 6.b. below.

- b. Discussion amongst the Town and District about potential in camera items

Deferred.

6. New Business

- a. Fire Chief’s January and February 2021 Monthly Reports

The January and February 2021 Fire Chief’s reports (Schedule “A”) were reviewed for information. Appreciation was expressed for the addition of fire call numbers.

- b. Review of Draft 2021/22 Protective Services Operating and Capital Budgets for recommendation to Town Council and Districts 1 and 2 Fire Commission

Committee members reviewed the draft budgets (Schedule “B”) and asked questions of Fire Department members for clarification.

It was noted that Districts 1 and 2 Fire Commission has their next Board meeting on April 20, 2021.

Motion: moved and seconded to recommend the approval of the draft 2021/22 Protective Services Operating and Capital budgets (Schedule “B”) to Town Council and Districts 1 and 2 Fire Commission. Motion carried.

The Committee next discussed the Fire Department’s request to purchase a replacement Rescue (02) for which they are seeking approval to order in 2021/22 for delivery in 2022/23. The Finance Director advised that the Town’s Fire Truck Reserve is projected to be \$143,000 in fiscal 2022/23.

The Districts 1 and 2 Fire Commission reiterated that they will not recommend pre-approval of this item at this time to their Board.

Motion: moved and seconded to recommend to Town Council pre-approval to order a replacement Rescue (02) truck for delivery in the 2022/23 fiscal year. Motion carried. Brian Keizer, David Afford and David Baugil voted in the negative.

7. Next Meeting Dates

Thursdays, April 8, July 8 and October 14 at 4:00 p.m.

The Committee recessed at 4:37 p.m. for a tour of the Fire Hall. They agreed to reconvene at the Lunenburg Town Hall for an in camera meeting portion.

8. In camera Meeting

The Committee resumed the meeting at the Lunenburg Town Hall Council Chamber at 5:17 pm.

Motion: moved and seconded to meet in camera. Motion carried.

9. Rise and Report

6:07 p.m. – Councillor Halverson left the meeting.

6:08 p.m. – the public portion of the meeting resumed. There were no in camera items to report.

10. Adjournment

Motion: moved and seconded to adjourn the meeting. Motion carried.

The meeting was adjourned at 6:08 p.m.

Bea Renton, CAO



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax -634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for January 2021

Jan 20- Annual meeting with election of officers

The Chief elections are held at the Decemner meeting, while the remaining Officers are held at the Annual Meeting in January

Chief Darren Romkey-re-elected unopposed in December meeting

D/C Dave Robb- Re elected

Asst Deputy Chief Cory Hodder-Re elected unopposed

Captains re-elected

Raymond Francis

Shawn Lilly

Trevor Lohnes

Mark Feener

Dave Birtles

Dennis LeBlanc

Barrett Risser-newly elected

Appointments

Secretary-Robin Jackson

Treasurer- Raymond Francis

Chief Engineer- Donnie Heckman

Senior Pump Operator- Brian Church

Lt of Communications- Tony Hunt

Bar Manager Robert Fox

Jan 28-Dr Strang announces maximum of 10 for fire training and meetings.

-remains unlimited for calls

CALLS

The month was slow for fire calls,

4 calls (3 in the district, 1 in Town)

Total of 162 members responded for 151 man hours

TRAINING

Members attended a variety of pump operator and driver training this month.

15 members attended 40 hours of training.

Because of Dr Strangs announcement of restricting the number of a max of 10, we canceled our general monthly practice this month.

We will be looking at smaller training groups in the future.

MEETINGS AND OTHER MISC OPERATIONS

35 members attended 94.5 hours of misc meetings and operations other than training and calls



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax –634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for February 2021

Calls

There were 12 calls this month including MVCs, Chimney, pole , mutual aid and a smoke sighting.
4 calls were in the district (2 MVCs, 1 chimney, 1 smoke sighting)
2 in town (1 MVC, 1 power pole)
2 Mutual Aid (Structure fires in Riverport and Daysprings areas)

334.5 total personnel hours were spent responding to calls

Training

There were 12 various training sessions totaling 26 hours this month including driver , pump operator, fitness and Ice Rescue.

220 total personnel hours were spent o training this month.

Misc

There were 9 various misc operational functions this month including storm crew, truck checks, and meetings.

223 total personal hours were spent on various misc operations this month

Total of 777.5 personnel hours this month.

Feb 7th-A stand by crew was put on for the snow storm.

This as a truck crew consisting of an Officer, driver, and 4 fire fighters who stay at the hall during a storm. Most of the time it is for a snow storm where the time it may take fire fighters to get to the station is greatly prolonged due to the roads.

As in the past on several occasions, if there is a call during the storm, one of the towns snow plows will come to the hall and lead the truck to the scene in both the town, and district.

While on stand by, crews check gear, do some training and keep all the doorways cleared of snow.

The crew was on from 7pm on Feb 7th, to 7am Feb 8th and there were no calls.

Feb 9th-A few members went out and shoveled out fire hydrants around the town

FIRE PROTECTION EXPENDITURE BUDGET						
ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL	
	<u>ADMINISTRATION</u>					
- 01-2-24-1100 1	FIRE PREVENTION & ADVERTISING	\$ 1,700	\$ 1,700	\$ 1,100	\$ 1,723	
100 01-2-24-1200 2	COUNCIL HONORARIUMS & STAFF MEETING PAY	4,700	4,600	4,600	4,192	
(1,200) 01-2-24-1300 3	LIABILITY INSURANCE	8,400	9,600	7,700	9,600	
- 01-2-24-1350 4	LEGAL SERVICES *	800	800	800	2,862	
- 01-2-24-1510 5	ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530	
- 01-2-24-1520 6	CONVENTIONS - CHIEF	-	-	-	1,497	
500 01-2-24-1620	EMPLOYMENT BENEFITS	5,500	5,000	5,000	6,124	
- 01-2-24-1650	MEDICAL PLAN	1,100	1,100	1,100	710	
500 01-2-24-1700 7	OFFICE SUPPLIES & IT SERVICES	2,000	1,500	1,500	2,243	
	<u>FIRE FIGHTING FORCE</u>					
(100) 01-2-24-1400 8	WORKERS COMP. (Super, Substitutes & Standby)	1,400	1,500	1,200	729	
(1,200) 01-2-24-1420 8	WORKERS COMP. - FIREFIGHTERS	6,400	7,600	7,600	6,530	
4,400 01-2-24-2010 9	SUPERINTENDENT	54,900	50,500	50,500	44,481	
- 01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	600	600	600	-	
- 01-2-24-2020 10	STORM STAND-BY	2,100	2,100	2,100	2,415	
200 01-2-24-2030 11	HONORARIUMS - FIREFIGHTERS	50,600	50,400	50,400	49,354	
	<u>WATER SUPPLY AND HYDRANTS</u>					
(9,800) 01-2-24-5100 12	FIRE PROTECTION RATES *	331,000	340,800	340,800	325,360	
	<u>TRAINING</u>					
2,000 01-2-24-6020 13	TRAINING	17,000	15,000	15,000	13,195	
	<u>FIRE STATIONS & BUILDINGS</u>					
- 01-2-24-3010 14	TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,900	1,469	
400 01-2-24-7010 15	ANSWERING SERVICE	9,100	8,700	8,900	8,715	
- 01-2-24-7020 16	TELEPHONE	5,000	5,000	5,000	5,001	
- 01-2-24-7025 17	DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,144	
(7,100) 01-2-24-7030 18	HEATING FUEL	10,000	17,100	10,000	15,031	
(1,700) 01-2-24-7040 19	INSURANCE - BUILDING	6,200	7,900	5,600	7,860	
2,000 01-2-24-7050 20	ELECTRICITY	17,000	15,000	14,000	12,762	
- 01-2-24-7060 21	WATER	2,300	2,300	2,300	2,187	
1,200 01-2-24-7065 22	SEWER	9,900	8,700	9,900	8,728	
500 01-2-24-7070 23	JANITOR SUPPLIES	2,500	2,000	2,500	2,204	
9,000 01-2-24-7080 24	REPAIRS TO BUILDING	19,000	10,000	10,000	18,227	
	<u>FIRE FIGHTING EQUIPMENT</u>					
6,800 01-2-24-7090 25	INTEREST ON CAPITAL LOAN *	15,600	8,800	8,800	9,608	
- 01-2-24-8010 26	VEHICLE/EQUIP. MAINT. CONTRACT	13,600	13,600	13,600	7,477	
- 01-2-24-8020 27	GAS AND SUPPLIES	6,700	6,700	6,700	6,513	
- 01-2-24-8031 28	REPAIRS #1 2015	5,000	5,000	5,200	5,438	
- 01-2-24-8032 28	REPAIRS #2 2020 ENGINE	4,000	4,000	4,000	539	
1,500 01-2-24-8033 28	REPAIRS #3 '10 ENGINE	5,000	3,500	3,500	5,248	
- 01-2-24-8034 28	REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	1,500	443	
(500) 01-2-24-8035 28	REPAIRS #5 '00 TANKER	-	500	1,200	5,734	
- 01-2-24-8036 28	REPAIRS #6 '02 TANKER	4,000	4,000	4,000	2,756	
- 01-2-24-8037 28	REPAIRS #7 '99 UTILITY	2,000	2,000	2,000	2,786	
1,000 01-2-24-8038 28	REPAIRS #8 BOAT & TRAILER	3,000	2,000	2,000	621	
5,100 01-2-24-8040 29	INSURANCE ON TRUCKS/EQUIPMENT	14,500	9,400	13,000	9,415	
- 01-2-24-8050 30	HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	14,890	
- 01-2-24-8051 31	PPE - PERSONAL PROTECTIVE EQUIPMENT	12,000	12,000	12,000	2,854	
- 01-2-24-8060 32	GENERAL EQUIPMENT REPAIR	7,000	7,000	7,000	5,834	
- 01-2-24-8080 33	REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	5,000	1,833	
1,000 01-2-24-8090 34	RADIO AND PAGING REPAIRS	2,000	1,000	1,700	965	
	<u>OTHER</u>					
- 01-2-24-9040 35	MEDICAL EXPENSES	1,500	1,500	1,500	1,781	
- 01-2-24-9045 36	FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	1,000	2,500	
- 01-2-24-9050 37	RENTAL - BLUE STORAGE BUILDING	600	600	600	600	
	DEPARTMENT TOTAL	\$ 698,000	\$ 683,400	\$ 675,800	\$ 643,708	
	*Non-shareable expense					
	BUDGET REVENUE	2021/22	2020/21	2020/21	2019/20	
	Dist 1&2 Cost Sharing					
	Dept Total	\$ 698,000	\$ 683,400	\$ 675,800	\$ 643,708	
	Less: Honorariums & Meeting Pay	(4,700)	(4,600)	(4,600)	(4,192)	
	Legal	(800)	(800)	(800)	(2,862)	
	Fire Protection Rates	(331,000)	(340,800)	(340,800)	(325,360)	
	Interest	(15,600)	(8,800)	(8,800)	(9,608)	
		345,900	328,400	320,800	301,686	
	Dist Share @ 50%	172,950	164,200	160,400	150,843	
	Add: 6.5% Administration	11,242	10,673	10,426	9,805	
		\$ 184,190	\$ 174,870	\$ 170,830	\$ 160,650	
	Budget Change	\$ 14,600				
		2.1%				

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 2021 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 estimated 2021/22 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$184,200.

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

Due to COVID-19 financial restrictions this budget has been reduced by \$300. Fire Dept. expects this to budget to increase to pre-COVID level in fiscal 22-23.

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$560
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 \$1,700 for fiscal 21-22.

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

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

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

Since 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

As events continue to be cancelled due to COVID-19 travel restrictions this expense was eliminated for fiscal 2020-21 and will be again in 2021-22. Fire Dept. expects this budget to increase to pre-COVID level in fiscal 22-23.

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

two conferences and noted that 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. This account also includes costs related to IT maintenance.

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

2021 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.43/\$100
Volunteer Fire Fighters	\$0.51/\$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, \$12.95/hour as of April 1, 2021)

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

\$18.00/hour

- Repair and maintenance of trucks and equipment

\$20.00/hour

- 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 \$12.95 per hour, effective April 1, 2021.

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

The Honorariums have been budgeted at \$50,600 distributed as follows:

Fire Department:	\$45,839	(\$43,955 + HST = \$50,548) CPI increase 0.3%
Fire Chief:	4,750	(\$4,555 + HST = \$5,238) CPI increase 0.3%
	<u>\$50,589</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 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

At the time of 2021-22 budget preparations there are still COVID-19 travel restrictions in place, as such this expense be reduced to \$17,000 for 2021/22. The Fire Chief has noted that the 2022-23 budget will need to be reinstated to the pre-COVID level of \$20,000.

In previous budgets the Town and District cost shared for training to the maximum budgeted amount and the Fire Department reimbursed any amount over the budget maximum. The Fire Department is requesting that this reimbursement requirement be eliminated.

The Fire Department Training Officer sets up training courses and sends information to Fire Hall Superintendent to complete the purchase orders for payment through this budget account. The Fire Department may change courses as required to train firefighters.

Courses 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
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

This account 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, monitoring charges, and line charges.

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 anticipated usage at projected pricing. Heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

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

Budget based on estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and anticipated usage. Electric heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted using 2020/21 approved rates at current assessment (AAN 08204233) of \$2,097,200.

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

Covers the cost for cleaning products and supplies. This budget has been increased due to increased cleaning required due to COVID-19 pandemic.

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

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Gutter repairs	5,000
West Entrance Door Repair/Replacement**	4,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$19,000</u>

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

**The West Entrance Door to the Apparatus Bay is a primary entrance route for firefighters responding to the station during a call, the door frame has deteriorated to a point in the lower corners on both sides of the door frame that there is little metal left to keep weather and vermin out of the station. The door frame requires immediate replacement.

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

Interest estimates on capital loans are as follows:

Project	Year	Original Loan Amount	2021/22 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,078
Aerial Ladder Truck	2015/16	\$448,887	\$6,300
Fire Truck #2	2020/21	\$327,550	\$8,189

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	<u>600</u>
	<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.

In previous budgets any amount over \$16,700 was covered by the Fire Department. The Dept. is requesting the removal of this provision.

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 transfer 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.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

DESCRIPTION	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	35/36
FIRE FLEET															
Aerial Ladder Truck (15) #1														\$2,078,900	
Pierce Pumper/Tanker (2020) #2															replacement year 2040, est. \$1.36M
Pierce Pumper (10) #3									\$1,197,200						
Freightliner Rescue (02) #4 - FD seeking to order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order		\$694,600													
GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding						\$638,200									
Ford Utility (99) #7 ***			\$110,300												
Rescue Boat & Trailer (12) #8							\$193,900								
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
TOTAL FIRE FLEET	\$0	\$694,600	\$110,300	\$0	\$0	\$638,200	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
OTHER FIRE															
Turn Out Gear									\$150,000						
21 Breathing Packs			\$170,200												
Turnout Gear Dryer***	\$9,700														
Auditorium/Clubroom/Office Floor Replacement			\$53,200												
Apparatus Bay Floor Replacement					\$90,100										
Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000														
Energy Retro Fit/Solar		TBD													
Roof - Reseal & Repainted		\$80,000													
Vehicle Exhaust Extraction System	\$60,000														
TOTAL OTHER FIRE	\$179,700	\$80,000	\$223,400	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$179,700	\$774,600	\$333,700	\$0	\$90,100	\$638,200	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<i>**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.</i>															
<i>***Fire Dept. Funded</i>															

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 replaced in 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 was expected to be replaced in 2024/25, however it has been moved out to fiscal 26/27 to due to anticipated funding restrictions.

#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

Concrete Apron Replacement

For the area in front of the bay doors at the Fire Hall. The concrete apron is crumbling apart in the middle and this extends across all 4 bay door entrances. The concrete apron is also rapidly deteriorating at the end of 3 of the 4 bay entrances, with small chunks of concrete coming out on a daily basis. This area has to be replaced with a new concrete apron in order to support the weight of existing and future fire apparatus. An asphalt apron would deteriorate quickly due to the weight of fire apparatus constantly travelling in the same areas to enter and exit the truck bays. Also; in the event of a fuel spill (gas for small engines or diesel), this could erode asphalt. The current apron was trimmed back a few feet already and paved with asphalt from previous deterioration of the concrete apron.

Vehicle Exhaust Extraction System

Cancer among fire fighters is a growing concern. The department has taken many steps to ensure the safety of their fire fighters. Diesel vehicle exhaust contains a large number of carcinogens which can be very harmful to a fire fighter. When the trucks are started in the station, a large plume of exhaust is expelled into the open air, exposing fire fighters to the hazards of breathing these exhausts in. This system will also allow the trucks to be run while inside during the winter months, so fire fighters can do their vehicle inspections.

A Vehicle Exhaust Extraction System has been pushed back in the budget for a number of years, but it is now time to have it installed. Some research found these systems to be well over \$100 000, however, there may be a less expensive option, but not reducing the purpose of the system.

Turnout Gear Dryer (Fire Dept. Funded)

The purchase of the dryer will be made by the Fire Department to allow for on-site drying of the Turn Out Gear.

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.

Energy Retro Fit/Solar

On January 26, 2021 Council approved a motion for staff to plan and provide a budget number in the 2022/23 fiscal year budget for a Town wide buildings deep energy retrofit study. This study is expected to also consider solar installations.

Town of Lunenburg					
Fire Truck Debt and Reserve Projections					
As of March 2, 2021					
		19/20	20/21	21/22	22/23
\$175,000 10 yr. loan + Int \$25,223.04 = \$200,223.04	PRINCIPAL	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
#3 Pumper Fire Truck	INTEREST	\$ 2,037.02	\$ 1,573.26	\$ 1,078.00	\$ 553.00
		\$ 19,537.02	\$ 19,073.26	\$ 18,578.00	\$ 18,053.00
\$448,887 10 yr. loan + Int 59,306.10 = \$508,193.10	PRINCIPAL	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00
Aerial Ladder Truck	INTEREST	\$ 7,920.81	\$ 7,155.90	\$ 6,300.09	\$ 5,352.48
		\$ 52,809.81	\$ 52,044.90	\$ 51,189.09	\$ 50,241.48
Fiscal 2020/21 Finance \$327,550 for 15 years	PRINCIPAL			\$ 21,837.00	\$ 21,837.00
Replacement of #2 & #5	INTEREST			\$ 8,188.75	\$ 7,642.83
		\$ -	\$ -	\$ 30,025.75	\$ 29,479.83
Amount of Tax Rate to Finance Fire Dept. Debt and Reserve		\$ 0.0258	\$ 0.0243	\$ 0.0302	\$ 0.0301
Accumulated Reserve			\$ 15,000.00	\$ 100,000.00	\$ 143,000.00

TOWN	Project	Budget Cost	Funding	Source
Fire Department				
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% Funding
	Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000	\$110,000	TBD - 50/50 sharing?
	Vehicle Exhaust Extraction System	\$60,000	\$60,000	TBD - 50/50 sharing?

Municipality of the District of Lunenburg
Minutes of a Meeting of the REMO Advisory Committee
Via Tele/Video Conference
Monday, January 18, 2021 – 1:30 p.m.

Attendance:

Municipality of the District of Chester

Warden Allen Webber

Deputy Warden Floyd Shatford, Vice-Chair

Tara Maguire, Deputy Chief Administrative Officer

Municipality of the District of Lunenburg

Mayor Carolyn Bolivar-Getson

Deputy Mayor Martin Bell

Councillor Michelle Greek

Alex Dumaresq, Deputy Chief Administrative Officer

Rachel Hiltz, AEC

Town of Bridgewater

Deputy Mayor Andrew Tanner

Councillor Wayne Thorburne

Tammy Crowder, Chief Administrative Officer

Town of Lunenburg

Mayor Matt Risser

Bea Renton, Chief Administrative Officer

Town of Mahone Bay

Mayor David Devenne, Chair

Councillor Richard Nowe

Councillor Penny Carver

Dylan Heide, Chief Administrative Officer

NS EMO

Rhonda Matthews, Emergency Management Preparedness Officer

Staff

Angela Henhoeffler, REMO Coordinator

Joanne Powers, Executive Assistant

1. CALL TO ORDER

Deputy Warden Shatford called the meeting to order at 1:30 p.m.

2. INTRODUCTIONS

Everyone on the Microsoft Teams call introduced themselves as this was the first meeting since the municipal elections in October and there were new representatives on the Committee.

3. VOTE FOR CHAIR & VICE-CHAIR

Mr. Dumaresq called for nominations for the position of Chair. The only person nominated was Mayor David Devenne, who was acclaimed as **Chair**.

Mr. Dumaresq called for nominations for the position of Vice-Chair. The only person nominated was Deputy Mayor Shatford, who was acclaimed as **Vice-Chair**.

Mayor Devenne took over as Chair of the meeting.

4. APPROVAL OF AGENDA – ADDED ITEMS

Item 11.1 – Universal Signage for Comfort Centres, was requested to be added to the agenda.

Moved by Deputy Mayor Tanner, seconded by Mayor Risser that the Agenda be approved as amended. Motion carried.

5. APPROVAL OF MINUTES – September 21, 2020

Moved by Councillor Thorburne, seconded by Mayor Bolivar-Getson that the Minutes of September 21, 2020 REMO Advisory Committee meeting be approved as circulated. Motion carried.

6. OVERVIEW OF REMO FOR NEW COUNCIL

6.1 Overview of REMO and Workplan

Two changes were noted in the document circulated with the agenda. The date on Page 1 of Item 6.1 should read January 19, 2021, and on Page 2 under the Town of Bridgewater, Councillor Wayne Thorburne is actually the second representative on the REMO Committee and Deputy Mayor Tanner is the alternate member.

Ms. Henhoeffler provided an overview of REMO for the Committee. The items that were reviewed included:

- Why REMO was formed
- The NS *Emergency Management Act*
 - o Powers & Duties of Municipalities (One Council)
 - o The Municipality Responsibilities
 - o Duty to Report
 - o State of Local Emergency (SOLE)
- REMO Day-to-Day Operations
- REMO Structure When the ECC is Activated
- REMO Workplan Status
- Synopsis of 2020
- Contact Information

7. BUSINESS ARISING FROM MINUTES

7.1 Comfort Centres and Emergency Shelters Procedures

Ms. Henhoeffter advised that all five municipal units have approved the Comfort Centres and Emergency Shelters Procedures. All Comfort Centre information will be posted to the website once received, with an attempt to streamline the process for residents before and during a disaster, and the info will help those working in the Emergency Coordination Centre to know who to contact.

The next step is meeting with those that are interested in becoming a Comfort Centre, going through the policy with them, getting a site profile including contact information, and signing a Memorandum of Understanding. Feel free to reach out to your Comfort Centres to let them know to expect a call or email regarding the new policy and to sign up.

7.2 Guide to Emergency Management for Elected Officials & Quick Reference Guide

Ms. Henhoeffter reported that all the suggested changes from the Councils were made to the Guide to Emergency Management for Elected Officials and a Quick Reference Guide, was presented.

Moved by Councillor Nowe, seconded by Warden Webber that the Regional Emergency Management Advisory Committee approve the Guide to Emergency Management for Elected Officials, dated January 2021, as presented. Carried unanimously.

7.3 Emergency Communications Plan for Widespread or Large Incidents

Ms. Henhoeffter explained that the Emergency Communications Plan for Widespread or Large Incidents was created so that during a large incident it is known how REMO would be communicating internally among the five units and externally to the public and stakeholders.

Moved by Councillor Thorburne, seconded by Mayor Bolivar-Getson that the Regional Emergency Management Advisory Committee approve the Emergency Communications Plan as presented. Carried unanimously.

8. NEW BUSINESS

8.1 2021/22 REMO Budget

Ms. Henhoeffter reviewed the 2021/22 Draft REMO Budget (included in the agenda package), including the four proposed increases.

Besides the CPI increase, an increase was made to cellular phone. Contingency was the last item for an increase and this was added to assist a CAO in the event of a large-scale event in

their municipality, whereby they would have access to \$10,000 before having to go back to REMO for more money.

It was explained that any funds from the budget that do not get spent go back to the municipal units.

It was requested that the actuals for the REMO budget be circulated and that they be included in correspondence following the meeting (attached).

Moved by Warden Webber, seconded by Mayor Risser that the Regional Emergency Management Advisory Committee recommends a total 2021/22 budget of \$135,200 to partner Municipal Units for approval. Motion carried.

9. NS EMO UPDATES

Ms. Matthews advised that there were no specific updates from the Province, but, commented that due to COVID, they are busy promoting the new health protocols. Going forward, she will share immunization information once available.

10. REMO COORDINATOR UPDATES

Ms. Henhoeffler reported the following:

1. A Pop-up COVID Testing Clinic was held at the Cineplex in Bridgewater on January 16 and 17, 2021. The two-day total was 299 individuals being tested. There was also a great turnout of volunteers to assist with the testing.
2. A Certificate of Thanks from the Bridgewater Police Department was received regarding the assistance they received in July, with the attempted murder and suspect in hiding.
3. She has been named the International Association of Emergency Managers (IAEM) Atlantic Region Treasurer.
4. There was an extremely active hurricane season with 30 main storms this year, the highest on record. Previously, 2005 was the highest with 28 storms.
5. Exercises were held in October and December, and the plan going forward is to have training or exercises every other month.
6. She is continuing to work on the workplan with the AECs and CAOs.

11. ADDED ITEMS

11.1 Universal Signage for Comfort Centres

It was discussed that it would be useful if all Comfort Centres had the same signage for recognition purposes. Ms. Henhoeffler advised that she would provide the version that Dayspring Fire created (attached).

12. NEXT MEETING – Monday, March 15, 2021 - 1:30 p.m.

11. ADJOURNMENT

There being no further business at 2:28 p.m., it was moved by Councillor Nowe, seconded Mayor Risser that the meeting adjourn. Motion carried.

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 2, 2021 AT 6:00 P.M.

LUNENBURG TOWN HALL/ZOOM YOU TUBE LIVE

PRESENT: Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Susan Sanford

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Dennis MacPherson, M. Eng., P.Eng. Town Engineer
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda Approval

Motion: moved and seconded to approve the agenda. Motion carried.

4. February 16, 2021 Committee of the Whole Meeting Minutes Approval

Motion: moved and seconded approval of the February 16, 2021 Committee of the Whole meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

- a. Council review of Comprehensive Community Plan (CCP) Action items and Five Year Work Plan based on Gantt charts and proposed development of a 2021/22 Annual Work Plan implementation

Council discussed with staff the various Action items and related Gantt charts outlining proposed work plans a summary of which follows.

- Housing development Action items are being addressed in part through the redrafting of the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw to facilitate same which could be more fully depicted in these Gantt charts.
- A future Committee of the Whole meeting could be centered on possible housing initiatives with presentations from local, Provincial, Federal and Federation of Canadian Municipalities housing officials to learn more about funding and other project opportunities for the Town.
- The Planning and Development Manager could also be asked to review with Council the recommended process for Blockhouse Hill housing development at this meeting.
- The use of consultants for several reports and projects identified in the CCP on recommendation of the Plan consultants was noted due to subject matter specialization and the Town's smaller staff composition. When CCP work plans are refined each year it will be more fully determined if some of these projects can be accomplished without the use of consultants to contain costs.
- An organizational review as recommended by the CCP consultants at a cost of upwards to \$100,000 will be included in the draft 2021/22 Town budget for Council consideration. Some preliminary projections of additional staff required to assist with a more rapid implementation of the CCP could exceed \$600,000 with early modeling. Given the significance of this potential cost, options to phase in additional staff including an Economic Development Manager and a combined Planning/GIS Technician/Development Officer position as recommended in the CCP will instead be recommended in the draft budget.

It was agreed the housing focused Committee meetings as described above should be arranged.

Motion: moved and seconded that it be recommended to Town Council to approve the Comprehensive Community Plan Action items and Five Year Work Plan based on the Gantt charts presented (Schedule "A" – summary and 35 x separate Gantt charts). Motion carried.

Motion: moved and seconded to recommend to Town Council to direct staff to prepare an annual work plan for each of the five years of the Comprehensive Community Plan 35 x Action items commencing in 2021/22, the drafts of which will be reviewed by the Committee of the Whole for recommendation to Council. Motion carried.

- b. Update regarding preparation of the 2021/22 Organizational Financial Plan incorporating Comprehensive Community Plan Action items for presentation at the March 16 Committee of the Whole meeting

The Finance Director advised that the March 16 meeting will provide a review of the draft 2021/22 Town budget highlighting CCP Action items and relevant financial requirements.

6. New Business

7. Next Meeting Date

March 16 at 6:00 p.m.

8. Adjournment

The meeting was adjourned at 6:42 p.m. by the Mayor.

Bea Renton, CAO

COMPREHENSIVE COMMUNITY PLAN (CCP) | 5-YEAR PLAN

35 CCP ACTION ITEMS - Summary of Work Plans

= in process, but will require funding or other resources to complete; shades indicate phases
 = start up dependant on funding, legislative or other resources; shades indicate phases
 = overlapping phases

Gantt Chart Estimated Time Line **

Activity	Est Start	Est Finish	Lead Dept	Lead Staff	2021	2022	2023	2024	2025
# 35 Action Items for 5-Year Plan**									
1 SERVICING & FACILITIES: Upgrades to wastewater collection & discharge	2019	2025	PW	Town Eng					
2 SERVICING & FACILITIES: Upgrades to Wastewater Treatment Plant	2021	2025	PW	Town Eng					
3 GOVERNANCE: Reform municipal committees to build a culture of inclusion	2021	2022	PD/Htg/Rec	Asst Clerk					
4 ECONOMIC DEV'T: Enhance relations with surrounding municipalities	Underway	Ongoing	CS	CAO/As					
5 ENVIRON & SUSTAIN: Partnerships to encourage energy efficiency retrofits	2021	2022	CS/EU	Finance Dir					
6 SERVICING & FACILITIES: Plan for long-term of all municipal facilities	2021	2023	EU/PW	Town Eng/ Facilities					
7 GOVERNANCE: Deepen work with region re provision of shared services	Underway	Ongoing	CS	CAO					
8 COMMUNITY STRUCTURE: Study and planning for sustainable energy district	2021	TBD	EU/PW	Finance Dir/ Town Eng					
9 GOVERNANCE: Expand communications to incl. a public participation strategy	2021	2022 +	CS	Asst Clerk					
10 COMMUNITY STRUCTURE: Site planning for Blockhouse Hill	2021	2024	LBOT/PD	Planner					
11 CULTURE & REC: Foster inclusivity in programming and leadership	2021	2022 +	CS/Htg/Rec	Recreation Dir					
12 CULTURE & REC: Build relations with Town and Mi'kmaq/Black residents & orgs	Underway	Ongoing	CS/Htg/Rec	Asst Clerk					
13 HOUSING: Feasibility study of mechanisms to encourage long-term residency	2022	TBD	PD	Planner					
14 GOVERNANCE: Organizational review to identify changes req. to implement CCP	2021	2022	CAO	CAO					
15 ENVIRON & SUSTAIN: Facilitate community learning/dialogue re sea level rise	2023	2024 +	PD	Planner					
16 URBAN DESIGN: Policies/actions to improve accessibility throughout town (2022)	2021	2022	Htg/PD	Heritage Mgr					
17 HOUSING: Regulate short-term rentals	Underway	Ongoing	PD	Planner					
18 CULTURE & REC: Create a special committee to promote anti-racism	2021	2022 +	CR/Htg/Rec	Asst Clerk					
19 URBAN DESIGN: Activate streetscapes through design and programming	2021	2022 +	PD/PW	Planner/ Town Eng					
20 HOUSING: Foster relations with housing stakeholders re collaboration/data sharing	2021	Ongoing	PD	Planner					
21 ENVIRON & SUSTAIN: Regulate buildings near shoreline re sea level rise	Underway	TBD	PD	Planner					
22 HERITAGE: Encourage accessibility and provide heritage design guidance	Underway	2023	Htg	Heritage Mgr					
23 ECONOMIC DEV'T: Establish a staff position to support economic dev't initiatives	2021	Ongoing	CS	CAO					
24 CULTURE & REC: Partnerships/opportunities to increase waterfront access	2021	TBD	PD/PW/Rec	Recreation Dir					
25 HOUSING: Study/policy/actions toward alternative housing models	2021	2022	PD	Planner					
26 ECONOMIC DEV'T: Create an inventory of economic information	2024	Ongoing	PD	Planner					
27 ENVIRON & SUSTAIN: Policies for wind and solar energy at multiple scales	2021*	2022	CS/EU/PW	Planner/Finance Dir/Town Eng					
28 URBAN DESIGN: Policies/programs for street trees and urban forest	2022	Ongoing	PW	Town Eng					
29 MOBILITY: New visitor, employee, and bus parking areas outside Old Town	2022	TBD	PW/PD	Planner/ Town Eng					
30 MOBILITY: Improve connectivity between Old/New Town for all modes of transport	2021	2023	PW/Rec	Recreation Dir/ Town Eng					
31 HERITAGE: Accommodate new additions to heritage structures such as solar panels	Underway	2023	Htg/PD	Heritage Mgr					
32 CULTURE & REC: Assess arts/recreation facility needs and develop plan	2021	2025	PD/Rec	Recreation Dir/ Facilities Super					
33 HOUSING: Monitor and analyze housing demand, demographics, dev't trends	2021	Ongoing	PD	Planner					
34 GOVERNANCE: Identify performance indicators to annually evaluate activities	2021	Ongoing	All Depts	Asst Clerk/ Planner					
35 HERITAGE: Ensure infill/new are visually compatible/distinguishable from historic	Underway	2022	Htg	Heritage Mgr					

**** ESTIMATED TIMELINE DEPENDENT ON RESOURCE AVAILABILITY. Subject to change due to resourcing and as interconnected actions develop over the five years.**

ACTION 17

HOUSING: REGULATE SHORT-TERM RENTALS

Gantt Chart (5 Years)

= Milestone

#	Activity	Start	Finish	Who?	Status	2021												2022												2023												2024												2025											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Regulate short-term rentals (STR)	Underway	Ongoing		Planning																																																												
	CCP Estimated Price Range: \$10,000-100,000				(Dawn)																																																												
1	Phase 1: Incorporate STR policy in upcoming MPS and LUB review	Underway	Fall 2021	Consultants	ongoing																																																												
1.1	Generation of new planning documents																																																																
2	Phase 2: Issue a request for tender for consulting services to complete a Short-Term Rental Bylaw	Apr-22	Fall 22	Planning																																																													
2.1	RFP for consulting services, RFP to include public engagement component.																																																																
2.2	Make necessary changes to planning docs and other Town policies and procedures to be in keeping with new STR By-law			Planning, Finance																																																													
2.3	Lobby the Province and/or federal government to implement enabling policy or legislation.			Planning, Council																																																													
2.4	Generate an administration, enforcement, & monitoring strategy with cost estimates			Planning																																																													
3	Phase 3: Create a Municipal fund(s) to allocate income acquired from STR registration and taxation to enforcement and affordable housing initiatives.	Fall 22	ongoing	Planning, Finance, Housing partners																																																													
3.1	Ensure there is enabling legislation																																																																
3.2	Allocate funds to enforcement																																																																
3.4	Work with the Province and Housing partners on affordable housing initiatives																																																																
	Potential Partners: Local short-term rental operators, the Province of Nova Scotia																																																																

Project #: ACTION 22

HERITAGE: POLICY TO ENCOURAGE ACCESSIBILITY AND PROVIDE HERITAGE DESIGN GUIDANCE

Gantt Chart (2 Years)

● = Milestone

Activity		Start	Finish	Who?	Status	2021												2022												2023												2024												2025											
#						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC												
	Policy re: accessibility and heritage guidance	Underway	Sep-23	Heritage	(Arthur)																																																												
	CCP Estimated Price Range: \$10,000-100,000																																																																
1	Phase 1: Review existing design guidelines for the Heritage Conservation District and any applicable Town policies and bylaws that could impact accessibility improvements such as wheelchair ramps.																																																																
1.1	Initiated review of HCD Plan and By-law	Fall 2017		HAC	Completed																																																												
1.2	Background Study Approved	Mar-18		Council	Completed																																																												
1.3	HAC Review of Draft Plan and By-law			HAC	Completed																																																												
1.4	Public Participation Meetings	Oct-18		HAC	Completed																																																												
1.5	Transfer to UPLAND	Jan-21	Apr-22	UPLAND																																																													
1.6	Implementation of New HCD Plan and By-law	Jan-22	Apr-22	Council																																																													
1.7	Review Encroachment By-law	Mar-21	Sep-21	Arthur/Dawn																																																													
1.8	Review Land Use By-law	Jun-21	Dec-21	Arthur/Dawn																																																													
2	Phase 2: Develop a design standard for accessibility improvements																																																																
2.1	Design Standard Handbook for Accessibility to Building's Entrances	Oct-21	Apr-22	Arthur																																																													
3	Phase 3: Update any design guidelines and/or Town policies or bylaws, where necessary																																																																
3.1	Amendments to Town's Encroachment By-law	May-22	Dec-22	Arthur/Dawn																																																													
3.2	Amendments to Town's HCD By-law if necessary	Jan-23	Sep-23	Arthur																																																													
3.4	Amendment to Town's LUB if necessary	Jan-23	Sep-23	Dawn																																																													
	Potential Partners: Lunenburg County Joint Accessibility Advisory Committee																																																																

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, MARCH 16, 2021 AT 6:00 P.M.

LUNENBURG TOWN HALL/ZOOM YOU TUBE LIVE

PRESENT: Mayor Matt Risser
Deputy Mayor Peter Mosher
Councillor Jenni Birtles
Councillor Melissa Duggan
Councillor Stephen Ernst
Councillor Ed Halverson
Councillor Susan Sanford

ALSO PRESENT: Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Dennis MacPherson, M. Eng., P. Eng., Town Engineer
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Kathleen Rafuse, Accountant
Darren Romkey, Fire Chief
Dawn Sutherland, Planning/Development Manager

1. Call to Order

The Mayor called the meeting to order at 6:00 p.m.

2. Acknowledgement of Mi'kma'ki the ancestral and unceded territory of the Mi'kmaq People

The Mayor recognized Lunenburg's location on the unceded territory of the Mi'kmaq people.

3. Agenda Approval

Motion: moved and seconded approval of the agenda. Motion carried.

4. March 2, 2021 Committee of the Whole Meeting Minutes Approval

Motion: moved and seconded approval of the March 2, 2021 Committee of the Whole meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

a. Draft 2021/22 Organizational Financial Plan Incorporating Comprehensive Community Plan (CCP) Actions Visioning

The Finance Director, Accountant and Department Heads presented the financial document which includes CCP Action items for budget 2021/22 consideration (Schedule "A").

It was agreed to defer the review of the Town Utilities operating and draft Capital budgets (Schedule "A") to the next Committee meeting.

7:18 p.m. – 7:28 p.m. – a meeting recess was held.

6. New Business

a. Town Committees Review

Committee members discussed whether the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee's objectives have been achieved and they could be considered for wind-up.

Motion: moved and seconded that staff draft amendments to the Committees of Council Policy for the potential wind-up of the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee. These draft amendments will be reviewed by the Committee at a future meeting for possible recommendation to Town Council for a Policy amendment. Motion carried.

b. Blockhouse Hill Housing Development Opportunities

The Planning/Development Manager advised that she has had preliminary meetings with the Town Engineering members to discuss infrastructure components of a Blockhouse Hill housing project. She has prepared updates to the Gantt chart to set out additional implementation phases for this housing project (Schedule "B"). This matter will be discussed further at the next Committee meeting.

7. Next Meeting Date

Tuesday, April 6, 2021 at 6:00 p.m.

8. Adjournment

The meeting was adjourned at 7:50 p.m. by the Mayor.

Bea Renton, CAO

Document No:
Meeting: COW – March 16, 2021
Circulate to: Council and Mgmt Team
File: 2021/22 Budget

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: MARCH 9, 2021

RE: 2021/22 ORGANIZATIONAL FINANCIAL PLAN

1. FACTS

The enclosed budget (Draft-v1) is intended to be a working document to assist Council in establishing the fiscal priorities of the Town for 2021/22. Managers have incorporated CCP Actions, departmental needs and visioning exercises.

2. ISSUES AND OPTIONS ANALYSIS

The Town's 2021 assessment changes resulted in \$53,000 of additional revenue.

Mandatory expenses increased by \$72,300.

Our debt servicing increased by \$29,000.

Based on the 2021 assessments a \$0.01 tax rate increase will generate an additional \$29,901 of revenue. (Residential \$24,608, Commercial \$5,293)

Draft-v1 has unfunded operating expenditures of \$498,200. To fully fund this amount with the tax rate it would require a \$0.167 tax rate increase.

The notes for Fiscal Services includes reserve projections to March 31, 2021.

The Management Team will provide Departmental Overviews including CCP integration at the meeting.

3. FINANCIAL IMPACT

As noted above.

4. STRATEGIC PLAN RELEVANCE

- i. Community Structure: Direction regarding how the town will be structured and how land will be used.
- ii. Housing: Direction to support different types of housing development, tenant structures, and affordability.
- iii. Servicing and Facilities: Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.
- iv. Mobility: Direction for multi-modal transportation and demand management.
- v. Economic Development: Direction to support economic development.
- vi. Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.
- vii. Urban Design: Direction to enhance residents' and visitors' experience of the built environment.
- viii. Environment + Sustainability: Direction to foster environmental stewardship and adapt to climate change.
- ix. Culture and Recreation: Direction to support community life and assets in Lunenburg, including cultural identity, heritage interpretation, and the arts sector, as well as parks, open spaces, sports, and other activities.
- x. Governance: Direction to enhance internal and external relations through policies, procedures and resources.

5. RECOMMENDATION AND DRAFT MOTION

For Council's information and review.

Acknowledged only by:

Bea Renton
CAO

TOWN OF LUNENBURG
2021/22 DRAFT OPERATING AND CAPITAL BUDGETS

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Draft-v1

**Town of Lunenburg
2021/22 v1 Budget Summary**

	v1 Budget 2021/22	Approved Budget 2020/21	Difference %
Expenditures			
General Government Services	\$ 773,900	\$ 508,850	52.1%
Other Protective Services	958,100	914,800	4.7%
Fire Services	698,000	683,400	2.1%
Transportation Services	1,042,500	959,000	8.7%
Environmental Health Services	1,407,000	1,358,600	3.6%
Environmental Development Services	683,300	491,900	38.9%
Recreation & Cultural Services	806,700	788,300	2.3%
Fiscal Services	1,472,400	1,408,450	4.5%
	\$ 7,841,900	\$ 7,113,300	10.2%
Revenue			
Property Tax Revenue, including Sewer	\$ 6,414,700	\$ 6,229,000	3.0%
Non-tax Revenue			
Sales of Services	103,000	96,700	6.5%
Arena & Community Centre	240,000	249,700	-3.9%
Other Revenue - Own Sources	349,900	311,200	12.4%
Unconditional Transfers	50,100	50,100	0.0%
Conditional Transfers	186,000	176,600	5.3%
	\$ 7,343,700	\$ 7,113,300	3.2%
Unfunded Operating Expenditures	\$ 498,200	\$ -	

**Town of Lunenburg - Water Utility
2021/22 v1 Budget Summary**

	v1 Budget 2021/22	Approved Budget 2020/21	Difference %
Expenditures			
Source of Supply	\$ 118,700	\$ 109,900	8.0%
Pumping	59,800	56,100	6.6%
Water Treatment	337,000	313,350	7.5%
Transmission and Distribution	240,600	225,400	6.7%
Administration and General	465,700	435,450	6.9%
Depreciation	287,400	287,400	0.0%
Taxes	43,500	43,500	0.0%
Non-Operating Expenditures	88,400	175,400	-49.6%
	\$ 1,641,100	\$ 1,646,500	-0.3%
Revenue			
Operating Revenues	\$ 1,549,100	\$ 1,554,000	-0.3%
Other Revenue	92,000	92,500	-0.5%
	\$ 1,641,100	\$ 1,646,500	-0.3%
Unfunded Operating Expenditures	\$ -	\$ -	

**Town of Lunenburg - Electric Utility
2021/22 v1 Budget Summary**

	v1 Budget 2021/22	Approved Budget 2020/21	Difference %
Expenditures			
Power Purchases	\$ 5,248,700	\$ 5,352,300	-1.9%
Substations	69,300	78,400	-11.6%
Operations and Maintenance	401,100	394,600	1.6%
Transformers	48,900	48,700	0.4%
Meters	18,400	18,100	1.7%
General Overhead	24,400	24,450	-0.2%
Accounting	237,400	233,400	1.7%
General	356,700	344,050	3.7%
Office Supplies and Expenses	46,700	29,400	58.8%
Depreciation	184,500	184,500	0.0%
Debt Principal and Interest	128,000	132,600	-3.5%
	\$ 6,764,100	\$ 6,840,500	-1.1%
Revenue			
Operating Revenues	\$ 6,734,100	\$ 6,811,500	-1.1%
Other Revenue	30,000	29,000	3.4%
	\$ 6,764,100	\$ 6,840,500	-1.1%
Unfunded Operating Expenditures	\$ -	\$ -	

Draft-v1

**Town of Lunenburg
Draft 2021/22 Budget Information Summary**

Tax Revenue Increase from Assessment Changes	<u>\$53,000</u>
Changes in Mandatory Costs	
RCMP	\$40,200
Fire Protection Rate	(\$9,800)
Regional Housing	\$7,300
District School Board	<u>\$34,600</u>
	<u>\$72,300</u>
Increases in Debt Charges	
Debenture Principal (non-sewer)	\$25,400
Debenture Interest	<u>\$3,600</u>
	<u>\$29,000</u>
New Budget Items supporting CCP	
ANTI-RACISM SPECIAL COMMITTEE	\$9,500
ORGANIZATIONAL REVIEW	\$100,000
POLICY AND BYLAW REVIEW	\$100,000
PERFORMANCE INDICATORS	\$100,000
DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - SALARY	\$83,200
ECONOMIC & MARKETING MANAGER - SALARY	<u>\$91,000</u>
	<u>\$483,700</u>
Budget changes excluding above (core services)	<u>\$196,600</u>

Town of Lunenburg
Draft 2021/22 Tax Rate Change Income Generation Summary

<u>Tax Rate Change</u>	\$0.01	\$0.02	\$0.03	\$0.04	\$0.05	\$0.06	\$0.07	\$0.08
Additional Income from Residential Assessments	\$24,608	\$49,216	\$73,824	\$98,432	\$123,040	\$147,648	\$172,256	\$196,864
Additional Income from Commercial Assessments	\$5,293	\$10,586	\$15,879	\$21,172	\$26,465	\$31,758	\$37,051	\$42,344
Total additional income	\$29,901	\$59,802	\$89,703	\$119,604	\$149,505	\$179,406	\$209,307	\$239,208

<u>Tax Rate Change</u>	\$0.09	\$0.10	\$0.11	\$0.12	\$0.13	\$0.14	\$0.15	\$0.16	\$0.167
Additional Income from Residential Assessments	\$221,472	\$246,080	\$270,688	\$295,296	\$319,904	\$344,512	\$369,120	\$393,728	\$410,954
Additional Income from Commercial Assessments	\$47,637	\$52,930	\$58,223	\$63,516	\$68,809	\$74,102	\$79,395	\$84,688	\$88,393
Total additional income	\$269,109	\$299,010	\$328,911	\$358,812	\$388,713	\$418,614	\$448,515	\$478,416	\$499,347

Draft-v1

TOWN GENERAL - OPERATING REVENUE						
	ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTION	2019/20 ACTUAL
		TAXES				
		ASSESSABLE PROPERTY				
94,800	01-1-11-0000					
	01-1-11-1100	1 RESIDENTIAL TAXABLE ASSESSMENT	\$ 3,301,700	\$ 3,206,900	\$ 3,210,000	\$ 3,122,396
-		COMMERCIAL				
(51,600)	01-1-11-2100	1 COMM TAXABLE ASSESSMENT	1,391,800	1,443,400	1,453,000	1,346,863
11,300	01-1-11-2200	1 SEASONAL TOURIST BUSINESS	100,600	89,300	89,300	76,102
-		RESOURCE				
3,600	01-1-11-5100	1 RESOURCE TAXABLE ASSESSMENT	10,300	6,700	6,700	6,890
58,100			4,804,400	4,746,300	4,759,000	4,552,251
-		SPECIAL ASSESSMENTS				
-		FRONTAGE RATES				
54,700	01-1-12-1000					
	01-1-12-9100	2 SEWER ANNUAL CHARGES	1,159,500	1,104,800	1,157,000	953,590
-		OTHER TAXES				
75,000	01-1-19-1100	DEED TRANSFER TAX	175,000	100,000	220,000	188,631
			1,334,500	1,204,800	1,377,000	1,142,221
-		BUSINESS PROPERTY				
-	01-1-14-2100	3 BASED ON REVENUE - BELL ALIANT	18,000	18,000	18,100	17,983
3,000	01-1-62-8800	3.1 HST OFFSET GRANT	22,000	19,000	24,100	27,825
			40,000	37,000	42,200	45,808
		DEPARTMENT TOTAL	\$ 6,178,900	\$ 5,988,100	\$ 6,178,200	\$ 5,740,280
-		GRANTS IN LIEU OF TAXES				
-		PROVINCIAL GOVERNMENT				
-	01-1-23-0000					
	01-1-23-1200	5 DEPT. OF TRANSPORTATION	\$ 700	\$ 700	\$ 700	\$ 406
(5,100)	01-1-23-1300	5 HER MAJESTY THE QUEEN	230,100	235,200	235,200	231,775
-	01-1-23-3100	5 FIRE PROTECTION - MUSEUM/SCHOOL	5,000	5,000	5,000	5,019
		DEPARTMENT TOTAL	\$ 235,800	\$ 240,900	\$ 240,900	\$ 237,200
-		SALES OF SERVICES				
-		GENERAL GOV'T SERVICES				
2,700	01-1-41-0000					
	01-1-41-0200	6 TAX CERTIFICATE FEES	\$ 5,000	\$ 2,300	\$ 5,200	\$ 3,865
-	01-1-41-0210	6 MORTGAGE COMPANY SERVICE CHARGE	4,000	4,000	3,700	3,913
			9,000	6,300	8,900	7,778
-		ENVIRONMENTAL HEALTH SERVICES				
-	01-1-44-0115	7 REGION 6 DIVERSION/MAP	14,000	14,000	14,000	15,941
-	01-1-44-0110	SALE OF COMPOSTAINERS	100	100	100	-
			14,100	14,100	14,100	15,941
-		ENVIRONMENTAL DEVELOP. SERVICES				
3,800	01-1-46-0100	6 ZONING PERMITS & CERTIFICATES	4,500	700	1,500	1,698
-		RECREATION & CULTURAL SERVICES				
(150)	01-1-47-0100	LIBRARY PHOTOCOPY REVENUE	300	450	200	337
(50)	01-1-47-0200	POSTER/ CD SALES	-	50	-	-
			300	500	200	337
-		PROTECTIVE SERVICES				
-	01-1-42-0200	6 FIRE SERVICES (RENTAL REVENUE)	100	100	-	-
			100	100	-	-
-		TRANSPORTATION SERVICES				
-	01-1-43-0100	6 PW - LABOUR/EQUIPMENT (CHARGE-OUT)	25,000	25,000	25,000	34,300
-	01-1-43-0200	6 PARKING METER REVENUE	50,000	50,000	42,000	138,683
			75,000	75,000	67,000	172,983
			\$ 103,000	\$ 96,700	\$ 91,700	\$ 198,737

TOWN GENERAL - OPERATING REVENUE							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTION	2019/20 ACTUAL
-	LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA						
-	ADMISSIONS						
-	ARENA						
500	01-1-47-1030	8	PUBLIC SKATING	\$ 6,500	\$ 6,000	\$ 6,500	\$ 6,152
-	COMMUNITY CENTRE						
-	01-1-47-1110	9	PROGRAM FEES				
-	01-1-47-1110		Drop-in Sport Programs	3,000	3,000	3,000	5,626
(600)	01-1-47-1120		Weight Room Fees	1,000	1,600	700	2,647
3,100	01-1-47-1130		Fitness Classes	8,000	4,900	7,200	9,268
				18,500	15,500	17,400	23,693
-	RENTALS						
-	ARENA						
-	01-1-47-2020	10	SKATE SHARPENING	500	500	500	524
-	01-1-47-2030	11	CANTEEN CONCESSION	-	-	-	13
(10,000)	01-1-47-2040	12	MINOR HOCKEY	63,000	73,000	47,500	63,345
-	01-1-47-2050	13	HOCKEY, OTHER & PRACTICES	45,000	45,000	45,900	35,849
-	01-1-47-2070	15	SCHOOL SKATING	6,000	6,000	3,500	6,566
-	01-1-47-2080	16	OTHER SKATING	1,500	1,500	1,000	1,230
1,000	01-1-47-2090	17	SUMMER RENTALS	1,000	-	-	4,284
5,000	01-1-47-2091	17b	FARMER'S MARKET (SPRING/SUMMER)	5,000	-	6,400	4,781
2,000	01-1-47-2095	18	SIGN RENTALS	6,000	4,000	6,700	6,128
(100)	01-1-47-3060	19	VENDING MACHINE-GUMBALL	100	200	-	157
-	COMMUNITY CENTRE						
(1,000)	01-1-47-3020	20	AUDITORIUM RENTALS	9,000	10,000	8,200	23,415
1,500	01-1-47-3021	20b	FARMER'S MARKET (FALL/WINTER)	9,000	7,500	6,600	8,960
(1,500)	01-1-47-3030	21	MEETING ROOM/FITNESS STUDIO RENTALS	2,000	3,500	1,000	5,564
1,500	01-1-47-3040	22	GROUND RENTAL	1,500	-	1,800	964
				149,600	151,200	129,100	161,780
-	RENTAL - DISTRICT SCHOOL BOARD						
(1,100)	01-1-47-4010	24	AUDITORIUM/GROUNDS	31,500	32,600	31,300	30,049
-	GRANTS - MUNICIPALITIES						
-	01-1-47-5050	26	OPERATING GRANT - MODL	40,000	40,000	40,000	30,000
(10,000)	01-1-47-5051		CAPITAL GRANT - MODL (Community Centre Roof)	-	10,000	-	-
				40,000	50,000	40,000	30,000
-	GRANTS - NS SPORT COMM.						
-	01-1-47-7010	28	PROGRAM GRANTS (After the Bell)	-	-	-	7,424
-	MISCELLANEOUS REVENUE						
-	01-1-47-8010		INTEREST	-	-	-	311
-	01-1-47-8015		MISCELLANEOUS	400	400	400	660
				400	400	400	971
	TOTAL REVENUE - LWMCC & ARENA			\$ 240,000	\$ 249,700	\$ 218,200	\$ 253,917

TOWN GENERAL - OPERATING REVENUE						
	ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTION	2019/20 ACTUAL
-		<u>OTHER REVENUE/OWN SOURCES</u>				
-	01-1-51-0000	<u>LICENSES AND PERMITS</u>				
-	01-1-51-4100	TAXI LICENSES	\$ 100	\$ 100	\$ 100	\$ 271
(200)	01-1-51-6100	31 DOG LICENSES	1,000	1,200	300	915
5,000	01-1-51-7100	31 BUILDING PERMITS	10,000	5,000	10,500	8,923
700	01-1-51-9100	OTHER LICENSES & PERMITS	2,000	1,300	1,500	3,539
			13,100	7,600	12,400	13,648
-		<u>FINES</u>				
(1,500)	01-1-52-0100	6 FINES-PARKING METER	1,000	2,500	700	6,956
(1,500)	01-1-52-0200	31 FINES-COURT FINES	2,000	3,500	1,400	8,512
			3,000	6,000	2,100	15,468
-		<u>RENTALS</u>				
	01-1-53-0050	RENTALS - BAND STAND	1,000	-	1,000	
6,000	01-1-53-0100	31 RENTALS AND LEASES	67,000	61,000	61,000	70,659
13,400	01-1-53-0110	31 RENTALS AND LEASES - Lun Academy	200,000	186,600	180,500	195,440
			268,000	247,600	242,500	266,099
-		<u>RETURN ON INVESTMENTS</u>				
(7,000)	01-1-55-9100	31 BANK INTEREST	5,000	12,000	8,000	19,289
-		<u>PENALTIES & INTEREST ON TAXES</u>				
22,500	01-1-56-2100	31 INTEREST ON TAXES	60,000	37,500	60,000	78,826
-		<u>MISCELLANEOUS</u>				
-	01-1-59-0050	PIN & FLAG SALES/ETC.	500	500	300	857
-		INSURANCE SETTLEMENTS	-	-	800	48,559
300	01-1-59-0100	31 DONATIONS	300	-	-	2,950
			800	500	1,100	52,366
			\$ 349,900	\$ 311,200	\$ 326,100	\$ 445,696
-		<u>DEPARTMENT OF MUNICIPAL AFFAIRS</u>				
-	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	113
			\$ 50,100	\$ 50,100	\$ 50,100	\$ 50,113
-		<u>CONDITIONAL TRANSFERS/FED. OR PROV. GOV'TS</u>				
-		FEDERAL GOVERNMENT				
100	01-1-71-7500	CANADA DAY GRANT	\$ 800	\$ 700	\$ 700	\$ -
			800	700	700	-
-		PROVINCIAL GOVERNMENT				
-		<u>PROTECTIVE SERVICES</u>				
-	01-1-75-2500	CIVIC ADDRESSING PROV GRANT	1,000	1,000	1,000	1,000
		COVID-19 SAFE RESTART FUNDING	-	-	287,900	-
			1,000	1,000	288,900	1,000
			\$ 1,800	\$ 1,700	\$ 289,600	\$ 1,000
-		<u>CONDITIONAL TRANSFERS/OTHER LOCAL GOV'T</u>				
		TRANSFER FROM RESERVES-LAFF/SURPLUS	\$ -	\$ -	\$ -	\$ 2,997
9,300	01-1-89-9900	33 DISTRICTS 1 & 2 FIRE COMMISSION	184,200	174,900	170,800	159,082
			\$ 184,200	\$ 174,900	\$ 170,800	\$ 162,079
		TOTAL REVENUE	\$ 7,343,700	\$ 7,113,300	\$ 7,565,600	\$ 7,089,022
		NON PROPERTY TAX REVENUE	\$ 2,308,500	\$ 2,131,100	\$ 2,570,700	\$ 2,304,590
		CHANGE IN NON PROPERTY TAX REVENUE	8.3%			

NOTES TO TOWN REVENUE ESTIMATES

1. 2020-21 Tax Revenues

2021/22 Tax Rates:

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

Historical Tax Rate Information

	Residential	Commercial
2020/21	\$1.346	\$3.318
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

PROPOSED RATES FOR 2021/22 WITH RESERVE TRANSFER			
Classification	2021/22 Proposed Rate	2020/21 Approved Rate	Yearly Increase
Dwelling Unit	\$496.10	\$494.60	0.30% or \$1.50 per dwelling unit
Commercial Rate	47.40¢/100 of Assessment	47.26¢/100 of Assessment	0.30%
Churches - quarterly	\$291.36	\$290.49	0.30%

Sewer Revenue Contribution Comparison			
	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
Residential	56.6%	60.0%	57.0%
Commercial	42.8%	39.4%	42.4%
Churches	0.6%	0.6%	0.6%

High Liner sewer rates are set by a negotiated contract.

The Sewer revenue is used to offset sewer operating costs, debt principal payment and sewer reserve transfers for future capital projects.

2021/22 Sewer Costs & Funding

Collection & Disposal Estimate	\$1,013,200
Debt Repayment – Principal (see: Fiscal Services)	83,300
Reserve Transfer (future Capital)	<u>63,000</u>
Total Costs	<u>\$1,159,500</u>

Funding (Based on proposed 2021/22 rates and 2021 assessments)

Sewer Rates	<u>\$1,159,500</u>
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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.

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. The current fee for this service is \$10 per account listing. This fee should be adjusted by \$5 every five years, next increase will be in fiscal 2024/25.

#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

Amount included is for replacement parts and batteries for approximately 240 meters. Supplies include coin wrappers and tickets. Parking Meter Revenue and Expenses – current rates approved by Council in June 2019

<u>Revenue</u>	
Parking Meters	\$50,000
Parking Fines	<u>1,000</u>
	<u>51,000</u>
<u>Expenses</u>	
Public Works labour for coin collection	4,000
Administrative labour	4,300
Repairs, maintenance & supplies	15,000
Advertising	0
Interest on capital loan	<u>100</u>
	<u>23,400</u>
Net Revenue	<u>\$27,600</u>

By-law Enforcement costs NIL
(See: Other Protective Services Budget)

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

Fee Review - per Feb.9/21 Council report

Planning Application Fees to be raised from \$249.15 to \$750 plus \$700 advertising deposit (partially refunded at end if surplus). \$750 same as East Hants. Better reflect the actual cost of processing an application (time, legal input, public engagement, mapping, etc.)

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 for 2021/22 have not been adjusted for 2020 CPI of 0.3% to encourage participation at a time of many recreation restrictions due to COVID-19.

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

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

In addition to regular public skates staff are proposing special toonie “pop-up” skates during unused/available rental space. Recreation Director seeking authority to approve these toonie “pop-up” skates to encourage more users.

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

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

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 2020/21 approved rates and anticipated COVID-19 restrictions.

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

Revenues from various gentlemen hockey leagues and teams. Estimate based on 2020/21 approved rates and anticipated COVID-19 restrictions.

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 per fee schedule. Any sponsorship of the Olympia is included in this account.

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

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 parking spaces. Lease period July 1 to June 30 with 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	\$251,910	
2020/21	\$309,000	Projected
2021/22	\$284,900	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 requested \$40,000 for this fiscal year.

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 0.3% CPI effective April 1, 2021.

#01-1-51-6100 Dog Licenses

Dog license revenue is estimated based on approved fees.

#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, 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 1.5% 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			
		2021/22 Proposed Rates	
		<u>Tax incl RATE</u>	
Community Centre			
Meeting/Fitness rooms	/hr	29.00	
Auditorium only - full day*		346.00	
New Year's Eve*		672.00	
Recreational Use - auditorium only	/hr	36.00	
Recreational Use - auditorium & kitchen	/hr	46.00	
Kitchen - full day		177.00	
Arena Ice Time			
		Resurfacers Surcharge	Base Rate
Prime	/hr	4.00	175.00
Non Prime	/hr	4.00	147.00
Youth & Schools	/hr	4.00	147.00
Mornings - not including March Break (8:00am to 12:00pm M-F)	/hr	4.00	112.00
Arena Summer Rentals			
Per Hour		69.00	
Per Day		661.00	
Arena Sign Rentals			
Display Signs (4'x8')		250.00	
Ice Resurfacers Signs (per side)		750.00	
In Ice Ads		267.00	
Public Skating			
Youth		3.00	
Youth Season Pass		83.00	
Adult		4.00	
Adult Season Pass		107.00	
Family Season Pass		144.00	
Pop-up Public Skates		2.00	
Skate Sharpening		5.00	
Caravans			
With electrical hook-up	/day	27.00	
Without hook-up	/day	22.00	
Commercial hook-ups	/day	33.00	
Field Rentals			
<i>Softball Field</i>			
Per season (per team)		207.00	
Per game		13.00	
Per season - Youth (per team)		97.00	
<i>Soccer Field</i>			
Per Game		32.00	
Per Season (per team)		280.00	
Per Season - Youth (per team)		172.00	
<i>Track</i>			
Full Day		177.00	
Fitness Program	/mo	43.00	
Weight Room	/mo	43.00	
Weight Room - purchased in 4 month block		150.00	
Weight Room - youth rate per month		10.00	
Weight Room Key Deposit		40.00	
Sr. Fitness	/session (15 weeks)	75.00	
Drop in fee - badminton		5.00	
Drop in fee - pickle ball		3.00	
Bandstand			
Per Day		69.00	

N.B. - NS 2020 CPI = 0.3%. - rates not adjusted in 2021/22 due to low CPI and Covid impacts

*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							
				2021/22	2020/21	2020/21	2019/20
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
			GENERAL GOV'T SERVICES				
			LEGISLATIVE				
400	01-2-11-1100	1	MAYOR - HONORARIUM	\$ 9,500	\$ 9,100	\$ 9,100	\$ 8,624
600	01-2-11-3100	1	COUNCILLORS - HONORARIUM	31,200	30,600	30,600	29,400
(500)	01-2-11-3200		MAYOR & COUNCILLORS MEETING TRAVEL	-	500	200	483
-	01-2-11-9100	2	OTHER LEGISLATIVE EXPENSE	4,000	4,000	4,500	3,921
-	01-2-11-9200	3	MEETING PAY STAFF	-	-	-	973
9,500	01-2-11-9210	4	ANTI-RACISM SPECIAL COMMITTEE	9,500	-	-	-
3,800	01-2-11-9300	5	COUNCIL CONFERENCES & TRAINING	3,800	-	-	2,898
			SECTION TOTAL	58,000	44,200	44,400	46,299
			GENERAL ADMINISTRATIVE				
			OFFICE BUILDING				
-	01-2-12-1410	6	JANITORIAL CONTRACT	8,100	8,100	6,000	7,796
(1,400)	01-2-12-1420		FUEL	13,000	14,400	13,000	13,939
-	01-2-12-1430		ELECTRICITY	8,500	8,500	8,500	8,460
-	01-2-12-1440		WATER	1,000	1,000	1,200	874
200	01-2-12-1445	7	SEWER	2,300	2,100	2,300	2,021
(2,300)	01-2-12-1450		INSURANCE (TOWN HALL)	9,900	12,200	9,000	12,211
-	01-2-12-1460	8	JANITOR SUPPLIES	1,200	1,200	2,400	2,095
-	01-2-12-1470	9	MAINTENANCE & REPAIRS	20,000	20,000	20,000	12,471
			FINANCIAL MANAGEMENT				
1,200	01-2-12-2200	10	ACCOUNTING SALARIES	30,400	29,200	29,200	28,600
-	01-2-12-2700		PAYROLL ADMIN CHARGES	1,400	1,400	1,400	1,434
-	01-2-12-2800	11	BANKING CHARGES	1,800	1,800	1,800	1,195
-			INTEREST ON CAPITAL LOAN				
(900)	01-2-12-2850	12	INTEREST ON CAPITAL LOAN	600	1,500	1,500	1,870
-			LEGAL AND OTHER PROFESSIONAL FEES				
-	01-2-12-1500	13	SOLICITORS	6,000	6,000	6,000	5,153
(500)	01-2-12-2500		AUDIT FEES	6,500	7,000	6,500	7,528
100,000	01-2-12-25xx	14	ORGANIZATIONAL REVIEW	100,000	-	-	-
100,000	01-2-12-25xx	15	POLICY AND BYLAW REVIEW	100,000	-	-	-
100,000	01-2-12-25xx	16	PERFORMANCE INDICATORS	100,000	-	-	-
-			TAXATION				
-	01-2-12-4300	17	TAX EXEMPTIONS - INDIVIDUALS	8,000	8,000	4,000	3,833
(900)	01-2-12-4350	18	TAX EXEMPTIONS (SECTION 71)	34,900	35,800	35,300	34,505
-			COMMON SERVICES				
-	01-2-12-6000	19	ASSESSMENT COSTS	48,000	48,000	48,000	47,721
			VALUATION AND ALLOWANCES				
-	01-2-82-1100		UNCOLLECTIBLE TAXES & SUNDRIES	-	-	-	-
			OTHER GENERAL ADMIN. SERVICES				
400	01-2-12-9009	20	ACCESSIBILITY PLAN DEVELOPMENT	2,400	2,000	2,000	-
-	01-2-12-9010	21	ADVERTISING	500	500	1,700	515
-	01-2-12-9020		STATIONERY & SUPPLIES	1,900	1,900	1,900	1,385
-	01-2-12-9030	22	POSTAGE	2,200	2,200	2,200	2,086
-	01-2-12-9040	23	TELEPHONE	2,400	2,400	2,400	1,852
900	01-2-12-9050		COMPUTER MAINTENANCE	4,400	3,500	3,500	3,482
				515,400	218,700	209,800	201,026
-			SALARIES AND BENEFITS				
6,300	01-2-12-1100	24	SALARIES - CORPORATE SERVICES STAFF	107,400	101,100	101,100	107,100
300	01-2-19-9010	25	WORKERS COMPENSATION	4,700	4,400	4,400	3,000
900	01-2-19-9030	26	EMPLOYMENT BENEFITS: CPP/EI	14,400	13,500	13,500	12,000
200	01-2-19-9050		TOWN PENSION/RRSP	11,700	11,500	11,500	9,500
(500)	01-2-19-9060	27	MEDICAL PLAN	16,000	16,500	16,500	15,700
-	01-2-19-9070		HOLIDAY AND LONG SERVICE AWARDS	500	500	1,000	622
(4,000)	01-2-19-9090	28	OTHER EMPLOYMENT BENEFITS	12,000	16,000	16,000	19,605
				166,700	163,500	164,000	167,527
			OTHER GENERAL GOV'T SERVICES				
			ELEC. PLEB. & RATEPAYERS MEETINGS				
(48,000)	01-2-19-1100	29	ELECTIONS, PLEBISCITES, ETC.	-	48,000	33,500	-
			GEN. ACC. & DAMAGE LIABILITY CLAIMS				
(650)	01-2-19-3100		LIABILITY INSURANCE & CLAIM	8,500	9,150	7,700	8,608
			GRANTS - ORG. AND INDIVIDUALS				
-	01-2-19-5100	30	GRANTS TO ORGANIZATIONS	20,000	20,000	18,400	21,471
			OTHER GENERAL SERVICES				
-	01-2-19-9080	31	SUBSCRIPTIONS & MEMBERSHIPS	5,300	5,300	5,300	5,494
			DEPARTMENT TOTAL	\$ 773,900	\$ 508,850	\$ 483,100	\$ 450,425
			Budget Change	\$ 265,050			
				52.1%			

NOTES TO GENERAL GOVERNMENT SERVICES BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

1. Annual Council honorariums:

	Effective Nov. 1, 2020	Effective Nov. 1, 2021
Mayor	\$30,320	\$30,411
Deputy Mayor	\$24,254	\$24,327
Councillors	\$15,046	\$15,091

Per November 2014 motion Council honorariums are adjusted by NS-CPI for the preceding calendar year effective each November 1st.

A portion of Council Honorariums are allocated to the General Government Services budget:

	<u>Position</u>	<u>Allocation</u>
01-2-11-1100	Mayor (30%)	\$ 9,500
01-2-11-3100	Council (30%)	<u>31,200</u>
		<u>\$40,700</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	\$ 500
Ads Council	500
Memorials/Flowers	500
Telephone (1/3)	1,500
Remembrance Day Wreaths	100
Council Printing/Office Supplies	<u>900</u>
	<u>\$4,000</u>

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

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

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

4. #01-2-11-9210 Anti-Racism Special Committee

For voting special committee member honorariums (6 x \$225/member = \$1,350), training/facilitation (\$7,500) and miscellaneous supplies (\$650).

5. #01-2-11-9300 Council Conferences & Training

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

Total budget \$15,000

N.B. - \$11,300 will be allocated to the Electric and Water Utility budgets, approximately 75%.

6. #01-2-12-1410 Janitorial Contract

Includes contract costs for the Town Hall.

7. #01-2-12-1445 Sewer

Sewer rates have been budgeted at the 2020/21 approved rates. The assessment for the Town Hall for 2021 is \$495,450. (AAN 04647327)

8. #01-2-12-1460 Janitor's Supplies

Estimate based on anticipated need.

9. #01-2-12-1470 Maintenance and Repairs – Town Hall

Test Fire Extinguishers	\$ 100
Monitor Fire Alarm & Burglar Alarm	1,300
Sprinkler System (test)	600
Furnace Maintenance (cleaning, etc.)	1,600
Clean & Repair Rain Gutters	1,400
General Building Repairs	<u>15,000</u>
	<u>\$ 20,000</u>

10. #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.

11. #01-2-12-2800 Banking Charges

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

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

Interest on capital loans related to Town Hall capital projects.

13. #01-2-12-1500 Solicitors

Town Solicitor fees for legal advice. Legal services for other departments appear under each department. Estimate based on anticipated need.

14. #01-2-12-25xx Organizational Review

Organizational review – CCP Direction - Governance, CCP Section 11.1 Internal Operations (a) Undertake an organizational review that will identify changes required for enabling implementation of the CCP.

15. #01-2-12-25xx Policy and Bylaw Review

Policy and Bylaw Review – CCP Direction - Governance – Section 11.1 Procurement of legal and drafting services to update all policies and bylaws to reflect CCP actions.

16. #01-2-12-25xx Performance Indicators

CCP Direction - Governance, CCP Section 11.1 Internal Operations (e). Identify performance indicators and appropriate measurements to annually evaluate activities of the municipality. Possible path (cost est. \$10,000 to \$100,000):

- a. Education or purpose, methods of developmental evaluation by consultant
- b. RFP – begin work on performance measures, gather data

17. #01-2-12-4300 Tax Exemptions – Individuals

There were 11 exemptions granted in 2020/21 totalling \$3,933. Exemption criteria is based on gross income and 2021/22 exemption levels and amounts are shown below. Each year the income levels are to be adjusted by the previous year's NS-CPI. The 2020 NS-CPI is 0.3%.

<u>Gross Household Income</u>	<u>Exemption</u>
\$19,180 or less	\$500
\$19,181 - \$20,246	\$400
\$20,247 - \$21,311	\$300
\$21,312 - \$22,377	\$200
Over \$22,377	NIL

18. #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 2021 assessments and approved 2020/21 tax rates of \$1.346 residential and \$3.318 commercial.

Lunenburg Swimming Pool	\$ 3,421
Tourist Bureau	15,283
Lunenburg Curling Club	4,094
Lunenburg Heritage Society	5,184
Lunenburg Day Care	6,908
	<u>\$ 34,890</u>

19. #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 municipalities in the province.

20. #01-2-12-9009 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which developed an Accessibility Plan over the 2020/21 fiscal year. It is proposed that the five units will hire a full-time accessibility co-ordinator. It is estimated that Lunenburg's share of this position will be \$7,000 in fiscal 2021/22. 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.

21. #01-2-12-9010 Advertising

Estimate based on projected need.

22. #01-2-12-9030 Postage

Estimate based on anticipated need.

23. #01-2-12-9040 Telephone

Estimated based on previous year actuals.

24. #01-2-12-1100 Salaries – Corporate Services Staff

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy. Allocations include General Government Services, Planning & Heritage, Parking Meters, Community Centre, Water and Electric Utilities.

25. #01-2-19-9010 Workers Compensation

The Town's 2021 rate is \$2.43/\$100 an increase from \$2.28/\$100 in 2020.

26. #01-2-19-9030 Employment Benefits EI and CPP

EI rates for 2021 are 1.58% of insurable earnings. The maximum contribution level has increased to \$56,300. CPP rates is 5.45% of pensionable earnings, the maximum earnings has increased to \$61,600 in 2021.

27. #01-2-19-9060 Medical Plan

Based on current rates.

28. #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.

29. #01-2-19-1100 Municipal Election

Next Municipal Election to be held in 2024. In the Fiscal Services budget there is a provision for a reserve transfer to offset the cost of the 2024 election. See the Fiscal Services notes for additional details.

30. #01-2-19-5100 Requests/Grants

Application deadline is March 31, 2021

The listing of the approved 2021/22 Grants will be posted to the Town's website when approved by Council. <https://www.explorelunenburg.ca/finances-and-tax-rates.html>

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

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.

31. #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							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL
			POLICE PROTECTION				
40,200	01-2-21-1000	1	RCMP	\$ 855,700	\$ 815,500	\$ 815,500	\$ 794,696
-	01-2-21-1100	2	DNA CASEWORK ANALYSIS (RCMP)	2,400	2,400	2,200	2,206
-			SECTION TOTAL	858,100	817,900	817,700	796,902
-			BY-LAW ENFORCEMENT				
-			<u>LEGAL</u>				
-	01-2-22-6010	3	PROSECUTING ATTORNEY	2,000	2,000	2,000	2,025
700	01-2-22-6020		TOWN OF LUNENBURG BY-LAWS	5,500	4,800	5,500	5,658
-			<u>SALARIES & BENEFITS</u>				
-	01-2-22-9010	4	BY-LAW ENFORCEMENT OFFICER	-	-	-	3,148
-			<u>SUPPLIES & EXPENSE</u>				
(500)	01-2-22-9120	5	SUPPLIES	-	500	-	-
-			<u>TRANSFER TO CORRECTION SERVICES</u>				
-	01-2-22-9200	6	PROVINCIAL CORRECTIONS FACILITIES	42,000	42,000	41,200	41,077
-			SECTION TOTAL	49,500	49,300	48,700	51,908
-			EMERGENCY MEASURES				
2,000	01-2-25-1100	7	EMERGENCY MANAGEMENT PLANNING	11,000	9,000	15,000	11,603
-			SECTION TOTAL	11,000	9,000	15,000	11,603
-			PROTECTIVE INSPECTIONS				
-			<u>BUILDING INSPECTION</u>				
-	01-2-29-2010		BUILDING INSPECTOR - CONTRACT	18,000	18,000	18,800	18,812
-	01-2-29-2040		SUPPLIES	4,600	4,600	4,600	5,143
-	01-2-29-2045		LIABILITY INSURANCE	400	400	400	400
-	01-2-29-2050		LEGAL SERVICES	2,000	2,000	1,000	845
-	01-2-29-2080		ADVERTISING	100	100	-	-
-			SECTION TOTAL	25,100	25,100	24,800	25,200
-			<u>FIRE INSPECTION</u>				
4,500	01-2-29-2110		FIRE INSPECTOR - CONTRACT	12,000	7,500	7,500	7,264
(200)	01-2-29-2130		WORKERS' COMPENSATION	-	200	100	-
(1,000)	01-2-29-2140		SUPPLIES	500	1,500	500	350
-	01-2-29-2145		LIABILITY INSURANCE	400	400	400	400
-	01-2-29-2150		LEGAL SERVICES	400	400	400	189
(1,200)	01-2-29-2170		TRAINING & MEMBERSHIPS	-	1,200	1,400	1,105
-	01-2-29-2180		ADVERTISING	100	100	-	-
-			SECTION TOTAL	13,400	11,300	10,300	9,308
-			ANIMAL AND PEST CONTROL				
-	01-2-29-3100		STRAY ANIMALS	1,000	1,000	1,000	-
-			OTHER				
(1,200)	01-2-29-9100		UNSIGHTLY/DANGEROUS BUILDINGS	-	1,200	-	1,284
-			SECTION TOTAL	1,000	2,200	1,000	1,284
			DEPARTMENT TOTAL	\$ 958,100	\$ 914,800	\$ 917,500	\$ 896,205
			Budget Change	\$ 43,300			
				4.7%			

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
2021/22 (4.93% increase)	\$855,700

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**

No amount has been included in the current year's budget due to the impacts of COVID-19.

5. **#01-2-22-9120 Supplies**

Estimate usually includes the purchase of parking tickets, however no budget amount has been included this year.

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.

Municipal Costs		
2017/18	\$41,429	
2018/19	\$41,052	
2019/20	\$41,077	
2020/21	\$41,236	
2021/22	\$42,000	budget

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

Equipment, Supplies, Training, Conferences and Travel	\$2,300
TMR Airtime Package	400
Cell phones	200
EMO Coordinator honorarium	1,300
Regional Emergency Management Organization	6,800
	\$11,000

8. **Revenue Sources**

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

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

FIRE PROTECTION EXPENDITURE BUDGET

			2021/22	2020/21	2020/21	2019/20
ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
<u>ADMINISTRATION</u>						
-	01-2-24-1100	1 FIRE PREVENTION & ADVERTISING	\$ 1,700	\$ 1,700	\$ 1,100	\$ 1,723
100	01-2-24-1200	2 COUNCIL HONORARIUMS & STAFF MEETING PAY	4,700	4,600	4,600	4,192
(1,200)	01-2-24-1300	3 LIABILITY INSURANCE	8,400	9,600	7,700	9,600
-	01-2-24-1350	4 LEGAL SERVICES *	800	800	800	2,862
-	01-2-24-1510	5 ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530
-	01-2-24-1520	6 CONVENTIONS - CHIEF	-	-	-	1,497
500	01-2-24-1620	EMPLOYMENT BENEFITS	5,500	5,000	5,000	6,124
-	01-2-24-1650	MEDICAL PLAN	1,100	1,100	1,100	710
500	01-2-24-1700	7 OFFICE SUPPLIES & IT SERVICES	2,000	1,500	1,500	2,243
<u>FIRE FIGHTING FORCE</u>						
(100)	01-2-24-1400	8 WORKERS COMP. (Super, Substitutes & Standby)	1,400	1,500	1,200	729
(1,200)	01-2-24-1420	8 WORKERS COMP. - FIREFIGHTERS	6,400	7,600	7,600	6,530
4,400	01-2-24-2010	9 SUPERINTENDENT	54,900	50,500	50,500	44,481
-	01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	600	600	600	-
-	01-2-24-2020	10 STORM STAND-BY	2,100	2,100	2,100	2,415
200	01-2-24-2030	11 HONORARIUMS - FIREFIGHTERS	50,600	50,400	50,400	49,354
<u>WATER SUPPLY AND HYDRANTS</u>						
(9,800)	01-2-24-5100	12 FIRE PROTECTION RATES *	331,000	340,800	340,800	325,360
<u>TRAINING</u>						
2,000	01-2-24-6020	13 TRAINING	17,000	15,000	15,000	13,195
<u>FIRE STATIONS & BUILDINGS</u>						
-	01-2-24-3010	14 TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,900	1,469
400	01-2-24-7010	15 ANSWERING SERVICE	9,100	8,700	8,900	8,715
-	01-2-24-7020	16 TELEPHONE	5,000	5,000	5,000	5,001
-	01-2-24-7025	17 DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,144
(7,100)	01-2-24-7030	18 HEATING FUEL	10,000	17,100	10,000	15,031
(1,700)	01-2-24-7040	19 INSURANCE - BUILDING	6,200	7,900	5,600	7,860
2,000	01-2-24-7050	20 ELECTRICITY	17,000	15,000	14,000	12,762
-	01-2-24-7060	21 WATER	2,300	2,300	2,300	2,187
1,200	01-2-24-7065	22 SEWER	9,900	8,700	9,900	8,728
500	01-2-24-7070	23 JANITOR SUPPLIES	2,500	2,000	2,500	2,204
9,000	01-2-24-7080	24 REPAIRS TO BUILDING	19,000	10,000	10,000	18,227
<u>FIRE FIGHTING EQUIPMENT</u>						
6,800	01-2-24-7090	25 INTEREST ON CAPITAL LOAN *	15,600	8,800	8,800	9,608
-	01-2-24-8010	26 VEHICLE/EQUIP. MAINT. CONTRACT	13,600	13,600	13,600	7,477
-	01-2-24-8020	27 GAS AND SUPPLIES	6,700	6,700	6,700	6,513
-	01-2-24-8031	28 REPAIRS #1 2015	5,000	5,000	5,200	5,438
-	01-2-24-8032	28 REPAIRS #2 2020 ENGINE	4,000	4,000	4,000	539
1,500	01-2-24-8033	28 REPAIRS #3 '10 ENGINE	5,000	3,500	3,500	5,248
-	01-2-24-8034	28 REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	1,500	443
(500)	01-2-24-8035	28 REPAIRS #5 '00 TANKER	-	500	1,200	5,734
-	01-2-24-8036	28 REPAIRS #6 '02 TANKER	4,000	4,000	4,000	2,756
-	01-2-24-8037	28 REPAIRS #7 '99 UTILITY	2,000	2,000	2,000	2,786
1,000	01-2-24-8038	28 REPAIRS #8 BOAT & TRAILER	3,000	2,000	2,000	621
5,100	01-2-24-8040	29 INSURANCE ON TRUCKS/EQUIPMENT	14,500	9,400	13,000	9,415
-	01-2-24-8050	30 HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	14,890
-	01-2-24-8051	31 PPE - PERSONAL PROTECTIVE EQUIPMENT	12,000	12,000	12,000	2,854
-	01-2-24-8060	32 GENERAL EQUIPMENT REPAIR	7,000	7,000	7,000	5,834
-	01-2-24-8080	33 REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	5,000	1,833
1,000	01-2-24-8090	34 RADIO AND PAGING REPAIRS	2,000	1,000	1,700	965
<u>OTHER</u>						
-	01-2-24-9040	35 MEDICAL EXPENSES	1,500	1,500	1,500	1,781
-	01-2-24-9045	36 FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	1,000	2,500
-	01-2-24-9050	37 RENTAL - BLUE STORAGE BUILDING	600	600	600	600
DEPARTMENT TOTAL			\$ 698,000	\$ 683,400	\$ 675,800	\$ 643,708
*Non-shareable expense						
BUDGET REVENUE			2021/22	2020/21	2020/21	2019/20
Dist 1&2 Cost Sharing						
Dept Total			\$ 698,000	\$ 683,400	\$ 675,800	\$ 643,708
Less: Honorariums & Meeting Pay			(4,700)	(4,600)	(4,600)	(4,192)
Legal			(800)	(800)	(800)	(2,862)
Fire Protection Rates			(331,000)	(340,800)	(340,800)	(325,360)
Interest			(15,600)	(8,800)	(8,800)	(9,608)
			345,900	328,400	320,800	301,686
Dist Share @ 50%			172,950	164,200	160,400	150,843
Add: 6.5% Administration			11,242	10,673	10,426	9,805
			\$ 184,190	\$ 174,870	\$ 170,830	\$ 160,650
Budget Change			\$ 14,600			
			2.1%			

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NOTES TO FIRE PROTECTION BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

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 2021 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 estimated 2021/22 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$184,200.

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

Due to COVID-19 financial restrictions this budget has been reduced by \$300. Fire Dept. expects this to budget to increase to pre-COVID level in fiscal 22-23.

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$560
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 \$1,700 for fiscal 21-22.

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

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

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

Since 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

As events continue to be cancelled due to COVID-19 travel restrictions this expense was eliminated for fiscal 2020-21 and will be again in 2021-22. Fire Dept. expects this budget to increase to pre-COVID level in fiscal 22-23.

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 two conferences and noted that 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. This account also includes costs related to IT maintenance.

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

2021 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.43/\$100
Volunteer Fire Fighters	\$0.51/\$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, \$12.95/hour as of April 1, 2021)

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

\$18.00/hour

- Repair and maintenance of trucks and equipment

\$20.00/hour

- 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 \$12.95 per hour, effective April 1, 2021.

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

The Honorariums have been budgeted at \$50,600 distributed as follows:

Fire Department:	\$45,839	(\$43,955 + HST = \$50,548) CPI increase 0.3%
Fire Chief:	4,750	(\$4,555 + HST = \$5,238) CPI increase 0.3%
	<u>\$50,589</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 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

At the time of 2021-22 budget preparations there are still COVID-19 travel restrictions in place, as such this expense be reduced to \$17,000 for 2021/22. The Fire Chief has noted that the 2022-23 budget will need to be reinstated to the pre-COVID level of \$20,000.

In previous budgets the Town and District cost shared for training to the maximum budgeted amount and the Fire Department reimbursed any amount over the budget maximum. The Fire Department is requesting that this reimbursement requirement be eliminated.

The Fire Department Training Officer sets up training courses and sends information to Fire Hall Superintendent to complete the purchase orders for payment through this budget account. The Fire Department may change courses as required to train firefighters.

Courses 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
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

This account 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, monitoring charges, and line charges.

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 anticipated usage at projected pricing. Heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

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

Budget based on estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and anticipated usage. Electric heat pumps were installed in the Fire Hall auditorium, club room, office and communications room in 2020/21.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted using 2020/21 approved rates at current assessment (AAN 08204233) of \$2,097,200.

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

Covers the cost for cleaning products and supplies. This budget has been increased due to increased cleaning required due to COVID-19 pandemic.

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

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Gutter repairs	5,000
West Entrance Door Repair/Replacement**	4,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$19,000</u>

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

**The West Entrance Door to the Apparatus Bay is a primary entrance route for firefighters responding to the station during a call, the door frame has deteriorated to a point in the lower corners on both sides of the door frame that there is little metal left to keep weather and vermin out of the station. The door frame requires immediate replacement.

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

Interest estimates on capital loans are as follows:

Project	Year	Original Loan Amount	2021/22 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,078
Aerial Ladder Truck	2015/16	\$448,887	\$6,300
Fire Truck #2	2020/21	\$327,550	\$8,189

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	<u>600</u>
	<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.

In previous budgets any amount over \$16,700 was covered by the Fire Department. The Dept. is requesting the removal of this provision.

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 transfer 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							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTION	2019/20 ACTUAL
COMMON SERVICES							
<u>ADMINISTRATION</u>							
400	01-2-31-1002	1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,400	\$ 2,000	\$ 2,000	\$ -
-	01-2-31-1005		MEETING PAY - TRANSPORTATION SERVICES	-	-	-	760
4,000	01-2-31-1010	1.1	SALARY - ENGINEER	22,500	18,500	18,500	18,700
150	01-2-31-1011	1.2	FACILITY SUPERINTENDENT (salary & benefits)	15,200	15,050	15,050	13,481
(300)	01-2-31-1015		CAR ALLOWANCE - ENGINEER/SUPER.	600	900	600	-
-	01-2-31-1020	2	TELEPHONE & INTERNET	3,500	3,500	3,500	3,589
500	01-2-31-1030	3	SUPPLIES & COMPUTER - ENGINEER	2,500	2,000	2,000	1,385
-	01-2-31-1040	4	ADVERTISING	1,000	1,000	500	-
1,000	01-2-31-1050	5	SURVEY/APPRAISALS	2,000	1,000	500	795
(1,700)	01-2-31-1300	6	LIABILITY INSURANCE	4,700	6,400	4,300	6,683
-	01-2-31-1350	7	LEGAL SERVICES	12,000	12,000	12,000	9,720
5,000	01-2-31-1520	8	TRAVEL/SEMINARS - ENGINEER/WORK FORCE	10,000	5,000	7,900	5,838
300	01-2-31-1400	9	WORKERS COMPENSATION	11,000	10,700	10,700	9,844
500	01-2-31-1620	9	EMPLOYMENT BENEFITS: CPP/EI	35,000	34,500	33,000	29,953
-	01-2-31-1640		TOWN PENSION/RRSP	27,600	27,600	27,000	26,977
(400)	01-2-31-1650	9	MEDICAL PLAN	32,000	32,400	32,400	24,591
-	01-2-31-1660	9	OTHER BENEFITS	15,600	15,600	15,600	38,161
<u>GENERAL EQUIPMENT</u>							
-	01-2-31-3030		REPAIR TO MISCELLANEOUS EQUIPMENT	2,000	2,000	2,000	4,207
2,000	01-2-31-3040	10	REPAIRS - TRACKLESS	5,000	3,000	4,000	10,162
-	01-2-31-3041	10	REPAIRS - 1993 GMC TOPKICK - sold 20/21		-		10,213
-	01-2-31-3047	10	REPAIRS - 2021 INTERNATIONAL	3,000	3,000	4,700	-
-	01-2-31-3042	10	REPAIRS - 2002 GMC TOPKICK	12,000	12,000	12,000	22,989
6,000	01-2-31-3043	10	REPAIRS - 2009 INTERNATIONAL	20,000	14,000	20,000	19,818
(3,500)	01-2-31-3044	10	REPAIRS - 2002 F150 1/2 TON now being used in Waste Water refer to that budget	-	3,500	3,500	3,596
-	01-2-31-3045	10	REPAIRS - 2006 F150 1/2 TON (sold)		-		
2,500	01-2-31-3049	10	REPAIRS - 2008 DODGE 1/2 TON (formerly Electric Utility)	6,000	3,500	5,000	-
1,500	01-2-31-3046	10	REPAIRS - 2011 F250 3/4 TON	4,000	2,500	2,500	3,760
-	01-2-31-3050	11	REPAIRS - HOUGH/PAYLOADER	4,000	4,000	2,500	8,413
-	01-2-31-3060	12	REPAIRS - BACKHOE	4,000	4,000	6,500	6,841
-	01-2-31-3061	13	REPAIRS -2019 ASPHALT ROLLER	500	500	700	-
2,400	01-2-31-3070	14	INSURANCE ON EQUIPMENT	9,400	7,000	8,500	7,304
-	01-2-31-3080	15	TIRES, CHAINS, ETC.	6,000	6,000	6,000	7,393
-	01-2-31-3090	16	GAS, OIL, ANTIFREEZE, ETC.	36,000	36,000	36,000	34,076
<u>SMALL TOOLS AND EQUIPMENT</u>							
-	01-2-31-4100	17	TWO-WAY RADIO SYSTEM	1,000	1,000	500	-
2,000	01-2-31-4110	18	SMALL TOOLS & EQUIPMENT	4,500	2,500	2,500	3,425
<u>WORKSHOPS, YARDS & OTHER BLDGS.</u>							
-	01-2-31-5010		RENTAL OF ARMOURIES	1,200	1,200	1,200	1,200
-	01-2-31-5030		VICTORIA ROAD BUILDING (VRB)				
-	01-2-31-5031	19	VRB - REPAIRS & MAINTENANCE	3,000	3,000	3,000	7,334
-	01-2-31-5032	19	VRB - LEGAL	200	200	400	501
1,100	01-2-31-5033	19	VRB - INSURANCE	3,400	2,300	3,100	2,244
100	01-2-31-5034	19	VRB - SEWER	600	500	600	558
-	01-2-31-5035	19	VRB - ELECTRIC	2,200	2,200	2,200	1,225
-	01-2-31-5036	19	VRB - WATER	500	500	500	512
-	01-2-31-5037	19	VRB - SECURITY/PHONE	1,500	1,500	1,500	1,321
				327,600	304,050	314,950	347,569
<u>ROADS AND STREETS</u>							
100	01-2-32-3110	20	SALARY - SUPERINTENDENT	38,200	38,100	38,100	32,594
22,700	01-2-32-3120	21	LABOUR - PUBLIC WORKS	200,000	177,300	180,000	229,256
	01-2-32-3951		STREET REPAIRS - HURRICANE DORIAN	-	-	-	29,661
-	01-2-32-3210	22	GRAVEL & STONE	5,000	5,000	5,000	4,073
-	01-2-32-3220		COLAS (ASPHALT TACK COAT)	1,000	1,000	1,000	667
5,000	01-2-32-3250	23	TREE MAINTENANCE	15,000	10,000	10,000	14,680
-	01-2-32-3270		CLOTHING	3,200	3,200	3,200	2,334
-	01-2-32-3280	24	INFRASTRUCTURE SUPPLIES	15,000	15,000	15,000	13,463
3,000	01-2-32-3281	24.1	SAFETY EQUIPMENT	3,000	-	-	-
-	01-2-32-3610	25	LABOUR - STREET CLEANING AND LEAVES	17,800	17,800	10,000	14,258
-	01-2-32-3620	25	SUPPLIES - STREET CLEANING	1,200	1,200	1,000	-
50	01-2-32-3700	26	LABOUR - SNOW & ICE CONTROL	54,000	53,950	50,000	27,138
-	01-2-32-3710	27	EQUIP RENTAL/CONTRACTED SNOW REMOVAL	500	500	500	230
-	01-2-32-3720	28	SALT (INC TRANSPORTATION)/SAND	83,000	83,000	78,000	71,083
-	01-2-32-3240	29	ASPHALT FOR PATCHING	50,000	50,000	30,300	30,741
8,000	01-2-32-3300	30	SIDEWALK REPAIRS (LABOUR & MATERIALS)	30,000	22,000	34,400	15,704
10,000	01-2-32-3950	31	CRACK SEALING STREETS	10,000	-	-	-

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
				2021/22	2020/21	2020/21	2019/20
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
-			<u>INTEREST ON LOANS</u>				
700	01-2-32-3970	32	INTEREST ON CAPITAL LOAN - ROADS/STREETS	24,700	24,000	24,000	19,551
(100)	01-2-32-7050	36	INTEREST ON CAPITAL LOAN-PARKING METERS	100	200	200	260
-			<u>STREET & HIGHWAY LIGHTING</u>				
9,800	01-2-32-5100	33	STREET LIGHTING	122,000	112,200	122,000	111,457
-			<u>TRAFFIC SERVICES</u>				
-	01-2-32-6030	34	PAINT STREET LINES (CONTRACTOR)	7,000	7,000	6,200	6,424
-	01-2-32-6035	34	LINE PAINTING (PW - LABOUR & MATERIALS)	6,800	6,800	6,200	3,844
-	01-2-32-6060	34	TRAFFIC SIGNS & POSTS	3,500	3,500	3,500	2,097
-			<u>PARKING</u>				
550	01-2-32-7015	35	LABOUR - COLLECTION	4,000	3,450	2,500	3,686
350	01-2-32-7016	35	LABOUR - ADMIN/COIN ROLLING	4,300	3,950	3,950	3,000
-	01-2-32-7020	36	PARKING METER SUPPLIES (INCL REPAIRS)	15,000	15,000	3,000	17,662
200	01-2-32-7030		PARKING LOT LIGHT	600	400	400	414
(400)	01-2-32-7040		ADVERTISING - PARKING REG.	-	400	-	-
-			<u>PUBLIC TRANSIT</u>				
-	01-2-35-0010	37	JOINT TRANSIT	-	-	-	-
				714,900	654,950	628,450	654,277
			DEPARTMENT TOTAL	\$ 1,042,500	\$ 959,000	\$ 943,400	\$ 1,001,846
			Budget Change	\$ 83,500			
				8.7%			

NOTES TO TRANSPORTATION SERVICES BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

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

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which developed an Accessibility Plan over the 2020/21 fiscal year. It is proposed that the five units will hire a full-time accessibility co-ordinator. It is estimated that Lunenburg's share of this position will be \$7,000 in fiscal 2021/22. 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

A portion of the 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
 Transportation Association
 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. Anticipated increased costs for potential crosswalk survey at Victoria Road and James Road.

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

Insurance costs are budgeted at estimated rates for the upcoming year.

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
Asset Management (AIM WS)*	<u>5,000</u>
	<u>\$10,000</u>

*50% allocated to Water Utility for a total cost of \$10,000

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

These costs reflect the following rates for 2021:

Workers Compensation ----- \$2.43/\$100
EI ----- 1.58%
CPP ----- 5.45%
Medical Plan ----- Rates effective January 2021.
Other Benefits ----- Includes Holiday Gifts, EAP fees and an accrual for retirement benefits per the Town's Personnel Policy and CUPE contract.

10. #01-2-31-3040 – 3049 Repairs to Trucks and Sidewalk Plow

To cover cost of vehicle repairs for the trackless sidewalk plow, 2021 International, 2002 GMC truck, 2009 International, 2002 Ford ½ ton, 2011 Ford ¾ ton and 2008 Dodge ½ ton. These accounts include in-house labour allocations.

Trackless budget increased as attachments are aging.

2009 International maintenance costs are very expensive, if possible replacement should be considered.

2008 Dodge ½ ton was refurbished for use during COVID but still requires a new box at \$2,500. Truck life has now been extended but should be re-evaluated before inspection next year.

2011 F250 ¾ ton requires body work and undercoating in addition to regular maintenance.

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 estimated rates.

15. #01-2-31-3080 Tires, Chains, Etc.

Estimate for new tires as required for 3 dump trucks, backhoe, trackless, loader and small vehicle fleet.

16. #01-2-31-3090 Gas, Oil, Antifreeze, etc.

Budget estimate at anticipated 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. Budget increased \$2,000 for anticipated purchase of an Arrow Board which is required for better traffic control during road maintenance. An Arrow Board is a flashy light that mounts on the back of a truck or on a support that tells drivers to go right or left, for local traffic control during road repairs.

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 and Navy League 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.

In 20-21 COVID budget cuts deferred the hires of vacant positions. The Town Engineer wishes for the vacant position of the seasonal labourer #2 be refilled for the upcoming summer.

Town Engineer is proposing that the vacant position of PW Operator be reallocated to a Water/Waste Water Resource Operator position. See note #11 in Environmental Health and note #12 in the Water Utility for additional details.

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

Have moved from contracting this service to completing in-house. More trimming can be completed each year with budget increase of \$5,000. Requires rental of Zoom Boom to carry out this work at a cost of approximately \$2,000/week, plus additional safety gear and tools.

24. #01-2-32-3280 Infrastructure Supplies

Includes small items such as material, paint, supplies, oxygen and acetylene for welder.

24.1 #01-2-32-3281 Safety Equipment

Hard hats, safety harnesses, hearing protection, general PPE, chain saw chaps, safety glasses, respirators, high visibility vests, etc. Public Works' management feel this separate account should be established.

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 previous winter storm experience. If there are unexpended budget monies in this account at year end a reserve transfer may be considered. There is currently a \$49,000 salt reserve on hand.

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

Estimate based on previous 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. In fiscal 20-21 this budget was reduced to zero due to the financial constraints of COVID-19.

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

	Interest
Temporary Borrowings	\$8,160
Hebb Street Paving	312
Chipseal Schwartz St, Green St shouldering, Blue Building Roof	720
Paving Creighton Street, Mason's Beach Road	4,850
Paving Victoria Road	913
Paving Wolff Ave/Starr Street	1,336
Pave Hebb & Hopson Street	858
Street upgrades 2016/17	3,703
Backhoe	1,498
Trackless Plow	<u>2,386</u>
Total	\$24,736

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

Estimate based on current rates and installations.

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

Estimate for painting lines, purchasing and 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 – current rates approved by Council in June 2019

<u>Revenue</u>	
Parking Meters	\$50,000
Parking Fines	<u>1,000</u>
	<u>51,000</u>
<u>Expenses</u>	
Public Works labour for coin collection	4,000
Administrative labour	4,300
Repairs, maintenance & supplies	15,000
Advertising	0
Interest on capital loan	<u>100</u>
	<u>23,400</u>
Net Revenue	<u>\$27,600</u>
By-law Enforcement costs	<u>NIL</u>
(See: Other Protective Services Budget)	

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

No amount included in the current budget for this item.

ENVIRONMENTAL HEALTH SERVICES EXPENDITURE BUDGET							
ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL	
SEWAGE COLLECTION AND DISPOSAL							
2,500	01-2-42-2010	2	ENGINEER & SUPERINTENDENT	\$ 41,400	\$ 38,900	\$ 38,900	\$ 44,162
50	01-2-42-2011	2.1	FACILITY SUPERINTENDENT (salary & benefits)	4,500	4,450	4,400	4,400
-	01-2-42-2020	3	LABOUR - PUBLIC WORKS	21,800	21,800	21,800	23,855
200	01-2-42-2023	4	COUNCIL HONORARIUMS	2,700	2,500	2,500	2,506
400	01-2-42-2025	5	FRINGE BENEFITS	10,400	10,000	10,000	8,532
-	01-2-42-2027	6	PW STAFF TRAINING AND TRAVEL	2,000	2,000	2,000	241
4,000	01-2-42-2030	7	MATERIALS AND SUPPLIES	20,000	16,000	23,000	18,137
-	01-2-42-2031	7.1	CATCH BASIN CLEANING	40,000	40,000	21,000	20,857
500	01-2-42-2035		COMPUTER MAINTENANCE	3,500	3,000	3,000	4,123
(25,000)	01-2-42-2040		LEGAL COSTS	25,000	50,000	20,000	36,643
SEWAGE LIFT STATION							
-	01-2-42-3010	8	ELECTRICITY	49,200	49,200	45,000	42,246
12,200	01-2-42-3019	11	WRO LIFT STATION MAINTENANCE	12,200	-	-	-
5,000	01-2-42-3020	9	MAINTENANCE (MATERIALS & LABOUR)	30,000	25,000	25,000	10,042
-	01-2-42-3021	9.1	LIFT STATION CLEANING	25,000	25,000	25,000	21,320
300	01-2-42-3030		INSURANCE - PUMPING STATIONS	3,700	3,400	3,400	3,395
(3,500)	01-2-42-3031	9.2	REPAIRS/MAINTENANCE-2005 Chev 1/2 ton <i>(now being used by Water Utility)</i>	-	3,500	3,500	-
6,000	01-2-42-3032	9.2	REPAIRS - 2002 F150 1/2 TON	6,000	-	-	-
-		10	SEWAGE TREATMENT PLANT				
10,750	01-2-42-4010	11	SALARY - TREATMENT PLANT	111,800	101,050	101,000	100,312
-	01-2-42-4025	11.1	PROCESS ENGINEERING SUPPORT FOR WWTP	30,000	30,000	25,000	-
4,700	01-2-42-4020	12	EMPLOYEE BENEFITS - TREATMENT PLANT	26,700	22,000	22,000	22,085
-	01-2-42-4035	13	TRAINING, TRAVEL AND MEMBERSHIPS	6,000	6,000	6,000	3,099
-	01-2-42-4040		OFFICE SUPPLIES	300	300	300	294
-	01-2-42-4050	15	CLOTHING	1,500	1,500	1,500	899
-	01-2-42-4060	16	JANITOR CONTRACT/SUPPLIES	2,000	2,000	2,000	1,546
-	01-2-42-4100	17	PUBLIC WORKS DEPT. - LABOR	2,000	2,000	1,000	1,751
6,000	01-2-42-4110	18	ELECTRICITY	228,000	222,000	222,000	219,580
-	01-2-42-4120		TELEPHONE/INTERNET/CELL PHONE/MODEM	4,500	4,500	4,500	4,549
5,000	01-2-42-4130	18.1	WATER	25,000	20,000	23,000	21,591
13,200	01-2-42-4150	18.2	BUILDING/YARD MAINTENANCE	20,000	6,800	18,500	7,925
(700)	01-2-42-4160		INSURANCE	14,400	15,100	13,100	15,079
-	01-2-42-4200	19	LABORATORY EQUIP, TESTING & SUPPLIES	15,000	15,000	15,000	12,628
(5,000)	01-2-42-4201		ENVIRONMENTAL ASSESSMENTS	-	5,000	-	-
3,000	01-2-42-4210	19.1	CHEMICALS	35,000	32,000	32,000	38,091
2,000	01-2-42-4220	20	SLUDGE DISPOSAL -TRUCKING FEES	27,000	25,000	25,000	22,323
2,000	01-2-42-4225	21	SLUDGE DISPOSAL - LAGOON/COMPOST FEES	62,000	60,000	60,000	59,074
-	01-2-42-4240	22	UV LAMP/PROBE REPLACEMENT	4,000	4,000	4,000	3,694
(1,000)	01-2-42-4250		SMALL TOOLS & EQUIPMENT <i>combined with Small Capital Equipment Account</i>	-	1,000	1,000	-
-	01-2-42-4260		EQUIPMENT MAINTENANCE	55,000	55,000	55,000	47,191
500	01-2-42-4300	23	SMALL CAPITAL EQUIPMENT	10,500	10,000	10,000	7,732
-	01-2-42-4261		EQUIPMENT MAINTENANCE-DORIAN FLOOD	-	-	-	67,633
-	01-2-42-4302	23.1	BIOFILTER MEDIA RESERVE	11,500	11,500	11,500	-
INTEREST ON SEWER LOANS							
(3,400)	01-2-42-4170	24	INTEREST ON CAPITAL LOAN	23,600	27,000	27,000	24,351
				1,013,200	973,500	928,900	921,886
GARBAGE & WASTE COLLECTION AND DISPOSAL							
ADMINISTRATION							
200	01-2-43-1100	25	COUNCIL HONORARIUMS	1,400	1,200	1,200	1,078
-	01-2-43-1120	26	ADVERTISING/CALENDAR	1,000	1,000	900	844
3,400	01-2-43-1200		LEGAL SERVICES	5,000	1,600	4,200	12,823
GARBAGE AND WASTE COLLECTION							
4,600	01-2-43-2010	27	CONTRACT	216,600	212,000	212,000	227,525
-	01-2-43-2020		LABOUR - PUBLIC WORKS	5,000	5,000	3,000	1,332
500	01-2-43-2025	28	GARBAGE COLLECTION SUPPLIES	2,000	1,500	1,900	917
-	01-2-43-2030	29	PUBLIC EDUCATION/OTHER	500	500	100	228
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	152,496
-	01-2-43-5025	32	LANDFILL SITE & WELL MONITORING	5,300	5,300	5,300	4,914
-	01-2-43-5030	33	REGION 6 MUNICIPAL CONTRIBUTION	2,000	2,000	2,000	1,858
				393,800	385,100	385,600	404,015
DEPARTMENT TOTAL				\$ 1,407,000	\$ 1,358,600	\$ 1,314,500	\$ 1,325,901
Budget Change				\$ 48,400			
				3.6%			

NOTES TO ENVIRONMENTAL HEALTH SERVICES BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

1. Sewer Annual Charges

PROPOSED RATES FOR 2021/22 WITH RESERVE TRANSFER			
Classification	2021/22 Proposed Rate	2020/21 Approved Rate	Yearly Increase
Dwelling Unit	\$496.10	\$494.60	0.30% or \$1.50 per dwelling unit
Commercial Rate	47.40¢/100 of Assessment	47.26¢/100 of Assessment	0.30%
Churches - quarterly	\$291.36	\$290.49	0.30%

Sewer Revenue Contribution Comparison			
	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
Residential	56.6%	60.0%	57.0%
Commercial	42.8%	39.4%	42.4%
Churches	0.6%	0.6%	0.6%

High Liner sewer rates are set by a negotiated contract.

The Sewer revenue is used to offset sewer operating costs, debt principal payment and sewer reserve transfers for future capital projects.

2021/22 Sewer Costs & Funding

Collection & Disposal Estimate	\$1,013,200
Debt Repayment – Principal (see: Fiscal Services)	83,300
Reserve Transfer (future Capital)	<u>63,000</u>
Total Costs	<u>\$1,159,500</u>

Funding (Based on proposed 2021/22 rates and 2021 assessments)

Sewer Rates	<u>\$1,159,500</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 6% 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 Council Honorariums/Staff Meeting Pay

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

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. The cleaning of catch basins has been allocated to a separate account, see 7.1 below. Increase in this budget based on past experience.

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, Tannery Rd. and Starr Street.

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

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

Included in the Lift station maintenance budget is the cost for semi-annual preventative maintenance inspections by pump supplier.

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 (now being used by Water Utility)

#01-2-42-3032 Repairs/Maintenance-2002 F150 ½ Ton

Allocated for WWTP for operator maintenance activities associated with facility operations and Lift Station maintenance. Proposed capital replacement in fiscal 2021-22, if replacement is deferred it will need a new box at an approximate cost of \$2,500.

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

The Town Engineer is proposing that the Water Resource Operator complement of staff be increased from 1.5 FTE to 2.0 FTE for the Waste Water operations. A portion of these additional resources will be used to increase the time spent Lift Station preventative maintenance program, LS property maintenance, and waste water collection system by-law enforcement.

- 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, Travel and Memberships
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 anticipated consumption at current consumption rates.
- 18.1. #01-2-42-4130 Water
Estimate based on anticipated consumption at current consumption rates.
- 18.2 #01-2-42-4150 Building/Yard Maintenance
The increase in budget is necessary to keep up with necessary repairs and maintenance at the Waste Water Treatment Plant. It should be noted that equipment is very specialized and can be required to be explosion proof in certain locations in the plant, this type of equipment is very costly.
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.
- 19.1. #01-2-42-4210 Chemicals
Based on annual average usage at projected pricing levels. Increased for anticipated inflation.
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. 2020/21 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 Whyntott'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. Budget increased for anticipated inflation.

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 (2020/21 rates), which may be subject to change. Budget increased for anticipated inflation.

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	
pH Probe	\$1,000
DO Probe Replacement Caps	600
Small Conductivity Probe	1,000
VT Scada upgrades	2,500
Probe for Conductivity in Headworks	2,000
New printer	500
Two new office chairs	1,400
Miscellaneous Small Tools & Equipment	1,500
Total	\$10,500

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 Council Honorariums/~~Staff Meeting Pay~~

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

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.

	2017/18	2018/19	2019/20	2020/21	2021/22
Annual Cost excl. HST	\$213,518	\$218,856	\$218,856	\$203,287	\$207,653
Cost net of HST rebate	\$222,670	\$228,236	\$228,236	\$212,000	\$216,553

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

Includes purchase of garbage bags, aerated carts, and street collection containers. Budget increase based on recent experience.

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 (0.3% in 2020).

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

Waste Type	Chester 2021/22 Rates per Tonne	Chester 2019/20 Tonnage	Chester 2018/19 Tonnage	Chester 2017/18 Tonnage	Chester 2016/17 Tonnage	Chester 2015/16 Tonnage
Recyclables (Blue Bag)	\$262.82	101.62	96.17	105.38	109.07	111.13
Compost	\$176.33	327.70	346.73	347.65	362.41	390.93
Leaf & Yard Waste	\$39.40	4.21	3.46	2.56	3.21	4.08
Refuse (Black Bag)	\$79.05	287.61	313.36	310.92	282.20	283.70
Cardboard	\$262.82	112.34	108.71	120.97	130.20	137.55
Special(Clean-up/other)	\$94.11	106.94	91.31	93.03	90.97	94.49
Wood	\$36.45	6.55	0.96	7.51	10.87	6.43
TOTAL TONNES		946.97	960.70	988.02	988.93	1,028.31

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

The Landfill Site at Whycott’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 \$7,900 at March 31, 2020.

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 #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUALS
PUBLIC HEALTH AND WELFARE SERVICES						
PUBLIC HEALTH						
11,100	01-2-51-1000	1 TRANSFER TO CEMETERY	\$ 51,800	\$ 40,700	\$ 40,000	\$ 44,265
HOUSING						
7,300	01-2-52-1000	2 REGIONAL HOUSING CORPORATION	29,300	22,000	58,800	15,710
ENVIRONMENTAL PLANNING & ZONING						
200	01-2-61-1050	3 COUNCIL & COMMITTEE HONORARIUMS	9,500	9,300	9,300	8,918
200	01-2-61-1070	4 SALARY - PLANNING (Planner, CAO)	73,300	73,100	73,100	72,920
(2,400)	01-2-61-1080	4 BENEFITS - PLANNING (Planner, CAO)	14,600	17,000	17,000	10,529
64,000	01-2-61-1081	4 DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - SALARY	64,000	-	-	-
12,800	01-2-61-1082	4 DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - BENEFITS	12,800	-	-	-
6,400	01-2-61-1083	4 SUPPORT COSTS FOR DEV OFFICER/PLANNING TECH/GIS TECH, includes computer, software & supplies	6,400	-	-	-
-	01-2-61-1090	5 MEMBERSHIP FEES	900	900	900	755
(800)	01-2-61-1095	5 TRAINING	-	800	400	1,496
		5 TRAVEL	500	-	-	-
2,500	01-2-61-1100	6 ADVERTISING & MISC. EXPENSES	4,000	1,500	2,000	846
1,000	01-2-61-1130	6 STATIONARY & SUPPLIES	2,500	1,500	1,500	3,837
1,600		6 COASTAL PROTECTION ACT	1,600	-	-	-
200		6 HOUSING COMMUNICATION PROTCOL	200	-	-	-
400		6 SKETCH UP PRO	400	-	-	-
1,000		6 MAPPING INVENTORY	1,000	-	-	-
600		6 CCP PRINTING	600	-	-	-
2,500		6 IT	2,500	-	-	-
-		7 GEOGRAPHIC INFORMATION SYSTEM (GIS)	-	-	-	-
-	01-2-61-1300	8 LEGAL COSTS - PLANNING	8,800	8,800	8,800	13,267
			203,600	112,900	113,000	112,568
OLD FIRE HALL, 40 DUKE STREET						
-	01-2-62-9050	10 PROPERTY TAX	3,100	3,100	3,100	3,049
(100)	01-2-62-9100	11 FUEL	9,800	9,900	9,900	10,086
300	01-2-62-9200	12 INSURANCE	3,400	3,100	3,100	3,045
(700)	01-2-62-9300	13 ELECTRICITY	4,000	4,700	3,700	3,766
-	01-2-62-9400	14 WATER	600	600	600	625
100	01-2-62-9500	15 SEWER	2,200	2,100	2,200	1,936
-	01-2-62-9599	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,385
3,000	01-2-62-9600	16 REPAIRS TO BUILDING (previously included legal)	5,000	2,000	2,200	3,197
(300)	01-2-62-9601	INTEREST ON CAPITAL LOAN	1,100	1,400	1,400	1,564
-	01-2-62-9602	LEGAL FEES	2,400	2,400	2,900	3,389
			33,100	30,800	30,600	32,042
CN STATION, 18 DUFFERIN						
-	01-2-62-9720	17 FUEL	2,500	2,500	2,500	1,944
600	01-2-62-9730	19 INSURANCE	2,700	2,100	2,500	2,123
100	01-2-62-9740	20 ELECTRICITY	2,600	2,500	2,500	2,508
-	01-2-62-9750	21 WATER	500	500	500	436
300	01-2-62-9760	22 SEWER	1,500	1,200	1,500	1,331
(300)	01-2-62-9765	22 PROPERTY TAXES	10,600	10,900	10,600	10,742
-	01-2-62-9769	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,385
2,000	01-2-62-9770	23 REPAIR AND MAINTENANCE	3,000	1,000	500	342
-	01-2-62-9771	LEGAL	400	400	400	189
			25,300	22,600	22,500	21,000
LUNENBURG ACADEMY, 97 KAULBACH STREET						
(15,000)	01-2-62-9801	24 DEVELOPMENT COORDINATOR CONTRACT - Grant	-	15,000	15,000	30,000
-	01-2-62-9805	25 CUSTODIAL SERVICES CONTRACT	6,600	6,600	6,600	5,419
50	01-2-62-9807	25 WAGES & BENEFITS (PW LABOUR)	3,800	3,750	1,000	193
-	01-2-62-9820	26 CONSULTING FEES	2,000	2,000	-	-
-	01-2-62-9822	27 LEGAL FEES	12,000	12,000	12,000	24,643
(1,000)	01-2-62-9830	28 TELEPHONE/ALARM SYSTEM	2,000	3,000	1,700	1,990
-	01-2-62-9840	29 ADVERTISING	1,000	1,000	-	169
(11,800)	01-2-62-9850	30 FUEL	35,000	46,800	34,000	44,254
2,600	01-2-62-9855	31 INSURANCE	28,200	25,600	25,600	25,608
(300)	01-2-62-9860	32 ELECTRICITY	12,800	13,100	12,500	12,052
(500)	01-2-62-9865	33 WATER	2,500	3,000	2,500	2,194
400	01-2-62-9870	34 SEWER	6,600	6,200	7,200	6,330
(2,900)	01-2-62-9872	34 PROPERTY TAXES (previously 100% commercial exempt)	27,600	30,500	30,100	-
150	01-2-62-9879	FACILITY SUPERINTENDENT (salary & benefits)	19,000	18,850	18,800	16,989
5,000	01-2-62-9880	35 REPAIRS TO BUILDING	25,000	20,000	20,000	22,166
-	01-2-62-9881	36 JANITORIAL SUPPLIES	1,000	1,000	1,000	1,515
-	01-2-62-9882	37 ELEVATOR MAINTENANCE	3,000	3,000	3,000	3,141
-	01-2-62-9884	38 FURNACE REPAIRS	-	-	-	156
(1,100)	01-2-62-9895	INTEREST ON CAPITAL LOAN	12,300	13,400	13,400	12,009
			200,400	224,800	204,400	208,828
ANNEX BUILDING - 17 TANNERY ROAD						
2,000	01-2-62-9950	REPAIRS TO BUILDING	2,000	-	-	-
1,000	01-2-62-9951	LEGAL FEES	1,000	-	1,000	3,336
(100)	01-2-62-9915	39 INSURANCE	1,100	1,200	1,000	1,123
			4,100	1,200	2,000	4,459

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ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUALS
-			<u>ECONOMIC DEVELOPMENT & TOURISM</u>				
1,500	01-2-69-1020	40	TOURISM EXPENSES	3,500	2,000	3,000	2,372
-	01-2-69-2100	41	SUPPLIES	3,000	3,000	1,000	4,763
-	01-2-69-2200	42	TRAVEL	100	100	-	-
-	01-2-69-2300	43	ADVERTISING	1,000	1,000	1,000	1,189
2,500	01-2-69-2350	44	TOWN CRIER	2,700	200	100	110
-	01-2-69-2400	45	INTERNET COSTS	5,500	5,500	6,100	2,851
800	01-2-69-2600	47	COMMUNICATIONS	10,800	10,000	10,000	10,238
	01-2-69-2601	48	ECONOMIC & MARKETING MANAGER - SALARY	70,000			
	01-2-69-2602	48	ECONOMIC & MARKETING MANAGER - SALARY	14,000			
	01-2-69-2603	48	ECONOMIC & MARKETING MANAGER -SUPPORT COSTS Including computer, software & project supplies	7,000			
				117,600	21,800	21,200	21,523
-			<u>VISITOR SERVICE CENTRE</u>				
-	01-2-69-1101	49	PUBLIC WASHROOMS-CLEANING SERVICES/SUPPLIES	8,800	8,800	7,400	8,454
3,000	01-2-69-1102	49	PUBLIC WASHROOMS-REPAIRS & MAINTENANCE	5,000	2,000	500	1,683
(300)	01-2-69-1103	49	PUBLIC WASHROOMS-ELECTRIC	800	1,100	1,100	781
(300)	01-2-69-1104	49	PUBLIC WASHROOMS-WATER	1,200	1,500	1,200	1,336
-	01-2-69-1105	49	PUBLIC WASHROOMS-PHONE/SECURITY	800	800	800	739
300	01-2-69-1106	49	PUBLIC WASHROOMS-SEWER CHARGES	800	500	800	534
300	01-2-69-1107	49	PUBLIC WASHROOMS-INSURANCE	700	400	700	418
				18,100	15,100	12,500	13,945
			DEPARTMENT TOTAL	\$ 683,300	\$ 491,900	\$ 505,000	\$ 474,340
			Budget Change	\$ 191,400	\$ 8,800		
				37.9%			

NOTES TO ENVIRONMENTAL DEVELOPMENT SERVICES BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

1. #01-2-51-1000 Cemetery

Town’s funding of the Cemetery’s 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 2021/22 @ \$22,000). This includes cost sharing on operating expenditures only. The Town has not been advised that there are capital expenditures budgeted in 2021/22.

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

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

Based on a portion of:

Council Honorariums	\$8,800
Appointed Members	700
Total	\$9,500

Staff are proposing to combine PAC & HAC into one joint committee. See Heritage Property Act, Heritage Property By-law 12(5). The by-law may provide that the PAC of the municipality shall be the HAC of the municipality. ACTION: Writing amendments and adverts - \$400. Depending upon size of joint PAC/HAC additional public members \$400, however this would be offset by amounts currently paid to HAC members of \$900.

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

This account includes estimated cost for the CAO (approx. 10%) to assist as committee clerk and facilitate development applications to the committee and Council.

Productivity, improve customer service & service delivery, efficiencies, role dedication to planning applications, special projects and development permits. Administrative support duties, building inspection clerk and admin support. Town is best served by role dedication to these functions. Currently filling the gap with negative impact on current duties and responsibilities.

#01-2-61-1081/1082/1083 Assistant Development Officer/Planning Tech/GIS Tech

Will require re-organization – estimate for cost is salary for new hire. Role dedicated to planning and development administration duties – application intake, minor inquires, building permit processing, initial review of applications for completeness. GIS/Mapping/Civic addressing components meeting needs across departments – zoning maps, maps for projects, PW infrastructure and asset mapping and tracking. Will improve efficiencies, customer service, use of technology, enhance long range planning efforts.

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

Membership in Canadian Institute of Planners (CIP) and professional insurance, required for professional designation of MCIP, LPP. MCIP, LPP membership required to maintain professional planning designations. Provides insurance. Development Officers training, list serve resources (MDOANS).

#01-2-61-10XX Training

Required for designation and continuous professional learning. During pandemic local planning association as well as related organizations are providing training webinars at no costs (e.g. Lunch & Learns webinars with LPPANS). In past \$800 was inadequate to attend conference, especially CIP.

#01-2-61-10XX Travel

In prior budgets was combined with training and was inadequate. Basic mileage expense when travelling to meetings. Inadequate budget prevented collaboration, networking and synergies that come from partnerships.

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. Cost related to CCP projects, new planning documents approval process. Additional advertising will be required for meetings and statutory adverts for all the new planning documents. Will also encompass advertising for special projects and any mail outs related to the CCP/planning documents.

#01-2-61-1130 Stationary & Supplies

To include contributions for mapping requirements (paper, ink, scanning).

#01-2-61-11xx Costal Protection Act

Depending on when regulations come into effect under Coastal Protection Act, changes to permitting and mapping will be needed. Townsuite programing, cost unknown. CCP Direction Environment and Sustainability – CCP Section 9.1 Sea Level Rise (c-f) – Regulate Buildings Near Shoreline. Coastal protection, climate change and sea level rise.

#01-2-61-11xx Sketch Up Pro

Sketch Up Pro to be used by technician – models planning, streetscape design. Cost of Sketch Up Professional – desktop and web. Used with 3D modelling, CCP. Scenarios of landscape, streetscape design.

Mapping Inventory

Mapping inventory of Town owned lands, suitability for public spaces. Consultant/tech to map and print. CCP Direction Urban Design – CCP Section 8.1 Streetscapes (a-r and z-gg) - Activate streetscapes through design and programming.

CCP Printing

Two colour copies of CCP. Four copies of HCD Plan and By-law for submission to province.

IT

Rental/usage compensation for personal technology. To compensate staff for use of personal technology while TOL is upgrading technology (e.g. personal programs – AutoCad, Adobe, scanners, high resolution printers, wireless technology). \$300

It is the intention of the IT shared service with Chester to move to Microsoft Office 365. \$360

Full Adobe capability on two laptops (combine documents etc) and desktops. Will correct inefficiencies related to not being able to combine docs, search docs. \$750

IT budget for this department including the above mentioned items, \$2,500.

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

Unknown budget. We have most of this through the shared services. Work to integrate PW asset management data, PW flood plain model – programming changes rather than adding a layer so it is interactive. Enhance technology and productivity, aid long range planning and carrying out projects.

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

Estimate based on fees for legal costs.

Facility Superintendent

A portion 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 to the Old Fire Hall and CN Station and to the Lunenburg Academy.

Old Fire Hall, 40 Duke Street

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, 40 Duke Street	
Est. Revenue	\$18,500
Expenditure Budget	\$33,100
Net Estimated Operating Cost	\$14,600

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

The taxable assessment for 2021 \$87,500 (AAN 04647327) at 2020/21 tax rates. 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 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 2020/21 rates. The 2020 assessment \$360,080 (AAN 04647327).

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

Includes an amount for miscellaneous repairs as required.

CN Station, 18 Dufferin Street

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, 18 Dufferin Street	
Est. Revenue	\$19,800
Expenditure Budget	\$25,300
Net Estimated Operating Cost	\$5,500

17. #01-2-62-9720 Fuel

Estimate based on average consumption and projected fuel costs.

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 2020/21 approved rate. The 2021 assessment is \$319,900 (AAN 05483913). Commercial property taxes are assessed on this property as there is a commercial lease to a non-government entity.

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

Estimated miscellaneous repair requirements are included in this budget. Current plans include de-commissioning old heat pump and thermostat upgrades and other miscellaneous building items.

Lunenburg Academy, 97 Kaulbach Street

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, 97 Kaulbach Street	
Est. Revenue	\$200,000
Expenditure Budget	\$215,400
Net Estimated Operating Cost	\$15,400

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

A grant request has not been received from the Academy Foundation.

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

Estimate for year-round contracted custodial services and Public Works labour allocation for building maintenance.

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 2021 assessment \$1,394,800 at the 2020/21 rates (AAN 04646932). Commercial property taxes are assessed proportionally on this property as there are commercial leases to non-government entities, 2021 assessment \$830,900. The estimated cost is based on the 2020/21 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 \$225/month.

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

Estimate for annual cleaning and repairs to furnace. *This account has been eliminated and combined with building maintenance account.*

Annex Building, 17 Tannery Road

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.

A small repairs and maintenance budget has been added to cover basic repairs not deemed to be the responsibility of the current tenant.

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	1,000
Insurance	150
Lunenburg Books and Supplies	350
Portable Toilet Rentals*	1,000
	<u>\$3,500</u>

*Includes rental of one portable toilet next to Town Hall for six months of the year.

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 during the January 26, 2021 Council Meeting.

Budget includes annual honorarium of \$1,000
Membership dues for NS Guild of Town Criers \$20
One-time wardrobe and props of \$1,725

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 budgets.

48. #01-2-69-2601, 2602, 2603 Economic & Marketing Manager

This is a proposed new position. CCP Direction - Economic Development, CCP Section - 6.1 General (a) - Establish a staff position that can support economic development initiatives.

Visitor Service Centre

49. #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.

Repairs and maintenance budget increased is based on anticipated siding and window sill repairs required in the upcoming year.

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL
RECREATION FACILITIES							
400	01-2-71-8002	1.1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,400	\$ 2,000	\$ 2,000	\$ -
300	01-2-71-8001	1.11	FACILITY SUPERINTENDENT (salary & benefits)	19,000	18,700	18,700	16,989
3,500	01-2-71-8003	1.12	REPAIRS/MAINTENANCE - 2008 Van (Facilities & Rec)	3,500	-	-	-
				\$ 24,900	\$ 20,700	\$ 20,700	\$ 16,989
PARKS AND PLAYGROUNDS							
5,250	01-2-71-8010	1	LABOUR - PARKS & PLAYGROUNDS	\$ 26,000	\$ 20,750	\$ 26,000	\$ 12,607
-	01-2-71-8020	2	MOWING CONTRACT	20,000	20,000	18,000	18,041
-	01-2-71-8030	3	LIGHTING - PARKS	3,000	3,000	3,000	2,685
-	01-2-71-8040	4	REPAIRS TO PARKS	3,000	3,000	2,000	1,452
1,000	01-2-71-8050	5	SUPPLIES	15,500	14,500	14,500	15,732
-	01-2-71-8060	6	LEGAL FEES	1,200	1,200	1,700	1,612
(100)	01-2-71-8070	7	INSURANCE	1,300	1,400	1,400	1,425
500	01-2-71-8080	7.1	BANDSTAND LIGHTING	500	-	400	-
2,000	01-2-71-8085	7.2	BANDSTAND REPAIRS	2,000	-	500	-
(700)	01-2-70-5100	8	INTEREST ON CAPITAL LOAN - LWMCC	2,600	3,300	3,300	1,434
(800)	01-2-70-5101	8	INTEREST ON CAPITAL LOAN - BOAT LAUNCH	6,800	7,600	7,600	7,979
				81,900	74,750	78,400	62,967
ARENA & COMMUNITY CENTRE							
SALARIES							
950	01-2-70-1010	9	SALARIES AND WAGES - ARENA	\$ 121,400	\$ 120,450	\$ 130,450	\$ 148,006
2,200	01-2-70-1015	9	SALARIES & WAGES - COMMUNITY CENTRE	90,900	88,700	88,700	54,868
150	01-2-70-1017	9	SALARIES & WAGES - FIELDS	17,500	17,350	17,350	18,553
100	01-2-70-1020	9	SALARIES - Corp. Services (Administration & Finance)	30,600	30,500	30,500	30,100
200	01-2-70-1050	10	HONORARIUMS & STAFF MEETING PAY	1,500	1,300	1,300	1,739
				261,900	258,300	268,300	253,266
FRINGE BENEFITS							
600	01-2-70-2010	11	EI AND CPP	16,800	16,200	16,200	15,203
-	01-2-70-2015		TOWN PENSION	13,600	13,600	13,600	13,302
-	01-2-70-2020	12	GROUP INSURANCE	13,300	13,300	13,300	13,219
400	01-2-70-2025	13	WORKERS COMPENSATION	5,500	5,100	5,100	4,303
400	01-2-70-2030	14	CLOTHING	1,200	800	800	785
-	01-2-70-2040	15	MEMBERSHIP FEES	400	400	400	449
(3,000)	01-2-70-2050	16	OTHER BENEFITS	7,000	10,000	10,000	14,640
				57,800	59,400	59,400	61,901
TRAVEL/TRAINING							
-	01-2-70-3010	17	REC DIRECTOR/STAFF -TRAVEL	600	600	600	704
-	01-2-70-3015		REC DIRECTOR - CONVENTION	-	-	-	-
1,000	01-2-70-3016	18	REC DIRECTOR - TRAINING	1,000	-	-	1,876
-	01-2-70-3020		STAFF TRAINING	700	700	500	664
				2,300	1,300	1,100	3,244
ADMINISTRATION							
3,000	01-2-70-4010	19	OFFICE SUPPLIES & COMPUTER MTCE	4,500	1,500	1,500	1,362
-	01-2-70-4015	20	TELEPHONE	3,400	3,400	3,400	3,502
-	01-2-70-4025	21	SOCAN FEES/AMUSEMENT LICENSES	300	300	300	-
-	01-2-70-4030	22	AUDIT & LEGAL FEES	4,500	4,500	4,500	7,039
				12,700	9,700	9,700	11,903
ARENA - (FACILITY COSTS)							
500	01-2-70-5015	23	JANITOR SUPPLIES	2,000	1,500	2,000	1,344
(2,000)	01-2-70-5020	24	REPAIRS & MAINT. - BUILDING	24,000	26,000	27,000	27,990
-	01-2-70-5025	25	REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	3,500	4,526
1,000	01-2-70-5030	26	ELECTRICITY	66,000	65,000	65,000	60,487
-	01-2-70-5035	27	PROPANE	5,300	5,300	5,300	3,005
-	01-2-70-5040	28	WATER	7,500	7,500	7,500	5,732
(100)	01-2-70-5045	29	SEWER	2,500	2,600	2,500	2,193
-	01-2-70-5050	30	TELEPHONE + ALARM LINE + Wi-Fi	2,600	2,600	2,600	2,764
(1,200)	01-2-70-5055		INSURANCE	8,100	9,300	7,400	9,342
AUDITORIUM - (FACILITY COSTS)							
(200)	01-2-70-5510	31	JANITOR SUPPLIES	2,000	2,200	1,500	1,344
(1,000)	01-2-70-5515	32	REPAIRS & MAINTENANCE	10,000	11,000	8,000	7,165
-	01-2-70-5520	33	ELECTRICITY	7,200	7,200	7,200	6,520
(3,100)	01-2-70-5525	34	FUEL OIL	9,000	12,100	12,100	11,475
-	01-2-70-5530	35	WATER	1,300	1,300	1,000	1,188
(100)	01-2-70-5535	36	SEWER	2,500	2,600	2,500	2,193
200	01-2-70-5540	37	INSURANCE	6,100	5,900	5,500	5,875
GROUNDS							
-	01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,500	1,300	1,539
-	01-2-70-5615	39	FIELD MAINTENANCE	2,000	2,000	1,600	1,931
1,500	01-2-70-5620	40	PARKING LOT MAINTENANCE	1,500	-	-	-
				164,600	169,100	163,500	156,613
PROGRAMS							
2,800	01-2-70-6010	41	INSTRUCTOR FEES	6,000	3,200	3,200	5,661
-	01-2-70-6015	42	SUPPLIES/ADVERTISING	2,000	2,000	1,200	4,250
-	01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	-	-	-	6,446
-	01-2-70-6033	45	PRO KIDS	1,000	1,000	1,000	1,000
				9,000	6,200	5,400	17,357

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL
-			<u>SMALL FURNITURE & EQUIPMENT</u>				
-	01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	-	-	-	1,543
-				-	-	-	1,543
			TOTAL EXPENDITURES ARENA & LWMCC	\$ 508,300	\$ 504,000	\$ 507,400	\$ 505,827
-			<u>CULTURAL BUILDINGS & FACILITIES</u>				
-			<u>CAPTAIN ANGUS J. WALTERS HOUSE</u>				
(600)	01-2-72-4260		TELEPHONE/ALARM	-	600	300	520
(900)	01-2-72-4230		ELECTRICITY	-	900	400	-
(400)	01-2-72-4240		WATER	-	400	200	-
(400)	01-2-72-4250		SEWER	-	400	-	-
(1,000)	01-2-72-4270		INSURANCE	-	1,000	800	1,015
(400)	01-2-72-4275		LEGAL	-	400	2,000	873
(500)	01-2-72-4310		REPAIRS & MAINTENANCE	-	500	500	79
				-	4,200	4,200	2,487
-			<u>LIBRARY</u>				
-	01-2-72-5010	47	JANITOR CONTRACT/SUPPLIES	3,000	3,000	3,000	2,695
-	01-2-72-5030	48	FURNACE FUEL	-	-	-	(451)
-	01-2-72-5040	49	ELECTRICITY	-	-	-	180
-	01-2-72-5050	50	WATER	-	-	-	187
-	01-2-72-5055		SEWER	-	-	-	662
-	01-2-72-5060		TELEPHONE	600	600	600	274
-	01-2-72-5070		INSURANCE	-	-	-	759
-	01-2-72-5080	51	RENT - LUNENBURG ACADEMY	36,000	36,000	36,000	36,000
-	01-2-72-5090	52	SUPPLIES & EXPENSES	2,000	2,000	1,000	887
-	01-2-72-5091		SUNDAY STAFF WAGES	-	-	-	6,000
-				41,600	41,600	40,600	47,193
-			<u>TRANSFER TO REGIONAL LIBRARY</u>				
-	01-2-72-5095	53	TRANSFER TO REGIONAL LIBRARY	18,600	18,600	18,600	14,796
-			<u>HERITAGE PROPERTIES</u>				
-	01-2-72-4100	59	INSURANCE - BAILLY COLLECTION	300	300	300	-
100	01-2-72-7050	60	COUNCIL & COMMITTEE HONORARIUMS	2,300	2,200	2,200	1,764
-	01-2-72-7055	61	STAFF MEETING PAY	-	-	-	280
50	01-2-72-7300	62	SALARY - HERITAGE (Administration)	4,800	4,750	4,700	4,800
-	01-2-72-7380	62	BENEFITS - HERITAGE (Administration)	1,400	1,400	1,400	1,400
100	01-2-72-7381	63	HERITAGE MANAGER	81,000	80,900	80,900	78,201
400	01-2-72-7382	63	HERITAGE MANAGER BENEFITS	16,600	16,200	16,200	18,150
2,500	01-2-72-7390	64	HERITAGE BY-LAW REVIEW	5,500	3,000	-	861
-	01-2-72-7450	65	LEGAL FEES	2,000	2,000	1,000	1,901
(1,000)	01-2-72-7400	66	MATERIALS, SUPPLIES & ADVERTISING	3,000	4,000	2,000	2,038
-	01-2-72-7402	66	TRAINING & CONFERENCES	1,500	1,500	500	1,206
5,000	01-2-72-7401	67	HERITAGE FINANCIAL INCENTIVES PROGRAM	5,000	-	-	-
-	01-2-72-7404	68	UNESCO JOINT PROMOTION	1,000	1,000	500	109
				124,400	117,250	109,700	110,710
-			<u>OTHER REC. & CULT. SERVICES</u>				
(200)	01-2-75-9100	69	PUBLIC CELEBRATION	7,000	7,200	2,000	6,427
			DEPARTMENT TOTAL BEFORE LWMCC & ARENA	\$ 298,400	\$ 284,300	\$ 274,200	\$ 261,569
			LWMCC & ARENA	508,300	504,000	507,400	505,827
			DEPARTMENT TOTAL	\$ 806,700	\$ 788,300	\$ 781,600	\$ 767,396
			Budget Change	\$ 18,400			
				2.3%			

NOTES TO RECREATION AND CULTURE SERVICES BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

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

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which developed an Accessibility Plan over the 2020/21 fiscal year. It is proposed that the five units will hire a full-time accessibility co-ordinator. It is estimated that Lunenburg's share of this position will be \$7,000 in fiscal 2021/22. 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

A portion of the 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)

This van has now been allocated to the Facilities Superintendent and Recreation staff for their use. This budget is for the operating cost for this vehicle.

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 Parks

Repairs, as required, for parks, playgrounds and skatepark equipment.

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 – gravel cost only. Public Works' staff will regravell Back Harbour Trail (labour included in Parks (01-2-71-8010). Approximately 1km of trail was regravell in fiscal 20-21, there is 2.3km left to complete.

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 #01-2-71-8085 Bandstand Repairs

Funds for repairs and maintenance for the year. There needs to be plans for a major rebuild/restoration within five years.

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	AUDITORIUM	FIELDS	TOTAL
	(01-2-70-1010)	(01-2-70-1015)	(01-2-70-1017)	
Recreation Director (25%/70%/5%)	\$18,747	\$52,493	\$3,750	\$74,990
Recreation Seasonal (90%/10%)**	2,420	269		\$2,689
Recreation Staff (65%/25%/10%)	100,210	38,173	15,269	\$153,652
Trail Maintenance*			-1,500	-\$1,500
	\$121,377	\$90,935	\$17,519	\$229,831
Town Office (01-2-70-1020)				30,800
				\$260,631

*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

Staff meeting pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

Based on a portion of Council honorariums and citizen honorariums.

Council Honorariums	\$600
Citizen Honorariums	\$900

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

Winter jackets and safety boots as required.

While not included in the 21-22 budget the Recreation Director would like to start to provide Recreation Staff with an adequate quantity of clothing to wear for each shift (i.e. jackets, overalls, sweaters, t-shirts, etc). This would increase customer experience with easy staff identification. This could be achieved through a phased approach of staff receiving one piece of clothing per year (Year 1 new jackets. Year 2 overalls. Year 3 shirt, etc.)

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

Minister of Finance – Refrigeration Plant Operators	\$200
RNS	70
Lunenburg/Queens Recreation Directors Association	50
Miscellaneous	<u>80</u>
	<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. Budget was reduced in fiscal 2020-21 due to COVID-19 travel restrictions. Many of these restrictions remain.

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. Additional budget added for debit machine rentals, poster software, office365 and new computer for Rec Director current one at end of life.

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	250
Sprinkler System Test & Mtce	1,500
First Aid and AED Supplies	250
Fire Alarm Maintenance & Monitoring	1,000
Small Tools	500
Refrigeration System Maintenance	3,000
Computer Maintenance	500
Air compressor	500
Ice Paint	1,000
Plumbing Repairs	500
Electrical Supplies	1,000
Interior/Exterior Paint & Supplies	500
Ice Resurfacers Room Maintenance	500
Garbage Dumpster	1,500
Pave ice resurfacers exit	5,000
In-ice logos vs painting by hand	1,000
Miscellaneous	2,500
	<u>\$24,000</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 average consumption and current rates.

27. #01-2-70-5035 Propane

Estimate based on projected cost and usage.

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 2020/21 approved rates assessment and 2021 assessment based at 1/2 of \$1,069,200 (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 AUDITORIUM - 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
Heating System Upgrades	\$1,500
Paint Gym Walls	\$1,000
Kitchen Food Establishment Permit	\$225
General Maintenance & Repairs of Facility *	\$4,075
Total	\$10,000

*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 average consumption and current rates.

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

Estimate based on average 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 2020/21 approved rates assessment and 2021 assessment based at 1/2 of \$1,069,200 (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.

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 2021 of 0.3% to \$26.35 per hour.

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

Program supplies such as fitness equipment, basketballs, pickleballs, program advertising, 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 of 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 was \$1,000.

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

Estimate is for chairs and table replacements. *Staff don't feel these are necessary at this time.*

Captain Angus J. Walters House

This property is currently listed for sale.

Library

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

47. #01-2-72-5010 Janitors Contract/Supplies

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

48. #01-2-72-5030 Fuel

Heating fuel is included in the rental rate for the library at the Lunenburg Academy location.

49. #01-2-72-5040 Electricity

Electricity is included in the rental rate for the library at the Lunenburg Academy location.

50. #01-2-72-5050 Water

Water is included in the rental rate for the library at the Lunenburg Academy location.

51. #01-2-72-5080 Rent – Lunenburg Academy

Rent based on other rentals to Community Organizations. This is an all-inclusive rent.

52. #01-2-72-5090 Supplies & Expenses- Library

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

53. #01-2-72-5095 South Shore Regional Library

Our share of the Regional Library operating based on funding formula.

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 pay was eliminated in fiscal 2020-21 due to the financial constraints of COVID-19. With the continuing pandemic fiscal constraints staff have not added this back to the budget for 2021-22. Across the organization this is a staff compensation reduction of \$6,700.

62. #01-2-72-7300/7380 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 Heritage By-Law Review

For Heritage Conservation District Plan & By-law

Advertising	\$1,200
Printing (mailing)	\$1,000
Meeting Supplies	\$300
Legal	<u>\$3,000</u>
Total	<u>\$5,500</u>

65. #01-2-72-7450 Legal Fees

To provide legal advice on interpretation of Heritage Conservation District & By-law and help cover costs associated with appeals.

66. #01-2-72-7400 Materials, Supplies & Advertising & Small Capital

Materials for Heritage supplies including the Heritage Recognition Awards and advertising as needed.

#01-2-72-7402 Training & Conferences

To provide training programs for Heritage Manager.

67. #01-2-72-7401 Heritage Financial Incentives Program

Though Council has approved the Heritage Financial Incentives Program it has never been funded. Continues to be placed on annual budget proposals for Council's consideration.

68. #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.

In 2020/21 the three site cooperated in the development of digital screen shots to be use on Bay Ferry routes and other venues such as Visitor Information Centres (VICs). Bay Ferries accepted the screen shots and will introduce them on their screen for free as we qualify under their advertising program as an UNESCO Site. VICs unfortunately do charge an annual fee for advertisements on their screens. This funding will enable us to continue this cooperation as we explore ways and means to promote our sites.

Other Recreation & Culture

69. #01-2-75-9100 Public Celebrations

COVID-19 restrictions continue for the events included in this budget however staff hope to be able to hold some of the events in the traditional fashion or virtually.

	2021/22 Budget	2020/21 Budget
Canada Day, less \$750 approved grant	1,000	1,000
Fishers' Service	4,000	4,000
Lunenburg's Birthday	200	0
Town Levee	700	700
Volunteer Week	200	400
German Band Concert**	2,200	0
Tall Ships	-	-
National Day of Mourning	100	0
Flag Raising Events	500	500
Newcomers Reception	300	400
Miscellaneous Events	<u>0</u>	<u>200</u>
	<u>\$7,000</u>	\$7,200

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

FISCAL SERVICES EXPENDITURE BUDGET						
			2021/22	2020/21	2020/21	2019/20
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUALS
		PRINCIPAL INSTALLMENTS				
25,400	01-2-81-3100	1 DEBENTURE PRINCIPAL	\$ 352,100	\$ 326,700	\$ 326,700	\$ 314,432
2,000	01-2-81-3150	1 DEBENTURE PRINCIPAL - SEWER PROJECTS	83,300	81,300	81,300	79,777
			435,400	408,000	408,000	394,209
		FINANCING AND TRANSFERS				
(10,000)	01-2-82-2134	to (from) Community Centre Roof - Debt reduction	-	10,000	-	-
		OPERATING RESERVE FUND:				
14,000	01-2-82-2140	2 to (from) Elections	5,000	(9,000)	(9,000)	3,000
13,000	01-2-82-2130	2 to (from) Sewer	63,000	50,000	146,800	(2,590)
20,000	01-2-82-2215	to (from) Insurance Tender Savings	-	(20,000)	-	-
20,000		to (from) General Operating Reserves	-	(20,000)	-	997
(115,000)		to (from) COVID-19 Safe Restart	(115,000)	-	115,000	-
		CAPITAL RESERVE FUND:				
(39,150)	01-2-82-2230	3 to (from) Capital from Revenue	-	39,150	215,800	103,363
75,000	01-2-82-2146	2 to (from) Deed Transfer Tax	175,000	100,000	220,000	188,631
5,300	01-2-82-2147	2 to (from) Landfill Site Closure/Monitoring	-	(5,300)	(5,300)	(4,915)
20,000	01-2-82-2220	2 to (from) PW Equipment	20,000	-	-	20,000
(1,200)	01-2-82-2225	to (from) Arena - Ice Resurfacer	3,000	4,200	2,000	3,063
			151,000	149,050	685,300	311,549
		EDUCATION				
34,600	01-2-84-7700	4 DISTRICT SCHOOL BOARD PAYMENT	886,000	851,400	851,400	823,080
			886,000	851,400	851,400	823,080
		DEPARTMENT TOTAL	1,472,400	1,408,450	1,944,700	1,528,838
		SURPLUS (DEFICIT)	-	-	-	363
		TOTAL EXPENDITURES	\$ 7,841,900	\$ 7,113,300	\$ 7,565,600	\$ 7,089,385
		21-22 Unfunded Expenditures	\$ 498,200			
		Fiscal Services Budget Change	\$ 63,950			
			4.5%			

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
Roller/Biofilter/Chipseal Kissing Bridge	(1 of 10)	\$15,400	\$3,742	\$19,142	\$138,600
PW Salt Truck	(1 of 15)	\$12,473	\$5,426	\$17,899	\$174,627
Fire Truck #2	(1 of 15)	\$21,837	\$9,499	\$31,336	\$305,713
Academy, Streets, Biofilter	(2 of 15)	\$42,710	\$14,795	\$57,505	\$555,235
Community Centre Roof	(2 of 10)	\$8,000	\$1,598	\$9,598	\$64,000
Parking Meters/Arena Siding	(3 of 5)	\$3,080	\$181	\$3,261	\$6,160
Boat Launch, Old Fire Hall Roof, Sewer Brook./Lincoln	(3 of 15)	\$77,730	\$24,368	\$102,098	\$676,990
Cat Backhoe	(4 of 10)	\$8,000	\$1,498	\$9,498	\$48,000
Lun Academy/Trackless/CC Furnace/Street paving	(4 of 10)	\$44,520	\$8,498	\$53,018	\$267,120
Lun Academy/Pave Hebb & Hopson	(4 of 10)	\$33,270	\$4,839	\$38,109	\$199,620
Library Design/Parking Meters	(5 of 5)	\$5,640	\$52	\$5,692	\$0
Aerial Ladder Fire Truck	(5 of 10)	\$44,889	\$6,300	\$51,189	\$224,442
Lun Academy/Paving Starr and Wolff	(6 of 10)	\$17,900	\$2,278	\$20,178	\$71,600
Victoria Road Paving	(8 of 10)	\$11,900	\$913	\$12,813	\$23,800
Fire Truck/Tannery Rd Swr/Streets	(9 of 10)	\$57,200	\$3,524	\$60,724	\$57,200
Accessibility/Hebb St/Arena	(10 of 10)	\$30,800	\$1,123	\$31,923	\$0
Est. Temporary Borrowing*					
TOTAL DEBT CHARGES		\$435,349	\$88,634	\$523,983	\$2,813,107

“*” – a temporary borrowing is for interim funding of the prior year’s capital expenditures until debentures from Municipal Finance are secured.

2. Transfers to/from Reserves

Next municipal elections to be held in October 2024. In the years between elections a transfer to the operating reserve is established to offset the financial impact of the municipal elections in the year they occur.

As part of the sewer rate structure an annual reserve transfer is included.

Deed Transfer Tax reserve transfer is offset by corresponding revenue. **Staff report to be circulated regarding possible changes.**

Site Monitoring reserve is now depleted and any cost will be included in the general tax rate.

No reserve transfer for the future capital costs for the Lunenburg Academy has been budgeted this year.

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

In June 2019 Council established an ice resurfacer surcharge of \$4/hour for all arena ice time rates.

The following are the **projected** Capital Reserve Balances for the fiscal year ending March 31, 2021:

Solid Waste Closure	\$2,827
Other Equipment	236,820
Ice Resurfacer Reserve	2,085
Public Works Equipment	74,272
Fire Equipment	74,218
Federal/Provincial Gas Tax Funds	41,919
Provincial Capital Funds	25,795
Deed Transfer Tax	<u>407,673</u>
Total	\$865,609

The following are the **projected** Operating Reserve Balances for the fiscal year ending March 31, 2021:

Election Expenses	\$0
Salt Reserve	49,000
Fire Personal Protective Equipment	8,276
Sewer Reserves	162,995
Streets & Other	5,103
Recreation	56,468
LAFF	13,193
Pro Kids	22,768
Region 6 Diversion Special Projects	2,412
COVID-19 Safe Restart	115,000
Operating Surplus Reserve	<u>173,357</u>
Total	\$608,572

3. Capital Expenditures from Operating Revenue

This is an annual allocation budgeted from general revenues to fund capital asset purchases. **There is currently no amount included in the 2021/22 budget for this amount.**

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

The School Board rate is calculated based on 2021/22 rate of 30.48¢/\$100 of uniform assessment.

	2018/19	2019/20	2020/21	2021/22
Uniform Assessment	\$264,597,830	\$270,039,287	279,311,517	\$290,674,795
Rate on UA	30.48¢	30.48¢	30.48¢	30.48¢
Rate on Taxable Assessment	29.70¢	29.30¢	29.06¢	29.55¢
Total Cost	\$806,494	\$823,080	\$851,342	\$885,977

CEMETERY BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL
			<u>OPERATING REVENUE</u>				
700	04-1-95-0010	1	SALE OF LOTS	\$ 2,300	\$ 1,600	\$ 3,300	\$ 2,955
(4,300)	04-1-95-0020	1	BURIALS	18,000	22,300	18,000	20,840
(500)	04-1-95-0030		BASES, ETC. - HEAD STONES	500	1,000	-	-
-	04-1-95-0040	2	INTEREST ON CEMETERY TRUSTS	6,000	6,000	6,000	7,007
11,100	04-1-95-0060	3	APPROPRIATION FROM TOWN	51,800	40,700	40,000	44,265
			TOTAL REVENUE	\$ 78,600	\$ 71,600	\$ 67,300	\$ 75,067
-							
-			<u>OPERATING EXPENDITURES</u>				
-	04-2-95-0020	4	LABOUR	20,000	20,000	20,000	29,246
-	04-2-95-0030	5	WORKERS COMPENSATION	500	500	500	679
-	04-2-95-0040	6	EMPLOYMENT BENEFITS/EAP	4,000	4,000	4,000	6,434
-	04-2-95-0045	7	CLOTHING	-	-	-	283
-	04-2-95-0050	7	OTHER BENEFITS (HOLIDAY, LONG SERVICE, RETIREMENT	-	-	-	2,707
-	04-2-95-0055	8	MOWING CONTRACT	30,300	30,300	30,300	20,857
-	04-2-95-0060		TRAINING COURSES	-	-	-	121
-	04-2-95-0080	9	WATER	400	400	300	365
100	04-2-95-0090		ELECTRICITY	1,000	900	900	871
100	04-2-95-0100		INSURANCE	1,000	900	900	909
1,000	04-2-95-0110	10	SUPPLIES	5,500	4,500	4,500	3,101
(200)	04-2-95-0115		AUDIT FEES	900	1,100	900	1,183
2,000	04-2-95-0120	11	EQUIPMENT/BUILDING-MAINT. & REPAIRS	5,000	3,000	3,000	4,573
1,000	04-2-95-0130	12	FLOWERS AND TREES	1,000	-	-	-
-	04-2-95-0145	13	MONUMENT MAINTENANCE (LABOUR & SUPPLIES)	4,000	4,000	2,000	3,738
3,000	04-2-95-0155	14	ROAD MAINTENANCE (GRAVEL & DRAINAGE)	5,000	2,000	-	-
-	04-2-95-0165		PROVISION - UNCOLLECTIBLE ACCOUNTS	-	-	-	-
			TOTAL EXPENDITURES	\$ 78,600	\$ 71,600	\$ 67,300	\$ 75,067
			Budget Change	\$ 7,000			
				9.8%			

NOTES TO CEMETERY BUDGET

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

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

The Cemetery rates for 2019/20 were adjusted based on a province wide rate comparison and as approved by Council on June 25, 2019. Since then the rates have been adjusted annually by the previous year's NS-CPI which in 2020 was 0.3% (rounded to the next \$5).

Sale of Lots	2021/22 Rates		
	Lot Price	Perpetual Care Charge	Total Cost of Lot
1 Cremation Lot	\$170	\$235	\$405
1 Grave Lot	\$340	\$420	\$760
2 Grave Lot	\$645	\$835	\$1,480
Mausoleum	\$520	\$675	\$1,195

Burials	2021/22 Rates
Ashes (Cremation) – Resident*	\$370
Ashes (Cremation) – Non-resident	\$735
Infant or Child	\$370
Traditional – Resident*	\$820
Traditional - Non-resident	\$1,630

* 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, 2021 the Perpetual Care Reserve had a balance of \$232,600. Which includes an inter-departmental capital loan balance of \$178,580.

Town General (Capital Funding)	\$4,200
Interest earned on Bank balances (estimate)	<u>1,800</u>
Total Interest Earned	<u>\$6,000</u>

Analysis of Perpetual Care Fund

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>Budget 200/21</u>	<u>Budget 2021/22</u>
Perpetual Care Fund	\$211,338	\$216,088	\$226,415	\$228,025	\$227,985	\$232,600
Interest Earned	\$4,500	\$5,200	\$7,424	\$7,007	\$6,000	\$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

This budgeted amount reflects the estimated costs for Public Works staff to complete maintenance, aside from mowing, at the Cemetery. This estimated labour amount also reflects estimated time for burials.

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

Based on the Town's current 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 gravel	500
Chains, lifting straps, gas cans, rakes, shovels, etc.	1,000
	<u>\$5,500</u>

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

Miscellaneous Parts/Repairs	\$3,500
Gasoline/Fuel for Equipment	500
Building Maintenance	<u>1,000</u>
	<u>\$5,000</u>

Increase in budget required for maintenance due to age of equipment.

12. #04-2-95-0130 Flowers and Trees

Four (4) trees were recently lost at the cemetery, this budget is to purchase replacement plantings.

13. #04-2-95-0145 Monument Maintenance

This budget item began in 2010/11 for the maintenance of monuments that fall over during the winter months.

14. #04-2-95-0155 Road Maintenance

To refurbish the roads to ensure that they continue to be passable for vehicular traffic. This requires more effort and financial resources. Work was not carried out in 2020/21 due to COVID and other anticipated cemetery repairs.

WATER UTILITY OPERATING BUDGET							
				2021/22	2020/21	2020/21	2019/20
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
REVENUE							
OPERATING REVENUES							
1,000	05-1-12-0100	1	METERED COMMERCIAL SALES	\$ 535,000	\$ 534,000	\$ 535,000	\$ 526,591
3,600	05-1-21-0100	1	FLAT RATE SALES - RESIDENTIAL	665,100	661,500	661,500	658,509
(9,800)	05-1-31-0100	2	PUBLIC FIRE PROTECTION	331,000	340,800	340,800	325,360
-	05-1-33-0100		PRIVATE FIRE PROTECTION	1,000	1,000	1,000	1,000
200	05-1-40-0100		SPRINKLER ACCOUNTS	6,800	6,600	6,800	6,600
-	05-1-60-0100	3	CONSUMER INTEREST CHARGES	3,500	3,500	3,500	5,354
100	05-1-71-0100		CONNECTION CHARGES	5,500	5,400	5,500	4,800
-	05-1-72-0100	4	ARMOURIES RENT	1,200	1,200	1,200	1,200
			TOTAL OPERATING REVENUES	1,549,100	1,554,000	1,555,300	1,529,414
NON-OPERATING REVENUES							
-	05-1-81-0100		JOBGING AND CONTRACT	500	500	-	100
(2,500)	05-1-82-1000		INTEREST EARNED	2,500	5,000	2,500	7,120
2,000	05-1-85-0100	5	GRANTS FOR THE PROV - HST OFFSET	9,000	7,000	8,900	10,251
-	05-1-89-0100		OTHER TRANSFERS FROM RESERVES	80,000	80,000	-	-
			TOTAL NON-OPERATING REVENUES	92,000	92,500	11,400	17,471
			TOTAL REVENUES	\$ 1,641,100	\$ 1,646,500	\$ 1,566,700	\$ 1,546,885
EXPENDITURES							
SOURCE OF SUPPLY							
SUPERVISION AND ENGINEERING							
50	05-2-11-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,200	\$ 14,150	\$ 14,150	\$ 12,500
100	05-2-11-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,400	2,300	2,300	2,200
-	05-2-11-0300	7	DEPARTMENT OF ENVIRONMENT - LICENSE	1,000	1,000	1,000	946
-	05-2-11-0400	7.1	WATER WITHDRAWAL STUDY (EVERY 10 YEARS, last done 2011/12) - due in May 2022	80,000	80,000	-	-
OPERATION LABOUR							
(600)	05-2-12-0200	18	PUBLIC WORKS LABOUR	500	1,100	500	-
10,250	05-2-12-0201	12	WRO LABOUR	13,600	3,350	3,350	2,028
MAINTENANCE OF PLANT - INTAKES (PUMP HOUSE)							
(1,000)	05-2-14-2100		DIVER - INTAKE	3,000	4,000	3,200	3,671
-	05-2-14-2200	7.2	REPAIRS TO INTAKE SCREENS/BUILDING	4,000	4,000	1,500	3,686
			DEPARTMENT TOTAL	\$ 118,700	\$ 109,900	\$ 26,000	\$ 25,031
PUMPING							
SUPERVISION AND ENGINEERING							
50	05-2-21-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,200	\$ 14,150	\$ 14,150	\$ 12,500
100	05-2-21-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,400	2,300	2,300	2,200
OPERATION LABOUR							
(600)	05-2-22-0200	18	PUBLIC WORKS DEPARTMENT	500	1,100	500	-
7,650	05-2-22-0201	12	WRO LABOUR	11,400	3,750	3,750	3,031
POWER PURCHASED							
-	05-2-24-0100	8	POWER PURCHASED - NSPI	25,000	25,000	24,000	23,929
MAINTENANCE OF PLANT							
-	05-2-25-1200		TELEPHONE - PUMPHOUSE	300	300	300	220
(3,500)	05-2-25-1300	8.2	MATERIALS/REPAIRS TO BUILDING	2,000	5,500	1,000	805
MAINTENANCE OF PUMPING EQUIPMENT							
-	05-2-25-2100	9	REPAIRS TO PUMPS	4,000	4,000	500	327
			DEPARTMENT TOTAL	\$ 59,800	\$ 56,100	\$ 46,500	\$ 43,012
WATER TREATMENT							
SUPERVISION AND ENGINEERING							
50	05-2-31-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,200	\$ 14,150	\$ 14,150	\$ 12,500
100	05-2-31-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,400	2,300	2,300	2,200
-	05-2-31-0400	10	TRAINING - SUPER./WRO	5,500	5,500	1,000	2,524
500	05-2-31-0410	11	CLOTHING - WRO	1,500	1,000	500	396
OPERATION LABOUR							
(500)	05-2-32-0100	18	PUBLIC WORKS DEPARTMENT	500	1,000	500	646
1,800	05-2-32-0200	12	WATER RESOURCE OPERATORS LABOUR	70,000	68,200	68,200	64,015
5,600	05-2-32-0210	12	WATER RESOURCE OPERATORS BENEFITS	22,600	17,000	17,000	13,992
OPERATION SUPPLIES AND EXPENSE							
CHEMICALS AND ADDITIVES							
5,000	05-2-33-1500	13	WTP - CHEMICALS	60,000	55,000	55,000	52,229

WATER UTILITY OPERATING BUDGET						
	ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUAL
-		ACCOUNTING BILLING				
(600)	05-2-51-3100	PORTION BOOKKEEPING SALARIES	27,800	28,400	28,400	28,464
-	05-2-51-3200	SUPPLIES - BILLING & COLLECTION	2,700	2,700	2,700	1,378
6,500	05-2-51-3210	COMPUTER MAINTENANCE	15,000	8,500	8,500	6,000
-		ACCOUNTING COLLECTION				
(450)	05-2-51-4100	PORTION OF CASHIER SALARIES	13,500	13,950	13,950	14,029
-		ACCOUNTING - UNCOLLECTIBLE ACCTS.				
-	05-2-51-5100	PROVISION - UNCOLLECTIBLE ACCTS.	5,000	5,000	5,000	8,168
-		SALARIES				
-		SALARIES - OFFICERS & EXECUTIVES				
-	05-2-52-1100	PORTION STAFF MEETING PAY	-	-	-	973
100	05-2-52-1200	PORTION COUNCIL HONORARIUMS	27,100	27,000	27,000	25,290
(1,600)	05-2-52-1300	PORTION STAFF SALARIES	61,400	63,000	63,000	62,439
-		SALARIES - OTHER				
3,900	05-2-52-9100	PORTION OFFICE STAFF SALARIES	64,300	60,400	60,400	55,810
200	05-2-52-9200	EMPLOYMENT BENEFITS	77,500	77,300	77,300	87,563
-		GENERAL OFFICE EXPENSE				
-		GENERAL OFFICERS EXPENSE				
5,000	05-2-53-1200	24 TRAINING, CONFERENCES & MEMBERSHIPS	20,000	15,000	7,000	6,946
(2,300)	05-2-53-1201	24 COUNCIL TRAINING & CONFERENCES	5,700	8,000	8,000	2,644
-	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	6,205
3,500	05-2-53-3150	25 FURNITURE & EQUIPMENT	15,000	11,500	11,500	12,927
-		PROFESSIONAL FEES				
-	05-2-54-1100	AUDITORS FEES	6,000	6,000	5,800	6,023
15,000	05-2-54-1200	CONSULTANT FEES - WATER RATE STUDY	15,000	-	-	
-	05-2-54-1250	ENGINEER CONSULTING SERVICES	7,500	7,500	4,000	9,956
-	05-2-54-2100	LEGAL FEES	15,000	15,000	12,000	7,332
400	05-2-54-2150	25.1 COMMUNICATIONS	5,400	5,000	5,000	5,083
-	05-2-54-2200	PAYROLL ADMINISTRATION	1,300	1,300	1,300	1,200
-		REGULATORY EXPENSES				
-	05-2-55-0100	26 NSURB FEE	1,600	1,600	1,600	1,645
-		INSURANCE				
2,000	05-2-56-0100	27 FIRE & AUTO LIABILITY	28,000	26,000	25,100	25,795
-		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	\$ 465,700	\$ 435,450	\$ 419,650	\$ 422,835
-		DEPRECIATION				
-	05-2-60-0100	29 DEPRECIATION EXPENSE	\$ 287,400	\$ 287,400	\$ 287,400	\$ 295,809
-		DEPARTMENT TOTAL	\$ 287,400	\$ 287,400	\$ 287,400	\$ 295,809
-		TAXES				
-	05-2-70-0200	30 PROPERTY TAXES	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,479
-		DEPARTMENT TOTAL	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,479
-		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	40,750
-		INTEREST ON LONG-TERM DEBT				
(1,000)	05-2-92-0100	31 INTEREST	17,650	18,650	19,100	19,855
-		CAPITAL EXPENDITURE FROM REVENUE				
(20,000)	05-2-99-0050	33 CAPITAL RESERVES - FUTURE CAPITAL	-	20,000	115,000	107,000
-		OTHER NON-OPERATING EXPENSES				
-	05-2-99-0020	33 TRANSFER TO CAPITAL RESERVE - LAND	5,000	5,000	5,000	5,000
(26,000)	05-2-99-0010	33 WTP - MEMBRANE REPLACEMENT RESERVE	-	26,000	26,000	26,000
(40,000)	05-2-99-0060	DIVIDEND	25,000	65,000	65,000	50,000
-	05-2-99-0100	SURPLUS (DEFICIT)	-	-	-	-
		DEPARTMENT TOTAL	\$ 88,400	\$ 175,400	\$ 270,850	\$ 248,605
-		TOTAL EXPENDITURES	\$ 1,641,100	\$ 1,646,500	\$ 1,566,700	\$ 1,546,030
-		Budget Change	\$ (5,400)			
-			-0.4%			

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 2021/22</i>	<i>Estimated 2020/21</i>	<i>Actual 2020/21</i>
Residential Connections	1,160	1,153	1160
Metered Commercial Accounts	191	191	191

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).

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

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 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 #05-2-11-0400 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

This amount is for general repairs and maintenance of building.

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 Operators Salary and Benefits

The Town Engineer is proposing that the Water Resource Operator complement of staff be increased from 1.5 FTE to 2.0 FTE for the Water Utility. A portion of these additional resources in the Water Utility to be used to increase the time spent on Dares Lake source and watershed lands protection, commercial water meter reading and maintenance (and future residential water meter reading and maintenance), increased water testing and sampling and water system by-law enforcement.

13. #05-2-33-1500 Chemicals

Chemical costs are estimated based on the operational requirements of the Water Treatment Plant. Budget increase due to increased cost for chemicals.

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

Estimate for required items for plant operations.

Budget increased \$7,000 to include the development of Standard Operating Procedures for the Water Treatment Plant.

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.

Items anticipated in the upcoming year:

Spare on Line Rosemount PH probe

Spare Chemline Flow Pressure Regulators with gauge Insulators

Spare Wilden Chemical Feed Pump for PALL System Cleaning

Replacement flock tank mixer electric motor

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.

Replacement of 12 anodes inside the WTP water storage tank (as per report)

A. 12 Anodes cost \$7,750

B. Designated potable water tank dive team needed for one day to install the 12 anodes cost \$8,350

Installation of 12”inch dia. gate valve on the filtrate line to the water storage tank located at 524 Northwest road beside the plant. The job is to use (Public Works Equipment and Labour) and designated potable water dive team will be needed for one day to plug and monitor the line inside the storage tank while the 12”dia.gate valve is being installed Cost \$3,700.

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.

21.2#05-2-44-3300 Fire Flow Testing

To be completed every four years, to be carried out in 2021/22. Budget based on estimated costing from vendor.

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 \$185,500. The sewer charge is budgeted at 2020/21 rates. (AAN 04647114).

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

A portion of the current level of Town Office administration and finance staff salaries are charged out to the Water Utility based on the estimated staff time spent on the Water Utility.

A portion of Town Council honorariums is charged to the Water Utility based on the estimated time Council spends on Water Utility issues.

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
Asset Management Training TE	5,000
Various staff training, seminars & conferences, as required	12,400
Professional Membership Allocations	<u>1,600</u>
	<u>\$20,000</u>

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

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

Total budget \$15,000

N.B. - \$11,300 will be allocated to the Electric and Water Utility budgets, approximately 75%.

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 Assistant Municipal Clerk’s salary for communications.

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 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 projected depreciation reserve as at March 31, 2021 is \$1,484,000.

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

The assessment on the Town distribution system has remained the same at \$1,294,800. 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)	10 of 20	\$40,750	\$17,635	\$58,385	\$407,500

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).

34. The projected balance in the Water Utility Capital Reserve, not including the depreciation reserve, at March 31, 2021 is as follows:

Future Land Purchases	\$0
WTP Membrane Replacement	310,000
Future Capital	<u>435,295</u>
	<u>\$745,300</u>

ELECTRIC UTILITY OPERATING BUDGET							
				2021/22	2020/21	2020/21	2019/20
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUALS
			REVENUE				
			OPERATING REVENUE				
75,200	07-1-51-1000	2	DOMESTIC SERVICE	\$ 2,859,100	\$ 2,783,900	\$ 2,748,300	\$ 2,673,127
(18,600)	07-1-51-2000	3	GENERAL SERVICE - SMALL	167,400	186,000	161,000	160,101
(98,600)	07-1-51-2500	3	GENERAL SERVICE - DEMAND	2,167,400	2,266,000	2,074,100	2,180,024
(41,400)	07-1-51-3000	4	GENERAL SERVICE (IND)	1,298,600	1,340,000	1,243,900	1,333,459
-	07-1-51-4000	5	STREET LIGHTING	128,000	128,000	125,800	124,664
-	07-1-51-5000		MISC. ELECTRIC LIGHT	7,000	7,000	6,500	10,489
6,000	07-1-51-6000	6	LATE PAYMENT INTEREST	25,000	19,000	25,500	37,628
-	07-1-51-7000	7	POLE ATTACHMENT FEES	27,600	27,600	27,600	27,620
-	07-1-51-8000	8	69 KV LINE LEASE	54,000	54,000	53,100	53,112
			TOTAL OPERATING REVENUE	6,734,100	6,811,500	6,465,800	6,600,224
			NON-OPERATING REVENUE				
-	07-1-51-9000		EXPIRED LINE EXTENSION DEPOSITS	-	-	-	1,511
5,000	07-1-52-1000	9	SALE OF SERVICE - PERMITS	20,000	15,000	18,000	17,260
-	07-1-52-1010	9	SALE OF SERVICE - JOBBING & CONTRACT	5,000	5,000	1,000	4,461
(4,000)	07-1-52-3000		INTEREST REVENUE	5,000	9,000	3,000	12,218
			TOTAL NON-OPERATING REVENUE	30,000	29,000	22,000	35,450
			TOTAL REVENUE	\$ 6,764,100	\$ 6,840,500	\$ 6,487,800	\$ 6,635,674
			EXPENDITURES				
			POWER PURCHASES				
(103,600)	07-2-61-1000	10	POWER COST - NSPI	\$ 5,248,700	\$ 5,352,300	\$ 5,136,400	\$ 5,212,593
			SUBSTATIONS				
			SUBSTATIONS (3)				
500	07-2-62-1100	11	LABOUR-UTILITY	23,800	23,300	23,300	22,230
-	07-2-62-1200	12	REPAIRS & MAINTENANCE	20,000	20,000	8,000	5,546
(10,000)	07-2-62-1300	13	TRANSFORMER TESTING	15,000	25,000	12,500	-
400	07-2-62-1500		SUBSTATION INSURANCE	10,500	10,100	9,500	10,139
				69,300	78,400	53,300	37,915
			OPERATION & MAINTENANCE				
			SUPERINTENDENCE				
2,100	07-2-63-1100	11	MANAGER/PORION OF SUPER. SALARY	109,500	107,400	107,400	102,748
-	07-2-63-1200	14	TELEPHONE/ CELLULAR/ INTERNET	5,000	5,000	3,700	3,609
-	07-2-63-1400		RADIO REPAIRS/LICENSE	200	200	200	180
			OVERHEAD				
1,400	07-2-63-2100	11	LABOUR - UTILITY	69,700	68,300	68,300	94,221
-	07-2-63-2200		SUPPLIES	5,500	5,500	3,000	5,393
-	07-2-63-2310	15	VEGETATION MGMT-CONTRACTOR	100,000	100,000	80,000	33,850
-	07-2-63-2600		CONTRACTED REPAIRS/FLAGMEN	5,000	5,000	500	-
			POLES & FIXTURES				
200	07-2-63-3100	11	LABOUR - UTILITY	11,000	10,800	10,800	14,721
-	07-2-63-3200		SUPPLIES	3,000	3,000	500	3,823
			SERVICES				
500	07-2-63-4100	11	LABOUR - UTILITY	25,800	25,300	25,300	36,716
-	07-2-63-4200		SUPPLIES	6,000	6,000	1,000	7,180
			STREETS & HIGHWAY LIGHTING				
500	07-2-63-5100	11	LABOUR - UTILITY	23,200	22,700	22,700	22,692
-	07-2-63-5200		SUPPLIES	1,000	1,000	500	202
			MAINTENANCE OF BUILDING				
(2,000)	07-2-63-6200		FUEL	4,000	6,000	2,000	2,898
(1,200)	07-2-63-6300		ELECTRIC	1,000	2,200	1,000	870
-	07-2-63-6310		WATER	500	500	500	417
-	07-2-63-6320		SEWER	700	700	700	525
-	07-2-63-6400	16	REPAIRS & MAINTENANCE	5,000	5,000	2,500	2,407
-	07-2-63-6600	17	RENTAL - VICTORIA ROAD BUILDING	5,000	5,000	5,000	5,000
			CUSTOMER PREMISES EXPENSES				
5,000	07-2-63-7100		ELECTRICAL INSPECTIONS	20,000	15,000	22,000	18,974
				401,100	394,600	357,600	356,426
			TRANSFORMERS				
			SETTING AND REMOVING				
100	07-2-64-1100	11	LABOUR - UTILITY	2,700	2,600	2,600	2,481
-	07-2-64-1200		SUPPLIES	500	500	100	-
			MAINTENANCE OF TRANSFORMERS				
100	07-2-64-2100	18	LABOUR - UTILITY	3,200	3,100	3,100	3,062
-	07-2-64-2150	18	CONTRACTED REPAIRS	40,000	40,000	5,000	50,053
-	07-2-64-2200	18	SUPPLIES	2,500	2,500	1,000	100
				48,900	48,700	11,800	55,696

ELECTRIC UTILITY OPERATING BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUALS
-			<u>METERS</u>				
-			<u>SETTING AND REMOVING METER</u>				
100	07-2-65-1100	11	LABOUR - UTILITY	6,800	6,700	6,700	6,351
-			<u>TESTING METERS (EXPENSES)</u>				
200	07-2-65-2100	11	LABOUR - UTILITY	10,600	10,400	10,400	9,924
-			<u>MAINTENANCE OF METERS</u>				
-	07-2-65-4200		SUPPLIES	1,000	1,000	500	230
				18,400	18,100	17,600	16,505
-			<u>GENERAL OVERHEAD</u>				
-			<u>SUPERVISION</u>				
50	07-2-66-1100	20	PORTION FD SALARY	5,900	5,850	5,850	5,660
-			<u>CONTRACTS</u>				
(100)	07-2-66-2100	20	PORTION OF TOWN OFFICE SALARIES	18,500	18,600	18,600	18,294
				24,400	24,450	24,450	23,954
-			<u>ACCOUNTING</u>				
-			<u>ACCOUNTING SUPERVISION</u>				
-	07-2-67-1100	20	PORTION FD SALARY	7,600	7,600	7,600	7,580
-			<u>REVENUE ACCOUNTING</u>				
1,500	07-2-67-2100	20	PORTION OF TOWN OFFICE SALARIES	59,400	57,900	57,900	57,817
-			<u>PLANT ACCOUNTING</u>				
2,800	07-2-67-3100	20	PORTION OF TOWN OFFICE SALARIES	43,200	40,400	40,400	34,971
-			<u>BILLING</u>				
(1,700)	07-2-67-4100	20	PORTION OF TOWN OFFICE SALARIES	47,800	49,500	49,500	42,855
-	07-2-67-4200		SUPPLIES	8,000	8,000	8,000	7,395
-			<u>AUDITING</u>				
-	07-2-67-5100		AUDIT FEES	6,500	6,500	6,000	6,500
-			<u>COLLECTING</u>				
1,000	07-2-67-6050	21	ELECTRONIC BANKING SERVICES	4,000	3,000	3,800	3,463
(200)	07-2-67-6100	20	PORTION OF TOWN OFFICE SALARIES	14,600	14,800	14,800	13,763
-	07-2-67-6200		POSTAGE	13,500	13,500	13,500	12,387
-	07-2-67-6300		COLLECTION COSTS (SMALL CLAIM FEES)	1,000	1,000	-	-
-			<u>METER READING</u>				
600	07-2-67-7100	11	LABOUR - UTILITY	31,800	31,200	31,200	31,047
				237,400	233,400	232,700	217,778
-			<u>GENERAL</u>				
-			<u>SUPERVISION</u>				
450	07-2-68-1100	22	PORTION CLERK & DEPUTY'S SALARIES	77,000	76,550	76,550	73,379
(2,100)	07-2-68-1200	23	COUNCIL HONORARIUMS	48,200	50,300	50,300	43,185
-	07-2-68-1300		MEETING PAY	-	-	-	973
(2,300)	07-2-68-1400	24	COUNCIL CONVENTIONS/TRAINING	5,700	8,000	6,500	2,536
-			<u>PROFESSIONAL SERVICES</u>				
-	07-2-68-2100	25	ENGINEERING	20,000	20,000	2,500	-
-	07-2-68-2200		LEGAL FEES	20,000	20,000	10,000	10,927
200	07-2-68-2210	25.1	COMMUNICATIONS	5,200	5,000	5,000	5,054
-	07-2-68-2300		PAYROLL ADMINISTRATION	1,500	1,500	1,500	1,500
-			<u>ADVERTISING</u>				
-	07-2-68-3100	26	POWER INTERRUPTIONS & PROMOTIONS	5,000	5,000	2,500	1,098
-			<u>UNCOLLECTIBLE BILLS</u>				
-	07-2-68-4100	27	PROVISION - UNCOLLECTIBLE ACCTS.	15,000	15,000	15,000	17,316
-			<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	16,648
-	07-2-68-5300		POSTAGE	13,500	13,500	13,500	12,407
15,000	07-2-68-5600	28	MAINT & CONTRACT - COMPUTER	35,000	20,000	25,000	18,678
-	07-2-68-5700		LEASE - POSTAGE METER	1,500	1,500	1,500	1,619
-	07-2-68-5800		SERVICE CHARGES - PHOTOCOPIER	4,000	4,000	3,000	3,051
-			<u>GENERAL INSURANCE</u>				
300	07-2-68-6600	29	INSURANCE	11,300	11,000	10,300	12,177
-			DEDUCTIBLE/CLAIMS	-	-	5,800	-
-			<u>EMPLOYEE WELFARE</u>				
600	07-2-68-9200	30	EMPLOYMENT BENEFITS	52,100	51,500	51,500	67,278
500	07-2-68-9300		CLOTHING/SAFETY	1,000	500	600	-
-	07-2-68-9400		OTHER EMPLOYEE BENEFITS	1,000	1,000	1,000	644
-	07-2-68-9450		MEETING - TRAVEL/EXPENSE	1,500	1,500	500	696
-	07-2-68-9500	31	TRAINING AND MEMBERSHIPS	10,000	10,000	4,000	7,498
-	07-2-68-9600		MEETING SUPPLIES	3,000	3,000	1,500	2,717
				356,700	344,050	313,250	309,581

ELECTRIC UTILITY OPERATING BUDGET							
	ACCOUNT #		DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUALS
-			<u>OFFICE SUPPLIES/EXPENSES</u>				
(1,200)	07-2-69-1100		TELEPHONE - TOWN HALL	2,000	3,200	2,000	1,956
-	07-2-69-1200		FAX MACHINE	700	700	600	562
2,500	07-2-69-1350	33	SMALL CAPITAL - OFFICE EQUIPMENT	15,000	12,500	12,500	14,488
-			<u>REGULATORY COMM. EXPENSE</u>				
1,000	07-2-69-3100	34	BD. OF PUBLIC UTILITIES	9,000	8,000	8,000	8,702
15,000	07-2-69-3200	35	CONSULTANT FEES	20,000	5,000	500	121
				46,700	29,400	23,600	25,829
			DEPARTMENT TOTAL	\$ 6,451,600	\$ 6,523,400	\$ 6,170,700	\$ 6,256,277
-			<u>DEPRECIATION</u>				
-	07-2-70-2100	36	DEPRECIATION EXPENSE	184,500	184,500	184,500	199,030
-			<u>INTEREST ON CONSUMER DEPOSITS</u>				
-	07-2-70-3100		ACCRUED INTEREST EXPENSE	500	500	500	1,210
-			<u>INTEREST ON LONG-TERM DEBT</u>				
(4,600)	07-2-70-4100	37	BORROWING INTEREST	27,500	32,100	32,100	34,674
-			<u>DEBT REPAYMENT</u>				
-	07-2-70-5100	37	LONG-TERM DEBT PRINCIPAL	100,000	100,000	100,000	100,000
			DEPARTMENT TOTAL	\$ 312,500	\$ 317,100	\$ 317,100	\$ 334,914
-			<u>TRANSFERS TO OTHER FUNDS</u>				
-	07-2-80-1000		<u>CAPITAL RESERVES</u>				
-	07-2-80-1200	38	TRF. TO (FROM) CAPITAL RESERVE	-	-	-	44,000
-			DEPARTMENT TOTAL	\$ -	\$ -	\$ -	\$ 44,000
-							
-	07-2-90-0100		SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -
-			SECTION TOTAL				
			TOTAL EXPENDITURES	\$ 6,764,100	\$ 6,840,500	\$ 6,487,800	\$ 6,635,191
			Budget Change	\$ 76,400			
				1.1%			

NOTES TO ELECTRIC UTILITY BUDGET

- Effective January 1, 2021 the Utility’s kWh consumption rate for power purchases is \$0.09171. The Utility’s current peak ratchet monthly demand cost for kVa is \$111,101. 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).

	2021/22 Budget	2020/21 Budget	2019/20 Actual	2018/19 Actual
Purchases (kWh)	42,170,740	44,621,219	44,109,534	44,377,687
Sales (kWh)	40,483,910	42,905,018	42,649,017	41,647,212
Purchases as % Sales	104%	104%	103%	107%
Billed Demand (kVa) monthly	9,163	9,842	9,842	9,338
Annual Demand Cost	\$1,333,217	\$1,432,008	\$1,426,919	\$1,372,853
Substation credit				
Monthly	\$2,932	\$3,149	\$3,149	\$2,988
Annually	\$35,184	\$37,788	\$37,788	\$35,857

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
February 21, 2020	8:15 am	9,632
February 2021		9,163

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. There are 7 customers billed under the Self Generation Offset (SGO) 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 180 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 2020.

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.

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.

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

All salaries and wages for all departments have been adjusted in fiscal 2021/22 by 0.3%, NS-CPI for 2020. This increase will be effective November 1, 2021. In fiscal 2020/21 the staff wage 1.6% NS-CPI adjustment was removed due to the fiscal constraints of the COVID-19 pandemic.

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy. Allocations include General Government Services, Planning & Heritage, Parking Meters, Community Centre, Water and Electric Utilities.

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

This cost is for a portion of the lease of two debit machines 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

Salaries for all Corporate Services Administration and Finance Staff are shared with other departments based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy. Allocations include General Government Services, Planning & Heritage, Parking Meters, Community Centre, Water and Electric Utilities.

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

Conferences, training and professional development for the Mayor and Councillors.
Total budget \$15,000
N.B. - \$11,300 will be allocated to the Electric and Water Utility budgets, approximately 75%.

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.

28. #07-2-68-5600 Maintenance/License - Computers/Printers

Includes maintenance and licensing of computers as follows:

PC's and Network Server	\$27,000
Accounting Software License	<u>8,000</u>
	<u>\$35,000</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.

For fiscal 21-22 the Town plans to enter into a Joint Service agreement with Chester for IT services. This will provide more IT resources to the Town with a Municipal Government focus. Other departments pay the Electric Utility for a portion of the annual IT costs.

29. #07-2-68-6600 General & Liability Insurance

Insurance costs are budgeted at estimated rates for the upcoming year.

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	\$7,000
CPA, NSBS Fees	<u>3,000</u>
	<u>\$10,000</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).

34. #07-2-69-3100 Board of Public Utilities

Budgeted at 2019/20 actual.

35. #07-2-69-3200 Consultant Fees

This is for work by consultants in regard to general Electric Utility consulting. This budget also includes an amount for a rate study.

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 required re-financing in fiscal 21-22 for the remaining five years.

Payment	Beg. Balance	Principal	Interest	End Balance
15 of 20	\$1,000,000	\$100,000	\$27,540	\$500,000

38. #07-2-80-1200 Reserve for Future Capital Expenditures

Capital Reserve Fund – March 31, 2021 Estimated	
Substation Upgrades	\$60,285
Recloser Replacement	1,610
Transformer Testing	6,440
Surplus equipment proceeds	136,810
Depreciation funds reserve*	595,640
Total Capital Reserve Fund	\$800,785

* Depreciation funds are used to fund current capital expenditures as per NSURB Regulations.

2021/22 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											
	Priority										
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
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.											
Deep energy retrofit study all Town buildings			\$50,000								
TOWN HALL											
Elevator/Accessibility Renovations						\$700,000					
Tender Package Town Hall Exterior Restoration		\$50,000									
Exterior Restoration		\$100,000	\$400,000	\$500,000							
Tender Package Town Hall Interior Restoration					\$50,000						
Interior Restoration						\$500,000	\$500,000				
Security System Upgrade		\$10,000									
Retaining Wall		\$10,000	\$100,000								
Council Chamber Air/Heat Pump				\$20,000							
LUNENBURG ACADEMY											
South Side Handrail		\$15,000									
Foundation/Drain Tile Inspection & Tender documents		\$40,000									
Foundation, Brick & Drain Tile Repairs			\$200,000								
Lot Development Plan				\$1,000,000							
School Bell Restoration				\$30,000							
Modified Roof Repairs					\$300,000						
ANNEX - 17 TANNERY ROAD											
Roof		\$26,000									
PUBLIC WASHROOM											
Replace Windows			\$20,000								
CN STATION											
Painting & Window Replacement			\$20,000								
BAND STAND											
Restoration			\$7,500	\$75,000							
		\$251,000	\$797,500	\$1,625,000	\$350,000	\$1,200,000	\$500,000	\$0	\$0	\$0	\$0
OTHER											
BEAUTIFICATION											
Covid-19 Pandemic Tree Planting - Resilient Roots		\$10,000									
Downtown Beautification - Montague Street Design Works Competition		\$30,000									
ENVIRONMENTAL DEVELOPMENT											
Comprehensive Community Plan		<i>Balance of unexpended approved budget at end of fiscal 20-21 will be carried forward to fiscal 21-22 to finalize planning & heritage documents</i>									
CCP Capital Project		\$20,000									
Waterfront Development		\$25,000									
Blockhouse Hill		\$40,000	\$50,000								
HERITAGE PROPERTIES											
Google Arts & Culture Program		\$10,000									
Anti-Racism Committee Project			\$20,000								
		\$135,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$386,000	\$867,500	\$1,625,000	\$350,000	\$1,200,000	\$500,000	\$0	\$0	\$0	\$0

TOWN GENERAL CAPITAL BUDGET DESCRIPTIONS

BUILDING & STRUCTURES

Town Hall

Brick work and Roof Repair (External Restorations)

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 and the remainder of the building needs to be completed. In addition the roof currently leaks in many locations and requires full repair and replacement.

Security System Upgrade

The current security system for Town Hall requires upgrades. The upgrade will include additional door and motion sensors and the addition of new panels on the 1st and 2nd floor.

Retaining Wall

The retaining wall on the Townsend street side of Town Hall is failing and needs to be reinforced. This project will require engineered drawing and scope of work.

Lunenburg Academy

South Side Handrail

To provide a metal handrail to the south side entrance way of the Academy. This will improve accessibility to the building.

Foundation/Drain Tile Inspection & Tender documents

Before the Town proceeds with the Lunenburg Academy Lot Development Plan it is recommended that we investigate the Academy's foundation, drain tile, down spouts and sewer and water laterals for any deficiencies and undertake tender documents to correct and/or repair any deficiencies. This would be Phase I – the investigation and tender documents. Phase II would be to undertake the corrections and/or repairs at a future date.

Annex

Roof

Fiscal 2020-21 roof work by NSCC cancelled because of COVID pandemic. Town to tender this work. PW to investigate funding assistance from NSCC in lieu of executing the work.

Beautification

Covid-19 Pandemic Tree Planting - Resilient Roots

This project is intended to celebrate our community's resiliency in the face of the pandemic and our future beyond. It supports CCP Action #28 – Urban Design - Policies and Programs for Street Trees and Urban Forest. The project would be cost shared with the community - the Town contributing \$10,000 and residents matching those funds in a community tree planting and maintenance initiative.

Downtown Beautification - Montague Street Design Works Competition

This project is intended to beautify Montague Street with plantings, furniture and public art with a Town sponsored design competition. With Council's approval staff will seek provincial Beautification Grant to support 50% of the funding for this project. This project would support CCP Action #19 - Urban Design - Activate Streetscapes through Design and Programming. It is intended that a different downtown street would be the focus of a similar project each year as part of an ongoing annual urban design project to create new and evolving downtown attractions each year for residents and visitors to enjoy.

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). *Balance of unexpended budget at end of fiscal 20-21 will be carried forward to fiscal 21-22 to finalize planning & heritage documents, overall budget \$229,300 + heritage change order*

CCP Project

Reinstate King Street Parklet, construct benches, tables, umbrella to be made accessible. CCP Direction Urban Design, CCP Section 8.1 Streetscapes (a-r and z-gg).

Waterfront Development

Partnership proposal to develop waterfront for enhanced streetscape and access to water. CCP Action #24 – Waterfront Access and #19 – Activate Streetscapes. Collaborative project proposal. Partnership, hire consultants for design, first phase implementation.

Blockhouse Hill

Desk top archaeology \$10,000

Surveying \$7,000 (with topo)

Subdivision \$113.35

Migration \$2,500 (2 lots)

Advice on impact

Work with LBOT – mapping, agreements, etc.

Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing - Budget \$20,000

Total Budget \$40,000

Archaeology – preventative should artifacts be found later, could be a sensitive site which may impact design. Work with housing stakeholders. Legal work and surveying – estimates. Relocation of campground.

Fiscal 22-23

Budget \$50,000 to commence Blockhouse Hill master planning study.

Heritage Properties

Google Arts and Cultural Program

Promotion of our UNESCO designation through the UNESCO Google Arts & Culture Program. In conjunction with Google and the World Heritage Centre a new digitized presentation of World Heritage is being offer. The Google Arts and Culture platform which includes a multilingual website and an app for mobile, is designed to allow sites to showcase multiple stories about their World Heritage site and its contribution to cultural development. For \$6,200US Publishing for Development will provide a single page content marketing in World Heritage Review as well as editing, curating and upload of materials to Google Arts & Culture. Examples of the World Heritage Review magazine may be reviewed at <http://whc.unesco.org/en/review/>

FUTURE (2021/22 +) CAPITAL CONSIDERATIONS

On January 26, 2021 Council approved the following motion:

For staff to plan and provide a budget number in the 2022/23 fiscal year budget for a Town wide building deep energy retrofit study.

Lunenburg Academy

Modified Roof Repairs

It is anticipated that the modified roof will require repairs within the next five years. This project will strengthen the asset's condition and prolong the life of the Academy's roof. It will also prevent interior decay by preventing water leaks from entering the interior of the building.

Anti-Racism Committee Project

\$20,000 for the development, design, manufacturing and installation of two new interpretive panels. One panel for Sylvia and the other for Lydia Jackson.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

DESCRIPTION	Priority	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
		BUILDINGS & STRUCTURES									
Victoria Road Bldg. - Overhead Door			\$4,800								
Victoria Road Bldg. - Re-Siding				\$100,000							
		\$0	\$4,800	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATIONAL INFRASTRUCTURE											
Splash Pad			\$200,000								
		\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RENEWALS-SIDEWALKS/CURBS											
Duke - York to Lawrence (W)			\$15,000								
Pelham - Ship Yard Hill to Town Limits (S)			\$90,000								
Townsend - Cornwallis to Kaulbach (S)								\$20,000			
Seawall between Fisherman's Wharf and Boat Launch					\$200,000						
		\$0	\$105,000	\$0	\$200,000	\$0	\$0	\$0	\$20,000	\$0	\$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		\$55,000	\$145,000								
Stairs - Kaulbach St - Pelham to Montague				\$50,000							
Victoria Road - Centennial to James (N/S)						\$50,000					
Bluenose Drive to Hopson			\$17,300								
		\$55,000	\$393,300	\$137,000	\$131,000	\$181,000	\$25,000	\$275,000	\$0	\$91,000	\$0

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
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	\$643,000	\$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	\$94,000	\$52,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
<u>NEW STREETS/ROADS</u>											
Cemetery Roads		\$25,000	\$25,000								
		\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>TRANSPORTATION SERVICES</u>											
Parking Meters			\$15,000								
Parking Ticketer			\$15,000								
Outside Parking Improvements			\$75,000								
		\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>WASTE MANAGEMENT</u>											
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

DESCRIPTION	Priority	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
		SEWERS/POLLUTION CONTROL									
Storm Line Tannery Road to Knickle Rd (900 ft.)			\$245,000								
Storm Line Knickle to Victoria Rd PW to provide length of project and estimate cost for the video inspection											
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								
Bluenose Drive - Sewer Line		\$15,000	\$285,000								
Tannery Road - Sewer Line		\$120,000									
Catch Basin Repair - West Nova Parking Lot		\$20,000									
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						
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		\$60,000									
New Sewer Main on Archibald Street (pre-approved by Council)		\$50,000									
Upgrade Communication Systems to Pumping Stations		\$40,000	\$84,000								
WWTP - Generator	TBD										
WWTP - Outfall Extension			\$3,000,000	<i>Pending results of pre-design</i>							
WWTP - Improve Treatment Process - Pre-design		<i>Carry over to 2021-22</i>									
Waste Water -Voltage Reading Monitor at Pumping Station		\$7,000	\$7,000								
Lift Stations Capital Pump spares - pre-approved		\$45,000									
Salt Water Intrusion - Check Valve Installation		\$105,000									
Lift Station Pressure Gauges		\$20,000									
Blower Replacements at WWTP (3)		\$280,000									
Lift Station Overflow Meter		\$10,000									
Flowmeter install at each pump station			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Sanitary and Storm Master Plan		\$200,000									
WWTP Headworks Screen			\$600,000								
Chemical feed pumps (2)		\$40,000									
WWTP - Compressor Overhaul		\$5,000									
WWTP - Roof Top Air Conditioner		\$15,000									
Flood Control Auto Check Valve			\$10,000								
		\$1,032,000	\$5,021,000	\$590,000	\$350,000	\$432,500	\$807,500	\$620,000	\$545,000	\$20,000	\$20,000
TOTAL		\$1,112,000	\$6,591,100	\$1,241,000	\$1,201,000	\$613,500	\$1,152,500	\$895,000	\$565,000	\$111,000	\$20,000
<i>There is a separate schedule for PW Vehicles and Equipment</i>											

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

	Priority									
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
EQUIPMENT										
International Truck (2021) Salt + Plow <i>New in fiscal 2020/21. Staff recommend replacement of plow trucks every 15 years. Anticipated replaced in 2035/36.</i>										
Chev Truck (02) - Salt + Plow <i>Repair new parts are not easy to source due to age of vehicle. PW is recommending replacement in fiscal 2021/22 because of age. The plow currently used on the 2002 truck is still in good shape and doesn't require replacement at this time. PW management recommend that the Town adopt a policy that all plow trucks should be replaced every 15 years.</i>		\$175,000								
International Truck (09) Salt + Plow <i>This truck is becoming costly to maintain. Replacement should be considered. The plow currently used on this truck is still in good shape and doesn't require replacement at this time. PW management recommend that the Town adopt a policy that all plow trucks should be replaced every 15 years.</i>			\$175,000							
Small Vehicle Fleet recommendation : That a practice be adopted regarding the small vehicle fleet replacements. Consideration should be given to replacements with used vehicles with a capped mileage at time of purchase.										
2002 F150 1/2 Ton <i>Currently needs a new box and is the oldest truck in the small vehicle fleet. Due to its age and condition recommending replacement in fiscal 21/22. This vehicle is currently being used in Waste Water operations. Requirements of replacement vehicle are 4-wheel drive with lift gate, an extended cab is not required. Budget price for replacement anticipates purchasing a used vehicle.</i>		\$35,000								
2011 F250 3/4 Ton <i>Condition: Purchased by Water Utility in fiscal 16/17. PW management anticipated replacing in five years time. Requirements of replacement vehicle include extended cab, 8-foot box with lift gate, 4-wheel drive and 3/4 ton.</i>						\$70,000				

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

	Priority									
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
2013 GMC 1/2 ton <i>Condition: Purchased by Water Utility in fiscal 2020/21. Currently being used by PW Superintendent.</i>										
2008 Van - Water Utility <i>Current inspection expires (June 2022) Previously used by the Water Utility. 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. This vehicle is assigned as a shared vehicle with the Facilities Superintendent. Disposal may need to be considered at next inspection point.</i>										
2005 Chev 1/2 Ton - Water Utility <i>This vehicle is now being used by the Water Treatment Plant operator and PW management anticipate replacement should not be required for five more years. Replacement requirements are 4-wheel, lift gate, extended cab is not required.</i>						\$40,000				
2009 Dodge 1/2 Ton - previously Electric Utility <i>On June 1, 2018 became surplus in Electric Utility and was repurposed to PW. Requires a new box which has been included in the repairs and maintenance budget. PW management anticipate that it should then last another five years. Requirements for replacement include extended cab, 4-wheel, 8-foot box preferred, should have a lift gate.</i>						\$50,000				
Dresser Loader (86) <i>Used any time it snows. PW recommends replacement as it is very hard to find replacement parts due to age. Estimated surplus value \$12,000-\$15,000. PW recommends purchasing a used (2-3 year old) Wheel Loader and/or taking advantage of awarded provincial tender already in place with Cat to save cost. Used is estimated to cost \$150,000</i>		\$150,000								

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

	Priority									
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
CAT Backhoe (17)								\$150,000		
<i>Purchased in 17-18 at cost of \$146,800, estimated life 10 years</i>										
Snow Push Blade for Backhoe		\$13,800								
<i>This would allow our backhoe to be much more efficient in snow clearing operations.</i>										
Backhoe (97) - Cemetery		\$55,000								
<i>Poor. Necessary piece of equipment for cemetery operations. On average there are 35 burials per year. A used replacement option could be considered at approximately \$30,000. Uses for Kubota Tractor:• Gardening• Digging graves• Clean up of catch basins and fire hydrants in winter• Loading salt• Cold patch work</i>										
John Deere Tractor (05) - Cemetery							\$25,000			
<i>With the change to contracting the cemetery mowing this isn't used as much and useful life is anticipated to be extended out a few more years.</i>										
Leaf Loader (94)					\$25,000					
<i>Good condition</i>										
Trackless Sidewalk Plow							\$130,000			
<i>Purchased in 16-17 at cost of \$125,900, estimated end of life 9 years left. When the 16-17 purchase was made the trackless attachments were not replaced at that time. PW management feel consideration should be given to purchase a second unit. It currently takes five hours to do whole town.</i>										
Trackless Flail Mower/Wheels										
<i>Add on for the trackless machine For ditches, steep inclines, embankments, etc. Must include extra tires for balance. This could also be used for back harbour trail trimming vs contracting out that service.</i>			\$16,000							

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

	Priority									
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Trackless Plow blade (90) <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.</i>		\$10,000								
Salt Spreader Trackless (90) <i>In poor condition, requires frequent maintenance, currently at end of life and should be replaced.</i>		\$10,000								
Trackless Snow Blower (sidewalks) <i>New gearbox installed, should be good for some time.</i>				\$20,000						
Diesel Plate Tamper <i>Purchased in 18-19 at cost of \$15,600, estimated life 20 years.</i>										
Asphalt Roller (ride-on) <i>Purchased new in 19/20 at cost of \$40,300, estimated life 20 years.</i>										
Power Concrete Screed <i>Required for any concrete work, sidewalks and slabs</i>		\$3,200								
Rods for the Rod Turning Machine (89) <i>Note:</i>		\$3,000								
Concrete Forms <i>For any concrete work, sidewalks and slabs</i>		\$5,000								
Speed Radar Sign #2 <i>This item is required for traffic control/speed issues and concerns identified throughout the Town. We have one sign in our fleet of equipment that has experienced reliability issues recently that are currently being resolved. This new one can also serve as a backup to our old one if issues continue.</i>		\$3,500								

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

	Priority									
DESCRIPTION		21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Sewer Camera										
<i>Purchased new in 19/20 at cost of \$9,700, current estimated useful life span, unknown.</i>										
Wood Chipper								\$25,000		
<i>Note:</i>										
		\$463,500	\$191,000	\$20,000	\$25,000	\$160,000	\$155,000	\$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 as noted on the recreation capital budget.</i>										
Ride-On-Mower (21)										
<i>Condition: New. Replaced in Capital Budget of 2020/21. 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.</i>										

PUBLIC WORKS DEPARTMENT CAPITAL BUDGET DESCRIPTIONS

Renewals-Sidewalks/Curbs

All sidewalk renewal work to be deferred by one year. Town Engineer will develop an official plan for sidewalk renewals in spring 2021.

New Sidewalks/Curbing

Tannery Road - Knickle to 97 Tannery Road (E)

At the November 24, 2020 meeting Council approved the following motion:

To proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity.

All other new sidewalk work to be deferred by one year. Town Engineer will develop an official plan for new sidewalks in spring 2021.

Street Reconstruction and Chipsealing

All street reconstruction and chipsealing work to be deferred by one year. Town Engineer will develop an official plan for street reconstructions and chipsealing in spring 2021.

New Streets/Roads

Cemetery Roads

Two new cemetery roads are required to be constructed for access to the new expansion area north towards Starr St.

Sewer/Pollution Control

The majority of sewer mains have been deferred by one year. Town Engineer will develop an official plan for sewer main replacements/upgrades in spring 2021.

Bluenose Drive - Sewer Line 21-22 and 22-23

Part of Salt Water Intrusion Study. Bluenose Drive sewer line feeding into the lift station. 900mm pipe over approx. 150m. Options are total replacement at a cost est. of \$605,000 or a Cure in Place Pipe liner (i.e. do not dig up the whole pipe) at a cost est. of \$300,000. To get the best pricing for tendering it should be tendered in early 2022 so the engineering has been budgeted to be done in 21/22. The \$285,000 will be for engineering construction support (under the same contract as the design but expended in the following fiscal year) and construction contract.

Tannery Road – Sewer Lines

Part of Salt Water Intrusion Study. Substantial leaks exist on one section. Needs to be dug up and exact issues identified. To be determined if repairs can be done in-house or need a contractor.

Catch Basin Repair - West Nova Parking Lot

Ground around Catch Basin is caving in and is in need of repair (replacement of catch basin and ground work).

CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)

Work to continue as per Brook Street Drainage Improvement Project. Execute work from drawing CSK-05 (highest priority). Others to be completed in subsequent years.

New Sewer Main on Archibald Street (pre-approved by Council)

At the July 28, 2020 meeting Council approved the following motion:

That the Town pre-approve the 2021/22 Capital budget for the requested Archibald Street sewer main extension from the intersection of Brook and Archibald Streets to 66 Archibald Street to service this property and 58 Archibald Street and staff will do this work in Spring/Summer 2021 when the frost comes out of the ground.

Upgrade Communication Systems to Pumping Stations

It is required to create a wireless network to connect the WWTP to eight remote Lift Stations in the Town. This will enable proper and reliable data and control communications to effectively monitor and troubleshoot the operation of the lift station pumps.

WWTP – Generator

This will be included as part of the WWTP Upgrade Project scope of work. Pre-Design Engineering to evaluate scope and cost estimate by July 2021.

Waste Water -Voltage Reading Monitor at Pumping Station

Needed for monitoring of pump motor performance. Ongoing work, only two pump stations remaining to be installed (Starr St and Tannery Rd), one per year in 2021/22 and 2022/23.

Lift Stations Capital Pump Repairs – pre-approved 21/22

At the December 10, 2019 meeting Council approved the following motion:

Pre-approve in the 2021/22 budget year \$45,000 including net HST for the purchase of 5 rotating assembly spares, one for each pump type, to be funded from Gas Tax.

Salt Water Intrusion - Check Valve Installation

Fisherman's Wharf lift station overflow check valve in a 450mm pipe. Cost estimate of \$20,000 with a contractor.

Back Harbour lift station overflow check valve in a 600mm pipe. Cost estimate of \$28,750 with a contractor.

Bluenose Drive lift station overflow check valve in a 900mm pipe. Cost estimate of \$56,000 with a contractor.

Lift Station Pressure Gauges

Pressure Gauges are necessary for proper monitoring and troubleshooting of the lift station pumps. None are currently working. Worst case scenario is that they all have to be replaced at about \$1,000 per pump (2 x 8 x \$1,000 = \$16,000). However, working with Sansom to determine if some can be repaired or unplugged prior to deciding full replacement.

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.

Lift Station Overflow Meter

Current project is to create a software simulation and signal back to control system that is an indication of potential lift station overflow from the sump to the harbor. First step is to create simulation at Fisherman's Wharf lift station and see how effective it is and do others if simulation is deemed successful. Testing of simulation will also determine if physical overflow meters are required if simulation does not work.

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.

Chemical feed pumps (2)

Pumps are at end of life (17 years) and require replacement. Similar as the raw sludge pumps but ½ size. Estimate at \$20,000 each.

WWTP - Compressor Overhaul

Compressors supply critical air to the DAFs and have never been overhauled in 17 years in operation. Require overhaul for future reliable operation.

WWTP - Roof Top Air Conditioner

Air conditioner is old and is not reliable. Will be part of the Building Condition Assessment of the Pre-Design Engineering work for the WWTP Upgrade project. Expect recommendation for scope and cost by July 2021.

Future Capital (2021/22+) Requirements

Building & Structures

Overhead Door and Re-Siding – 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. Building needs re-siding.

Recreational Infrastructure

Splash Pad (Construction pending funding from the Lunenburg Community Development Group)

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.

Renewals-Sidewalks/Curbs

Pelham – Ship Yard Hill to Town Limits (S)

These sidewalks are in poor condition and should be replaced.

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 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.

Transportation Services – Parking

Outside Parking Improvements

Engineering study to determine scope of changes/upgrades needed. CCP Action #29 – Parking outside of Old Town.

Sewer/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 are deferred to 22-23.

Flowmeter install at each pump station

CBCL recommended that flow meters be added to the lift stations in the 2019 Collection System Infiltration and Inflow (I&I) Study. The Town currently has no flow metering on the output of any of the lift stations, so it is not possible for operators to remotely verify the flows being pumped. Required for proper monitoring and troubleshooting of Lift Stations.

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.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

DESCRIPTION	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	35/36
FIRE FLEET															
Aerial Ladder Truck (15) #1														\$2,078,900	
Pierce Pumper/Tanker (2020) #2															replacement year 2040, est. \$1.36M
Pierce Pumper (10) #3									\$1,197,200						
Freightliner Rescue (02) #4 - FD seeking to order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order		\$694,600													
GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding						\$638,200									
Ford Utility (99) #7 ***			\$110,300												
Rescue Boat & Trailer (12) #8							\$193,900								
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
TOTAL FIRE FLEET	\$0	\$694,600	\$110,300	\$0	\$0	\$638,200	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
OTHER FIRE															
Turn Out Gear									\$150,000						
21 Breathing Packs			\$170,200												
Turnout Gear Dryer***	\$9,700														
Auditorium/Clubroom/Office Floor Replacement			\$53,200												
Apparatus Bay Floor Replacement					\$90,100										
Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000														
Energy Retro Fit/Solar		TBD													
Roof - Reseal & Repainted		\$80,000													
Vehicle Exhaust Extraction System	\$60,000														
TOTAL OTHER FIRE	\$179,700	\$80,000	\$223,400	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$179,700	\$774,600	\$333,700	\$0	\$90,100	\$638,200	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900	\$0
<i>**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.</i>															
<i>***Fire Dept. Funded</i>															

Draft-v1

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 replaced in 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 was expected to be replaced in 2024/25, however it has been moved out to fiscal 26/27 to due to anticipated funding restrictions.

#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

Concrete Apron Replacement

For the area in front of the bay doors at the Fire Hall. The concrete apron is crumbling apart in the middle and this extends across all 4 bay door entrances. The concrete apron is also rapidly deteriorating at the end of 3 of the 4 bay entrances, with small chunks of concrete coming out on a daily basis. This area has to be replaced with a new concrete apron in order to support the weight of existing and future fire apparatus. An asphalt apron would deteriorate quickly due to the weight of fire apparatus constantly travelling in the same areas to enter and exit the truck bays. Also; in the event of a fuel spill (gas for small engines or diesel), this could erode asphalt. The current apron was trimmed back a few feet already and paved with asphalt from previous deterioration of the concrete apron.

Vehicle Exhaust Extraction System

Cancer among fire fighters is a growing concern. The department has taken many steps to ensure the safety of their fire fighters. Diesel vehicle exhaust contains a large number of carcinogens which can be very harmful to a fire fighter. When the trucks are started in the station, a large plume of exhaust is expelled into the open air, exposing fire fighters to the hazards of breathing these exhausts in. This system will also allow the trucks to be run while inside during the winter months, so fire fighters can do their vehicle inspections.

A Vehicle Exhaust Extraction System has been pushed back in the budget for a number of years, but it is now time to have it installed. Some research found these systems to be well over \$100 000, however, there may be a less expensive option, but not reducing the purpose of the system.

Turnout Gear Dryer (Fire Dept. Funded)

The purchase of the dryer will be made by the Fire Department to allow for on-site drying of the Turn Out Gear.

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.

Energy Retro Fit/Solar

On January 26, 2021 Council approved a motion for staff to plan and provide a budget number in the 2022/23 fiscal year budget for a Town wide buildings deep energy retrofit study. This study is expected to also consider solar installations.

Town of Lunenburg					
Fire Truck Debt and Reserve Projections					
As of March 2, 2021					
		19/20	20/21	21/22	22/23
\$175,000 10 yr. loan + Int \$25,223.04 = \$200,223.04	PRINCIPAL	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
#3 Pumper Fire Truck	INTEREST	\$ 2,037.02	\$ 1,573.26	\$ 1,078.00	\$ 553.00
		\$ 19,537.02	\$ 19,073.26	\$ 18,578.00	\$ 18,053.00
\$448,887 10 yr. loan + Int 59,306.10 = \$508,193.10	PRINCIPAL	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00	\$ 44,889.00
Aerial Ladder Truck	INTEREST	\$ 7,920.81	\$ 7,155.90	\$ 6,300.09	\$ 5,352.48
		\$ 52,809.81	\$ 52,044.90	\$ 51,189.09	\$ 50,241.48
Fiscal 2020/21 Finance \$327,550 for 15 years	PRINCIPAL			\$ 21,837.00	\$ 21,837.00
Replacement of #2 & #5	INTEREST			\$ 8,188.75	\$ 7,642.83
		\$ -	\$ -	\$ 30,025.75	\$ 29,479.83
Amount of Tax Rate to Finance Fire Dept. Debt and Reserve		\$ 0.0258	\$ 0.0243	\$ 0.0302	\$ 0.0301
Accumulated Reserve			\$ 15,000.00	\$ 100,000.00	\$ 143,000.00

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - RECREATION DEPARTMENT

DESCRIPTION	Priority	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
		BUILDING & STRUCTURES								
ARENA										
Chiller			Chiller - 20 years (2045)							
Bathroom Renovations (Main & Dressing Rooms)		\$10,000	\$70,000							
Siding - Arena					\$75,000					
Middle Roof Exhaust Replacement			\$11,000							
COMMUNITY CENTRE										
Window Replacement/Repair				\$35,000						
Siding - CC				\$100,000						
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs, deferred to 21/22 due to COVID-19		\$30,000								
		\$40,000	\$81,000	\$135,000	\$75,000	\$0	\$0	\$0	\$0	\$0
GROUNDS/FIELDS										
Cricket modifications to baseball field			\$25,000							
Skate Park - funding application	1	\$60,000								
		\$60,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARKING LOT										
Parking Lot Improvements			\$100,000							
		\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT										
Floor Scrubber		\$7,500								
Compressor Overhaul - Arena (every 5 years)				\$15,000						
Ice Resurfer (21)		Ordered in fiscal 21-22 scheduled delivery in 21-22 before 21-22 arena season								
Lawn Tractor (07)			\$18,000							
Ride-on Mower (21)		20-21 approved purchase may not be delivered until early in fiscal 21-22 due to COVID delivery delays								
		\$7,500	\$18,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
PARKS /PLAYGROUNDS										
Back Harbour Trail - Kinley Drive Access			\$18,000							
		\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$107,500	\$242,000	\$150,000	\$75,000	\$0	\$0	\$0	\$0	\$0
Please note - Blue Route Bike Report has not been incorporated into the capital budget										

RECREATION CAPITAL EXPENDITURES DESCRIPTIONS

Building & Structures

Arena

Bathroom Renovations (2021/22) and (2022/23)

To update the bathrooms. The budget has been completed assuming contractors would be engaged to complete the work and our staff would serve as overall project managers. Accessibility standards will be part of these renovations. Year 1 will include accessibility assessment and work plan/tender preparation. Year 2 will include the restoration which will be scheduled for outside of ice season.

Community Centre

Gym Floor Refinish (2021/22)

The gymnasium floor was last refinished 16 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again. Will increase quality of the floor for sports and activities. Would also improve overall appearance of Community Centre and could increase rentals.

Grounds/Fields

Skate Park

Update the Half Pipe at the skate park. Also crack fill over concrete pieces of park. Will increase usage of park and potential programming. A funding application has been submitted to the Province for \$20,000 cost contribution.

Equipment

Floor scrubber

A floor scrubber is an essential piece of equipment for the Recreation Department. It is used weekly by staff to clean the Community Centre auditorium floor, lobby and hallway. It is also used at the Arena for the main lobby and dressing rooms. The Department's current floor scrubber is no longer in working order and staff are using an older machine that does not hold enough capacity to do the required cleaning.

Future Capital Considerations

Arena

Siding

The siding is in poor condition and requires replacement

Middle Roof Exhaust Fan

For the replacement of the middle roof top exhaust fan at the arena.

Community Centre

Window Replacement/Repair

The Community Centre windows are in need of replacement. This work will be required in the second floor Fitness Studio/Meeting Room, and the first floor kitchen, office and weight room. The work will be undertaken at the same time as the siding replacement to ensure a seamless installation.

Siding

The siding is in poor condition and requires replacement.

Grounds/Fields

Cricket modifications to baseball field

The modifications range from \$8,000 (an "instant cricket pitch" that can be rolled up and stored after a game) to \$25,000 (concrete pitch). Provincial grant could cover 1/3 cost.

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

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	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
		LAND PURCHASE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL											
New Services		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Hydrants		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Meters		\$43,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		\$63,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
DISTRIBUTION MAINS											
Water and Wastewater System Survey & GIS Development (includes all underground infrastructure)		\$62,500									
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					
		\$62,500	\$305,000	\$400,000	\$180,000	\$330,000	\$630,000	\$480,000	\$420,000	\$0	\$0
BUILDING IMPROVEMENTS											
Chlorinator		\$10,000	\$60,000								
Dam Safety Inspection								\$12,000			
Design of Dam and downstream channel rehabilitation		\$30,000									
Repair Spillway Dares Lake		\$275,000									
Replacement of Raw Water Inlet to Pumphouse		\$15,000									
Raw Water Pumphouse Waterproof Foundation			\$10,000								
Electric Net Metering Assessment		\$5,000									
Armouries - Interior Renovations		\$10,000									
Armouries - Yard Improvements		\$7,500									
Armouries - New Roof			\$30,000								
		\$352,500	\$100,000	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0	\$0
FURNITURE AND EQUIPMENT											
Chlorine Detectors			\$6,000								
Membrane Replacement		\$155,000	\$155,000								
Spare Raw Water Supply Pump		\$9,500									
Spare Siemens Free Chlorine on Line Probe		\$3,100									
Spare HACH on Line Turbidimeter with Controller		\$6,000									
Spare Gas Chlorinator Maintenance Kits and Spare Parts		\$6,000									
Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor		\$5,000									
One Spare Effluent Pump		\$5,400									
Pneumatic Cleaning System on Intake Screen			\$35,000								
		\$190,000	\$196,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$668,000	\$631,000	\$430,000	\$210,000	\$360,000	\$660,000	\$522,000	\$450,000	\$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 new installations are 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. The budget amount has been increased this year to allow for purchases for the upgrade of commercial water meters.

Building/Infrastructure Improvements

Water and Waste Water System Survey and 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. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Water and Wastewater/Stormwater. FCM Funding has been received for this project which will span both fiscal 20-21 and 21-22.

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. This project was approved for fiscal 2020-21 however PW work load did not allow for it to be carried out. The revised plan is to complete engineering work package in 21-22 and execute in 22-23. Lower priority, low risk as is.

Replacement of Raw Water Inlet to Pumphouse

The raw water inlet to the Pumphouse shows significant corrosion on the outside of the pipe and erosion is expected on the inside. Pipe exposure (digging up) and metal thickness testing must be completed to determine the extent of the damage and then replace as necessary.

Dam and Spillway

Design of Dam and downstream channel rehabilitation

\$30,000 was approved in fiscal 20-21. The pre-work was completed but not the Detailed Design work. On hold now awaiting response from NSE regarding a request to define any regulatory constraints so that any requirements can be incorporated in the new design.

Repairs to Dam and Spillway - \$250,000

Plus Construction Administration - \$25,000

Engineered design of Dam and spillway and construction to be completed in 2021-22.

Project timeline:

Time Frame	Activity	Status
June to July 2020	Consult with NSE to confirm requirements for future water withdrawal permit, construction permit, and flora and fauna assessments	Awaiting response
January to March 2021	Modelling and document preparation for water withdrawal permit	Ongoing
March to May 2021	Detailed design for spillway, dam, downstream channel, site grading at pumphouse, tender documentation preparation with Class A estimate. June to July 2021 – Issue for tender, review submissions, make recommendation	
July 2021	Award construction project, execute contract with contractor	
August to December 2021	site preparation, contract mobilization, materials stockpile, complete in channel works, complete dam	

	works, downstream channel improvements	
June to December 2021	complete water withdrawal documentation, consolidate, submit application, obtain permit	
January 2022	Town receives dam, operates and monitors	

Electric Net Metering Assessment

At the January 26, 2021 Council meeting a motion was approved to include \$5,000 in the 2021/22 draft budget for net metering less than 100KW analyses solar project at the Water treatment plant and for staff to apply for funding through FCM for a green energy feasibility study for the less than 100KW net metering analysis.

Armouries - Interior Renovations

Renovations required for long-ignored repairs to the office area bathroom, two superintendents offices and foyer floor, etc.

Armouries - Yard Improvements

Improvements required to make yard more effective and organized by adding storage shed space, outdoor storage racks for barricades and signs as well as parking on Cumberland St side.

Furniture and Equipment

Membrane Replacement

This item was intended to be for the four (4) skids in the WTP, replace two (2) in one year and the other two (2) in the next. The textbook anticipated life span of these units are about 10 years and they have been in service for 10-11 years now. However, our assessment of the skids membrane condition is that they are still in quite good shape and we do not anticipate replacement in the immediate future. However, they will have to be replaced maybe after 15 years??... we will see deterioration in the IT testing as an indication of the membrane failing (but we haven't seen that yet). Apparently if deterioration occurs it may occur rather fast and we will have to react to replace accordingly. Therefore we have put the money in our budget for a contingency to replace IF needed.

Spare Raw Water Supply Pump

Critical raw water supply pump in case a pump is out of service for an extended period of time.

Plant spare required as identified by operator:

- Spare Siemens Free Chlorine on Line Probe
- Spare HACH on Line Turbidimeter with Controller
- Spare Gas Chlorinator Maintenance Kits and Spare Parts
- Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor
- One Spare Effluent Pump

Future Capital

All Distribution Mains have been moved out by 1 year. Detailed plan to be developed and documented in 2021.

Building/Infrastructure Improvements

Raw Water Pumphouse Waterproof Foundation

This project is to stop water ingress into the RW Pumphouse. Water ingress historically corrodes steel structure and damages the floor.

This is planned to be executed in 22-23 after we address the RW inlet line damage.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - ELECTRIC UTILITY									
DESCRIPTION	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
UTILITY LINE WORK									
Meters	\$10,000								
Overhead Conductors	\$187,500	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Poles & Fixtures	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Services	\$37,500	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Transformers - Line	\$105,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
Street Lighting	\$30,000								
LED Street Lighting Assessment	\$15,000								
Distribution system review	\$50,000								
	\$510,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000
BUILDING & STRUCTURES									
Solar Assessment Study	\$16,800								
Substation Recloser	\$47,000								
	\$63,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT									
Phone System				\$14,000					
	\$0	\$0	\$0	\$14,000	\$0	\$0	\$0	\$0	\$0
TOTALS	\$573,800	\$270,000	\$270,000	\$284,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000

ELECTRIC UTILITY CAPITAL BUDGET DESCRIPTIONS

Utility Line Work

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 2021/22 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).

Transformers – Line/Installation

The Utility continually monitors the inventory of transformers on hand, as delivery requires months of lead time.

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. Which is why staff have included a budget for a LED Street Light Assessment. Staff are proposing that a lighting consultant review the entire Town's Street Lighting on a comprehensive level.

Distribution System Review

A full distribution system review by an outside consultant to plan for future capital improvements.

Building & Structures

Solar Assessment Study

Per Council motion from January 26, 2021 include \$16,800 in the 2021/2022 draft budget for a Green Energy feasibility study on the land behind the Waste Water Treatment Plant as per the staff report.

Substation Recloser

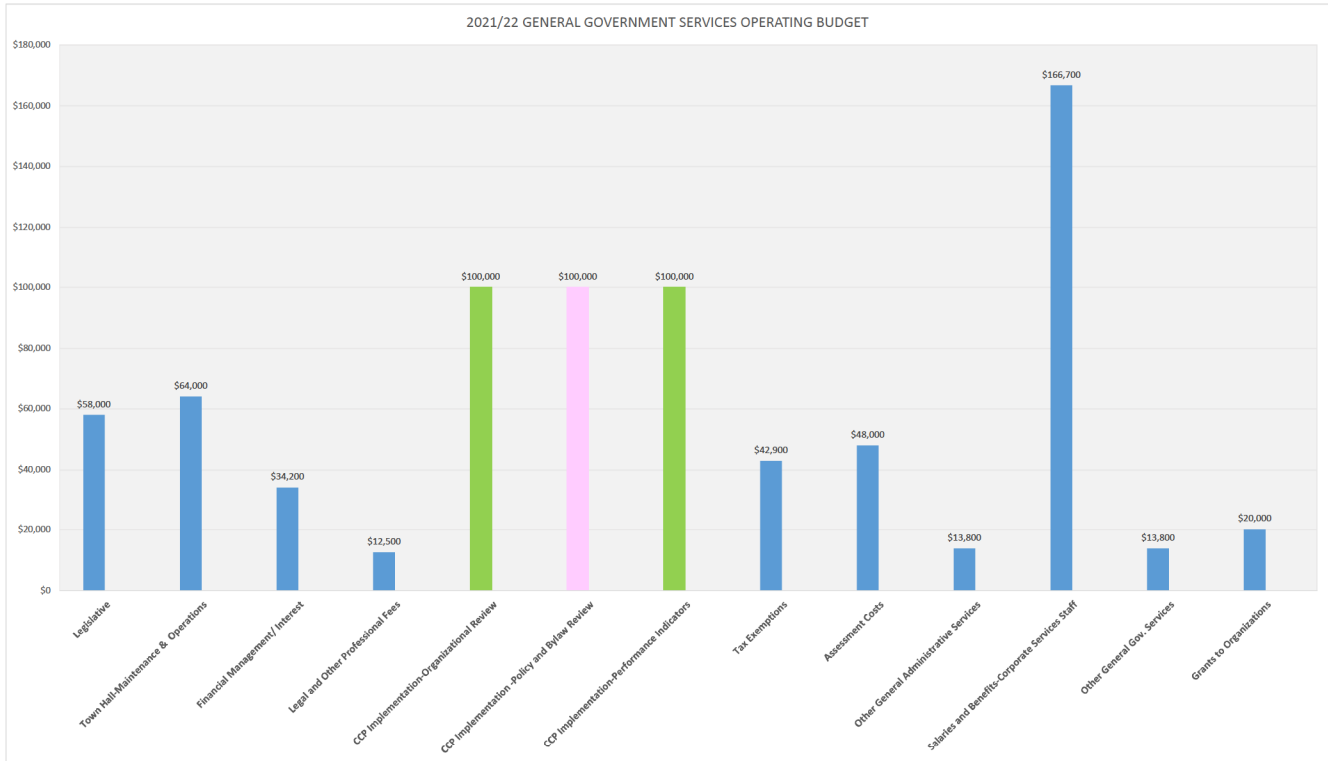
A recloser is an automatic, high-voltage electric switch. Like a circuit breaker on household electric lines, it shuts off electric power when trouble occurs, such as a short circuit. NSPI inspects the Town's substation reclosers as part of an annual maintenance cycle. Regular maintenance of the substation reclosers is a key component of NSPI's ability to work on the electrical system under live conditions. The Town has five reclosers at the substation. Budget has been included for replacement of one unit should we have a failure during regular maintenance testing.

TOWN	Project	Budget Cost	Funding	Source
Buildings & Structures				
01-2-82-2314	Annex Roof	\$26,000	\$26,000	Deed Transfer Taxes \$21,000 & \$5,000 NSCC
	Town Hall			
	Tender Package Town Hall Exterior Restoration	\$50,000	\$50,000	Deed Transfer Taxes
	Exterior Restoration (Year 1 of 3)	\$100,000	\$100,000	Capital Borrowing or Grant
	Security System Upgrade	\$10,000	\$10,000	Deed Transfer Taxes
	Retaining Wall	\$10,000	\$10,000	Deed Transfer Taxes
	Lunenburg Academy			
	South Side Handrail	\$15,000	\$15,000	Deed Transfer Taxes \$10,000 & Lun. Academy Foundation \$5,000
	Foundation/Drain Tile Inspection & Tender documents	\$40,000	\$40,000	Deed Transfer Taxes
	Beautification			
	Covid-19 Pandemic Tree Planting - Resilient Roots	\$10,000	\$10,000	Deed Transfer Taxes/Grant?
	Downtown Beautification - Montague Street Design Works Competition	\$30,000	\$30,000	Deed Transfer Taxes/Grant?
	Environmental Development			
	CCP Capital Project	\$20,000	\$20,000	General Capital Reserves
	Waterfront Development	\$25,000	\$25,000	General Capital Reserves
	Blockhouse Hill	\$40,000	\$40,000	General Capital Reserves
	Heritage Properties			
	Google Arts & Culture Program	\$10,000	\$10,000	Deed Transfer Taxes
Equipment				
Public Works Infrastructure				
Wastewater				
	Bluenose Drive - Sewer Line	\$15,000	\$15,000	Sewer Reserves
	Tannery Road - Sewer Line	\$120,000	\$120,000	Capital Borrowing
	Catch Basin Repair - West Nova Parking Lot	\$20,000	\$20,000	Deed Transfer Taxes
	CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$60,000	\$60,000	Gas Tax
	New Sewer Main on Archibald Street (pre-approved by Council)	\$50,000	\$50,000	Deed Transfer Taxes
	Upgrade Communication Systems to Pumping Stations	\$40,000	\$40,000	Gas Tax
	Waste Water -Voltage Reading Monitor at Pumping Station	\$7,000	\$7,000	Sewer Reserves
	Lift Stations Capital Pump spares - pre-approved	\$45,000	\$45,000	Gas Tax
	Salt Water Intrusion - Check Valve Installation	\$105,000	\$105,000	Capital Borrowing
	Lift Station Pressure Gauges	\$20,000	\$20,000	Gas Tax
	Blower Replacements at WWTP (3)	\$280,000	\$280,000	Capital Borrowing
	Lift Station Overflow Meter	\$10,000	\$10,000	Gas Tax
	Sanitary and Storm Master Plan	\$200,000	\$200,000	General Capital Reserves/FCM Grant
	Chemical feed pumps (2)	\$40,000	\$40,000	Gas Tax
	WWTP - Compressor Overhaul	\$5,000	\$5,000	Gas Tax
	WWTP - Roof Top Air Conditioner	\$15,000	\$15,000	Deed Transfer Taxes
New Streets				
	Cemetery Roads	\$25,000	\$25,000	Deed Transfer Tax
New Sidewalks/Curbing				
01-2-82-3126	Tannery Road-Knickle to 97 Tannery Road (East)	\$55,000	\$55,000	Deed Transfer Tax
PW Equipment				
	Replacement for Chev O2 Salt Truck	\$175,000	\$175,000	Capital Borrowing
	Replacement for 2002 F150 1/2 ton	\$35,000	\$35,000	PW Equipment Reserve
	Replacement for Dresser Loader	\$150,000	\$150,000	Capital Borrowing
	Snow Push Blade for Backhoe	\$13,800	\$13,800	PW Equipment Reserve
	Replacement for Cemetery Backhoe	\$55,000	\$55,000	Cemetery PC Borrowing
	Trackless Plow blade (90)	\$10,000	\$10,000	PW Equipment Reserve
	Salt Spreader Trackless (90)	\$10,000	\$10,000	PW Equipment Reserve
	Power Concrete Screed	\$3,200	\$3,200	PW Equipment Reserve
	Rods for the Rod Turning Machine (89)	\$3,000	\$3,000	PW Equipment Reserve
	Concrete Forms	\$5,000	\$5,000	PW Equipment Reserve
	Speed Radar Sign #2	\$3,500	\$3,500	PW Equipment Reserve
Fire Department				
	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% Funding
	Concrete Apron Replacement (area in front of bay doors at Fire Hall)	\$110,000	\$110,000	TBD - 50/50 sharing?
	Vehicle Exhaust Extraction System	\$60,000	\$60,000	TBD - 50/50 sharing?
Community Centre/Arena				
	Arena Bathroom Renovations (plan/tender)	\$10,000	\$10,000	Deed Transfer Taxes
	Community Centre Gym Floor Refinish	\$30,000	\$30,000	Deed Transfer Taxes
	Skate Park - funding application	\$60,000	\$60,000	Grant \$20K and Reserve \$40K
	Floor Scrubber	\$7,500	\$7,500	General Capital Reserves
		\$2,248,700	\$2,248,700	

Town Capital Funding Summary 2021/22		Total
Operating Revenue		\$0
Gas Tax		\$220,000
Deed Transfer Tax		\$396,000
Public Works Equipment Reserve		\$83,500
Sewer Reserves		\$22,000
Recreation Reserve		\$40,000
Town General Capital Reserves		\$292,500
Water Dividend		\$0
Fire District & Department		\$9,700
Grants & Donations Estimate		\$30,000
PC Borrowing		\$55,000
Borrowing Estimate		\$1,100,000
		\$2,248,700

Capital Funding 2021/22						
WATER UTILITY						
	Project	Budget Cost	Funding	Source		
General						
05-2-94-4600	New Services	\$10,000	\$10,000	Depreciation Funds		
05-2-94-4700	Replacement Hydrants	\$10,000	\$10,000	Depreciation Funds		
05-2-94-4800	Replacement Meters	\$43,000	\$43,000	Depreciation Funds		
Distribution Mains						
	<i>This project will span fiscal 20-21 and 21-22</i>					
05-2-94-2901	Water and Wastewater System Survey & GIS Development (includes all underground infrastructure)	\$62,500	\$62,500	FCM Grant \$50K, depreciation funds \$12.5K		
Building Improvements & Construction						
	Chlorinator	\$10,000	\$10,000	Depreciation Funds		
	Design of Dam and downstream channel rehabilitation	\$30,000	\$30,000	Depreciation Funds		
	Repair Spillway Dares Lake	\$275,000	\$275,000	Depreciation Funds		
	Replacement of Raw Water Inlet to Pumphouse	\$15,000	\$15,000	Depreciation Funds		
	Electric Net Metering Assessment	\$5,000	\$5,000	Depreciation Funds		
	Armouries - Interior Renovations	\$10,000	\$10,000	Depreciation Funds		
	Armouries - Yard Improvements	\$7,500	\$7,500	Depreciation Funds		
Furniture and Equipment						
	Membrane Replacement	\$155,000	\$155,000	Membrane Reserve		
	Spare Raw Water Supply Pump	\$9,500	\$9,500	Depreciation Funds		
	Spare Siemens Free Chlorine on Line Probe	\$3,100	\$3,100	Depreciation Funds		
	Spare HACH on Line Turbidimeter with Controller	\$6,000	\$6,000	Depreciation Funds		
	Spare Gas Chlorinator Maintenance Kits and Spare Parts	\$6,000	\$6,000	Depreciation Funds		
	Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor	\$5,000	\$5,000	Depreciation Funds		
	One Spare Effluent Pump	\$5,400	\$5,400	Depreciation Funds		
		\$668,000	\$668,000			
	Water Utility Capital Funding Summary					
	FCM Grant	\$50,000				
	Membrane Reserve	\$155,000				
05-2-93-1000	Depreciation Funds	\$463,000				
		\$668,000				

Capital Funding 2021/22						
ELECTRIC UTILITY						
	Project	Budget Cost	Funding	Source		
UTILITY LINE WORK						
07-2-75-1680	Meters	\$10,000	\$10,000	Depreciation Funds		
07-2-75-1630	Overhead Conductors	\$187,500	\$187,500	Depreciation Funds		
07-2-75-1640	Poles & Fixtures	\$75,000	\$75,000	Depreciation Funds		
07-2-75-1670	Services	\$37,500	\$37,500	Depreciation Funds		
07-2-75-1660	Transformers - Line	\$105,000	\$105,000	Depreciation Funds		
07-2-75-1650	Street Lighting	\$30,000	\$30,000	Depreciation Funds		
	LED Street Lighting Assessment	\$15,000	\$15,000	Depreciation Funds		
	Distribution system review	\$50,000	\$50,000	Depreciation Funds		
		\$510,000	\$510,000			
BUILDING & STRUCTURES						
	Solar Assessment Study	\$16,800	\$16,800	Grant or Depreciation Funds		
	Substation Recloser	\$47,000	\$47,000	Depreciation Funds		
		\$63,800	\$63,800			
	TOTAL	\$573,800	\$573,800			
	Electric Utility Capital Funding Summary					
	Depreciation Funds	\$573,800				



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$773,900	\$508,850	\$265,050	52.1%

Budget Variance Highlights

Governance



1. CCP Recommendation - Governance 11.1 a) Undertake Organizational Review Ranked as Action #14 \$100,000
2. CCP Recommendation - Governance 11.1 b) Undertake a policy, procedure and bylaw review to enable implementation of CCP, not included in the first five years 35 actions, \$100,000.
3. CCP Recommendation - Identify Performance Indicators Ranked as Action #34 - \$100,000.

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW**

Servicing & Facilities



SITE: TOWN HALL	
5 Year Ranking Position of 35 Action Items	#6
Strategic Direction:	SERVICING AND FACILITIES
Action:	Plan for long-term of all municipal facilities, including renovation, sale or lease.
RANKING	PROJECTS
#6	TENDER PACKAGE TOWN HALL EXTERIOR RESTORATION
#6	EXTERIOR RESTORATION
#6	SECURITY SYSTEM UPGRADE
#6	RETAINING WALL
	<u>\$170,000</u>

Urban Design



PROJECT: COVID-19 PANDEMIC TREE PLANTING - RESILIENT ROOTS	
5 Year Ranking Position of 35 Action Items	#28
Strategic Direction:	URBAN DESIGN
Action:	Activate Streetscapes through design and programming.
RANKING	PROJECTS
#28	COVID-19 PANDEMIC TREE PLANTING-RESILIENT ROOTS
	<u>\$10,000</u>

Urban Design



PROJECT: DOWNTOWN-BEAUTIFICATION-MONTAGUE STREET DESIGN WORKS COMPETITION	
5 Year Ranking Position of 35 Action Items	#19
Strategic Direction:	URBAN DESIGN
Action:	Activate Streetscapes through design and programming.
RANKING	PROJECTS
#19	DOWNTOWN BEAUTIFICATION-MONTAGUE STREET DESIGN WORKS COMPETITION
	<u>\$30,000</u>

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
ITEMS SUPPORTED BY OPERATING BUDGET**

Governance



PROJECT: MUNICIPAL ACTION PLAN AGAINST RACISM AND DISCRIMINATION	
Initiative being undertaken by Anti-Racism Special Committee (ARSC) with staff support and document drafts from Heather McCallum and Arthur MacDonald.	
The Committee will develop a Municipal Action Plan Against Racism and Discrimination and will be reporting the plan and recommended actions to Council.	
The Plan will incorporate the following CCP Actions:	
Action	
3	Governance: Reform Municipal committees to build a culture of inclusion.
11	Culture & Recreation: Foster inclusivity in programming and leadership.
12	Culture & Recreation: Building relationships between the Town and Mi'kmaq/Black residents and organizations.
18	Culture and Recreation: Create a special committee to promote Anti-Racism.
The committee began in February and it is anticipated that the project will take approximately one year to complete.	

Culture & Recreation

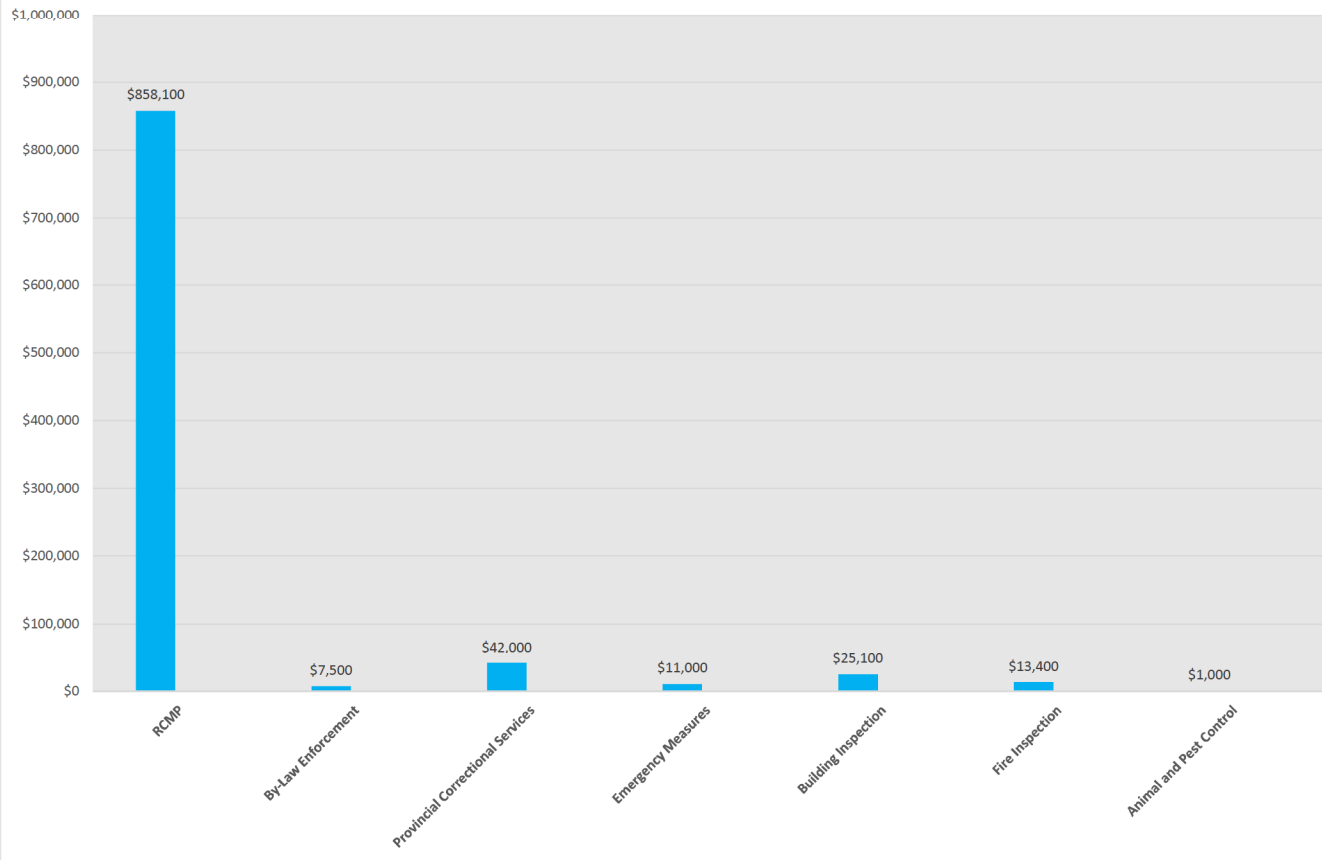


Governance



PROJECT: PUBLIC PARTICIPATION STRATEGY	
Initiative being undertaken Heather McCallum.	
The Plan will incorporate the following CCP Action:	
Action	
9	Governance: Expand Communications Strategy to include a Public Participation Strategy.
A refresh of the Communication Strategy will also be required, however the Public Participation Strategy takes priority. The website re-build into two sites will take place in conjunction with this work and is currently underway.	
The Public Participation Strategy work will begin in April, with a draft for internal review by fall and to Council in early 2022.	

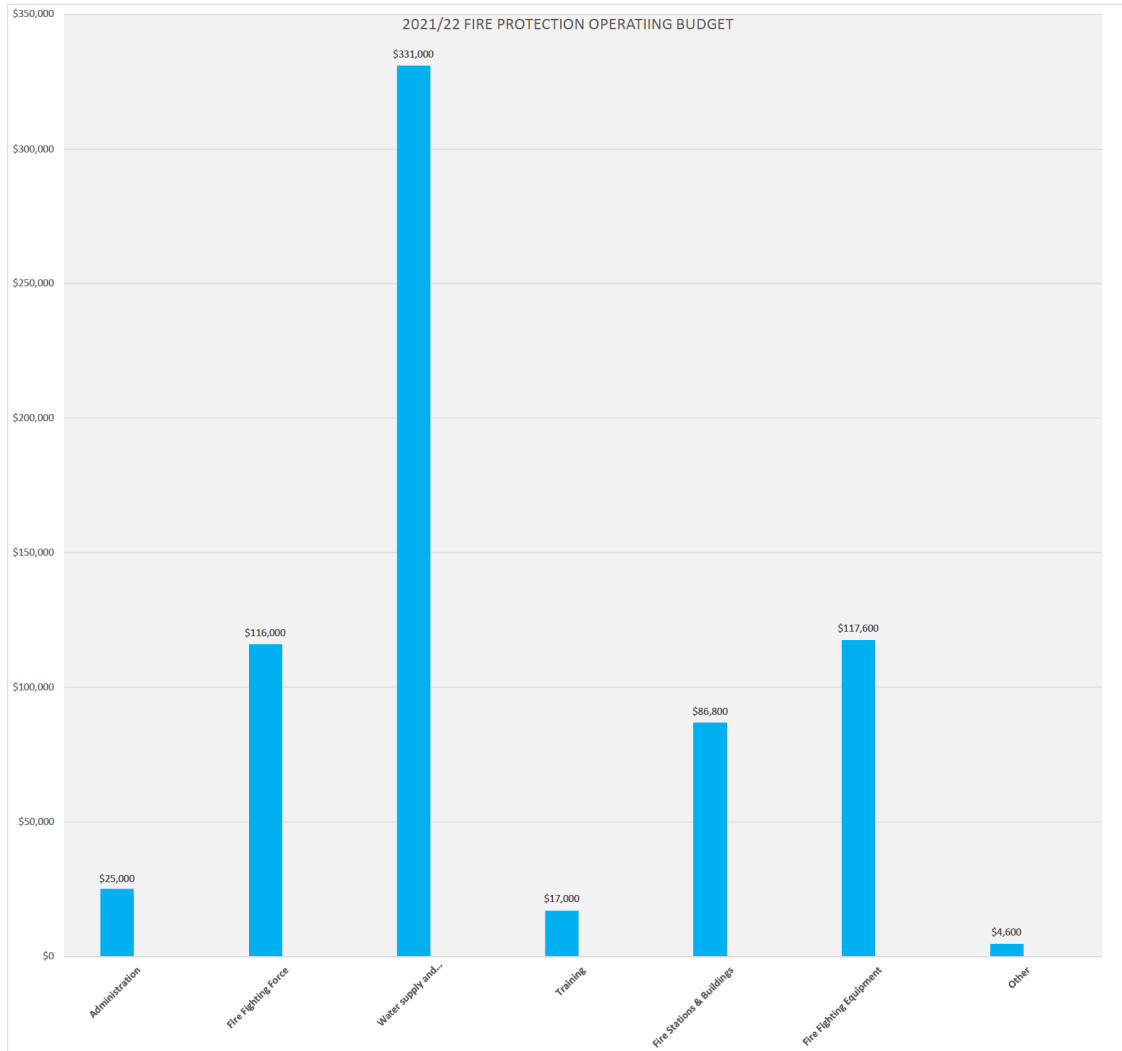
2021/22 OTHER PROTECTIVE SERVICES OPERATING BUDGET



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$958,100	\$914,800	\$43,300	4.7%

Budget Variance Highlights

1. Police Protection-RCMP contract Increase \$40,200



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$698,000	\$683,400	\$14,600	2.1%

Budget Variance Highlights

1. Fire Protection Rates Decrease (\$9,800)
2. Net Change in Building Operational Costs, Increase \$4,300
3. Net change in Fire Fighting Equipment Costs, Increase \$14,900

Revenue Stream

District 1 & 2 Share \$184,190 (includes administration charge)

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW**

EQUIPMENT PURCHASE TURNOUT GEAR DRYER FIRE DEPARTMENT FUNDED**

PROJECT
TURNOUT GEAR DRYER \$9,700

Services & Facilities



EQUIPMENT PURCHASE 2022/23 FIRE TRUCK PURCHASE-PREAPPROVAL REQUEST IN 2021/22

Strategic Direction: EMERGENCY SERVICES
Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.

PROJECT
FIRE TRUCK PURCHASE \$694,600

Services & Facilities



PROJECT: CONCRETE APRON REPLACEMENT

CCP PROJECT RANKING: #6
Strategic Direction: SERVICING & FACILITIES
Action: Plan for Long-Term of All Municipal Facilities, including Renovations, Sale or Lease.

PROJECTS
CONCRETE APRON REPLACEMENT \$110,000

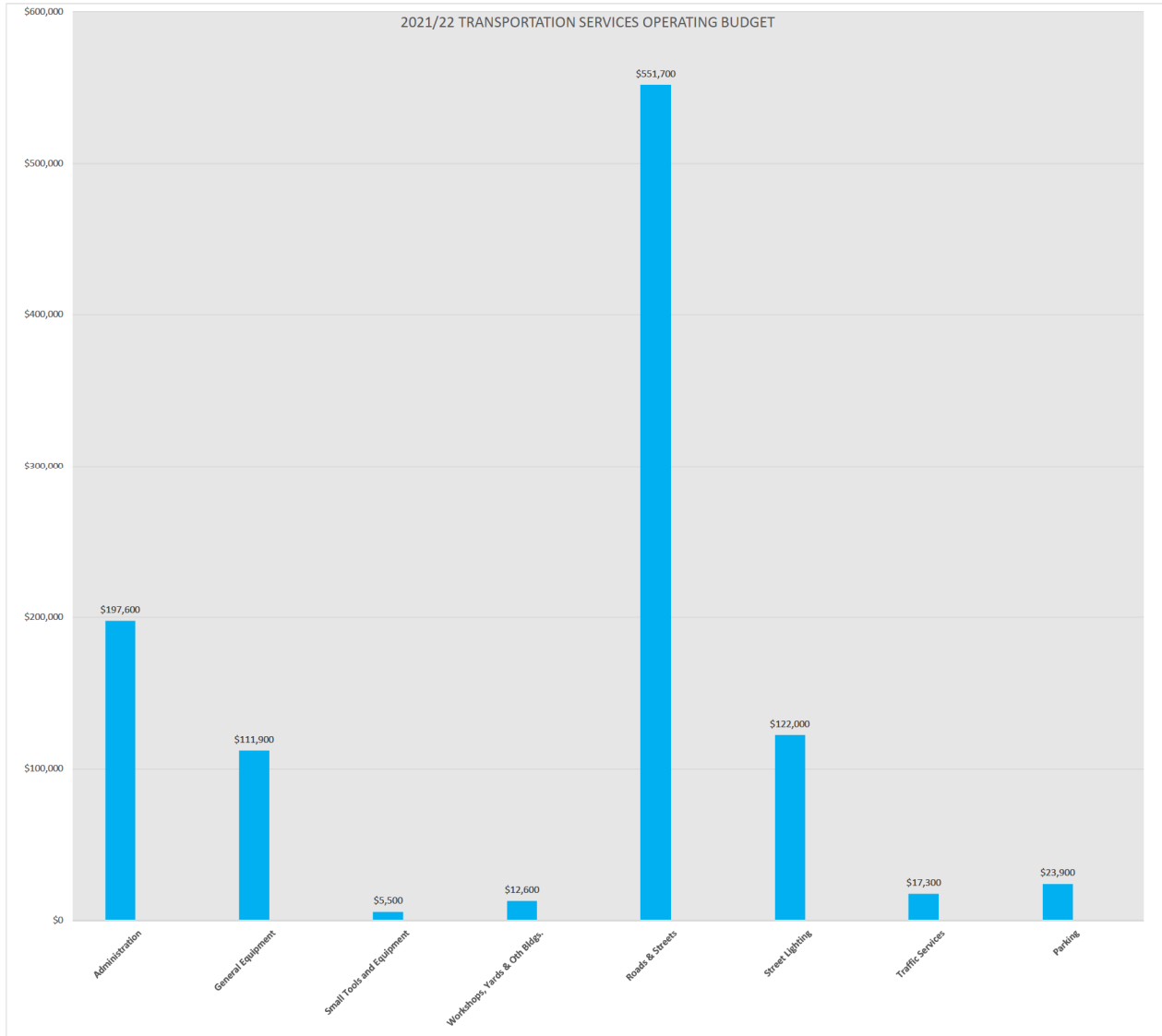
Services & Facilities



PROJECT: VEHICLE EXHAUST EXTRACTION SYSTEM

CCP PROJECT RANKING:
Strategic Direction: EMERGENCY SERVICES
Action: Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.

PROJECTS
VEHICLE EXHAUST EXTRACTION SYSTEM \$60,000



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$1,042,500	\$959,000	\$83,500	8.7%

Budget Variance Highlights

1. Salary/Training Increase \$9,000
2. Equipment maintenance/insurance Increase \$10,900.
3. Roads and Streets: Labour \$22,800, Tree Maintenance \$5,000, Safety Equipment \$3,000, Sidewalk Repairs \$8,000 and Crack Sealing Streets \$10,000.
4. Street lighting increase of \$9,800.

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW**

Urban Design



SITE:	TANNERY ROAD-KNICKLE TO 97 TANNERY ROAD (EAST)
5 Year Ranking Position of 35 Action Items	#19
Strategic Direction:	URBAN DESIGN
Action:	Activate Street Scapes through design and programming.

RANKING	PROJECTS	
#19	TANNERY ROAD SIDEWALK LAND ACQUISITION AND RFP	\$55,000
		<u>\$55,000</u>

Culture & Recreation



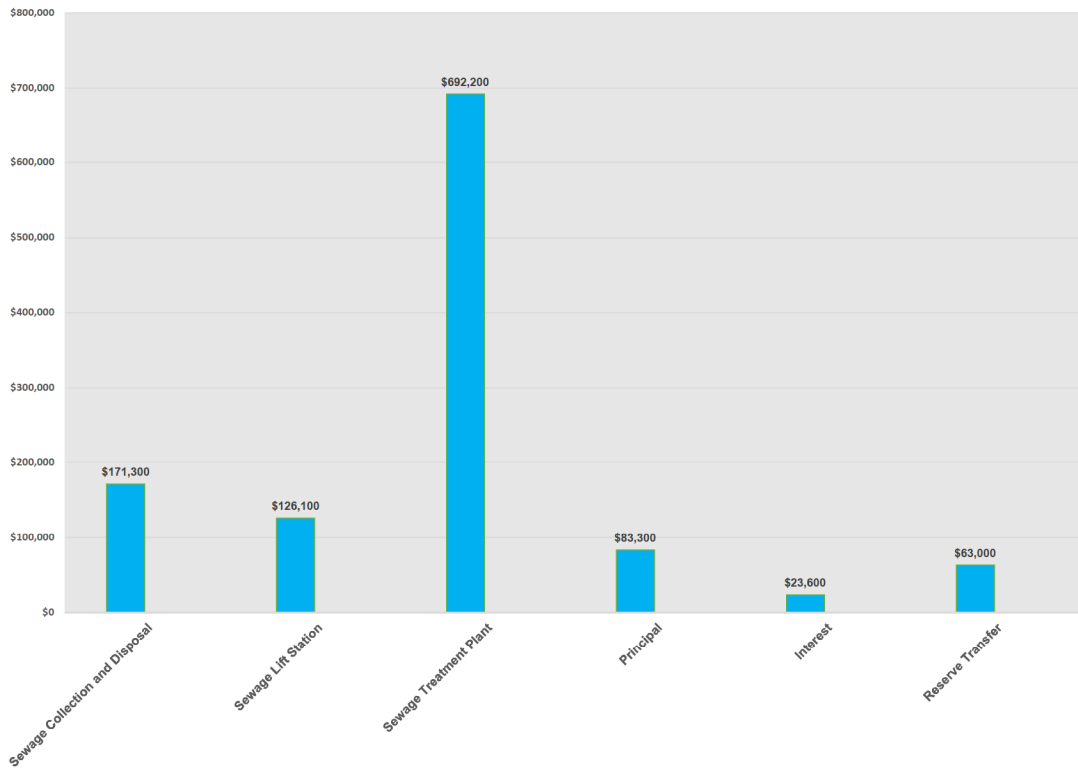
SITE:	CEMETERY ROADS
5 Year Ranking Position of 35 Action Items	Not ranked in the top 35 actions however is CEMETERIES- 10.4 K)
Strategic Direction:	CULTURE AND RECREATION PAGE 168
Action:	Continue to ensure town operated cemeteries remain the focus and part of the the Town's open space network.

RANKING	PROJECTS	
N/A	CEMETERY ROADS	\$25,000
		<u>\$25,000</u>

THIS EQUIPMENT IS PART OF THE CORE SERVICE DELIVERY THAT IS PROVIDED BY THE TOWN OF LUNENBURG ENGINEERING AND WORKS DEPARTMENT.

PROJECTS	
REPLACEMENT OF 2002 CHEV TRUCK	\$175,000
REPLACEMENT OF 2002 F150 1/2 TON TRUCK	35,000
REPLACEMENT OF 1986 DRESSER LOADER	150,000
SNOW PUSH BLADE FOR BACKHOE	13,800
REPLACEMENT OF 1997 BACKHOE-CEMETERY	55,000
REPLACEMENT OF 1990 TRACKLESS PLOW BLADE	10,000
REPLACEMENT OF 1990 SALT SPREADER FOR TRACKLESS	10,000
POWER CONCRETE SCREED	3,200
RODS FOR ROD TURNING MACHINE	3,000
CONCRETE FORMS	5,000
SPEED RADAR SIGN	3,500
	<u>\$463,500</u>

2021/22 ENVIRONMENTAL HEALTH SERVICES-SEWAGE COLLECTION AND DISPOSAL OPERATING BUDGET



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$1,159,500	\$1,104,800	\$54,700	4.9%

Budget Variance

1. Materials and Supplies Increase, \$9,000.
2. Addition of another Wastewater/Water Resource Position, Increase \$27,650.
3. Building and Yard Maintenance Increase, \$13,200.

Revenue Stream

A 0.3% increase has been applied to sewer rates for both commercial and residential users. Budgeted reserve transfer for the 2021/22 fiscal year is \$63,000.

CCP Strategic Direction: Servicing and Facilities

The Town continues to work toward the goal for this Strategic Direction that is to ensure that the long-term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022 CAPITAL INVESTMENT OVERVIEW

PROJECT:	UPGRADES TO VARIOUS WASTEWATER COLLECTION AND DISCHARGE SYSTEMS
5 Year Ranking Position of 35 Action Items	#1- INCORPORATES COMPONENTS OF 4.2 A-H
Strategic Direction:	SERVICING AND FACILITIES-WASTEWATER
Action:	Plan and make upgrades to the wastewater collection and discharge system.



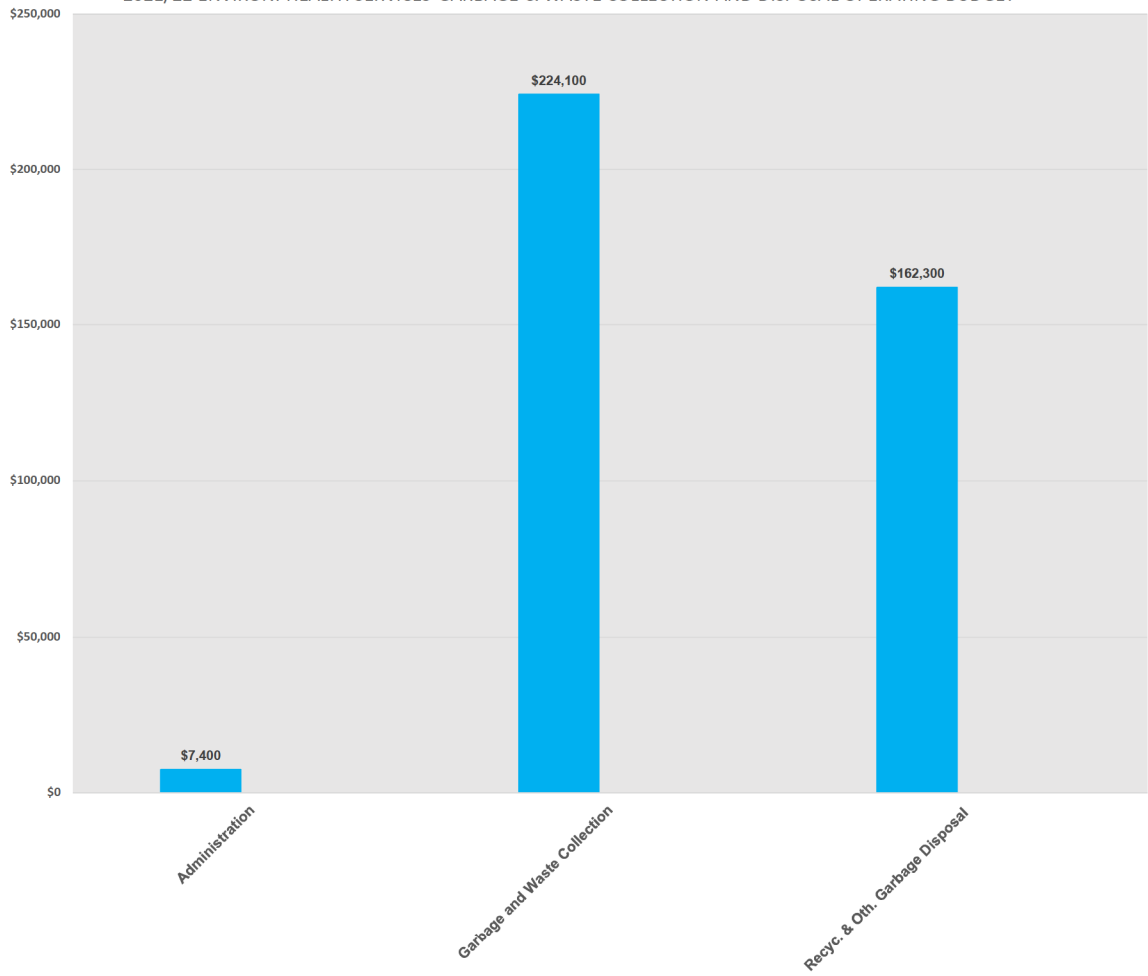
RANKING	PROJECTS	Amount
#1	BLUENOSE DRIVE SEWER LINE	15,000
#1	TANNERY ROAD SEWER LINE	120,000
#1	CATCH BASIN REPAIR - WEST NOVA PARKING LOT	20,000
#1	CSK-05, GREEN ST., KNICKLE RD., TANNERY ROAD (STORM DIVERSION)	60,000
#1	NEW SEWER MAIN ON ARCHIBALD STREET (PRE-APPROVED)	50,000
#1	UPGRADE COMMUNICATION SYSTEMS TO PUMPING STATIONS	40,000
#1	LIFT STATIONS VOLTAGE READING MONITOR AT PUMPING STATION	7,000
#1	LIFT STATIONS CAPITAL PUMP SPARES-PREAPPROVED	45,000
#1	SALT WATER INTRUSION-CHECK VALVE INSTALLATION	105,000
#1	LIFT STATION PRESSURE GAUGES	20,000
#1	LIFT STATION OVERFLOW METER	10,000
#1	SANITARY AND STORM MASTER PLAN	200,000
		\$692,000



PROJECT:	UPGRADES TO THE WASTEWATER TREATMENT PLANT
5 Year Ranking Position of 35 Action Items	#2 INCORPORATES COMPONENTS OF 4.2 A, B, C, ITEM D WILL BE STUDIED
Strategic Direction:	SERVICING AND FACILITIES-TREATMENT PLANT
Action:	Upgrades to the wastewater treatment plant.

RANKING	PROJECTS	Amount
#2	BLOWER REPLACEMENTS AT WASTE WATER TREATMENT PLANT	280,000
#2	CHEMICAL FEED PUMPS	40,000
#2	COMPRESSOR OVERHAUL	5,000
#2	ROOF TOP AIR CONDITIONER	15,000
		\$340,000

2021/22 ENVIRON. HEALTH SERVICES-GARBAGE & WASTE COLLECTION AND DISPOSAL OPERATING BUDGET

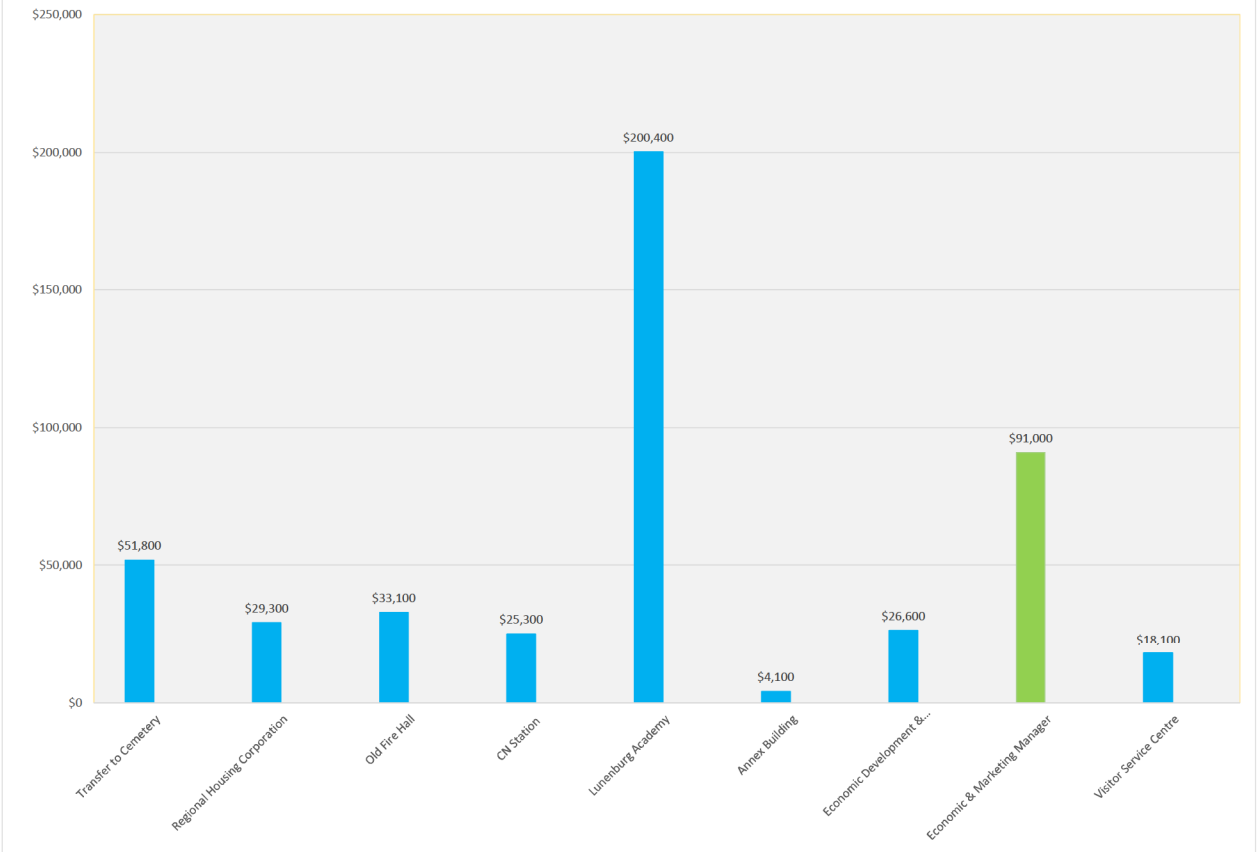


2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$393,800	\$385,100	\$8,700	2.3%

Budget Variance Highlights

1. Legal fees, Increase \$3,000.
2. Collection Contract, Increase \$4,600

2021/22 ENVIRONMENTAL DEVELOPMENT OPERATING BUDGET (EXCLUDING PLANNING)



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$479,700	\$379,000	\$100,700	21.0%

Budget Variance Highlights

1. Cemetery Transfer, Increase \$11,100.
2. Lunenburg Academy - Coordinator Contract (\$15,000), Fuel (\$11,800)
3. **Action #23** New Position-Economic & Marketing Manager, Wages, Benefits and Support Costs, \$91,000.

CCP

The budgeted amount for the hiring of an Economic Development Officer implements CCP Strategic Direct 6.1 a). Establish a staff position that can support economic development initiatives.

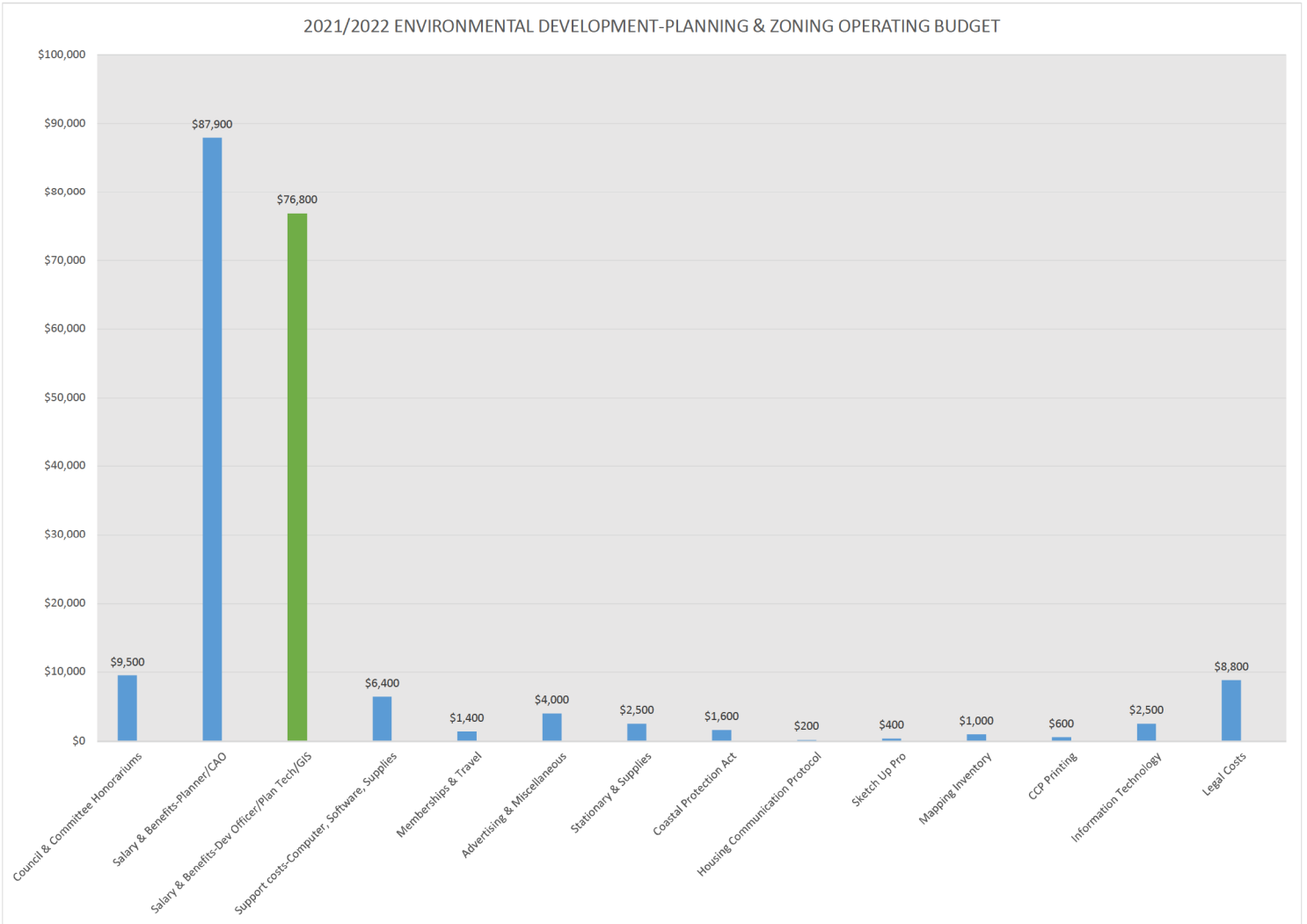


SITE:	ANNEX BUILDING
5 Year Ranking Position of 35 Action Items	#6
Strategic Direction:	SERVICING AND FACILITIES
Action:	Plan for long-term of all municipal facilities, including renovation, sale or lease.

RANKING	PROJECTS	Amount
#6	REPLACEMENT OF ROOF	\$26,000

Please note: Lunenburg Academy Capital is included in Heritage Presentation.

2021/2022 ENVIRONMENTAL DEVELOPMENT-PLANNING & ZONING OPERATING BUDGET



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$203,600	\$112,900	\$90,700	80.3%




Budget Variance Highlights

1. Addition of full time Assistant Development Officer/Planning Tech/GIS Tech Salary, Benefits and Support Costs (ie computer, software) \$83,200.
2. Additional costs for additional supports-mapping inventory, Coastal Protection Act, IT Costs, etc., Increase \$9,000.

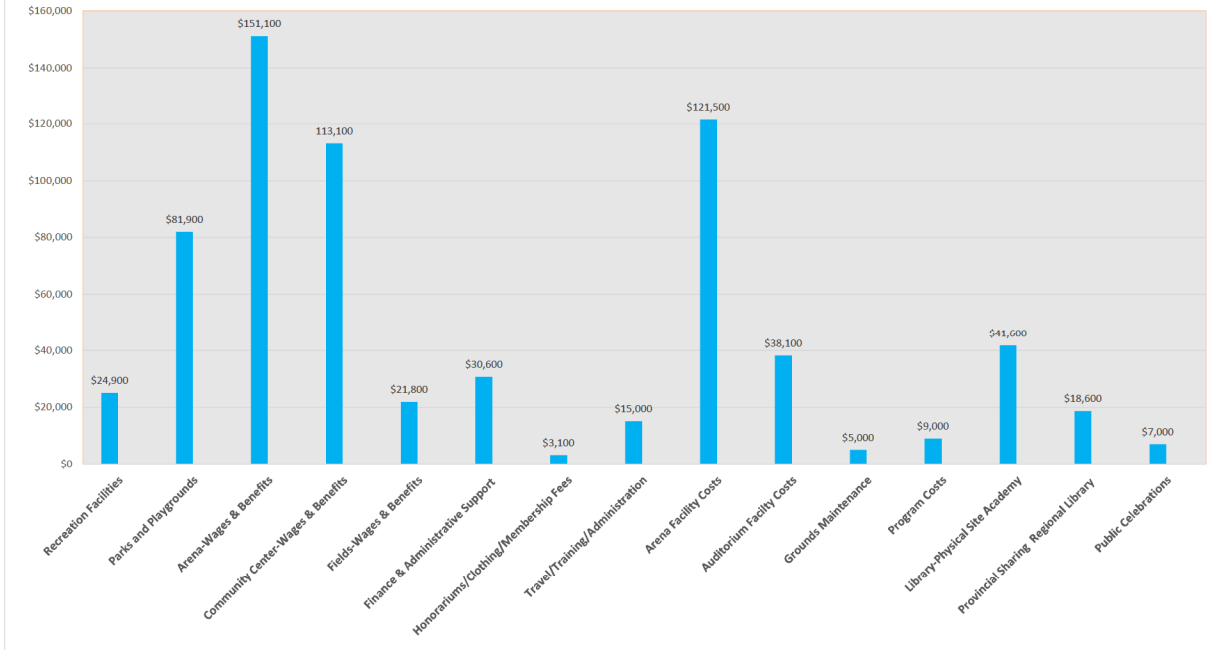
CCP

As many of the items in the CCP are lead by the Planning Department, it is necessary to add support staff and other supports that will enable CCP implementation.

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW**

	PROJECT: REINSTATE KING STREET PARKLET 5 Year Ranking Position of 35 Action Items #19 Strategic Direction: URBAN DESIGN Action: Activate Streetscapes through design and programming.	RANKING PROJECTS #19 REINSTATE KING STREET PARKLET	<u>\$20,000</u>
	PROJECT: WATERFRONT DEVELOPMENT 5 Year Ranking Position of 35 Action Items #24 Strategic Direction: CULTURE & RECREATION Action: Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths.	RANKING PROJECTS #24/#19 WATERFRONT DEVELOPMENT	<u>\$25,000</u>
	PROJECT: BLOCK HOUSE HILL 5 Year Ranking Position of 35 Action Items #10 Strategic Direction: COMMUNITY STRUCTURE Action: Site Planning for Block House Hill	RANKING PROJECTS #10 BLOCKHOUSE HILL	<u>\$40,000</u>

2021/22 RECREATION AND CULTURAL SERVICES OPERATING BUDGET-EXCLUDING HERITAGE



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$682,300	\$671,050	\$11,250	1.7%

Budget Variance Highlights

1. Wage and benefit increases \$7,250.
2. Addition of repairs and maintenance to 2008 van in the amount of \$3,500.
3. Addition of bandstand operating costs \$2,500.
4. Office supplies & computer maintenance addition of \$3,000 for debit machine, new computer, and poster software.

Revenues offset a portion of the Arena & Community Centre Operating Cost. Amount supported through the tax rate is \$284,900 and is on page 10 of your budget.

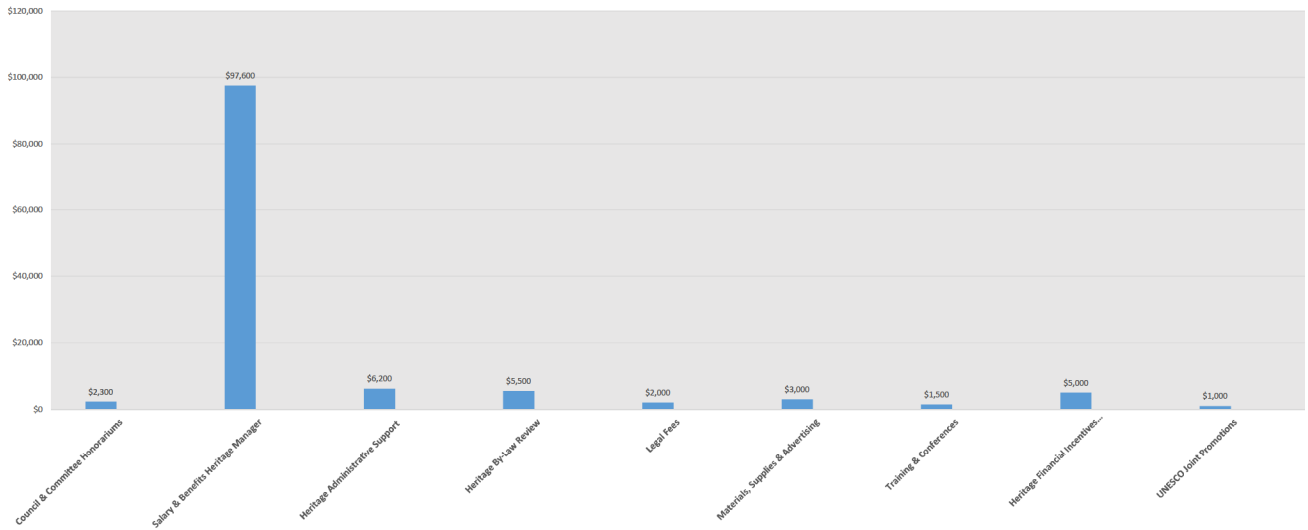
**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW**

FACILITY UPGRADES	
PROJECTS	
BATHROOM RENOVATIONS-ARENA	\$10,000
GYM FLOOR REFINISH-COMMUNITY CENTRE	30,000
	<u>\$40,000</u>
FURNITURE AND EQUIPMENT	
FLOOR SCRUBBER	<u>\$7,500</u>
SITE: SKATE PARK	
CCP PROJECT RANKING:	Not Ranked in the top 35, however is under PROGRAMMING-10.6 G)
Strategic Direction:	CULTURE AND RECREATION PAGE 174
Action:	Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups.
PROJECT SKATE PARK	<u>\$60,000</u>

Culture & Recreation



2021/22 RECREATION AND CULTURAL SERVICES-HERITAGE PROPERTIES OPERATING BUDGET



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$124,400	\$117,250	\$7,150	6.1%

Budget Variance Highlights

1. Heritage Bylaw Review- increase \$2,500
2. Inclusion of the Heritage Financial Incentive Program funding-\$5,000



PROJECT:	GOOGLE ARTS & CULTURE PROGRAM
5 Year Ranking	Not ranked in the top 35 actions however is GENERAL- 7.1 E)
Strategic Direction:	HERITAGE PAGE 121
Action:	Work with other Nova Scotia Unesco Heritage Sites on Joint Marketing and round-table discussions.

RANKING PROJECTS

N/A	GOOGLE ARTS CULTURE PROGRAM	\$10,000
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SITE:	LUNENBURG ACADEMY
5 Year Ranking Position of 35 Action	#22
Strategic Direction:	HERITAGE
Action:	Encourage Accessibility and provide heritage design guidance



5 Year Ranking Position of 35 Action	#6
Strategic Direction:	SERVICING AND FACILITIES
Action:	Plan for long-term of all municipal facilities, including renovation, sale or lease.

RANKING PROJECTS

#22	SOUTH SIDE HANDRAIL	\$15,000
#6	FOUNDATION/DRAIN TILE INSPECTION & TENDER DOCUM	\$40,000
		\$55,000

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
ITEMS SUPPORTED BY OPERATING BUDGET**



Action 16 Urban Design: Policies and other actions to improve accessibility throughout the Town

1) Town Staff will undertake a review of town owned and maintained parking lots to evaluate the number of accessible parking spaces. Consideration will also be given to drop-off and pick-up points where applicable. Staff will also identify all existing on-street accessible parking spaces. It would be recommended to GPS these locations and map them in a GIS system. However until then these will be paper generated and compiled in a binder. Staff will evaluate their findings and develop location best suited for additional accessible parking spaces. A budget for these improvements will be developed for consideration during the 2022-23 budget review. It is intended that Public Works would carry out and implement the upgrades during the 2022-23 fiscal year. **Note:** This is also in-keeping with the Town's Accessibility Plan Section 3.3



Action 22 Heritage: Policy to encourage accessibility and provide heritage design guidance.

This action includes three steps to implementation

- 1) Review HCD Design Guidelines, Subdivision Standards and Street Encroachment for Building Access By-Law for impacts on accessibility. The HCD Design Guidelines and Subdivision Standards will be updated by UPLAND during their deliverable under Project Lunenburg. The Street Encroachment for Building Access by-Law will be reviewed by staff
- 2) A Design Standard for Accessibility handout will be developed by staff from October 2021 to April 2022 for wheelchair ramps in keeping with the HCD Design Guidelines. A Comprehensive Common Accessibility Standards manual is intended to be developed by consultants pursuant to Section 5.1 of the Accessibility Plan. Costs associated with an RFP and a consultant will be recommended to Council for their 2024-25 budget review
- 3) The Design Guidelines of the HCD as well as provisions of the Land Use By-law will be reviewed and up-dated where necessary from January 2023 to September 2023.



Action 31 Heritage: Accommodate new additions to Heritage Structures such as solar panels without detrimental impacts to heritage value

This action includes one step to implementation:

- 1) A review of the HCD Plan and By-law and identify potential improvement related to energy efficiency and renewable energy generation. The HCD Plan and By-law will be up-dated by UPLAND during their deliverables under Project Lunenburg. The Alteration Guidelines for Municipally Registered Heritage Properties were amended on October 13, 2021 to enable the use of the HCD By-law provisions to apply to municipally registered heritage properties



Action 35 Heritage: Ensure infill and new developments is visually compatible with, subordinate to, and distinguishable from the historic place

This action included one step to implementation

- 1) A review of the HCD Plan and By-law and identify potential improvements related to infill and new development. The HCD Plan and By-law will be up-dated by UPLAND during their deliverables under Project Lunenburg. The Alteration Guidelines for Municipally Registered Heritage Properties were amended on October 13, 2020 to enable the use of the HCD By-law provisions to apply to municipally registered heritage properties. Note this section deals with Parks Canada Standards and Guidelines, Standard 11, which has been incorporated within the draft HCD Plan and By-law and is anticipated to also be included in UPLAND's proposed HCD Plan and By-law

9. ENVIRONMENTAL DEVELOPMENT OVERVIEW

-PLANNING AND DEVELOPMENT-

Strategic Plan – Corporate business (Draft-v1)

16 March 2021



SERVICES

- ▶ Comprehensive Community Planning Project (CCP, MPS, LUB, Subdivision, HCD)
- ▶ Steering Team
- ▶ Planning Advisory Committee
- ▶ Planning, Special Projects
- ▶ Development Control – Land Use By-law, Subdivision
- ▶ Inquires, legal documents (encroachments, indemnities, confirmations)
- ▶ Shared service delivery role in building inspection



STRATEGIC PLAN RELEVANCE

- i. **Community Structure:** Direction regarding how the town will be structured and how land will be used.
- ii. **Housing:** Direction to support different types of housing development, tenant structures, and affordability.
- iii. **Servicing and Facilities:** Direction to ensure efficient infrastructure, and that municipal facilities are properly managed and maintained for future use.
- iv. **Mobility:** Direction for multi-modal transportation and demand management.
- v. **Economic Development:** Direction to support economic development.
- vi. **Heritage:** Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.
- vii. **Urban Design:** Direction to enhance residents' and visitors' experience of the built environment.
- viii. **Environment + Sustainability:** Direction to foster environmental stewardship and adapt to climate change.
- ix. **Culture and Recreation:** Direction to support community life and assets in Lunenburg, including cultural identity, heritage interpretation, and the arts sector, as well as parks, open spaces, sports, and other activities.
- x. **Governance:** Direction to enhance internal and external relations through policies, procedures and resources.

OBJECTIVES:

- ▶ To provide planning and development services and supporting functions as enabled by Part VIII and IX of the *Municipal Government Act*
- ▶ To provide excellent customer service and meet the communities' needs.
- ▶ To be in keeping with the CCP
- ▶ To create efficiencies and increase productivity where possible
- ▶ To reduce costs and conserve cash where possible

PLANNING AND DEVELOPMENT

Town of Lunenburg
2021/22 v1 Budget Summary

	v1 Budget 2021/22	Approved Budget 2020/21	Difference %
Expenditures			
General Government Services	\$ 773,900	\$ 508,850	52.1%
Other Protective Services	958,100	914,800	4.7%
Fire Services	698,000	683,400	2.1%
Transportation Services	1,042,500	959,000	8.7%
Environmental Health Services	1,407,000	1,358,600	3.6%
Environmental Development Services	683,300	891,900	38.9%
Recreation & Cultural Services	806,700	788,300	2.3%
Fiscal Services	1,472,400	1,408,450	4.5%
	<u>\$ 7,841,900</u>	<u>\$ 7,113,300</u>	<u>10.2%</u>
Revenue			
Property Tax Revenue, including Sewer	\$ 6,414,700	\$ 6,229,000	3.0%
Non-tax Revenue			
Sales of Services	103,000	96,700	6.5%
Arena & Community Centre	240,000	249,700	-3.9%
Other Revenue - Own Sources	349,900	311,200	12.4%
Unconditional Transfers	50,100	50,100	0.0%
Conditional Transfers	186,000	176,600	5.3%
	<u>\$ 7,343,700</u>	<u>\$ 7,113,300</u>	<u>3.2%</u>
Unfunded Operating Expenditures	\$ 498,200	\$ -	

PLANNING AND DEVELOPMENT

Town of Lunenburg
Draft 2021/22 Budget Information Summary

New Budget Items supporting CCP	
ANTI-RACISM SPECIAL COMMITTEE	\$9,500
ORGANIZATIONAL REVIEW	\$100,000
POLICY AND BYLAW REVIEW	\$100,000
PERFORMANCE INDICATORS	\$100,000
DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - SALARY	\$83,200
ECONOMIC & MARKETING MANAGER - SALARY	\$91,000
	<u>\$483,700</u>
Budget changes excluding above (core services)	<u>\$196,600</u>

PLANNING AND DEVELOPMENT

Note 6. Sale of
Services
Page 9

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

Fee Review - per Feb.9/21 Council report

Planning Application Fees to be raised from \$249.15 to \$750 plus \$700 advertising deposit (partially refunded at end if surplus). \$750 same as East Hants. Better reflect the actual cost of processing an application (time, legal input, public engagement, mapping, etc.)

PLANNING AND DEVELOPMENT

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET						
ACCOUNT #	DESCRIPTION	2021/22 BUDGET	2020/21 BUDGET	2020/21 PROJECTIONS	2019/20 ACTUALS	
-	ENVIRONMENTAL PLANNING & ZONING					
200	01-2-61-1050 3 COUNCIL & COMMITTEE HONORARIUMS	9,500	9,300	9,300	8,918	
200	01-2-61-1070 4 SALARY - PLANNING (Planner, CAO)	73,300	73,100	73,100	72,920	
(2,400)	01-2-61-1080 4 BENEFITS - PLANNING (Planner, CAO)	14,600	17,000	17,000	10,529	
64,000	01-2-61-1081 4 DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - SALARY	64,000	-	-	-	
12,800	01-2-61-1082 4 DEVELOPMENT OFFICER/PLANNING TECH/GIS TECH - BENEFITS	12,800	-	-	-	
6,400	01-2-61-1083 4 SUPPORT COSTS FOR DEV OFFICER/PLANNING TECH/GIS TECH, includes computer, software & supplies	6,400	-	-	-	
-	01-2-61-1090 5 MEMBERSHIP FEES	900	900	900	755	
(800)	01-2-61-1095 5 TRAINING	-	800	400	1,496	
	5 TRAVEL	500	-	-	-	
2,500	01-2-61-1100 6 ADVERTISING & MISC. EXPENSES	4,000	1,500	2,000	846	
1,000	01-2-61-1130 6 STATIONARY & SUPPLIES	2,500	1,500	1,500	3,837	
1,600	6 COASTAL PROTECTION ACT	1,600	-	-	-	
200	6 HOUSING COMMUNICATION PROTOCOL	200	-	-	-	
400	6 SKETCH UP PRO	400	-	-	-	
1,000	6 MAPPING INVENTORY	1,000	-	-	-	
600	6 CCP PRINTING	600	-	-	-	
2,500	6 IT	2,500	-	-	-	
-	7 GEOGRAPHIC INFORMATION SYSTEM (GIS)	-	-	-	-	
-	01-2-61-1300 8 LEGAL COSTS - PLANNING	8,800	8,800	8,800	13,267	
		203,600	112,900	113,000	112,568	

PLANNING AND DEVELOPMENT

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

This account includes estimated cost for the CAO (approx. 10%) to assist as committee clerk and facilitate development applications to the committee and Council.

Productivity, improve customer service & service delivery, efficiencies, role dedication to planning applications, special projects and development permits. Administrative support duties, building inspection clerk and admin support. Town is best served by role dedication to these functions. Currently filling the gap with negative impact on current duties and responsibilities.

PDM:

- Planner
- Project manager
- Development Officer
- Assistant Heritage Officer
- Admin component

PLANNING AND DEVELOPMENT

#01-2-61-1081/1082/1083 Assistant Development Officer/Planning Tech/GIS Tech

Will require re-organization – estimate for cost is salary for new hire. Role dedicated to planning and development administration duties – application intake, minor inquires, building permit processing, initial review of applications for completeness. GIS/Mapping/Civic addressing components meeting needs across departments – zoning maps, maps for projects, PW infrastructure and asset mapping and tracking. Will improve efficiencies, customer service, use of technology, enhance long range planning efforts.

- **Key in co-ordination of planning and development**
- **ONE STOP SHOP FOR CUSTOMER SERVICE:** Support of Planning and Development, Heritage, Public Works with respect to applications, co-ordination
- e.g., Development control technician duties: initial review application review, prepare for DO and HO sign off, process/circulation SD applications, civic addressing, driveway
- **OPERATE AND MAINTAIN GIS SYSTEM:** input of applications in Town Suite; input and maintenance of GIS (Provincial updates to property layers, service extensions, flood plane mapping, PVSC data, map changes through rezonings, special layers such as coastal protection, Heritage properties, heritage boundaries, properties with encroachment agreements, etc.)

PLANNING AND DEVELOPMENT

#01-2-61-1081/1082/1083 Assistant Development Officer/Planning Tech/GIS Tech

Will require re-organization – estimate for cost is salary for new hire. Role dedicated to planning and development administration duties – application intake, minor inquires, building permit processing, initial review of applications for completeness. GIS/Mapping/Civic addressing components meeting needs across departments – zoning maps, maps for projects, PW infrastructure and asset mapping and tracking. Will improve efficiencies, customer service, use of technology, enhance long range planning efforts.

- Special projects across departments: mobility and streetscaping, site identification, trail development etc.
- Sketch up for projects, public engagement activities, development proposals.
- Basic mapping requests.
- CCP projects such as interactive flood mapping model (experiential, community to upload pics & text), use of assessment data (e.g. location of # of units)
- **COST BENEFITS** - save money in the long run – **productivity and efficiency**
 - time of PDM and other managers, support implementation of CCP (e.g., new planning documents, increased development)
 - Better information, accessible information

PLANNING AND DEVELOPMENT

#01-2-61-10XX Travel

In prior budgets was combined with training and was inadequate. Basic mileage expense when travelling to meetings. Inadequate budget prevented collaboration, networking and synergies that come from partnerships.

- Importance of collaboration with others
- Learn from others, networking, shared experiences, best practices.
- Profile

PLANNING AND DEVELOPMENT

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. Cost related to CCP projects, new planning documents approval process. Additional advertising will be required for meetings and statutory adverts for all the new planning documents. Will also encompass advertising for special projects and any mail outs related to the CCP/planning documents.

#01-2-61-1130 Stationary & Supplies

To include contributions for mapping requirements (paper, ink, scanning).

#01-2-61-11xx Costal Protection Act

Depending on when regulations come into effect under Coastal Protection Act, changes to permitting and mapping will be needed. Townsuite programing, cost unknown. CCP Direction Environment and Sustainability – CCP Section 9.1 Sea Level Rise (c-f) – Regulate Buildings Near Shoreline. Coastal protection, climate change and sea level rise.

#01-2-61-11xx Sketch Up Pro

Sketch Up Pro to be used by technician – models planning, streetscape design. Cost of Sketch Up Professional – desktop and web. Used with 3D modelling, CCP. Scenarios of landscape, streetscape design.

PLANNING AND DEVELOPMENT

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PLANNING AND DEVELOPMENT

CCP Printing

Two colour copies of CCP. Four copies of HCD Plan and By-law for submission to province.

IT

Rental/usage compensation for personal technology. To compensate staff for use of personal technology while TOL is upgrading technology (e.g. personal programs – AutoCad, Adobe, scanners, high resolution printers, wireless technology). \$300

It is the intention of the IT shared service with Chester to move to Microsoft Office 365. \$360

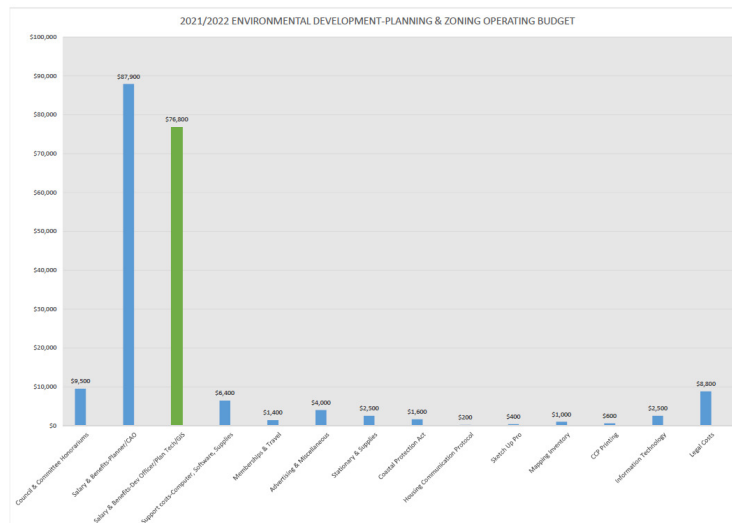
Full Adobe capability on two laptops (combine documents etc) and desktops. Will correct inefficiencies related to not being able to combine docs, search docs. \$750

IT budget for this department including the above mentioned items, \$2,500.

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

Unknown budget. We have most of this through the shared services. Work to integrate PW asset management data, PW flood plain model – programming changes rather than adding a layer so it is interactive. Enhance technology and productivity, aid long range planning and carrying out projects.

PLANNING AND DEVELOPMENT



PLANNING AND DEVELOPMENT

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PLANNING AND DEVELOPMENT

TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW

	PROJECT: REINSTATE KING STREET PARKLET 5 Year Ranking Position of 35 Action Items #19 Strategic Direction: URBAN DESIGN Action: Activate Streetscapes through design and programming.	
	RANKING PROJECTS #19 REINSTATE KING STREET PARKLET	<u>\$20,000</u>
	PROJECT: WATERFRONT DEVELOPMENT 5 Year Ranking Position of 35 Action Items #24 Strategic Direction: CULTURE & RECREATION Action: Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths.	
	RANKING PROJECTS #24/#19 WATERFRONT DEVELOPMENT	<u>\$25,000</u>
	PROJECT: BLOCK HOUSE HILL 5 Year Ranking Position of 35 Action Items #10 Strategic Direction: COMMUNITY STRUCTURE Action: Site Planning for Block House Hill	
	RANKING PROJECTS #10 BLOCKHOUSE HILL	<u>\$40,000</u>

PLANNING AND DEVELOPMENT

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

Draft-v1

Page 76 of 102
4:00 pm - March 9, 2021

By-law). Balance of unexpended budget at end of fiscal 20-21 will be carried forward to fiscal 21-22 to finalize planning & heritage documents, overall budget \$229,300 + heritage change order

CCP Project

Reinstate King Street Parklet, construct benches, tables, umbrella to be made accessible. CCP Direction Urban Design, CCP Section 8.1 Streetscapes (a-r and z-gg).

Waterfront Development

Partnership proposal to develop waterfront for enhanced streetscape and access to water. CCP Action #24 – Waterfront Access and #19 – Activate Streetscapes. Collaborative project proposal. Partnership, hire consultants for design, first phase implementation.

PLANNING AND DEVELOPMENT

	Activity	Start	Finish	Who?
#	Site Planning for Blockhouse Hill	Underway	Apr-24	Planning/ LBOT
	CCP Estimated Price Range: \$100,000-1,000,000			
1	Phase 1: Relocate campground and offset lost LBOT revenue by increasing Old Town visitor parking fees.	Mar-21	Dec-24	LBOT, Planning
1.1	LBOT decision to relocate campground, determine ownership & operating model.			
1.2	Determine alternative to and/or additional ways of offsetting relocation expenses rather than increasing Town visitor parking fees (Covid recovery, inadequate source of revenue).			
1.3	Decision and adoption of funding model by LBOT and ToL			
1.4	Site Selection - Develop criteria for site (walkability, servicing requirements, acceptable elevations, minimum area, frontage, etc)			
1.5	Site Selection - carry out analysis and provide options, selection of site			
1.6	Site Purchase - legal and survey (retracement, possible subdivision), Council approvals (land title, ToL budget impacts).			
1.7	Site Pre-Construction - design work, cost estimates, possible phased approach.			
1.8	Site Construction - funding model in place, construction (likely in phases for full build out), possible infrastructure upgrades by Town.			
1.9	Campground operational			

- GIS
- Support from Town in site identification

PLANNING AND DEVELOPMENT

2	Phase 2: Re-zone Blockhouse Hill for comprehensive development.	underway	Dec-21
2.1	New MPS and LUB will enable comprehensive development, rezoning should not be necessary. If RCDD, a development agreement will most likely be needed once there is a change in title.		
3	Phase 3: Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing.		
3.1	RFP for feasibility study		
3.2	Council award of RFP		
3.4	Feasibility study - recommendations for methods and conditions for inclusion of affordable housing.		

- New planning docs required
- Feasibility study \$20 K
- Have started discussions on housing that is affordable

PLANNING AND DEVELOPMENT

4	Phase 4: Commence Blockhouse Hill master planning strategy.			Planning, PW consultant
4.1	Preparation: Desk top archeology study	Jun-21		Consultant
4.2	Preparation: Heritage Impact Assessment or similar report with respect to development of WHS buffer property and its impact on OUV - <i>Note - this could also form part of the RFP.</i>			Consultant
4.3	Preparation: Migration of RoD lots, surveying, land assemblage (consolidating subdivision)	Jul-21	Jul-22	Plng
4.4	Preparation: Pre-design, Master Planning Project for Water and Sewer (model development)			PW
4.4	Preparation: Internal Report on current servicing - issues identified for engineering requirements for site development			PW
4.4	Phase I. Environmental Assessment (identifies potential or existing environmental contamination liabilities.)			consultant
4.5	Run water and sewer integration model for maximum density to inform RFP process, determine required system upgrades			PW
4.5	RFP for master planning strategy			
4.6	Master planning strategy, with public engagement components - depends upon whether criteria are set out in advance or developed as part of RFP process.			

- Archeology
- Migration
- Surveying

PLANNING AND DEVELOPMENT

4.6	Master planning strategy, with public engagement components - depends upon whether criteria are set out in advance or developed as part of RFP process.			
4.7	Town led planning and design process - options for proceeding - RFP including DA negotiations, RFP for design THIS DEPENDS UPON WHAT IS SET OUT IN THE LUB AS WELL AS THE MASTER PLANNING STUDY			
	RFP awarded -			
4.8	Public Engagement (if DA process)			
4.9	Planning approvals			
	Phase 1 detailed design work for construction			
Potential partners: Developers, Housing Nova Scotia, Housing Advocacy				

• 50 K next year

PLANNING AND DEVELOPMENT

Blockhouse Hill

Desk top archaeology \$10,000

Surveying \$7,000 (with topo)

Subdivision \$113.35

Migration \$2,500 (2 lots)

Advice on impact

Work with LBOT – mapping, agreements, etc.

Initiate feasibility study to explore conditions of sale, municipal land bank or community land trust as preferred model to ensure inclusion of affordable housing - Budget \$20,000

Total Budget \$40,000

Archaeology – preventative should artifacts be found later, could be a sensitive site which may impact design. Work with housing stakeholders. Legal work and surveying – estimates. Relocation of campground.

Fiscal 22-23

Budget \$50,000 to commence Blockhouse Hill master planning study.

PLANNING AND DEVELOPMENT



**PROJECT
LUNENBURG**

25

Navigating the
Future, Together.

QUESTIONS?

Thank you



Kelly Jardine

From: Holly Sweet [<mailto:holly@sslibraries.ca>]
Sent: March 5, 2021 6:20 PM
To: Bea Renton <brenton@explorelunenburg.ca>
Subject: Holly's request for sign approval with map

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST.

Hi Bea,

I would like to request Council approval to erect signs around the Academy grounds for a library program. Our program is a Story Walk, where each page of a children's picture book is blown up and put on weather-proof boards and placed around the grounds, which participants can read as they move about the space. Our StoryWalk book is *The Thing that Lou Couldn't Do*, by Ashley Spires and would be up from June 13th to Labour day. There will be 20 signs in total, and 20 stands with these dimension:
Stands (21 inches high with 6 pegs for attaching the pages)
Coroplast pages (12 inches x 22 inches)

Please find attached a map of where we would like to put the signs, and find photos in the following link:

<https://www.tdsummerreadingclub.ca/staff/news/articles/the-td-summer-reading-club-is-pleased-to-announce-a>

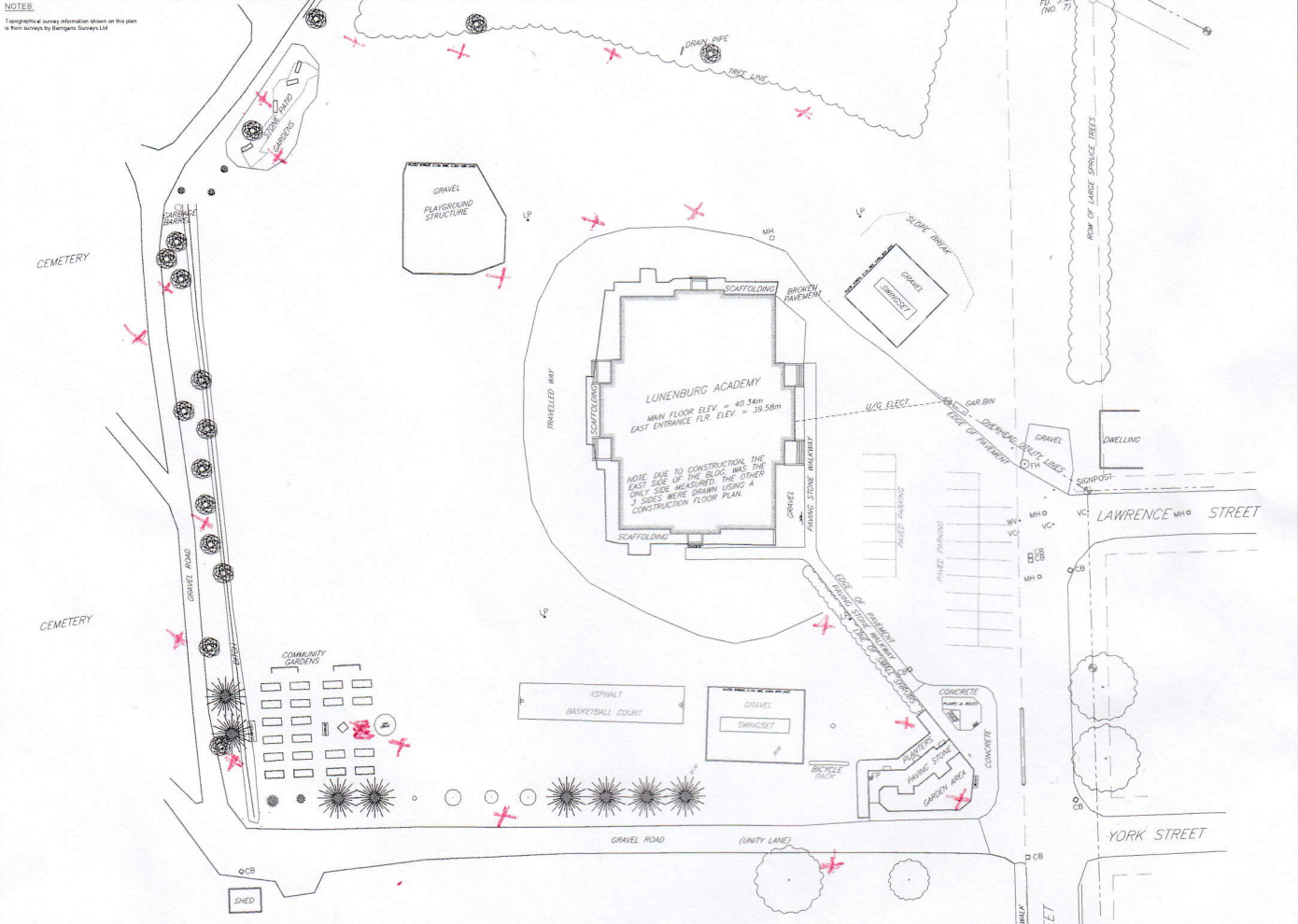
Thanks for your consideration,

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Holly Sweet
Branch Coordinator, Lunenburg Library
South Shore Public Libraries
holly@sslibraries.ca
902-634-8008

NOTES
 1 Geographical survey information shown on this plan is from surveys by Barringer Surveys Ltd



Lunenburg Academy		UPLAND	Town of Lunenburg
Lot Development			
Existing Conditions Plan	1:250	Planning and Design Studio	1 902 423 0949 uplandstudio.ca
180311			

SCALE	DATE	SCALE	DATE

↑ L-1

[Handwritten signature]

Motion
Town of Lunenburg
Sale of Angus Walters House – 37 Tannery Road
March 22, 2021

Moved by _____ and seconded by _____:

Whereas the Town passed a resolution (in 3 component parts) on the 9th day of March, 2021 for the sale of the property at 37 Tannery Road.

And Whereas the Town passed a resolution on the 9th day of March, 2021 declaring Parcel TR-1 to be part of Tannery Road, a public street, but the Registrar General would not allow the resolution and attached plan to be filed in the Land Registry (and pursuant to s. 312 of the Municipal Government Act, a plan of survey must be filed in the registry when expanding a public street).

And Whereas the property could not be approved for subdivision under the Town of Lunenburg Subdivision Bylaw.

And Whereas subdivision approval is not required, by virtue of s. 268(c) of the Municipal Government Act for a subdivision resulting from an acquisition of land by a municipality for municipal purposes.

The Town hereby agrees that the form of agreement with the purchasers of the property shall be amended so that the entire lot (represented in Property Online as PID 60053246) shall, subject to the utility easement, be conveyed to the purchasers and the purchasers shall immediately convey Parcel TR-1 to the Town by Warranty Deed for municipal purposes (for street purposes), and the Mayor and Manager/ Clerk are authorized to do such things and to execute such documents with the municipal seal as are reasonably necessary to complete the transaction as amended herein